

# PARISH OF RADNAGE

## A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 11<sup>th</sup> May 2016 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mrs Sue Jones, Vice-Chairman Mr Robert Nikiel, Ms Tamsin Addison, Mr Frank Coggrave, Mr Lew Perring and Clerk Mrs Gill MacKenzie.

### **1. Welcome and Apologies for Absence.**

The Chairman welcomed councillors. Apologies had been received from County Councillor Carl Etholen and District Councillors Shade Adoh and Saeed Saddique.

No members of the public were present so the meeting was not closed for a public session.

### **2. To receive any disclosure of pecuniary interests by Members relating to items on the agenda.**

No declarations were made.

### **3. Acceptance and signing of minutes of the Ordinary Meeting of the Parish Council held on 13<sup>th</sup> April 2016.**

It was proposed by Cllr Nikiel, seconded by Cllr Perring with all who had been present, in favour that the minutes of the meeting held on 13<sup>th</sup> April 2016 be accepted as a true and accurate record. The Chairman signed and dated the minutes.

### **4. Report on progress on items in the previous minutes of the Ordinary Meeting of the Parish Council not otherwise included in this agenda.**

Cllr Addison reported that she had spoken to the Headteacher of Radnage Primary School and that she was keen to pursue renewed contact and liaison with the village of Radenac in France. It had been suggested that the teacher of French may be interested in following this up.

### **5. To provide an update on the result of advertising the Casual Vacancies.**

The Clerk advised that she awaited advice from WDC about the results of the advertisements for the Casual Vacancies. An election was not anticipated at this time and therefore it was strongly recommended that efforts be renewed/continued to find willing volunteers to put themselves forward for Co-Option.

**ACTION: All**

### **6. Planning Applications.**

- Riven Oak Farm, Bottle Square Lane: Householder application for construction of detached triple garage with loft store over. The Parish Council agreed there was no objection to this application.

### **7. Finance**

- a) The Clerk advised that the Internal Audit had been successfully completed with no adverse comments and reported that at the end of April the Treasurers Account had a balance of £26,026.69 (which included the first half of the annual Precept) and the Business Account a balance of £21,030.30 which included interest of 95 pence. There were no questions arising from the year end balances.
- b) Payments for April 2016 were authorised following a proposal by Cllr Addison, seconded by Cllr Nikiel and agreed by all. Cllrs Coggrave and Perring undertook the signing of cheques.
- c) The Annual Governance Statement had been previously distributed to all councillors and therefore it was proposed by Cllr Coggrave, seconded by Cllr Jones with all in favour that this been signed off.

d) The Annual Accounts for Financial Year 2015 – 2016 had been prepared and it was proposed by Cllr Jones, seconded by Cllr Perring with all in agreement that the Chairman signed these off as a true and accurate record. The Clerk was now able to complete the annual return for External Audit. **ACTION: Clerk**

## **8. Insurance**

Following investigations into costs for one and three year long term agreements with three separate insurance providers, and with the assistance of insurance professional Mr John Hornsey, it was recommended to accept the cheapest quotation which was from existing insurers Zurich Municipal. It was proposed by Cllr Nikiel, seconded by Cllr Addison with all in favour to accept a three year long term agreement with Zurich Municipal. **ACTION: Clerk**

## **9. Village Hall**

Cllr Jones reported that the toilet refurbishment snagging had been completed and the payment withheld of £500 had been paid. An expression of thanks was reiterated to Climate Building Services for doing a splendid job it was hoped that hall users would reap the benefit of having such smart loos for years to come. Kent Murray had completed the list of minor repairs that had been necessary.

A new notice board and a bank of coat hooks had been installed in the foyer with the Radnage map being displayed alongside. It was reported that several complimentary comments on the “new look” foyer had already been received.

Following a suggestion that some indication of how hirers had heard of the hall, the bookings clerk had confirmed that the majority of new bookings came from word of mouth or attending a function and using the facility as a guest. It was therefore suggested that if this continued to be the case the council should review the value of paid advertising in the future. It was agreed that this item should be placed on next month’s agenda to decide if a review should be undertaken. **ACTION: Clerk**

Cllr Coggrave confirmed that arrangements were in hand for the annual and emergency servicing of the fire equipment to be undertaken by one supplier in future – EHT Alarms. The annual safety checks had been scheduled for later in the month. **ACTION: FC**

## **10. Open Spaces**

a) Cllr Nikiel advised that monthly inspections of the Childrens Playground had been carried out and reports filed with the Clerk. He alerted councillors to the fact that the backing boards on the basketball court were worn and would need replacing or removal. It was agreed to learn the findings of the annual RoSPA inspection (due sometime this month) before deciding on prioritising work to the play area. **ACTION: RN**

b) The Clerk provided an update on Grazing Licences and Allotment fields lettings. A request for a reduction in allotment fees had been received from one tenant due to shading and tree roots. After a short discussion it was agreed that no reduction in fee could be offered but councillors agreed that an assessment of all trees surrounding allotment land would be undertaken and that the Clerk should advise the tenant that the council would offer alternative allotment plots as and when they became available. **ACTION: Clerk**

## **11. Clerks Matters – including late received correspondence.**

The Clerk advised that she had received a letter from the Secretary of the Radnage Charity seeking confirmation of ownership of the boundary hedge between the Charity’s fields and City Allotments on Green Lane. Councillors agreed the following assumptions:

- The hedge simply denoted the boundary and was not owned by either the Parish Council or Radnage Charity.

- Over the years the hedge had been allowed to grow and could now probably be best described as a line of trees. The Charity was quite happy about this, taking the view that it had developed into an attractive feature. There was no intention on their part to cut the trees down to hedge height.
- The Charity's tenants were required to keep the hedge trimmed on their side of the boundary whilst the Parish Council and / or their tenants were responsible for the council owned side.

The Clerk was asked to respond to Mr Blaylock.

**ACTION: Clerk**

The Clerk advised that due to the cessation of Virgin Media email accounts – due to be closed on 30<sup>th</sup> June 2016, the Clerk was in discussion with Robert Green, administrator of [www.radnage.net](http://www.radnage.net) with a view to the council having a Radnage.net email address. The Clerk would be undertaking urgent action to advise all necessary contacts of this impending change.

**ACTION: Clerk**

## **12. Forthcoming Meetings and Attendees.**

a) Cllrs Nikiel and Jones reported from recently attended Planning training. They had enjoyed the session and considered that their knowledge of planning processes had increased and that they had gained an appreciation of the complexities of the role of assessing planning applications amidst a minefield of rules, legislation and guidance. They also thought that the session highlighted the lack of power over planning applications by parish councils and that the role of the parish council was to offer comment, particularly where local knowledge of otherwise unknown factors could be brought to the District Council (e.g things that happened infrequently that might affect the area concerned).

It was noted that the speaker (Alastair Nicholson) had offered to come to a parish or council meeting to discuss or present on WDC Planning Services role (but not to answer on specific planning applications). Overall the training had been considered informative and worthwhile.

b) Plans for the forthcoming Annual Parish Meeting were confirmed. All were asked to be prompt for the meeting.

## **13. Date of Next Meeting:**

Councillors will next meet at the Annual Parish Meeting to be held at 8pm on Wednesday 18<sup>th</sup> May 2016 in the Village Hall. The next Ordinary Meeting of the Parish Council was scheduled to take place on **Wednesday 8<sup>th</sup> June 2016 at 8pm**, to be held in the Village Hall.

There was no public session following this meeting.

The meeting closed at 21:30 hours.

**Chairman's Signature:**

**Date:**

## Appendix 1

To note electronic transfer to: Climate Building Services – Invoice 2103-RAD refers £500

### Payments to be approved:

Cheque number 2892	WDALC – for Planning training – Cllrs Jones and Nikil £25
Cheque number 2893	Chiltern Directories – Chiltern View May and June £72
Cheque number 2894	S Jones – notice board £37.08
Cheque number 2895	Kent Murray Building Services – Inv 2226 £200
Cheque number 2896	Thames Water Utilities bill dated 21 April 2016 £74.43
Cheque number 2897	H Orchard – teaspoons for VH £14.45
Cheque number 2898	R Nikiel – purchase of coat hooks for VH £79.00
Cheque number 2903	G MacKenzie – clerks salary and expenses £497.99
Cheque number 2904	P Kimber – for internal audit services £50
Cheque number 2905	G Spratt – grass and hedge cutting contractor £1,191.50
Cheque number 2906	Thames Water Utilities - £4.74
Cheque number 2907	BALC – annual BMKALC subscription £114.92
Cheque number 2908	Martin Phelps – fire log book £24
Cheque number 2909	Friends of Stokenchurch Primary School – hall advert in fete brochure £50
Cheque number 2910	Zurich Municipal – council insurance premium £844.40

Cheques to cover Village Hall deposit returns –

Cheque number 2899	E Mullett £50
Cheque number 2900	N Simpson £100
Cheque number 2901	P Green £50
Cheque number 2902	L Hampson £100

Electronic transfer	Debbie White – Village Hall cleaning – April 2016 = £213.67
Electronic transfer	Woodridge Cleaning Supplies Inv 134475 £8.64
Standing Order	C Eden – Village Hall Bookings Clerk – April 2016 £216
Direct Debit	Southern Electric monthly payment £68
Direct Debit	Suez – waste £tba