

The Annual General Meeting of East Garston Parish Council of East Garston Parish Council was held in the Friends Meeting House Children's Room on Wednesday 3rd May 2017 at 7 p.m.

MINUTES

1. Present: - Jonathan Rabbitts (JR) - Chairman, Chris Tonge (CT), Sue Tulloch (ST), Jane Haddock (JH) and Alan Breadmore – Clerk; Apologies: - Liam Robson (LR) and Deana Carpenter (DC)
2. Election of Officers: - JR was proposed as Chairman by CT, seconded JH. Elected. ST was proposed as Vice Chairman by CT, seconded JH. Elected. JR signed Declaration of Acceptance of Office as Chairman.
3. Minutes of the bi-monthly meeting held 1st March 2017 – were read and signed as correct.
4. 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.
 - b. c/f. Awaiting response from BT re payphone adoption
 - c. CT and Clerk attended meeting with Wantage Bus committee and other PCs. Conclusion was that all PCs would maintain an interest in the bus service but would reduce financial support whilst the committee held considerable reserves. Proposal £50 for East Garston subject to Community Grant application.
 - d. There is slightly more clarity regarding the ability of PC to offer funding for library services. Hopefully this will enable formal support to be offered annually and to be used for specific services. Clerk to monitor.
 - e. Councillors determined not proceed with Neighbourhood Plan with Lambourn PC, due to the impending Ward boundary changes.
 - f. Clerk confirmed that he had identified a volunteer parishioner to take on the responsibility for maintenance of the Community defibrillator, the handover would take place over the next few weeks.
 - g. Clerk reported that the safety inspection report had been received for the playground equipment. There was no significant change since last year. The previously identified issues of swing post and ramp step were considered low risk and hence Councillors agreed to continue to monitor those items. The only item requiring action is the cleaning of bird fouling from all equipment. PC to discuss with East Garston Amenities how this may be regularly maintained.
5. The Minutes of the Annual Parish Meeting held 18th April 2016 were read and signed as correct.
6. Matters Arising: -
 - a. Clerk has followed up regarding maintenance of School Lane with Graham Jones and Head of Highways. School Lane is scheduled for surface dressing along its entire length in 2018/19. Inspection will take place to check for potholes that are considered hazardous. Awaiting response re white lines and reprofiling of Back St.
 - b. Clerk to investigate purchase of "pooper scooper"
 - c. Complaint and governance issues to be discussed at this meeting.

7. Finance and Compliance: -

a. Paid since last meeting:

| Name | Goods or service | Amount inc VAT | CQ number or on line banking approvers |
|-------------------------------|--------------------------|----------------|--|
| WBC | Dog Waste Removal | £244 | LR DC |
| T & M Cooper | Hedge Cutting | £158 | CT DC |
| R Gibbard | Bench Refurbishment | £120 | LR DC |
| Wilkins Kennedy (ex Griffins) | Payroll | £317 | DD |
| Realise Futures | Millennium Field Benches | £571 | CT DC |
| Scofell Landscapes | Mowing | £240 | LR CT |
| Unity Trust Bank | Service Charge | £18 | - |

b. To be paid by next meeting:

| Name | Goods or service | Amount inc VAT |
|-------------------------------|------------------|----------------|
| Scofell Landscapes | Mowing x 2 | £480 |
| Zurich | Insurance | £280 |
| Wilkins Kennedy (ex Griffins) | Payroll | £315 |
| CCB | Subscription | £30 |
| Auditing Solutions | Internal Audit | £258 |
| A Breadmore | Clerks Expenses | £20 |
| PJS | Strimmer spares | £14 |

c. Received since last meeting: -

| Name | Goods or service | Amount inc VAT |
|------------------|--------------------------|----------------|
| Unity Trust Bank | Deposit Account Interest | £1 |

d. To be received by next meeting: -

| Name | Goods or service | Amount inc VAT |
|------|------------------|----------------|
| WBC | Precept | £4500 |

- e. The February, March and April Current and Deposit Account statements were reconciled to the cash book and agreed by the Chairman. They will be signed once original documentation is returned from auditor

- f. The Clerk presented the summary Financial Statement for 2016-17 and the Annual Return which was approved; proposed CT seconded JH and signed by Chairman. The Asset Register was also reviewed and accepted as accurate. proposed CT seconded ST
 - g. Clerk advised that the PC had reached its "staging date" for "Auto Enrolment Pensions". A letter has been written to the Clerk regarding his entitlement. Clerk indicated that he would not be requesting participation. Clerk will make appropriate declaration to the authorities. However, he advised that it is important for Councillors to review the situation in the future as circumstances change.
 - h. The Clerk presented the Internal Audit report and was pleased to report that there was only one minor finding due to a typo. Auditing Solutions were pleased that last years' recommendations had been implemented and that the transition of bank accounts had been done in a satisfactory manner. Councillors accepted the report and thanked the Clerk; proposed CT seconded ST.
 - 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 ST, seconded JR
 - j. Clerk advised that the Council insurance renewal had been received at slightly increased premium, mainly due to the increase in Insurance Premium Tax. Renewal was agreed; proposed CT seconded JH.
 - k. CCB subscription renewal agreed. proposed ST seconded JR.
 - l. Councillors discussed the outcome of the complaint against JR regarding declaration of interests and matters of governance. They agreed that it was often difficult to interpret the intent of the legislation and hence they should always err on the side of caution and take advice if unsure. In the first instance this should be with the Clerk although he may need to take further counsel. With regard to the recommended changes to procedures, the Clerk stated that they were not unreasonable and if councillors agreed he could implement the them with immediate effect. Councillors agreed. proposed ST seconded JH.
8. Flood Management Status: - CT advised that a Lambourn Valley Flood Forum meeting had been postponed pending further information about the Great Shefford flood alleviation scheme. A pipe burst at Shefford had meant that tankering had been taking place in recent weeks but this had not affected East Garston.
9. Planning Status: - The WBC status of East Garston Planning Applications is as follows:
- a. Manor Farm - withdrawn
 - b. 12 College Way (trees) - pending
 - c. Melvaig - approved
10. Correspondence: -
- a. "The Rosemary Appeal" for donation. No
 - b. Letter from Paul Cole, Maberleys re tree clearance. CT and JR have agreed to tree trimming by river.
 - c. "The Big Lunch" invitation to participate, passed to East Garston Amenities.
 - d. Library update – as above
 - e. Playground safety report – as above.
11. Any Other Business
- a. JR suggested that something needs to be done to tidy the grass around the football posts, either dismantle the posts since the football club has dissolved or gain support to maintain. JR to discuss with ex-Football Club officers. Councillors noted the wish to keep the junior goal posts in place.
 - b. JR suggested that salt bins are gathered and salt is "refreshed" where necessary now that the risk of frost has passed. Councillors agreed.

Meeting ended – 8.10 p.m. Next meeting – Wednesday 5th July 2017 at 7pm