



**Minutes of the Meeting of  
Chestnut Place Residents Association  
Held in the Watlington Parish Office  
at 6.30pm on Tuesday 21st May 2013**

**Present:** Alistair Goulden (AG) - Chair  
Denise Allnutt (DA) – Treasurer (SKP Solutions)  
Sarah Pullen (SP) – Clerk (SKP Solutions)  
David Tompsett (DT)  
Wyn Crook (WC)  
Louise Nisbett (LN)  
Sue Brown (SB)  
Dan Byer (DB)

**Minutes taken by:** Sarah Pullen

001/13      Apologies for absence:  
Angela Morris

002/13      Minutes of the meeting held on Tuesday 15th May 2012 to be signed as a correct record.  
**Resolved:** That these minutes are a correct record and that they be signed by the Chairman.

003/13      Matters arising from the minutes.  
DT would like to give up being a signatory on the bank account.

DA reported that according to the constitution, this meeting should have been held in March with another in the Autumn. However, it was felt that it makes sense to set the meeting for May after the financial year end. A second meeting is unnecessary unless there is anything specific to discuss.

**Resolved:** To have one meeting a year in May in future or to call an EGM as required. – UNANIMOUS.

DA has spoken with Stefanie O'Bryen, Solicitor. She says that everything is covered in the 'memorandum and articles of association of the limited company' and that a separate constitution is not necessary. We do have an example of a constitution, if CPRA feel the need, but really all matters are covered in articles of limited company. It was assumed that a separate limited company and residents association were set up for tax reasons. Also, as Arthur House was contributing, there was therefore, revenue from a third party. Each property was charged the same amount, but it was necessary to register a company. Each of Arthurs properties were treated as an individual property, but without voting rights. Therefore it is not necessary to go further down the legal route and incur more costs.

The question was asked, that if we move funds from CPRA to CPRA Limited, would tax need to be paid? There are no accounts for CPRA Limited as they are a dormant company.



Share certificates are not necessary as the company is registered as limited by guarantee. We do not need to do this legally and they are not worth anything. In the past if anyone was approached by a solicitor they were reissued with that years date. It was agreed however, that it is nice to have a share certificate so we can issue them if requested.

**Resolved:** To issue share certificates to new residents.

Sue Brown is moving and has sold her property. Her solicitor is Stefanie O'Bryen.

004/13

Letter received from Angela Morris.

Angela is still the only person who waters the plants.

It was felt that possibly the tubs are planted with the wrong type of plants and should be replaced with a low maintenance plant. LN suggested that they are replaced with something artificial. She can give advice on suitable substitutes that will not look out of place. It was suggested that they are set in concrete so that they are not removed!

**Resolved:** To look at replacing the plants in the tub with artificial plants.

"I am in disagreement regarding the idea to place 3ft flagstones along parking area."

**Resolved:** To leave Angela's area tidy but not to change anything.

The area in front of electricity gates has been tidied up. Angela also pays for this area to be strimmed.

**Resolved:** To amend the maps to correctly show the Electricity Board area.

005/13

Election of Officers

WC proposed Alistair Goulden as Chairman and LN seconded - UNANIMOUS  
AG suggested that a Vice Chairman is appointed in future and proposed Louise Nisbett – UNANIMOUS

AG proposed that SKP Solutions continue with Denise Allnutt as Treasurer - UNANIMOUS  
Sarah Pullen as Clerk - UNANIMOUS

006/13

Financial Report

AG reported that he has spoken with Justin Bradley with regards to the sinking fund. A large amount of money is in the sinking fund mainly to cover any problems with drains. The drains have now been adopted by Thames Water. SP/DA to contact Justin to find out what is in writing from Thames Water.

DA reported that she has been in touch with the bank about getting a better paying savings account. However, at the moment, there is nothing available



unless the money is tied up for a long time, with a long notice period. This is why no funds have been transferred between accounts as there is nothing to gain. However, if the sinking fund is now not as essential, it may be worth looking at any insurance for any unnecessary works? It was felt that this is not necessary as the roadway has been blocked and so there shouldn't be any maintenance required.

It was reported that there is one resident who has not paid their fees for two years. DA requested advice on what can be done. They have been sent statements and reminders. AG stated that everyone should know that if they don't pay the bill it will remain as a debt on the property. This can block any future sale of the property. (JB has the correct wording for this).

DA reported that she has organised for the bank statements to be available on line. However, payments cannot be made due to dual signatory requirement. There was a discussion about using an online signatory system if required, but it was felt unnecessary at this time. As previously stated, DT would like to be removed as a signatory.

**Resolved:** To add Dan Byer as a bank signatory – UNANIMOUS.

In summary, there is not a lot of difference from previous year. The gardening bill was considerably less which will be covered in the maintenance report. Insurances have remained the same.

007/13

To agree fees for 2013

It was felt that until we have in writing from Thames Water about the adoption of the drains the fees should remain the same.

**Resolved:** For the fees to remain at £100 per year. UNANIMOUS

008/13

Maintenance

SP reported that she has walked around Chestnut Place with Angela Morris and subsequently with Derek Thatcher and has produced two gardening schedules – one for regular maintenance required and one for one off works. However, it has been very difficult to get Derek to attend regularly. This has partly been due to the inclement weather, but also there appears to be a significant lack of interest.

**Resolved:** To go through the maps in detail (at this meeting) and to agree each point. (see attached) Then to go out to tender to at least three companies (including Derek) to ensure future maintenance is top quality and in a timely manner.

Whoever tenders for this work should also remove all rubbish and supply weedkiller etc.

**Amended schedules (as agreed) attached.**



### Parking Areas

It was noted that parking can still be an issue in the area. WC said that people seem unaware of her space as it is not clearly marked. It was also not on the gardening schedule map. SP will add this.

It is not obvious to visitors that parking is for residents only. SP to look into different discreet signing. Also the white lines require repainting.

The spaces opposite the garage are not always used sensibly and can cause problems with access to Chestnut Place. This is part of the public highway and should therefore not be sorted by us. SP to speak with the PCSO and ask her to keep any eye on this situation. Also, to speak with Keith Stenning at Highways and request that two spaces are marked out here.

It also appears that Brendon Martin has moved and therefore vacated the parking space between the garages. SKP to write to Arthur Houses nephew, Simon to ensure that this space is not used for future tenants.

009/13

### Any Other Business

Alistair thanked Sue for all her hard work over the years and wished her good luck in her new home.