

MINUTES

1. Present:- Jonathan Rabbitts (JR) - Chairman, Brian Cowan (BC), Chris Tonge (CT), Monica Eyre (ME) and Alan Breadmore – Clerk. Apologies:- Peter Smith (PS).
2. Election of Officers:- Cllr Rabbitts was proposed as Chairman by BC, seconded CT. Elected. Cllr. Cowan was proposed as Vice Chairman by ME, seconded JR. Elected. JR signed Declaration of Acceptance of Office as Chairman.
3. Minutes of bi monthly meeting held 3rd March 2011 – were read and signed as correct
4. Matters Arising:-
 - a. Clerk confirmed that he had registered the PC for PAYE purposes and would report on progress.
 - b. Clerk reported that playground safety work was complete.
 - c. Clerk reported the QE2 playing field scheme was not grant awarding – councillors agreed not to pursue.
 - d. Clerk reported that the Forge Bridge work was complete.
5. The Minutes of the Annual Parish Meeting held 19th April 2011 were read and signed as correct.
6. Matters Arising:-
 - a. Councillors agreed that the speakers were of interest to the community but that attendance was very disappointing despite widespread promotion.
 - b. CT observed that in his opinion the comments made by JR regarding footpaths were a personal rather than a council matter.
7. Finance and Compliance:-
 - a. Paid since last meeting:

Name	Goods or service	Amount
Alan Breadmore	Clerk Salary and Expenses	£275
Ken Tarbox	Website Maintenance	£40
Newbury College	Parish Newsletter Printing	£100
Scofell Landscapes	Mowing	£216
PJS	Oil for Strimmer	£9
Chris Tonge	Catch for Open Space Gate	£2

- b. To be paid by next meeting:

Name	Goods or service	Amount
Alan Breadmore	Clerk Salary	£210
Ken Tarbox	Website Maintenance	£40
BALC	Subscription	£85
Scofell Landscapes	Mowing	£432
Inland Revenue	PAYE	£50
Alan Breadmore	Clerk Expenses	£100
CCB	Subscription	£30
AON	Insurance	£380
PWLB	Loan	£1253

- c. Received since last meeting: -

Name	Goods or service	Amount
WBC	Precept	£4500

- d. To be received by next meeting: None
 - e. The March and April Current Account bank statements were reconciled to the cash book and signed by the chairman.
 - f. BC reported that he had reviewed the cash book and reconciliation processes with the clerk and confirmed that he was satisfied with the degree of compliance. He asked that councillors endorse his review as part of the internal audit process. Proposed CT seconded ME. Accepted
 - g. Clerk presented the summary Financial Statement for 2010-11 which was approved; proposed CT seconded BC and signed by Chairman.
 - h. The annual review of effectiveness of internal audit was held. Councillors confirmed that they were satisfied with the provisions for internal control and the processes of compliance and that Auditing Solutions Ltd be reappointed as internal auditors; proposed CT, seconded BC
8. Election and Co-option to the council:-
 - a. Clerk suggested that a letter of thanks be sent to retiring councillor Peter Smith for his services to the PC. Councillors agreed, Clerk to action.
 - b. Clerk provided each councillor with a copy of the current Code of Conduct and asked them to sign Declaration of Acceptance of Office as Parish Councillors and reminded councillors to submit Statements of Election Expenses and Register of Interests.
 - c. Clerk explained to councillors the processes resulting from an uncontested election and the process of co-option.
 - d. Councillors discussed co-option and agreed to convene a special meeting next week to agree candidates.
 9. Millennium Field:- JR reported that he had had a site meeting contractors and that P Jannaway would cultivate the field two or three times over the summer and Scofell would reseed in September. This was the best course due to the current very dry conditions.

10. Planning Status:-

- a. Stable Court, Poughley – approved
- b. Jimmies Farm – pending
- c. East Garston House - approved

11. Correspondence:-

- a. Letter to council from Gordon Crowe asking if a memorial tree could be placed in the Open Space. Councillors agreed in principle pending meeting to discuss type and position of tree.
- b. Letter re representation of PC on WBC standards committee, CT to follow up.
- c. Letter from WBC re Street Trading regulations. Councillors agreed no change to current procedures.
- d. Clerk advised that the long awaited template for Emergency Planning was now available. Councillors agreed that the PC needed a plan. Clerk to distribute template.
- e. Clerk described the PC Insurance quote- an increase of approx 8%. He is awaiting competitive quotations. Councillors agreed that the best quote for equivalent cover should be accepted.
- f. BALC and CCB subscriptions agreed for renewal.
- g. Request for funding for CAB. Decision - No.
- h. Clerk advised councillors of forthcoming B4000/A338 road works.
- i. Clerk advised that he had been approached by agents for Thames Water regarding potential works on the drain crossing the Millennium Field. No details are available at present.

12. Any Other Business:- None

Meeting ended – 8.25 p.m. Next meeting – Wednesday 6th July 2011 at 7pm