

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 9th OCTOBER 2019 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr Robert Nikiel, Cllr Mr Jez Lofts; Cllr Mr Everton Merchant, Cllr Mr David Vernon, Cllr Mrs Morag Wagstaff, County Cllr Carl Etholen and Clerk Mrs Lin Freeth.

There were 4 members of the public present.

1. Welcome and Apologies for Absence.

The Chairman welcomed everyone to the meeting. Mr R Carrington was present as a potential candidate for the Buckinghamshire Unitary Council.

Apologies for absence had been received from Cllr Lee Shelton, Cllr Mr Darren Ungless and District Cllrs Shade Adoh and Saeed Saddique.

MEETING CLOSED FOR PUBLIC SESSION

The council were thanked for recently providing another Builders Skip at the Village Hall for residents to dispose of unwanted items. It was suggested that consideration be given to the provision of a larger skip on the next occasion.

A member of the public raised the issue of problems in Buckinghamshire with secondary school placements and transport. It appears that there is very little chance of getting places at the nearest secondary school, or even the second / third catchment schools for this area (Cressex, Princes Risborough, Marlow), and that there is no provision for school transport. Rural areas should not be disadvantaged but local residents are not currently being served as they are without a secondary school within 3 miles and there is inadequate transport. Being present for this meeting County Cllr Carl Etholen made a response recognising ongoing problems with Bucks County Council and these issues, and suggested that a petition is drawn up and presented to BCC cabinet ahead of their next meeting at the end of November. It is hoped that with the formation of the new Unitary Council for Buckinghamshire in April 2020 that there will be more joined up thinking around this, and other, issues. The Parish Council agreed to raise this with Cabinet members at County, highlighting the issue and supporting the petition.

ACTION: CLERK

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 the Ordinary Meeting of the Parish Council held on 11th September 2019.

The minutes of the meeting held on 11th September 2019 were approved as proposed by Cllr Everton, seconded by Cllr Lofts 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) The Clerk reported that Cllr Lofts will be on site (Sunday November 17th) and available should any matters arise on the day. 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 this cannot be assumed and, as previously agreed, RPC would be happy to receive an invoice for this service.

ACTION: RN/JL

Details of the race routes had been received from the organisers and circulated to all councillors, and to Radnage House, as requested, ahead of this meeting.

5. Planning.

The Clerk reports that the planning applications to be discussed / considered within each meeting will be listed together with the Agenda via Radnage.net

a) To note planning decisions:

- Case Ref: 19/06527/CLE - Boundary Farm Sprigs Holly Lane - Certificate of lawfulness for existing use confirming that the residential property at Boundary Farm can continue to be lawfully occupied as a C3 dwellinghouse without any occupancy restriction. **Granted Certificate of Lawful Use**
- Case Ref: 19/06724/FUL - Ponds Farm, Bennett End Road - Householder application for construction of two storey rear extension and rear canopy. **Application Permitted**

- Case Ref: 19/06797/FUL – Holly Bank, Hatch Lane – Householder application for demolition of existing garage, study and dining room, removal of later addition bay windows and conservatory. Construction of two-storey timber clad extension with glass link block. Application Permitted

b) To consider planning applications:

- Case Ref: 19/07334/FUL – 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 (alternative scheme to PP 19/05924/FUL)

Following discussion 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 / City Road ONLY as the village lanes and other routes of access are not suitable for such vehicles. It will also be stated that site traffic avoids the local school morning and afternoon times of 08.30-09.15 and 15.00-15.45 due to the hazardous nature of the approach road and access.

c) Awaiting decision:

- 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: 19/06657/CLE – Green End Farm – Certificate of Lawfulness for continued use for erection of detached timber hut for use as barbecue hut.
- Case Ref: 19/06658/CLE – Green End Farm – Certificate of Lawfulness for continued use of the detached outbuilding known as Granery Annexe for private lettings.
- Case Ref: 19/06892/FUL – 22 Green Lane - Demolition of existing house & erection of replacement house.
- Case Ref: 19/07102/FUL – September Cottage, Green End Road – Householder application for demolition of existing conservatory and domestic store, construction of single storey rear extension and raised patio.

d) Planning Control:

- Mudds Bank Stud Farm – Enforcement & Appeal cases – In Progress
- Case Ref: 19/05433/FUL – 52 Green Lane - Appeal reference: APP/K0425/D/19/3232510 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. This appeal is proceeding under the Householder Appeals Service and is In Progress

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

6. Finance.

- The Clerk had circulated the latest budget summary and no questions arose from this. The Clerk advised that the second Precept payment had now been received (13.09.19). As at 30th September 2019 the Business Account held a balance of £31,080.75 representing interest of £1.32 for the last month, and the Treasurers Account a balance of £53,855.66
- The Clerk reported that the two queries that had been raised by the external auditor PKF Littlejohn had been resolved by way of an except for matter. The query regarding the precept amount was confirmed by WDC and the previously unrepresented cheques from the previous accounting period (2017-18) which were written back in the bank reconciliation were instructed to be correctly included in the AGAR. This was amended as required and all documentation has been published, as required, in good time. An invoice for the external audit has now been received without any additional charges or expenses incurred.
- The Clerk reports that expected expenses had been received, following publication of the Agenda, from SUEZ waste and from the Bookings Clerk, who had been away on leave, for sundry expenses, laundry costs and VH Deposit Returns. These were included for payment. The payments for September 2019 were approved as proposed by Cllr Nikiel, seconded by Cllr Vernon, and agreed by all. Cllr Merchant and Cllr Wagstaff undertook the signing of the invoices and cheques.
- In accordance with the Financial Regulations Cllr merchant and Cllr Nikiel undertook the intermediate audit of the accounts (RFO & Bookings Clerk) on October 8th to check accounts and budgetary control. Sheet number 95 of the Treasurers Account was not present and so was viewed electronically during the audit and a printed copy obtained and included in the records by the RFO following the inspection. In accordance with the Financial Regulations (adopted September 2019) at least once each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all bank accounts) produced by the RFO. A record sheet for this purpose will be included within the accounting documents. The findings of the intermediate audit was that the processes are working as they should for both the RFO and the Bookings Clerk.
- The Clerk reports that bank mandate forms had been prepared for Cllr Shelton (duplicate as previous form not processed), Cllr Lofts and Cllr Vernon to enable them to be added as Limited Power Signatories. This is agreed by all and signed by the respective councillors, the Chairman and Vice Chairman to be submitted to Lloyds Bank.

ACTION: CLERK

7. Village Hall.

a) Update on Village Hall Matters

- **Maintenance / Electrics / Repairs:**

- Cllr Shelton not present. Update at next meeting.

ACTION: LS

- **Maintenance / Repairs – roof and redecorating:**

- Cllr Nikiel reports that the roof is again leaking as evident from watermarks to the main hall and inside cupboard in small hall. This was thought to be fixed following an emergency repair earlier in the year. The recommended contractor will be contacted again to schedule another visit.

ACTION: RN

- The Clerk reports that a visitor had a trip / fall whilst playing table tennis with her family on the patio outside of the main hall thought to be due to loose / damaged paving slabs. She was visiting the Village Hall recreation ground in connection with Radnage Raiders on Saturday October 5th when the incident occurred which she reported caused minor injuries. The Clerk was contacted by the person concerned with details of what had happened via email, sent on the same day. The area was inspected by Cllr Nikiel on Monday October 7th and two paving slabs were identified as being loose. Photographs of the extent of the problem were taken and the Clerk informed the RPC insurance company for their records should this matter be progressed. An urgent repair was requested to safeguard visitors to the Village Hall and surrounds, and the necessary works were carried out today. Robert Nikiel, as Chairman, has responded to the injured party. Regular monitoring of the area will continue to be undertaken as part of the monthly schedule and maintenance checks.

ACTION: CLERK/RN

- **Utilities Providers:**

Cllr Ungless not present. Update at a next meeting.

ACTION: DU

- **Fire alarm and fire extinguishers – Certificate of Conformity:**

Cllr Nikiel reports that a site visit, inspection and certification for the fire alarm & extinguishers has been booked. The old manual fire alarm / bell located adjacent to the main hall door into the entrance hall is still to be removed for reasons of safety (not working).

ACTION: RN

- **To consider open use of Car Park:**

Cllr Ungless had advised that an enquiry had been received regarding the possibility of the Village Hall Car Park being open during the day so that facilities, such as playground, recreation ground, table tennis table and proposed new equipment, are more easily accessible to those that need to drive there. Also mentioned was if it could be open to enable parents / guardians to park and then walk children to Radnage School. These proposals would need someone to be able to lock and unlock the gates each day and to oversee its use. The Council confirm that it is locked for good reason – both for security and controlled access. It is opened under certain circumstances, such as during adverse weather, to enable residents to park their vehicles safely. Contact will be made with Radnage School to determine the actual need. County Cllr Carl Etholen mentions the possible provision of 'child' bollards to help increase driver awareness in the vicinity of the school and to increase safety. It is agreed that, if of interest, the school will contact him directly.

ACTION: EM

- **To consider static road signage to directing traffic to VH / Play Areas:**

Cllr Nikiel reports that it has been requested by the Green Lane Residents Association that it be included in all Village Hall correspondence that visitors should only access the Village Hall via City Road, Green End Road and Radnage Common Road. Any pending deliveries and suppliers, as well as hirers, are always instructed to use this route but it is not always adhered to, but this will also be added to the next print run of Booking Forms. It is proposed by Cllr Nikiel that the Parish Council provides static street signage indicating Village Hall / Play Area' to be positioned at the City Road end of Green Lane; at the junction of City Road and Green End Road; and at Green End Road into Radnage Common Road, although there is a sign in situ in this location. A request has been submitted to our TfB Area Technician but no response has yet been received.

ACTION: CLERK

- **Recreation Ground Rollers:**

The Clerk reports that the Stothert & Pitt Vibroll W71 Pedestrian Single Vibrating Roller that was unearthed from the hedgerow, as a result of clearing the Recreation Ground boundary, was offered for sale via an online auction site and was subsequently sold to a very enthusiastic and happy buyer who travelled up from Cornwall to collect it on September 21st! The amount achieved was £90 (sale price £100 less 10% sellers fees). The Clerk will transfer this balance to RPC.

ACTION: CLERK

- **Radnage School:**

Cllr Nikiel reports that the new headteacher at Radnage School is planning to get a new football team together and wishes to discuss the possibility of using the Village Hall facilities and recreation ground. A meeting will be held with him to discuss this further and to consider any potential risk. Cllr Merchant will also attend this meeting.

ACTION: RN/EM

- **Driveway:**

Cllr Nikiel reports that options and quotations to resurface the village hall access driveway have been requested. This will be discussed at the next meeting.

ACTION: RN

8. Risk Assessment/Open Spaces.

- a) The monthly playground inspection report had not yet been received this month. Cllr Ungless not present. Quotation to repaint and repair the slide will be reported at next meeting.

ACTION: DU

The Annual Play Area Inspection has been received from the Play Inspection Company for Wycombe District Council and details every aspect of the playground with colour-coding of any and all areas that have been commented upon. This was circulated to all councillors by the Clerk but as this was only received today the report will be properly considered and discussed at the next meeting. **ACTION: CLERK/DUJRN**

- b) No further dog fouling complaints received.
- c) Cllr Nikiel reported that the burial ground inspection details will follow. A meeting with the Church Wardens, Council Chairman and Clerk remains outstanding to discuss the development of some features around certain graves within the Parish burial ground, and Diocese of Oxford guidelines. It is noted that the compost bin is filling up and will soon need to be emptied. This was last done by the Parish Council in May 2019 and, in accordance with the existing agreement, St Mary's PCC will undertake this on the next occasion as part of the alternating cycle. **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. Cllr Nikiel confirms that the necessary arrangements for the RPC Remembrance Day wreath have been made. The possibility of a grant for the cleaning of the War Memorial needs to be followed up. **ACTION: CLERK**
- f) Cllr Nikiel reports that a site meeting has taken place and information with suggested contractors is pending. Ms Addison is overseeing this project on behalf of the Parish Council and Cllr Lofts has offered to assist and be involved where needed. **ACTION: RN/JL**
- g) The **Action Plan Meeting** will take place on Wednesday **20th November at 7.30pm** at Radnage Village Hall. The Bookings Clerk will be contacted to confirm this. **ACTION: CLERK**
- h) The **Budget / Precept Planning Meeting** will take place on Wednesday **27th November at 7.30pm** hosted by Cllr Lofts.
- i) Review of Budgetary Control (Bookings Clerk & Clerk). This was covered at Item 6.
- j) **Other Matters**
 - Following a query relating to the possibility of replacing the recreation ground dual purpose football/rugby goals Cllr Nikiel reports that the posts are staying as they are.
 - Following a recent query Cllr Nikiel confirms that due to insurance policy restrictions bouncy castles are not permitted in the Village Hall under any circumstances.

9. **Memorial application.**

The Clerk confirms that details of the proposed memorial for Christopher Towell had been previously circulated. Having considered all of the information provided the acceptance of the memorial is proposed by Cllr Lofts, seconded by Cllr Merchant, and agreed by all. The decision of RPC will be relayed to the stonemasons.

ACTION: CLERK

10. **Allowances for Parish and Town Councillors 2020/21**

In response to a request for information from the Democratic Services, Chiltern & South Bucks District Councils Radnage Parish Council do not pay any specific or ongoing allowances to any Parish Councillor (including the Chairman). Provision will be made, where required, for travel and subsistence allowances for expenses incurred in carrying out approved duties. This will include councillors, clerk or any 'volunteer' who is undertaking approved Parish Council business. Mileage is claimed at 45p per mile. Although not an allowance, any 'out of pocket' expenses incurred by councillors, clerk or 'volunteers' are repaid on production of valid receipts. This was submitted on behalf of the Parish Council by Cllr Nikiel.

11. **Remembrance Sunday**

The representative for the Royal British Legion organises the wreath to be laid by the Chairman or a Councillor, on behalf of the Parish Council, at the Memorial Service at the War Memorial on Sunday November 10th. Councillors unanimously agreed for a payment of £50 to be made for the RBL poppy wreath and donation under S137 expenditure as proposed by Cllr Nikiel and seconded by Cllr Merchant.

12. **Village Skip Scheme.**

The provision of the second skip took place on Friday 20th - Saturday 21st September, as part of the 'Village Skip Scheme'. The provision of a larger skip on this occasion was well received but was still full, and needed to be closed, ahead of the planned collection time. Quotes will be obtained to provide a 12 yard skip as well as options to provide mixed recycling. The date/s of any further skips will be advised in due course. The possibility of providing a Christmas Tree Recycling / shredding facility in January will be explored by Cllr Wagstaff and information reported at the next meeting. **ACTION: CLERK/MW**

13. **Bledlow Ridge Recycling Centre.**

The Bledlow Household Recycling Centre (HRC) Action Group, led by County Councillors Bill Bendyshe-Brown and Carl Etholen, now with 14 Town and Parish Councils – including Radnage - have secured over £8k towards the initial target of £10k. Members of the public are being asked via the Community Interest Company (CIC) and Just Giving account to subscribe to their fund to enable a planning application to be made to BCC to allow the HRC's reopening. County Cllr Carl Etholen reports that the initial funds are needed to secure the Planning Consultant, for CCTV and bins, and to put out to tender for a contractor to operate the site. Radnage Parish Council are thanked for their donation of £250 towards this effort and for their commitment in helping the community by providing the Village Skip Scheme. A meeting is being held on October 14th to secure a 25 year lease at a peppercorn rent and to then submit an application to BCC for the site on the same footprint as it

existed. It is hoped that this will be secured ahead of the Unitary Council in April. Support is sought from the leader of WDC for £20k and from BCC for £20k in support of this. The website is currently in progress and a new domain name obtained. Despite original indications it is reported that the Burnham site will now remain open.

14. Defibrillator – Village Hall.

As the Village Hall does not have a Post Office registered postcode a neighbouring property owner has kindly agreed to allow for their postcode to be used. It has been registered with the emergency services to enable them to easily locate the defibrillator unit. The second defibrillator unit that was planned to be sited at The Mash Inn, Bennett End was delayed due to the temporary closure of the premises. This can now be progressed and an update will be provided at a future meeting.

15. MVAS.

The second MVAS unit is now on order with delivery expected within 4-6 weeks. This will be sited at Radnage School. The existing MVAS has been working well and is currently awaiting a re-charge. County Cllr Carl Etholen advises the Council that additional LAF funding may be available to be accessed in 2021.

ACTION: RN/EM

16. Local Crime.

- a) There has been another incidence of fly-tipping on Bowers Lane with commercial / trade waste being dumped. Wycombe District Council were very efficient in getting this cleared.
- b) CCTV/ANPR enabled cameras – this is in progress and funds are in place.

ACTION: RN

17. Buckinghamshire Fire & Rescue 2020-25 Public Safety Plan consultation.

Details of the Public Safety Plan consultation were circulated to all councillors. It sets out a draft strategy for the provision of fire and rescue services in Buckinghamshire and MK from April 2020 to March 2025 with comments and feedback to be submitted by 18th November. The Clerk reports that the details have been included on the website.

18. 5G Mobile Coverage In Rural Areas

The Ministry of Housing, Communities and Local Government (MHCLG) is leading a joint consultation with the Department for Culture, Media and Sport (DCMS) on extending 5G mobile provision in rural areas. This is the future but it is the location that is of concern with permitted development. Cllr Lofts reports that BR Parish Council surveyed their community to see who had a broadband download speed below 3Mbps - and so seen to have a negative effect on businesses in the area, for those working from home and for students/school children who also require good internet speeds for study - and set up a Broadband Working Group to improve this to ensure that everyone in the Parish receives at least 10Mbps with the Connected Counties Upgrade Programme. Cllr lofts will contact them to discuss their programme and see what could be done for Radnage and report the findings at the next meeting.

ACTION: JL

19. Clerks Matters – including late received correspondence.

- a) Radnage Quiz Night – Saturday 9th November at 7pm in the Village Hall. Hot supper, licensed bar and fun for all! £15pp, teams of 8. Please consider if RPC would like a table at this village event. **ACTION: CLERK**
- b) The Clerk reports that on Sunday December 8th at 5pm St. Mary's Church will be holding the popular Village Christmas Carol Service at the Village Hall once again this year after a 3 year absence. It is hoped that this will be well supported by the village.
- c) Following the Parish Councils nomination of David Salisbury (Radnage Raiders) he has reached the final 3 nominees for the Community Coach of the Year Award at the Bucks and MK Sport Awards 2019 to be held on 22nd November at Aylesbury Waterside Theatre.
- d) Chapel Pasture – At our last meeting it was agreed that the gateposts would be replaced by our contractor and consideration given to a replacement gate at a future date. The new tenants have now offered to supply new gate posts and a wooden farm gate and an arrangement would be reached regarding the 'ownership' of these should they, at any time and for any reason, vacate the land. The Parish Council is in agreement that this is acceptable and are happy to organise for the gate and posts to be fitted. The gateposts that had been agreed were put on hold to avoid any duplication of materials pending clarification of what is required. The pig arcs have again been listed to find a new home as we would prefer them to be re-used. Any other items uncovered within the boundary, that need to be disposed of, will be discussed with the tenant.

ACTION: CLERK

20. Roles and Responsibilities.

This will be discussed and considered at the forthcoming Action Plan Meeting.

21. Meetings 2020.

The Clerk previously circulated the proposed dates for meetings in 2020 which were agreed by all. Meetings will be held on the second Wednesday of each month. The dates will be posted on the website and sent to the VH bookings clerk for the diary. It is noted that cover for the Clerk will be required for the meetings scheduled for April 8th and September 9th.

ACTION: CLERK

22. Forthcoming Meetings and Attendees.

- a) **To hear a report from recently attended meetings.**
Nothing to report.

b) **To agree attendance at any forthcoming meetings.**

- BALC Councillor Training - 17th October, Aylesbury 18.30-20.30

Cllr Vernon is not able to attend due to conflicting work commitments. The Clerk will endeavour to reschedule to an alternative date.

- Introduction to Planning Enforcement – Aston Clinton, 5th November 10.00-13.00

Cllr Merchant and Cllr Vernon will attend.

- B&MKALC 2019 - Annual General Meeting – Aston Clinton, 15th November 18.30-22.00

Cllr Nikiel and the Clerk will attend.

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

ACTION: CLERK

23. Date of Next Meeting:

The next Ordinary Meeting of the Parish Council is scheduled to take place on **Wednesday 13th November at 8pm**, to be held in the Village Hall.

PUBLIC SESSION

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

The Chairman closed the meeting at 22.15 hours.

Chairman's Signature: R. Nikiel

Date: 13th November 2019