

# PARISH OF RADNAGE

## A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 9<sup>th</sup> SEPTEMBER 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. There were no apologies. 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.**

Cllrs Orchard and Nikiel declared an interest in Item 11 on this agenda as they both rent land belonging to Radnage Charity.

### **3. Acceptance and signing of minutes of the Ordinary Meeting of the Parish Council held on 8<sup>th</sup> July 2015.**

It was proposed by Cllr Perring, seconded by Cllr Orchard with all in favour that the minutes of the meeting held on 8<sup>th</sup> July 2015 be accepted 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.**

No items to report.

### **5. Planning Applications.**

- 24 Green Lane: Householder application for raising of roof, roof extensions and alterations, demolition of existing flat roof side extension and construction of smaller side extensions with traditional roofs – decision of council: no objection subject to consideration of planning guidelines and consideration for neighbours.
- 75 Green Lane: Householder application for construction of single storey rear extension and insertion of 2 x windows to side elevation. There was no objection to this application.
- Town End Farm: Change of use of existing barn to provide tourist accommodation. There was no objection to this application.
- Strawberry Hill House: Householder application for construction of single storey extension of existing garage and conversion of existing garage space into playroom. The council felt that this property had already been increased from an original small terraced cottage to a large detached 5 bedroom house with 'adjoining garage'. Whilst they considered that the addition of another garage would not alter the visual appearance much, they were concerned about the increasing footprint of this newbuild property.

### **6. Finance**

a) The Clerk advised that the external audit return was still awaited. The monthly budget summary had been circulated to councillors prior to the meeting and the Clerk commented that the election expenses from earlier in the year had still to be advised by WDC. At the end of August the Treasurers Account had a balance of £11,761.94 and the Business Account a balance of £37,974.62 including interest of £1.56 and £1.66 for July and August respectively.

b) The Clerk advised that under regulation 62A of the Community Infrastructure Levy (CIL) regulations, councils should produce a report for each financial year and that WDC had produced a proforma for ease of reporting. The Clerk advised that this would be completed soonest. **ACTION: Clerk**

c) The payments for July were formally noted and those for August 2015 were approved as proposed by Cllr Nikiel, seconded by Cllr Jones. Cllrs Perring and Coggrave undertook the signing of cheques.

Cllr Jones asked if formal guarantees of work and fire retardancy had been received following the work completed for soundproofing the hall and Cllr Orchard agreed to seek confirmation. **ACTION: HO**

d) An appeal for support had been received from the Chilterns Dial-a-Ride. Councillors decided not to make a donation at this time and discussed this further under Item 7 on this agenda.

## **7. LAF Bids – Expressions of interest on ideas to deliver sustainable community transport.**

The subject of how best to utilise the Local Priorities budget in the LAF area of SW Chilterns and Marlow was discussed. It was noted that Radnage did not have any rural bus service into its community nor did it think it possible or likely that anyone would wish to pursue this as a separate initiative, particular as residents were currently included in the Stokenchurch Community Transport Scheme. In addition, residents were using the Chilterns Dial-a-Ride scheme. As both these organisations were continually appealing for funds to support their ongoing provision of transport, much of which is being provided with the help of volunteers the council decided to submit a proposal that the LAF budget should be used in whole or part, to support these organisations as a priority.

It was also agreed that if funding was available, the council proposed that to assist with Road Safety issues in the village that the LAF allocate funds to enable this council to purchase bulk quantities of speed awareness wheelie bin stickers reminding drivers of the 30 mile an hour speed limit on Green End Road. It was estimated that a pack of 100 stickers would be sufficient.

These 2 proposals were made by Cllr Fynn, seconded by Cllr Jones with all in favour. The Clerk was asked to respond accordingly. **ACTION: Clerk**

## **8. To discuss further thoughts of filling vacancy on the council.**

Following a further offer of support to the council from a resident, it was agreed that Cllr Fynn would personally approach the resident and invite them to join the council. **ACTION: EF**

## **9. Village Hall**

a) Cllr Orchard provided a report on the village hall.

- The acoustics boards had been fitted. Thanks were expressed to Sue Jones for project managing and Tony Eden. A letter of thanks would be sent to Tony for giving so freely of his time and knowledge. **ACTION: Clerk**
- Two key boxes had been installed and Councillors, and the Parish Clerk, had been issued with numbered keys for ease of access to the larger box which now contained all the spares formerly stored by the village hall manager. The smaller box now held a set of 'master keys' should additional keys be required to be cut and that a key to this box was held by Cllr Orchard and the Clerk. Also the record of key holders had been updated.
- Service specifications for the Bookings Clerk and the Cleaner had been updated to ensure that they match with how these roles are currently being fulfilled and were awaiting formal acceptance. Thanks were expressed to Cllr Nikiel and the Clerk for their input in these.
- Having agreed to purchase second hand chairs for the hall, at a very good price, from the masonic lodge in Aylesbury, it had been disappointing to learn that there was a delay in these becoming available.

- Following the recent increase in hire fees, a one-off reduced charge had been agreed for the Village Progressive Supper event.
- Despite requests, only 2 quotes and proposals to update the emergency lighting had been received. The 2 quotes made the same recommendations (with minor differences) and both were similar in cost so it was agreed to accept the quotation from EHT to install the emergency lighting. This was proposed by Cllr Fynn, seconded by Cllr Nikiel with all in favour and the sum of £615 was agreed to meet this project. **ACTION: FC**
- The toilet refurbishment project continued to cause difficulties in obtaining quotations and was work in progress. **ACTION: FC**
- Cllrs Orchard and Coggrave continued to work together to provide a Health and Safety and Risk Assessment check list for the hall. **ACTION: HO/FC**

b) A request to site a small storage box behind the Village Hall had been received from Stokenchurch Youth Football Club who regularly use the recreation ground. This proposal was met with approval from all councillors subject to it being secured and insured. **ACTION: HO**

## 10. Open Spaces

a) Cllr Fynn advised that progress regarding the demolition of the Black Barn was ongoing. **ACTION: EF**  
 b) Cllr Nikiel advised that the RoSPA report on the Childrens Playground had identified action to remedy the rotting chin-up bars. It was agreed that he should pursue quotations to replace these. **ACTION RN**  
 It was also agreed that it could prove useful to offer playground users the chance to offer suggestions on what was required in the playground and to work with Cllr Nikiel on this – maybe this might result in some fundraising initiatives. The Clerk was asked to advertise this involvement in Contact magazine.

**ACTION: Clerk/RN**

c) Open Spaces:

- Cllr Nikiel advised that the bench in the recreation ground nearest to the small gate into the playground was in a very poor condition and should be removed. It was agreed that the old bench should be removed and that he should obtain quotes to replace this bench. **ACTION: RN**
- It had been noticed that the part of the hedge between the hall and the property at 2 Green Lane was looking untidy and the Clerk was tasked with discussing the work with the contractor. **ACTION: Clerk**
- It was noted that the grass cutting contractor had been asked to leave part of a verge on Common Road uncut by a local resident. Cllr Fynn agreed to approach the resident and to determine if he would now undertake to complete this task as the roadside had become very untidy. **ACTION: EF**
- Concern was voiced about unkempt allotment plots and it was thought prudent to consider the councils' action in the future to make financial provision to maintain vacant plots. This would be considered for inclusion in the revised Action Plan. **ACTION: All**

d) It was decided not to vote on the Chilterns Conservation Board election of trustee. **ACTION: Clerk**

e) Following a request by residents the council discussed approaching the owners of the overgrown hedge at corner of City Road and Green Lane and asking them to arrange for this to be cut back. The Clerk advised that this matter was already in hand and that if no action was forthcoming from telephone calls, a letter would be sent. **ACTION: Clerk**

f) Cllr Perring reported that he had made further enquiries at Stokenchurch Parish Council about action to stop the continuing water coming from land at Pophleys. He had been advised that despite letters being sent to the owners, no improvement or response had been received. It was agreed to ask the Clerk to write to WDC to express concern over road safety on a dangerous corner in freezing temperatures. **ACTION: Clerk**

g) Following discussion it was decided not to take any action regarding woodland waste on one of the local footpaths. Following a report to one of the councillors by a resident of a dog being out of control whilst on the recreation ground, it was decided that this was a matter for owners to take responsibility for

their own dogs and if anyone wishes to make a complaint about a dog, they should do so direct to the Environmental Health department (Dog Warden) at WDC.

**ACTION: EF**

There appeared to be continuing concern regarding perceived excessive heavy goods traffic along Green End Road for groundworks at farmland owned by the Dodwell's and Cllr Jones agreed to ask the owner if the work had been completed and if not, when this was likely to be completed.

**ACTION: SJ**

h) A resident had raised a concern regarding deliveries made to Green End Road by delivery companies. Following a short discussion it was decided that the council would not wish to take any action however, perhaps a polite reminder in Contact magazine to ask residents to advise delivery companies of more precise locations to find named properties might be helpful to all.

**ACTION: Clerk**

#### **11. To consider a letter from the Trustees of the Radnage Poores Charity.**

It was proposed by Cllr Orchard and seconded by Cllr Fynn with all in favour that the Clerk responds to the latest letter from the Secretary to the Trustees advising that they had 'no objection to the Charity re-appointing Mr Guidery and would very much like to be involved in agreeing a process of election and appointment of a Parish Representative in the future'.

**ACTION: Clerk**

#### **12. Clerks Matters – including late received correspondence.**

To note any correspondence received after the Agenda had been produced.

- a) The Clerk advised that Mr John Gibbs was no longer CEO at BMKALC.
- b) The Clerk advised that she had kindly been given access to add minutes and other notices to the village website.

#### **13. Forthcoming Meetings and Attendees.**

To note attendance at any forthcoming meetings and to report on trainings and meetings attended.

- a) There were no takers to the Invitation to 75th Anniversary of Battle of Britain Parade and Service. The Clerk would respond accordingly.
- b) It was agreed to review the Risk Management documents by email. Dates for the Action Plan and Precept Planning working group meetings were agreed as:  
Action Plan: Thursday 19<sup>th</sup> November 8pm at 2 Lydalls Cottages.  
Precept Planning: Thursday 3<sup>rd</sup> December 7.30pm at Eton Lodge.

**ACTION: Clerk**

#### **14. Date of Next Meeting:**

The next meeting of the Parish Council was scheduled to take place on **Wednesday 14<sup>th</sup> October 2015** commencing at 8pm in the Village Hall.

The meeting closed at 22:05 hours.

**Chairman's Signature:**

**Date:**

## Appendix 1

### Payments approved from July 2015:

Cheque number 2806	Pace Fuelcare – heating oil £288.11 + VAT
Cheque number 2807	Acoustisolve – deposit for soundproofing hall £557.70
Cheque number 2808	K Matthews – village hall deposit return £50
Cheque number 2809	Z Puddephatt – village hall deposit return £100
Cheque number 2810	J Povey – village hall deposit return £88.25
Cheque number 2811	Acoustisolve – balance due for soundproofing hall £1,132.30
Electronic transfer	Debbie White – Village Hall cleaning – July 2015 = £192
Standing Order	C Eden – Village Hall Bookings Clerk – July 2015 £216
Direct Debit	Southern Electric monthly payment £68

### Payments approved for August:

Cheque number 2812	H Orchard – for carparking £1.50
	H Orchard – for key cabinet £21.60 and additional keys £24.75
	All receipts available – total £47.85
Cheque number 2813	R Nikiel – for playground dog signage £8.96
Cheque number 2814	Fire System Solutions Ltd – service alarm £85 +VAT
Cheque number 2815	Chiltern Directories Ltd – Chiltern View advert £60 +VAT
Cheque number 2816	S Nuttall – village hall deposit return £50
Cheque number 2817	H Freeman – village hall deposit return £50
Cheque number 2818	Thames Water Utilities – for 30/04/15 – 14/07/15 £109.98
Cheque number 2819	G MacKenzie – salary for months of July and August £867.20
	G MacKenzie – for photocopying of playground report £26.52
	G MacKenzie – stamps for use by Bookings Clerk £12.72
Cheque number 2820	G Spratt – grass and hedgecutting £1,231.50
Cheque number 2821	Radnage WI – for cancelled hire of hall £52.50
Electronic transfer	Debbie White – Village Hall cleaning – August 2015 = £186
Electronic transfer	J Wesolowski – for hall floor maintenance £136.55
Standing Order	C Eden – Village Hall Bookings Clerk – August 2015 £216
Direct Debit	Southern Electric monthly payment £68