

Inkpen Parish Council



Draft Minutes of the meeting of the Council, held on Monday 13th May at 7:30pm at Inkpen Village Hall

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

In attendance: District Councillors Tony Vickers, Denise Gaines and Dennis Benneyworth and Angela Boyce (Parish Clerk).

At the request of the Chair, the meeting was chaired by Cllr Bates.

1. To elect the Chairperson of Inkpen Parish Council

John Corne was nominated, there were no other nominations.

Decision: RESOLVED, by a majority to elect John Corne as Chairman

2. To elect the Vice Chairperson of Inkpen Parish Council

James Fisher was nominated in his absence, there were no other nominations.

Decision: RESOLVED, by a majority to elect James Fisher as Vice Chairman

3. To complete the Acceptance of Office forms for both the Chairperson and Vice Chairperson.

Cllr Corne duly signed the 'Declaration of Acceptance of Office' form. The Vice Chair to sign at the next meeting.

Action: Clerk to submit acceptance of office forms to the Monitoring Officer at West Berkshire Council.

4. To receive apologies for absence

Apologies for absence were received from James Fisher.

5. To receive any Declarations of Interest

There were none

6. Planning

6.1 Applications 25/00700/HOUSE Michaelmas Cottage Heads Lane Inkpen Common Hungerford RG17 9QS First-floor extension over the existing ground floor single storey rooms to create an additional bedroom with en-suite and walk-in dressing room. **There was a discussion, there were no objections.**

25/00305/DEMO To demolish an existing and unused end of life modular classroom and toilet. Inkpen Primary School Weavers Lane Inkpen Hungerford RG17 9QE **There was a discussion, there were no objections.**

DC Dennis Benneyworth entered the meeting.

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

7. To confirm and sign the minutes of the meeting held on 10th March 2025 RESOLVED, the minutes of the meeting held on 10th March were signed as a true and accurate record.

8. Matters Arising from the Minutes of the Meeting held on 10th March 2025

8.1 Website update. Councillor Corne will pass over the details to the clerk to take over managing the website.

Cllr Macinnes entered the meeting 19:41pm

The residents of Upper Green have asked for a grant to clear some trees in the pond and renew the bench. the Clerk to apply for a members bid grant when it becomes available and will add to the next agenda for approval.

Signed _____ Date _____



The residents from Upper Green have asked the PC for a grant for tidying of the pond, work and a new bench, for £1000. It was agreed in principle and the Clerk to put this on the next agenda for approval. The Clerk will check if they can apply for a grant through AONB or a members bid and the PC to make up the difference.

9. Open Forum There was nothing to report

DC Gaines entered the meeting.

10. Reports

10.1 Chair's Reports – Cllr Bates noted, at the last meeting there was a discussion about the swan pub becoming a community asset. Cllr Bates read out a letter from a resident regarding the matter. Cllr Bates will take on the task of looking into this further. Cllr Bates noted that the PC have not received any CIL payments in the last year.

10.2 Clerk's Report. The Clerk thanked Cllr Bates for chairing the PC for the last 2 years.

10.3 District Councillor's Reports. DC Gaines spoke about the Local Plan. It will go to local council to be adopted on 10th June, if it is adopted, then it will be in place until the next plan. The number of houses required in the county will increase, due to government demand. DC Gaines discussed the proposed Devolution plan. There was a discussion about community hubs. DC Vickers noted that he has been elected as the new Chair.

11. To discuss and approve the sub committees.

There was a discussion about the committees required.

RESOLVED It was agreed that the following sub committees would be formed.

Cllr Durham was elected as Chair and Cllr Bates was elected as vice chair of the Planning committee.

Cllr Cox was elected as chair and Cllr Fisher was elected as vice chair of the IMPFT committee.

12. Banking arrangements.

Resolution to Open an Account with Unity Trust Bank

The Clerk introduced the proposal to open a new bank account with Unity Trust Bank to better serve the financial needs of the parish council. There was a discussion regarding the benefits of using Unity Trust Bank.

After consideration, it was unanimously resolved that the council would proceed with opening an account.

The council approved the following signatories for the new account:

Angela Boyce – Administrator with full access.

David Thomas - View the account and authorise payments (VA)

John Corne - View the account and authorise payments (VA)

Mark Bates - View the account and authorise payments (VA)

Clare Macinnes - View the account and authorise payments (VA)

James Fisher - View the account and authorise payments (VA)

Action, once the account is opened with Unity. The PC agreed for the Natwest bank account to be closed and funds transferred to Unity Bank.

13. To approve the appointment of the internal auditor. There was a discussion, the PC approved Kennet Business Service to carry out the internal audit of the parish accounts for 2024/25.

14. To discuss and agree meeting dates for the year ahead.

Signed _____ Date _____

Inkpen Parish Council



There was a discussion. It was agreed that the PC meetings would be held bimonthly, on the 2nd Monday of the month. The following dates were proposed

July 14th 2025

September 8th 2025

November 10th 2025

January 12th 2026

March 9th 2026

April 13th 2026 Annual Parish Assembly

May 4th 2026 Annual Meeting of the Parish Council.

There was a discussion, regarding the venue of the meetings. It was agreed that the Village Hall would be the main venue for the Parish Council meetings.

There being no other business the meeting was declared closed at 8:24pm.

Signed _____ Date _____

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