

The Annual General Meeting of East Garston Parish Council was held in the Friends Meeting House Children's Room on Wednesday 2nd May 2018 at 7 p.m.

MINUTES

1. Present: - Jonathan Rabbitts (JR) - Chairman, Councillors: - Chris Tonge (CT), Deana Carpenter (DC), Sue Tulloch (ST) and Alan Breadmore – Clerk.
2. Declarations of Interest: None
3. Election of Officers: - JR was proposed as Chairman by CT, seconded DC. Elected. ST was proposed as Vice Chairman by DC, seconded JR. Elected. JR signed Declaration of Acceptance of Office as Chairman.
4. Minutes of Bi-monthly Meeting held 7th March 2018 – were read and signed as correct.
5. Matters Arising: -
 - a. c/f. Awaiting action from WBC re re-profiling and drainage on Back St outside PJS, WBC have indicated there is still no funding and that cost will be approx. £15K.
 - b. Clerk reported that the required actions regarding the General Data Protection Regulation (GDPR) were becoming clearer. Government is tabling an amendment to the regulation exempting Parish Councils from appointing a Data Protection Officer. The PC need to register with Information Commissioners Office (fee approx. £40), develop a privacy policy and enter a formal agreement with Penny Post re email distribution. Councillors agreed to the Clerk proceeding with these actions.
 - c. c/f. Awaiting report from Historic England re war memorial.
 - d. c/f. CT to arrange consultation with Queens Arms and specialist installer to advise on appropriate measures and implications regarding a “mirror installation” at the Front Street/Newbury Road junction.
 - e. CT and ST reported on attendance at the CPRE Planning Workshop. Whilst interesting it did not provide significant new information.
 - f. Hedging in Jubilee Meadow deferred to the autumn planting season.
 - g. Councillors acknowledged, with thanks, the contribution to the fencing in the Jubilee Meadow by Jon and Lucy Rich.
6. The Minutes of the Annual Parish Meeting held 24th April 2018 were read and signed as correct.
7. Matters Arising: -
 - a. CT proposed text of a letter to trainers re courtesy between drivers and riders on the roads. Clerk to send to provided list of local trainers.
8. Outcomes of Planning Considerations held 7th March 2018 were read and signed as correct.
9. Matters Arising: - None.
10. Finance and Compliance: -
 - a. Paid since last meeting:

Name	Goods or service	Amount inc VAT	CQ number or on-line banking approvers
Wilkins Kennedy	Payroll	£314	DD
Unity Trust Bank	Service Charge	£18	DEB
WBC c/f	Dog Waste Collection	£225	CT DC
T & M Cooper c/f	Hedge Cutting	£158	DC CT

b. To be paid by next meeting:

Name	Goods or service	Amount inc VAT
Scofell	Mowing x3	£720
Zurich	Insurance	£383
Auditing Solutions	Internal Audit	£270
PJS	Mower Service	£99
A Breadmore	Clerks Expenses	£50
CCB	Subscription	£30
Wilkins Kennedy	Payroll	£320
Unity Bank	Service Charge	£18
Information Commissioner's Office	Registration	£40
BALC	Subscription	£142
??	Projection Equipment (subject to grant)	£780

c. Received since last meeting: -

Name	Goods or service	Amount inc VAT
J&L Rich	Fence Contribution	£105

d. To be received by next meeting: -

Name	Goods or service	Amount inc VAT
WBC	Precept	£4500
WBC	Projection Equipment Grant (subject to approval)	£780

- e. The March and April Current and Deposit Account statements were reconciled to the cash book and agreed and signed by the Chairman.
 - f. The Clerk presented the Summary Financial Statement for 2017-18 which was approved; proposed CT seconded ST. The Asset Register was also reviewed and accepted as accurate. proposed DC seconded CT.
 - g. Clerk explained the new regime regarding External Audit and the Annual Return. The new regulation allows Parish Councils with Income and Expenditure both below £25,000 to certify themselves exempt from a limited assurance review (external audit). The annual return is still required to be published. Councillors agreed that the Parish Council qualified for exemption and agreed to certify; proposed DC seconded ST
 - h. The Clerk presented the Internal Audit report and was pleased to report that there was only one minor finding due to a rounding error. Auditing Solutions recommend that Councillors consider reducing the tender limit in Financial Regulations and that Standing Orders be reviewed in line with the new NALC template. Councillors accepted the report and thanked the Clerk; proposed JR seconded CT.
 - i. The Annual Review of Effectiveness of Internal Audit was held and 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 JR, seconded CT
 - j. The Annual Governance Statement for the Annual Governance and Accountability Return was reviewed and approved; proposed CT seconded ST
 - k. The Accounting Statement for the Annual Governance and Accountability Return was reviewed and approved; proposed CT seconded ST
 - l. Clerk advised that the Council insurance renewal proposal had been received at an increased premium, due to the revaluation of assets for insurance purposes. The new schedule and Renewal was agreed; proposed CT seconded DC.
 - m. BALC and CCB subscriptions renewal agreed. proposed ST seconded JR.
11. Co-option of Councillors: - Councillors discussed the fact that six parishioners had expressed an interest in being co-opted to the Parish Council for the two vacancies. Clerk advised that the selection process should be open and a set of criteria established for selection. Councillors agreed the core criteria and asked the Clerk to prepare an invitation document for candidates based upon those criteria. Contenders would be invited to state their case in writing and the decision would be made at the July meeting of the Parish Council.
12. Flood Management Status: - CT reported that the river was now flowing in full but at manageable levels. The sewage work at Hunters Meadow, Great Shefford is about to start to prevent a reoccurrence of the events that struck East Garston last year. Tanker usage at the pumping station is churning up the adjacent path and the pumping station seems to be excessively surcharging again. Clerk to advise TW.
13. Millennium Field Reinstatement/MUGA: - Councillors reported re public consultation on this matter. The consensus was that a MUGA may be a too ambitious project with unknown returns. The potential of outdoor gym equipment had received a more enthusiastic response and would be at a considerably lower cost. ST had received some preliminary costings. Councillors agreed to investigate further. ST to obtain full quotes/consultations. Clerk to "test the water" with Thames Water for their proposed contribution. To be followed up as soon as possible in order to expedite installation this summer.
14. Planning Status: - The WBC status of East Garston Planning Applications is as follows
- a. Jimmies Farm Stables, barn – approved
 - b. Brooklands – approved
 - c. Littleworth Farm – withdrawn
 - d. Rivermead - withdrawn
15. Volunteer Programme: - No new activity
16. Correspondence: -
- a. Letter from PCC re their community grant in 2017/18. The project has met with some delays due to the intervention of the Diocesan Advisory Committee. They have requested an extension to the delivery period of the project. Councillors agreed to a 12-month extension
 - b. David Knight requested that the PC consider repairs to the war memorial where some of the cement rendering on the base is cracking. Councillors agreed to investigate further. Clerk to determine if specialist craftsmen are required.
17. Any Other Business
- a. JR floated the idea of a printed community newsletter. Councillors agreed to consider further. JR to follow up with potential publishers/printers.

Meeting ended – 8.35 p.m. Next meeting – Wednesday 4th July 2018 at 7pm