

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 11th SEPTEMBER 2013 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Vice-Chairman Ms Elizabeth Fynn, Mrs Sue Jones, Mr Lew Perring, Mr Roy Pitcher and Clerk Mrs Gill MacKenzie.

1. Welcome and Apologies for Absence.

As Chairman of the meeting, Cllr Fynn welcomed everyone to the meeting. Apologies for absence had been received from Chairman Cllr Fawell (holiday) and Cllr Blakstad (business commitment). There were no members of the public present so there was no need to close the meeting for a public session.

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

No declarations were received.

3. Acceptance and signing of minutes of Meeting of the Parish Council held on 10th July 2013.

It was proposed by Cllr Perring, seconded by Cllr Jones with all in agreement that the minutes of the meeting held on 10th July be accepted as a true record. The Chairman signed and dated the minutes.

4. Report on progress on items in the previous minutes not otherwise included in this agenda.

There were no items to report which were not included in this agenda.

5. Casual Vacancy.

After some investigation when 2 prospective Cllrs had been approached to fill the casual vacancy, it was proposed by Cllr Jones, seconded by Cllr Fynn with all in favour that oneⁱ be formally invited to join the Parish Council with effect from the November 2013 meeting. Cllr Jones agreed to approach the person and the Clerk was to prepare a welcome pack of useful information. **ACTION: SJ/Clerk**

6. Planning.

Council noted the decisions made by Wycombe District Council in respect of:

- 2 White Thorns Horseshoe Road Radnage Buckinghamshire HP14 4EB
Demolition of existing dwelling and erection of replacement 4 bed dwelling and garage with associated works at 1 Whitethorns. Application permitted.
- Bella Vista, City Road, Radnage: Demolition of existing dwelling and erection of replacement dwelling and associated landscaping. Application permitted.

A planning application for Two Hoots, Radnage Common Road for a 1.8m high close-boarded fence and a detached car-port (retrospective) had been received and it was agreed that the council had no objection to this application. **ACTION: Clerk**

7. Finance

a) The Clerk reported that as at 31 August the treasurer's account had a balance of £10,856.58 and the business account held a balance of £22,087.08 representing interest of 94p in the last month. The monthly budget summary showed nothing unexpected and would be distributed in the next couple of days.

b) The Clerk advised that the external auditor report had given no adverse comment and publication of notice of conclusion of audit had been made in accordance with statutory legislation.

c) An update to the NALC guidelines suggested an increase of Clerks salary scale by 11p per hour. It was proposed by Cllr Jones, seconded by Cllr Perring with all in favour that the Clerks salary be increased in accordance with these guidelines and would be backdated to 1 April 2013. **ACTION: Clerk**

d) Payments for July and August 2013 were agreed, including the Green Lane fees for both 2012 and 2013 and cheques were signed by Cllr Jones and Cllr Pitcher.

e) The Clerk proposed that the Lettings Administrator be paid by monthly Standing Order as her payments were a constant amount. The Lettings Administrator had agreed to the suggestion being made and it was proposed by Cllr Jones, seconded by Cllr Perring with all in favour that the Clerk made this arrangement with effect from 1st October 2013. **ACTION: Clerk**

f) It was proposed by Cllr Perring and seconded by Cllr Fynn with all in favour that the payment of Cleaners Salary for month of September be made (once approved by Cllr Jones) early in October to ensure prompt payment prior to the Clerks impending holiday absence. **ACTION: SJ/Clerk**

8. To agree actions concerning a Deed of Easement for Flints Cottage.

Following advice from the council's solicitors, it was agreed that the Deed of Easement for Flints Cottage should now proceed with the amendment of a couple of typographical errors and the Deed produced in duplicate for signature at council. It was also agreed that the council would pay the solicitors fees to date and pass on that cost to the resident of Flints Cottage in exchange for the signed documentation. Council saw no reason to ask the solicitor to follow up the recommendation to provide evidence that the current residents are also the current owners of the property. It was noted that the Deed is relevant for the property and not the owner/resident. These actions were proposed by Cllr Fynn, seconded by Cllr Jones with all in favour. **ACTION: Clerk**

9. Village Hall

As Village Hall Manager, Cllr Jones reported that two hand dryers have been purchased and installation was being arranged. The floor treatment to maintain the surface which was carried out on 21 August did not take as well as had been hoped and the contractor was to return to give the floor another coat to remedy the situation. It was proving difficult to persuade some of the regular hirers in particular, to ensure that the hall was swept after each use, rubbish bagged and binned and that the trolley be used to carry the chairs around the hall. Some severe scratching had resulted from dragging chairs across the floor. A polite reminder of hirer's responsibilities was to be sent out to 'regulars'.

Councillors were reminded that as agreed in December 2011, a small increase in the hire charges should be made at least every two years and therefore was now due for consideration. It was agreed that the Village Hall team discuss the increase and bring a proposal to the council meeting in November 2013.

The outside of the windows had cleaned in the past week by "White Sparkle".

Ivy had been removed from the outside of the storeroom wall and thanks were offered to Cllr Fynn for her help with this. There was now a need to fill in underneath the window sill with mastic.

10. Open Spaces

a) Cllr Pitcher reported that he had met with a representative from Chiltern Conservation Society to seek advice on the management of Green End Pond. Council agreed that the recommended action of maintaining the pond in as natural a state as possible was preferred, recognising that at times the pond does not hold water but provided a home for many invertebrates and other species. The Clerk was asked to respond to the offer of help with keeping the pond tidy and to suggest very minor enhancements like bulb planting around the perimeter. **ACTION: Clerk**

b) Cllr Pitcher reported that he had received advice on the Walnut tree on the Common and the large Lime trees and that work to remove old and dangerous boughs could be in the region of £1,100. All agreed that the council had a duty of care regarding these trees and that work to make these large trees as safe as possible was necessary. Cllr Pitcher was asked to obtain 3 quotes for the work and bring these to the November council meeting. **ACTION: RP**

c) Cllr Perring advised that following his timely meeting of the RoSPA representative he had carried out some repairs to playground equipment at minimal cost. The report had recommended that the climbing posts were probably no longer fit for purpose and all agreed that these posts be removed. Cllr Perring agreed to undertake this work. **ACTION: LP**

d) The Clerk presented revised allotment guidelines (minute 13 d of July 2013 refers) and were agreed as proposed by Cllr Fynn, seconded by Cllr Pitcher and all in favour. The Chairman signed and dated the guidelines.

e) The Clerk reported that unfortunately hedgecutting to the field adjacent to the site of the notice board on Green End Road had damaged the notice board. Cllr Perring had already effected a repair at the cost of less than £10.

f) It had been noticed that a couple of the seats and benches on the playing field were coming to their life end. It was agreed that Cllrs Pitcher and Perring review the state of all the seats and report back to the November meeting. **ACTION: RP/LP**

g) The Clerk reminded councillors that the Grazing Licences for Paddocks 1 and 2, City Allotment land were due to expire on 29 Dec 2013 and 27 March 2014 respectively. Existing tenants have first refusal on continued tenancy and the current tenants gave no cause for this to be challenged. It was proposed by Cllr Fynn, seconded by Cllr Pitcher that the licences be re-let at the existing rate. **ACTION: Clerk**

11. Burial Ground

It had been brought to council's attention that the burial marker had gone missing. All agreed that this should be replaced and Cllr Perring agreed to make a replacement 'Next Plot' marker. **ACTION: LP**

12. Community Bus Service

The Clerk reported that the Chairman of the Stokenchurch Community Bus Service had responded advising that his committee had re-confirmed their earlier decision, that it was not appropriate to consider a change to the original trust deed. The Clerk advised that as per previous minutes she had written to County Cllr Carl Etholen explaining the situation and seeking his advice on alternative ideas to provide some kind of community transport in and out of the village.

At the same time, the Marlow and South West Chilterns Local Area Forum (LAF) had been discussing rural transport requirements and a questionnaire recently received for distribution to residents which would assess these specific requirements. It was decided that the council should seek the assistance of Mrs Lucy Green with the distribution and co-ordination of this survey to identified villagers as she had previously offered help and had an interest in the provision of rural transport to those in need. **ACTION: Clerk**

13. Risk Management.

It was decided to defer the discussion on outstanding measures to the end of the year. The Clerk advised that a date to discuss updating the Risk Schedule was still to be made.

14. Clerks Matters.

a) It was noted that the provision of new bins for the revised waste services was imminent for householders in the village. Arrangements had been made for an additional general waste bin to be provided for the Village Hall rather than a selection of coloured recycling bins.

b) A request from a prospective purchaser of 1 Chiltern Cottages has been received regarding the rights covering the site of an old well which is registered common land within the garden of the property. It was agreed that council's solicitors would be asked to advise on, and deal with, this matter. **ACTION:Clerk**

c) The Clerk reported that the contractor was due to cut the hedges at any time soon and that she would continue to hasten this work being undertaken. **ACTION:Clerk**

d) Following a remark that the trees within the roadside hedge of City Allotments were getting too large, Cllr Pitcher agreed to take a look after the hedgecutting had been undertaken and report back at the next meeting.

15. Forthcoming Meetings and Attendees.

The Clerk issued a proposed calendar of meeting for 2014 and would email these to councillors for including in their diaries.

ACTION: Clerk

16. Date of Next Meeting:

The next meeting of the Parish Council will be held on **Wednesday 13th November 2013** commencing at 8pm in the Village Hall.

The meeting closed at 21:50 hours.

There was no public session held at the end of this meeting.

Chairman's Signature:

Date:

ⁱ The name of the prospective Cllr is being held back from being publically minuted until the appointment has been made.