

# 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](mailto: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 8<sup>th</sup> November 2021 at 7:30pm

PLACE: West Ilsley Village Hall, Main Street, West Ilsley, RG20 7AJ

The Council politely requests that masks are worn on entering and leaving the hall and should only be removed while seated. Members of the Council and any members of the public attending are requested to ensure they only attend if they:

- Are not currently suffering from any COVID symptoms, nor have been asked to isolate or quarantine or are feeling unwell
- Have not suffered any COVID symptoms in the last 7 days
- Have taken a Lateral Flow Test within the past 48 hours which gave a negative result.

*S. Marshman*

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

2<sup>nd</sup> November 2021

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## Agenda

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](#) by members or the Clerk and to consider any Requests for Dispensation
3. To receive:
  - 3.1 Questions or comments from members of the public regarding items on the agenda<sup>1</sup>
  - 3.2 Representations from any member who has declared a personal interest
4. To approve the [Minutes of the Parish Council Meeting held on 13<sup>th</sup> September 2021](#)
5. To discuss any matters arising from the [Minutes of the Parish Council Meeting held on 13<sup>th</sup>](#)

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<sup>1</sup> 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.

## September 2021

6. To receive a report from the District Councillor
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](#) and to note the most recent bank reconciliation
  - 8.2 To review the [Quarterly Budget Report](#)
  - 8.3 To receive any reports from the Internal Controller (*where applicable*)
9. To consider [requests for donations](#)
10. To review the [Draft Budget](#)
11. To consider quotes (or set a budget) for the following works to the play area:
  - 11.1 Purchase and installation of a new waste bin
  - 11.2 Repairs to the fencing
  - 11.3 New signage
12. To consider setting a budget for tree planting
13. To receive correspondence received since last meeting – *for information only*
14. To discuss matters for future consideration or for information

Date of next Meeting: 17<sup>th</sup> January 2022 at 7.30pm in the Village Hall

Future Meeting dates:

Full Council Meetings: 14<sup>th</sup> March 2022

Annual Meeting of the Parish Council: 16<sup>th</sup> May 2022

Annual Parish Meeting: 16<sup>th</sup> May 2022

# Supporting Documents

## Agenda Item 2: Declarations of Interests

DPI = Disclosable Pecuniary Interest

ORI = Other Registerable Interest

NRI = Non-Registerable Interest

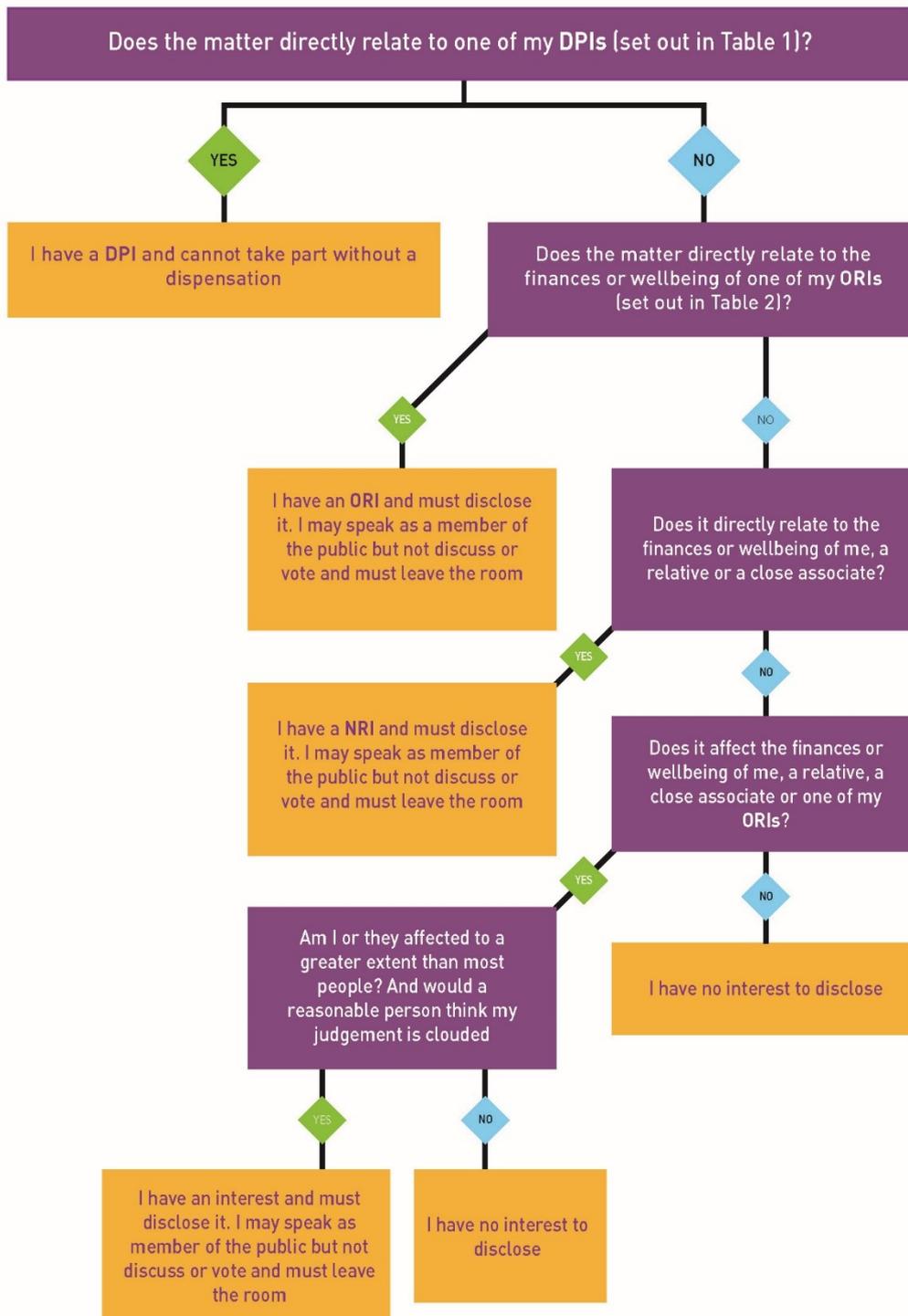


Table 1: Disclosable Pecuniary Interests

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	<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>
<b>Contracts</b>	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.
<b>Land and* property</b>	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.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate tenancies</b>	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.
<b>Securities</b>	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

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> <li>a) any unpaid directorships</li> <li>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</li> <li>c) any body <ul style="list-style-type: none"> <li>(i) exercising functions of a public nature</li> <li>(ii) directed to charitable purposes or</li> <li>(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</li> </ul> </li> </ul>
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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
21/02393/HOUSE	2 Downside, West Ilsley, RG20 7AL	Two storey rear extension & detached garage with studio over.	Object
<p><b>Comments:</b></p> <p>This application sits outside of the of the village settlement boundary, in a conservation area and in the AONB.</p> <p>The size and design of the extension, along with the added volume of the garage, it is considered to be unacceptable in this location.</p> <p>In the Council’s DPD, it states that such developments should be in proportion with the cottage being extended and the site it sits on. This extension is almost doubling the size of the original cottage, which is not considered to be proportional in the context of the DPD. The design is not in keeping with the original cottage or the cottages adjacent to it. There is too much glass on both the easterly ground floor and southerly first floor, which will give a negative reflective presence to these aspects.</p> <p>Regarding its proportionality on the site, one may consider the size of the site can accommodate the cottage extension, however with the addition of the detached garage, which appears to be larger than the original cottage, this both effectively reduces the size of the site and gives an overbearing appearance and exacerbates the proportionality requirement.</p> <p>The garage is too large both in its footprint and height and the design does not reflect the design of the cottage being clad in shiplap boarding.</p>			

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

Application Reference	Location	Proposed Work	Decision
21/02002/HOUSE	15B Main Street, West Ilsley, RG20 7AR	Erection of single storey outbuilding	Approved.

Agenda Item 8: Finance

Finance Report

<b>Status at last bank reconciliation 31st August 2021</b>	<b>£46,557.98</b>
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<b>Income</b>	<b>Amount</b>
Precept (2 of 2)	£5,350.00
<b>Total</b>	<b>£5,350.00</b>

**Payments to be approved**

<b>Payment Date</b>	<b>Payee</b>	<b>Payment Detail</b>	<b>Amount</b>
23-Sep-21	Staff Costs	Staff costs Q2 Including salary, expenses, PAYE and pension contributions	£1,111.56
29-Sep-21	Just Host Me	Wensite hosting	£143.86
06-Oct-21	Glasdon UK Ltd	3x dog waste bins	£343.40
19-Oct-21	TL Contracting Limited	Drainage works	£16,396.80
08-Nov-21	A councillor	Reimburse Zoom fees Sep/Oct	£28.78
		<b>Total</b>	<b>£18,024.40</b>

## Quarterly Budget Report

	Q1	Q2	2021/22 Total to Date	Budget	%
<b>Income</b>					
Precept	£5,350.00	£5,350.00	£10,700.00	£10,700.00	100.0%
VAT refund	£0.00	£0.00	£0.00	£220.00	0.0%
Advertising WIN	£0.00	£0.00	£0.00	£70.00	0.0%
Other Income	£0.00	£58,100.00	£58,100.00	£0.00	
<b>Total Income</b>	<b>£5,350.00</b>	<b>£63,450.00</b>	<b>£68,800.00</b>	<b>£10,990.00</b>	<b>626.0%</b>
<b>Expenditure</b>					
<b>Administration</b>					
Subscriptions	£74.51	£0.00	£74.51	£150.00	49.7%
Insurance	£392.62	£0.00	£392.62	£660.00	59.5%
Audit fees	£97.50	£0.00	£97.50	£200.00	48.8%
Stationery	£3.36	£4.16	£7.52	£25.00	30.1%
Training	£0.00	£0.00	£0.00	£100.00	0.0%
Staffing costs/expenses	£7.65	£275.40	£283.05	£360.00	78.6%
Meeting Rental	£0.00	£0.00	£0.00	£120.00	0.0%
Software Fees	£35.97	£35.97	£71.94	£173.00	41.6%
Election Fees	£0.00	£0.00	£0.00	£0.00	
Accountants Fees	£0.00	£0.00	£0.00	£0.00	
<b>Total Administration</b>	<b>£611.61</b>	<b>£315.53</b>	<b>£927.14</b>	<b>£1,788.00</b>	<b>51.9%</b>
<b>Website</b>					
Maintenance	£0.00	£0.00	£0.00	£100.00	0.0%
Hosting	£0.00	£119.88	£119.88	£140.00	85.6%
Development	£0.00	£0.00	£0.00	£0.00	
<b>Website Total</b>	<b>£0.00</b>	<b>£119.88</b>	<b>£119.88</b>	<b>£240.00</b>	<b>50.0%</b>
<b>Playground</b>					
Annual Inspection	£98.50	£0.00	£98.50	£80.00	123.1%
Maintenance	£0.00	£0.00	£0.00	£1,000.00	0.0%
<b>Playground Total</b>	<b>£98.50</b>	<b>£0.00</b>	<b>£98.50</b>	<b>£1,080.00</b>	<b>9.1%</b>
<b>Village Maintenance</b>					
Defibrillator	£0.00	£0.00	£0.00	£250.00	0.0%
Mower Service	£0.00	£0.00	£0.00	£150.00	0.0%
Flood Mitigation Works	£0.00	£0.00	£0.00	£11,400.00	0.0%
Tree Works	£0.00	£120.00	£120.00	£300.00	40.0%
<b>Village Maintenance Total</b>	<b>£0.00</b>	<b>£120.00</b>	<b>£120.00</b>	<b>£12,100.00</b>	<b>1.0%</b>
<b>Staff Costs</b>	<b>£0.00</b>	<b>£3,206.64</b>	<b>£3,206.64</b>	<b>£3,500.00</b>	<b>91.6%</b>

<b>Other</b>					
Cricket Nets Project	£0.00	£32,333.00	£32,333.00	£0.00	
VAS/road safety measures	£0.00	£0.00	£0.00	£5,000.00	0.0%
Village Hall roof repairs	£5,300.00	£0.00	£5,300.00	£6,000.00	88.3%
<b>Other Total</b>	<b>£5,300.00</b>	<b>£32,333.00</b>	<b>£37,633.00</b>	<b>£11,000.00</b>	<b>342.1%</b>
<b>VAT</b>	<b>£27.03</b>	<b>£6,498.61</b>	<b>£6,525.64</b>	<b>£140.00</b>	
<b>Total Expenditure</b>	<b>£6,037.14</b>	<b>£42,593.66</b>	<b>£48,630.80</b>	<b>£29,848.00</b>	<b>162.9%</b>
<b>Surplus/Deficit</b>	<b>-£687.14</b>	<b>£20,856.34</b>	<b>£20,169.20</b>		
<b>Cash Account Balance at End of Quarter</b>	<b>£42,441.84</b>	<b>£63,298.18</b>			

## Agenda Item 9: To consider requests for donations

The Council will review requests for donations in November each year. Two requests have been received, from West Berkshire Citizens Advice and West Berkshire Libraries. The information provided with the requests are given below:

### West Berkshire Citizens Advice

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. Last year, we gained financial advantage of over £830,021 on behalf of our clients.

Following the announcement by the Government last March that the country was going into lockdown because of Covid-19, I am pleased to report that we changed our service within 24 hours in order that we could still support our clients. Although we are not offering a face-to-face service at the moment, clients can still contact us by telephone, email and letter. Our specialist teams in our Carers Advice service, Money Advice service and Universal Credit service are all operating as before. We help clients to complete applications and also with any other queries, such as housing and employment issues.

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

### West Berkshire Libraries

I am writing to all town and parish councils to share the West Berkshire Libraries Annual Report (2020-21) and to ask, if you have not already done so, whether you intend to make a voluntary financial contribution to the library service this year.

West Berkshire Libraries Service Annual Report 2020-21 – attached and link to our website. Do - please share the report with your members and residents.

We are very grateful for all the support parishes have given in the last 4 years – through financial contributions, by publicising libraries to your residents and encouraging volunteering.

### **Request for financial contributions in financial year 2021-22**

The library service has an annual budget shortfall of £150k to deliver the service – 8 libraries, Mobile and At Home service, e-library. In 2017 we proposed a contribution based on £1 per parish resident - or whatever parishes wished to do. It is a voluntary donation/contribution, not a grant and is compliant with Section 137 of the Local Government Act. We have previously provided legal advice to clarify that. The council is not delegating any part of its statutory duty to provide library services or levying a charge on parishes. Contributions are ring-fenced for the aspects of the service that the data shows are most used by your residents – for example, a particular branch library. Each year we provide each parish with data about library usage by their residents. We welcome participation in library working groups to increase community engagement and feedback.

Attached

- Library usage data for each parish for the past 3 years. (*West Ilsley data is presented below*).

Financial year	Yearly Issue Total	Yearly Individual Borrower Total
1/4/18-31/3/19	769	19
1/4/19-31/3/20	778	22
1/4/20-31/3/21	178	7

- The most recent parish population data held by the council. Office of National Statistics mid-year population estimates for 2019 and released in September 2020. *For West Ilsley, this figure is 340.*

The need for support continues and we are asking that if you are considering making a contribution and have not already done so, to please let us know. As we have said before, a lack of contributions may result in the service being reduced accordingly to balance the budget.

### **Review of Library Services**

After the last review in 2017 we said that we would conduct a further review after 3 years. The Review was delayed somewhat due to the pandemic but is now underway. It includes a new community needs assessment (including the needs that have emerged during the pandemic) and engagement with parish and town councils, staff and volunteers, other public services, community groups and a cross-section of library members. The purpose is to hear your views on what the Libraries Service does well and what it could do differently or better. We will be contacting you soon with a link to a survey for parish and council elected members and staff. The outcome of the Review will be a report to our members in January 2022 setting out options for the service so that it continues to improve and meet community needs.

### **Library data**

Library services nationally gather a lot of data but, as we have previously stated, we don't or can't collect everything you may wish to know. A good example is that we measure usage of the public computers but can't measure the use of the public wi-fi by the increasing numbers of people who use their own device in a library. The cost of doing so would outweigh the benefit. But we know - from the data about how many people come into a library each day and the number of items that are borrowed in each library and by each customer - that people use libraries for all kinds of reasons without, necessarily, borrowing anything. That is an important part of their community role as friendly, safe and trusted places.

### **Get in touch**

Please let us know if you have any queries. We are always delighted to attend parish and town council meetings to talk about library services and answer questions. We have all become proficient at using Zoom/Teams during lockdown! If a face to face meeting isn't possible then that remains a good way to have a conversation while minimising the climate impacts of travel and the time spent travelling.

With our best wishes and thanks for all the support we have received. It is very much appreciated.

## Agenda Item 10: Draft Budget

Budget Heading	2020/21 Actual Spend	Agreed 2021/22 Budget	Total to End Sep 2021	Forecast Year- End Total	2022/23 Budget	Comments
<b><u>Income</u></b>						
1 <b>Precept</b>	£10,700	£10,700	£10,700	£10,700	£10,700	22/23 figure to be determined
2 VAT refund	£0	£220	£0	£275	£11,526	
3 Advertising in WIN	£0	£70	£0	£0	£0	No longer charged
4 Grants & donations	£0	£0	£58,100	£58,100	£0	
<b>A Total Income</b>	<b>£10,700</b>	<b>£10,990</b>	<b>£68,800</b>	<b>£69,075</b>	<b>£22,226</b>	
<b><u>Expenditure</u></b>						
<b>1 Administration</b>						
1a Subscriptions/fees	£143	£150	£75	£150	£165	BALC/ICO/SLCC
1b Insurance	£643	£660	£393	£393	£420	
1c Audit fees	£0	£200	£98	£98	£535	Increased due to high income/expenditure 21/22
1d Office Equipment	£400	£25	£8	£15	£25	
1e Training	£0	£100	£0	£50	£100	
1f Staffing costs/expenses	£0	£360	£283	£463	£400	21/22 includes 3 months incurred in 20/21
1g Meeting Rental	£120	£120	£0	£60	£120	
1h Software fees	£110	£173	£72	£204	£204	Zoom/Microsoft
1i Election Fees	£75	£0	£0	£0	£0	
<b>1 Total Administration</b>	<b>£1,492</b>	<b>£1,788</b>	<b>£927</b>	<b>£1,432</b>	<b>£1,969</b>	
<b>2 Website</b>						
2a Maintenance	£0	£100	£0	£0	£100	
2b Hosting	£132	£140	£120	£120	£140	
2c Development	£880	£0	£0	£0	£0	
<b>2 Website</b>	<b>£1,012</b>	<b>£240</b>	<b>£120</b>	<b>£120</b>	<b>£240</b>	
<b>3 Playground</b>						
3a Annual Inspection	£69	£80	£99	£99	£120	
3b Maintenance	£5,210	£1,000	£0	£0	£1,000	To be earmarked if unused
<b>3 Playground</b>	<b>£5,279</b>	<b>£1,080</b>	<b>£99</b>	<b>£99</b>	<b>£1,120</b>	
<b>4 Village Maintenance</b>						
4a Defibrillator	£0	£250	£0	£250	£250	
4b Mower service	£0	£150	£0	£0	£150	
4b Flood mitigation works	£0	£11,400	£0	£24,464	£1,000	£1,000 to be earmarked each year for 10-12 years in preparation for next silt clearance
4c Tree works	£0	£300	£120	£120	£300	
<b>4 Village Maintenance</b>	<b>£0</b>	<b>£12,100</b>	<b>£120</b>	<b>£24,834</b>	<b>£1,700</b>	Aim to fund from CIL Bid
<b>5 Staff Employment Costs</b>	<b>£66</b>	<b>£3,500</b>	<b>£3,207</b>	<b>£5,000</b>	<b>£4,000</b>	21/22 includes 3 months incurred in 20/21

<b>6 Other</b>						
6a VAT Overpayment Refund	£969	£0	£0	£0	£0	
6b Cricket nets project	£5,000	£0	£32,333	£33,333	£0	
6c VAS/road safety measures	£0	£5,000	£0	£0	£0	To be earmarked if unspent
6d Village Hall roof repairs	£0	£6,000	£5,300	£5,300	£0	
6e Village Hall window works	£0	£0	£0	£0	£5,620	
6f Donation to Library Service	£0	£0	£0	£0	£0	Figure dependent on council decision Nov meeting
<b>6 Total Other</b>	<b>£5,969</b>	<b>£11,000</b>	<b>£37,633</b>	<b>£38,633</b>	<b>£5,620</b>	
<b>7 VAT</b>	<b>£275</b>	<b>£140</b>	<b>£6,526</b>	<b>£11,526</b>	<b>£140</b>	
<b>B Total Expenditure</b>	<b>£14,092</b>	<b>£29,848</b>	<b>£48,631</b>	<b>£81,644</b>	<b>£14,789</b>	
<b>A-B Income minus Expenditure</b>	<b>-£3,392</b>	<b>-£18,858</b>	<b>£20,169</b>	<b>-£12,570</b>	<b>£7,437</b>	<b>Income minus Expenditure</b>

Cash Account Balances	2020/21 Actual Spend	Forecast Year-End Spend	2022/23 Budget
Start of year	£46,521	£43,129	£30,559
End of year	£43,129	£30,559	£37,997

	2020/21	2021/22	2022/23 Budget
Cost to a Band D Household for the year	£69.21	£69.28	£69.28

22/23 figure based on 21/22 tax base