

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 4th May 2016 at 7 p.m.

MINUTES

1. Present: - Jonathan Rabbitts (JR) - Chairman, Chris Tonge (CT), Sue Tulloch (ST), Deana Carpenter (DC) and Alan Breadmore – Clerk. Apologies: Jane Haddock (JH). Parishioners: - David Bell, Eamon Ryan (part time)
2. Election of Officers: - JR was proposed as Chairman by DC, seconded CT. Elected. ST was proposed as Vice Chairman by JR, seconded LR. Elected. JR signed Declaration of Acceptance of Office as Chairman.
3. Minutes of bi monthly meeting held 2nd March 2016 – were read and signed as correct.
4. Matters Arising:-
 - a. c/f. the repainting of foot and road bridges has been started and the repairs to the eastern bridge have been completed.
 - b. Clerk confirmed that an addition PC meeting would not be required for audit review since he and the internal auditor had managed to accelerate the process.
 - c. Awaiting action from WBC re re-profiling and drainage on Back St outside PJS
 - d. Clerk to clarify position re cricket net insurance
 - e. Clerk to revise and reprint "Welcome to East Garston"
5. The Minutes of the Annual Parish Meeting held 19th April 2016 were read and signed as correct.
6. Matters Arising:-
 - a. Clerk has investigated the plan for provision of SFB in the Pounds Farm area and has established that a service will be provided by Gigaclear. Residents have been advised,
 - b. Clerk to investigate with District Councillors obtaining a "members bid" grant for the refurbishment of Millennium Field steps and the provision of disabled (wheelchair) access.
 - c. CT will use additional communications to encourage others to join the "working parties" that maintain parts of the village.
 - d. Clerk and CT will attend the meeting to review the Community Parish Plan.
 - e. Clerk to distribute communication from Trading Standards regarding "rogue traders".
7. The Minutes of Planning Decisions dated 2nd March, 19th and 22nd April 2016 were read and signed as correct
8. Matters Arising:- None
9. Finance and Compliance:-
 - a. Paid since last meeting:

Name	Goods or service	Amount inc VAT	
WBC	Dog Waste Collection	£244	CQ809
WBC	Wantage Bus Subsidy	£201	CQ811
Griffins	Payroll	£310	DD
Alan Breadmore	Clerk's Expenses	£29	CQ816
T & M Cooper	Hedge Cutting	£158	CQ817
Village Hall Trustees	Village Hall SFB	£200	CQ812
Henry Allenby	College Way Tree	£152	CQ814
BALC	Subscription	£124	CQ820
C & D Contracting	Bus Shelter Refurb.	£1,038	CQ810
Scofell	Mowing	£231	CQ818
Newbury College	Printing	£135	CQ819
CAB	Donation	£50	CQ813
Cripps	Tree maintenance	£420	CQ815

- b. To be paid by next meeting:

Name	Goods or service	Amount
Valley Community Bus	Wantage Bus Grant	£410
Scofell Landscapes	2 x Mowing	£462
Zurich Municipal	Insurance	£266
Griffins	Payroll	£310
CCB	Subscription	£30
PJS	Mower Repair	£25
Auditing Solutions Ltd	Internal Audit	£258

- c. Received since last meeting: -

Name	Goods or service	Amount
WBC	Precept and CTS grant	£4563

- 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. LR confirmed that he had performed the annual review of the cashbook with the clerk to his satisfaction. 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 LR, seconded CT
 - g. The Clerk presented the summary Financial Statement for 2015-16 and the Annual Return which was approved; proposed DC seconded ST and signed by Chairman. The Asset Register was also reviewed and accepted as accurate.
 - h. The Clerk presented the Internal Audit report and was pleased to report there were only two minor findings. Auditing Solutions advised that the entry under Staff Costs on the Annual Return should not include payroll fees, Clerk to restate this section for last FY and adopt for the future. The auditor also recommended that, in order to provide additional protection against fraud, Councillors verify all invoices at the time of cheque signature and that a rubber stamp be used for this purpose. The Clerk confirmed he would implement the recommended action plan. Councillors accepted the report and thanked the Clerk; proposed CT seconded LR.
 - i. 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 DC seconded JR.
 - j. Clerk observed that, to date, he had received no applications for Grants for the Community for 2016/17. Councillors to promote to local organisations and individuals.
 - k. Clerk advised that he had reviewed the requirements for "Auto Enrolment Pensions" and that given that the only employee (the clerk) was older than the state retirement age it was not necessary to establish a scheme. He would make the appropriate declaration to the authorities. However he advised that it is important for Councillors to review the situation in the future as circumstances change.
10. Flood Management Status: - CT reported that there were no significant issues to report other than the fallen trees in the river by Maberly. Clerk advised that it had been reported to the Environment Agency and they were pursuing the riparian owner and monitoring the situation. JR believed that the situation should be escalated and took the action to discuss with the agency and if necessary the MP.
11. Planning Status:-
- a. Manor Farm – approved
 - b. Smart Meter Aerial – approved
 - c. 5 Station Cottage – approved
 - d. North Cottage, pending
 - e. Mask Cottage, pending.
12. Correspondence:-
- a. Letter from Chief Executive of WBC inviting discussion re devolution of services to PC. Councillors saw no value in a discussion at this stage but would monitor developments.
 - b. Message of thanks from a parishioner for the Wantage Bus grant.
 - c. Invitation to attend launch of "Befriend", a volunteer service supporting the socially isolated. Councillors declined.
 - d. Attention drawn to protracted negotiations between householders and Sovereign Housing regarding maintenance of the service road at the bottom of School Lane. Councillors did not see how they were able to help.
 - e. Preliminary request from Football Club regarding the installation of temporary floodlighting on the football field. Councillors requested more detailed information.
 - f. Letter of thanks from CAB for the donation.
 - g. Details received from Trading Standards regarding "Nottingham Knockers", this has been distributed via email to the community. Clerk to produce hard copy version for delivery to "vulnerable households" who may not receive email.
13. Any Other Business:-
- a. Parishioner attended for pre application discussion regarding a planning application for an extension to a house in College Way. Councillors saw no obvious hurdles with the outline plans but advised that no decision would be forthcoming until the formal application was received.
 - b. Chairman reported that he had been advised that motor bikes had been seen on the Millennium Field. Councillors did not know who the perpetrators were. Clerk to mention in East Garston News.
 - c. Following a suggestion from DC, Councillors agreed to investigate the possibility of providing disabled/wheelchair access to the Millennium Field.

Meeting ended – 8.35 p.m. Next meeting – Wednesday 6th July 2016 at 7pm