

## INKPEN PARISH COUNCIL

**The Minutes of the Meeting** of the Parish Council held on Wednesday 20<sup>th</sup> November 2017 at 7.30pm in Inkpen Sports Pavilion.

**Those present were:** Mrs V Tomlinson (Chairman), Mr K Evans, Mrs C Jones, Mrs M Marriott, Mr R May, Mrs L Wild, Mrs J Wilson and Mrs. G Keene (Clerk).

**1. Apologies:** Anthony Stansfeld and James Cole, who were unable to attend the meeting. The Chairman welcomed everyone to the meeting.

**2. Hungerford Police Report:** The representative from Thames Valley was unable to attend but had sent an email report. The Clerk reported that the van seen parked in the playing field car park at night had gone following a visit from the Police, who had traced the owner from the vehicle registration details forwarded to them. (Reminder to Contact 101 or 999 if a crime is in progress).

**3. Planning Sub Committee:** see separate minutes.

**4. Minutes of the previous Parish Council meeting:**

The minutes of the previous meeting held on Wednesday 27<sup>th</sup> September 2017 were approved and signed by the Chairman as a true record. The draft minutes had been placed on the Inkpen website.

**5. Declarations of Interest:** None

*This declaration is made on all minutes for clarification.*

5.1 Councillors are the sole Trustees of the Memorial Playing Field Trust and registered with the Charity Commission as the Corporate and Custodian Trustees. **Trust meetings and funds are held separately** as required by the Charity Commission and as confirmed annually to the External Auditors.

5.2 *As confirmed by the Charity Commission:* "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.

**6. Matters Arising from the Minutes:**

6.1 *Review of Annual Parish Meeting format:* The Chairman requested that Councillors consult their diary for the latter part of April for possible dates to hold the Annual Parish Meeting and to bring to the next meeting their suggestions for ways to attract more residents. Further discussion was deferred to the next meeting.

**Action:** All

6.2 *Tenders for the ditch clearance:* The work along Pottery Lane and Post Office Rd. had been completed. Due to the heavy leaf fall and high winds the ditch was filling up with leaves. The final cost of the clearance was as per quote - £4,152 inc VAT. It was agreed to remind residents that Riparian Ditches must not be filled in as the flow of water needs to drain away. Ditches of concern are: Heads Lane and Spray Rd. The Clerk will insert an entry into the Bulletin to remind residents of the possibility of flooding if ditches are not maintained.

**Action:** Clerk

**7. Thames Water** – Due to the recent ground work on Inkpen roads undertaken by Thames Water and Gigaclear, the grass verges were in need of restoration. The Clerk had been in contact with WBC and the contractors working for Thames Water had returned to re instate the damage caused when laying the new pipes.

7.1 *Water Tower:* It was noted that future work on the Water Tower at Bell Lane could have an impact on the wildlife/countryside. Residents had already expressed concern and the Clerk had notified WBC to pass on to the contractor.

**8. To approve the In-Month Expenditure and Financial Statement 2017/2018**

8.1 Expenditure was recorded: Clerk remuneration for Sept and October- £296.80 x 2; Office supplies - £20.94; Self Accounting - £36; SLCC Annual Sub - £93; Grass Maintenance Sept. - £306; HMRC payment - £222.60; Mazars Audit - £120; Extra Grass cut authorised for Mr May - £96; Cresswell & Sons

- £4152; Grass Maintenance October - £306; Transparency Grant Payments: £399 Computer & Software - £341.96. All costs were agreed and cheques issued with two signatures.

A financial statement was tabled at the meeting showing Receipts, Payments, Bank statements; and Committed ringfenced funds/grants; (Transparency Grant outstanding: £1,580 for scanner and staff costs; CIL for defibrillator £1,164). The Parish Account has a reserve of £3,500 for Broadband installation.

8.2 The Clerk highlighted the need for prudent spending to the end of the year as the Ditch Clearance of £4,152 was unplanned and had not been included with the in-year budget and would leave the account low on funds until the end of April 2018.

a)NALC Transparency Funding – update

Purchases to date include: the parish council computer at £399 inc. and software £341.96 - the printer/scanner would be purchased separately from the grant, the outstanding grant was the contribution for retrospective staff hours £1,380 to be paid before the end of the financial year.

b) Request for Funding from Inkpen Primary School

Following discussion it was agreed that Councillor Jones would liaise with one of the school governors about current charges for use of the playing field and cost of the new battery for the ‘old defibrillator’ currently fixed to the school wall. The ‘old school defibrillator’ was no longer accessible for residents.

**Afternote:** Councillor Jones confirmed that the charges for use of the playing field would stand at the current rate and payment would be made to the Playing Field Charity. The defibrillator could be made available to the Parish Council pending the details of ownership, servicing, age, etc.

**Action:** Clerk to ascertain the hard copy details of the school defibrillator and confirm the ownership of the equipment i.e if the equipment is owned by the School or is a Dept. of Education asset. Age of the equipment will be important as some older ones are not compliant with new health & safety legislation.

**9. Next Parish Council** is Wednesday 24<sup>th</sup> January 2018 subject to Councillors availability

**Parish Council Insurance;**

Inkpen Tennis Court: Both Inkpen Tennis Club and the hard court footballers confirmed that the surface was much improved following the cleaning and the slippery surface had disappeared. The hard court was ‘fit for purpose’. Some disappointment was expressed regarding the discoloration of the court and a wish to speak with the contractor. The Chairman confirmed to the Clerk, following the meeting, that the contractor should not be contacted as she had confirmed, following a telephone call, that the players were content with the cleaning of the hard court.

Action completed.

Meeting closed at 21 hrs.

**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.

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

**Residents attending the Council meeting** are requested to limit comments or questions to the public question time interval when Standing Orders are suspended.