

# PARISH OF RADNAGE

## A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 9<sup>TH</sup> APRIL 2014 AT 8 PM IN RADNAGE VILLAGE HALL

**Present:** Councillors: Chairman Mr Robin Fawell, Vice-Chairman Ms Elizabeth Fynn, Mrs Sue Jones, Mrs Helen Orchard, Mr Lew Perring, Mr Roy Pitcher, Mr Neil Raven and Clerk Mrs Gill MacKenzie.

Mr Frank Coggrave was also in attendance.

There was no public session

### **1. Welcome and Apologies for Absence.**

The Chairman welcomed everyone to the meeting including Mr Frank Coggrave. No councillors were absent.

### **2. To welcome Mr Neil Raven as a member of the council by Co-Option.**

All were in favour of the Co-option of Mr Neil Raven onto the council and the Chairman welcomed him onto the council with immediate effect.

### **3. To receive a Declaration of Office from Cllr Raven.**

The council received a signed and dated Declaration of Office from new Cllr Raven.

### **4. To receive a document of Disclosure of Pecuniary Interests from Cllr Raven.**

A signed declaration of Disclosure of Pecuniary Interests was received from Cllr Raven.

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

No declarations were received.

### **6. Acceptance and signing of minutes of Meeting of the Parish Council held on 12<sup>th</sup> March 2014.**

It was proposed by Cllr Jones, seconded by Cllr Pitcher, with all in agreement that the minutes of the meeting held on 12<sup>th</sup> March be accepted as a true and accurate record. The Chairman signed and dated the minutes. Minutes from the closed meeting also held on 12<sup>th</sup> March were also agreed as an accurate record and signed and dated by the Chairman.

### **7. Report on progress on items in the previous minutes not otherwise included in this agenda.**

There were no items to report.

### **8. To briefly discuss roles of councillors, including but not exclusively, the role of the Village Hall Manager. To agree a date for a working group meeting to identify the split in responsibilities between councillors.**

There was discussion about a change to a fairer distribution of responsibilities which centered on the task of managing the Village Hall. A suggestion was made that regular rotation of duties should be considered and that the Village Hall Manager role should be split and grouped into categories with a Manager overseeing a support team. The Clerk pointed out that there has always been an annual review of roles and that this discussion was timely in preparation for the forthcoming Annual Meeting of the Parish Council when any changes could be formally agreed on – potentially for another year. It was agreed to hold a working group meeting to discuss this matter further with a view to bringing some proposals to the next council meeting. The working group meeting was scheduled for Tuesday 15<sup>th</sup> April at 8pm at White Cottage, City Road. Mr Coggrave was invited to attend this meeting.

## **9. To report on progress following a request for a memorial in the burial ground.**

The Clerk reported that the request for Faculty for the memorial for Michael Day was being processed in close liaison with the lettercarver acting as the family's representative. It was anticipated that all documentation would be available to send to the Oxford Diocesan Office in the very near future.

The burial of Patricia Rowe had taken place on 31<sup>st</sup> March in the parish burial ground.

## **10. Planning.**

The following planning applications had been received:

- Batt Hall – to note that 2 separate planning applications have been received for consideration. No objection from Parish Council.
- White Gates, Green End Road: Householder application for construction of detached double garage and store. As the deadline requested by the clerk was not until 25<sup>th</sup> April, a decision was still awaited from the planning group.

## **11. Finance**

- a) The Clerk reported a balance of £10,660.37 in the treasurer's account at end March 2014 and a balance of £22,093.54 in the business account. A copy of the end of month/year budget sheet had been distributed and no questions were raised.
- b) The Clerk reported on the Annual Accounts for Fin Yr 2013-2014 with all in agreement that the be accepted and put on record.
- c) The Clerk took councillors through the Annual Governance Statement and all were in agreement to the submission of this statement.
- d) It was proposed by Cllr Orchard, seconded by Cllr Jones and agreed by all that the Annual Audit return be approved.
- e) It was proposed by Cllr Jones, seconded by Cllr Fawell with all in agreement that a monthly Standing Order for the sum of £216 be set up to pay the Village Hall Bookings Clerk.
- f) The electronic payment to Mr Wesolowski for window cleaning in March 2014 for the sum of £24 was approved as proposed by Cllr Pitcher, seconded by Cllr Fawell with all in favour.
- g) It was proposed by Cllr Perring, seconded by Cllr Pitcher and agreed by all that the payments for March 2014 be approved. Cheques were signed by Cllrs Orchard and Fynn.

## **12. Village Hall**

In her capacity as Village Hall Manager, Cllr Jones reported that the fire proofing in boiler room and electrics room had been completed, ceiling rings and picture rail hooks were in place to avoid staples and sellotape fixings damaging the newly painted hall when decorating for events and the gutter over front door had been fixed. A new notice board for the hall had been donated so that all the hirer instructions could be in one place. The flower beds had been weeded and greenery clipped and a new lighter gate latch had been installed. Thanks are due to Cllr Fynn and Mr Channer for this work.

The new Bookings Clerk, Carol Eden, took up the post on 1 April 2014 and Michelle had agreed to shadow her for the first month to ensure a smooth hand over. An email address through which bookings and enquiries can be made has been set up 'radnagevillagehall@gmail.com' and is displayed on the radnage.net website.

The temperature in the hall continued to be monitored by Cllr Fawell as it appeared to be running too hot and the efficiency of the thermostat was currently being questioned. One of the key boxes had failed and has been replaced and Cllr Perring was hoping to get the cost refunded due to the advertised "Lifetime Guarantee". The recently acquired sound system requires a microphone stand. It was proposed by Cllr

Jones, seconded by Cllr Fawell with all in favour that expenditure of up to £30 be approved if the offer of a donated stand proved not to be compatible.

It was recommended that a second chair trolley be purchased to speed up clearing away the chairs and it was proposed by Cllr Fynn, seconded by Cllr Perring with all in agreement that the sum £80 be approved for this purchase.

Following attendance at a Community Buildings Forum, Cllrs Jones and Orchard advised that as a result of a Consultation on fees under Licensing Act 2003 it was being proposed to raise the cost of a TEN from £21 to £80 - £100. Deadline for consultation is 10 April 2014. If this is passed we shall have no option but to pass this on to our hirers.

### **13. Open Spaces**

a) The Clerk reported that some work had been done to investigate the current legislation regarding Common Land and wished to record her thanks to John Hornsey for his assistance with this. As a result it would appear that common land registered to the parish council could not easily be de-registered. In addition, this work complimented the study into the Black Barn recently completed by Ian Blaylock. It was agreed that a working group meeting be arranged for Wednesday 25<sup>th</sup> June at 8pm at 2 Lydalls Cottages be the next step in discussing the future of the Black Barn. The Clerk would extend an invitation to Ian Blaylock, John Hornsey and Frank Coggrave to this meeting.

b) The Clerk advised that all grazing licences had now been newly issued although some paperwork was still outstanding on Chapel Pasture.

c) The Clerk advised that all allotment tenants had been issued with a request for their annual fees and these were being received. It was anticipated that a couple of plots at City Allotments would soon become vacant and therefore available for new tenants. A large shed on the school plot would be removed as it was beyond the size accepted by the council. A request for a large poly tunnel on ¼ plot 3c had been received and it was proposed by Cllr Fynn, seconded by Cllr Perring with all in agreement that poly tunnels should be considered as temporary structures and therefore subject to the same guidance permitted for other temporary structures (i.e. sheds) and be permitted only within 48 sq ft in size.

### **14. Clerks Matters.**

a) The Clerk advised that she was working with Lucy Green to produce a flyer detailing the limited availability of community transport to Radnage residents. The cost of the flyer would be met from the £100 already received for this purpose from the LAF.

### **15. To note the new individual electoral registration process.**

The Clerk advised that a new individual electoral registration process was being introduced in May 2015. The initiative which had cross party and Electoral Commission support would be subject to a massive publicity and engagement campaign over the coming months. The scheme would see the demise of the household return form whereby one person completing the form completed the entries for all residents. As was evident in the title of the scheme, the onus now was that registration was by each individual separately. The Clerk also reported that no indication of election costs could be provided by WDC at this time.

### **16. Forthcoming Meetings and Attendees.**

It was agreed by all that the format for the forthcoming Annual Parish Meeting on 21<sup>st</sup> May would be the same as the previous year. Councillors would present reports on their own area of responsibility and members of the public would be invited to view improvements to the village hall. Refreshments would not be served. All councillors were asked to provide written copies of their reports to the Chairman by no later than Wed 14<sup>th</sup> May to enable the Chairman to prepare and distribute his own response prior to his

planned absence from 19<sup>th</sup> May and to get all reports to the Vice Chairman who confirmed her availability to Chair the Annual Parish Meeting.

### **17. Date of Next Meeting:**

Councillors were reminded of working group meetings now scheduled for Tuesday 15<sup>th</sup> April and Wednesday 25<sup>th</sup> June. All councillors were requested to note that the next meeting of the Parish Council was to be held on **Wednesday 14<sup>th</sup> May 2014 commencing at 7.30pm** with the Annual Meeting of the Parish Council followed by the Ordinary Meeting of the Parish Council starting at 8.00pm, both to be held in the Village Hall.

There was no further requirement for a public session. The Chairman thanked Mr Coggrave for his attendance.

The Chairman closed the meeting at 22:05 hours.

Chairman's Signature:

Date:

### **Appendix 1**

Payments to be approved:

Cheque number 2650	S A Mullett Ltd – fire proofing VH boiler room £200 +VAT
Cheque number 2651	Pace Fuelcare – VH heating oil 18/03/14 £ £662.89 +VAT
Cheque number 2652	S Jones – cup hooks for VH £12.15 +VAT
Cheque number 2653	Woodridge Cleaning Supplies £ 19.58 + VAT
Cheque number 2654	G MacKenzie clerks salary and expenses £468.64
Cheque number 2655	VH Deposit K Matthews £50
Cheque number 2656	VH Deposit J Dudley £50
Cheque number 2657	VH Deposit A Meeuwissen £100
Electronic transfer	Debbie White – Village Hall cleaning – March 2014 21 hours @£12 =£252
Electronic transfer	Mr Jacek Wesolowski – Village Hall external window cleaning £24
Standing Order	M Skidmore – Village Hall Administrator £292
Direct Debit	Southern Electric February £62
Direct Debit	Sita UK - £tba