

PARISH OF RADNAGE

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 11th JULY 2012 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr Robin Fawell, Vice-Chairman Ms Elizabeth Fynn, Mr Martin Blakstad (from item 8), Mrs Sue Jones, Mr Lew Perring and Clerk Mrs Gill MacKenzie

1. Welcome and Apologies for Absence.

The Chairman welcomed everyone to the meeting. Cllr Tordoff tendered his apologies due to work commitments and Cllr Pitcher had also tendered apologies as he was on holiday.

MEETING CLOSED FOR PUBLIC SESSION

The chairman welcomed Mrs Jennie Cole to the meeting. Jennie presented the Parish Council with a cheque for £883.24 which represented the remaining monies from the fundraising committee account which had now been closed. It was advised that this money would be used for kitchen or patio work within the Village Hall. A vote of thanks was given to all the fundraisers and supporters, with particular mention to Simon Watts, Kay and Ian Brown.

MEETING REOPENED

2. Declarations of any personal or prejudicial interests.

No declarations of personal or prejudicial interests in the agenda were made.

3. Acceptance and signing of minutes of Meeting of the Parish Council held on 13TH June 2012.

Cllr Jones proposed, seconded by Cllr Perring, with all in favour that the minutes of the meeting held on 13th June be accepted as a true and accurate record. The Chairman signed and dated the minutes.

4. Report on progress on items in the previous minutes not otherwise included in this agenda.

No reports were necessary at this time.

5. Planning.

It was agreed that there was no objection to the planning application for Toothill, Green End Road : Householder application for demolition of existing conservatory and store/workshop[and construction of single storey side extension and detached outbuilding/carport. The Clerk would submit this response to the District Council.

ACTION: Clerk

6. Finance

a) The Clerk advised that as at 31st June the current account had a balance of £14,124.00 and as at 9th June the deposit account a balance of £22,074.24 which represented the dedicated funds. Copies of the end of month budget summary had been distributed to councillors and no questions were raised. The Clerk advised that the External Auditor had asked for some clarification on the council's audit submission and that she had sought the advice and assistance from the Internal Auditor in order to satisfy the requests being made.

b) Payments for June 2012 were agreed and cheques signed. Salaries £1,082.78, Village Hall refunds of deposits £300, Cleaning supplies £43.53, Audit £80, Contracted services £1005 and utilities £90.

c) It was proposed by Cllr Fawell, seconded by Cllr Perring to cancel the services of MHP Internet Ltd for parish council hosting as this was no longer in use by the clerk.

ACTION: Clerk

7. Code of Conduct

a) All councillors had been provided with a revised Code of Conduct and agreed that this should be adopted by all.

b) Revised and updated forms to Register Members Disclosable Pecuniary Interests as required by law were distributed and councillors were asked to return the signed disclosures to the Clerk at the earliest opportunity, by 18th July at the latest.

8. Village Hall

- a) An update on the Village Hall was received from the Village Hall Manager, Cllr Jones. Recent unusually high humidity levels had caused the hall floor erupted in many places making it unsafe to use and not fit for purpose. After consultation with EF, LP and RF it was decided to attempt to dry out the lifted sections and glue them down. LP and RF spent most of Friday doing this for the wedding booked for the weekend. It was determined that through lack of maintenance the floor needed to be sealed. The moisture problem being exacerbated by the lack of ventilation in the hall when closed. There are only two windows with trickle vents in the whole hall – the kitchen and small hall have none. The lettings and maintenance co-ordinator had tendered her resignation and would be finishing work on 31 July. Lettings would be undertaken by Cllrs Jones and Fynn whilst a replacement was being sought. It was hoped that a local resident, who had shown interest in the role when previously advertised might be interested in taking on the role. **ACTION: SJ/EF**
- b) It was proposed by Cllr Fawell, seconded by Cllr Jones with all in favour that the fire detection system as detailed in a paper sent to all councillors prior to this meeting be installed at a cost of £1,217 +VAT (VH Capital expenditure). **ACTION: RF**
- c) It was agreed to defer discussion or agreement of the proposed policy for grant applications to a later meeting.
- d) It was agreed to defer discussion or agreement of the proposed policy for fundraising for the Village Hall to a later meeting.
- e) Due to the urgent requirement to fund repairs to the Village Hall flooring it was agreed to defer the completion of new window installation until a later date. Cllr Perring agreed to continue to pursue the installation company for quotations for this work. **ACTION: LP**
- f) It was agreed to defer the decision on replacing the front door until the urgent repairs to the floor had been completed.
- g) All present agreed that the repair of the Hall floor must be urgently addressed. It was proposed by Cllr Fawell, seconded by Cllr Fynn with all in favour that on the receipt of 3 comparable quotations for the work to be professionally undertaken as a matter of urgency, a cost of up of £3,000 (from the Village Hall maintenance budget) be allocated as decided by 3 councillors without recourse to the next meeting of the council. **ACTION: SJ**
- h) Following discussion it was agreed as proposed by Cllr Fynn and seconded by Cllr Perring with all in favour that a maximum monthly expenditure of £200 be voted for work connected to the Village Hall, with certain proviso's: that the money comes from within available VH budget funds, that the money be used for emergency repairs only, that 3 councillors agree the expenditure, that the expenditure be reviewed retrospectively every month, and that the amount does not 'roll-over'. **ACTION: SJ/EF**
- i) Cllr Jones advised that a group of volunteers from within the Village Hall Action Group were to undertake a spring clean of the Hall.
- j) The purchase of a set of steps for use in the Hall was proposed by Cllr Jones, seconded by Cllr Fynn and agreed by all with a limit of £45 placed on the purchase. **ACTION: SJ**

9. Action Plan

It was agree to defer a review of the Parish Council Action Plan, to a separate meeting to be held in the autumn.

Open Spaces.

- a) The Clerk advised that she continued to await a response from the Diocese of Oxford for the Dodwell memorial request. A request for further documentation and a signature on the Petition from a representative of the family had been immediately actioned however; a reply had yet to be received.

b) A formal application for a memorial bench in memory of Patricia Sharley had been received and it was proposed by Cllr Perring and seconded by Cllr Blakstad, with all in favour that this request be granted for a bench which was a consistent design to the others on the recreation ground and that the bench be placed in the far corner nearest to the large gate into the children's playground. The Clerk would liaise with the family.
ACTION: Clerk

c) Following a request from a resident adjacent to the common on Radnage Common Road it was decided to accept the offer of a suitable receptacle being built by another local resident which could be used to store grass cuttings. In addition, volunteers had come forward who would clear the site of brambles to prevent further deterioration to neighbouring fencing. Cllrs Jones and Fynn would liaise with the volunteers to get this work initiated.
ACTION: SJ/EF

d) A update on the Common Land registration project had been received from Mr Blaylock who was in discussion with the solicitors with an aim to complete the registration of the Sprigs Holly Lane sites as a matter of urgency.

12. Risk Management.

The monthly Risk Register was distributed for completion by councillors.

13. Clerks Matters.

Nothing to report.

14. To receive Reports from Councillors on meetings that they have attended.

No meetings had been attended.

15. Forthcoming Meetings and Attendees.

It was agreed that the following working group meetings be placed in diaries:

Action Plan meeting – Tuesday 23rd October – 8pm Eton Lodge

Precept planning meeting - Wednesday 21st November – 8pm 2 Lydalls Cottages.

14. Date of Next Meeting:

It was noted that the next Ordinary Meeting of the Parish Council will be held on Wednesday **12th September** 2012 at 8pm in the Village Hall.

PUBLIC SESSION

There was no further public session.

The meeting closed at 2157 hours.

Chairman:

Date:

Appendix 1

Cheques for approval and signing:

Cheque number 2432 J Haywood VH cleaning for month of June 2012 (14hrs) £112
Cheque number 2433 V Reed VH Lettings and Maintenance Co-ord for month of June £292
Cheque number 2434 G MacKenzie – clerk salary and expenses £396.98
Cheque number 2435 HMRC – Income Tax for Clerk £281.80
Cheque number 2436 Village Hall deposit refund Skidmore £50
Cheque number 2437 Village Hall deposit refund Seddon £50
Cheque number 2438 Village Hall deposit refund Tanswell £100
Cheque number 2439 Woodridge Cleaning Supplies – VH - £15.53 + VAT
Cheque number 2440 G Spratt – grass cutting contractor £877
Cheque number 2441 C Gee – Internal Audit fee £80
Cheque number 2442 Village Hall deposit refund K Young £100
Cheque number 2443 Woodridge Cleaning Supplies £28 + VAT

Direct Debit Southern Electric – Village Hall monthly direct debit £90

Direct Debit Sita UK Ltd – Village Hall Waste £128.02 + VAT