

The Annual General Meeting of East Garston Parish Council was held in the Friends Meeting House Children's Room on Wednesday 8th May 2019 at 7 p.m.

MINUTES

1. Present: - Jonathan Rabbitts (JR) - Chair, Councillors: - Chris Tonge (CT), David Ruse (DR), Annabelle Eyre (AE) and Alan Breadmore – Clerk. Apologies: - Sue Tulloch (ST), Deana Carpenter (DC)
2. Declarations of Interest: None
3. Acceptance of Office and Election of Officers: - Following the uncontested election, those Councillors present signed their Acceptance of Office. Clerk to follow up with those absent. JR was proposed as Chairman by CT, seconded AE. Elected. DR was proposed as Vice Chairman by CT, seconded AE. Elected. JR signed Declaration of Acceptance of Office as Chairman.
4. Minutes of Bi-monthly Meeting held 6th March 2019 – were read and signed as correct.
5. Matters Arising: -
 - a. Clerk reported that he had written to Sovereign Housing re the wall in Humphreys Lane but had received no reply. He will chase.
6. The Minutes of the Annual Parish Meeting held 16th April 2019 were read and signed as correct.
7. Matters Arising: - None
8. Outcomes of Planning Considerations held 6th March 2019 and 16th April 2019 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
T & M Cooper	Hedge cutting	£120	CT DC
WBC	Library Contribution (S137)	£520	DR CT
Penny Post	Community Newsletter and printing(S142)	£320	DR CT
WBC	Dog Waste Removal	£165	CT DC
Unity Trust Bank	Service Charge	£18	
Wilkins Kennedy	Payroll	£321	DR CT
Alan Breadmore	Clerks Expenses	£20	DC CT
Aasvogel	Skip Hire	£457	DR CT
Scofell	Mowing	£240	DC CT
Community Heartbeat Trust	Defibrillator battery	£235	DC CT

- b. To be paid by next meeting:

Name	Goods or service	Amount inc VAT
Scofell	Mowing x2	£480
Zurich	Insurance	£488
Auditing Solutions	Internal Audit	£276
PJS	Mower Service	£100
A Breadmore	Clerks Expenses	£80
CCB	Subscription	£32
Wilkins Kennedy	Payroll	£328
Unity Bank	Service Charge	£18
BALC	Subscription	£130

- c. Received since last meeting: -

Name	Goods or service	Amount inc VAT
WBC	Precept	£4500

- d. To be received by next meeting: -

Name	Goods or service	Amount inc VAT
Unity Bank	Interest	£15

- e. The April Current and Deposit Account statements were reconciled to the cash book and agreed and signed by the Chairman. Countersigned by DR.
- f. The Clerk presented the Summary Financial Statement for 2018-19 which was approved; proposed JR seconded DR. The Asset Register was also reviewed and accepted as accurate. proposed DR seconded AE.

- g. The Clerk presented the Internal Audit report and was pleased to report that there were no significant findings. The Clerk reminded Councillors that they had previously committed to reviewing Financial Regulations and Standing Orders during this new FY. 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; Councillors accepted the report and thanked the Clerk; proposed CT seconded DR.
 - h. Clerk explained that due to the extraordinary purchase of the gym equipment the PC could not claim exemption from External Audit this year (turnover greater than £25,000). The Annual Governance and Accounting Statements for the Annual Governance and Accountability Return were reviewed and approved; proposed CT seconded AE
 - i. Clerk advised that the Council insurance renewal proposal had been received at an increased premium, due to the revaluation of assets for insurance purposes, notably the gym equipment. The new schedule and Renewal were agreed; proposed CT seconded JR.
 - j. BALC and CCB subscriptions renewal agreed. proposed CT seconded JR.
11. Recruitment of New Parish Clerk; Chairman reported that there had only been one potential candidate and that he would be having further discussions with her and the incumbent with a view to finalising an appointment. Clerk reported that a training course was available starting September.
12. Flood Management Status: - CT reported that the Valley Flood Forum had stalled but would be shortly reemerging under the chairmanship of the new Lambourn District Councillor.
13. Speeding/Parking and Road Safety: - DR reported that there would be a SID survey in June. He is attending a workshop with WBC in May to review the use of SID and CSW across West Berks. He hopes that this will result in new tools being available to the Parish.
14. Planning Status: - The WBC status of East Garston Planning Applications is as follows
- a. Hilltop House – approved
 - b. Poughly Farm Entrance – approved
15. Volunteer Programme: - CT reported that he and other volunteers had recently repainted the shop/café, the notice board and the Jubilee Meadow fence. The Great British Spring Clean had also been a success.
16. Correspondence: -
- a. Letter from Parishioner re the use of the Jubilee Meadow for a wedding. Councillors agreed in principle subject to neighbours being consulted and the usual liability clauses. Clerk to respond.
 - b. Letter re 75th Anniversary VE Day celebrations in 2020, Councillors agreed that if a parish event were to take place, they would probably not be part of the formal, national programme.
 - c. Letter received re Newbury Road closure on 19th May. Clerk to include in EG News.
 - d. Letter received re the maintenance of the Book Exchange. Clerk to issue guidance in EG News
 - e. Letter received re Road Sign Cleaning service. No
 - f. Letter received re guidance for PC in the event of the death of a Senior National Figure. Councillors agreed that they would be unlikely to have an individual plan and would probably generally comply with National/District Guidance.
 - g. Request for funding support from North Wessex Downs Landscape Trust, the charitable base of the AoNB. Councillors agreed a one-off payment of £50 using their S137 powers since the AoNB is so key to the nature of our community.
 - h. Clerk presented the latest RoSPA safety report on the playground. No new issues have been identified. However, Clerk mentioned that the internal auditor had raised a question regarding the frequency of informal interim inspections. Clerk to investigate with Insurance company and propose inspection regime if necessary.
17. Any Other Business
- a. JR asked for feedback re the printed community newsletter. Councillors agreed that it had been accepted well.
 - b. DR gave a brief summary on the recent District/Parish Conference and the workshop on unauthorised encampments. He had distributed notes to Councillors. Key points included a police warning to be alert to the growing problems with theft and drugs in the area. Parish Councils are reminded to keep sites owned by the PC secure.
 - c. JR highlighted that the fence to the East of the Millennium Field was in need of repair/replacement. He will discuss with neighbouring landowner with a view to shared cost.

Meeting ended – 9.00 p.m. Next meeting – Wednesday 3rd July 2019 at 7pm