

Yattendon Parish Council

Minutes of the Annual Meeting of the Parish Council

Minutes of the Annual Meeting of the Parish Council held on Thursday 11th May 2023
in Yattendon Village Hall. Commencing at 8:11 pm.

Members Present: Councillor Adam McCormick, Chairperson
Councillor Philip Bickford Smith, Deputy Chairperson
Councillor Tim Magee

Members Absent: Councillor Georgie Rudge

Officers Present: Sarah Marshman, Clerk/RFO

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

Minutes

- 23/001 To consider the election of Chairperson of the Council for 2023/24 and for the elected Chairperson to sign the declaration of acceptance of office**
Resolved: To elect Adam McCormick as Chairperson of the Council for 2023/24. The declaration of acceptance of office was signed.
- 23/002 To consider the election of Deputy Chairperson of the Council for 2023/24 and for the elected Deputy Chairperson to sign the declaration of acceptance of office**
Resolved: To elect Philip Bickford Smith as Deputy Chairperson of the Council for 2023/24. The declaration of acceptance of office was signed.
- 23/003 To receive, and consider for acceptance, apologies for absence from Members of the Council**
Resolved: To accept apologies from Councillor Georgie Rudge.
- 23/004 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.
- 23/005 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.
- 23/006 To approve the Minutes of the Parish Council Meeting held on 3rd April 2023**
Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Chairman signed the minutes.

- 23/007 To discuss any matters arising from the previous meeting**
There were no matters arising.
- 23/008 To receive a report from our District Councillor**
Carolyne Culver has been re-elected as District Councillor. CC sent her apologies.
- 23/009 To receive a report from Yattendon Estates**
The recent poor weather is having a significant impact on farming.
- 23/010 To resolve from 11th May 2023, until the next relevant Annual Meeting of the Council in May 2027, that the Council is eligible to use and adopt the General Power of Competence (Localism Act 2011 sections 1-8) as the number of members elected at the 2023 ordinary elections is equal to or greater than two thirds of the total number of seats on the Council and that the Council has a qualified Clerk, as defined in section 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (Statutory Instrument 2012 No. 965)**
Resolved: To adopt the General Power of Competence until the next relevant Annual Meeting of the Council in May 2027.
- 23/011 To appoint any new committees in accordance with standing order 4**
Resolved: No new committees are required.
- 23/012 To review the delegation arrangements for staff and other local authorities**
Resolved: To continue with the delegation arrangements for staff and other local authorities.
- 23/013 To review the inventory of land and assets including buildings and office equipment**
Resolved: The inventory of land and assets is correct.
- 23/014 Policies:**
- a) To review the Standing Orders
 - b) To review the Financial Regulations
 - c) To review the Complaints Procedure
 - d) To review the Model Publication Scheme
 - e) To review the Press and Media Policy
 - f) To review the Temporary Scheme of Delegation
 - g) To review the Code of Conduct
 - h) To review the Dignity at Work Policy
 - i) To review the Health and Safety Policy
 - j) To review the Home Working Policy
 - k) To review the Lone Working Policy
 - l) To review the Training and Development Policy
- Resolved: To continue with the policies listed above.
- m) To adopt the Internal Controls Policy and Procedure**
Resolved: To adopt the Internal Controls Policy and Procedure.
- 23/015 To review the council's and/or staff subscriptions to other bodies**
Resolved: To continue with the following subscriptions to Campaign to Protect Rural England (CPRE), Society of Local Council Clerks (SLCC), Berkshire Association of Local Councils (BALC).

23/016 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

Resolved: To set the following meeting dates and times, with meetings to be held in the Village Hall:

Date	Time	Meeting Type
Thursday 7 th September 2023	8pm	Full Council
Thursday 23 rd November 2023	8pm	Full Council
Thursday 22 nd February 2024	8pm	Full Council
Wednesday 17 th April 2024	7pm	Annual Parish Meeting
Thursday 16 th May 2024	8pm	Annual Meeting of the Parish Council

23/017 To consider Parish Council responsibilities and representation on outside bodies

Resolved: To set the following responsibilities and representation on outside bodies:

Downland Practice Patient Representation Group representative – Tim Magee

Internal Controller - Georgie Rudge

Speed Indicator Device (SID) - Philip Bickford Smith

Yattendon and Frilsham Sports and Social Trust - Adam McCormick

23/018 To consider the Risk Register for 2023/24

Resolved: To adopt the Risk Register for 2023/24.

23/019 To review the insurance cover in respect of all insurable risks

The insurance cover was reviewed.

23/020 To review the feedback from our internal auditors on the 2022/23 audit and consider any actions required

The feedback was reviewed, and no recommendations were made so no actions were required.

23/021 Certificate of Exemption 2022/23: To consider, approve and sign and date the Certificate of Exemption for expenditure under £25,000

Resolved: To complete the Certificate of Exemption for expenditure under £25,000. The Certificate of Exemption was signed by the Responsible Finance Officer (the Clerk) and the Chair of the meeting.

23/022 Annual Governance Review 2022/23: To consider, approve, and sign and date the Annual Governance Statement

Resolved: To agree that the Council has met the statements in the Annual Governance Statement. The Annual Governance Statement was signed by the Chair of the meeting and the Clerk.

23/023 Accounting Statements 2022/23: To consider, approve, and sign and date the Accounting Statements

Resolved: To approve the Accounting Statements. The Accounting Statements were then signed by the Chairman of the meeting.

23/024 To receive an update on planning applications and decisions since the previous meeting

The council has not responded to any applications using delegated powers and there has been no decisions notified since the previous meeting.

23/025 Finance:

a) To consider approving the payments listed on the Finance Report

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

b) To note the most recent Bank Reconciliation

Resolved: To note the bank reconciliation figures as provided in the Finance Report in Appendix 1.

c) To receive the Quarterly Budget Report

The quarterly budget report to 31st March 2023 was reviewed.

23/026 To review the earmarked reserves

Resolved: To earmark £500 towards a bench and bus shelter repair or replacement fund and to include an amount in the budget each year to build up the earmarked reserve. It was noted that £100 is now included in the budget each year to build an earmarked reserve for when the council laptop needs replacement.

23/027 To consider a request for a donation from Carebus

Resolved: To not make a donation to Carebus. The Clerk was requested to provide details of The Broadsheet to Carebus, requesting they advertise what is available to the village, and to suggest they contact the council again should users from Yattendon begin using the service.

23/028 To consider opening a savings account with Lloyds Bank

Resolved: To open a savings account with Lloyds Bank.

23/029 Matters for future consideration and information

There were no matters for future consideration or information.

23/030 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 temporarily exclude the Public and Press from Minute 23/031.

23/031 To consider a claim for overtime for hours worked in 22/23

Resolved: To pay overtime worked in 22/23.

There being no further business, the meeting was closed at 9:03 pm.

Chairman: _____

Date: _____

Appendix 1: Finance Report

Status at bank at last bank reconciliation 30th April 2023

Lloyds Bank Current	£4,067.23
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Income received 17th February - 27th March 2023

HMRC VAT refund	£657.11
West Berkshire Council Precept (instalment 1 of 2)	£5,646.50
Total	£6,303.61

Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
06-Apr	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Mar	£429.21
03-May	BACS	Yattendon Village Hall	Donation towards Coronation event	£100.00
06-May	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Apr	£432.64
11-May	BACS	Triangle Management	Refuse disposal	£178.85
11-May	BACS	BHIB	Insurance 23/24	£633.85
19-May	DD	ICO	Registration fee 23/24	£35.00
Total				£1,809.55

