

PARISH OF RADNAGE

THE ANNUAL MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 10th MAY 2017 IN RADNAGE VILLAGE HALL COMMENCING AT 7.30 PM

Present: Councillors: Mrs Sue Jones, Mr Robert Nikiel, Ms Tamsin Addison, Mr Everton Merchant, Mrs Alex Ryan, Mr Peter Turner, Mr Graham Wass, Clerk Mrs Lin Freeth and District Cllr Shade Adoh.

There were no members of the public present.

The Council were informed that Cllr Ryan had been unavoidably delayed and would be late in arriving.

1. Welcome.

Cllr Sue Jones welcomed everyone to the meeting and offered congratulations for Carl Etholen who was elected at the County Council Elections on May 4th for a further term. Apologies had been received from County Councillor Etholen and District Councillor Saddique.

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

The role of chairman and the responsibilities were openly discussed as a candidate for this role had not been identified. Due to exceptional circumstances with Cllr Ryan not being present to state her position on this matter it was proposed by Cllr Wass, seconded by Cllr Turner and agreed by all that to enable the meeting to move forwards, Cllr Nikiel, as existing Vice-Chairman, would chair the meeting until Cllr Ryan arrived.

With Cllr Ryan now in attendance the matter of electing a Chairman was resumed giving Cllr Ryan the opportunity to express her position. It was then proposed by Cllr Jones and seconded by Cllr Addison that Cllr Nikiel be elected as Chairman. Cllr Nikiel agreed to stand for a period of 6 months at which time a review will be made. Cllr Jones agreed to assist and support this role. There were no other nominations. With all in favour Cllr Nikiel was elected as Chairman of Radnage Parish Council and agreed to sign his Acceptance of Office.

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

It was proposed by Cllr Wass and seconded by Cllr Turner that Cllr Ryan be elected as Vice-Chairman. Cllr Ryan agreed to stand for a period of 6 months at which time a review will be made. Cllr Jones agreed to assist and support this role. There were no other nominations. With all in favour Cllr Ryan was elected as Vice-Chairman of Radnage Parish Council and agreed to sign her 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 changes 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:** Cllrs Wass, Merchant, Turner and Addison all agreed to be responsible for commenting on planning issues. Planning applications are included on the published agendas to be properly considered and discussed, giving the public an opportunity to discuss their views with the council. It is recognised that to meet the deadline for responses some applications may have to be considered outside of a meeting. The Clerk would be responsible for entering the co-ordinated response on the planning portal (to WDC). This was agreed by all.
- **Village Hall:** Cllr Jones agreed to continue as Village Hall Co-Ordinator with assistance from all existing councillors when the need arose. Cllr Turner agreed to continue as being responsible for maintenance requirements with tasks being divided up and shared amongst other councillors where appropriate.
- **Open Spaces:** Cllr Ryan agreed to continue to be responsible for the playground. Cllr Nikiel will be responsible for fencing, tree conditions/inspections and maintenance, and any aspect concerning Common Land.
- **The Clerk** agreed to continue to deal with aspects of work relating to grass and hedge cutting requirements, general administration of war memorial matters and the general aspects of the allotment fields, rental agreements and grazing licences. Cllr Turner agreed to assist with maintenance matters relating to the war memorial. Cllrs Nikiel and Wass agreed to be responsible for inspections of allotments and Cllr Nikiel agreed to facilitate allotment allocations for administration by the Clerk. Residents Elizabeth Fynn and Phil Channer, as 'Project Officers' will report on the condition of notice boards and bus shelters.

- The Clerk agreed to continue to deal with aspects of work relating to the burial ground and to liaise with the Parochial Church Council regarding such matters as the emptying of the compost bin.
- Cllr Wass proposed that Cllrs Jones, Turner, Addison and Ryan review and comment upon matters relating to Memorial Applications for the burial ground. The Clerk would then be responsible for relaying any response to the stonemasons. This is seconded by Cllr Merchant and agreed by all.
- 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.
 - Web presence - Cllr Wass agreed to act as Project Officer for this initiative.
 - 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 20.25 hours

Chairman's Signature:

Date: