

## INKPEN PARISH COUNCIL

**The Minutes of the Meeting** of the Parish Council held on Wednesday 29<sup>th</sup> August 2018 at 7.30pm in Inkpen Sports Pavilion.

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

**1. Apologies:** recorded for Mrs L Wild, and Councillor James Cole 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 Monday 25<sup>th</sup> June 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 to record the usage of the 'unofficial footpaths' across the Great Plantation and have been sent to Stuart Higgins, Public Rights of Way Officer, at West Berkshire Council. A further set of forms have been despatched to the registered office of Mr Roger Austin, Mendip Forestry, by recorded delivery at the request of WBC. The chairman stressed that the covering letter to Mr Austin, offers to discuss the footpaths if he would like to make contact.

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

**6. Licensing Act 2003: Review of statement of:**

**Licensing Policy & Gambling Principles consultation closing date 5<sup>th</sup> October 2018.**

6.1 Councillors noted the consultation. No further action recorded.

**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 ending 3<sup>rd</sup> August 2018 was distributed to Councillors at the meeting.

7.1 *Expenditure for approval:* Grass Maintenance for June/July - £306 x 2; CPRE annual sub - £36; SLCC membership £84; stationery requirements - £59.97. Previous costs recorded were: HMRC payment of £229.20. All costs were agreed and cheques authorised with two signatures.

7.2 *Financial statement* up to 3<sup>rd</sup> August 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 *Defibrillator for the Playing Field* – approx £1700 was approved for the purchase using £1k from the CIL grant. A vandal proof cabinet will be required plus installation by an approved electrician.

**Action:** Clerk

**8. Next Parish Council Meeting** will be held on Wednesday 10<sup>th</sup> October 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: .....

DRAFT