

Randwick Parish Council

Minutes of the Annual Meeting of the Parish Council held on Thursday
May 21st 2009 at Randwick Scout Headquarters

Present

Councillors: -

Richard Huxford
John Taylor
Morton Watkins
Joy Kennard

Jane Godsell
David Preece
Emma Cunningham
B Parsons Clerk

There were two parishioners at the meeting

1/5/09 **Election of Chairman** Richard Huxford was elected Chairman. He explained that he will not stand for election as Chairman again in 2010 and considers that councillors should not be Chairman for more than three years.

2/5/09 **Election of Vice-Chairman**: Martin Rendell was elected Vice-Chairman.

3/5/09 **Chairman's Allowance**: The Chairman's allowance was confirmed as £200, the figure budgeted for 09/10.

4/5/09 **Asset Register and Risk Management Schedule**: The asset register and risk management schedule were approved.

5/5/09 **Committees and Working Parties**: Membership was confirmed with the same chairmen elected.

Finance Committee - Cllrs Godsell (Chairman), Kennard, Huxford.

Planning, Traffic & Transport Committee - Cllrs Taylor (Chairman), Rendell, Watkins.

Environment Working Party - Cllrs Preece (Chairman), Cunningham, Godsell.

Communications Working Party - Cllrs Cunningham (Chairman), Watkins, Preece.

Parish Design Statement Working Party - Cllr Rendell (Chairman) who will seek other members.

6/5/09 **Appointment of Representatives**: Mort Watkins was appointed as the Parish Council's representative on the RVH&PFC

Apologies Cllrs Rendell and Williams. Reasons for absence were approved. Cllrs Philip Booth and Karon Cross (SDC).

7/5/09 **Declarations of Interest in items on this agenda** None

8/5/09 **Minutes**: The minutes of the meeting held April 16th 2009 were approved and signed.

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9/5/09 **Action:** Cllr Preece to ask the Handyman to cut back the saplings in the lower right-hand hedge on the playing field and to collect a grit bin from Cllr Taylor and put it at Chapelfields to replace one removed by vandals.

10/5/09 **Noted:** Field Strength analysis; Cllr Preece has received information from Vodaphone showing very low readings from the proposed mobile phone mast.

11/5/09 **Action:** Cllr Cunningham and the Dog Warden will decide the siting of two dog-waste bins.

12/5/09 **Noted:** It was confirmed to Cllr Godsell that Highways has agreed the site of eight grit bins but will only supply two. Highways will continue to fill grit bins on main roads but will not install any more grit bins on main roads.

Noted: Cllr Huxford had met with Angela Burlow, Stroud Rural Adviser for Gloucestershire Rural Community Council to review progress on actions in the parish plan.

13/5/09 **Annual Statement of Accounts:** Cllrs approved the annual statement of accounts and annual governance statement.

14/5/09 **Annual Internal Auditor's Report:** Cllrs considered the annual internal auditor's report and will respond to the auditor's comments as below:-

15/5/09 **Payment of Salaries** - the clerk will report the response of HMRC.

16/5/09 **Maintenance Contract** -the clerk will keep a copy of the handyman's monthly work records as well as the chair of the environment working party.

17/5/09 **VAT** - the council decided that the clerk need not reclaim VAT on small purchases - de minimis non curat lex.

18/5/09 **Pension Gratuity** - the finance committee will consider whether the council should set aside an annual sum to provide a retirement gratuity for the parish clerk.

19/5/09 **Playground running costs** - the council will require proof of expenditure before any payment to RVH&PFC.

20/5/09 **Delayed Payments** - the auditor recommends avoiding delays in payment to keep costs charged in the correct year. The clerk will aim to avoid late payments

21/5/09 **Public Liability Insurance** - the handyman has been asked for a copy of his public liability insurance.

22/5/09 **Purchase Orders** -The finance committee will review the council's financial regulations regarding purchase orders.

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23/5/09 **Financial Monitoring** - the clerk will provide quarterly reports to the full Council on the occasions when the Finance Committee has not met. The Committee reviewed the council's finances regularly during 08/9 but did not always minute their monitoring.

24/5/09 **Grant to WAP Committee** - The Wap committee has not sent a minute recording their intention to use the grant as the council intended. The clerk will ask again.

25/5/09 **Annual Financial Return**: the council approved the annual financial return and it was signed by the chairman.

26/5/09 **Correspondence**: As listed in the Officer's Report.

27/5/09 **District and County Councillors' Reports**: No councillors present. Cllr Booth had sent a statement which was distributed at the Annual Parish Meeting.

28/5/09 **Officers' Report**: Councillors noted the contents of the Clerk's Report.

29/5/09 **Planning Traffic & Transport**:

S.09/0793/FUL- demolition of three garages and erection of two replacement garages - rear of 45 The Martins - Mr J Hancock - Support.

Noted: S.09/0075/FUL - The Ridge - erection of extension - withdrawn.

Noted: S.09/022/DISCON - Blenheim House - S.07/0513/FUL discharge of condition.

S.09/0520/FUL - Greystones - revised plans - car hardstanding - increased depth to allow two cars to be parked off-road - support.

30/5/09 Cllr Watkins reported that a parishioner whose house is next to Sunnyridge wished to thank the council for its work on the planning applications for that site. Cllr Huxford reported that a parishioner had contacted him questioning the height of the roof on the new house at Sunnyridge; the height is as planned.

31/5/09 **Orders for Payment**

Resolved: to pay the following accounts

J Shirley	£45.57	minuting PC meeting
B Parsons	£27	clerk' expenses - stamps
G Lavis	£180	internal auditor's fee
Tonik	£26.89	ink cartridges

Next Meeting

The next meeting will be held at 7.15 pm on Thursday June 18th at Randwick Village Hall.

The meeting closed at 8 pm.

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