

# PARISH OF RADNAGE

## A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 10<sup>th</sup> MAY 2017 AT 8 PM IN RADNAGE VILLAGE HALL

**Present:** Councillors: Chairman Mr Robert Nikiel, Vice-Chairman Mrs Alex Ryan, Ms Tamsin Addison, Mrs Sue Jones, Mr Everton Merchant, Mr Peter Turner, Mr Graham Wass, Clerk Mrs Lin Freeth and District Cllr Shade Adoh. There were no members of the public present and therefore no public session necessary.

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

The Chairman welcomed everyone to the meeting and extended grateful thanks to Cllr Jones for being the Chairman of Radnage Parish Council for the past year, for her dedicated hard work and also for agreeing to remain as a councillor. Apologies for absence had been received from County Cllr Carl Etholen and District Cllr Saeed Sadique.

District Councillor Adoh commented upon how impressed she has been with the residents of Radnage, in their confidence in knowing what they want, in their friendliness and that of Radnage Parish Council. She reconfirmed how important the residents are to the planning process especially in times, as now, where there are planning concerns. Home Farm is being actively dealt with by the team at Wycombe District Council and the process is ongoing. Mudds Bank has two dedicated officers constantly monitoring the situation so that any issues are properly and quickly dealt with. The recycling area has been removed with the vegetation being a problem for poor visibility and the potential for the further dumping of rubbish, and infestation. We are reminded to be vigilant. Work is ongoing to get the vegetation cut back. Cllr Addison mentions the use of the layby as a regular site for someone living out of a van and the negative impact this has on the adjacent field and livestock. Cllr Turner comments upon the permitted new access to Mudds Bank despite numerous objections. Despite objections the planning office must work within the regulations and the law for determination.

### **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 19<sup>th</sup> April 2017.**

The minutes of the meeting held on 19<sup>th</sup> April 2017 were approved, with minor amendments to clarify the actions at Item 10.f) and an amendment to indicate that the reminder regarding the trees was from Cllr. Nikiel at Item 12.c), then proposed by Cllr Jones seconded by Cllr Merchant and agreed by all 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.**

a) Home Farm – a response has now been received from WDC following our request to seek clarification regarding what permissions / licences have been granted and what the current requirements are, confirming the information previously supplied to us. Enforcement investigations are not within the public domain. Information was also sought regarding ways in which we can support residents and property owners in situations such as these to enable us to provide the correct advice and guidance. Where to direct comments and/or complaints was included in the April minutes. Any further issues that may arise can be directed to WDC via their online form or via the Parish Council. The District Councillors are active in this matter.

b) Deed of Variation of Easement SSE – a copy of this document has today been received with confirmation that SSE Services have settled the solicitors account as agreed. Receipt of this document, completing the legalities surrounding the planned works by SSE, will be notified to the GLRA at their forthcoming meeting. The original print of the Deed will be placed with the Title Deeds for Radnage Parish Council held at RPJ Solicitors.

### **5. Planning Applications.**

To consider Planning Applications for:

a) 2 Green End Cottages – *Householder and Listed Building application for construction of part two storey, part first floor side/rear extension and part two storey, part single storey side extension.*

The council recorded: no objection to this planning application. The Parish Council request that should permission be granted any HGV's and site traffic wishing to access the property should use a route from the A40, via Mudds Bank, as the village lanes and other routes of access are not suitable for such vehicles.

**ACTION: CLERK**

### **6. Approve the renewal of annual Membership to the CPRE.**

The CPRE work to protect, promote and enhance our towns and countryside and to protect them now and for future generations, and provide valuable roadshows and workshops. Cllr Jones proposes the renewal of this annual membership as accounted for within the annual budget, it is seconded by Cllr Ryan and all are in agreement.

**7. Consider and decide upon advertising in the programme for the Stokenchurch Primary School Summer Fete.**

There is no evidence to suggest that advertising of the village hall within this programme results in any increase in bookings made, and families from Stokenchurch that attend Radnage school or who might use the hall are reached by advertising within other publications. We wish them well but it is proposed by Cllr Jones, seconded by Cllr Ryan and agreed by all not to advertise with them this year. **ACTION: CLERK**

**8. Finance**

- a) The Clerk had circulated the latest budget summary and no questions arose from this. She advised that as at 31<sup>st</sup> April 2017 the Business Account held a balance of £31,043.24 representing interest of £1.36 for the last month and the Treasurers Account a balance of £14,169.63
- b) The invoices from South Bucks Tree Surgeons for £1,680.00 and Thames Water Utilities for £25.23 were received and included for payment. The payments for April 2017 were approved as proposed by Cllr Jones, seconded by Cllr Ryan and agreed by all. Cllr Addison and Cllr Merchant undertook the signing of the invoices and cheques.
- c) Details of the Annual Governance Statement had been previously circulated to give the opportunity for proper consideration and any questions that might arise. As the information required to complete all sections of the paperwork for the external auditors has not yet been finalised it is proposed by Cllr Jones, seconded by Cllr Merchant, and agreed by all that this matter be deferred to the next meeting of the council on June 14<sup>th</sup>.
- d) The annual accounts for the financial year 2016-17 had been prepared and the annual internal audit completed. It is proposed by Cllr Jones, seconded by Cllr Ryan, with all in agreement that the Chairman sign these off as a true and accurate record. The Clerk will now complete the Annual Return for External Audit. **ACTION: CLERK**

**9. Insurance.**

The Insurance renewal paperwork has been received from Zurich and represents year 2 of a 3 year deal which was undertaken in 2016. The premium last year was £771.12 +IPT at 9.5%. The premium for this year is £785.17 +IPT which is now 12%. The small increase of £14.05 was queried and is because Index Linking has been applied to the premises, contents and all risks, keeping the reinstatement values in line with current prices. Renewal is proposed by Cllr Jones, seconded by Cllr Merchant with all in agreement. **ACTION: CLERK**

**10. Risk Assessment**

- a) The Clerk confirmed that the monthly playground inspection report had been received. Cllr Ryan and Cllr Nikiel reported that work to replace the backboards was underway with one fully complete with the other still to do. A special mention of thanks to Cllr Nikiel's son, Owen, for his help in carrying out the works done. Any treatment used for the wood panels that remains will be used for the village noticeboards. **ACTION: AR/RN**  
Cllr Ryan reported that the replacement seats ordered from Wicksteeds have been delivered and that the signage is also on order, as confirmed by Cllr Addison who has placed the order with B Hatt, as agreed. The inspection by RoSPA of the playground will take place within the next few months and Cllr Ryan will contact their helpline to determine when this is due and to obtain further information. **ACTION: AR**
- b) Cllr Jones informed the council that the project officers for the noticeboards and bus shelters are currently away. A report will be completed for the June meeting. Cllr Merchant reported that the schedule for the repairs to the bus shelter in Green End Road has been discussed with Mr Simon Mullett, and the points made to leave the roof intact (causing no damage to it) and to leave in a tidy and usable state have been made. Cllr Merchant has instructed Mr Mullett to proceed with the necessary works which are due to begin week commencing May 17<sup>th</sup>. **ACTION: EM**

**11. Village Hall**

- a) Cllr Addison reported that the tallboy has been installed. The sleepers were used for a construction to the front of the village hall which is not appropriate for the intended use. Cllr Wass proposes that it is removed, seconded by Cllr Turner, with all in agreement. Cllr Addison, accompanied by Cllr Jones, will discuss this matter with the supplier and facilitate its removal. **ACTION: TA/SJ**  
Cllr Addison proposed that whilst removing the sleepers, the wood that remains on The Common - previously left to prevent vehicular access - also be removed. It is proposed by Cllr Turner, seconded by Cllr Merchant, with all in agreement, that the wood will be removed and 2 additional posts be installed as being more appropriate for this purpose. The area will be strimmed and the grass re-seeded. **ACTION: TA**  
Cllr Addison has watered the tree which is especially important in this dry period. The residents will be asked if this is something they might do.
- b) Further homes have been found for some of the remaining old chairs with Tony Eden reserving 10+ for the Holmer Green Sports Club. They have also been listed online. We are still hoping that a small donation from Piddington Village Hall will be forthcoming. **ACTION: CLERK**
- c) Cllr Turner reported that the Carbon Monoxide alarm has been installed in the boiler room, the towel dispenser and soap dispenser have been fitted in the disabled toilet and a quote has been obtained to remove the light switch, leaving a blanking plate for future use if required, replacing it with a sensor. The cost will be approx. £100. The light itself is too dim and so needs to be brighter. It is proposed by Cllr Wass,

seconded by Cllr Jones, with all in agreement, that a maximum total budget of £200 to replace the bulb, or light fitting if necessary, and to install the sensor be available for the works. **ACTION: PT**

Cllr Jones reported that the floor polisher has now been removed and Cllr Addison reported that the large floor polisher is currently listed on eBay.

- d) Cllr Wass reported that the Type 1 MOT sub-base / scalplings for the repairs needed to the car park had been delivered and that a further amount of this material had also been put on site, donated by him from his own surplus. A request for volunteers to form a working party has been placed in Contact and will be mentioned at the forthcoming GLRA meeting for community effort in getting this task completed. A local resident has volunteered his services and assistance. The scheduled dates for works to be done are Sunday May 28<sup>th</sup> 3-4pm and Saturday June 3<sup>rd</sup> 3-4pm. Wheelbarrows and shovels required! **ACTION: GW**

## 12. Open Spaces

- a) The update on the repairs to the backboards within the playground was covered at Item 10.a)
- b) Cllr Ryan reported that the scheduled meeting with AMV playgrounds, who assist Parish Councils in writing bidding plans for funding, took place today. Discussions regarding the community, the school, numbers of children, demographic etc were had and the necessary paperwork will be completed for consideration, together with the research information that Cllr Ryan has previously completed. The monies are generally obtained from lottery funding or local funding and it was suggested an amount of between £4k and £10k may be possible and would take around 3 months to determine. There would be no obligation to pursue this and any agreement to purchase would have to be competitive in the marketplace. **ACTION: AR**
- c) Cllr Merchant reported that all of the tree works carried out by South Bucks Tree Surgeons have been completed and that positive comments have already been received.
- d) Radnage Common - A letter will be sent to all residents reminding them of the restrictions on the use of the common as notified to the solicitor (as in item 12.g) of the March 2017 Minutes) **ACTION: GW**

## 13. Beacons of the Past – Hillforts in the Chilterns Landscape

Information regarding what will happen to the funds obtained if the application is not successful, and Lottery funding not forthcoming, was requested from the Chiltern Conservation Board and were advised that should the forthcoming submission in June be unsuccessful, a second would be attempted in September 2017 or 2018 dependant upon the time required to address any issues raised from the first submission. If this were to still be unsuccessful CCB would look to renegotiate with partners and develop a smaller project based upon available partner cooperation and funds. Partners would be consulted on this with donations being returned in full if required. It is proposed by Cllr Wass, seconded by Cllr Jones, with all in agreement that we support this project with a financial donation of the £150, to the match funding element of the project, as suggested. As the deadline for receipt of donations is the end of May a cheque will be raised and the required 2 signatures will be obtained prior to our next regular meeting, at the Annual Parish Meeting. **ACTION: CLERK**

## 14. War Memorial Consultation Report – Historic England

The Secretary of State for Culture, Media and Sport has decided to add the Radnage War Memorial to the List of Buildings of Special Architectural or Historic Interest. The memorial is now listed at Grade II and published on the National Heritage List for England.

## 15. Locally focused Village Plan

Cllr Wass reported that working group are scheduled to meet on May 30<sup>th</sup> and will provide a progress report at the next meeting. It is agreed that to avoid any future confusion with matters of planning, local plan etc that this matter will, from this point forward, be known as 'locally focused village projects' with the first of these being 'website presence'. **ACTION: GW**

## 16. Clerk's Matters – including correspondence.

There is nothing further to report here.

## 17. Forthcoming Meetings and attendees.

- a) Brief reports highlighting the work of the Parish Council over the past year and the plans for the year ahead are needed from each councillor for the Annual Parish Meeting. Cllr Jones will prepare a Chairman's Report to include a brief financial overview. Refreshments will be purchased by Cllr Addison with tea/coffee supplied by Cllr Jones. **ACTION: ALL**
- b) Cllr Nikiel and our Clerk attended the CPRE Bucks Planning Roadshow on May 6<sup>th</sup> which was reported to be a very well attended informative and worthwhile event with speakers that were passionate about their subject and our countryside. Notes from this event have been circulated. Further meetings and training opportunities are available and councillors will inform the Clerk of any they wish to attend so that arrangements can be made:
- Common Land & Village Greens presented by Open Spaces Society – June 14<sup>th</sup> Aylesbury
  - Cemetery Compliance & Management – presented by ICCM October 5<sup>th</sup> Aston Clinton
  - Chairmanship Skills Training – October 12<sup>th</sup> Fishermead Trinity Centre

- Councillor Induction Training – BALC October 19<sup>th</sup> Aylesbury
  - Allotment Management presented by the National Allotment Society – November 7<sup>th</sup> Aston Clinton
  - Demystifying Planning – BALC November 28<sup>th</sup> Woughton CC Chamber
- c) Bucks County Council unitary engagement sessions planned for May 22<sup>nd</sup> and May 30<sup>th</sup> – there will not be a representative from Radnage Parish Council attending at this stage.

**18. Date of Next Meeting:**

The Councillors will next meet **at the Village Hall** for the **Annual Parish Meeting** to be held on **Wednesday 17<sup>th</sup> May 2017 at 8pm**. This next Ordinary Meeting of the Parish Council is scheduled to take place on **Wednesday 14<sup>th</sup> June 2017 at 8pm**, to be held in the Village Hall.

**PUBLIC SESSION**

There were no members of the public present.

Cllr Sue Jones passed the Chairman's regalia to our new Chairman Cllr Robert Nikiel who then closed the meeting at 22.20 hours

**Chairman's Signature:**

**Date:**