

# Inkpen Parish Council



## **Minutes of the Meeting of Inkpen Parish Council, Held on 9th March at 7:30pm in Inkpen Village Hall**

**Present** Councillor John Corne (Chairman), Mark Bates, James Fisher, Clare Macinnes, and District Councillor Denise Gaines.

**In attendance** Angela Boyce (Parish Clerk)

**1. Apologies for absence** Apologies were received from Councillors Brian Cox, Steven Whittaker, David Thomas, and District Councillors Dennis Benneyworth and Tony Vickers.

**2. Declarations of Interest** There were no declarations of interest.

### **3. Planning**

#### **3.1 Applications**

##### **26/00339/HOUSE – Chase End, Craven Road, Inkpen, Hungerford RG17 9DZ**

New dormers in roof and single-storey rear extension.

No objections were raised.

##### **26/00354/HOUSE – Walbury View, Pottery Lane, Inkpen, Hungerford RG17 9QA**

Conversion with full-width flat roof dormer to rear and installation of black weatherboard cladding to front elevation.

No objections were raised.

#### **3.2 Decisions**

There were none.

#### **3.3 Applications received after agenda publication**

##### **26/00117/HOUSE – Rochford House, The Firs, Inkpen, Hungerford RG17 9PT**

Replacement single-storey front porch. Approved.

**4. Minutes of the previous meeting** RESOLVED: The minutes of the meeting held on 12th January 2026 were confirmed and signed as a true and accurate record.

### **5. Matters arising**

**5.1 Website issues update** It was noted that some items online still require updating or removal.

RESOLVED: The Clerk to write to Cllr Thomas requesting updates.

**5.2 Bus service in Inkpen** There was discussion regarding repeated cancellations due to road closures. District Councillor Denise Gaines will investigate the impact of closures on the service.

**6. Open Forum** The Village Hall requested a grant towards a new boiler.

RESOLVED: To include this item on the agenda for the next meeting.

There was also discussion regarding hedge cutting in the village. The Chair and Cllr Macinnes will investigate.

### **7. Reports**

**7.1 Chair's Report** No report was received.

**7.2 Clerk's Report** No report was received.

**7.3 District Councillor's Report** DC Denise Gaines reported that the West Berkshire Council budget had been agreed. A new round of Members Bids has opened and Call for Sites was also discussed.

**8. Correspondence** Correspondence received after the agenda was published included a request regarding the soil conditioner giveaway.

**9. Assertion 10 Compliance** – The Council considered compliance with Assertion 10 of the Annual Governance and Accountability Return (AGAR), including transparency, data protection, and publication requirements.

The Clerk confirmed that the relevant policies had been circulated in advance for review.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Inkpen Parish Council



## **9.1–9.7 Governance Policies**

The Council considered and reviewed the following governance policies required to demonstrate compliance with statutory obligations:

Model Publication Scheme and Guide to Information (Freedom of Information Act 2000)

Freedom of Information Policy

Data Protection Policy

Privacy Notice

Records Retention Policy

IT Policy

Accessibility Statement

RESOLVED:

The Council adopted all listed policies as presented to ensure compliance with Assertion 10 requirements.

## **9.8 Website Hosting Provision**

The Council considered two quotations for the provision of a compliant parish council website and associated hosting services, with reference to statutory transparency and accessibility requirements.

It was noted that the current arrangements may not fully meet accessibility and transparency standards.

RESOLVED:

The Council agreed to appoint Hugo Fox as the provider for a new website and hosting service.

The Clerk was instructed to progress implementation and migration of existing content.

## **9.9 Council Email Systems**

The Council considered the requirement to improve security, resilience, and compliance of Councillor email systems, including the use of .gov.uk domain addresses.

RESOLVED:

The Council approved the transition to .gov.uk email addresses for all Councillors.

The Clerk was instructed to progress setup and migration arrangements.

## **10. Inkpen Primary School – Use of Playing Field**

The Parish Council considered a request relating to the use of the playing field by the local school. Discussion included current and historical charging arrangements, the appropriateness of charges in light of parish support for the facility, and the importance of encouraging community use, particularly by the school.

RESOLVED:

- The Council supports continued use of the playing field by Inkpen Primary School.
- The Council expressed a preference that the school be permitted to use the field free of charge, subject to formal agreement of the Trustees.
- The Clerk to seek clarification on the legal and governance implications.
- Any final decision to be made by the Trustees of the Inkpen Memorial Playing Field Trust.

**There being no further business, the Chairman closed the meeting at 8:50pm.**

The next meeting of the Council, the Annual Meeting of the Council, will be held on Monday 11 May 2026 at 7:30pm in Inkpen Village Hall.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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