

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 11th OCTOBER 2017 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr Robert Nikiel, Vice-Chairman Mrs Alex Ryan, Ms Tamsin Addison, Mrs Sue Jones, Mr Everton Merchant, Mr Peter Turner, Mr Graham Wass, County Cllr Carl Etholen and Clerk Mrs Lin Freeth.
There were 4 members of the public present.

Ahead of our Regular Meeting was an Open Planning Meeting at 7.15pm where 15 members of the public joined us to hear a wonderful presentation from Alastair Nicholson, WDC Planning Dept. Development Manager. Alastair talked to us about such matters as Planning Considerations, Applications, Notices, the Green Belt and AONB, Enforcement and Compliance. Following the meeting further discussions and a Q&A session followed in the small hall to enable everyone to have their say and ask further questions. Our thanks were extended to Alastair for such a successful evening. The complete presentations from the evening on 'Planning' and 'Enforcement' will be made available as pdf files at Radnage.net

ACTION: CLERK

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

The Chairman welcomed everyone to the meeting which began slightly later than scheduled at 8.40pm, due to the preceding Planning Meeting. Apologies for absence had been received from District Cllrs Shade Adoh and Saeed Saddique.

PUBLIC SESSION

There were no comments made at this time.

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 minutes of Ordinary Meeting of the Parish Council held on 13th September 2017.**

The minutes of the meeting held on 13th September 2017 were approved as proposed by Cllr Jones and seconded by Cllr Addison 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.**

Cllr Wass had previously circulated the minutes of the locally focused village projects group meeting held on 27th September to discuss the proposed Web presence. At a future meeting further discussions will be had to determine a draft framework and allocation and use of email addresses. Cllr Wass will compile content and pictures and it is proposed that Cllr Addison will prepare a draft website as a base to start from and to then critique. As a working party any proposals and/or options will be presented to the council for any necessary decisions to be made.

ACTION: GW/TA

5. **Planning Applications.**

To consider Planning Applications for:

a) 17/07464/FUL Batt Hall, Sprigs Holly Lane - Householder application for construction of single storey orangery together with glazed link to existing outbuilding, including conversion of part of the ground floor wing (former stables) to create a residential annex to be used as ancillary accommodation to the main dwelling.

The Councillors expressed concerns regarding the orangery linkage to the main house, creating a much larger structure, and its impact on the AONB and its appearance as viewed from the public footpaths to the rear of Batt Hall. No further comments or objection were recorded to this planning application.

The Parish Council requests that should permission be granted any HGV's and site traffic wishing to access the property should do so from Chinnor Hill into Sprigs Holly Lane, and plan their route carefully, as the village lanes are not suitable for such vehicles.

b) 17/07465/FUL – Batt Hall, Sprigs Holly Lane - Householder application for conversion of part of ground floor wing (former stables) to create a residential annex to be used as ancillary accommodation to the main dwelling

The Council recorded no objection to this application.

The Parish Council requests that should permission be granted any HGV's and site traffic wishing to access the property should do so from Chinnor Hill into Sprigs Holly Lane, and plan their route carefully, as the village lanes are not suitable for such vehicles.

6. **Finance**

a) The Clerk had circulated the latest budget summary and no questions arose from this. The Clerk advised that as at 30th September 2017 the Business Account held a balance of £31,049.79 representing interest of £1.40 for the last month and the Treasurers Account a balance of £28,930.82

b) A payment to the residents who look after the grassed areas of the Common has been made on previous occasions and this was again discussed. It was resolved to review all of those people within the village that contribute to care and maintenance, and to defer this matter to the forthcoming Precept Planning Meeting, as proposed by Cllr Jones, seconded by Cllr Wass and agreed by all.

- c) The invoice from D White for the village hall cleaning had not yet been received and email approval will be sought for its payment when received. The invoice for BT (village hall) had been received and included for payment. The payments for September 2017 were approved as proposed by Cllr Ryan, seconded by Cllr Nikiel and agreed by all. Cllr Turner and Cllr Wass undertook the signing of the invoices and cheques.

7. Deeds of Easement

Consideration of Deeds of Easements granted is deferred to the next meeting of the council in November.

8. Community Cop Cards Scheme

This scheme for the Marlow and South West area of Wycombe is open to Year 6 children from participating schools. The children collect stickers by completing various tasks encouraging them to be safe, engage with their local community, care for their local areas and build positive relationships with their neighbourhood policing teams. The parish council is pleased to support this scheme in principle and will consider any ways in which we might assist the children of Radnage School in being successful in achieving their goals and collecting their stickers.

9. Village Hall

The Bookings Clerk will be taking leave in November and volunteers are required to cover this by receiving telephone enquiries, emails, facilitating site visits and admin etc. Cllr Nikiel, Cllr Ryan, Cllr Jones and Cllr Merchant agree to manage this, taking one week each.

- a) Premier Windows & Doors have been contacted and a claim has been made under guarantee to replace the window unit that has failed. The company have agreed the replacement and it will be made and installed in due course. **ACTION: PT**

The planters purchased for the village hall will be lined and installed to the left of the front doors. Cllr Jones reports that she has a volunteer to care for these once planted. Cllr Addison proposes to purchase topsoil for these at a maximum cost of £60 which is supported by Cllr Nikiel, seconded by Cllr Ryan, and agreed by all. A request for donations of plants being split out this Autumn and for bulbs will be placed in Contact and on Radnage.net **ACTION: CLERK**

- b) Further conversations have been had with the partners of Teacups & Tandems and negotiations are ongoing for them to hire the village hall commercial kitchen space. They are delighted with the facilities we have and it is agreed to move forwards on the basis of a trial period. It will be proposed to them that there be an up-front deposit payable with the kitchen then provided on our hourly rate basis to fit around our existing bookings. The company will provide their own secure storage, have their own separate insurance and ensure that the necessary Food Safety & Hygiene documentation and registration of a Food Business Establishment. An introductory hourly rate will be offered to this small business over a short trial period, after which time it will be reviewed. **ACTION: SJ/RN**

Checks will be made to estimate energy costs directly relating to the kitchen usage. **ACTION: RN/PT**
Agreement of this course of action is proposed by Cllr Merchant, seconded by Cllr Ryan, and agreed by all.

10. SSE

Cllr Nikiel reports that the works intended for the period commencing 23rd October will involve three main strands which will be: 1. the connection of cables that were recently buried under Green Lane and the Village Hall, with associated removal of the overhead wires from VH to 'The Old Shop'; 2. cutting of growth under the 11kv lines on south side of Green Lane Charity field; and 3. replacement of 2 poles in the Charity field and 1 pole in the corner of Chapel allotments. All of these parts will require the power to be interrupted for the duration of works. To cover this outage, SSE will need to place 2 generators to maintain electricity supply to the village over this period. The best siting for generator covering south side of the village would be in the corner of the VH, next to the entrance gates, and to cover the north side of the village, the generator could be sited in either the Charity field, near to the entrance, or in the overgrown corner of the allotments. Wherever sited, the generators will be 'fenced off' for security and also have acoustic barriers surrounding them. The main communication to householders will come from SSE however the RPC will circulate any details received to the GLRA. Power will be interrupted for 15 minutes between the hours of 0900 and 1600 on Monday 23 October and on Monday 6 November.

It is understood that access to some areas of land has been refused by the landowner/s resulting in the vegetation not being cut back by SSE as required. This will reduce the overall positive effect of works for the rest of the village. Further information will be sought.

Damage recently caused to the drain cover and guttering downpipe during the undergrounding of cables to the rear of the village hall remains unresolved. Cllr Nikiel has approached SSE and is awaiting a response. The potential trip hazard of the drain cover will be looked at as a matter of urgency and a protective barrier used.

11. Risk Assessment/Open Spaces

- a) Consideration of the Action Plan and the Working Group review is agreed to be held on Wednesday 29th November at 7.30pm, kindly hosted by Cllr Jones.
- b) The Budget & Precept Planning Working Group Meeting is agreed to be held on Wednesday 6th December at 7.30pm, kindly hosted by Cllr Nikiel.
- c) There will be a review of the Budgetary Control by our Village Hall Bookings Clerk and by the Parish Clerk to be carried out jointly by Cllr Jones and Cllr Nikiel at a time to be arranged. **ACTION: SJ/RN**
- d) The Clerk confirmed that the monthly playground inspection report had been received. Cllr Ryan reported that the bins are very full and that Waste Team at WDC have been contacted. A visit to inspect the Bird deterrent spikes prior to their purchase will be made in due course. **ACTION: AR**

The business case, previously submitted for the funding application, will now incur a 10% payment for the case to be pursued and so all agree that this will now not be actioned. County Cllr Carl Etholen suggests making a bid proposal to his award budget, which is available up to March 2018, for funding of our playground project and also to the LAF. The Parish Council will consider match funding of any proposal. Cllr Ryan will provide the proposal details to our Clerk to be forwarded as required. **ACTION: AR/CLERK**

A bid proposal will also be made for the provision of a VAS (vehicle activated sign) and Cllr Etholen has offered to look at funds available from April 2018 to gain funding from TfB. Cllr Nikiel has approached West Wycombe Parish Council to rent their existing VAS and they are currently considering this. **ACTION: RN**

- e) The Clerk confirmed that the bus shelter and noticeboards inspection report had been received. The noticeboards were found to be serviceable with the one in Green Lane needing a new wedge to the left hand post. Surrounding areas have been trimmed back and cleared. Both bus shelters have been swept out, benches wiped down and surrounding areas trimmed back and cleared. It is advised that the bus shelter roofs need clearing of ivy but we are unable to say that the roofing material is not asbestos and it is therefore suggested that weedkiller be used as an alternative to cutting and stripping back.
- f) The Clerk confirmed that the monthly burial ground risk assessment had been received. Cllr Nikiel reported that there was a wooden cross on one of the graves that needs repair or replacement and that the reported hornets nest within the boundary vegetation has been vacated.

12. Clerk's Matters – including correspondence.

The Clerk acknowledged receipt of all documents and electronic files from Mr R Wheeler relating to the RPC Affordable Housing Sub Committee from 2003-2005 which will be archived for future reference if required. Many thanks to Mr Wheeler for taking the time to put together this documentation. **ACTION: CLERK**

13. Speeding Traffic

The matter of the unmanaged hedge in City Road is still ongoing with TfB and a site visit has been requested by our Clerk between TfB, the Parish Council and Radnage School to discuss the safety within our village and particular areas of concern, especially outside Radnage School, to determine risk and to identify a solution. County Cllr Etholen will also approach TfB in relation to this matter. **ACTION: CLERK**

14. Introduction of GDPR (General Data Protection Regulation) in May 2018

Cllr Nikiel is the DPO of Radnage Parish Council and together with our Clerk will attend the Data Protection & FOI training event in November. Cllr Nikiel reports that Parish Councils will have to adhere to the new legislation but this can be done with a light touch. The website and data gathering will be looked at with use of an online pro-forma to request any data held will be implemented. A very useful GDPR webinar was provided by Jas Sura of Altodigital on September 21st for which the Clerk has requested any available documents/downloads. Cllr Nikiel will circulate details compiled to date. **ACTION: RN**

15. Meetings 2018

The Clerk previously circulated the proposed dates for meetings in 2018 which were agreed by all. Meetings will be held on the second Wednesday of each month with the exception of the February meeting which will be held on Wednesday 7th. The dates will be posted on the website and sent to the VH bookings clerk for the diary. **ACTION: CLERK**

16. Forthcoming Meetings and attendees.

- a) To agree attendance at any forthcoming meetings:
- WDC Rural Forum – Council Chamber High Wycombe October 19th from 5pm – the Clerk will attend.
 - Allotment Management presented by the National Allotment Society – November 7th Aston Clinton
 - BRAG (Buckinghamshire Rural Affairs Group) Conference Gt Kingshill – November 24th 10-2 – the Clerk and/or Cllr Jones will endeavour to attend.
 - Demystifying Planning – BALC November 28th Woughton CC Chamber
 - Resilience Planning for Local Councils – December 12th Aston Clinton
- c) To note date of Rugged Radnage 10k – The date of Sunday 19th November was noted as previously advised. *(subsequent to our meeting Cllr Ryan agreed to act as liaison between the council and the race organisers)*

17. Date of Next Meeting:

The next Ordinary Meeting of the Parish Council is scheduled to take place on **Wednesday 8th November 2017 at 8pm**, to be held in the Village Hall.

The formal meeting closed at 22.05 hours.

PUBLIC SESSION

There were no comments or matters arising.

The Chairman closed the meeting at 22.06 hours.

Chairman's Signature: R. Nikiel

Date: 8th November 2017