

PARISH OF RADNAGE

THE ANNUAL MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 8th MAY 2019 IN RADNAGE VILLAGE HALL COMMENCING AT 7.30 PM

Present: Councillors: Mr Robert Nikiel, Mr Everton Merchant, Mr Lee Shelton, Mr Darren Ungless,
Mrs Morag Wagstaff and Clerk Mrs Lin Freeth.

1. Welcome.

Cllr Robert Nikiel welcomed everyone to the meeting. Apologies had been received from Cllr Ms Tamsin Addison, County Councillor Carl Etholen and District Councillors Shade Adoh and Saeed Saddique.

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

It was proposed by Cllr Shelton and seconded by Cllr Ungless that Cllr Nikiel be elected as Chairman for another term. Cllr Nikiel agreed to stand and 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 Merchant and seconded by Cllr Shelton that Cllr Wagstaff be elected as Vice-Chairman for the current term. Cllr Wagstaff agreed to stand and there were no other nominations. With all in favour Cllr Wagstaff 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 present accepted their role of Office. With Cllr Addison not present to provide the documents this will be done at the next meeting of the Parish Council on June 12th.

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:** The planning committee of Cllrs Merchant, Addison, Ungless, Shelton and Wagstaff (with Cllr Nikiel as ex-officio) will continue the responsibility for commenting on planning issues and applications. 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:** For administration Cllr Nikiel agreed to act as Village Hall Co-Ordinator with assistance from Cllr Wagstaff and all existing councillors when the need arose. Cllr Shelton with assistance from Cllr Ungless agreed to be responsible for maintenance requirements with tasks being divided up and shared amongst other councillors where appropriate.
- **Open Spaces:** Cllr Ungless agreed to be responsible for the playground. Cllr Nikiel will be responsible for fencing and any aspect concerning Common Land. Cllr Merchant agreed to continue to be responsible for matters relating to tree conditions/inspections and maintenance.
- 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.

The review and preparation of revised Allotment and Grazing licences and Agreements will be dealt with by Cllr Addison as previously agreed. Cllr Shelton agreed to assist with maintenance matters relating to the war memorial. Cllr Nikiel agreed to be responsible for inspections of allotments and to facilitate allotment allocations for administration by the Clerk. Residents Elizabeth Fynn and Phil Channer, as 'Project Officers' will report on the condition of noticeboards and bus shelters. Cllr Nikiel agreed to be responsible for overseeing necessary maintenance to noticeboards.

- **Burial Ground:** Cllr Nikiel agreed to be responsible for matters relating to the maintenance and inspection of the burial ground. The Clerk agreed to continue to liaise with the Parochial Church Council regarding such matters as the emptying of the compost bin.

- Memorial Applications: The Clerk agreed to review information and relay to councillors for their attention and comments upon matters relating to any memorial applications for the burial ground. The Clerk will then be responsible for relaying any response to the stonemasons.
- 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.
 - 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: R. Nikiel

Date: 12th June 2019