

# PARISH OF RADNAGE

## A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 11<sup>th</sup> SEPTEMBER 2019 AT 8 PM IN RADNAGE VILLAGE HALL

**Present:** Councillors: Chairman Mr Robert Nikiel, Cllr Mr Everton Merchant,  
Cllr Lee Shelton and Clerk Mrs Lin Freeth.

There were no members of the public present.

### 1. Welcome and Apologies for Absence.

The Chairman welcomed everyone to the meeting.

Apologies for absence had been received from Cllr Ms Tamsin Addison, Cllr Mr Darren Ungless, Cllr Mrs Morag Wagstaff, County Cllr Carl Etholen, and District Cllrs Shade Adoh and Saeed Saddique.

### MEETING CLOSED FOR PUBLIC SESSION

There were no members of the public present for the meeting.

### MEETING REOPENED

### 2. To confirm receipt of Notice of Resignation from Cllr Tamsin Addison.

The Clerk reports that Cllr Tamsin Addison has formally tendered her resignation from the council, with immediate effect, due to personal and work commitments.

### 3. To confirm the appointment of Councillor Jez Lofts and Councillor David Vernon and to receive their Declaration of Interest and Acceptance of Office Forms.

The forms had been completed, signed and received by the Clerk who then signed the Acceptance of Office Form as the Proper Officer of the Council.

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

No declarations were made.

### 5. Acceptance and signing of minutes of the Ordinary Meeting of the Parish Council held on 12<sup>th</sup> June 2019.

The minutes of the meeting held on 10<sup>th</sup> July 2019 were approved as proposed by Cllr Shelton, seconded by Cllr Merchant and agreed by all as a true and accurate record. The Chairman signed and dated the minutes.

### 6. 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 following a request for clarification at the July meeting relating to the number of caravans / motorhomes and / or tents permitted on site at Bella Vista, the requirements were checked and found to be a maximum of 5 caravans/motorhomes plus 10 tents with no permitted development rights.

### 7. 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: 18/07927/CLE – Home Farm, City Road – Application for Certificate of Lawfulness of Existing use/development – use of agricultural fields as extension of Caravan & Glamping site, use of barn for caravan storage (B8) and use of barn for lawn motor business. Certificate of Lawful Use Granted.
- Case Ref: 19/05924/FUL – Nordleigh, 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. Application Permitted.
- Case Ref: 19/06123/FUL - Mudds Bank Stud Farm City Road Stokenchurch - Extension to existing livestock barn. Application Refused.
- Case Ref: 19/06272/FUL – 19 Green Lane – Householder application for removal of existing car port and construction of new pitched roof over garage and side incorporating roof light. Application Permitted.
- Case Ref: 19/06448/FUL – Forli, Green End Road - Householder application for construction of hip to gable roof extensions incorporating window in gable end, 1 rear dormer and 2 x roof lights to front in connection with loft conversion, single storey front porch and rear extensions and detached garage (alternative scheme to 19/05757/FUL). Application Permitted.
- Appeal reference: APP/K0425/W/19/3227433 – Boundary Farm, Sprigs Holly Lane - Change of use of existing single storey building to form a two bedroom home with parking, access and amenity space. Appeal Dismissed.

**b) To consider planning applications:**

- 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.

*The Parish Council had no direct knowledge of this case and the specific details of the claim, so were unable to comment on the validity of the application.*

- 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.

*The Parish Council had no direct knowledge of this case and the specific details of the claim, so were unable to comment on the validity of the application.*

- Case Ref: 19/06724/FUL – Ponds Farm, Bennett End Road – Householder application for construction of two storey rear extension and rear canopy.

*Following discussion the Council agreed and recorded that they had no comments to make in this case.*

- 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.

*The Clerk and the Chairman reported that neighbour comments had been brought to the attention of the Parish Council. Following discussion the Council agreed and recorded that it should be ensured that the proposed building to replace the garage be in keeping and appropriate to its surroundings, and that access and egress of any site traffic be carefully managed to avoid Hatch Lane. 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 / Green End 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.*

- Case Ref: 19/06892/FUL – 22 Green Lane - Demolition of existing house and erection of replacement house.

*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 / Green End 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.*

- 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.

*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.
- Mudds Bank Stud Farm – Agricultural workers accommodation – Public Enquiry

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**

**d) Planning Control:**

- 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.

*The Clerk reports that the status is still awaiting decision*

- Case Ref: 19/05955/FUL – 15 Green Lane - Appeal reference: APP/K0425/D/19/3232950  
Householder application for construction of hip to gable roof extension, 2 x front and 2 x rear dormers to provide additional accommodation in roof space, single storey front, side and rear extensions, new door to kitchen/utility area and fenestration alterations.

*The Clerk reports that notification had been received of an appeal to the Secretary of State against the refusal decision of Wycombe District Council in respect of 15 Green Lane. The appeal is proceeding under the Householder Appeals Service with no opportunity to submit comments.*

**8. Finance.**

- a) The Clerk had circulated the latest budget summary and no questions arose from this. A budget summary as at 31<sup>st</sup> July had also been circulated to all councillors during the Summer break as there was no meeting held in August. No questions or queries were received. The Clerk advised that as at 31<sup>st</sup> August 2019 the Business Account held a balance of £31,079.43 representing interest of £1.32 for the last month and the

Treasurers Account a balance of £41,327.38. Acceptance of the figures was proposed by Cllr Nikiel, seconded by Cllr Shelton, and agreed by all.

The Clerk reported that two queries had been raised by the external auditor PKF Littlejohn. These being the discrepancy between the amount of precept claimed for the year 2018-19 and the actual amount paid. As with all Councils this is due to an additional Council Tax Support Grant (CTS) which is added to the requested Precept amount by WDC. This began in 2014 and Wycombe DC have continued to make CTS grants while it received a RSG payment from the government. The grant funding will cease in 2019/20. Documents have been provided to verify this, by the Parish Council and by Wycombe District Council. The second query was in respect of the bank reconciliation with values included to represent 'old' cheques issued in the previous accounting period (2017-18) and brought forward, and included, as now completed and presented by the account payees in the year currently under audit (2018-19). **ACTION: CLERK**

b) Following an update from NALC and associated guidelines the Clerk prepared a new Financial Regulations document, which had been previously circulated to all councillors for their information and consideration. No questions or queries were raised. The document was approved and adopted as proposed by Cllr Nikiel, seconded by Cllr Merchant, and agreed by all. It will now be put on file and included on radnage.net

**ACTION: CLERK**

c) The Clerk reports that expected expenses had been received, following publication of the Agenda, from the Village Hall cleaning contractor and SUEZ waste. These were included for payment. The payments for July/August 2019 were approved as proposed by Cllr Nikiel, seconded by Cllr Shelton and agreed by all. Cllr Nikiel and Cllr Merchant undertook the signing of the invoices and cheques.

d) In accordance with the Financial Regulations Cllr merchant and Cllr Nikiel have agreed to undertake the intermediate audit of the accounts (RFO & Bookings Clerk) in October, for report in the following meeting.

**ACTION: RN/EM**

## 9. Village Hall.

### a) Update on Village Hall Matters

#### • Maintenance / Electrics / Repairs:

- Cllr Shelton reports that the assessment/updating of the electrics to include a new consumer unit, and the provision of LED replacement lighting, is on the schedule of works and quotations are still to be obtained.

**ACTION: LS**

- Cllr Nikiel reports that one of the key safes at the front door of the village hall has failed and needs to be replaced. This has been purchased and is due to be fitted.

**ACTION: RN**

#### • Urgent Maintenance / Repairs – roof and redecorating:

- Cllr Shelton reports that quotes are being obtained for the redecoration of the ceiling and walls in the main hall with consideration of the acoustic panels. A perspex strip will be installed along the main hall walls to prevent future damage from the back of the chairs contacting the walls.

**ACTION: LS**

#### • Utilities Providers:

Information, quotations and/or options will be considered at a future meeting. Cllr Ungless not present.

**ACTION: DU**

#### • Fire alarm and fire extinguishers – Certificate of Conformity:

Cllr Nikiel will book a site visit, inspection and necessary paperwork. 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**

Cllr Nikiel reports that options for waste collection have been explored but that nothing beneficial has been identified. The Clerk has created an online account for the management of information and services with current provider.

Cllr Nikiel reports that the storage facility for Radnage Raiders that was previously agreed will soon be on site and will be sited on a 'temporary' base, constructed from slabs or concrete beams/lintels. Radnage Raiders now have the white line equipment and so the marking of the playing area will soon be undertaken.

## 10. Risk Assessment/Open Spaces.

a) The Clerk confirmed that notification had been received from Cllr Ungless that the monthly playground inspection had been carried out and that the report will follow. A quotation to repaint and repair the slide will be reported at next meeting.

**ACTION: DU**

The Clerk reports that BALC was contacted regarding the issues currently experienced with the spinner bowl but they are not able to assist in such matters, simply advising the council to approach our insurance company for repair/replacement or further advise from their legal team.

**ACTION: CLERK**

b) No further dog fouling complaints have been received. The new signage has now been installed.

**ACTION: DU**

c) Cllr Nikiel reported that the burial ground inspection details will follow. A meeting will be organised with the Church Wardens, Council Chairman and Clerk to discuss the development of some features around certain graves within the Parish burial ground, and Diocese of Oxford guidelines. The Clerk reports that the burial of Harold Stevens will take place in the burial ground on September 26<sup>th</sup> at 10.30am and that details have already been provided in relation to the next available plot etc.

**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 will make necessary arrangements for the RPC Remembrance Day wreath.

**ACTION: RN**

- f) Cllr Nikiel reports that a meeting has taken place with representatives from the Chalk, Cherries & Chairs project who are able to provide their expertise and volunteers for the Green End Road Pond Restoration Project and installation of a seating bench. A survey and project plan is now being completed. There is a commitment to complete the necessary works over the winter with completion before March 20<sup>th</sup> to comply with Bucks CC LAF funding award. 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) Cllr Nikiel reports that a large part of a Horse Chestnut tree came down in recent winds and due to extensive damage the whole tree needed to be cut down and removed. This was done as an emergency by a contractor. The options for the planting of a replacement tree to fill the gap that has been left will be considered. **ACTION: EM**
- h) Cllr Nikiel and the Clerk report that a further enquiry had been received in relation to clarification on properties that have previously obtained a Deed of Easement on Radnage Common. It is confirmed that despite numerous initial enquiries only two properties have completed the necessary legal process to obtain the legal document. The Clerk will confirm the process required should the interested party wish to pursue it. **ACTION: CLERK**

**11. Memorial application.**

The Clerk confirms that details of the proposed memorial for Andrew Paterson had been previously circulated. The stone intended to be used is a much loved piece that the family had placed previously within their garden, already inscribed with 'Living In Peace' that will be adapted, but has limitations as to how this can be done. It will be uncoloured and simply incised and has already received faculty authorisation complying with Diocese of Oxford requirements. As a double plot the reverse side will have an additional inscription in the future and it is noted that there are no longer restrictions limiting inscriptions to one side of a monument. Having considered all of the information provided the acceptance of the memorial is proposed by Cllr Nikiel, seconded by Cllr Merchant, and agreed by all. The decision of RPC will be relayed to the family and to the stonemason.

**ACTION: CLERK**

**12. Buckinghamshire Best Kept Village 2019.**

The Clerk confirms receipt of the Highly Commended Certificate of Merit achieved by Radnage in Morris Cup this year and presents it to the Parish Council. It will be laminated and displayed on the Village Hall noticeboard. Radnage scored 94 marks with the Judges noting that they were particularly impressed with the areas around the Village Hall & playground, St. Mary's Churchyard, the various floral displays in & around the village, and the lack of litter. The score was only 4 marks below the winner Hedgerley, who won with 98, with Chearsley and Cuddington tied for Runner-Up with 97.

**13. Unitary Council for Buckinghamshire.**

The Clerk reports that notification of the launch of a public consultation has been received and has been included on the radnage.net website. As the five existing councils work together to create the new Buckinghamshire Council there is an opportunity to express views and provide feedback. **ACTION: CLERK**

**14. High Wycombe community governance review.**

The Clerk reports that there is a community governance review of the unparished area of High Wycombe, triggered by the receipt of four petitions (including three specific petitions for parish councils in Sands, Micklefield and Totteridge) and because of the changes to local government in Buckinghamshire in April 2020, Wycombe District Council is now considering the issues of the creation of a new democratically elected town council for all ten wards; should the Micklefield and/or Sands and/or Totteridge wards each form democratically elected parish councils; or is some other option more appropriate for any or all of the ten High Wycombe wards. Councillors concluded that they had nothing further to add at this time to the ongoing debate.

**15. Allotments & Pasture.**

The Clerk reports that a site meeting was held with the new tenants at Chapel Pasture to discuss the condition of the land, the recommendations made within the Parish Councils report, and to discuss what is fair and reasonable to reach an acceptable conclusion for both the Council and the tenant. It was confirmed by the Clerk that the hedges would be cut on/after September 1<sup>st</sup> as agreed by the previous tenant, and this has now been completed; the Pig Arks are to be listed online to find a new home for them and any additional corrugated iron in the same area will then be dealt with accordingly, the condition of the gate / gate posts would be considered and that a supply of water from the adjacent allotment site would be facilitated.

The cost to replace the gate posts and gate would be £560 and as this is a significant cost it is proposed by Cllr Shelton, seconded by Cllr Vernon, and agreed by all that the rotten posts will be replaced and the existing gate re-hung at a cost of £310. The matter of a new gate will then be considered at a future meeting if this is necessary. The tenant will be informed of this decision. **ACTION: CLERK**

Cllr Nikiel reports that it is quite acceptable to run a hose around the boundary from the tap within the allotment site. Allotment holders will be informed when this is required so that the hose can be placed to follow an acceptable route. It will need to be carefully placed, or removed when not in use, to prevent it being damaged when the grass is cut **ACTION: CLERK**

The Tenancy Agreements will be reviewed and amended as necessary prior to renewal in April 2020.

**16. Village Skip Scheme.**

The provision of the second skip will be on Friday 20<sup>th</sup> - Saturday 21<sup>st</sup> September, as part of the 'Village Skip Scheme'. Following the success of the first skip in July it was proposed that a larger 8yd skip be provided at a cost of £269 +VAT. Acceptance of this was proposed by Cllr Shelton, seconded by Cllr Merchant and agreed by all. Cllr Nikiel, Cllr Merchant and Cllr Shelton agreed to oversee the skip whilst on site. The date/s of any further skips will be advised in due course.

**ACTION: CLERK/RN/EM/LS**

**17. Bledlow Ridge Recycling Centre.**

a) The Bledlow Household Recycling Centre (HRC) Action Group, led by County Councillors Bill Bendyshe-Brown and Carl Etholen, together with 12 Town and Parish Councils – including Radnage - held the launch of its funding appeal to reopen the HRC as a commercial enterprise on 25th July. Local residents have been consistently concerned about the increase in fly tipping since the closure of the HRC on 31st March. It was used by 95,000 members of the public every year from across the region who now have to travel to either High Wycombe, Aylesbury, Aston Clinton, Oxford or Watlington. The Action Group has set up a Community Interest Company (CIC) and a Just Giving account and is asking members of the public to subscribe to their fund to enable a planning application to be made to BCC to allow the HRC's reopening. The first target of £10k has almost been achieved!

b) With so many of Radnage residents opposed to the closing of the site, and with such support for the Action Group, a financial contribution to the campaign of £250 (to be paid electronically on this occasion) is unanimously agreed, as proposed by Cllr Vernon and seconded by Cllr Shelton.

**ACTION: CLERK**

**18. Defibrillator – Village Hall.**

There is nothing further to report at this time.

**19. MVAS.**

The second MVAS unit that was placed on order has been discontinued. The replacement model, as approved by TfB, has a SLOW sign with the speed recorded within a circle, available in 2 versions - with a removable rechargeable battery, or solar powered. Due to the environment and siting locations, with potential shade/lack of light, it is agreed the solar type would not be practical or appropriate. Cllr Nikiel will complete the order, as agreed at the July meeting, for the new rechargeable battery device.

**ACTION: RN**

In relation to road safety it is noted that many of the static speed indication road signs within the village need to be cleaned. It is hoped that residents will refresh any of the road signage that is in the vicinity of their properties. Thank you.

**20. Local Crime.**

a) There is nothing further to report at this time.

b) CCTV/ANPR enabled cameras – this is in progress and funds are in place.

**ACTION: RN**

**21. Railways – Better Public Transport.**

The English Regional Transport Association (ERTA) believes that HS2 is an expensive 'wrong type of railway' and believe it will lead to more gridlock congestion, emissions, public health impacts and delays in legitimate movements of people and goods; that boring through the Chilterns means an impact on the Area of National Outstanding Beauty, that there will be intrusion whilst the work goes on, that the proposed distance to make high-speed efficient will not be reached within the UK, and that we don't actually need High Speed! ERTA is concerned with restoration of local, conventional rails for local people and goods to use. RPC fully support the use of existing lines and re-opening those that have been closed.

**22. Clerk's Matters – including late received correspondence.**

a) The Parish Council have been notified, by the race organisers, of the annual Rugged Radnage race day which will be held this year on Sunday 17<sup>th</sup> November at 10am, in aid of Radnage Primary School, and will include both 10k and 5k running races. The organisers will be asked to supply details regarding the course route, timings and any other relevant information relating to the day as soon as they are available, so that they can be noted and circulated as required.

**ACTION: CLERK**

b) Cllr Nikiel reports that some of the traffic visiting the Village Hall is using Green Lane as an access route. The Parish Council / Village Hall bookings clerk consistently inform hirers and visitors (including deliveries) that the access is via City Road, Green End Road and Radnage Common Road although this cannot be enforced. It is suggested that this instruction be included on the Village Hall Booking Form. It is also suggested that permanent street signage be put in place to guide visitors via the correct route. This matter will be further discussed at the October meeting.

**ACTION: CLERK/RN**

c) Mudds Bank – it is reported that members of the traveller community with five caravans and other vehicles are now situated within the layby.

d) Allowances for Parish and Town Councillors 2020/21 - An Independent Remuneration Panel will meet to recommend a scheme of member allowances for the new Buckinghamshire Council. It is entirely at the discretion of each local council whether they wish to pay any allowances and this will be discussed at the October meeting.

**ACTION: CLERK/RN**

e) Water leak in Church Lane has been reported.

**23. Forthcoming Meetings and Attendees.**

a) **To hear a report from recently attended meetings.**

- Red Kite Neighbourhood Awards - 18<sup>th</sup> July, HW

Cllr Nikiel attended this event to see our nominee David Salisbury of Radnage Raiders receive his Amazing Volunteer award for his hard work and dedication.

- Bledlow Ridge Recycling Centre Action Group Meeting - 18<sup>th</sup> July, Princes Centre, Princes Risborough

Cllr Nikiel, as the RPC representative within the Action Group, was unable to attend due to the Red Kite Awards evening.

- Bledlow HRC Action Group Meeting - 15<sup>th</sup> August

Councillors were not able to attend due to conflicting commitments.

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

- BALC Councillor Training - 17<sup>th</sup> October, Aylesbury 18.30-20.30

Cllr Vernon will attend.

- Introduction to Planning Enforcement – Aston Clinton, 5<sup>th</sup> November 10.00-13.00

Cllr Merchant and Cllr Wagstaff will attend.

- B&MKALC 2019 - Annual General Meeting – Aston Clinton, 15<sup>th</sup> 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**

**24. Date of Next Meeting:**

The next Ordinary Meeting of the Parish Council is scheduled to take place on **Wednesday 9<sup>th</sup> October at 8pm**, to be held in the Village Hall.

**PUBLIC SESSION**

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

The Chairman closed the meeting at 22.30 hours.

**Chairman's Signature:**

R. Nikiel

**Date:** 9<sup>th</sup> October 2019