

INKPEN PARISH COUNCIL

The Minutes of the Meeting of the Parish Council held on Thursday 31st May 2018 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 J Wilson and Mrs. G Keene (Clerk).

1. Apologies: Mrs L Wild recorded apologies and was not able to attend the meeting.

2. Election of Officers:

The Clerk to the Council reported that the previously elected officers were willing to stand again for election. As there were no other nominations, the following were elected:

Parish Council Chairman: Mrs Vanessa Tomlinson
Parish Council Vice Chairman: Mrs Claire Jones
Planning Chairman: Mrs Linda Wild
Planning Vice Chairman: Mrs Vanessa Tomlinson

All were elected nem con.

Declaration of Office forms were duly completed

3. Hungerford Police Report:

3.1 The PCSO had reported suspected arson on Inkpen Common, leaving a small area of the Common charred. The fire would not have started on its own. It is located nearer the Heads Lane side – if there is any information please contact Joanna King, Thames Valley Police.

(For information: Contact 101 or 999 if a crime is in progress).

4. Planning Sub Committee: see separate minutes.

5. Minutes of the previous Parish Council meeting:

The minutes of the previous meeting held on Monday 26th March 2018 were approved and signed by the Chairman as a true record. The draft minutes had been placed on the Inkpen website.

6. 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.

7. Matters Arising from the Minutes:

7.1 *Review of Annual Parish Meeting format:* It was agreed that attendance had been better than the previous year and Councillors were pleased that volunteers had offered assistance.

7.2. *Review the Service Level Agreement – Trial Wildflower Agreement, Lower Green Triangle.*

It was reported that Mr. Harris would continue to support the wild flower trial but did not wish to sign an Agreement with the Parish Council to that effect. Following discussion it was agreed that Councillors were not in favour of a notice or plaque on the Lower Green Triangle relating to the ‘wild flowers’.

Decision by majority vote: No signage to be erected.

Thanks were recorded to those responsible for the maintenance, Andy Paintin and Bob May.

A note for file from previously recorded minutes:

a) The Lower Green triangle is covered by legal covenant, which means that no fences or any structure whether permanent or temporary can be erected.

b) Historically the Parish Council minutes of 1987 show that the area was purchased by the Parish Council at the time, from an anonymous gift and that grass seed was sown and trees planted in 1988.

8. Footpath issues on the Great Plantation following the felling of trees.

8.1 The Chairman reported that following her contact with the Definitive Map Officer at WBC, she had obtained both a map of the Great Plantation and a 'User Evidence Form E' to be completed by those who had walked the numerous paths in the woodland. Anyone of any age who has walked the 'unofficial' paths can apply to request an order to record a route as a public right of way. The supporting evidence would need to notify the landowner about such an application. WBC will then investigate the evidence about the use of land over past decades.

8.2 Following discussion it was agreed that forms would be distributed to households asking residents to supply evidence of walking the 'unofficial footpaths' in the Great Plantation.

Action: Chairman and Clerk to provide covering letter for distribution.

9. GDPR – General Data Protection Regulations- to consider privacy policy for parish data held; use of emails; data retention policy.

9.1 The Clerk reported that the Government was determined to strengthen the privacy laws. All Clerks have been asked to review their databases. The Clerk had confirmed with individual Councillors that they wished to receive information by email and guaranteed that privacy would be maintained so that if emails were forwarded on to others, the email address would not be visible. The Clerk had considered 'risk' and would always send Bcc copies.

9.2 It was noted that WhatsApp could be used for group exchanges of information.

9.3 Retention of Documents – a new list of documents to be kept for examination and/or audit had been sent to Parish Clerks for checking.

10. Catch the Bus Week – 2nd July to 8th July 2018- to consider air quality crisis

10.1 The initiative of Catch the Bus Week is to reflect the national air quality crisis and to remind everyone of the public bus service and the value it brings to the environment. The Clerk will place the information in the village bulletin.

Action: Clerk

11. Litter picking in the village – to consider the purchase of equipment.

11.1 Two separate residents had contacted the Clerk to report on the amount of litter left in the village. An offer had been made to make litter a project for the summer and to drive around the village picking up discarded litter. Following discussion, Councillors agreed to purchase litter scissors for those picking up discarded objects and litter - the Clerk will inform the residents.

Action: Clerk and Councillor Jones

12. To approve the In-Month Expenditure and Financial Statement 2018/2019

A copy of the Parish Council Summary of Receipts and Payments for the year ended 31st March 2018 was distributed to Councillors at the meeting.

12.1 *Expenditure since the last meeting was recorded:* Clerk remuneration for March/April.- £296.80 & £305.64; Transparency Grant for printer - £86.98; Transparency Grant arrears of staff cost - £1104; HMRC quarter payment - £646.54; WBC ½ yr lease of land - £75; Hire of the Village Hall for Annual Meeting - £45; Grass Maintenance - £306 x 2; Reimbursement to Chair for refreshments at Annual Meeting - £45.85; Self Accounting for payroll - £36; BALC annual sub - £233.52; and Parish Council Insurance - £440.64;. All costs were agreed and cheques authorised with two signatures.

12.2 *Financial statement* up to 4th May 2018 was tabled at the meeting showing Receipts, Payments, corresponding Bank statements; and the committed ringfenced funds £4,228 representing the remaining unspent grants.

The purchase of the Defibrillator would fall into the 2018/2019 financial year pending evaluation of the range products available and the new regulations in force.

12.3 *Invoices for the Gigaclear Broadband* service is provided monthly at £573.12 and a service discount is shown as per agreement.

13. Next Parish Council Meeting will be held on Monday 25th June 2018 at 7.30pm in the Sports Pavilion to consider the Annual Return for the year ending 2017/2018.

Clerks note for file: The Annual Governance and Accountability Return for 2017/2018 ensures the Council has met its responsibilities by keeping appropriate accounting records, an assessment of risks, and includes a statement that the Parish Council has met all of its responsibilities in its management of Trust Funds (charitable).

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

Signed:.....Date:
