

Inkpen Parish Council



Draft Minutes of the meeting of the Council, held on Monday 16th June at 7:30pm at Inkpen Village Hall

Present: Councillor Corne (Chairman), Bates, Durham, Thomas and Fisher.

In attendance: Angela Boyce (Parish Clerk) and 3 members of the public.

1. **To receive apologies for absence.** Apologies were received from Brian Cox and Clare Macinnes and District Councillors Tony Vickers, Denise Gaines and Dennis Benneyworth.
2. **To receive any Declarations of Interest.** There were none
3. **Members Cllr Fisher to complete the Acceptance of Office forms for the Vice Chairperson.** Cllr Fisher duly signed the 'Declaration of Acceptance of Office' form. The Vice Chair to sign at the next meeting.

4. Planning

4.1 Applications

25/01227/HOUSE 1 Wayside Post Office Road Inkpen Hungerford RG17 9PX
Section 73a: Variation of Condition 2 (Approved Plans) of previously approved application 23/02453/HOUSE - Rear ground floor extension and 1st floor rear, side extension along with internal alterations. In addition, the applicant is applying for permission to introduce new parking provisions for No 1 Wayside. As part of the proposals permission is also sought to fell a tree (T1). **There was a discussion, there were no objections.**

25/01143/HOUSE Quill Cottage Craven Road Inkpen Hungerford RG17 9DX
Single storey side and rear extension and canopy to front door of bungalow following demolition of detached garage. **There was a discussion, there were 3 no objections and 2 abstaining votes, therefore the PC will record a no objection on the comments.**

25/00976/LBC The Old Rectory Lower Green Inkpen Hungerford RG17 9DS
Replace existing undersized gutters and downpipes with new larger half round cast iron gutters and downpipes. This is under the advice from a building surveyors report confirming their current sizing is not sufficient and as a result is causing damp and damage to the fabric of the building. **There was a discussion, there were no objections.**

25/01272/HOUSE Tunstall Pottery Lane Inkpen Hungerford RG17 9QA
Single storey ground floor extension, first floor dormer extension to rear aspect, new entrance porch and widened dormer to frontage with internal and external alterations to include addition of a mix of timber cladding and render. **There was a discussion, there were no objections.**

25/01340/OOD Kirby Farm Upper Green Inkpen Hungerford RG17 9QJ. Paragraph 5 Touring Caravan Exemption Certificate issued by Natural England. Caravan Sites and Control of Development Act 1960 and are valid for one year. They are limited to a maximum of 5 touring caravan pitches. **There was a discussion, the PC Objected to this application due to the lack of information about how the site is to be developed, drainage, tree felling and access is on one of the most difficult roads in Inkpen (Bell Lane).**

4.2 To discuss planning applications received after the agenda has been put up. There were none.

5. **To confirm and sign the minutes of the meeting held on 13th May 2025.** RESOLVED, the minutes of the meeting held on 13th May were signed as a true and accurate record.
6. **Matters Arising from the Minutes of the Meeting held on 13th May 2025.** There was nothing to discuss.
7. **Open Forum** There was nothing to discuss.

Signed _____ Date _____



8. Reports

- 8.1 Chair's Reports There was nothing to report
- 8.2 Clerk's Report There was nothing to report
- 8.3 District Councillor's Reports There was nothing to report

- 9. **Correspondence** The Clerk read out an email she received from a resident regarding the pond refurbishment that the PC discussed in point 12.
- 10. **Defibrillators.** There was a discussion, the PC agreed that the Parish requires more defibrillators, The Clerk to apply for a BHF grant for a new defibrillator. There was a discussion about using the telephone box outside the Crown and Garter, to be agreed.
- 11. **Inkpen Bulletin** There was a discussion, the PC have previously provided a grant of £400 and felt they were unable to approve any further funding at this time.
- 12. **Grant for Pond refurbishment, tree work and bench.** There was a discussion. Cllr Thomas was not in favour of the grant as he did not feel the grant was covered under the grants policy. The PC had previously agreed the grant and were in favour and agreed for the clerk to look at whether the grant could be paid out of S137 funds or other funding sources, such as members bids or an AONB grant. Cllr Bates agreed to provide a second quote, should it be required.
- 13. **Daisychains Grant** The clerk noted, she was unable to find any ring fenced grants for Daisychains for plastic tables. There was a discussion, the PC agreed DaisyChains is not currently up and running fully and therefore they should approach the PC for a grant if the money is still required in the future.
- 14. **To approve the asset register** The Clerk circulated the updated asset register. It was approved by the PC.
- 15. **To approve and sign the Annual Governance and Accountability Return (AGAR) forms for 2024/25.**

The clerk noted, last year's figures were wrongly stated and have been restated with the correct figures for this year's Annual Return. This was resolved and approved by all members present.

Certificate of Exemption Annual Governance Statement of the Annual Governance and Accountability Return 2024/25 Form 2 was resolved and approved by all members present and was signed by the Chair and the Clerk.

Section 1 Annual Governance Statement of the Annual Governance and Accountability Return 2024/25 Form 2 was resolved and approved by all members present and was signed by the Chair and the Clerk.

Section 2 Accounting Statements of the Annual Governance and Accountability Return 2024/25 Form 2 was resolved and approved by all members present and was signed by the Chair and the RFO.

All members present approved the Receipts and Payments accounts from Year End 31 March 2025.

This concludes the proceedings for signing off the Annual Governance and Accountability Return 2024/25 Form 2. The Clerk to upload all unaudited documents to the temporary website (transparency) and ensure the Notice of Public Rights is uploaded to the temporary website and is available on the Noticeboards.

The Chair closed the meeting to the public at 8.54pm

- 16. **16.1 Part 2.** To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 where publicity might be prejudicial to the special nature of the business. To exclude the press and public for the following reason.

Signed _____ Date _____

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16.2 Clerks duties. There was a discussion, regarding the IMPFT day to day duties that the clerk is currently undertaking. The PC agreed the Clerks IMPFT duties should not include the day to day running of the Pavilion. The Clerk should only be responsible for the regular administration duties. To be looked into further.

There being no other business the meeting was declared closed at 9:23pm.

Signed _____ Date _____

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