

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 9th MAY 2018 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr Robert Nikiel, Mr Everton Merchant, Mrs Morag Wagstaff, Mrs Alex Ryan, Peter Turner and Clerk Mrs Lin Freeth.
There were 3 members of the public present.

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

The Chairman welcomed everyone to the meeting.

Apologies for absence had been received from Cllr Ms Tamsin Addison, County Cllr Carl Etholen and District Cllrs Shade Adoh and Saeed Saddique.

MEETING CLOSED FOR PUBLIC SESSION

David Salisbury, Chairman of Radnage Raiders FC, spoke about our local club who trains at the Village Hall each Saturday morning, explaining that they have 40 children in 2 Teams covering the U6s, U7s, U10s and U11s. The club began in March 2016 with the sole purpose of supplying quality training sessions by qualified coaches in the best possible environment whilst maintaining and practising that sport should be fun. The focus is on individual and team development, a passing and pressing game, and being the very best they can be. The club currently receives no funding. The ambition, within 5 years, is for the club to become a Community Trust Club, have an adult team and a BOBi (Berkshire, Oxfordshire and Buckinghamshire Inclusive) League Team to provide regular footballing opportunities for children and adults, across Berkshire, Oxfordshire and Buckinghamshire who have physical and learning difficulties. David will be attending our Annual Parish Meeting to talk more about Radnage Raiders and how the community can get involved.

MEETING REOPENED

2. **To confirm the appointment of Councillor Wagstaff and to receive the Declaration of Interest and Acceptance of Office forms.**

The completed forms had been completed, signed and received by the Clerk.

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

No declarations were made.

4. **Acceptance and signing of minutes of Ordinary Meeting of the Parish Council held on 11th April 2018.**

The minutes of the meeting held on 11th April 2018 were approved as proposed by Cllr Ryan, seconded by Cllr Merchant and agreed by all as a true and accurate record. The Chairman signed and dated the minutes.

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

There were no items not included in this agenda to report.

6. **Definitive Maps – Restoring the Rights.**

The Council welcomed Bernard Carter and his partner Denise who are examining the accuracy of the official maps defining the footpaths, bridleways and other rights of way in the Parish. The aim is to identify any misalignments or other errors in the map, including the omission of paths which once existed and should be reinstated. Bernard Carter, who is project leader, aims to complete his work this summer and is keen to involve Radnage residents in identifying “lost” paths or other access issues. The definitive maps (footpaths, bridleways and byways) are subject to change but this capacity for change will be significantly reduced by the end of 2025 when it will no longer be possible to use historic records to alter them. The definitive maps can be viewed online or at County Hall, Aylesbury.

To find out more about this project and to feed in any thoughts, you are invited to contact Bernard direct at: bernxcarter@gmail.com

7. **Planning Applications.**

To note planning decisions:

- Case Ref: 18/05630/FUL – Riven Oak Farm – Householder application for construction of replacement detached outbuilding. Application permitted.
- Case Ref: 17/00069/ENFNOT - Appeal against enforcement notice Rear Of Rose Cottage, Green End Road. Appeal valid.
- Case Ref: 18/05535/CLE – Boundary Farm, Sprigs Holly Lane - Certificate of Lawfulness for existing erection of detached building. Application withdrawn.
- Case Ref: 18/05251/FUL - Mudds Bank Stud Farm, City Road, Stokenchurch - Erection of agricultural workers accommodation for a temporary period of 3 years. Application refused.

To consider planning applications:

- Case Ref: 18/05981/FUL – Greenway, Green End Road - Householder application for erection of detached garage with store over and associated driveway (alternative scheme to 17/06592/FUL)
The Council agreed and recorded that they had no objection to this planning application but stated that the garage/store must be used only in respect of the existing dwelling and its use restricted so as to prevent it being used for, or converted to, residential accommodation or occupied as an independent unit. It will be requested that should permissions be granted any HGV's / site traffic wishing to access the property should plan their route carefully from the A40 as the village lanes and other routes of access are not suitable for such vehicles.

Planning Control:

- The Clerk reports that there is nothing further to report at this time in relation to the ongoing cases relating to potential breaches of planning.

8. Insurance

The Insurance renewal paperwork has been received from Zurich and represents year 3 of a 3 year deal which was undertaken in 2016. The premium last year was £785.17 +IPT at 12%. The premium for this year is £798.82 +IPT at 12%. The small increase of £13.65 was queried and is because Index Linking of 3% has been applied to the premises and all items insured under all risks, keeping the reinstatement values in line with current replacement costs. Renewal is proposed by Cllr Nikiel, seconded by Cllr Merchant with all in agreement.

ACTION: CLERK

9. 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 Nikiel 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.

10. Finance

- a) The Clerk had circulated the latest budget summary and no questions arose from this. The Clerk advised that as at 30th April 2018 the Business Account held a balance of £31,058.72 representing interest of £1.32 for the last month and the Treasurers Account a balance of £39,415.78. The Clerk reported that the first Precept payment has now been received.
- b) A National Salary Award has been awarded for Local Government Services, as notified by ALCC / SLCC, for the Year 2018-19 to be implemented from 1 April 2018.
- c) Expected expenses had been received from the grass and hedgecutting contractor and included for payment. The payments for May 2018 were approved as proposed by Cllr Merchant, seconded by Cllr Wagstaff and agreed by all. Cllr Turner and Cllr Ryan undertook the signing of the invoices and cheques.
- d) Mr John Taylor carried out the Annual Internal Audit of the financial accounts for the year 2017-18 on 27th April. Payments/receipts (income/expenditure) and supporting paperwork were reconciled. No questions or queries were raised. Acceptance of this is proposed by Cllr Merchant, seconded by Cllr Nikiel, and agreed by all.
- e) Details of the Annual Governance Statement had been previously circulated to give councillors the opportunity for proper consideration and therefore it was now proposed by Cllr Merchant, seconded by Cllr Nikiel, with all in favour, that this be accepted and signed as approved. The Chairman and the Clerk then signed and dated the document.
- f) The Annual Accounts for the financial Year 2017-18 had been prepared, signed by the Internal Auditor, and circulated to all councillors. It is proposed by Cllr Nikiel, seconded by Cllr Ryan, with all in agreement that the Chairman sign these off as a true and accurate record.
- g) The Accounting Statement for the Year 2017-18 had been prepared and circulated to give councillors the opportunity for full and proper consideration of the details therein. It is proposed by Cllr Nikiel, seconded by Cllr Ryan, and agreed by all that this be accepted and signed as approved. The Chairman and the Responsible Financial Officer then signed the document dated today 09/05/2018. The Clerk will now complete and submit the required paperwork to PKF Littlejohn for External Audit.

ACTION: CLERK

11. Co-option of New Councillor/s

The Clerk confirmed that one expression of interest received for the position as Councillor. Due to other prior commitments that could not be re-scheduled, the applicant was unable to personally attend this meeting. A statement had been received detailing the reasons for the expression of interest and a meeting had taken place with the Chairman and Vice-Chairman of the Council. Councillors considered this application and voted unanimously in favour of co-opting this candidate to the Council. The Chairman will inform them of this decision.

ACTION: RN

12. Village Hall

- a) Cllr Turner had received a report that the outside lights were not working / coming on automatically as they should at a recent event and so this will be investigated and remedied.
Two new fridge locks need to be fitted and it is resolved as proposed by Cllr Merchant, seconded by Cllr Turner, and agreed by all to remove the tie back 'hooks' in the main hall as they are no longer required.

ACTION: RN/PT

- b) The initial report obtained by Cllr Nikiel following the problems with power outages in the main hall, entrance and toilets will be sent to Cllr Turner to assist in obtaining the necessary quotations for remedial works to rectify the problem, which is thought to be an earth leakage causing the system to trip. **ACTION: RN/PT**
- c) The review of rates will be considered at a future meeting.
- d) The regular rental of the kitchen space continues and all seems to be going well.

13. Defibrillator – Village Hall

Cllr Addison will update the council on the progress of this project at the next meeting.

14. Risk Assessment/Open Spaces

- a) The Clerk confirmed that the monthly playground inspection report had been received. Cllr Ryan reported that the bins are still okay. The ground anchors need to be fitted.
- b) Cllr Ryan notes reports that 4 quotes have been obtained for the supply and/or installation of new playground equipment, namely a basket swing and a spinner. All companies will honour a supply only contract with respect to warranties. The most competitive price is for an offer which will be held until after this meeting. Any installation will include grass mats. It is proposed by Cllr Turner, seconded by Cllr Merchant, and agreed by all that the quotation received for the supply and installation of both pieces of equipment amounting to £2,855.00 +VAT, which is agreed to be paid via BACS, be accepted and progressed. Cllr Ryan will now proceed with this project and thanks are extended to her for her hard work and efforts in this matter. **ACTION: AR**
- c) Cllr Ryan will update the council on this at a future meeting. **ACTION: AR**
- d) Cllr Nikiel reported that the burial ground is all as it should be with no problems at this time and that the memorial cross that had been damaged has been repaired/replaced. The compost bin is at 75% capacity and will need to be emptied. The St. Mary's PCC have suggested that it actually be removed but the council believe that it is for the benefit of all using the burial ground and churchyard and so have no immediate plans for its removal. Roy Boults bench still needs to be fixed with ground anchors. **ACTION: RN**
- e) An update on the bus shelters and noticeboards will be received at a future meeting. The noticeboard adjacent to the pond in Bowers Lane needs attention as it is unstable. And the noticeboard in Green Lane also needs to be looked at. All noticeboards will be treated with wood preservative when a working party can be organised. **ACTION: RN/CLERK**
- f) Cllr Turner reports that the old tree stumps at the War Memorial have been pulled out or cut off as low as is possible. There are no immediate plans for any planting of bulbs due to the timing of seasonal planting.
- g) In accordance with the Risk Assessment and to comply with Financial Standing Orders the annual internal review of budgetary controls and procedures managed by the 'Bookings Clerk' was undertaken by Cllr Nikiel with no queries arising.
- h) A tenant at City allotments has made a request to plant fruit trees. It is resolved that this would be acceptable on the condition that they will be dwarf stock, kept trimmed to a maximum height of 2.5m and that they will be removed by the tenant, if required by the Council, when the tenant moves on. The Clerk will inform the tenant of this decision. **ACTION: CLERK**
A request has been received to open City Allotments as part of Garden Sunday on June 10th. The Garden Sunday Team and the allotment holders are agreeable and the council is happy for this to go ahead. It is suggested that a sign be erected to advertise any vacant allotment plots. **ACTION: RN**

15. GDPR

The General Data Protection Regulation (GDPR) comes into effect on May 25th, and local authorities must comply with the new rules. The General Data Protection Awareness Checklist '12 steps of compliance' from the ICO have been consulted. Cllr Nikiel was appointed DPO at the June 2017 meeting and has undertaken the preparation of the GDPR Policy document/s on behalf of the Council.

At the time of preparation of these Minutes the most recent news is that the House of Commons has accepted a DPO amendment to the Data Protection Bill with MPs accepting the Government amendment to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. The Bill will now go to the House of Lords.

Parish Councillors should not forward any emails/letters received from residents without prior consent and should be aware of any potential risk to personal data such as theft or loss of a laptop, data stick etc. Only minimal personal data should be held and protected by password. Information, emails, correspondence etc should only be kept for as long as is necessary and then deleted.

Councillors must only use their Parish Council email account for council business and undertake a regular audit of any emails and hard copy documents held. Councillors must ensure that an individual's personal data is protected howsoever it is stored. This applies only to living individuals (not those deceased, companies, other authorities and charities).

It is proposed by Cllr Merchant, seconded by Cllr Turner, agreed by all and so resolved to adopt the General Data Protection Policy as prepared by Cllr Nikiel, to include Privacy Notice, Electronic communications, and Retention of Records and Data etc. These documents will be uploaded to Radnage.net

16. Membership of ICO

Local Councils and Parish Meetings should ensure that they are registered as a council or meeting with the Information Commissioners Office (ICO). There is **no requirement** for individual parish, community or town councillors to be individually registered with the ICO. Cllr Nikiel has agreed to undertake the necessary registration and membership of the ICO as part of the GDPR paperwork. **ACTION: RN**

17. Modernising Local Government – Minded to Proposal for a single unitary council

Following the announcement by Sajid Javid of his 'minded to' decision to implement the replacement of the five existing councils across Buckinghamshire with a single unitary council for the area, subject to Parliamentary approval and further discussion, there will be a period of representation ending on May 25th 2018. The Clerk and Cllr Nikiel have attended presentation meetings discussing the proposals for a single unitary council (as proposed by Bucks CC) and for two unitary councils (as proposed by the District Councils). Cllr Nikiel has studied various papers and completed research into both proposals and will respond on behalf of Radnage Parish Council. Individual responses will also be made by councillors following provision of a Councillor Poll. **ACTION: RN/All**

18. Speeding Traffic / MVAS

Cllr Nikiel reports that the Local Area Forum (LAF) paperwork has been completed and returned with the necessary payment of £325 +VAT (this cost is not covered within the contribution by the LAF). The council are now awaiting the site visit by the area technician to agree the most appropriate locations to use the MVAS. The Clerk reports that the damaged bus stop post immediately outside of Radnage School has been repaired and may be a potential site for the MVAS.

19. Clerk's Matters – including late received correspondence.

- a) A list of those people who offer their time/help/services to RPC was circulated to all councillors, and some additions made, which will enable the council to make an appropriate expression of thanks to those people. **ACTION: CLERK**
- b) The Clerk reports that there has been a request under FOI for information relating to the policy on publication of Minutes. The information is publicly available, and so not within the FOI, as all Local Councils must abide by the Laws, Rules and Regulations governing Local Councils, and information provided by CPALC (Communities, Parish & Local Councils), NALC (National Association of Local Councils), and their area association - BALC (Buckinghamshire & Milton Keynes Association of Parish Councils). In respect of Minutes and papers, they should be published, in draft if not yet approved, a maximum of one month after the meeting to which they relate. The draft minutes should be approved at the following relevant meeting. This information was provided by the Clerk out of courtesy. **ACTION: CLERK**

20. Forthcoming Meetings and attendees.

a) To confirm the plan for the Annual Parish Meeting.

As previously agreed, and Minuted, an agenda will be prepared for the required format of this meeting to include the Chairman's Report and any reports received from local associations / groups. A précis of these reports will be given if a representative is not in attendance. As last year, there will be the opportunity for members of the public to come and meet their councillors, discover what has been achieved in the past year, ask questions about any issues that concern them and discover the objectives for the coming years.

Councillors to supply their individual reports to the Clerk ahead of the meeting.
Refreshments will be available.

b) Recently attended meetings.

- New Council for Buckinghamshire BCC - 23rd April 6.30pm Beaconsfield – Clerk & Cllr Nikiel attended
- Modernising Local Government WDC - 30th April at 7pm Council Chamber – Cllr Nikiel attended

c) To agree and approve attendance at any forthcoming meetings:

- New Councillor Induction Training – May 31st 18.30-20.30 Judges Lodgings, Aylesbury – Cllr Wagstaff to attend.
- Project Griffin – WDC Terrorism Awareness – July 23rd 10am-1pm or 2pm-5pm, Council Chamber WDC – Clerk & Cllr Wagstaff to attend.

21. Date of Next Meeting:

The Councillors will next meet at the **Annual Parish Meeting to be held on Wednesday 16th May in the Village Hall from 8pm**. The next Ordinary Meeting of the Parish Council is scheduled to take place on **Wednesday 13th June at 8pm**, to be held in the Village Hall.

PUBLIC SESSION

There were no members of the public still present.

The Chairman closed the meeting at 22.15 hours.

Chairman's Signature:

R. Nikiel

Date: 13th June 2018