

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 14th NOVEMBER 2018 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr Robert Nikiel, Ms Tamsin Addison, Mr Everton Merchant, Mr Lee Shelton, Mr Darren Ungless, Mrs Morag Wagstaff, District Cllrs Shade Adoh and Saeed Saddique and Clerk Mrs Lin Freeth.

There were no 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 Mrs Alex Ryan and County Cllr Carl Etholen.

MEETING CLOSED FOR PUBLIC SESSION

There were no members of the public present for the meeting.

MEETING REOPENED

2. To confirm the appointment of Councillor Lee Shelton and to receive the Declaration of Interest and Acceptance of Office Forms.

The forms had been completed, signed and received by the Clerk who then signed the Acceptance of Office Form as the Proper Officer of the Council.

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

Cllr Ungless declared an interest in the planning application at Henry's Cottage, to be discussed at Item 6. No other declarations were made.

4. Acceptance and signing of the minutes of the Ordinary Meeting of the Parish Council held on 10th October 2018.

The minutes of the meeting held on 10th October 2018 were approved as proposed by Cllr Ungless, seconded by Cllr Wagstaff, 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. Planning.

a) To note planning decisions:

- Case Ref: 18/07233/FUL & 18/07234/LBC – *Town End Farm, Horseshoe Road – Householder and Listed Building applications for erection of orangery to rear.* Applications permitted

b) Current planning applications:

- Case Ref: 18/07494/FUL – *Henry's Cottage, Radnage Common Road – Householder application for the demolition of existing conservatory, bay and porch and erection of single storey rear and first floor side extension (alternative scheme to pp 18/06749/FUL)*
The Clerk reported that notification had been received that this application had been withdrawn.
- Case Ref: 18/07658/FUL – *52 Green Lane – Householder application for construction of single storey front / side extension, alterations to roof to provide first floor accommodation and associated external alterations. Erection of a single storey replacement store to the rear.*

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

c) To be determined:

- Case Ref: 16/00482/OP Appeal Ref: APP/K0425/C/17/3185382 – *Rear of Rose Cottage, Green End Road – appeal against Enforcement Notice – alleged erection of new building to rear.*
- Case Ref: 18/06715/FUL – *Boundary Farm, Sprigs Holly Lane – Application for change of use of existing single storey building to form a two bedroom home with parking, access & amenity space.*
- Case Ref: 18/07131/FUL - *Rose Cottage, Green End Road - Householder application for construction of two storey front, side and rear extension and detached outbuilding.*

Any planning comments are submitted by the Clerk on behalf of the Council.

ACTION: CLERK

d) Planning Control:

- There were no further updates at this time.
- Procedure in relation to any judicial review proceedings – A judicial review is the process of challenging the lawfulness of decisions of public authorities and Councillors agreed that should this situation arise the Council would need to fully understand their position and would need to be considered on a case-by-case basis. A judicial review for planning cases has a limited time-frame for initiation and must be started within 6 weeks from the date of the decision and there are strict criteria. Councillors agreed in principle to involvement in any JR proceedings, to having a procedure in place and to commenting in the event of a JR brought by another resident if and when there is a matter of lawfulness to be challenged. It is recognised that this is the only mechanism for reversing a planning decision once a case has been determined but that it can only be on a legal basis, or an untruth, and not on a planning issue.
- BCC Consultation – Validation of Planning Applications. The clerk had circulated the consultation document ahead of the meeting explaining that validation is required to enable the County Council to register and process a planning application through to determination. No further comments were made at this time.

7. **Finance.**

- a) The Clerk had circulated the latest budget summary and no questions arose from this. The Clerk advised that as at 31st October 2018 the Business Account held a balance of £31,066.50 representing interest of £1.23 for the last month, and the Treasurers Account a balance of £42,094.82
- b) Comparison quotes will be obtained to ensure that the current electricity supplier is competitive. No details at this time. **ACTION: DU**
- c) The Clerk advised that following the notification back in 2017 that Thames Water no longer hold a licence to provide commercial water the Allotment water supply will now need to be transferred to an alternative supplier. Councillors agree that it should be transferred to Castle Water as was done for the Village Hall supply. **ACTION: CLERK**
- d) Councillors unanimously agreed for the payment to be made for the RBL poppy wreath and donation under S137 expenditure as proposed by Cllr Addison and seconded by Cllr Ungless.
- e) The bank mandate paperwork was prepared by the Clerk to add Cllr Shelton as an authorised signatory. This is agreed by all and will be signed by the Chairman and Vice Chairman, then returned to the bank for processing. **ACTION: CLERK**
- f) It is noted that the invoice for the planned and budgeted for defibrillator cabinet had now been received, together with the invoice from Thames Water, and both included for payment. The payments for October 2018 were then approved as proposed by Cllr Nikiel, seconded by Cllr Addison and agreed by all. Cllr Ungless and Cllr Wagstaff undertook the signing of the invoices and cheques.

8. **Village Hall.**

- **Maintenance / electrics:**

Cllr Nikiel and Cllr Ungless will have a site meeting to discuss the distribution board and then seek advice and quotations. There have been no further reported outages since the switch repair. **ACTION: RN/DU**

- **Fire alarm and fire extinguishers:**

Cllr Addison kindly offered to organise the necessary inspection of the fire alarm and extinguishers, and new maintenance arrangements to comply with current regulations. **ACTION: TA**

- **RR10K Race:**

Cllr Ryan will be on site (Sunday November 18th) and available should any matters arise on the day. The necessary keys will be made available to the event organiser Jim Whittington for the delivery of toilets, access gates etc. The cleaning of the hall will be arranged by the Bookings Clerk to take place immediately following the event. Cllr Nikiel will contact UK Mats, based locally, to request that they undertake the cleaning of the floor mats following the event. The company have very generously provided a free service for this in past years but it is proposed by Cllr Addison, seconded by Cllr Merchant, and agreed by all that they be engaged for this service this year. **ACTION: RN/AR**

Details of the race routes were requested by Cllr Addison and sent by Cllr Wagstaff at the meeting.

- **Other matters:**

- The curtain tie back hooks need to be removed;
- Repainting of the walls due to marking by chair backs needs to be considered, and
- The acceptable standards to be achieved by the cleaning contractors needs to be discussed with the company. **ACTION: RN**

9. **Risk Assessment/Open Spaces.**

- a) The Clerk confirmed that the monthly playground inspection report had been received which reported that the bins are still okay and that all equipment has been inspected and appears to be in good order.

- b) Following a query relating to the discrepancies identified in the Annual Play Area Inspection Report a revised copy to include the new pieces of equipment that were installed at the beginning of July has now been received from the Play Inspection Company for Wycombe District Council. This has been circulated to councillors. The chin-up bars have already been removed, bolt heads need to be reduced and gaps in the climbing frame need to be addressed. Cllr Nikiel, Cllr Ungless and Cllr Shelton will have a site meeting and go through the report to determine what action needs to be taken and what works need to be completed. Their report will be brought to the December meeting. **ACTION: CLERK/AR/RN**
- c) Updating & restoration of the large slide by painting in bright colours, as done with the other items, as part of ongoing maintenance within the play area is supported by councillors and funds will be allocated within the forthcoming budget plan, based on the quoted amount of £750. It is proposed by Cllr Nikiel, seconded by Cllr Ungless, and agreed by all that the works be carried out as per the quotation received. A copy of the Annual Play Area Inspection Report will be provided to the company to ascertain if they can also carry out the remedial works required as highlighted by the inspector. The Clerk will discuss with Cllr how best to proceed with these matters. **ACTION: CLERK/AR**
- d) The provision of new equipment to replace the recently removed chin-up bars will be discussed at the forthcoming budget planning meeting. **ACTION: ALL**
- e) Cllr Nikiel reported that the burial ground is all as it should be with no problems and continues to look neat and tidy. The compost bin appears to be full but it is thought that this just needs to be compressed and will mulch down. This will be monitored and emptied by the Parish Council when necessary as part of the alternating agreement with St. Mary's PCC who organised the emptying of the bin at the beginning of September.
- f) The Clerk reports that an update on the bus shelters and noticeboards has been received and that all six noticeboards were checked regularly over the summer and found to be serviceable. Surrounding areas have been trimmed back and cleared. Both of the bus shelters have been regularly swept out, benches wiped down and surrounding areas trimmed back and cleared as appropriate. Our grateful thanks are extended for this. All noticeboards still need to be treated with wood preservative. **ACTION: RN**
- g) The war memorial area is looking neat and tidy but a volunteer is still sought to be responsible for overseeing its care and general maintenance. It has been suggested that the memorial itself has lichen forming on it and may benefit from a clean. As it is Listed with Historic England and included on the List of Buildings of Special Architectural or Historic Interest the Clerk will obtain information regarding the requirements for undertaking any cleaning works. **ACTION: CLERK**
- h) Local Council Advisory Service (LCAS) –
 Cemetery & Memorial Safety: Following a revised edition of BS8415 those with responsibility for the operation of burial grounds and cemeteries should refresh their understanding of their responsibilities and ensure that the right questions are being asked of installers of memorials and permission to install only being granted when satisfied that the appropriate best practice standards are being met.
 Tree Liabilities & provision of Arboriculture Services - A tree management strategy and framework needs to be established and implemented. Inspection frequencies will need to be flexed to reflect risk and councils need to seek the advice and support of suitably qualified arboricultural experts. Alastair Cunningham, Senior Arboriculture Officer and Sally Clark, Arboricultural Officer at WDC have offered information on the services of the Arboriculture Team. Parish Councils are able to procure the services of the Council's qualified tree officers to manage tree stock and use extended services. This is a not for profit service but costs will be incurred. The Clerk will provide Cllr Merchant with any information / maps held that may assist in producing a 'plan of trees' under the responsibility of the Parish Council. A plan for their maintenance and management can then be formulated and an initial survey undertaken. **ACTION: CLERK/EM**
- i) The **Action Plan Meeting** will take place on Wednesday **21st November at 7.30pm** hosted by Cllr Nikiel.
- j) The **Budget / Precept Planning Meeting** will take place on Wednesday **28th November at 7.30pm** hosted by Cllr Addison.

10. Defibrillator – Village Hall.

The cabinet for the defibrillator has now arrived and is at the village hall to be fitted. It will be positioned outside, immediately beneath the window. Cllr Addison reports that our Radnage Community First Responder will be asked if 2 training dates can be provided for anyone who would like to attend. It is also reported that cheques have been received from the WI and from the Progressive Supper towards the cost of a second defibrillator. Our grateful thanks are extended to them for their support and generosity. **ACTION: TA**

The Clerk confirms that the equipment is now covered under the existing insurance policy.

11. MVAS.

The MVAS speed indication device has now been received and installed on City Road, near the school. We will be moving the device around 4 previously agreed sites in the parish, and used in both directions at each. Currently the device shows the actual speed beyond the legal limit. This will be adjusted to flash red at the speed limit for any vehicle travelling too fast. Data collected includes entry and exit speeds together with the date and time. All data will be recorded for analysis and as a tool to take to TfB / TVP if persistent speeding is identified. It is currently suggested that 200-300 vehicles a day are travelling along City Road!

The Clerk confirms that the equipment is now covered under the existing insurance policy.

12. Remembrance Sunday.

Cllr Nikiel reports that around 150 residents attended the Remembrance Day service at the War Memorial including past and existing servicemen and women, the Royal British Legion, and our local scout group. Wreaths were laid by the British Legion, Parish Council, WI and the Radnage 1st Scout Group.

We were delighted to have been given a grant, by the Armistice & Armed Forces Covenant Fund Trust, for 10 'There but not There' silhouettes, which were placed in St Mary's Church, where there was an extended service of Remembrance to remember and honour the past. The symbolic nature of the silhouettes reached out to everyone in the community in helping to remember those that have been loved and lost in making the ultimate sacrifice for our country. The end of grant monitoring form and report will now be prepared and submitted.

ACTION: RN

13. Local Crime.

An Emergency Community Meeting, chaired by Cllr Nikiel, was held at the Village Hall was held on Wednesday October 24th following the recent spate of burglaries in Radnage and surrounding areas, and was arranged in conjunction with Thames Valley Police and the Wycombe District Neighbourhood Watch. Our local PCSOs attended together with NHW representatives. Advice was given and items were available to take home plus items to purchase. Many thanks to those residents that attended. A Radnage Neighbourhood Watch Facebook page has now been set up specifically for Radnage Residents for sharing news, information and anything else that may affect the village.

Queries were raised regarding CCTV and the Parish Council are actively seeking to find a security monitoring solution for our village with CCTV/ANPR enabled cameras on all access routes. A village, very similar to Radnage in terms of geography, entry / access roads and number of residents, has already put in place a system which is proving very successful, and a meeting with their Parish Council has already been held to discuss their experiences and technology in providing 24/7 monitoring. They work closely with the police and have 100% support from their village and residents. To replicate this in Radnage there are five identified sites for the use of high definition video monitoring cameras with ANPR – Sprigs Holly Lane, Church Lane, Bottom Road, Hatch Lane and City Road. It is hoped that our residents would support this community initiative and household / property 'hosts' would be sought to provide power and Wi-Fi.

Images and footage would be requested by the police in the event of any incident and images reviewed for evidence purposes. The system would have a maintained white list should any residents wish their vehicle number plate to be 'ignored' by the system. Information is not used as a matter of routine but only when an incident has occurred and the data is requested.

Concerns were raised relating to the accessing of information, how it would be shared and used, and how the system would be maintained. It is suggested that a specialist company presents to the council and residents with more information and a Q&A session, and that a survey is carried out to identify the pivotal points in the village.

ACTION: RN/CLERK

14. Modernising Local Government.

The Clerk reported that on November 1st James Brokenshire, Secretary of State for MHCLG, made an announcement about his decision regarding unitary status in Buckinghamshire. It has been decided to implement, subject to Parliamentary approval, the locally-led proposal to replace the existing five councils across Buckinghamshire – the two tier structure of Buckinghamshire County Council and the district councils of Aylesbury Vale, Chiltern, South Bucks and Wycombe – by one new single unitary district council, and not to implement the proposal for two new unitary councils. If Parliament approves this legislation the new council will be established on 1 April 2020 with the first elections to the council held on 7 May 2020. A Shadow Authority will be set up for the transition period until May 2020. An Order will be made in January 2019 with details of how this will be done.

15. Elections.

The Clerk reports that it is most probable that the May 2019 local elections in Aylesbury Vale, Chiltern, South Bucks and Wycombe, will be delayed for 12 months so as to avoid councillors being elected for only one year if Parliament approves the legislation establishing the new council.

16. GDPR & ICO.

The Clerk reports that it was noted at the NALC conference that the speaker for the Information Commissioners Office confirmed that if any councillor holds or handles personal data they would need to be individually registered with the ICO at a cost of £40 per councillor per year (£140 per term). This expenditure will be allowed for in the forthcoming budget plan. The Clerk will discuss this further with the ICO.

ACTION: CLERK

17. Death of a Sovereign and/or senior member of the Royal Family..

The Clerk reports that the details of the WDC Protocol that is in place for the death of a Sovereign have now been received. It is not a public document and cannot be put on the website or shared with any member of the public due to the security issues involved and so it is treated as a confidential working document for our reference only. It has been put on file.

It is proposed by Cllr Merchant, seconded by Cllr Addison, and agreed by all that this protocol be adopted by Radnage Parish Council and that the RPC agree to receipt of the proclamation by the High Sheriff, which will be sent at the appropriate time.

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

- a) District Cllrs Shade Adoh and Saeed Saddique request that RPC give consideration to submitting an application for financial support from the Ward Budget for the coming year. This cannot be for any project/s that have previously been supported by this.

ACTION: CLERK

19. Meetings and attendees.

Recently attended meetings.

- WDC Town & Parish Clerks Meeting - 1st November 10am District Council Offices.
The Clerk attended with valuable information obtained regarding new requirements for burial grounds, tree management and GDPR (as discussed previously during this meeting).
- B&MKALC (BALC) AGM - 9th November 7pm Aston Clinton – The Clerk and Cllr Nikiel attended.
- TfB Devolution of Highway Services – Cllr Nikiel attended one of the drop-in sessions. Narrowly focused on grass/hedges. Identified as having 4m² but this is queried. Payments are made on linear mileage and it is possible that some funds may be received.

To agree and approve attendance at any forthcoming meetings.

- BMKALC courses 2018-19

It is proposed by Cllr Nikiel, seconded by Cllr Ungless, and agreed by all that the following trainings be provided for councillors:

- Demystifying Planning - 27th November – to be attended by Cllr Wagstaff
- Councillor Training - 24th January – to be attended by Cllr Shelton
- Demystifying Planning - 11th April – to be attended by Cllr Shelton

The Clerk will make the necessary arrangements.

ACTION: CLERK

20. Date of Next Meeting:

The next **Ordinary Meeting** of the Parish Council is scheduled to take place on **Wednesday 12th November at 8pm**, to be held in the Village Hall.

PUBLIC SESSION

There were no members of the public present for this session.

The Chairman closed the meeting at 22.15 hours.

Chairman's Signature: R. Nikiel

Date: 12th December 2018