

Yattendon Parish Council

Minutes of the Full Council Meeting

Minutes of the Full Council Meeting held on Thursday 7th September 2023
in Yattendon Village Hall. Commencing at 8:00 pm.

Members Present: Councillor Adam McCormick, Chairperson
Councillor Tim Magee
Councillor Georgie Rudge

Members Absent: Councillor Philip Bickford Smith, Deputy Chairperson

Officers Present: Sarah Marshman, Clerk/RFO

In Attendance: James Hole, Managing Director, Yattendon Estates
0 Members of the Public

Minutes

- 23/040 To receive, and consider for acceptance, apologies for absence from Members of the Council**
Apologies were received and accepted from Councillor Philip Bickford Smith.
- 23/041 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**
There were no declarations of interest or requests for dispensation.
- 23/042 To receive questions or comments from members of the public regarding items on the agenda and representations from any member who has declared an Other Registerable Interest or a Non-Registerable Interest**
There were no questions, comments or representations.
- 23/043 To approve the Minutes of the Parish Council Meeting held on 16th August 2023**
Resolved: Members agreed the minutes of the last meeting be accepted as a true record.
The Chairman signed the minutes.
- 23/044 To discuss any matters arising from the previous meeting**
There were no matters arising.
- 23/045 To receive a report from our District Councillor**
The District Councillor sent her apologies.

23/046 To receive a report from Yattendon Estates

The harvest has been completed, while the Christmas tree harvest begins in 5 weeks.

23/045 To consider the following planning application and to receive an update on planning applications and decisions since the previous meeting

23/01910/FUL St Abbs Cottages, Hampstead Norreys, RG18 0TQ - New access from Yattendon Road and car parking for St Abbs Cottages.

Resolved: To submit a response of no objections.

The council has responded to the following applications using delegated powers since the previous meeting.

Application Reference	Location	Proposed Work	Parish Council Response
23/01887/AGRIC	Eling Farm, Eling, Hermitage, RG18 9XR	Application to determine if prior approval is required for a proposed: New agricultural building for grain/fertiliser storage	No comments
23/01790/HOUSE	Long View, Burnt Hill, Yattendon, RG18 0XD	Enclose both existing porch canopy and carport. Erect Summer House in rear garden	No objections

The following planning decisions have been issued by West Berkshire Council since the previous meeting.

Application Reference	Location	Proposed Work	Parish Council Response	WBC Decision
23/01887/AGRIC	Eling Farm, Eling, Hermitage, RG18 9XR	Application to determine if prior approval is required for a proposed: New agricultural building for grain/fertiliser storage	No comments	Planning permission not required

23/046 Finance:**a) To receive the Finance Report and approve the payments listed**

Resolved: To approve the payments listed on the Finance Report in Appendix 1.

b) To receive the most recent bank reconciliation

The bank reconciliation figures to the end of July 2023 were reported at the last meeting.

c) To receive any reports from the Internal Controller

The Internal Controller has reviewed the accounts to the end of July 2023.

23/047 To review SID data and consider further actions

The Clerk was requested to apply for a risk assessment for the siting the SID on the left turn sign near the Christmas tree yard.

The Clerk was requested to write to West Berkshire Council to highlight the incident on 9th August where a car appears to have mounted the verge, damaging the fence, travelled over the hedge and into the neighbouring property, where it has damaged the fencing to exit.

An item to consider requesting a 20mph speed limit within Yattendon village will be included on the next agenda.

23/048 To appoint an internal auditor and agree the scope of audit for 2023/24

Resolved: To appoint Heelis & Lodge and agree the scope of audit.

23/049 To consider applying for a Foundation Award from the Local Council Award Scheme

Resolved: To apply for a Foundation Award from the Local Council Award Scheme.

23/050 To consider adopting a Disciplinary Policy and a Grievance Policy

Resolved: To adopt the Disciplinary Policy and the Grievance Policy.

23/051 To consider whether to apply for funding from West Berkshire Council's Members' Bid

Resolved: That an application is not needed at this time.

23/052 To consider website costs

Resolved: To retain the Hugo Fox website at a cost of £9.99+VAT per month.

23/053 To consider a request for funding from West Berkshire Citizens Advice

Resolved: To not make a donation to West Berkshire Citizens Advice.

23/054 Matters for future consideration and information

A meeting regarding creating a new play area will take place later this month. An item to discuss this will be included on the next agenda.

23/055 To resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw

Resolved: To exclude the Public and Press from Minute 23/056.

23/056 To review staff working hours and salaries

Resolved: To increase the Litter Picker by one point on the salary scale now and by another point in April and to increase the Clerk by two points now and review the again in April.

There being no further business, the meeting was closed at 9:06 pm.

Chairman: _____

Date: _____

Appendix 2: Finance Report

Status at bank at last bank reconciliation 31st July 2023

Lloyds Bank Current	£2,815.66
Lloyds Bank Savings	£4,004.61
Total	£6,820.27

Income received 4th August - 31st August 2023

Interest	£4.61
Total	£4.61

Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
06-Sep	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Aug	£585.04
Total				£585.04