

## INKPEN PARISH COUNCIL

**The Minutes of the Meeting** of the Parish Council held on Wednesday 28<sup>th</sup> June 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, and Mrs. G Keene (Clerk). Also attending in part was Dr David Thomas.

**1. Apologies:** Apologies were received from Mr K Evans and Mrs J Wilson who were not able to attend the meeting. The Chairman welcomed everyone to the meeting.

### **2. Gigaclear Update**

2.1 Dr Thomas reported on recent communications with Gigaclear: the fibre optic electronic apparatus had now been placed on the land at Inkpen Memorial Playing Field – the location differed from the one originally agreed. Councillors viewed the site adjacent to the childrens play area and agreed that the gate to the entrance of the area should be moved to avoid obstruction. Dr Thomas reported that Gigaclear had agreed to move the gate and construct a concrete base. Following discussion it was agreed that the new location was acceptable.

**Action:** Dr Thomas

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

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

The minutes of the previous meeting held on Wednesday 24<sup>th</sup> May 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 *Inkpen Poor's' Allotment Trust:* deferred to the next meeting. The Secretary of the Trust will be invited to attend the Parish Council meeting to update members on activities.

**Action:** Chairman

5.2 *Review of Annual Parish Meeting format:* the discussion was deferred to the September meeting when all councillors could be present. The Chairman requested that any ideas and suggestions should be discussed in preparation for 2018.

**Action:** All

5.3 *Tenders for the ditch clearance:* A review of the shortlisted tenders was discussed.

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 19<sup>th</sup> 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". References had been taken up with the shortlisted contractors with WBC. Tenders received were evaluated against the value for money criteria and acceptance would be subject to tenders being available after the nesting season.

**Action:** Clerk

5.4 *Request by Inkpen Primary School for a volunteer school governor:* Councillor Jones reported that a resident from Craven Rd. had volunteered to take on the role.

### **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. Annual Return 2016/2017

7.1 Copies of the Return were tabled at the meeting and agreed - the Chairman signed the annual governance and accounting statements on the draft return for 2016/2017. Copies of the draft accounts will be placed on the website, and on the village notice boards, in accordance with statutory legislation.

**Action:** Clerk

## 8. Correspondence:

a) To consider the request by Helen Bates regarding maintenance and tree removal from the Village Pond  
Following discussion Councillors agreed:

- The ownership of the pond needs to be established prior to work being undertaken.
- The Chairman had sent a letter to the local paper and a request for the owner to come forward would be placed in the Inkpen Bulletin.
- A local landowner had agreed to research the old land documents to establish the transfer of land.
- The Chairman had spent some considerable time previously in making contact with BBOWT to advise on the state of the pond but offers of help were not taken up by residents.
- It was agreed that the expertise of BBOWT was essential as the great crested newt was a protected species.
- The fallen tree would remain until the Autumn so the amphibians are not disturbed.
- Consideration must be given to H & S as the pond is not currently protected by fencing.

**Action:** to review the situation in the Autumn following advice by BBOWT and ownership confirmation.

## 9. Trial Wildflower Agreement

9.1 The chairman will review the progress and confirm that definite areas are created and set aside for wild flowers as separate from those who wish to picnic and enjoy the countryside. Wild flowers will be requested to be cut back as dead at the end of the season.

**Action:** To review and monitor progress of the site – evaluation to be held at the end of the one year trial period.

## 10. Electoral Boundary Commission Review – consultation ends 10<sup>th</sup> July 2017

10.1 It was agreed that the previous submission was unchanged i.e. to have 3 councillors covering the Kintbury/Hungerford Ward.

## 11. To approve the In-Month Expenditure

11.1 *The Annual Return 2016/2017* had been prepared by the Clerk and receipts, payments, grants, cheques, cash book and variance analysis checked. The Examiner had raised no queries on financial scrutiny, governance and accountability. The accounts were accepted nem con.

11.2 *NALC Transparency Funding* – gave financial support for smaller authorities. The Clerk will purchase the new equipment for the Parish Council as reported in the previous minutes: 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.

11.3 Approval was recorded for: HMRC payment of £222.60: BALC annual subscription £231.35: Self Accounting Services £36.

**10. Next Parish Council** was agreed for 27<sup>th</sup> September 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: .....