

INKPEN PARISH COUNCIL

The Minutes of the Meeting of the Parish Council held on Tuesday 12th March 2019 at 7.30pm in Inkpen Sports Pavilion.

Those present were: Mrs V Tomlinson (Chairman), Mrs Edwards, Mrs Jones, Mr May, Mrs M Marriott, and Mrs. G Keene (Clerk).

Also attending were Councillor James Cole and Councillor Stuart Davenport.

1. Apologies: Mrs Wild, who was unable to attend the meeting.

Declaration of Office: Dr David Thomas was co-opted on to the Parish Council and duly signed a Declaration of Office. This follows the resignation of Mr Evans earlier in the year and the permission granted by WBC to co-opt a Councillor without an election.

2. Minutes of the previous Parish Council meeting:

The minutes of the previous meeting held on Tuesday 22nd January 2019 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 held several meetings with the WBC officer, Stuart Higgins, in regard to the formal process of registering the unmarked footpaths across the Great Plantation. Meetings with WBC had been spaced out due to the officers absence. There had been no response received from the landowner of the Great Plantation i.e the land bordering Post Office Rd.

Action: Chairman to progress the identification of the unofficial footpaths.

4.2 Outstanding maintenance: Mr May updated the meeting about the lack of road repairs at Lower Green and on the road leading to Combe as the depth of the potholes did not meet the 'required depth' for the local authority to repair.

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 were in hand. The 'invitation to tender' would be advertised in the Inkpen & Combe Bulletin in May – tenders would be invited to cover the remaining season for 2019 and beyond. The current contractor had agreed to extend the cover until the May tender is arranged.

Action: Clerk

6. To establish the reinstatement of the Grass Triangle on Hungerford/Inkpen Rd.

6.1 The Clerk reminded the meeting that the destruction of the triangle of grass, just outside of the Inkpen parish boundary, took place some 5 years ago. Following detailed and lengthy emails and discussion with Mr Ben Krauze of Audley Group there was a promise of reinstatement and funding put aside for the work. The Clerk had contacted WBC recently, and they had contacted Mr Krauze to remind him of the agreement and if necessary their legal section will follow up with the Group.

6.2 Dr Thomas mentioned that along the north and inside garden wall at Inglewood are the lodgings of WW2 prisoners – protection should be given to the archaeology of the site. Clerk to inform Kintbury.

7. Annual Parish Meeting 2019

7.1 Following discussion it was confirmed that the Annual Meeting would be held in Inkpen Village Hall on 11th April 2019 at 7.30pm. The Village Hall committee had requested an advance payment of £45 (i.e £15 for 3 hrs) which had been made from Parish Council funds together with the completed Hire Agreement. The format of the APM would be the same as the previous year and Mrs Edwards agreed to organize the meeting arrangements in advance. The Parish Council is in a period of ‘purdah’ leading up to the Parish Council elections and all Councillors were warned of no press/publicity etc.

8. District & Local Election 2019

8.1 The Clerk reported the notice of the Election is 15th March; nomination papers will be sent by email to the Clerk after or around the 15th March; close of nominations is 4pm on the 3rd April; The Clerk confirmed that a notice will be placed on the village notice boards with the arrangements for the Election. Nominations must be handed in and not posted. The Chairman of the Parish Council will remain in post until the Annual Parish Council Meeting in May.

Action: Clerk to action.

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

9.1 *Expenditure for approval:* Hire of the village hall for APM - £45; Stationery costs - £69.39; Self Accounting - £36; All costs were agreed and cheques were authorised with two signatures.

9.2 *Financial statement* up to 5th March 2019 was tabled at the meeting showing Receipts, Payments, corresponding Bank statements; and the committed ringfenced funds representing the remaining unspent grants. All agreed at the meeting.

10. Date of next meeting: The date of the Annual Parish Meeting (APM) is 11th April 2019.

11. AOB – the Clerk was requested to leave the meeting. Councillors discussed the workload undertaken by the Clerk for the Parish Council and agreed that the salary should reflect the skills, competencies and hours of work required in the post. Following discussion it was agreed to increase the pay level for the following year by £75 net per month. (For reference: Minimum wage for April 2019 is £8.21 for workers over 25 yrs with 5 weeks annual leave.)

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: