

INKPEN PARISH COUNCIL

The Minutes of the Meeting of the Parish Council held on Wednesday 24th May 2017 at 7.30pm in Inkpen Sports Pavilion.

Those present were: Mrs V Tomlinson (Chairman), Mrs C Jones, Mrs M Marriott, Mr R May, Mrs L Wild, Mrs J Wilson and Mrs. G Keene (Clerk). Also attending was Councillor James Cole.

1. Apologies: Apologies were received from Mr K Evans, who was not able to attend the meeting. The Chairman welcomed everyone to the meeting.

2. Election of Officers:

The Clerk to the Council reported that the previously elected officers were willing to stand again. As there were no other nominations, the following were elected:

Parish Council Chairman: Mrs Vanessa Tomlinson

Parish Council Vice Chairman: Mrs Claire Jones

Planning Chairman: Mr Keith Evans

Planning Vice Chairman: Mrs Lin Wild

All were elected nem con.

Declaration of Office forms were completed

3. Planning Sub Committee: None advised

4. Minutes of the previous Parish Council meeting:

The minutes of the previous meeting held on Wednesday 22nd February 2017 were approved and signed by the Chairman as a true record. The draft minutes had been placed on the Inkpen website.

5. Matters Arising from the Minutes:

5.1. *Wayleave Agreement:* As previously discussed, the Wayleave Agreement for Gigaclear was signed by the Chairman on behalf of the Trustees so that work could commence on the broadband installation for Inkpen. Fibre optic electronic communications apparatus would be placed on the land at Inkpen Memorial Playing Field.

5.2 *Inkpen Poor's' Allotment Trust:* The Chairman will report on the level of support that the Trust is able to give to Inkpen residents – item deferred to the next meeting. The report given at the Annual Parish Meeting recorded:

- the Charity is one of the oldest in Inkpen, established in 1815 and amalgamated with the Baster and Butler Charity in 1931.
- The Trust makes an annual gift to the local community – in 2016 this amounted to £900 shared amongst 21 people from the local parish. The Trust has helped Inkpen people for over 200 years.
- The Rector of Inkpen, is an ex officio trustee and Chairman, a post which has been vacant from June 2016 - the new Priest-in-Charge will be appointed from September 2017.

Following discussion it was agreed that the Chairman, as a Trustee, will report back at the next meeting.

Action: Chairman

6. Declarations of Interest: *this declaration is made on all minutes for clarification.*

6.1 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.

6.2 *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.

7. Review of Annual Parish Meeting held on 5th April 2017 –review of format.

7.1 Following discussion the Councillors agreed to review the format of the Annual Parish Meeting to try to encourage more residents to attend the meeting, at which the Chairman presides. The Chairman requested that any ideas and suggestions could be discussed at the June meeting.

Action: Councillors

8. Correspondence:

a) To consider the request by WBC on the clearance of the ditches.

A formal request had been received from WBC to clear the ditches that border Post Office Rd. and Pottery Lane. The Riparian ditch needs to ensure that water can flow into the appropriate soakaway. The Clerk reported that the specification for the work and map had been sent to 5 approved contractors, who hold a road licence, to seek tenders for the work. The closing date for tenders was the 19th May. On the advice given by WBC, the work should be delayed until late August/early September, after the ‘nesting season for birds’ as it involved cutting back vegetation and trees. Ref: Under the Countryside and Wildlife Act 1981 it is illegal to “intentionally take damage or destroy the nest of any wild bird whilst it is in use or being built”.

Action: The Clerk will contact the shortlisted tenders and ask them to hold the tender until later in 2017.

b) Request by Inkpen Primary School for a volunteer school governor.

Following discussion Councillors agreed to contact residents who may be willing to volunteer..

Action: Councillors.

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

9.1 *Financial Statement 2016/17 to approve invoices for payment 2016/17 and 2017/18*

Invoices for 2016/17 are as listed and tabled at the meeting - attached to draft minutes.

The Clerk reported on the In-Month Expenditure, which had been agreed and sought approval for:

Grass maintenance (April) £306; APM refreshments £64.64; Salary underpayment (April) £8.80.

All agreed.

The clerk tabled a financial statement to 27th April 2017 showing receipts, payments and reconciliation with the bank statements; and the committed ring fenced funding of the unspent Grants. A cash flow spreadsheet was available.

a) *NALC Transparency Funding* – financial support for smaller authorities closing date 20th March 2017:

The Clerk reported that the application had been approved by NALC and an award of £2750 had been paid to cover the extra workload involved with the transparency of information: the award covers the purchase of new equipment - computer, scanner, software and a contribution for staff costs.

Action: Clerk to purchase the new equipment for the Parish Council.

b) *The Annual Return 2016/2017* had been prepared by the Clerk and receipts, payments, grants, cheques and cash book and variance analysis had been delivered to the Examiner for financial scrutiny, governance and accountability.

c) *Renewal of the Insurance:* Cost of insurance £496.32 - agreed. Councillors were reminded that a declaration was required to cover each councilor, who must declare if : any County Court judgments have been applied; been declined for insurance cover; convicted/charged or cautioned for a criminal offence; prosecuted for failure to comply with H & S/ Welfare or Environmental Protection legislation; or been declined bankrupt or disqualified from being a company director. Any of these offences must be declared to the insurer.

d) *The Pensions Regulator:* All employers are required to register a declaration of compliance with HMRC for each employee. Councillors to note the requirement.

10. Next Parish Council was agreed for Wednesday 28th June 2017 at 7.30pm.

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.

Meeting closed at 21 hrs.

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: