

## **INKPEN PARISH COUNCIL**

A meeting of the Inkpen Parish Council Meeting was held on Wednesday 11<sup>th</sup> October 2023 at 7.30pm at the Church Parish Room.

**Those attending the meeting were:** Councillor Bates (Chairman), Councillors Durham, Lester. Corne and Dr Thomas. Councillor Vickers attended in part.

**1. Apologies:** Councillors Cox and Fisher were unable to attend the meeting. Ward Councillors Benneyworth and Gaines had recorded apologies.

The Clerk reminded the meeting that agreed dates set at the previous meeting had not allowed two new Councillors Cox and Fisher, to represent the electorate of the Parish - approval for a postponement of the meeting had not been granted.

Every effort should be made to include those councillors at the next meeting, both of whom had requested to be included in future decisions on the parish plan and the use of private emails.

It was noted that the Clerk is the 'proper officer' of the Parish Council, independent of the Parish Council, to ensure the meeting is conducted within the framework of the Local Government Act and acts legally in all decisions.

**2. Minutes of the previous meeting** – the draft minutes of the meeting held on Wednesday 16<sup>th</sup> August 2023 were approved as a true record and signed by the chairman.

### **3. Declaration of Interest: None recorded**

3.1 The following declaration is made on all minutes for clarification.

Inkpen Parish Council is the Corporate & Custodian Trustee of the Memorial Playing Field Trust and registered with the Charity Commission as the Corporate and Custodian Trustee. Trust meetings and funds are held separately as required by the Charity Commission and confirmed annually by the External Auditors.

### **4. Matters Arising:**

4.1 Seating on the grass triangle at Lower Green – following discussion it was recorded that a covenant prevented permanent or temporary erection of any structure on the land. It was proposed to ask residents if they wished to refurbish the seating structure already in place with a commemorative plaque.

**4.2** Communication, Accessibility & Visibility within the Parish.

Issues arising for consideration were data protection and privacy of email addresses. Councillor Corne was asked to look at ways of working in surrounding parish councils and would look at models for recommendation. Noted: Councillors Bates, Durham, Lester and Corne wish to review use of email and suggested that the Inkpen website needed to be a more 'accessible' and easy to access for residents.

**Action:** Councillor Corne to make enquiries.

4.3 Draft questionnaire for parish plan 2023: to be updated by questionnaire by residents – to be discussed at a future meeting.

4.4 Replacement battery for the defibrillator: Councillor Lester has ordered a replacement.

### **5. Members Community Bid 2023/2024 (£5K)**

5.1 The Clerk reminded the meeting that the closing date for bids was 31<sup>st</sup> October 2023.

Suggestions included a bid for solar panels. There were no other suggestions tabled at the meeting.

### **6. Expenditure & financial Statement 2023/2024**

10.1 The Clerk had circulated the financial statement prior to the meeting to enable councillors to raise queries if required. Expenditure included the payment of £297 to Crisp Telecom Ltd from the Miss Lawrence Grant. A purchase of refilling the two salt bins, and the purchase of litter picking tools was suggested. All expenditure was agreed.

**Action:** Councillors agreed the expenditure.

**7. The Date of the Next Meeting** will be the on **Monday 27<sup>th</sup> November 2023 at 730pm** if Councillors are available. **Amended to 31<sup>st</sup> January 2024.**  
Meeting closed at 20.30 hrs.

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Signed:.....Date: .....

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DRAFT