

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 8th MAY 2019 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr Robert Nikiel, Cllr Mr Everton Merchant, Cllr Mr Lee Shelton, Cllr Mr Darren Ungless, Cllr Mrs Morag Wagstaff, and Clerk Mrs Lin Freeth.

There was 1 member 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

No comments were made.

MEETING REOPENED

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 the minutes of the Ordinary Meeting of the Parish Council held on 10th April 2019.

The minutes of the meeting held on 10th April 2019 were approved as proposed by Cllr Shelton, seconded by Cllr Ungless, 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) A request had been included in the last edition of Contact for comments relating to the preferred target age of new equipment in the playground. The response received to date is for 0-5s. Received responses will be forwarded to Cllr Ungless.
- b) The owner of Stratford House has been contacted and has agreed to move both the fencing and hedging to within the boundary of their property as required.
- c) Following acceptance of their roles ICO registration for our councillors the coming year will be clarified and completed. **ACTION: CLERK**
- d) At the last meeting of the Parish Council on April 10th the matter of collecting grass cuttings on the recreation ground was raised by a member of the public to assist native plants and discourage fungi, and also in consideration of the football club who train there. Discussions have been had and it is not currently considered to be a problem for the football team, who are happy to remove any fresh cuttings if coinciding with a match etc. The grass cutting contract has remained unchanged for many years and to collect the cuttings would require additional equipment, be cost prohibitive and also be problematic to dispose of them. Following due consideration the current arrangement will remain but will be reviewed at a future date should the situation change.

5. Planning.

a) To note planning decisions:

- Case Ref: 19/05344/FUL – Radnage House, Green End Road - Cladding of existing barn containing stables for the welfare of animals. Application Permitted
- Case Ref: 19/05433/FUL – 52 Green Lane – Householder application for construction of single storey side and rear extension, alterations to roof to provide first floor accommodation and associated external alterations. Erection of detached single storey replacement store to rear. Application Refused.
- Case Ref: 19/05553/FUL – Yewsdene, Bottom Road - Householder application for demolition of existing garage and construction of detached garage with carport and store, hardstanding and patio to rear, retaining wall and associated landscaping. Application Permitted
- Case Ref: 19/05656/FUL – Ashridge Barn, Green End Road - Householder application for construction of detached 2-bay open fronted garage to north of dwelling. Application Permitted

b) To consider planning applications:

- Case Ref: 19/05897/FUL – Walters House, Green End Road - Householder application for replacement single storey rear extension, fenestration alterations and render to whole dwelling (alternative scheme to PP 19/05107/FUL).

The Council agreed and recorded that they had no objection to this planning application. It will be requested that should permission be granted any HGV's and site traffic wishing to access the property plan their route carefully from the A40 via Mudds Bank and City Road as the village lanes and access routes are not suitable for such vehicles.

- Case Ref: 19/05924/FUL – Nordleigh, 58 Green Lane - Householder application for construction of 3 x rear dormers, 1 x front dormer, 1 x front and rear roof lights all in connection with loft conversion, demolition of existing garage and conservatory and construction of replacement detached garage.

The Council agreed and recorded that they had no objection to this planning application.

It will be requested that should permission be granted any HGV's and site traffic wishing to access the property plan their route carefully from the A40 via Mudds Bank and City Road as the village lanes and access routes are not suitable for such vehicles.

- Case Ref: 19/05955/FUL – 15 Green Lane - Householder application for construction of hip to gable roof extension, 2 x front and 2 x rear dormers to provide additional accommodation in roof space, single storey front, side and rear extensions, new door to kitchen/utility area and fenestration alterations.

The Council agreed and recorded that they had no objection to this planning application.

It will be requested that should permission be granted any HGV's and site traffic wishing to access the property plan their route carefully from the A40 via Mudds Bank and City Road as the village lanes and access routes are not suitable for such vehicles.

c) Awaiting decision:

- Case Ref: 18/07927/CLE – Home Farm, City Road – Application for Certificate of Lawfulness of Existing use/development – use of agricultural fields as extension of Caravan & Glamping site, use of barn for caravan storage (B8) and use of barn for lawn motor business.
- Case Ref: 18/08182/FUL – Ashridge Farm, Green End Road – Application for conversion of existing barn to form 1 x 2 bed dwelling ancillary to Ashridge Farmhouse and 1 x 3 bed dwelling with detached garage/store and associated external works.
- Case Ref: 19/05255/FUL – Vale Cottage, 3 Bottom Road – Application for single storey side extension incorporating porch roof linked with existing bay window.
- Case Ref: 19/05431/FUL – The Barn, Four Acres, Green End Road – Householder application for erection of entrance gates.
- Case Ref: 19/05747/FUL - Forli, Green End Road – Householder application for the construction of hip-to-gable roof extensions incorporating window in gable end, 1 x rear dormer and 2 x roof lights to front in connection with loft conversion, single storey side extension and detached garage.

The consultee comments as recorded were agreed by all present and they will be submitted to the Planning Department at Wycombe District Council via PublicAccess. Planning comments are submitted by the Clerk on behalf of the Council.

ACTION: CLERK

d) Planning Control:

- With the arrival of a large container at the layby, Mudds Bank, and the moving of a caravan onto the Berry Farm site, it was noted that this had been reported via the online portal. Transport for Bucks were also alerted and the enforcement team at WDC were contacted with information that had been obtained. The new owner/occupier at Berry Farm has been visited by an enforcement officer regarding a breach of planning control and requirement for the removal of both the caravan and the container.

6. To 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 Shelton and all are in agreement.

7. Finance.

- a) The Clerk had circulated the latest budget summary and no questions arose from this. The Clerk advised that as at 30th April 2019 the Business Account held a balance of £31,074.24 representing interest of £1.23 for the last month and the Treasurers Account a balance of £49,478.05. The Clerk reported that the first Precept payment has now been received. Acceptance of the figures was proposed by Cllr Merchant, seconded by Cllr Ungless, and agreed by all.
- b) Due to the publishing of the Agenda being so close to month end subsequent expected expenses had been received from the grass and hedge cutting contractor, also including the emptying of the burial ground compost bin as previously agreed, and in accordance with the alternating agreement with the PCC, and from the village hall cleaning contractor, and village hall deposit return details had also been received and all included for payment. The payments for April 2019 were approved as proposed by Cllr Merchant, seconded by Cllr Ungless and agreed by all. Cllr Merchant and Cllr Ungless undertook the signing of the invoices and cheques.
- c) Lucy Stupples of Autumn Cottage Ltd carried out the Annual Internal Audit of the financial accounts for the year 2018-19 on 24th April. Payments/receipts (income/expenditure) and supporting paperwork were reconciled. No questions or queries were raised. Acceptance of this is proposed by Cllr Nikiel, seconded by Cllr Ungless, and agreed by all.
- d) 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 Ungless, seconded by Cllr Shelton, with all in favour, that this be accepted and signed as approved. The Chairman and the Clerk then signed and dated the document.

- e) The Annual Accounts for the financial Year 2018-19 had been prepared, signed by the Internal Auditor, and circulated to all councillors. It is proposed by Cllr Merchant, seconded by Cllr Ungless, with all in agreement that the Chairman sign these off as a true and accurate record.
- f) The Accounting Statement for the Year 2018-19 had been prepared and circulated to give councillors the opportunity for full and proper consideration of the details therein. It is proposed by Cllr Shelton, seconded by Cllr Nikiel, 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 08/05/2019. The Clerk will now complete and submit the required paperwork to PKF Littlejohn for External Audit. **ACTION: CLERK**
- g) The Clerk had prepared the Bank Mandate Variation request to update the status of Cllr Wagstaff to a Full Power Signatory following her appointment as Vice Chair and also to add Cllr Shelton as a Signatory, as this had not been previously completed due to delays in identification documents.

8. Village Hall.

a) Update on Village Hall Matters

• Maintenance / Electrics / Repairs:

- Cllr Nikiel reports that arrangements for the transfer of responsibility for the village hall maintenance are still in progress. **ACTION: RN/MW**

- Cllr Shelton has taken measurements and drawn up plans to obtain the necessary quotes from a local company for the replacement oil tank cover. **ACTION: LS**

- Cllr Nikiel reports that the engineer recommended by the Clerk has now rectified the fault with the boiler and all is running as it should be. His contact details are next to the boiler for future servicing and maintenance visits.

- The assessment of the electrics is on the schedule of works and quotations are being obtained.

ACTION: RN

- Cllr Shelton will address the situation with the areas of visible cracks and paintwork that need attention, and the issues with the outside handrail – this has been tightened up until the fault can be permanently fixed, or the handrail removed, as agreed. This will be done as a matter of urgency. **ACTION: LS**

- it is noted that some of the lights in the main hall need replacement bulbs and testing. **ACTION: DU/LS**

• Utilities Providers:

Information, quotations and/or options will be considered at a future meeting. **ACTION: DU**

• Fire alarm and fire extinguishers – Certificate of Conformity:

Cllr Nikiel will progress this matter and facilitate a site visit, inspection and necessary paperwork. The old manual fire alarm / bell located adjacent to the main hall door into the entrance hall will be removed for reasons of safety (not working). **ACTION: RN**

• Contact Magazine:

The original artwork will be obtained and details updated and circulated for comment. **ACTION: CLERK**

b) Storage requirements for Radnage Raiders.

As part of our ongoing support of Radnage Raiders FC a request for accessible storage at the Village Hall ground has been made. All are in agreement that a secure temporary storage facility / shed to the rear or field side of the building for storage of goals and equipment, would be acceptable in principle and that a site visit and meeting would be invited to decide upon the exact location and size. **ACTION: CLERK/RN**

9. Risk Assessment/Open Spaces.

- a) The Clerk confirmed that the monthly playground inspection report had been received from Cllr Ungless. The laminate to the basketball stands is noted as is the deterioration of the multiplay equipment wooden seat which will need to be considered for future replacement. Feedback is being collated to ascertain what target age local residents would like any new equipment to be aimed at in the playground. The installer and the supplier of the new Spinner Bowl have been contacted as it is not now re-centralising after use, causing it to collect rainwater. The initial response from the supplier Kompan is that this issue does not cause a 'risk' in the use of the equipment, and it is not a hazard. This is not satisfactory and photographs and a video will be taken to accompany our response so that the fault that has developed with this piece of equipment can be rectified by repair or replacement. **ACTION: CLERK**
- b) The problem with dog fouling, especially within the recreation ground, is ongoing. Reminders will continue to be published in Contact and the dog warden will be contacted. The signs will be renewed at all entrance points. It is proposed by Cllr Nikiel, seconded by Cllr Shelton, and agreed by all that a budget of £50 be allowed for the purchase of necessary signs. **ACTION: DU**
- c) Cllr Nikiel reported that the burial ground inspection had been carried out with no additional comments to make. A site visit will be had to identify all of the plots within the Parish burial ground that have features not permitted under the Diocese of Oxford guidelines, to which RPC adheres so that appropriate correspondence can be sent to the families to achieve a solution. **ACTION: RN/CLERK**
- d) An update on the bus shelters and noticeboards will be received at a future meeting.
- e) There is nothing further to report at this time.
- f) With Cllr Addison not present at this meeting the visit made to Chapel Pasture, to complete a report as part of the change in tenancy, will be received at a future meeting. **ACTION: TA**
- g) The matter of ownership in relation to Cross Lane Pond, Bowers Lane was further discussed. Cllr Nikiel has met with the new owner/s of the adjacent pasture, who reside in Chinnor, and thanked them for their efforts

in clearing the pond area, erecting new fencing to their boundary and to discuss the status of title, if any, to the pond. It was stated that they have no title to the pond but are happy to maintain the area as a soak-away for surface water and run off for the natural spring, in the knowledge that it is a 'drain-off' area avoiding, as far as is possible, any flooding of their low lying land. As the current situation seems to ensure the maintenance of the pond area, and being in the interest of the pasture owner/s to do so, and without any immediate concerns - either environmental or historical - councillors are in agreement to retain the status quo and will reconsider the situation annually, or as required. **ACTION: CLERK**

h) The matter of ownership in relation to the 'track' linking Bottle Square Lane and Bowers was further discussed. The recently completed Definitive Maps final report identified this as an old road which the Tithe Map called 'Hollier's Lane'. It states that there is some ambiguity about the route in the records, and suggests that it be marked as a restricted byway. The full report will be circulated again to all councillors. Further consideration of this matter will be brought to a future meeting as required, and at least reviewed annually.

i) 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 Clerk has been undertaken by Cllr Nikiel with no queries arising.

The review of the Bookings Clerk accounts and procedures is still to be completed. **ACTION: RN**

j) A contribution to the funding of white lines within the recreation ground for the marking of the football pitch/es and possible running lanes has been recently received. Initial discussions have been had with David Salisbury of Radnage Raiders, who has the machine to be able to carry out the white lining, and is happy to do so, with RPC funding the cost of the marking paint concentrate. The estimated costs for the year have been requested so that the amount can be agreed and finalised at our next meeting. **ACTION: CLERK**

10. Tree Survey & Management Plan.

Cllr Merchant reported that the follow-on works (previously started as part of the Tree Management Plan) that were quoted for and agreed at the March 2019 meeting have been completed. The resulting logs have been left in-situ to be used as required. It was noted that comments had been received, one to say that they had not been informed of the planned works and the other feeling that 70% of the works were not necessary.

11. Defibrillator – Village Hall.

There is nothing further to report at this time. Update at next meeting. **ACTION: TA**

12. MVAS.

The MVAS speed indication device has been moved to a new site and the batteries, which seem to last well, have been recharged. The data obtained from the device does show that vehicle speeds are reducing. The stats show trends in data and the speed of each vehicle as it approaches and exits the range of the device. The software update from the supplier has been downloaded and the data seems to be working well.

Quotations will be obtained for the supply of a second MVAS device to be predominantly used outside of Radnage CofE School. **ACTION: RN**

13. Local Crime.

a) There have been incidences of fly-tipping, thought to be linked to the closure of the Bledlow Ridge Recycling Centre and the cost of disposing of rubbish. The most recent, at Bowers Lane, was quickly reported via the online portal and was removed within a week.

b) CCTV/ANPR enabled cameras – no further update at this time.

14. Councillor Election / Co-option.

The Clerk reports that a response was given following expression of interest and that any subsequent update will be brought to the next meeting. A request for a new councillor will once again be included in Contact. **ACTION: CLERK**

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

a) D-Day 75 – The Walk in Your Footprints campaign details have been received for support of the 75th anniversary of D-Day and the Battle of Normandy - to offer support and raise awareness to remember the service men and women who did not return home by displaying bootprints in public and private spaces, or by the displaying of a plaque. It is suggested that these could be purchased for Radnage School and also for the village hall. In addition consideration is requested to take part in the activities, and to include details on the website, as part of the VE Day celebrations 8-10th May 2020.

Details will be circulated to councillors for consideration. **ACTION: CLERK**

b) SCOPE – The Clerk reports that a request has been received from the charity SCOPE to site a textile bank within the curtilage of the village hall. Following discussion it was thought Radnage is not a large enough community for it to be viable and that vermin may present an unwanted problem. It was also thought that there are many other nearby existing sites, including Stokenchurch, that people can utilise. Access to the village hall is also restricted to the pedestrian entrance off Green Lane or by carrying items from the main gate. A response to the enquiry will be made that this is not something that can be progressed at this time. **ACTION: CLERK**

c) ICO registration – covered at item 4.c) above.

d) The Clerk reports that there have been expressions of interest from an existing, and also new, residents in Green Lane as potential new allotment holders. Cllr Nikiel will follow this up to discuss availability. **ACTION: RN**

- e) The Clerk reports that the matter of the cutting of internal hedges at the allotment sites has been received. A response has been sent stating that arrangements with the maintenance at all of the allotment sites is for the cutting of the external hedges and reduction of height of new growth, and does not include the inside boundary as this forms part of the allotment gardens. This agreement and contract detail has been in existence for many years and was unchanged at the point of renewal.

16. Forthcoming Meetings and Attendees.

To agree and approve attendance at any forthcoming meetings.

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

The Clerk will send a reminder to all local associations, clubs and organisations and inviting them, once again, to contribute to the meeting, or if they cannot attend, to provide a report that can be presented on their behalf. **ACTION: CLERK**

b) To hear a report from recently attended meetings.

- Demystifying Planning – Aston Clinton April 11th 10.00-15.00
Cllr Shelton & Cllr Ungless were unable to attend due to other commitments.

c) To agree attendance at any forthcoming meetings.

- Keeping it Local: Design Workshops for Town and Parish Councils – June 13th 6-8pm New County Offices, Aylesbury - Cllr Nikiel and the Clerk will attend.
- Introduction to Planning Enforcement – November 5th 10am-1pm Aston Clinton – Cllr Merchant and Cllr Wagstaff will attend.

The Clerk will make the necessary arrangements for the booking of these events.

ACTION: CLERK

17. Date of Next Meeting:

The Councillors will next meet at the **Annual Parish Meeting to be held on Wednesday 15th May in the Village Hall from 8pm**. The next Ordinary Meeting of the Parish Council is scheduled to take place on **Wednesday 12th June at 8pm**, to be held in the Village Hall.

The formal meeting closed at 21.50 hours

PUBLIC SESSION

It was suggested that a Skip Share Scheme might work well in Radnage to assist residents since the closure of the Bledlow Ridge Recycling site and by having a regular way of disposing of waste items. Further information will be obtained regarding the possibilities and options for this, and opinion / level of interest obtained via a future edition of Contact.

The Chairman closed the meeting at 22.00 hours.

Chairman's Signature:

R. Nikiel

Date: 12th June 2019