

INKPEN PARISH COUNCIL

The Minutes of the Meeting of the Parish Council held on Monday 25th June 2018 at 7.30pm in Inkpen Sports Pavilion.

Those present were: Mrs V Tomlinson (Chairman), Mrs M Marriott, Mrs J Wilson and Mrs. G Keene (Clerk).

1. Apologies: recorded for Mrs C Jones, Mr R May, Mrs L Wild who were not able to attend the meeting.

2. Planning Sub Committee: see separate minutes.

3. Minutes of the previous Parish Council meeting:

The minutes of the previous meeting held on Thursday 31st May 2018 were approved and signed by the Chairman as a true record. The draft minutes had been placed on the Inkpen website.

4. Declarations of Interest: None

This declaration is made on all minutes for clarification.

4.1 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.

4.2 *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.

5. Matters Arising from the Minutes:

5.1 Unofficial Footpaths on the Great Plantation - 'User Evidence' forms had been photocopied and distributed to village residents to record the usage of the 'unofficial footpaths' across the Great Plantation. The evidence will be used by WBC to ascertain if these paths can be recognised and listed on the Definitive Map. Some forms are still outstanding – the Chairman will confirm if any forms have been handed in at the Inkpen Market.

Action: To follow up outstanding forms and deliver to WBC.

Litter picking – the purchase of litter picking scissors had been completed and would be loaned to those who requested the equipment.

Action: Clerk

6. Resignation and Election Procedures – & Qualifications of Candidates

6.1 The Clerk outlined the procedure on receipt of a resignation of a Councillor. The next full elections will be held in May 2019 and elected candidates normally hold office for a period of 4 years.

Qualifications to stand as a Councillor are: a citizen of the UK or commonwealth; a citizen of the Republic of Ireland or other EU member; over 21 and not disqualified by statute.

6.2 If a resignation occurs during the period of office, the vacancy must be advertised locally and if at the end of that period no one applies to fill the vacancy, a councillor can be co-opted BUT 10 electors from within the parish can call for an election – if requested the Returning Officer will call an election. Costs for the election will be paid for by the Parish Council. If more than one candidate applies to be co opted the Chairman and clerk will arrange an interview.

Action: The Chairman will review any resignations received and will inform of the outcome.

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

A copy of the Parish Council 'Summary of Receipts and Payments 'for the year ended 5th June 2018 was distributed to Councillors at the meeting.

7.1 *Expenditure for approval:* Grass Maintenance for May - £306; Reimbursement to Chair for photocopying the Footpaths letter and map – 375pages x 4 in colour - £472.84; All costs were agreed and cheques authorised with two signatures.

7.2 *Financial statement* up to 5th June 2018 was tabled at the meeting showing Receipts, Payments, corresponding Bank statements; and the committed ringfenced funds £4,228.91 representing the remaining unspent grants.

7.3 Annual Governance & Accounting Return 2017/2018 – copies were distributed to Councillors for approval:

- a) Councillors considered the Accounting Statements as a whole.
- b) Councillors approved the Accounting Statement – agreed nem con
- c) The Chairman, as the presiding officer at the meeting, signed and dated the approval of the Annual Governance & Accounting Return 2017/2018

It was noted that the total receipts and payments represented a very small amount of money but financial control and transparency were essential as this represented public money for which councilors are responsible. It was confirmed that the Parish Council had met all of its responsibilities as a sole managing trustee of a charitable trust - subject to independent examination.

Action: Clerk to photocopy the AGAR for display on the website and dispatch to the external auditors PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD.

8. Highway Winter Service Plan 2018/2019

8.1 Emails had been forwarded to councilors for consideration.

8.2 The Clerk will query the coverage of road clearance in Inkpen subject to Primary Gritting.

Action: Clerk

9. Next Parish Council Meeting will be held on Wednesday 29th August 2018 at 7.30pm in the Sports Pavilion.

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: