

## **INKPEN PARISH COUNCIL**

The Annual Parish Council Meeting was held on Thursday 19<sup>th</sup> May 2022 at 7.30pm  
**Those attending the meeting were:** Dr D Thomas (Chairman), Councillor Bates, Councillor Hanna, Councillor Jones, Councillor Marriott, Councillor May and Mrs. G Keene (Parish Clerk).

1. **Apologies:** None – Mrs Edwards, who was unable to attend the meeting.

2. Chairman, Dr David Thomas will preside until the Election – item 5

**3. Declarations of Interest** – *to remind members of the need to record the existence and nature of any personal, disclosable, pecuniary or other interests on the agenda in accordance with the Code of Conduct.*

None recorded

### **4. Register of Councillors Interests**

4.1 Councillors were requested to indicate any changes in their personal interests – Councillors declared that no changes had taken place - those shown on the Parish website are correct.

### **5. Election of Officers:**

Election of Chairman:

5.1 Dr Thomas handed over to the Vice Chairman, Councillor Jones, to conduct the election of the new Chairman.

5.2 Nomination received: Dr Thomas. Proposed by Councillor Jones. Seconded: Councillor Bates & Marriott. Dr Thomas was re-elected nem con and took the chair.

Election of Vice Chairman:

Nomination received: Councillor Jones. Proposed by Dr Thomas. Seconded by: Councillor Hanna. Councillor Jones was re-elected nem con

Election of Planning Chairman

Nomination received: Councillor Bates. Proposed by: Councillor Jones Seconded by: Councillor May  
Councillor Bates was elected nem con.

Election of Planning Vice Chairman:

Nomination received. Councillor May. Proposed by: Councillor Hanna. Seconded by: Councillor Marriott.

Councillor May was re-elected nem con.

Thanks was recorded to all for standing for election.

5.3 Councillors were requested to complete the Declaration of Office form – duly completed.

**6. Planning Sub Committee** – see separate minutes.

**7. Minutes of the previous meeting** – the draft minutes of the meeting held on 23<sup>rd</sup> June 2021 and 1<sup>st</sup> February 2022 were approved as a true record as displayed on the Parish website. There were no issues arising.

**8. Declaration of Interest:** None recorded.

8.1 The following declaration is made on all minutes for clarification for residents.

“Inkpen Parish Council is the Corporate & Custodian Trustee of the Memorial Playing Field Trust and registered with the Charity Commission as the Corporate and Custodian Trustee. Trust meetings and

funds are held separately as required by the Charity Commission and confirmed annually to the External Auditors. The Charity is simply managed and administered by the Council and is not a public sector organisation and not subject to the Freedom of Information Act.” All information about the Charity can be viewed on the Charity Commission website.

## **9. Matters Arising:** None recorded

**10.Planting of 3 WBC Cherry Trees** – trees were donated to all Parish Councils in West Berkshire in memory of those who suffered and died during the pandemic. It was confirmed that our trees had been planted in the Memorial Playing Field.

## **11. The Conservation Area Appraisal**

11.1 The chairman explained the need for the Parish to undertake an appraisal covering the Parish of Inkpen to update and identify special and historic interest of the Inkpen conservation area for the preservation and enhancement as required by the Planning Act of 1990. The conservation area appraisal describes what makes an area special and will guide the character and appearance of development in the area and inform the determination of planning applications.

11.2 The chairman will forward the details and template for the conservation area appraisal and requested councillors and interested residents to be involved in the preparation of the work – to be completed by 2026.

<b>Action:</b> Chairman and Councillors
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## **12. History Group**

12.1 The Chairman referred to the History Group website as being a base for the Conservation Area appraisal and help would be needed to complete the template. Surveys of land: e.g. Walbury Hill, Manor Farm and Kirby House estate etc. had given permission for surveys to be undertaken. Any cost would need to be supported from the Inkpen precept.

## **13.To approve the Expenditure and Financial Statement 2021/2022**

13.1 *Financial Statement:* The Clerk had circulated a Financial Statement up to 31<sup>st</sup> March 2022 prior to the meeting, showing receipts and payments made since the last meeting and the ringfenced committed expenditure. Three items of expenditure had been made following the end of year statement: BHIB insurance - £514.40; Berkshire Association of Local Councils – annual subscription £198.30; WBC charge for the lease of land at Robins Hill - £75. Following discussion, the accounts were approved. No questions were raised for discussion.

13.2 *Expenditure:* as listed since the last meeting is attached for audit and examination – all cheques require two signatures to maintain the propriety and financial control. No extraordinary items of expenditure were included.

## **14. Communications**

14.1 More people need to be encouraged to get involved with village life and it was disappointing that more did not attend the Annual Parish Meeting – Councillor Jones confirmed that attendance at meetings for other parish councils was equally poor and not simply a reflection of Inkpen. As there will be Parish Council elections in May 2023, various ways of encouraging residents to attend were considered. Social Media – is not a requirement for Parish Councils but publication of legal notices is, by regulation, required on notice boards and the PC website, thus making it available for everyone. The Inkpen Parish Council does not yet have a social media policy, designed to regulate and safeguarded, and to prevent misleading and abusive comments. Following discussion, it was agreed to look at this form of publicity for future Parish Council meetings with a policy drawn up setting out the guidelines. An outline social media policy will be presented at the next council meeting.

<b>Action:</b> Clerk to circulate the draft Policy suggested by the Association of Local Councils if required.
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**15. Date of next meeting:** – the date for the next meeting is Tuesday 21<sup>st</sup> June 2022 depending on the availability of Councillors.

**Councillors are asked to note that all items for discussion and decision** must be recorded on the Agenda, to allow due consideration to be given prior to the meeting and to inform residents.

**Residents** are requested to limit comments or questions for the public question time interval when Standing Orders are suspended. Written questions are requested by 2pm on the day prior to the meeting and forwarded to the Clerk.

**Meeting closed at 7.45pm**

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Signed:.....Date: .....

DRAFT