

## MINUTES OF ENGLEFIELD PARISH COUNCIL

### Minutes of the Annual Parish Council Meeting held remotely on Wednesday 20<sup>th</sup> May 2020

#### **Present:**

Cllr E. Crookes  
Cllr M. Postles  
Cllr R. Smith  
Cllr N. Wynne Jones

#### **In attendance:**

N. Rands (Clerk)

No members of the public present

#### **1. Election of Chairman and Vice Chairman**

Cllr Edward Crookes was elected Chairman for the forthcoming year  
Cllr Nick Wynne Jones was elected Vice Chairman for the forthcoming year

#### **2. No apologies received**

#### **3. Declarations of Interest**

Cllr Crookes declared an interest agenda points 6 and 7 of the ordinary meeting, and would be providing the information in his capacity as Director of The Englefield Estate.

#### **4. Minutes**

Minutes of the Parish Council Meeting held on 17<sup>th</sup> March 2020 were approved as a true record

#### **5. Councillors**

The Council wishes to formally record its thanks and appreciation to Simon Strang, following his resignation, for his commitment to Englefield Parish Council for over 15 years.

The Council agreed to a deadline of Monday 20<sup>th</sup> July 2020 for applications to fill the casual vacancy through co-option, if an election is not called.

#### **6. Financial Regulations**

The Council reviewed the Financial Regulations and agreed that a section should be added pertaining to online payments.

**Action** – Add a specific section outlining the regulation of online payments - NRT

#### **7. Responsible Finance Officer**

The Council confirmed that the Parish Clerk is the Responsible Finance Officer for financial year 2020/21

#### **8. Remote Meetings Policy**

The Council approved the Remote Meetings Policy

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## **Minutes of the ordinary Parish Council Meeting immediately following**

### **1. Public Participation**

There were no written submissions from members of the public

### **2. 2019/20 Annual Return**

- i. The Council resolved that Englefield Parish Council meets the qualifying criteria for exemption and wishes to certify itself as exempt from a limited assurance review for financial year 2019/20
- ii. The Council approved the Annual Governance Statement for financial year 2019/20
- iii. The Council approved the Accounting Statements for submission for financial year 2019/20

### **3. Insurance Renewal**

The Council agreed to renew the insurance policy on a 1 year term with Hiscox

### **4. Payments for Approval**

The Council approved the following items for payment:

- i. Council Administration Salary & WFH Allowance May 2020  
£133.16
- ii. Came & Company – Parish Council insurance June 2020 – May 2021  
£364.96

### **5. Payments Made**

The Council noted that the following payments have been made since the last meeting of the Council:

- i. West Berkshire Council – Annual Grounds Maintenance Recharge 2019/20  
£33.76
- ii. Council Administration Salary & WFH Allowance April 2020  
£133.36
- iii. West Berkshire Council – Administration of Uncontested Election May 2019  
£75.00

### **6. Permissive Rights of Way**

Cllr Smith raised a question regarding The Englefield Estate website wording and map showing permissive and public rights of access within the Parish, particularly in relation to access to St. Mark's Church.

Cllr Crookes confirmed, in his capacity as Estates Director, that there is a public right of access on foot to St. Mark's Church for the purposes of accessing the church, but not beyond. The Estate maps do not show this route as it is not intended as general recreational route in the same way as the other permissive footpaths made available by the Estate.

With regards to the Church car park, this is a facility provided by The Englefield Estate for use for church services only on a permissive basis.

**7. Car Parking – The Street**

Cllr Smith sought an update regarding the proposals for a car park opposite St. Mark’s Close. Cllr Crookes confirmed, in his capacity as Estates Director, that The Englefield Estate is preparing a planning application which is likely to be submitted before the end of June. The Parish Council will be consulted upon the application to West Berkshire Council.

**8. Covid-19**

The Council acknowledge the impressive joint efforts of a number of village organisations and individuals in supporting the community during the current coronavirus lockdown.

Cllr Wynne Jones provided an update regarding plans for Reception, Year 1 and Year 6 to return to Englefield Primary School on 1<sup>st</sup> June. The Council also noted its thanks to those involved in the recent significant joint effort to commemorate VE Day.

Next Meeting date – Wednesday 29<sup>th</sup> July 2020

Chairman: ..... Date: .....

ANNUAL MEETING - NOT YET APPROVED