

## PARISH OF RADNAGE

### A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 13<sup>th</sup> FEBRUARY 2013 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr Robin Fawell, Vice-Chairman Ms Elizabeth Fynn, Mr Martin Blakstad, Mrs Sue Jones, Mr Lew Perring, Mr Roy Pitcher and Clerk: Mrs Gill MacKenzie.

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

The Chairman welcomed everyone to the meeting. There were no apologies for absence.

One member of the public attended briefly to present some designs for the property Romani Lodge; the owner wishing to advise councillors of his plans to make the finished building look in keeping with the area.

There was no formal public session.

#### **2. Declarations of any pecuniary interests.**

No declarations of interest were received. The Clerk reminded councillors to submit outstanding formal declarations.

#### **3. Acceptance and signing of minutes of Meeting of the Parish Council held on 9<sup>th</sup> January 2013.**

It was proposed by Cllr Fawell, seconded by Cllr Jones with all in agreement that the minutes of the meeting held on 9<sup>th</sup> January be accepted as a true and accurate record. The Chairman signed and dated the minutes.

#### **4. Report on progress on items in the open minutes not otherwise included in this agenda.**

There were no items to report which were not otherwise included in the agenda.

#### **5. Planning.**

There were no outstanding planning applications requiring comment at this time. Three planning applications had been received in the last couple of days which the planning team would consider and report any comments at the next meeting.

- Land Formerly known as Ponds Farm
- Bennett End Farm
- Lantern Cottage

**ACTION: TT/ MB/RF**

#### **6. Finance**

a) The Clerk reported that as at 31<sup>st</sup> January the current account held a balance of £7,395.12 and the deposit account a balance of £22,080.65. The monthly budget summary had been distributed. Clarification on salary payments against budget was requested.

b) Payments for February 2013 were approved as proposed by Cllr Fawell and seconded by Cllr Blakstad and the cheques were signed by Cllrs Pitcher and Perring.

c) The minutes formally record the satisfactory completion of a procedure check on Clerks records as required by the risk schedule.

d) Cllrs agreed that the Clerk approach the previous Internal Auditor for the next annual audit.

e) Cllrs agreed to support the Clerk's request to attend an audit training.

#### **7. Village Hall**

a) The Village Hall Manager, Cllr Jones, reported that following the installation of the upgrade to the fire detection, the system was commissioned on 18 January and overseen by RF and instructions of how to

deal with this were displayed near the front door. It was agreed that access to all detectors would be required at all times so existing use of storage areas was to change and internal doors kept unlocked.

The new window cleaner had carried out an initial clean successfully and this would be a quarterly service and would be arranged by the Lettings Administrator and billed direct to the Clerk. The new front door was found to be letting in rain water and as a result the contractor had agreed to fit an extra drip strip on each of the front doors, action that would continue to be monitored by the Village Hall Manager. Thanks were given to Cllr Perring for generously giving his time to rehang the bar blind following the installation of the new window.

b) Expenditure on sundry items for the Village Hall was proposed by Cllr Jones, seconded by Cllr Fynn with all in favour:

Bambino Baby changer wall mounted	£120 + VAT and carriage
First Aid x 2 Wall mounted	£37 + VAT
Fire exit signs for patio doors outside X3	£16.17 + VAT
Kick plates for kitchen doors X2	£65 + VAT
Cutlery – dessert spoons & large forks	£40 + VAT
Minor maintenance jobs by builder	£150
	<b>TOTAL £428.17 +VAT</b>

A discussion on the purchase of additional crockery took place and it was decided not to pursue the purchase of the closest match to existing items to bring the quantity available to 130 covers at a cost of £300 and to investigate a cheaper option.

A maximum expenditure of £450 +Vat was agreed.

**ACTION: SJ**

c) The annual invoice for the renewal of the insertion of village hall advert in Contact magazine for the forthcoming year had been received and it was proposed by Cllr Jones, seconded by Cllr Fynn with all in agreement that this should be continued. The Clerk would submit the application.

**ACTION: Clerk**

d) A request from the village hall cleaner for her monthly invoices to be paid by electronic transfer had been received. It was proposed by Cllr Blakstad, seconded by Cllr Pitcher and agreed by all, the following receipt of an invoice and approval at a council meeting, the Clerk would pay the cleaner by electronic transfer and this system monitored for audit transparency.

e) The Clerk reminded the Village Hall Manager that a process for the re-evaluation of the VH for audit and insurance purposes was outstanding.

**ACTION: SJ**

f) Cllr Fawell requested that following on from previous investigations into noise reduction that approval be given for the purchase of acoustic tiling for the Main Hall. After discussion it was proposed by Cllr Fawell, seconded by Cllr Perring with all in favour that some fire resistant foam and some DIY materials to enhance the appearance of the heating grills in the main hall be purchased at a cost of £20.

**ACTION: RF**

## 8. Open Spaces

a) Cllr Blakstad reported that the burial ground was in good condition and that current records were up to date.

b) Work to remove dead branches of a very large ash tree in the hedge line between City Pasture and Dowdy's yard had been undertaken by Mr Andy Dowdy at his own expense. Cllrs agreed that a letter of thanks should be sent to Mr Dowdy.

**ACTION: Clerk**

c) Reports on Common Land/Open Spaces were received:

(i) It was reported that a replacement dog waste bin was required on the village recreation area and it was proposed by Cllr Fynn, seconded by Cllr Pitcher and agreed by all that the sum of £200 + VAT (Open Spaces/Other) be allocated to this requirement.

**ACTION: EF**

(ii) It was suggested that a gate be installed in the smaller entrance way to playground. Cllr Pitcher agreed to obtain a quote for the work.

**ACTION: RP**

(iii) A request had been received from the Garden Sunday Committee to include Chapel Allotments in the Garden Sunday programme for 2013. It was agreed that the Clerk should approach tenants and advise the Committee of the majority decision. **ACTION: Clerk**

**9. Risk Management.** The Clerk reminded Cllrs to review elements of their responsibility within the Risk Register.

**10. Clerks Matters.**

The Clerk did not have anything to bring to the attention of Cllrs.

**11. Forthcoming Meetings and Attendees.**

The Clerk reminded Cllrs of forthcoming meetings and confirmed with them that they had received the list of dates for the forthcoming year.

**12. Date of Next Meeting:**

It was noted that the next meeting of the Parish Council will be held on Wednesday **13<sup>th</sup> March 2013** at 8pm in the Village Hall.

There was no public session held at the end of the meeting.

The meeting closed at 21:50 hours.

**G MACKENZIE**

Clerk to the Parish Council

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**Appendix 1**

Cheques for approval and signing:

Cheque number 2510	Michelle Skidmore – Village Hall admin – January £292
Cheque number 2511	Debbie White – Village Hall cleaning – January £159
Cheque number 2512	G MacKenzie – clerks salary and expenses £405.88
Cheque number 2513	Cheque incorrectly raised - destroyed
Cheque number 2514	Martin Phelps Systems Ltd – commissioning fire alarm £133.17 +VAT
Cheque number 2515	Contact Magazine – annual fees £190
Cheque number 2516	B J Turney – hedge trimming £200
Cheque number 2517	Thames Water Utilities £67.94
Cheque number 2518	JKL Heaters – balance of fee for boiler modifications £1403.82
Cheque number 2519	Radnage PCC return of village hall deposit £50
Cheque number 2520	Village Hall hire partial deposit return M Bowles £50

Window cleaner – invoice awaited £25

Direct Debit	Southern Electric – Village Hall monthly direct debit £90
Direct Debit	Sita UK Ltd – Village Hall Waste £tbc