

INKPEN PARISH COUNCIL

The Minutes of the Meeting of the Parish Council held on Wednesday 10th October 2018 at 7.30pm in Inkpen Sports Pavilion.

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

1. Apologies: recorded for Mrs J Wilson, 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 Wednesday 29th August 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 - Following the last meeting the Chairman had been in touch with WBC Definitive Path Officer, Stuart Higgins, who had informed her that there was a second owner of the land at the Great Plantation that needed to be consulted. The Chairman had requested the information from Land Registry but failed to discover the name of the second owner –Mr Higgins had agreed to write to the owner and request that he/she should contact the Parish Council.

The Chairman is currently waiting to be advised of the next stage in order to progress the registration of the unofficial footpaths. Thanks were recorded to Councillor Tomlinson for efforts to resolve the issue.

Action: Chairman

6. Highways Maintenance – Chairman to consider maintenance issues

6.1 The Chairman reported on the correspondence between Councillor May and WBC in an attempt to improve the road surface at Lower Green. Councillor May had received an email clarifying that an inspection had been made but the defects were not near the intervention level of 300x300x50mm which was marked for repair. Highway inspectors would be visiting the area again during routine inspections. If a pothole is deemed to be an immediate danger a 2 hour or 24 hour temporary repair is undertaken to make safe. All new pothole requests should be notified via Streetcare Service team 01635 551111. Reflective marker posts would be assessed at the locations specified in the email by Councillor May.

6.2 The Chairman reported that she was not satisfied with the reply and would write to Anthony Stansfeld about the cost and waste of manpower used in contracted out highway maintenance teams.

Action: Chairman

7.Remembering the First World War – Anniversary 1914-1918

7.1 Following discussion it was agreed:

- to consider appropriate celebrations in the village at the Memorial Playing Field to honour the first anniversary of World War 1 on Remembrance Sunday.
- Councillor Jones will take the lead in approaching the School, the Church etc. to co ordinate activities
- the Parish Council agreed to purchase two wreaths for the pavilion, flag pole and wooden crosses for the school children to lay in commemoration of those who died.

- Inkpen 92 Group is having a talk from Jack Marriott on 21st November – The Role of the Royal Navy in WW1.

Action: Councillor Jones

7. District Parish Conference – Tuesday 6th November 2018 at 6.30pm to 8pm

7.1 Topics include: West Berkshire Vision 2026 and Devolution in West Berkshire.

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

7.1 *Expenditure for approval:* Grass Maintenance for August & September - £306 x 2; Marchetti Holdings (web domain) - £180; Self Accounting - £36; half year lease on land £75; HMRC payment of £229.20. All costs were agreed and cheques were authorised with two signatures.

To Note: the contract for the Grass Maintenance includes the strimming of the children’s play area and is covered by a Parish Council contract for expenditure, as an amenity for residents.

7.2 *Financial statement* up to 5th September 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* –The Clerk confirmed that a yellow cabinet was on order and a vandal proof cabinet had been requested, which will require installation by an approved electrician.

Training will need to be organized locally or other courses are available in Thatcham during October and November. It was suggested that following the installation a second defibrillator could be considered for Lower Green telephone box.

Action: Clerk

7.4 *Certificate of Exemption:* the newly appointed external auditor PKF Littlejohn LLP had confirmed that Inkpen Parish Council did not require a full audit as income and expenditure fell below the £25k threshold and has met the criteria to exempt itself this year. A telephone conversation had confirmed the Exemption. The Clerk will put the Certificate of Exemption on the Inkpen website with the accounts for 2017/2018 for public viewing.

Action: Clerk

7.5 *Library Service:* The Clerk reported that a request had been received from WBC for a contribution towards the library service across West Berkshire – the contribution requested was £825.

Following discussion it was agreed that Inkpen Parish Council “is not in a position to consider a contribution in this financial year and will reconsider the position again next year”.

8. Date of next meeting: Tuesday 27th November 2018 at 7.30pm at Inkpen Sports Pavilion – date to be agreed by Councillors.

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: