

West Ilsley Parish Council

Correspondence Address: Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP

Meeting address: West Ilsley Village Hall, Main Street, West Ilsley, RG20 7AJ

Clerk@WestIlsley.org

To: All Members of West Ilsley Parish Council

All Councillors are hereby summoned to attend the following meeting.

Please inform the Clerk if you are unable to attend.

Notice of Meeting

MEETING: Full Council

DATE & TIME: Monday 10th October 2022 at 7:30pm

PLACE: West Ilsley Cricket Pavilion, Catmore Road, West Ilsley, RG20 7AT

S. Marshman

Dr. S. Marshman, PSLCC, Clerk to the Council

4th October 2022

Agenda

Prior to the commencement of the meeting, a one-minute silence will be observed to pay respects to HM Queen Elizabeth II following her death on 8th September 2022.

1. To receive, and consider for acceptance, apologies for absence from Members of the Council
2. To receive any declarations of [Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests](#) and to consider any Requests for Dispensation from Members declaring a [Disclosable Pecuniary Interest](#)
N.B. Councillors should confirm the category of interest that is being declared.
3. To receive:
 - 3.1 Questions or comments from members of the public regarding items on the agenda¹
 - 3.2 Representations from any member who has declared a [Disclosable Pecuniary Interest, Other Registerable Interest or Non-Registerable Interest](#)
4. To approve the [Minutes of the Parish Council Meeting held on 12th July 2022](#)
5. To discuss any matters arising from the Minutes of the previous meeting
6. To receive a report from the District Councillor

¹ Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in this agenda. The designated time will be 12 minutes, with no longer than 3 minutes per person. This time may be extended at the discretion of the Chairman. A question shall not require a response at the meeting nor start a debate. The Chairman of the meeting may direct that a written or oral response be given after the meeting. (Standing Orders 3e-h) Comments or questions not related to an item on this agenda should be notified to the Clerk for consideration by Council for possible inclusion on a future agenda.

7. To receive an [update on planning application responses and decisions](#)
8. Finance:
 - 8.1 To consider approving the payments listed on the [Finance Report](#)
 - 8.2 To note the most recent [bank reconciliation](#)
 - 8.3 To receive any reports from the Internal Controller
 - 8.4 To receive the most recent Quarterly Budget Report (*where applicable*)
9. To consider whether to use the [SAAA-appointed external auditors](#) or to opt-out and appoint the council's own external auditor for the next five years
10. To consider [requests for donations](#)
11. To consider changing website hosting and email provider
12. To receive an update on the Village Hall
13. To discuss WIRSA
14. To consider whether any actions are required regarding the [Community Ownership Fund](#)
15. To receive an update on speed issues
16. To discuss matters for future consideration or for information

Date of next Meeting:

Full Council: Monday 14th November 2022 in the Village Hall

Supporting Documents

Agenda Item 2: Declarations of Interests

DPI = Disclosable Pecuniary Interest

ORI = Other Registerable Interest

NRI = Non-Registerable Interest

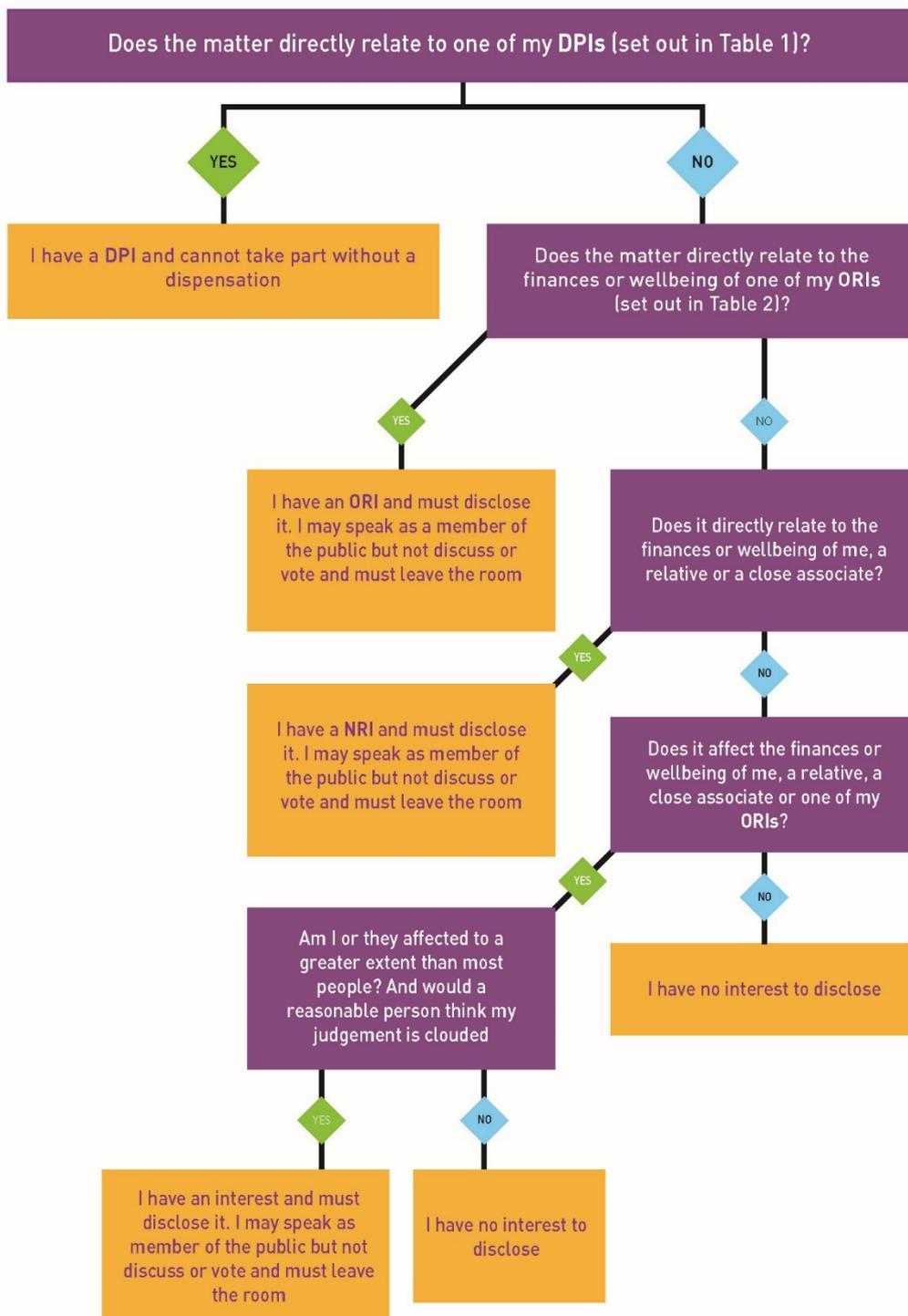


Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and* property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the

	councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interest

You must register as an Other Registerable Interest:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Agenda item 7: To receive an update on planning application responses and decisions

West Ilsley Parish Council has responded to the following planning applications using delegated powers since the previous meeting:

Application Reference	Location	Proposed Work	Parish Council Response
None			

West Berkshire Council has confirmed the following decisions since the previous meeting:

Application Reference	Location	Proposed Work	Decision
22/01509/ LBC2	Downs House, Main Street, West Ilsley, RG20 7AA	Installation of CCTV camera.	Approved
22/01312/ LBC2	Tythe End, Main Street, West Ilsley, Newbury	Installation of an Air Source Heat Pump (ASHP) to replace the existing electrical system/boiler	Approved
22/01885/ COND1	Downs House, Main Street, West Ilsley, RG20 7AA	Application for approval of details reserved by conditions 4 (Bats) of approved 22/00910/LBC2 - Complete demolition of a timber framed barn within the curtilage of a Listed Building	Approved
22/01932/ COND2	Downs House, Main Street, West Ilsley, RG20 7AA	Approval of details reserved by Condition 3 - Building Recording of approved application 22/00910/LBC2: Complete demolition of a timber framed barn within the curtilage of a Listed Building	Approved

Agenda Item 8: Finance

Finance Report

Status at last bank reconciliation 30th September 2022	£39,710.30
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Income	Amount
None	£0.00
Total	£0.00

Payments to be approved

Payment Date	Payee	Payment Detail	Amount
03-Aug-22	Rayfield Stonemasonry	Repairs to Troy seat	£35.00
02-Sep-22	TL Contracting Ltd	Pond clearance works	£12,180.00
20-Sep-22	Staff Costs	Staff Costs Jun-Sep	£1,101.02
		Total	£13,316.02

Bank Reconciliation – September

**West Ilsley Parish Council - Bank Reconciliation
Sep-22**

Lloyds Current

Opening Cash Account Balance - 1st September 2022	£52,991.32
Add: Receipts in the month	£0.00
Less: Payments in the month	(£13,281.02)
Closing Cash Account Balance - 30th September 2022	£39,710.30
Closing Balance of Bank Account - 30th September 2022	£39,710.30
Add: Receipts not banked	£0.00
Less: Payments not Completed	£0.00
Net Balances as at 30th September 2022	£39,710.30

List of Receipts not Banked as at 30th September 2022

Item	Amount
Total	<u>£0.00</u>

List of Payments not Completed as at 30th September 2022

Item	Amount
Total	<u>£0.00</u>

Agenda Item 9: To consider whether to use the SAAA-appointed external auditors or to opt-out and appoint the council's own external auditor for the next five years



SAAA Ltd, Fourth Floor, 77 Mansell Street, London E1 8AN • www.saaa.co.uk

Dear Clerk/RFO/Chairman

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for

- exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

Agenda item 10: To consider requests for donations

Request 1: Citizens Advice West Berkshire

I am writing to ask if you would be prepared to make a donation to Citizens Advice West Berkshire which would help us to continue to help the people of West Berkshire.

Although we are part of National Citizens Advice, we are a local charity that has to raise funds locally in order to ensure the sustainability of our service.

We know that our service is valuable and valued in West Berkshire. In the year of 2021/22, we gained financial advantage of over £617,187 on behalf of our clients with over 80% of our clients reporting that their problem had been resolved.

We are, at the present moment and following the last government guidelines, offering a blended service to our clients who can access us face to face, by phone, video, letter or email.

This year, due to the rise of the cost of living and government decision to end the £20 per week uplift in Universal Credit, we are seeing more clients facing difficulties and needing our help. Clients who are only in receipt of State Retirement Pension are also struggling to make ends meet. In order for us to be able to help the people of West Berkshire, we would like to be able to increase our service delivery.

We help clients to complete applications for benefits as well as any other queries, such as housing, employment and consumer issues. We have two specialist teams, our Carers Team and our Money Advice Team, who have recently been awarded the external Advice Quality Mark for advice and casework at complex level in benefits and debt.

Any donation that you are able to make to support our service will be very gratefully received.

If you prefer to donate through The Good Exchange, where your donation will be match funded by Greenham Trust, we have an application for donations to our service on their website:

<https://app.thegoodexchange.com/project/19555/citizens-advice-west-berkshire/citizens-advice-west-berkshire-continuing-to-deliver-advice-2022-2023>

We would be pleased to give a brief presentation to one of your meetings if you feel it would be useful.

I do hope that you feel able to help us and look forward to hearing from you.

Request 2: Parenting Special Children

Parenting Special Children is a local charity who have and are supporting families in your parish whose children have additional needs and/or a disability.

We have been selected for a 25k in a day Funding Campaign run by The Greenham Trust and the Good Exchange meaning that for every £1 donated they will double match to £5 up to £25,000.

On the 27th October we have 24 hours to raise £5,000.

Would you consider supporting our campaign by donating £100 which will become £500?

Only donations made on the 27th of October will be matched, donations can be made via BACS. To find out more about how through our project we will be supporting local families click here:

[Supporting Families through Crisis - An Holistic approach to helping Families of children/young people with special needs and disabilities 2021-2022 \(thegoodexchange.com\)](https://www.thegoodexchange.com/supporting-families-through-crisis-an-holistic-approach-to-helping-families-of-children-young-people-with-special-needs-and-disabilities-2021-2022)

If you are able to support us please let me know and we will say thank you via our social media channels, we have 3000+ followers on Facebook, Twitter and Instagram.

Thank you for your time considering this request, any questions please do not hesitate to contact me. I look forward to hearing from you.