



## **Draft Minutes of the meeting of the Council, held on Monday 16<sup>th</sup> September at 7:30pm at Inkpen Village Hall**

Present: Councillor Bates (Chairman), Councillors Corne, Fisher and McInnes.  
Angela Boyce (Clerk)

**1. Apologies for absence were received from. Councillors** Cox and Durham and District Councillors Denise Gaines, Tony Vickers and Dennis Benneyworth.

**2. To receive any Declarations of Interest** There were none.

### **3. Planning**

#### **3.1 Applications**

Brookfield Post Office Road Inkpen Hungerford RG17 9PU Ref. No: 24/01325/HOUSE Proposed alterations of first floor windows to new french doors and existing flat roof to form balcony for means of escape. There was a discussion, there were no objections. Cllr Corne to notify WBC.

Meadow Bank Lower Green Inkpen Hungerford RG17 9DP Ref. No: 24/01750/HOUSE. Replacement of Existing Garage. There was a discussion, it was noted that there were some concerns about the misleading pictures, there were no objections. Cllr Corne to notify WBC.

Altius Heads Lane Inkpen Common Hungerford RG17 9QS Ref. No: 24/01751/CERTE. The Lawful Development Certificate is being sought for the use of Altius as an independent unit of accommodation (i.e. a separate dwelling in its own right). This continuous use, in breach of Condition 5, began in April 2009. The Lawful Development Certificate is also being sought for the building works of the ancillary building in the garden of Altius. These building works, for which there was a breach of Condition 6 due to lack of planning permission, were substantially completed in September 2017. There was a discussion, The PC strongly object to this application. Cllr Corne to notify WBC.

Foxhill Inkpen Hungerford RG17 9DE Ref. No: 24/01741/HOUSE. Porch extension. Verandah extension, single storey side extension. There was a discussion, there were no objections. Cllr Corne to notify WBC.

**3.2 Decisions** There were none.

**4. To confirm and sign the minutes of the extraordinary meeting held on 29th July 2024.** RESOLVED, the minutes of the meeting held on 29<sup>th</sup> July 2024 were signed as a true and accurate record.

### **5. Matters Arising from the Minutes of the Meeting held on 29th July 2024**

**5.1** Draft questionnaire progress - Councillor Durham & Bates – This item was deferred to the next meeting.

**5.2** Update on Inkpen Standing Orders in line with NALC model. Cllr Fisher. – There was a discussion. The PC agreed to adopt the NALC model Standing orders.

**6. Open Forum** The PC agreed to include the open forum for all future meetings.

### **7. Reports**

**7.1 Chair's Reports** The chair noted, WBC are looking to update bus stop signs. There was a discussion. The Chair will notify WBC that the PC did not require this service. The Chair noted that the old PC was destroyed in a fire and should therefore be removed from the asset register. The PC agreed.

**7.2 Clerk's Report** There was nothing to report.

**7.3 District Councillor's Reports** There was nothing to report.

**8. Correspondence** The clerk received an email from WBC to confirm whether the PC wanted to carry on with the current ROSPA inspection on the playground. The PC agreed to continue. The clerk notified WBC.

### **9. Email and website,**

**9.1** Update on Parish emails and website – Councillor Corne has set up new PC email addresses He is in the process of updating the new website. The clerk to contact Cllr Thomas to request that the PC page is to be removed from the inkpenparish.co.uk website and all documents from the page to be sent back to the clerk.

**9.2** To discuss an email usage policy. There was a discussion regarding email and social media policies and whether the PC are registered with ICO. The clerk to review and report back to the PC.

**10. PC laptop.** To discuss and approve purchasing a new PC laptop. There was a discussion,



the PC agreed for the clerk to look into the costs of purchasing a new laptop, with Microsoft office and cloud storage.

**11. Change of correspondence details.** The PC approved for all correspondence to be changed from the previous clerk Gloria Keene, to the new clerk, Angela Boyce.

**12. Finance. The following payments and receipts were approved.**

**12.1 Payments**

12/04/2024	WBC Election costs	80
12/04/2024	WBC 1/2 Rent - Robins Hill	75
12/04/2024	BALC Subscription	201.63
12/04/2024	Stationary - Computer	20.99
26/04/2024	Employments costs (April)	434.44
13/05/2024	Inkpen Village Hall	15
29/05/2024	Clear Insurance Management	637.13
28/05/2024	Employment costs (May)	456.18
06/06/2024	Self Accounting Services	36
09/06/2024	WBC - Bins and ROSPA	20.73
25/06/2024	Employment costs (June)	456.18
29/06/2024	HMRC PAYE April - June 24	341.8
30/06/2024	John Williams - Grass Maintenance Q1 April - June 625	
30/06/2024	G Keene - Stationary	30.9
18/07/2024	WBC Bins & ROSPA	110.65
01/08/2024	Employment cost	168.78
09/09/2024	HMRC PAYE June 24	37

**12.2 Receipts**

30/04/2024	Reserve Interest	6.75
30/04/2024	WBC Precept (part 1)	7500

**12.3 Banking arrangements.** There was a discussion. The PC approved to change the correspondence address, remove the previous clerk Gloria Keene and add the current clerk Angela Boyce as a new signatory/administrator on Natwest bank account.

**13. Future meetings.** There was a discussion to confirm future meeting dates for the financial year. The PC agreed 6 meetings per year, to be held at 7:30pm on the second Monday of the month. The following dates were agreed.

11<sup>th</sup> November 2024

13<sup>th</sup> January 2025

10<sup>th</sup> March 2025

**14. Exclusion of press and public**

**To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of confidential employment matters.** There was a discussion to confirm the clerks contract. The PC agreed with the terms and conditions of the contract.

There being no other business, the Chair closed the meeting at 8:55pm

The next ordinary meeting of the Parish Council will be held on Monday 11<sup>th</sup> November 2024 at 7:30pm at the Village Hall.

Signed \_\_\_\_\_

Date \_\_\_\_\_