

INKPEN PARISH COUNCIL

The Minutes of the Meeting of the Parish Council held on Wednesday 18th March 2015 at 7.30pm in the Sports Pavilion.

Those present were: Dr D Thomas (Chairman), Dr R Dunn, Mr K Evans, Mrs V Tomlinson, Mr D Wilson and Mrs. G Keene (Clerk). Also attending were:
Mr R May, Mr. Bates, Mr. & Mrs. Bryant, Miss Masters and Mr. Poyton.

1. Apologies: Mrs Jones, Mrs L Wild, who was unable to attend.

2. Hungerford Police Report: the chairman read the report on local crime.

3. Planning Sub Committee – see separate minutes.

4. Minutes of the Parish Council meeting:

The minutes of the previous meeting held on Monday 21st January 2015 were approved and signed by the Chairman as a true record.

5. Matters Arising: None

6. Declarations of Interest: *to remind members of the need to record the existence & nature of any Personal, disclosable, Pecuniary or other interests on the Agenda in accordance with the Code of Conduct.*

Councillors are the sole Trustees of the Memorial Playing Field Trust and registered with the Charity Commission as the Corporate Trustees.

7. Transparency Code for smaller authorities 2014 wef 31st March 2015

7.1 The Clerk reminded the meeting of the need to comply with the Transparency Code issued by DCLG for councils with turnover of less than £25,000 *who will be exempt from routine external audit* (italics subsequently amended). Publication of Information - the timeline for smaller authorities was distributed to Councillors: i.e

Publication of first annual set of data completed – July 2015

Publication of draft minutes from all formal meetings not later than one month after each meeting and meeting agendas and associated meeting papers not later than three clear days before the meeting to which they relate is taking place.

Publication of second annual set of data completed – July 2016

N.B A list of councillor and member responsibilities is already displayed on the official Inkpen Website – this does not mean that you have to publish the address or phone numbers of councillors. Annual publication no later than 1st July of the accounting year.

7.2 The use of electronic communication in the sending of the Agendas summonses to members of Parish Councils had been confirmed w.e.f 30th January 2015. (Electronic Communications (England) Order 2015).

8. New HGV signage for Bell Lane

8.1 Due to the recent road diversion the grass verges and banks were severely eroded by HGV tankers using Bell Lane – the farm had given assistance to those heavy lorries who got stuck on the sharp corners of the narrow road. WBC has agreed to erect new signage at both ends of the lane and to clean the roadside.

8.2 The clerk was requested to ask for similar signage for Weavers Lane.

Action: Clerk

9. Correspondence Received:

9.1 West Berkshire Volunteer Village Agents – aimed at older and socially isolated residents in the community, A representative will attend the Annual Parish Meeting.

9.2 A series of emails had been sent by Miss Masters to the Parish Council Chairman requesting information about the Parish Council and the Memorial Playing Field Charity (for which the Parish Council are separately Corporate

Trustees). Standing Orders were suspended and Miss Masters was invited to address the Council. Formal written replies had been sent to Miss Masters to address each of the concerns raised.

9.3 Mrs Patricia Poyton had copied a letter individually to each Councillor in regard to Openness and Transparency re the Freedom of Information Act to which the Chairman had given a comprehensive written reply, agreed by all Councillors. Mrs. Poyton was not present at the meeting and Mr. Poyton declared he had not seen the reply.

9.4 Standing Orders were suspended to allow Mr. Mark Bates to address the Council. Mr. Bates had a series of email exchanges with the Chairman of the Parish Council re the maintenance of the Village Pond and the provision of notice boards outside of the village hall.

The chairman reported to the meeting that clarification had been sent to Mr Bates already i.e

- a) BBOWT had offered to lend professional support with the clearance of the Village Pond.
- b) The Parish Council does not own the Village Pond – the ownership of land is pre Land Registry needing further investigation to determine ownership.
- c) The notice boards were gifted and erected by WBC for the benefit of the village on the grass verge owned by WBC Highways. The Parish Council does not own both of the notice boards, one is owned by the Rights of Way Committee.

Mr. Bates asked why the Parish Council meetings were not held in the Village Hall to which the Chairman replied that Parish Council meetings are **public meetings** and that a number of residents had expressed an unwillingness to attend meetings held at the Village Hall. It was hoped that the pavilion would be an acceptable alternative for all residents to use.

Mr. Bates and Mr. Poyton left the meeting.

Standing Orders were resumed to continue with the agenda.

10. Next Annual Parish Meeting is arranged for 24th April 2015, venue is at the Village Hall due to size. The Date agreed for the Annual Parish Council Meeting will be on Wednesday 20th May 2015 at Inkpen Sports Pavilion. Mrs Tomlinson agreed to provide the refreshments.

11. To approve the in-month expenditure and Financial Statement 2014/2015

11.1 a) Invoices awaiting approval & payment:

Invoices for approval are: WBC litter bin collection - £117.04; BALC annual subscription - £ 173.99; Stationary items from Staples - £21.97; Self Accountancy Services - £36; Hire of the Pavilion for official public meetings Q4 - £36 i.e £12 per hr. Postage from April 2014 to March 2015 - £21.84 .All expenditure was approved and the cheques signed by two signatories.

b) The date of the next audit is 31st July 2015

12. Date of Next Meeting: The Annual Parish Meeting is on Friday 24th April 2015.

The date for the Annual Parish Council Meeting is on Wednesday 20th May 2015 at Inkpen Sports Pavilion.

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 21.30 hrs.

Signed:.....Date:
