

## INKPEN PARISH COUNCIL

**The Minutes of the Meeting** of the Parish Council held on Wednesday 27<sup>th</sup> July 2016 at 7 .30 pm at Inkpen Sports Club.

**Those present were:** Mrs V Tomlinson (Chairman), Mr K Evans, Mrs C Jones, Mr R May, Mrs L Wild, Mr D Wilson and Mrs. G Keene (Clerk). Also attending the meeting were: Mr R Weeks and Mrs J Wilson.

**1. Apologies:** Apologies were received from Hungerford Police, who were not able to attend the meeting.

**2. Hungerford Neighbourhood Police Report:** The report was read out to the meeting by the Clerk and covered shed breaks-ins at Inkpen & Kintbury; crime at Hungerford Common and Combe Gibbet and a number of transit vans thefts in the area.

Security at Parish Council meetings, following the death of Jo Cox MP, was not discussed due to the absence of Hungerford Police.

### **3. Update on Superfast Broadband – Dr David Thomas**

3.1 Copies of the Inkpen Superfast Broadband Newsletter No. 7 were distributed at the meeting.

3.2 Dr Thomas confirmed that every property in Inkpen & Combe will be able to connect to the Gigaclear network. All details and updates can be seen on the Inkpen website and residents were encouraged to check the information regularly.

**4. Planning** – see separate draft minutes.

### **5. Minutes of the Parish Council meeting:**

The minutes of the previous meeting held on Wednesday 25<sup>th</sup> March 2016 were approved and signed by the Chairman as a true record. The Inkpen website had displayed the draft minutes following the meeting.

### **6. Matters Arising:**

6.1 None raised.

### **7. Declarations of Interest:**

7.1 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.

7.2 *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.

7.3 *Finance Declaration of Interest:* the Chairman requested Councillors to update their Register of Members’ Interests by declaration at the meeting. This Register is available for inspection and published on the website. Mr R May was requested to complete the Register of Interests as it is a legal requirement and his details are not currently available.

**Action:** Clerk to record any changes. Mr May was requested to return his Registration form asap.

7.4 *Councillors Declaration for Insurance:* The Chairman reported that the Insurance Act 2015 would come into force on 12<sup>th</sup> August 2016 and there is a duty of full disclosure. The current Parish Council policy (in line with others insurers) requires a Statement of Fact for Councillors: the insurance will not cover those councillors subject to: County Court Judgements; those who have been declined insurance, convicted/charged/cautioned in respect of any criminal offence; prosecuted for failure to comply with Health & Safety, Welfare or Environmental Protection legislation; declared bankrupt or disqualified from being a company director or company that went into receivership, liquidation or administration. Councillors were requested to return outstanding forms within the week.

**Action:** Councillors to confirm the details for the Parish Council insurance.

## **8. Correspondence:**

- a) *WBC Salt Bins* - The Highways Manager, WBC, confirmed the two salt bins in Inkpen will no longer be filled by WBC due to a range of savings relating to the Local Authority 2016/17 budget.
- b) *New Licence granted under LA03* – The Great Gift Company, 7 New Mills Industrial Estate, Post Office Road, Inkpen.

**9. Local Government Boundary Commission Review (WBC)** – The Boundary Commission will review ward boundaries with a view to reducing the overall number of councillors. This was part of the Conservative manifesto at the last election. The review will not be completed until 2017.

## **10. Responsibilities of Councils as Landowners –**

NALC Legal Topic Note 41 sets out the responsibilities of Councils as Landowners.

### **a) Lower Green triangle of land** – purchased by Inkpen Parish Council in 1987

10.1 A note had been circulated to Councillors prior to the meeting giving details of the joint meeting of representatives from the Parish Council: Claire Jones and Vanessa Tomlinson, and residents of Lower Green: Bernard Harris, Robert May and Mary Harper. The residents had proposed a wild flower centre on the public land owned by the Parish at the Lower Green triangle.

Following discussion it was noted:

The Parish Council is responsible for the ‘duty of care’ of the public area; 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”; BBOWT would be consulted professionally on the creation of a wild flower area; The area around the seat and trees to remain as a public grass area where visitors and residents can sit and the grass cut will be cut in accordance with public requirements to ensure safety for the public and children; Public Liability Insurance for Andy Painting, maintaining the site, to be covered by Bernard Harris; Wild flowers would be allowed to grow between April and August each year and the grass cut normally from August through to the following April; A small sign to indicate wild flowers. The Chairman confirmed that the trial was planned to run during 2017 and the effect would be monitored. Inkpen residents will be informed via the Inkpen Bulletin in September 2016. The details will be documented to make future Councillors aware of the agreement between the two parties.

**Action:** Clerk to arrange a visit by BBOWT and to consult residents via the Bulletin.

## **11. Financial Update 2016/2017**

### *11.1 In Month Expenditure and Financial Statement 2016/2017*

The Clerk reported on the In-Month Expenditure and outstanding invoices for payment. Expenditure was agreed as attached and cheques signed.

11.2 *The clerk gave a financial report* to the 5<sup>th</sup> July 2016 and tabled a financial statement showing receipts, payments and reconciliation with the bank statements; the committed ring fenced funding which includes the unspent Grant funding. A cash flow spreadsheet was tabled which showed the provisional budget, actual spend and projected payments to the end of the financial year of 2016/2017.

11.3 *Cost of the May Elections 2015* had still not been invoiced by WBC – £1,500 is ringfenced for the payment.

11.4 *Annual Report 2015/2016* has been sent to the External Auditors. One elector had requested a full inspection of the Parish Accounts – the Clerk and Dr David Thomas met with Mr J Bryant, former Treasurer and Trustee of Inkpen Village Hall and currently the Independent Examiner of the Village Hall annual accounts. Mr J Bryant had requested copies of the invoices showing the purchase of the projector, screen and sound system. (Completed)

**12. Other issues:**

12.1 Councillor Jones reported that two Parish Councillors, (herself and Vanessa Tomlinson), had met with three of the trustees of the village hall committee on the 4<sup>th</sup> July (Anne Wilson, Julie Bryant and Terry Masters) to discuss common issues. Items covered in discussion were: Village Hall hire charges for ‘not for profit’ organisations, the projector, screen and sound system and hire costs; the Village Hall new hire agreement, the Annual Parish Meeting and the possibility of a new joint ‘welcome’ meeting in 2017 (not to conflict with the Newcomers meeting held by St Michael’s Church). The discussion was noted and will be considered by the full village hall committee.

**13. Next Parish Council Meeting** is arranged for: 28<sup>th</sup> September 2016 at Inkpen Sports Pavilion – date to be confirmed by councillors.

Meeting closed 21.30hrs

**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: .....