

PARISH OF RADNAGE

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 27th JULY AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr R Fawell, Vice-Chairman Ms E Fynn, Mr L Perring, Mr R Pitcher, Mr T Tordoff, and Clerk Mrs G MacKenzie.

1. Welcome and Apologies for Absence.

The Chairman welcomed everyone to the meeting including District Councillor John Gibbs and 1 member of the public. Apologies for absence had been received from Cllr Blakstad (away on business) and Cllr Jones (on holiday).

MEETING CLOSED FOR PUBLIC SESSION

Mr Gibbs explained that he was one of two District Councillors covering Stokenchurch and Radnage and gave a brief indication of his experience in local council work and said he was pleased to be attending this meeting and have the opportunity to meet the councillors. He then advised that he would be representing interests that affected Stokenchurch and Radnage Ward. Topics such as the rejection of the Stadium Project and the investigation into the feasibility of shared management of Chiltern and South Bucks were two such items.

MEETING REOPENED

2. Declarations of any personal or prejudicial interests.

No declarations of personal or prejudicial interests in the agenda items were made.

3. Acceptance and signing of minutes of Meeting of the Parish Council held 8th June 2011.

The Chairman proposed, seconded by Cllr Tordoff and agreed by all that the minutes of the meeting on 8th June 2011 be accepted as a true record and the minutes were signed and dated by the Chairman.

4. Report on progress on items in the previous minutes

There were no items outstanding or not included in the agenda for this meeting.

5. To consider planning applications received and to note decisions made.

Cllr Tordoff reported that another planning application for Batt Hall had been received which did not attract any comment from the planning team, and that a Certificate of Lawfulness for Bella Vista was being pursued that did not require comment. There are no outstanding planning applications to be considered by the Parish Council at this time. It was noted that the recent planning application for Threeways, Radnage Common Road, had been refused by WDC and had since gone to appeal.

6. Finance

a) The Clerk reported that as at 9th June the deposit account had a balance of £10,032.16 representing interest of 43p. As at 30 June the current account had a balance of £24,388.19 which remained unusually high due to monies received that were already allocated to pay for Village Hall improvements. The Clerk had provided all with a copy of the budget summary and no questions were raised.

Further to Item 6 of the Minutes dated 13 April, the Clerk advised that she had registered the Parish Council under the Inland Revenue PAYE scheme and, not unlike other newly registered councils, was awaiting further guidance on the use of the system from IR. She would advise further once the process of payments had been clarified.

The Clerk advised that she had been received from the Internal Auditor and that his report had urged the PC to review the valuation of the Parish Council's Fixed Assets, with particular note that the Village Hall had not been reviewed for some years and recommended that this be addressed prior to the end of the current financial year.

ACTION: EF

b) Cheques presented for payment were approved and signed by Cllrs Perring and Pitcher.

Salaries and Expenses for June: £728.51

Premier Windows – for replacement windows and new sealed unit £1210.83 + VAT

Email and domain hosting from Mike Henson Presentations: £75.98 + VAT

G Spratt – grass cutting for months of June and July £877

Print Shop – for print/copy ££7.04 +VAT

C Gee – Internal Audit £80

Thames Water – for water services to allotments and village hall £35.41

CPRE – annual membership £29.00

WDALC – annual Membership £4

Direct Debit Southern Electric – Village Hall monthly direct debit (June) £65.00

Direct Debit Sita UK Ltd – Village Hall Waste for month of June £114.06 + VAT

Direct Debit BT – Village Hall telephone £47.40 + VAT

7. Correspondence.

The Clerk advised of the following items of correspondence:

1. Notification of road closure Sprigs Holly Lane/Town End Road. From its junction with Horseshoe Road to County Boundary 23/08/11 to 25/08/11.
2. A request from District Councillor John Gibbs to attend a PC meeting.
3. An allotment complaint had been received from a new tenant at City Allotments who was dismayed to have cleared garden waste from her plot only to have a fresh load left on the site soon afterwards. Having asked Cllr Pitcher for advice, the Clerk had distributed a letter to all City Allotment tenants advising that the rather overgrown plot (2) was being worked by a new tenant and that there was no area for communal waste allocated within the site.
4. A letter of thanks had been received from a representative of St Marys Church for opening the allotments on Sprigs Holly Lane. All agreed that the letter should be forwarded to Mary Howlett who had welcomed visitors to her allotment all morning despite the rather dismal weather. **ACTION: Clerk**
5. Notification of the Bucks County Show had been received and had been publicised around the village.
6. A donation had been received from Mr Brian Robertson towards the refurbishment of the War Memorial. The Clerk was tasked with writing a letter of thanks on behalf of the Parish Council. **ACTION: Clerk**
7. Notification had been received on the morning of 27th July about an ECO Evening being held at Bledlow Village Hall on Friday 29th July. Cllrs Fawell and Perring were interested in attending.
8. Further to the request from Mr Chris Lowes to replace one of the benches in the Burial Ground, there had been no objections and the Clerk was tasked to let Mr Lowes know he could go ahead. **ACTION: Clerk**
9. Notification of the draft recommendations for the Electoral Review of Buckinghamshire had been received and the Clerk was asked to publicise this. **ACTION: Clerk**
10. A resident of the village had taken over the role of hosting the village website ‘Radnage.net’ and had met with the Clerk to discuss the inclusion of items pertaining to the Parish Council. This was currently ‘work in progress’ as the pages were being added to. All agreed that this should provide a quick and easy way of getting messages into the community.

8. Village Hall update

Cllr Fynn reported that village hall bookings continued to include usual hirers, and had also been used during Garden Sunday when shelter had been much appreciated. Cookery workshops, weddings and parties were also included in the bookings. Double glazed UPVC windows had been fitted to the ladies, gents and electric cupboard, and the cracked window in the large hall had been replaced. So far the new windows and doors totalled 21. A meeting of the Hall Advisory Group (HAG) had been held on 13th July and minutes were now available on request from Cllr Fynn. Quotes for new curtains and repair or replacement of the exterior doors and windows at the end of the large hall as well as a quote for the redecoration of the large hall had been obtained. The next meeting of the HAG has been arranged for 19th October.

Discussion followed concerning the acoustics within the hall (noisy heating) and the sound dampening proposals that had been made. It was suggested that WDC Environmental Health Services may be able to advise options to consider. Whilst it was agreed that the preference would be to replace the exterior doors and windows at the end of the large hall for UPVC doors with wood grain effect, any expenditure was deferred until the decision on the noise reduction options had been made and work prioritised. Cllr Fynn agreed to liaise with Premier Windows to obtain further quotes. **ACTION: EF**

9. Open Spaces .

a) Mr Blaylock had provided a sketch plan with proposed planting sites for the Radenac tree. It was proposed by Cllr Pitcher, seconded by Cllr Perring and agreed by all that the new site should be along the driveway on the right hand side, nearest to the hall and in line with the existing four horse-chestnut trees. An alternative quotation was awaited for the cost of a larger tree for self planting.

b) Cllr Perring advised that work has begun on the War Memorial and that the chains have been repainted, pillars along the wall replaced or refurbished, and that work was soon to start on re-pointing the brickwork. Work to improve the lettering was due to start soon, with completion in time for Remembrance Day.

10. Risk Management.

A review of the July elements of the Risk Register was made and action recorded as appropriate.

11. Clerks Matters.

a) The Clerk explained that it was hoped to include information concerning councillors responsibilities and contact details on the website. All councillors present agreed to have their telephone numbers and emails published and the Clerk undertook to contact the other 2 councillors to seek their agreement to this. **ACTION: Clerk**

b) The Clerk explained that she had learnt that the domain fee for this community website was currently being paid by the volunteer host. It was currently a cost of £8.99 per annum and it was suggested that as several village organisations were represented on the site, it might be appropriate for the Parish Council to cover the cost of the domain. It was proposed by Cllr Fawell, seconded by Cllr Pitcher with all in favour that the Parish Council should pay the annual domain cost. The Clerk was asked to put this in action. **ACTION: Clerk**

c) As previously requested by councillors, the Clerk advised that over the previous 6 months she had recorded her hours as being 270, with evidence of peaks and troughs in the workload dependant on monthly activities such as financial and governance audit, insurance renewal, action plan, risk review, allotment rentals and precept. PAYE was also adding time. This would equate to an average of 10 hours (10.7 hours) per month. The Clerk is currently employed for 9 hours per week and she suggested that no action was necessary at this time and that a further review be made at the end of the calendar year.

12. To receive Reports from Councillors on meetings that they have attended.

a) Cllrs Fawell and Tordoff had attended the Wycombe Planning Forum on 30 June. Both reported that this had been interesting but not entirely relevant or particularly useful to the PC.

b) It was advised that the Local Development Plan was available for download at <http://www.wycombe.gov.uk/council-services/planning-and-buildings/planning-policy/development-plan.aspx>

13. To note Forthcoming Meetings and Attendees.

It was agreed that at the next meeting of the Parish Council, a date would be confirmed for a working group meeting to review the Action Plan.

Cllr Fawell took note of the date of the next meeting of WDALC.

14. Date of Next Meeting: Ordinary Meeting of the Parish Council 14th September 2011.

There was no further public session held.

G MACKENZIE

Clerk to the Parish Council

Email: clerk@radnageparishcouncil.org.uk

Chairman's signature:

Date: