

## INKPEN PARISH COUNCIL

**The Minutes of the Meeting** of the Parish Council held on Tuesday 22<sup>nd</sup> January 2019 at 7.30pm in Inkpen Sports Pavilion. The start of the meeting was delayed following a request by Mr Bates to address the Chair concerning the proposed plans to refurbish and extend the sports pavilion. Standing Orders were suspended to allow Mr Bates and residents to voice their concerns to the Parish Council on the potential risk to the viability of the Village Hall. It was agreed that a consultation with the village would take place by questionnaire. Mrs Woodgate also took the opportunity to address the Chairman regarding urgent repairs needed for the tennis courts. Standing Orders were resumed.

**Those present were:** Mrs V Tomlinson (Chairman), Mrs Jones, Mr May, Mrs M Marriott, and Mrs. G Keene (Clerk). Also attending was Mr Popplewell and Anthony Stansfeld.

**1. Apologies:** Mrs Edwards, Mrs Wild, and Councillor James Cole, who were unable to attend the meeting.

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

The minutes of the previous meeting held on Tuesday 27<sup>th</sup> November 2018 were approved and signed by the Chairman as a true record. The draft minutes had been placed on the Inkpen website.

**3. Declarations of Interest:** No declarations were made by Councillors.

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

3.1 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.

3.2 *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.

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

4.1 Footpaths: The Chairman reported to the meeting that she had been in regular contact with the Countryside & Environment Section at WBC and a detailed route of the unofficial footpaths was needed.

**Action:** Chairman to progress the recognition of the unofficial footpaths.

4.2 Defibrillator: The Clerk reported that the Chairman and the Clerk had attended the two Awareness Sessions held in the sports pavilion with Mr D Lester, from South Central Ambulance Service. A total of 20 residents had attended the sessions to raise awareness in the operation of the defibrillator in an emergency. A further session would be held in February as there was now a waiting list.

**Action:** Clerk

4.3 Outstanding maintenance: Mr May updated the meeting about the lack of road repairs at Lower Green and on the road leading to Combe. Several attempts had been made to inform WBC of the need to repair but it seemed that the pot holes were of insufficient depth to merit repair. Mr. May reported that repair crews appeared to be over staffed and that costs could be reduced significantly by using less manpower.

**Action:** Mr May will continue to monitor the state of the roads.

**5. Grass Cutting Contracts 2019**

5.1 The Clerk reported that arrangements for cutting the grass at the playing field and children’s area needed to be confirmed urgently as the grass cutting season starts in March 2019. The current contractor had confirmed that there would be no increase for a renewal agreement. *Noted for the minutes:* The grass and playground are managed as a public amenity and used daily by residents for recreation under a maintenance contract with the Parish Council for approx the last 10 years.

5.2 The Clerk reminded the meeting that following a recent check with the Insurers: “ Local Council insurance will only cover volunteers on light gardening work using hand tools but will not cover volunteers using power tools or machinery. Parish Councils are advised to use contractors with public liability insurance and DBS and ensure ‘duty of care’”. The insurance company had confirmed that without insurance you are putting lives at risk (email of 20<sup>th</sup> January). The grass maintenance to date has been covered by a contractor, who has public liability cover and DBS check for operatives.

5.3 Councillor Jones is seeking alternative quotes for insurance cover for those volunteers using borrowed power equipment under the ‘duty of care’ and responsibility for voluntary workers.

5.4 Noted for the minutes: the requirements are : i.e strimming the children’s play area every two weeks avoiding the orchids and wild flowers; gang mow the playing field at least 16 cuts between March and October or as required; weed control of the car park; grass cutting for special events as required.  
5.5 The Chairman had confirmed that the Lower Green Triangle grass cutting and maintenance was under the supervision of Mr Harris, Craven Rd. and covered by his public liability insurance.

**Action:** Councillor Jones to report the outcome of insurance quotes to cover volunteers.

**6. Annual Parish Meeting 2019**

6.1 Following discussion it was confirmed and agreed that the meeting would be held in Inkpen Village Hall on 11<sup>th</sup> April 2019 at 7.30pm to allow time for residents to attend. The Chairman confirmed that the VH hire agreement form & booking for the VH had been completed. The cost of hire at the Village Hall would be £45 payable by the Parish Council. Domestic arrangements will be agreed at the next meeting.

**Action:** The format of the Annual Parish Meeting to be agreed at the next meeting in March.

**7. District & Local Election 2019**

7.1 The Clerk reported that a notice had been inserted in the Inkpen & Combe Bulletin asking those interested in becoming a Councillor to contact the Parish Clerk. The Clerk reported on the timetable for the election: Publication of the notice of election is 15<sup>th</sup> March; nomination papers will be sent to the Clerk after or around the 15<sup>th</sup> March; close of nominations is 4pm on the 3<sup>rd</sup> April; The Clerk confirmed that a notice will be placed on the village notice boards with the arrangements for the Election. The cost of the election will be in the region of £1500 and provision should be made for costs in the Precept for 2019/2020. Mr Stansfeld had indicated that he will not be standing for the District as a ward member – the changes to the geographical boundary by the Boundary Commission meant that the ward now includes Hungerford, Kintbury (includes Inkpen) and Boxford – wards reducing from 30 down to 24 and the number of councilors from 52 down to 43.

**Action:** Clerk to inform

7.2 The Returning Officer is conducting a review of Polling Stations within West Berkshire.

**Action:** Clerk

**8. To approve the In-Month Expenditure and Financial Statement 2018/2019**

8.1 *Expenditure for approval:* Self Accounting - £36; stationary purchases - £65.97; HMRC - £229.20; Hire of room for 9 meetings (inc. defibrillator awareness) - £108; delayed invoice for grass cutting October - £306 inc vat. All costs were agreed and cheques were authorised with two signatures.

8.2 *Financial statement* up to 4<sup>th</sup> January 2019 was tabled at the meeting showing Receipts, Payments, corresponding Bank statements; and the committed ringfenced funds representing the remaining unspent grants. Agreed.

8.3 *Setting the Precept:* Councillors reviewed projected expenditure and were reminded of the need to make provision for the additional cost of elections in 2019 that need to be covered. It was agreed to request £14,000 from WBC to provide emergency cover for the cost of repairs to ditches and devolved costs of essential public services.

**9. Date of next meeting:** provisionally the next meeting will be held on Tuesday 12<sup>th</sup> March 2019 at 7.30pm at Inkpen Sports Pavilion – date to be agreed by 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 attending the Council meeting** are requested to limit comments or questions to the public question time interval when Standing Orders are suspended.

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