INKPEN PARISH COUNCIL

A meeting of the Inkpen Parish Council Meeting was held on Monday 19th February 2024 at 7pm at Inkpen Village Hall.
Those attending the meeting were: Councillor Bates (Chairman), Councillors Durham, Lester. Corne Fisher and Dr Thomas. Residents attending were Mr Honey and Mr Whittaker

1.Apologies: Councillors Cox was unable to attend the meeting.
2. **Minutes of the previous meeting –** the draft minutes of the meeting held on Wednesday 11th October and 31st January 2024 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:
From the draft minutes of Wednesday 11th October 2023:
Item 4.1 Seating on the grass triangle at Lower Green – The chairman reported to the meeting that a large seat had been placed on the Lower Green triangle in the memory of Councillor May (deceased) by his family. Following discussion it was proposed to leave the seat in situ.
Proposed: Councillor Fisher and Seconded: Councillor Bates.
The Clerk reminded all Councillors that this decision was contrary to the Legal Covenant placed on the land on transfer to the Parish, that prevented permanent or temporary erection of any structure.

Item 4.2 *Communication, Accessibility & Visibility within the Parish. (*Draft minutes of 11th October)
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 easier to access for residents.
a) The concern of data protection and privacy of email addresses were not considered.
b) Councillor Corne reported that he had looked at the Kintbury Parish Council model of use of emails giving visibility to councillors using a uniform address. The cost was £156 per annum to set up 10 email addresses. Following discussion, the chairman proposed that Inkpen should adopt the same system to be consistent with the new approach to communication using an official email address for council work.
Proposed: Councillor Bates and Seconded: Councillors Lester, Durham and Corne. No objections.

Action: Councillor Corne to work with the Clerk (RFO) regarding payment of the new address system.
To be considered: Data protection and privacy of email addresses.

4.4 *Draft questionnaire to be updated by residents. (*Draft minutes of 11th October).
Issues arising from discussion were: seeking views from Inkpen residents of what was required in the village; what issues should be addressed; preparation of a draft questionnaire under separate headings; preparation of a QR code to facilitate completion of the questionnaire; advertise on the website, facebook, Inkpen Bulletin, and hand out at the Annual Parish Meeting in April.
The Chairman proposed to work with Councillor Durham on the draft questionnaire.

Action: Councillor Bates and Durham to prepare the draft.

4.5 *Replacement battery for the defibrillator:* Councillor Lester has ordered a replacement.
The replacement battery has been inserted in the defibrillator. Action completed.

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From the draft Minutes of Wednesday 31st January 2024:

Item 5: *Clearance of the ditch adjacent to Post Office Rd. and fallen trees* – Councillor Lester to obtain two quotes and contact the Tree Officer at WBC.

It was agreed that as quotations are received, for the removal of trees and clearance of the ditch, they will be circulated to Councillors, so that an immediate decision can be taken, as the work needs to be carried out as soon as possible for safety reasons.

Action: Councillor Lester to report back.

Item 6a) *Dr Thomas to set up a separate Bank Account for the Inkpen History Group.*

The Inkpen History Society has been set up with a Bank account and will withdraw their grant funding from the Parish Council account; i.e the remaining Miss Lawrence Grant of £1,539.60 and £200.05 of the remaining Parish Plan grant, plus the S137 grant from the Parish Council agreed at the meeting of 31.1.24 of £850. Total: £2,589.65 will be transferred to the Inkpen History Society.

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

5.1 The community bid for solar panels at the Inkpen Pavilion had been successful, as fully supported by the 3 District Councillors. Work should be completed by 31st March 2024 and the grant transferred in order to be accounted for in this financial year.

6. Expenditure & financial Statement 2023/2024

6.1 The Clerk had circulated the financial statement ending 31st January 2024, in line with the NatWest statement, prior to the meeting to enable councillors to raise queries if required. No questions arising.

6.2 Dr Thomas drew attention to the remuneration paid to the Clerk – an underpayment had occurred in the current financial year and proposed that an additional increase of +2% should be backdated for the 2023/2024 financial year. The chairman supported the proposal and Councillors were in agreement.

Action: Clerk to notify the accountant for the tax year 2023/2024 with thanks to the Parish Council

7.The Date of the Next Meeting:

Annual Parish Meeting on Monday 15th April at 7.30pm – the format of the meeting to be agreed.

Annual Parish Council Meeting will be on 13th May 2024 at 7.30pm

Meeting closed at 20.30 hrs.

Signed:……Date: ……..

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