

INKPEN PARISH COUNCIL

The Virtual *Annual Parish Meeting* was held on Tuesday 4th May 2021 starting at 7.30pm via Zoom due to Covid-19 restrictions preventing a face-to-face public meeting.

Those attending were: Dr D Thomas (Chairman), Councillor Bates, Councillor Edwards, Councillor Hanna, Councillor Jones, Councillor Marriott, Councillor May and Mrs. G Keene (Parish Clerk). Also attending was Mr. John Billman an Inkpen resident.

1. The Chairman welcomed all to the meeting.
2. Apologies: None recorded.
3. The Chairman gave an overview of the parish activities held during the 2020/2021 which had been exceptionally difficult due to the pandemic.
 - a) The full report has been placed on the Inkpen website.
4. Councillor Jones gave a verbal report of the activities of the Memorial Playing Field and the renovation of the sports pavilion, children's playground and woodland play area for which the Parish Council are the corporate and custodian trustees.
 - a) The full report has been placed on the IMPFT website.
5. Mr Billman thanked everyone for the work done and those involved in the past activities during a difficult period

Meeting closed: 7.30pm

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1. Election of Chairman

- 1.1 Dr Thomas handed over to the Vice Chairman, Councillor Jones, to conduct the election of the new Chairman.
- 1.2 Nomination received: Proposed by Councillor Marriott: Dr Thomas; Seconded: Councillor Jones.
Dr Thomas, re-elected, nem con.
Dr Thomas took the Chair.

2. Election of Vice Chairman

- 2.1 Nomination received for vice chair: Proposed by Councillor Marriott: Councillor Jones. Seconded: Councillor Edwards. Councillor Jones re-elected nem con.
- 2.2 Nomination received for Planning Chairman: Proposed by Councillor Jones: Councillor Bates, who declined the nomination. Nomination Proposed: Councillor Hanna, who declined the nomination. Councillor Jones expressed her disappointment that Councillors Bates and Hanna declined to share in the duties of the Parish Council and the IMPFT other than attending meetings.
Nomination Proposed by Councillor Jones: Councillor Marriot. Seconded by: Dr Thomas and was re-elected nem con. Thanked were recorded to Councillor Marriott for agreeing to stand again.

2.3 Nomination for Vice Chairman of Planning: Proposed by Dr Thomas: Councillor May; Seconded by Councillor Jones. Councillor May was re-elected nem con. Thanks were recorded for agreeing to stand for re-election.

3. Apologies: None – all Councillors were present.

4. Declaration of Interest:

4.1 Councillors are the Corporate and Custodian Trustees of the Inkpen Memorial Playing Field

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

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 to the External Auditors.

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.

5. Minutes of the previous meeting – the draft minutes of the meeting held on 25th January 2021 were approved as a true record and had been displayed on the Parish website. The minutes were signed by the Chairman.

6. Matters Arising from the Minutes

6.1 *The state of the Lower Green triangle*

As reported at the last meeting: the maintenance of wild flowers at the Lower Green triangle – ‘the paths and seating area must be easily accessible and kept tidy for use by all’. Councillor Jones reported the area is being maintained by volunteers at Lower Green, Councillor May and Richard Weeks. Noted: the orchids are already showing.

6.2 *Cricket Club Grant – lawn mower - item deferred from the last meeting.*

The chairman explained that it had been established after the previous meeting that the grass mower had already been purchased by Councillor Hanna for the use at Inkpen Cricket Club; the Club had no formal Bank account and funds were held by a member of the Cricket Club - circa £100.

(The chairman also explained when queried, for the benefit of Councillors, that those grants held in the Parish Council account were ‘external grants’ to the Parish Council from West Berkshire/Greenham Trust and ringfenced for specific purposes).

It was confirmed again that Inkpen Cricket Club do not have a bank account and the new club Treasurer, David Glitz, is pursuing this with the bank. It was agreed that eligibility and a grant decision would be reviewed at the next meeting.

For reference: Inkpen Parish Council grant application rules (and application form) are displayed on the Inkpen website: as follows –

Section 137 of the Local Government Act 1972 is a statutory power and must be used for the benefit of inhabitants within the Parish, not an individual, nor can it be made retrospectively. The Parish Council is allowed to make grants available to charitable bodies, groups and organisations which provide a direct public service or benefit for local residents.

Eligibility – applications cannot be considered from individuals. All applications must be accompanied with an up to date set of accounts and the organisations current constitution or rules.

Action: to review eligibility of a grant at the next Parish Council meeting.

6.3 *Parish Council notice board at the Village Hall*

At the last meeting concern was expressed by Councillors that the Parish community board, used for statutory notices (Election, Accounts and Parish Council) for the benefit of residents living at Upper Green, should be replaced as it is a popular stopping place to display notices, events and posters. Councillor Bates explained that the Village Hall Committee had not had the opportunity to discuss the continuation of the site for the Parish Council notice board and there could be the possibility of a shared notice board. Councillor Bates reported that the current location of the Parish notice board was to be replaced by a Village Hall sign. An alternative location for the notice board would be explored as he felt that the current siting was dangerous, due to cars stopping at the bend in the road. The Chairman requested that the future location of Parish Council notices had to be visible from the road.

Action: Councillor Bates to report at the next meeting.

7. Planning Matters: The Chairman handed over to the Planning Chairman to lead the discussion:

21/00761/LBC Windrush Cottage, retention of unauthorised works.

Councillors recorded: No objection on the retention of the unauthorised works but wish to record their strong objection to have to consider **retrospective** planning applications. No outside lighting should be approved to protect the amenity of the AONB; or any further works without prior approval. The conservation of this listed dwelling is important.

8. Rights of Way Improvement Plan – closing date 30th May 2021

8.1 WBC has a duty to review the plan every 10 years to make sure the network meets the needs of the public now and in the future for their health and wellbeing. The closing date for comments is Sunday 30th May – Councillors were encouraged to express their views asap.

Action: Councillors to let the Clerk have comments before the closing date.

9. Review of Expenditure for 2020/2021

9.1 The statement of accounts for 2020/2021 had been circulated prior to the meeting noting that the carry forward total contained the ringfenced amounts of the committed expenditure had that had been received by the Parish Council in the form of grants for specific purchases. A number of outstanding cheques from the end of the year had not been presented but were recorded as outstanding.

9.2 Cheques issued since the end of the year for approval are:

Fencing for woodland playground (covered by WBC Members Grant - £75.74; Fencing posts for woodland playground (covered by WBC Members Grant - £70.99; Stationery – paper and cartridges - £45.49; WBC– bin clearance - £62.83; Purchase of Union Jack flags - £44.88; Parish Council insurance - £465.97. All expenditure approved and agreed.

10. Date of Next Meeting – June 2021 date to be agreed depending on Councillors availability.

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.

Residents are requested to limit comments or questions for the public question time interval when Standing Orders are suspended. Written questions are requested by 2pm on the day of the meeting and should be forwarded to the Clerk.

Meeting closed at 9.30 pm

Signed:.....Date: