

INKPEN PARISH COUNCIL

The Minutes of the Meeting of the Parish Council held on Wednesday 11th January 2017 at 7pm in Inkpen Sports Pavilion.

Those present were: Mrs V Tomlinson (Chairman), Mr K Evans, Mrs C Jones, Mrs M Marriott, Mr R May, and Mrs. G Keene (Clerk). Also attending was Councillor James Cole.

1. Apologies: Apologies were received from Mrs L Wild and Mrs J Wilson, who were not able to attend the meeting. The Chairman welcomed everyone to the meeting.

2. Presentation on Heritage and Planning: Alex Godden, the Archaeologist at WBC, gave a slide presentation to those present to highlight the various aspects of heritage and special areas of historic interest within the Parish. It was noted that heritage is a material consideration for planning and proposed development and that 'setting' of the heritage asset should also be preserved. There are 25 listed buildings in Inkpen, eight scheduled monuments, one listed park and garden and one conservation area.. The Chairman thanked Alex for an excellent presentation.

3. Planning Sub Committee – see separate draft planning minutes.

4. Minutes of the previous Parish Council meeting:

The minutes of the previous meeting held on Wednesday 23rd November 2016 were approved and signed by the Chairman as a true record. The draft minutes had been displayed on the Inkpen website.

5. Declarations of Acceptance of Office: *this declaration is made on all minutes for clarification.*

5.1 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.

5.2 *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.

6. Matters Arising:

6.1 *Lower Green Triangle of land* – land purchased by Inkpen Parish Council in 1987.

The Service Level Agreement between Bernard and Mary Harris at The Swan and Inkpen Parish Council had been circulated to all Councillors prior to the meeting. The Agreement has been signed by both parties for a fixed term of one year, after which the agreement will be reviewed and if successful extended by variation; the Agreement covers the maintenance of a wild flower centre on the public land owned by the Parish at the Lower Green Triangle. Full access to the land by the public will be maintained and the paths and seating area left free of clutter. The land has a covenant, which states that "no building or structure whether permanent or temporary shall at any time be erected or built or placed or suffered to be on the land"; the sponsor will undertake the public liability of workers on the site.

6.2 A query was raised about the tidiness of the area and was assured that regular checks will be undertaken and the Agreement is to be reviewed.

Action: Chair and Vice Chair to monitor the Agreement and review after a one year period.
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7. West Berkshire Library Service

7.1 WBC had requested a contribution of £825 from Inkpen Parish in order to maintain the current Library Service and to remain within the total budget of £150,000. It was uncertain what the outcome would be if WBC fail to raise the overall cost of the provision.

7.2 NALC and the BALC have written to all Parishes advising them that until they receive clarification on the contribution, Parishes are unable to make a contribution under Section 137 which is reserved for a direct benefit to residents.

Action: Clerk to seek further clarification from BALC regarding the legal position.

8. Inkpen New Bus Timetables revised – wef 3rd January 2017

8.1 The Clerk reported that the new timetables were displayed on the village notice boards and on the Inkpen website. Residents now faced a longer journey on a roundabout route if they wanted to go into Newbury or Kintbury during off peak times. Following discussion it was agreed to investigate the Volunteer Bus in Kintbury to see if it could cover Inkpen residents.

8.2 *Poors Allotment Trust:* concern was expressed about the level of assistance that the Trust is able to give to residents as there are children/families that may need support during the year. Mrs Tomlinson to report.

Action: Clerk to make enquiries. Mrs Tomlinson will report on the Trust issue.

9. To approve the In-Month Expenditure and Financial Statement 2017/2018

9.1 a) *To approve invoices for payment 2017/18 & note receipts* since the last meeting. Income recorded: the payment of a WBC Grant for the Inkpen 92 Group of £634 and a donation for grass cutting £120. The following expenditure items were noted and authorised for payment: Grass cutting at the recreation ground £294 (Oct.); grass cutting at Lower Green - £200 (Nov./Dec); Extra cut for football (donation)-£144; Self Accounting - £36; Admin SO (Nov): £288. WBC Grant (purchases for Inkpen 92 Group): - £571.99.

9.2 *In Month Expenditure and Financial Statement 2016/2017*

The Clerk reported on the In-Month Expenditure. Expenditure was agreed.

The clerk tabled a financial statement to 5th December showing receipts, payments and reconciliation with the bank statements; and the committed ring fenced funding of the unspent Grants. A cash flow spreadsheet was tabled which showed the provisional budget, actual spend and projected payments to the end of the financial year of 2017/2018.

b) *CIL Grant payment from WBC of £1,164;* CIL purchases needs to be accounted for by the end of the financial year. Following discussion it was agreed that a defibrillator should be purchased for the benefit of the community. The defibrillator is to be placed at the recreation ground and available for use by users and residents in the Parish. (Expenditure for CIL can include capital improvements to the Parish; re open spaces, sports provision etc.)

c) *The regulations on Community Infrastructure Levy* had been circulated to Councillors at the last meeting.

Action: Clerk

d) *Grants to Village Groups 2017:* – the Clerk reported that there were only 3 applications seeking a grant from Parish Council funding as many of the groups were now self financing; the requests were considered individually and it was agreed to award the following: Inkpen & Combe Bulletin - £841 for village news; Inkpen 92 Group - £200 for hire of the venue/speaker; Inkpen Playing Field - £2,000 and Inkpen Children’s Play Area - £1,000 for outstanding safety repairs to replace old equipment.

e) *Proposed expenditure for 2017:* Councillors considered all spending to the end of the financial year: Repair to rail at Lower Green – Mr May; wooden rail repair at the land adjacent to the school - Mr Evans; broken stile on FP17 – Mrs Jones; provision for a library contribution if required - £825; £1000 for the notice board replacement ; and the community purchase of a defibrillator circa £3k.

9.4 *Precept 2017:* The Clerk had produced a comprehensive breakdown on projected expenditure for 2017/2018 and following much discussion it was agreed to raise the precept by less than 2% to £11,750 which would allow for some improvements to take place.

10. Next Parish Council Meeting is arranged for Wednesday 22nd February 2017 at Inkpen Sports Pavilion – date to be confirmed by councillors.

Date of the next District Parish Conference – Tuesday 21st March 2017.

Councillors are asked to note that all items for discussion and decision should be recorded on the Agenda to allow due consideration to be given prior to the meeting and to inform residents.

Meeting closed at 21.10 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:

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