



Enborne Parish Council

Kim Lloyd -Clerk to the Council 07867 310121 - enbornepc@newbury.net

The Annual Parish Council Meeting

MINUTES

MONDAY 13th May 2019 – 7.30pm in the Barn, adjacent to the Church.

Present: Cllr. Croney (outgoing Chair)

Cllr. Garrett (incoming Chair)

Cllr. Leeson (Vice-Chair)

Cllr. Robinson

Clerk: Mrs K Lloyd

In attendance: 8 members of the public

1. **APOLOGIES**

No apologies received.

2. **DECLARATIONS OF INTEREST**

Cllr Garrett declared an interest in the Cricket Club under the planning item.

3. **NOMINATION AND ELECTION OF CHAIRMAN**

Cllr Croney nominated Cllr Garrett for Chairman, all other members present seconded this nomination. Cllr Garrett accepted and signed the Declaration of Office and the Clerk witnessed.

Cllr Croney stood down from Council as he was moving away from Enborne in the coming weeks. Alan Croney thanked his fellow council members and wished them and the Parish well for the future.

Cllr Garrett thanked Alan Croney for all he had done and achieved while on Council, too many to mention, but one of them being the Parish Plan. Alan will be sorely missed and all council members on behalf of the parish wished him well for his move and the future.

4. **NOMINATION AND ELECTION OF VICE-CHAIRMAN**

Cllr Garrett nominated Cllr Leeson to remain as Vice-Chairman and Cllr Robinson seconded. Cllr Leeson accepted and signed the Declaration of Office and the Clerk witnessed.

5. **DECLARATION OF OFFICE TO BE SIGNED BY ALL MEMBERS.**

Cllr Robinson signed the Declaration of Office following nominating himself through the recent election.

6. **MEMBERS OF INTEREST FORMS**

Forms were given to Councillors from the Clerk. They are to be completed and given back to the Clerk in the next meeting. The forms are then forwarded to WBC.

7. **PUBLIC QUESTIONS- UN-MINUTED**

8. **PLANNING APPLICATIONS**

To consider the 2 following planning applications:

19/00752/FULD-Wheatland's Farm Barn-Demolition of barns and stables to form new residential dwelling, ancillary accommodation and garage; creation of new vehicular access onto Wheatlands Lane and associated works

<http://planning.westberks.gov.uk/rpp/index.asp?caseref=19/00752/FULD>

Members of the Council voted to **Support** this application

19/00153/OUT -Falkland Cricket Club -Single Storey scout hut for the Wash Common Scot Group Matters to be considered: Access and Layout.

<http://planning.westberks.gov.uk/rpp/index.asp?caseref=19/00153/OUT>

Cllr Garrett left the meeting. Members of the Council could not give comments as only 2 members remaining and not quorum. *Cllr Garrett returned to the meeting.*

Planning Decision Notices

The application to vary the licence for the Craven Arms has been withdraw.

9. **ENFORCEMENT ENQUIRY 19/00156/02COUL**

Cllr Garrett contacted WBC following discussion in the last parish council meeting concerning the state of the land/field to the west of Enborne Row.

The land is situated between the road from Enborne Row to Ball Hill and the River Enborne. It is immediately west of the Thames Water extraction site. The field is currently being used as a rubbish dump.

WBC reported it has now been reviewed and will be progressed into a formal investigation and was given the above reference number.

Cllr Garrett then reported a fire set (bonfire) on the land in question to WBC. Reportedly, the fire brigade had attended.

WBC believe that this is steps being taken by the land owner to address the mess left behind by illegal fly-tipping activity following the intervention by the Planning Enforcement Team. The land owner has also been requested to consider re-installing his alleged stolen metal gates and consider taking other crime prevention measures to deter these criminals from their unlawful activity. To this end, WBC has been requested to install covert surveillance cameras to gather evidence of persons and vehicles entering the land for the purposes of illegal fly-tipping activity. Members of Council will monitor the issue.

10. **ADOPTION OF MODEL DOCUMENTS**

All model documents were reviewed and no amendments were raised, all documents were adopted. The Chairman signed each document

Standing Orders

Policies and Procedures

Scheme of Delegation on Planning Applications and Other Matters

Financial Regulations

11. **INTERNAL COMMITTEES**

All three members present being Cllr Garrett, Cllr Robison and Cllr Leeson nominated and accepted to be a member for the Complaints and staffing matters.

12. **MINUTES FROM PREVIOUS PARISH COUNCIL MEETING**

Members **RESOLVED UNANIMOUSLY** to confirm and adopt the minutes of Parish Council meeting held on Monday 25th March 2019.

13. **REVIEW OF INSURANCE POLICY**

To note 2020 is the expiry of the agreement for the three year discount.

The Policy was emailed to members for review prior to meeting; all agreed to renew the insurance with Came and co for another year. The Clerk will obtain quotes from other providers next year.

14. **FINANCE**

a) Bank Accounts

The following payments were approved in meeting

S/O	Newbury Self Store - April/May	£148.64
000147	Kim Lloyd - Clerk –25 April.	£389.08
000148	Kim Lloyd - Clerk –May. (Note: separate chq payable on 25 May as per HSBC instruction)	£389.08
000149	HMRC – Income Tax for April and May for Clerk.	£194.40 (97.20 x 2)
000150	Came and Company (Insurance)	£294.17
00151	Kim Lloyd – Clerk (backdated payment) *see item 15.	£36.60

Bank account on 5 March 2019 (**Note: 5/04 statement not received on publishing agenda**)

NatWest Enborne Parish Council	£19,163.22
Newbury Building Society Account	£52,801.02

The Clerk asked Cllr Leeson and Alan Croney (outgoing Chair) to sign a letter to cancel the PO Box that was set up for the previous Clerk. The Clerk gave consent to use her address on correspondence. Not using a PO Box saves the Parish £354 a year.

Annual Governance and Accountability Return (AGAR)

The Clerk apologised for not adding this as an agenda item but had not received the end of year bank statements on time and was unsure if an income and expenditure account could be done. After publishing the agenda the Clerk was able to complete the end of year accounts and the AGAR. After discussion, Cllr Garrett asked for the AGAR to be sent to him for review and to make it an agenda item in the following meeting, the next meeting was agreed to be brought forward a week earlier (24th June) to meet the AGAR deadline.

The Chairman and Clerk signed the '**Certificate of Exemption**'. This informs PKF Littlejohn (the external auditors) that EPC are under the threshold of £25,000 for income and expenditure and do not require a limited assurance review, saving the parish £200.

Internal Audit

The Clerk reported she had spoken to the internal auditor who EPC used before. The internal auditor asks to visit the Clerks home to carry out the audit. The Clerk informed Council members at this time this would not be convenient as the Clerk had just moved homes. The Clerk reminded Council the internal audit is not statutory (but good practice) and could be completed anytime in the year. Therefore the AGAR can be signed off without the internal audit on the 24th June in time to publish on the website. The deadline and statutory date is the 1st July. (this date can not be extended) The internal audit can follow after this date. The Clerk will speak with the internal auditor and report back to Council in the next meeting. The council stated that the internal audit must be undertaken.

The Clerk gave an **Income and expenditure 2017/18 report**.
Annual Income -£20,670.91 and annual expenditure £12,422.95.

If anyone would like to see the full report, one is available on request by emailing the Clerk enbornepc@newbury.net.

The Clerk explained to members of Council a new document called the '**Cash Flow**' this document shows a running balance of what is in the bank accounts with forecasted expenditure and can be used as a review of income and expenditure for each meeting.

15. **CLERK AUTELA PAYROLL**

The Clerk reported after numerous phone calls with the payroll company, that the Clerks payroll is now set up. The Clerks payment needs to be paid on the 25th of each month to keep in line with the HMRC instructions. Once the mandates are complete the Clerk will set up a standing order for payment of £389.08 per month on the 25th and a separate standing order payment of £97.20 to HMRC. (The Clerk will need a letter signed from authorised signatories to allow the payment to be set up) The Clerk confirmed she will pay the outstanding income tax from year ending 2018/19 and produce a record in the file for that financial year.

Note.*Finance payments above, the payment of £36.60 was paid due to Clerk being underpaid in January following the payroll completion.

The Clerk reminded Council that the **Clerk's expenses** was to be paid in December by cheque of £4 per week, as guided by HMRC. Postage and stationery expenses will be when required, providing a receipt of purchases.

16. **BANK MANDATES**

For NatWest, Cllr Garrett, Cllr Robinson were both nominated and accepted to be new authorised signatories. Both passed the Clerk the necessary documents for copying to complete a digital mandate online by the Clerk.

For Newbury Building Society, Alan Croney still present in the meeting signed the mandate to authorise Cllr Leeson and the Clerk to be the new signatories and to remove Alan Croney, Paul Hart and Mrs B Moffat (a previous clerk). The mandate only allowed for two new signatories to be added, on submitting the Clerk will ask NBS for another mandate to add further signatories.

17. **WASHWATER FOOTPATH**

Cllr Leeson reported he chased WBC on the question of the footpath being developed further towards the Woodpecker (as officers desired and which Enborne' residents would welcome). Cllr Leeson had a reply from Head of Transport saying he would need to speak with the Projects Team on resolving the drainage issues and the current cost compared to available funding. EPC are waiting on an answer from WBC for the full development costing before discussing any further contributions. Cllr Leeson confirmed officers have requested the grant of £5,000 in place should be extended for a further 12 months."EPC has reserved £10,000 so far to support this project, being £15,000 including the grant. (On-going)

18. **SPEED LIMITS AT LONG COPSE FARM**

Members of Council agreed to give full support to the request from a resident to have the 30mph speed limit outside Enborne School extended to the east of Boames Lane to cover the frontage of Longcopse Farm.

19. **SALT BINS**

A resident raised the question on why the Parish Council did not provide salt bins in the parish especially in Andover Drove and Wheatland's Lane. Council members agreed salt bins in some areas would be a good idea. Council members asked the Clerk to find out if the Parish Council could be liable for unforeseen happenings of injury if the Parish Council was responsible for salt bins.

20. **PARISH RESERVES**

Discussion on thoughts of future expenditure in the parish.

Cllr Garrett suggested that given the recent climate change initiatives that perhaps we could look at ways to reduce the carbon emissions in the parish.

Further thoughts and discussions are required. (On-going).

21. **ITEMS TO NOTE FOLLOWING PUBLIC QUESTIONS**

To receive updates on issues raised at last meeting and note any new issues rose at this meeting.

To note,

Wash Common Oak Tree. Clerk to query with WBC.

Quad-bikes – Clerk to report to WBC.

22. **COUNCILLOR REPORTS**

None.

23. **CO-OPTION OF COUNCILLORS**

3 candidates that previously contacted the Parish Council and present in the meeting said they would be interested in co-option. Cllr Garrett reported he had heard from Mark Darley who had been on Council before the election, and that he would be willing to be co-opted back onto Council. Unfortunately, he could not make this meeting.

This made 4 candidates interested, with only 3 places available.

After a discussion, Karoona Ramah and Natasha Kendall were co-opted to fill two of the vacancies.

The third candidate present in the meeting said he was happy to stand down and for the other candidate (not present in the meeting) to be co-opted onto Council.

Karoona Ramah and Natasha Kendall signed the Declaration of Office and the Clerk witnessed.

24. **DATE OF NEXT MEETING**

To confirm the date of the next meeting on Monday 24th June 2019.

Close -9.40pm.