

INKPEN PARISH COUNCIL

The Minutes of the Meeting of the Parish Council held on Wednesday 27th September 2017 at 7.30pm in Inkpen Sports Pavilion.

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

1. Apologies: None received. The Chairman welcomed everyone to the meeting.

2. Hungerford Police Report: The representative from Thames Valley was unable to attend. The Clerk reported that there had been recent sightings reported by residents of a van parked in the playing field car park at night. The incident had been reported to the PCSO who advised that the vehicle registration number could identify the owner and followed up. (Contact 101 or 999 if a crime was in progress). **Done.**

3. Planning Sub Committee: see separate minutes.

4. Minutes of the previous Parish Council meeting:

The minutes of the previous meeting held on Wednesday 28th June 2017 were approved and signed by the Chairman as a true record. The draft minutes had been placed on the Inkpen website.

5. Declarations of Interest: None

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 from the Minutes:

6.1 *Inkpen Poor's' Allotment Trust:* The Secretary of the Trust, Mrs Mary Bowers, reported on the history of the Trust established in 1815 and agreed to place a description and contact details in the village Bulletin to describe the support given at Christmas and during the year to parishioners. **Done.**

6.2 *Review of Annual Parish Meeting format:* the discussion was deferred to the next meeting when all councillors could be present. The Chairman requested that the format and ideas should be discussed in preparation for 2018.

Action: All

6.3 *Tenders for the ditch clearance:* Commencement of the work was temporarily 'on hold' pending the current traffic diversion around the village for the work undertaken by Thames Water in Folly Rd. Agreement had to be sought from WBC when any work adjacent to the Highway is being undertaken. The contractor had agreed to hold his tender price until the work could be undertaken – possible date is 30th October 2017.

Action: Clerk

6.4 *Village Pond:* The Friends of Inkpen Pond were hoping to organise a working party to start clearance of the pond whilst the water level was low. The fallen tree had been removed. It had been reported that no further help was required as assurance had been given that future work would be undertaken in conjunction with environmental advisers. The clerk tabled a variety of pictures of the last pond clearance following the publication of the Inkpen Parish Plan that she had organised with BBOWT in 2006, with the help of Mr & Mrs Regan and many residents from the village i.e clearance of overgrown vegetation and making wood piles for small animals around the pond. BBOWT had supervised all workers and provided the tools. A skip was available for all the vegetation that was cut down. *To note: a mistaken assumption had been made that no work had been undertaken after the Parish Plan. BBOWT had advised that the run-off from the road (oil and tarmac) would continue to drain into the pond.* Councillor May recorded that a new seat was not required as in his opinion there was nothing wrong with the old log seat at the pond and it was strong enough to remain in situ. No further action.

7. Consultation on Street Cleaning & Litter Picking Service: www.westberks.gov.uk/streetcleansing

7.1 The Clerk reported that WBC are consulting on the proposed changes to the Street Cleaning and Litter Picking Service from 20th September to 31st October. All new ways of working to alleviate the impact of the proposals would be considered. Following discussion it was agreed the rural areas have a limited service and residents are already clearing litter where possible.

8. Heating Oil Club – Chairman to discuss www.oil-club.co.uk

8.1 Details of a heating oil club had been sent to the Parish for residents to consider reducing their heating bills and purchasing oil in bulk. Following discussion it was agreed not to take up the offer as many residents were already participants of the oil club run by Hamstead Marshall.

9. Wildflower pilot review – trial period / evaluation & review of trial.

(i.e Land owned by Inkpen Parish Council and managed by Mr & Mrs Harris)

9.1 The Clerk tabled the minutes from 1988/1992, which covered the purchase and maintenance of the land at the Lower Green Triangle and the work carried out by the Nature Conservancy Council with unemployed workers under the government ‘community programme’ scheme, who had prepared the site for sowing grass seed and planting a tree (9.5.1988). Minutes show that volunteers cut the grass initially before a contract was awarded to Mr King to maintain the area (22.7.91).

9.2 The Chairman reported that the review of the trial period of the wildflower agreement was covered by the Service Level Agreement between Mr & Mrs Harris and the Parish Council, for a fixed period which ran until the end of the year i.e 31st December 2017. Review and evaluation would take place after that date in the New Year.

To note: All work to be under the guidance of BBOWT; no fences to be erected on site, no buildings or structures whether permanent or temporary shall at any time be erected or built or suffered to be on the land (covered by legal covenant); the Parish Council to maintain ‘duty of care’ of the public area.

Action: Review and evaluation after 31st December 2017 in the New Year.

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

10.1 Expenditure was recorded: Clerk remuneration for May/June/July/August £296.80 x 4; Salary arrears of £8.80; reimbursement to Mrs Tomlinson for AGM costs £64.64; Aon insurance £496.32; Postage and sundries 2016/17 £26.42; payment to HMRC £222.60; Self Accounting (payroll to May)) £36; BALC annual subscription £231.35; Grass Cutting May/June/July/Aug £306 inc VAT x 4; Website domain costs £180. Outstanding costs: Stationery purchases £26.94; Self Accounting (to Aug) £36 inc; SLCC membership £93. All costs were agreed and processed with two signatories on each cheque issued.

A financial statement was tabled at the meeting showing Receipts, Payments, Bank statements; outstanding cheques, and committed ringfenced funds/grants including provision for Ditch clearance £3460 + VAT; Transparency Fund £2,750; CIL for defibrillator £1164.

a)NALC Transparency Funding – update

The Clerk reported the purchase of the parish council computer at £399 inc. and software and printer/scanner would be purchased separately from the grant awarded by NALC, the remaining grant was the contribution for retrospective staff hours.

b) Request for Dog Bin – to consider the cost and servicing

The Clerk reported that a resident had requested a dog bin from WBC, to be placed outside the school. WBC had referred the request to the Parish Council as the local authority does not fund either the purchase or collection of dog bins. The annual charge for collection from a dog bin is £37 x 52 weeks plus 10%= £1924pa plus 10% service charge plus the cost of installation. Following discussion it was agreed to make residents aware and ask them to be responsible for any dog mess – Clerk to insert a message in the village bulletin. **Done.**

11. Next Parish Council was changed to Monday 20th November 2017 at 7.30pm.to accommodate holidays.

Parish Council Insurance;

Inkpen Tennis Court: an accident had been reported to the Clerk as the hard surface had become wet and slippery due to the moss growing on the surface. The Parish Council, as Trustees agreed that the hard court should be cleaned and treated to clear the moss. Two quotes had been obtained and it was proposed to accept the lower quote of:

£580 + VAT to clean

£240 + VAT to treat

Inkpen Tennis Club will arrange for the work to be undertaken asap.

Following discussion it was agreed that the Trust should pay for the work to be completed asap

Meeting closed at 21 hrs.

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.

Signed:.....Date:

Residents attending the Council meeting are requested to limit comments or questions to the public question time interval when Standing Orders are suspended.

