

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 14th OCTOBER 2015 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Ms Elizabeth Fynn, Vice-Chairman Mrs Sue Jones, Mr Frank Coggrave, Mr Robert Nikiel, Mrs Helen Orchard, Mr Lew Perring and Clerk Mrs Gill MacKenzie.

1. Welcome and Apologies for Absence.

The Chairman welcomed everyone to the meeting. Cllr Coggrave's flight had been delayed and he attended from Item 7. There were no members of the public present and therefore no public session was necessary.

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

There were no interest declared at this stage however, Cllr Fynn subsequently declared an interest in Item 10 (e) as she was a current allotment holder.

3. Acceptance and signing of minutes of the Ordinary Meeting of the Parish Council held on 9th September 2015.

It was proposed by Cllr Jones, seconded by Cllr Nikiel with all in favour that the minutes of the meeting held on 9th September 2015 be accepted as a true and accurate record. The Chairman signed and dated the minutes.

4. Appointment of new councillor.

Following up on an earlier offer of help from Ms Tamsin Addison, the Chairman advised that Ms Addison had agreed to join the council as a councillor and it was proposed by Cllr Fynn, seconded by Cllr Jones with all in favour of co-opting Tamsin onto the council with immediate effect.

Ms Addison will be invited to attend future meetings of the council and to complete the relevant and necessary paperwork at the earliest opportunity.

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

The contractor for the acoustics job within the Village Hall had provided all the relevant guarantees paperwork. As agreed, a response had been sent to the Trustees of the Poores Charity and thanks received from them. The Clerk confirmed that she had reported Community Infrastructure Levy expenditure to Wycombe District Council as requested. The Clerk advised that the LAF bids had been submitted but no further news or update had been received following this. The Clerk also confirmed that she was continuing to follow up on attempts to get the hedge at the corner of City Road and Green Lane cut back.

6. Planning Applications.

A comprehensive written report had been received from Cllr Addison regarding a meeting of Stokenchurch Parish Council regarding planning concerns with fields alongside Mudds Bank. There was continued concern and speculation about planning loop holes being used for future and further development and possible construction. Stokenchurch PC had asked Radnage for their support in sharing their own concerns and following discussion, the council agreed to write to Stokenchurch PC to advise that there was a shared concern but that at present this was based on speculation rather than fact. Radnage PC would ask Stokenchurch PC to let them know of any further planning applications received regarding this site and to let them know when any further discussions were expected to take place at Stokenchurch PC meetings.

ACTION: Clerk

7. Finance

- a) The monthly budget sheet had been circulated to councillors prior to the meeting and no questions arose from this. At the end of September the Treasurers Account had a balance of £23,390.19 and included the second Precept receipt. The Business Account had a balance of £37,976.18 representing interest of £1.56.
- b) Payments for September 2015 were approved as proposed by Cllr Orchard, seconded by Cllr Nikiel and agreed by all and Cllrs Nikiel and Perring undertook the signing of cheques.
- c) Following informal discussions with Cllr Orchard on Village Hall matters it was proposed by Cllr Fynn and seconded by Cllr Orchard with all in favour to ask regular contractor 'Woodridge Cleaning Supplies' if they would agree future invoices being paid by BACS, once invoices had been approved by councillors at their monthly meetings. This would negate the need for regular cheques and the associated paperwork. The Clerk assured councillors that a full audit trail for these payments would continue to be held. The Clerk undertook to seek agreement with Woodridge for this action in future. **ACTION: Clerk**
- d) The Clerk advised that the External audit had been received and that the statutory notices had been displayed on village notice boards. The only remark was to advise that future Governance Statements be approved after the completion of the Internal Audit. **ACTION: All**
- e) County and District Councillors had written to seek bids for annual allocation of their Ward grants. Following a brief discussion it was agreed to seek a grant for external landscaping work around the Village Hall. **ACTION: Clerk**
- f) The Village Hall Cleaner had requested an increase in fees. Councillors agreed that this was in order as the current fee had been static for about 2 years and that they continued to get value for money and were pleased with the standard of cleaning provided. It was proposed by Cllr Orchard, seconded by Cllr Nikiel and agreed by all to the increase of fees to £12.95 per hour. **ACTION: HO/Clerk**

8. Councillor Surgeries.

District Councillors had recently suggested the introduction of quarterly surgeries to meet and hear individuals concerns and issues. Councillors were not convinced that these would be particularly beneficial and agreed to decline this offer but to suggest that they continue to raise contentious issues directly and ask that the District Councillors make every effort to attend future Annual Parish Meetings.

ACTION: Clerk

9. Village Hall

Cllr Orchard had circulated a report on the latest Village Hall matters:

A procedure amendment to speed up hall hire deposit returns was being trialled with deposit return cheques being authorised and prepared a month in advance. The school had requested that they be allowed to have a permanent deposit for hall hire lodged with the council to save on frequent cheque exchange. All agreed that the school should be treated in the same way as other village organisations (e.g. WI) and that a deposit would not be taken in future. It was further agreed that any bookings made on behalf of the school (no matter where the person making the booking physically lived) would be considered 'Radnage rates'.

There was a lot of discussion about hire concessions and the existing policy was reviewed. It was decided that the current policy would be amended so that there would be hire fee concession for the annual Carol Service and Remembrance Service, and that any exceptions to this policy would not be considered. This was proposed by Cllr Fynn, seconded by Cllr Perring with all in favour.

There had been conflict when a recent football tournament and a private children's party had booked the field and hall under separate arrangements. This had resulted in insufficient parking being available and conflict between users with use of the patio area and toilet facilities. It was agreed that in future, large football tournaments would be required to hire the hall at the same time. It was proposed by Cllr Orchard, seconded by Cllr Jones that the hall hire fees should be refunded to the resident who hired the hall that day. It was intended to put a 'keep clear, emergency access required' signed on the gate.

The annual floor sanding had not taken place as the floor had been recently treated and it was recognised that this task would need to be scheduled in before next summer.

Cllr Jones advised that there had been no progress in the offer of the ex-Masonic chairs to date.

Cllr Coggrave was congratulated on having made prompt arrangements for the emergency lighting to be upgraded, fitted and installed.

Cllr Coggrave was experiencing difficulty in obtaining a contractor to undertake the toilet refurbishment task and the Clerk was asked to insert an item in the next Contact magazine with the intention of seeking recommendations for a suitable contractor to approach. **ACTION: Clerk**

10. Open Spaces

a) Cllr Fynn advised that progress regarding the demolition of the Black Barn was ongoing and that she would report back the following month. **ACTION: EF**

b) Cllr Nikiel advised that he recommended a metal sleeve be installed on the chin-up bars and all agreed that a sum of up to £50 be authorised for this work. **ACTION: RN**

c) A discussion was had regarding the replacement of an old damaged bench in the recreation field and it was agreed by all that as several seats and benches were already available, this old bench would be removed and not replaced. **ACTION: RN**

d) The Clerk commented that the contractor had undertaken the latest round of hedgecutting and that work required to the hedge alongside the village hall and No 2 Green Lane had been clarified. Overgrown private hedges along Bottom Road were reported and Cllr Fynn agreed to try to confirm who owned the relevant land. Once identified, the Clerk would be tasked with writing to the Clerk at Bledlow Ridge. **ACTION: EF**

e) Councillors were asked to review the annual allotment and grazing licence fees. Following discussion it was proposed by Cllr Jones, seconded by Cllr Coggrave with all in favour of no increase in allotment fees at this time. The Clerk reminded councillors to review this decision next year in light of the maintenance required on untenanted plots and increasing water charges as well as other potentially required maintenance. It was proposed by Cllr Fynn, seconded by Cllr Jones with all in favour that grazing fees be kept low with a small 5% increase. The Clerk was tasked with putting these decisions into practice. **ACTION: Clerk**

f) The Clerk reported on the latest on the Devolution of services by BCC. She recommended that further consideration be made into the proposal already submitted – that Radnage be considered to ‘go it alone’ without going into a ‘cluster’ for the services being devolved and that more information focused on the specific needs of the parish be sought. All agreed that the Clerk would enter into further discussion on this matter on behalf of the council. **ACTION: Clerk**

11. Risk Management

The Clerk had distributed the current Risk Schedule and it was agreed that a review meeting would be required. A date in March/April 2016 would be decided at a future council meeting. **ACTION: All**

12. Clerks Matters – including late received correspondence.

There was nothing further to report.

13. Forthcoming Meetings and Attendees.

Forthcoming meetings had been scheduled:

- Action Plan: Thursday 19th November 8pm at 2 Lydalls Cottages.
- Precept Planning: Thursday 3rd December 7.30pm at Eton Lodge.

14. Date of Next Meeting:

The next meeting of the Parish Council is scheduled to take place on **Wednesday 11th November 2015** commencing at 8pm in the Village Hall.

The Chairman closed the meeting at 22:21 hours.

Chairman's Signature:

Date:

Appendix 1

Payments to be approved:

Cheque number 2822	Mazars – external auditors £240
Cheque number 2823	Woodridge Cleaning Supplies £15.50 and £25.31 =£40.81
Cheque number 2824	EHT Alarms –supply and installation of new emergency lighting £651
Cheque number 2825	G MacKenzie – clerks salary and expenses £443.50
Cheque number 2826	HMRC Tax – for quarterly period £352.20
Cheque number 2827	C Greenaway – return of hire deposit £100
Cheque number 2828	R Matthews – return of hire and deposit fees £95
Cheque number 2829	E Hamilton – return of hire deposit £100 (subject to hire fee being received)
Cheque number 2930	C Canning – return of hire deposit £50
Cheque number 2930	A Hussain – return of hire deposit £100
Cheque number 2931	T Howden – return of hire deposit £50
Cheque number 2932	R Jacobs – return of hire deposit £50
Cheque number 2933	T Hannaford – return of hire deposit £50
Cheque number 2934	J Wass – return of hire deposit £50
Cheque number 2935	M Pearce –return of hire deposit £100
Electronic transfer	Debbie White – Village Hall cleaning – September 2015 = £156
Standing Order	C Eden – Village Hall Bookings Clerk – September 2015 £216
Direct Debit	Southern Electric monthly payment £68
Direct Debit	Sita UK (now known as Suez) – waste £6.80