

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 12th OCTOBER 2016 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mrs Sue Jones, Vice-Chairman Mr Robert Nikiel, Ms Tamsin Addison, Mr Lew Perring, Mr Peter Turner, Mr Graham Wass and Clerk Mrs Gill MacKenzie and 2 members of the public.

1. Welcome and Apologies for Absence.

The Chairman welcomed everyone to the meeting and apologies for absence were received from Cllr Ryan (unwell), District Cllr Adoh and County Cllr Etholen (unable to attend due to other commitments). A special welcome was made to Mr Wass who was attending his first meeting as a councillor.

There was no public session..

2. To welcome and formally Co-opt a new Councillor onto the Parish Council and agree responsibilities.

The Chairman formally welcomed Mr Graham Wass onto the council. Signed Acceptance of Office and Disclosure forms were received by the Clerk. Cllr Wass agreed to assist with Village Hall and Open Spaces management.

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

None were received.

4. Acceptance and signing of minutes of the Ordinary Meeting of the Parish Council held on 14th September 2016.

The minutes of the meeting on 14th September 2016 were approved as proposed by Cllr Addison, seconded by Cllr Nikiel and agreed by those who had been present.

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

Cllr Turner asked if it was appropriate for members of the public who raise discussion points to be named in the minutes. The Clerk advised that this had been the practice as instructed at a 'minutes training event' – especially when points raised have been made in the public session which could be attended by public and press. The Clerk agreed to seek further clarification. **ACTION: Clerk**

It was noted that the letter sent to the organisers of the Progressive Supper regarding the state of the hall after the event had been received.

The Clerk advised that after several email and telephone conversations, the Chiltern Waste Team had confirmed that they would be emptying the council provided rubbish bins around the recreation ground, on Tuesdays.

There was discussion surrounding the issues raised by Mr Bailey at the previous meeting. Cllrs were mindful that Mr Bailey had advised that he was representing others and that his comments should be responded to.

- It had been stated that on occasions the permitted number of pitches had been exceeded and therefore it was suggested that a position on the governance of the campsite was required.
- It had been asked how information had been gathered to assess the impact on the community for the extension of use of the ablutions block.
- To seek an explanation of processes and to consider monitoring the use of the campsite.

- To advise the process for gauging the impact on the local amenities when giving permission for a campsite in the area.

The Chairman reiterated information that had been discussed and fully minutes on previous occasions. The authority for the presence of the campsite had been given by the Camping and Caravanning Club, as permitted by Law. Investigations to ensure the proper procedures had been followed in the certification of the site included letters¹ to the Camping and Caravanning Club, Wycombe District Council and the local MP. All responses received confirmed that the Camping and Caravanning Club had carried out the correct procedures. The planning application for the extension of permission for the ablutions block was discussed by the parish council in an open meeting and the councils' response included comments on the suitability of the facilities – all of which were available for viewing on the WDC planning portal.

All agreed that further clarification on some of these points raised was worthy of investigation. A letter would be sent to the Camping and Caravanning Club asking them to advise what monitoring process was in place to ensure the owner of Bella Vista was complying with the requirements under the terms of the certification of the site and to ask how the impact on local amenities had been and continue to be gauged. A second letter would be sent to Mr Watts, owner of Bella Vista, seeking information on the process he employs to ensure he keeps within the regulations granted under this certification.

ACTION: Clerk

6. Planning Applications.

To consider planning application:

- Fir Tree Lodge. Householder application for removal of existing rear utility room and erection of single storey rear extension, combine two existing side dormer windows into a large dormer. Insert new garage door and alterations to fenestration, re-render existing dormer windows. Council had no objection to this application subject to all HGVs and works vehicles being asked to access the property via Mudds Bank and not to use Green Lane.

7. Finance

- a) The Clerk had distributed the monthly budget summary as at 30th September and there were no questions arising from this. The Clerk advised that as at end September the Treasurers Account held a balance of £33,833.56 which included the second and final instalment of the Precept from WDC and the Business Account a balance of £21,034.65 representing interest of .89p for the last month. The Clerk advised that the report from the external auditor had been received and that a request had been made to ensure that the approval of the annual budget is explicitly recorded in future minutes. Confirmation from the bank that the most recent mandate change was still awaited.
- b) Payments for September 2016 were approved by all and Cllrs Nikiel and Addison undertook the signing of cheques. It was agreed that the annual membership for the Open Spaces Society would not be renewed as there had been little or no benefit perceived to the council at this time.
- c) The revised and updated Financial Regulations were approved as proposed by Cllr Jones, seconded by Cllr Turner with all in favour.

8. To note the date of the Rugged Radnage 10K 2016.

The date of the Rugged Radnage 10K race had been advised as 20th November. Cllr Ryan had volunteered to act as a liaison between council and the organisers as and when necessary.

9. Risk Assessment

Items requiring attention were reviewed:

- a) A date for the Action Plan working group meeting was agreed as Thursday 24th November 2016 8pm at the home of Cllr Nikiel.
- b) A date for the Precept Planning working group meeting was agreed as Tuesday 6th December 2016 at 8pm at the home of Cllr Addison.

- c) The monthly playground inspection for September had been received.
- d) Cllr Perring confirmed that the bus stop seating was considered to be in a safe condition.
- e) The Clerk asked for a councillor to carry out a snap check on her budgetary controls and records. Cllr Wass volunteered and a mutually convenient date would be agreed upon. Cllr Jones advised that she had already scheduled a date to audit the books kept by the Bookings Clerk. **ACTION: Clerk/GW/SJ**

10. Village Hall

- a) Cllr Jones advised that an insurance claim could only have been made following damage caused by an insured peril - perils include all the common causes such as fire, theft, flood, storms, malicious damage etc and as the damage was due to a failure of the floor as a result of expansion through high humidity and warmth with inadequate expansion joints then this is not claimable. She thanked all councillors who had between them put a lot of time and effort into sorting out the recent problems with the floor.
- b) Cllr Addison provided an update on some proposals to improve disabled access from the hall directly onto the patio area. She suggested that it might be possible to install additional ramps and rails from one of the exits from the main hall. It was agreed to defer this project plan to a later meeting for further discussion. **ACTION: TA**
- c) Cllr Addison had provided a report on the signage around the village hall, some of which was in a very poor and illegible condition. With the provision of 3 quotations for replacement signage, it was agreed by all that a sum of up to £140 be allocated for new aluminium signs with pre-drilled holes. An investigation into ways to prevent unlimited access onto the field and some proposals were discussed including the installation of folding posts. The patio was also in need of repair to address loose and broken slabs and some of the pointing. Cllr Addison agreed to get costs for these repairs and report back at the next meeting. She suggested that a large planter be placed outside the hall entrance to enhance its appearance and offered some old railway sleepers to accomplish this. It was further suggested that perhaps the Women's Institute might be interested and willing to fill and maintain these planters once in place. All agreed to the repainting of the handrail outside the main entrance to the hall. **ACTION: TA**
- d) Two examples of suggested designs for replacement chairs were viewed. After a brief discussion it was proposed by Cllr Jones, seconded by Cllr Addison and agreed unanimously to purchase 120 x 'Tiger' chairs with padded seats and backs in blue with a budget of up to £2,200 for these. Some of the plastic chairs would be retained for when the hall is particularly busy. **ACTION: RN**

11. Open Spaces

- a) The Clerk advised that the interment of ashes into an existing grave had recently taken place.
- b) An update on landscaping of the area where the Black Barn was sited was provided by Cllr Addison. After a short discussion it was proposed by Cllr Jones, seconded by Cllr Perring with all in favour to go ahead with the proposed plans to ask Peter Seabrook to continue with plans to grass over the area and retain the protective posts already in situ although the previously agreed budget of £300 was insufficient to include the purchase of a tree. It was therefore agreed to spend a further £150 on a Silver Birch tree. **ACTION: TA**
- c) Cllr Nikiel provided a final report on traffic signage considerations and made recommendations to request an upgrade to the sign from Chorley Road onto Bottom Road. A full copy of Cllr Nikiel's findings can be available on request. **ACTION: RN**
- e) Following a number of complaints about the condition of untenanted and untended allotments, Cllr Nikiel had carried out a survey. He concluded that improvements needed to be made to City Allotments and Chapel Allotments sites. His recommendations included a sum of £600 to clear overgrown plots, a campaign to advertise for more tenants, to give notice to allotment holders who were not tending their plots and allowing them to become overgrown, and to set up a meeting with existing allotment holders to discuss the way forward.

It was agreed that Cllrs Nikiel, Wass and Turner would take this initiative forward and the Clerk was asked to advertise vacant plots in Contact magazine. **ACTION: RN/GW/PT/Clerk**

e) The Clerk advised that she had received a request to improve and install road markings at junction of Green Lane and Common Road. As Green Lane is a private road it was agreed that the Clerk should approach the Green Lane Residents Association to consider this request further. **ACTION: Clerk**

12. Trustee for Radnage Poors Charity.

The matter of appointing a new parish representative to fill the vacancy as a Trustee for the Radnage Poors Land Charity was discussed briefly following the recent correspondence by the Clerk to the Trustees. In his letter he stated that a number of individuals had expressed an interest in the vacancy and that the matter was due to be discussed at the next Trustees meeting scheduled to take place in early December. Cllr Nikeil advised that he had put himself forward as a candidate. The Clerk was asked to respond to the Clerk to the Trustees to say that the council was looking forward to seeing a full list of applicants and details of their reasons for wanting to be a Trustee. **ACTION: Clerk**

13. To note request for input into Local Priority Infrastructure survey.

A request from WDC had been received seeking suggestions on the use of any further grants of Community Infrastructure Levy. A brief discussion followed and it was agreed that two suggestions be submitted, one for health related playground/activity equipment for adults and children and the other for continued and further improvements to the village hall. **ACTION: Clerk**

14. Clerks Matters – including late received correspondence.

Our Chairman had received a letter from the new Chairman (Andy Bailey) of the Green Lane Residents Association (GLR Association) with contact details for the new committee. He had remarked that there may be a proposal to bury some electric cables that run nearby the village hall and across Green Lane and had asked that the parish council keep them informed of progress. The Clerk was asked to advise Mr Bailey that SSE have asked for council's permission to bury cables on common land beside the village hall – which has been agreed and which is being followed up by the council's solicitors (as per council minutes).

The letter referred to a recent meeting of the GLR Association and all councillors agreed that as the parish council paid for 8 frontages annually, a representative from the council should be included in the invitation to attend future meetings. We can advise I recommend you task me with responding in this vein on your behalf.

Following a large bough coming down from a tree on the recreation ground and Cllr Nikiel had attended the site of the broken bough and it was agreed that a letter of thanks be sent to Simon Mullett for his immediate assistance in clearing the area and making it safe. **ACTION: Clerk**

The Clerk suggested that it might be timely for a tree survey to be undertaken and Cllrs Nikiel and Turner agreed to investigate this matter further. **ACTION: PT/RN**

The Clerk had circulated information regarding a police initiative to protect our cities and communities from the threat of terrorism being hosted by WDC and named Project Griffin. Interested councillors were asked to let the Clerk know if they wished to attend. **ACTION: All**

15. Forthcoming Meetings and Attendees.

To agree and note dates for forthcoming meetings.

- Action Plan working group meeting – Thursday 24th November 8pm Venue 67 Green Lane.

ACTION: All

- Precept planning working group meeting –Tuesday 6th December 8pm Venue Radnage House.

ACTION: All

- BMKALC AGM – Friday 11th November 7pm Judges Lodgings – no takers. **ACTION: Clerk**
- Parish Clerks Meeting – 20th October 10am WDC Offices – on this occasion open to Parish Council Chairman – apologies from both Clerk and Chairman for this meeting. **ACTION: Clerk**

16. Date of Next Meeting:

The next Ordinary Meeting of the Parish Council is scheduled to take place on **Wednesday 9th November 2016 at 8pm**, to be held in the Village Hall. Due to the Clerks forthcoming holiday councillors were asked to note that the Agenda would be issued on 19th October - well ahead of the meeting and there would be no budget summary.

The Chairman gave a further chance for those members of the public present to comment. Mr Watts, owner of Bella Vista Campsite thanked the Chairman for this opportunity and advised that he could answer to some of the questions raised within Item 5. He gave assurance that he had been receiving regular visits from the Caravan and Camping Club representatives who monitored his site for compliance under the terms of the licence and that this included checks on the electrical supplies, waste disposal, insurance, membership and booking systems. He confirmed that his online booking system restricted the availability of pitches to keep within the permitted and agreed maximum of 5 caravans and 10 tents (anyone can visit www.bellavistacamping.co.uk to see this for themselves).

He responded to the comment that more than the permitted number of pitches had been present over the August Bank Holiday weekend saying that a private family party had also been in his adjacent field which was actually part of his house and garden and not on the campsite (which was permitted under the terms of his licence).

Mr Watts confirmed that he and his partner ensured strict adherence to the CCC regulations and welcomed local residents to view the site and discuss any anxieties they might have with them.

The Chairman closed the meeting at 22:20 hours.

Chairman's Signature:

Date: