

# Yattendon Parish Council

## **MINUTES of the ANNUAL PARISH COUNCIL MEETING**

Held on **Thursday 12<sup>th</sup> May, 2016 at 7:30pm** in Yattendon Village Hall.

Councillors present: Gordon Robertson (Chair), Anne Harris (Vice-chair), Wendy Mole and Philip Bickford Smith.

In attendance: Sarah Marshman (Clerk).

The meeting started at 7.30pm.

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- 1 Election of Chairman of the Council for the year 2016/17**  
It was resolved to elect Gordon Robertson to the role of Chairman for 2016/17.
- 2 Election of Vice-Chairman of the Council for the year 2016/17**  
It was resolved to elect Anne Harris to the role of Vice-Chairman for 2016/17.
- 3 To receive declarations of acceptance of office of Chairman and Vice-Chairman for the year 2016/17**  
The Chairman and Vice-Chairman signed declarations of acceptance for their elected roles.
- 4 Apologies for absence**  
Apologies were received from Cllrs. Dean Foster and Chris Turner and District Councillor Virginia von Celsing.
- 5 To receive any declarations of pecuniary interests by members or the Clerk**  
The clerk declared a pecuniary interest in item 30.
- 6 To receive: Questions or comments from members of the public  
Representations from any member who has declared a pecuniary interest**  
There were none.
- 7 To approve the minutes of the Parish Council Meeting held on 18<sup>th</sup> February, 2016**  
It was resolved that the minutes be accepted as a true record and were signed by the Chairman.
- 8 Matters arising from the minutes of the Council Meeting on 18<sup>th</sup> February, 2016**  
WM is unable to arrange any dates for SID at the moment.
- 9 To receive a report from our District Councillor**  
VvC sent her apologies.

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Chairman

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- 10 To receive the minutes of the last meeting of any committees and to consider any recommendations made by the committee**  
There are currently no committees.
- 11 To review delegation arrangements to committees, sub-committees, staff and other local authorities**  
It was resolved to adopt the terms of reference and delegated powers document which provides delegated powers to the clerk.
- 12 To review the terms of reference for committees**  
There are currently no committees.
- 13 To appoint members to existing committees**  
There are currently no committees.
- 14 To appoint any new committees on accordance with standing order 4**  
It was resolved that no committees are currently required.
- 15 To review and adopt appropriate standing orders and financial regulations**  
It was resolved to continue with the standing orders and financial regulations that were adopted in May 2015.
- 16 To review arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities**  
The money donated towards the upkeep of the churchyard of £2,500 each year was discussed. It was resolved that this payment should continue.
- 17 To review representation on or work with external bodies and arrangements for reporting back**  
It was resolved that Gordon should continue to represent Yattendon on the Downland Practice patient representation group, Gordon and Anne would continue as trustees representing Yattendon on the Frilsham and Yattendon Parochial Charities and that Wendy Mole would continue as a representative of the parish council on the Yattendon and Frilsham Sports and Social Trust as well as continuing to be the coordinator for use of the speed indicator device.
- 18 To review the inventory of land and assets including buildings and office equipment**  
The list was reviewed and a query was made as to whether the bus shelter was owned by the parish council or the estate and if owned by the council, is it insured for enough money. David Slack stated he would check this with the estate and ask his team to provide a valuation of the bus shelter. The list was otherwise agreed to be correct.
- 19 To confirm arrangements for insurance cover in respect of all insured risks and consider quotes to renew**  
It was resolved to move the insurance to Came and Company who provided a much lower quote.

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Chairman

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- 20 To review of the council's and/or staff subscriptions to other bodies**  
It was agreed to continue with the subscriptions to CPRE (Campaign to Protect Rural England), CCB (Community Council Berkshire), SLCC (Society of Local Council Clerks) and BALC (Berkshire Association of Local Councils).
- 21 To review the council's complaints procedure**  
The policy was reviewed and it was agreed to continue with the current policy.
- 22 To review the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**  
This item was deferred as it will need to be linked to the website which requires either additional information added, or the development of a parish council website.
- 23 To review the council's policy for dealing with the press/media**  
The policy was reviewed and it was agreed to continue with the current policy.
- 24 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council**  
The following meeting dates were agreed for meetings to be held at 7:30pm:  
1<sup>st</sup> September 2016, 17<sup>th</sup> November 2016, 16<sup>th</sup> February 2017, 27<sup>th</sup> April 2017 (Annual Parish Meeting) and 18<sup>th</sup> May, 2017 (Annual Parish Council Meeting).
- 25 To consider the risk assessment**  
The risk assessment was review and it was resolved to adopt this.
- 26 To approve and sign the 2015/16 audit accounting and annual governance statements**  
The audit papers have not yet been received from the internal auditors and so this item was deferred. An additional meeting will need to be arranged before the end of June to approve the audit documents. This will be arranged once the documents have been returned.
- 27 To review the feedback from our internal auditors on the 2015/16 accounts and consider appropriate actions**  
This item was deferred as the audit papers have not yet been received from the internal auditors.
- 28 To consider whether to continue using Unity Trust for banking now an account fee has been introduced**  
A charge of £6 per month has been introduced for current accounts. It was resolved that the benefit of being able to carry out online banking was not great enough to justify the cost and therefore the bank accounts with Unity Trust Bank should be closed.
- 29 To consider closing the bank accounts at HSBC and Unity Trust used for Deane and Pocock funds**  
These accounts are no longer needed as the Deane and Pocock funds will now be distributed by the Frilsham and Yattendon Parochial Charities. The Unity Trust account will be closed as

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Chairman

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Date

per minute 28. It was resolved that, once the final cheques had been paid from the account, the clerk should arrange to close this account.

**30 To consider completing a contract for the Clerk and to consider pay in lieu of holiday hours**

It was resolved to make a payment in lieu of holiday hours from September 2014 and to complete the contract based on the NALC/SLCC model. The Chairman and the Clerk signed the contract.

**31 Planning Applications**

**a) To consider new applications**

| App. Ref.   | Location                            | Proposed Work   | YPC Recommendation |
|---|-------------------------------------|---|--------------------|
| 16/01143 /FUL   | The Old Bakery, Yattendon, RG18 0UE | Change of use of ground floor (in part) from post office, shop area, stock room and store (use class A1) to use class C3 (residential). | Support            |
| <b>Comments:</b><br>When this was temporarily used as the village shop, its position on the road was hazardous, especially for the elderly. We support this becoming a family home. |                                     |   |                    |

**b) To receive an update on planning applications since the previous meeting**

| App. Ref.       | Location   | Proposed Work   | Response             | WBC Decision   |
|-----------------|--|---|----------------------|----------------|
| 16/00731 /FUL   | Hill House, Everington Hill, Yattendon, RG18 0UD | Proposed change of use of land from agricultural use to land for use with private house and construction of driveway and single access onto public road, with vision splay. | <b>NO OBJECTIONS</b> | <b>Granted</b> |
| 16/00794 /HOUSE | Hill House, Everington Hill, Yattendon, RG18 0UD | One and a half storey extension to north west end of house with minor internal alterations (no change to original fabric).  | <b>NO OBJECTIONS</b> | <b>Granted</b> |
| 16/00795 /LBC2  | Hill House, Everington Hill, Yattendon, RG18 0UD | One and a half storey extension to north west end of house with minor internal alterations (no change to original fabric).  | <b>NO OBJECTIONS</b> | <b>Granted</b> |

**32 To receive the finance report and approve cheques due for payment**

|  | <u>RECEIPTS</u>  | <u>PAYMENTS</u> |
|--|------------------|-----------------|
| <b>Balance at last meeting 16th February, 2016</b>                         | <b>£3,303.24</b> |                 |
| Miss J. Lovelock                      Litter picking 01/01/16-31/03/16     |                  | £125.00         |
| West Berkshire Council              Precept 1st half year                  | £3,500.00        |                 |
| Council tax support grant  | £29.24           |                 |
| BALC    Subscription fee 2016/17 |                  | £83.74          |
| CPRE    Subscription fee 2016/17 |                  | £36.00          |

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Chairman

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|--|--------------------------------------|-------------------------|
| Information Commissioner's Office        | Data protection registration renewal | £35.00                  |
| Clerk                                    | Salary & expenses                    | £325.99                 |
| HMRC                                     | PAYE                                 | £64.20                  |
| Yattendon & Frilsham PCC                 | Annual grant 1st half year           | £1,250.00               |
| Yattendon & Frilsham PCC                 | Courtesy lights                      | £24.00                  |
|  |                                      | £6,832.48               |
|  |                                      | £1,943.93               |
| <b>Balance at bank on 12th May, 2016</b> |                                      | <b><u>£4,888.55</u></b> |

**Deane and Pocock Charity**

|  |   |                     |
|--|---|---------------------|
| <b>Balance 18th Feb, 2016</b>              |   | <b>£1,698.00</b>    |
| Yattendon Stores                           | Reimburse xmas vouchers   | £440.00             |
| West Berkshire Brewery                     | Reimburse xmas vouchers   | £50.00              |
| Adam & Eve                                 | Reimburse xmas vouchers   | £80.00              |
| Anne Harris                                | Reimburse purchase of tins for distribution Xmas 2014 & 2015            | £235.00             |
| Frilsham and Yattendon Parochial Charities | Transfer final balance of account to charity set up to handle D&P funds | £893.00             |
| <b>Balance at bank on 12th May, 2016</b>   |   | <b><u>£0.00</u></b> |

**33 Correspondence**

A safety notice from Network Rail had been received which advised that from 27<sup>th</sup> May the overhead lines and associated infrastructure along the Great Western Routes should be treated as "live" at all times.

The following documents had been received: Upstream – West Berks Countryside Society, Countryside Voice and Field Work – CPRE, LCR magazine - NALC

**34 Matters for consideration and information**

GR thanked everyone for their hard work in organising the APM, he had received many positive comments about the meeting.

An enquiry had been received as to whether the parish council would organise an event for the Queen's 90<sup>th</sup> birthday. The council felt this would be better organised by the community.

Meeting closed 9:10pm.

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Chairman

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Date