

PARISH OF RADNAGE

THE ANNUAL MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 11th MAY 2016 IN RADNAGE VILLAGE HALL COMMENCING AT 7.30 PM

Present: Councillors: Mrs Sue Jones, Ms Tamsin Addison, Mr Frank Coggrave, Mr Robert Nikiel, Mr Lew Perring and Clerk: Mrs Gill MacKenzie

There were no members of the public present.

1. Welcome.

Vice- Chairman, Cllr Sue Jones, welcomed everyone to the meeting. Apologies had been received from County Councillor C Etholen and District Councillors Adoh and Saddique.

2. Election of Chairman and Declaration of Acceptance of Office.

It was proposed by Cllr Nikiel and seconded by Cllr Addison that Cllr Jones be elected as Chairman. Cllr Jones agreed to stand until more councillors had been co-opted and a review of responsibilities could be revisited. There were no other nominations. With all in favour, Cllr Jones was elected as Chairman of Radnage Parish Council and agreed to sign her acceptance of office.

3. Election of Vice Chairman and Declaration of Acceptance of Office.

It was proposed by Cllr Coggrave, seconded by Cllr Addison that Cllr Nikiel be elected as Vice-Chairman. Cllr Nikiel agreed to stand. There were no other nominations. With all in favour, Cllr Nikiel was elected as Vice-Chairman of Radnage Parish Council and agreed to sign his acceptance of office.

4. To receive Declarations of Acceptance of Office from all councillors.

All councillors accepted their role of Office.

5. To receive Declarations of Pecuniary Interest from all councillors.

All councillors advised that there were no change to their previous Disclosures of Pecuniary Interests.

6. Roles and Responsibilities.

After a brief discussion the following share of roles and responsibilities were agreed:

- Planning: all councillors would be asked to comment on planning issues recognising that to meet deadline responses many of the applications need to be considered outside of a meeting. Cllr Perring agreed to be a reserve member of the team as he did not have access to the internet. The Clerk would then be responsible for entering the co-ordinated response on the portal (to WDC).
- Village Hall: Cllr Jones agreed to act as Village Hall Co-Ordinator with assistance from all existing councillors when the need arose. Cllr Coggrave agreed to continue as being responsible for maintenance requirements with back up provided by Cllr Perring.
- Open Spaces: Cllr Nikiel agreed to continue to be responsible for the playground, tree inspections and maintenance and any aspect concerning Common Land. Cllr Perring offered to assist with any minor outdoor maintenance requirements.
- The Clerk agreed to continue to deal with aspects of work relating to grass and hedge cutting requirements, reporting conditions of notice boards, burial ground and war memorial matters and aspects of a general nature regarding the allotment fields, rental agreements and grazing licences.

- **Projects:**

It was agreed to continue to appoint Project Officer's for dedicated investigations or projects undertaken by, or on behalf of the Parish Council. This might be a resident but a councillor would always be asked to be the point of contact between the volunteer and the council – where decisions would always be taken.

- Landscaping of Car Park and Surrounds and any enquiries or work connected to 'Ponds'. Cllr Addison agreed to act as Project Officer for this initiative.
- Black Barn: Ms Fynn had agreed to continue to be the council representative, liaising as necessary with the Parish Council.
- Any other projects would be tackled in turn and only once a Project Officer was identified.

7. Committee Membership Nominations and Representations.

All agreed that representations at various committees would be on an as and when required/appropriate.

The meeting was closed at 19:55 hours

Chairman's Signature;

Date: