

# 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 16<sup>th</sup> January 2023 at 7:30pm

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

*S. Marshman*

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

10<sup>th</sup> January 2023

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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](#) 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 agenda<sup>1</sup>
  - 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 14<sup>th</sup> November 2022](#)
5. To discuss any matters arising from the Minutes of the previous meeting
6. To receive a report from the District Councillor
7. To consider the following planning application and to receive an [update on planning application responses and decisions](#)
  - [22/03131/HOUSE 15B Main Street, West Ilsley, RG20 7AR](#) - Removal of existing single storey extension, and erection of two storey extension

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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.

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 receive an update on the Village Hall
10. To consider contributing towards the costs of the Clerk attending the SLCC Practitioners Conference
11. To review whether to make the budgeted donation to the Library Service – *item 6f on the [2022/23 budget](#), please also see the [village survey results](#)*
12. To consider quotes for refuse disposal
13. To consider adopting the [Internal Controls Policy and Procedure](#)
14. To consider a response to the consultation on West Berkshire Council's [Local Plan Review Proposed Submission \(Regulation 19\) Consultation](#)
15. To consider the [draft budget for 2023/2024](#) and to set the precept
16. To review the [Reserves Policy](#) – *to include a review of the values of the Earmarked Reserves in section 5*
17. To update the bank mandate
18. To discuss matters for future consideration or for information

Date of next Meeting:

Full Council: Monday 13<sup>th</sup> March 2023 in the Village Hall

## Supporting Documents

### Agenda Item 2: Declarations of Interests

DPI = Disclosable Pecuniary Interest

ORI = Other Registerable Interest

NRI = Non-Registerable Interest

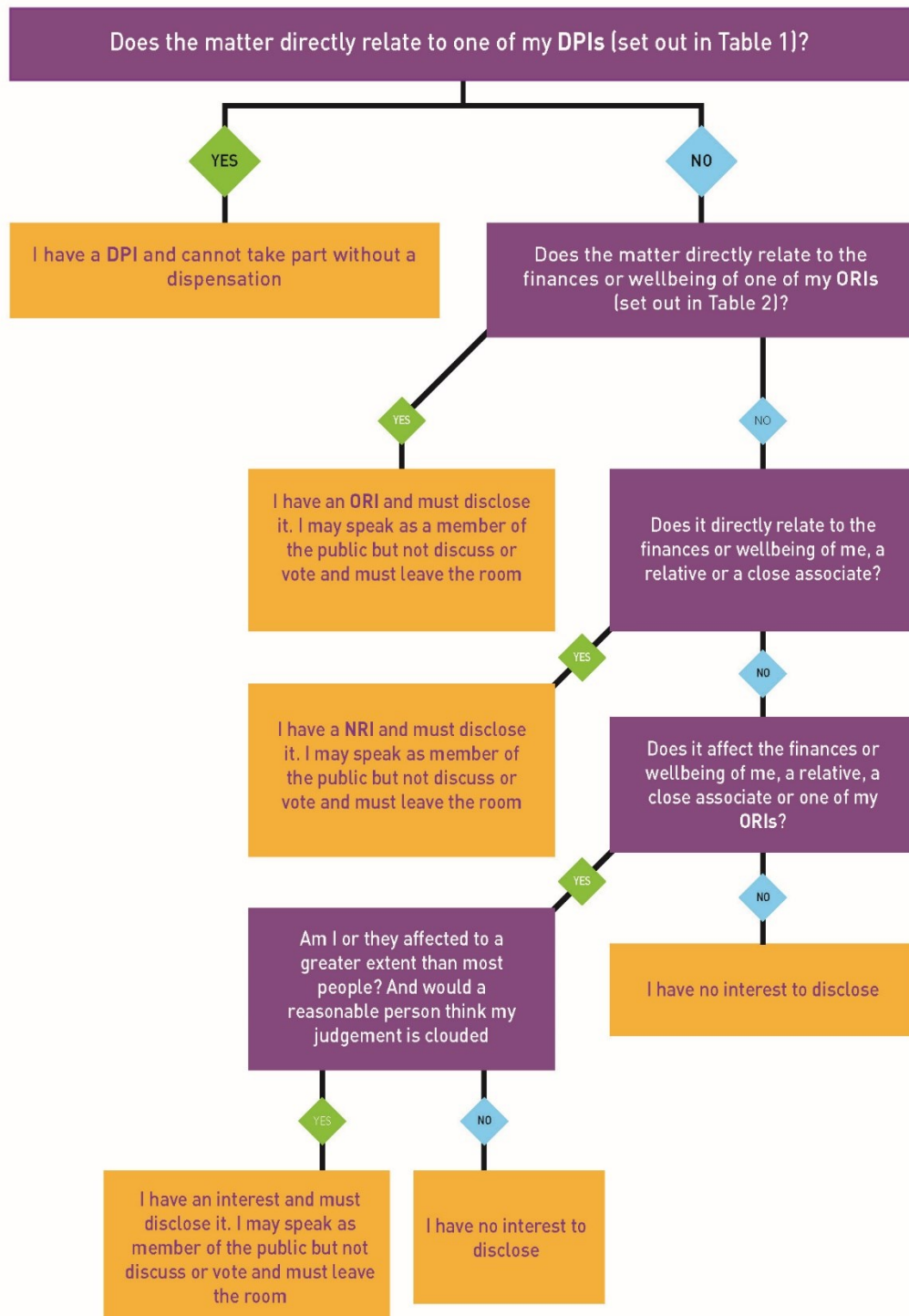


Table 1: Disclosable Pecuniary Interests

Subject	Description
<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>	<p>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 —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<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>	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(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.</p>
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(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</p>

	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:

<b>Application Reference</b>	<b>Location</b>	<b>Proposed Work</b>	<b>Parish Council Response</b>
None			

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

<b>Application Reference</b>	<b>Location</b>	<b>Proposed Work</b>	<b>Decision</b>
22/02349/CERTP	Harcourt House, West Ilsley, Newbury, RG20 7AS	Erection of single-storey, oak-framed conservatory to rear following removal of existing conservatory.	Lawful

## Agenda Item 8: Finance

### Finance Report

<b>Status at last bank reconciliation 31st December 2022</b>	<b>£40,709.56</b>
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<b>Income</b>	<b>Amount</b>
None	£0.00
<b>Total</b>	<b>£0.00</b>

#### **Payments to be approved**

<b>Payment Date</b>	<b>Payee</b>	<b>Payment Detail</b>	<b>Amount</b>
01-Dec-22	SLCC Enterprises Ltd	VAT amount from SLCC National Conference invoice	£6.25
19-Dec-22	Staff Costs	Staff Costs Dec	£561.38
16-Jan-23	A Councillor	Refund purchase of bin bags	£6.99
<b>Total</b>			<b>£574.62</b>

# Bank Reconciliation – December

## West Ilsley Parish Council - Bank Reconciliation Dec-22

### Lloyds Current

<b>Opening Cash Account Balance - 1st December 2022</b>	<b>£41,277.19</b>
Add: Receipts in the month	£0.00
Less: Payments in the month	(£567.63)
<b>Closing Cash Account Balance - 31st December 2022</b>	<b>£40,709.56</b>
<b>Closing Balance of Bank Account - 31st December 2022</b>	<b>£40,709.56</b>
Add: Receipts not banked	£0.00
Less: Payments not Completed	£0.00
<b>Net Balances as at 31st December 2022</b>	<b>£40,709.56</b>

### List of Receipts not Banked as at 31st December 2022

Item	Amount
Total	£0.00

### List of Payments not Completed as at 31st December 2022

Item	Amount
Total	£0.00

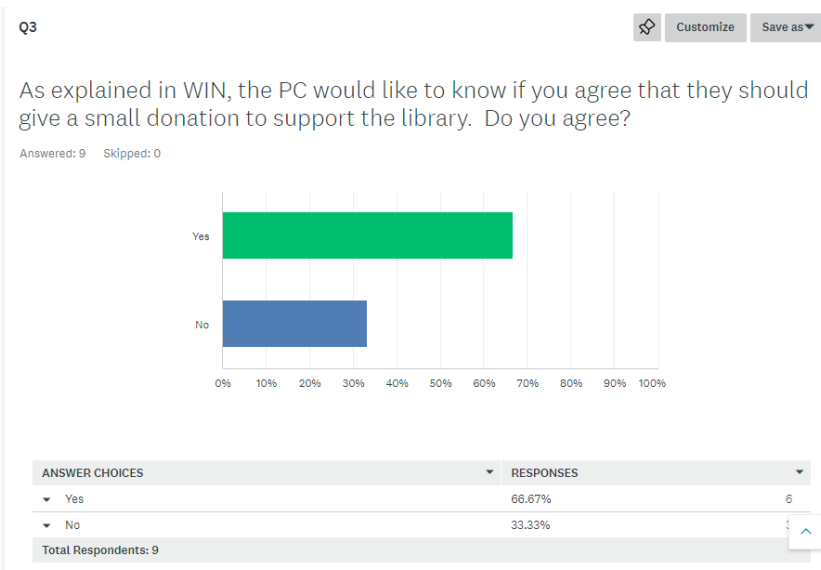
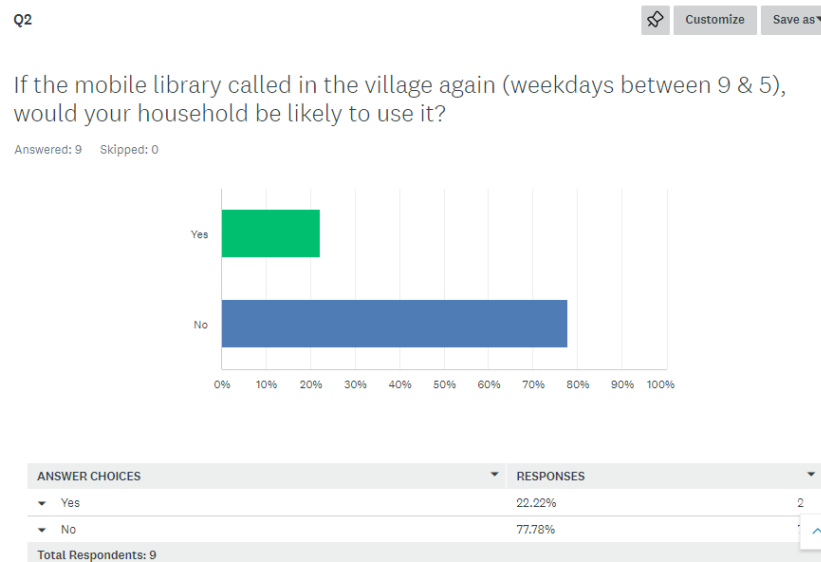
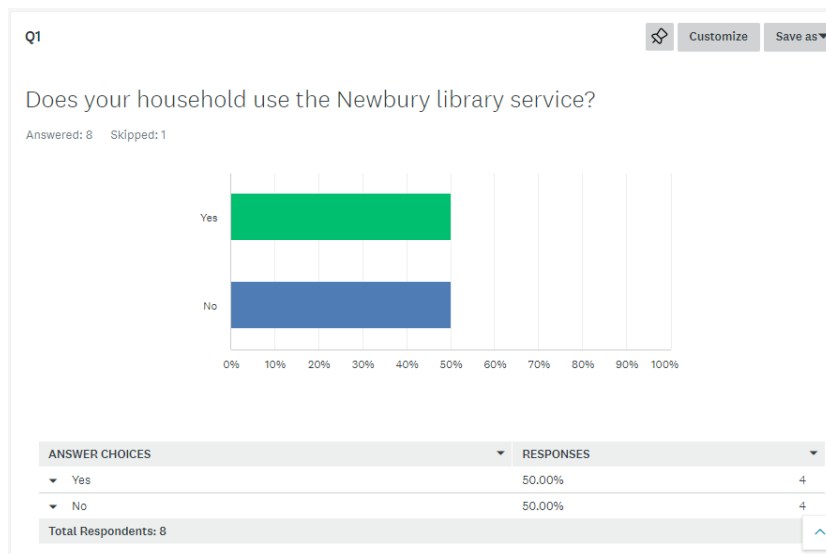


## Quarterly Budget Report to 31<sup>st</sup> December 2022

	Q1	Q2	Q3	2022/23 Total	Budget	%
<b>Income</b>						
Precept	£5,350.00	£0.00	£5,350.00	£10,700.00	£10,700.00	100.0%
Grants & Donations	£0.00	£0.00	£2,247.11	£2,247.11	£0.00	
<b>Total Income</b>	<b>£5,350.00</b>	<b>£0.00</b>	<b>£7,597.11</b>	<b>£12,947.11</b>	<b>£10,700.00</b>	<b>121.0%</b>
<b>Expenditure</b>						
<b>Administration</b>						
Subscriptions/Fees	£73.52	£0.00	£0.00	£73.52	£165.00	44.6%
Insurance	£451.75	£0.00	£0.00	£451.75	£420.00	107.6%
Audit fees	£242.50	£0.00	£300.00	£542.50	£535.00	101.4%
Office Equipment	£2.94	£0.00	£0.00	£2.94	£25.00	11.8%
Training	£0.00	£0.00	£31.25	£31.25	£100.00	31.3%
Staffing Costs/Expenses	£95.40	£109.46	£112.51	£317.37	£400.00	79.3%
Meeting Rental	£0.00	£0.00	£0.00	£0.00	£120.00	0.0%
Software Fees	£47.96	£0.00	£11.99	£59.95	£204.00	29.4%
Election Fees	£0.00	£0.00	£0.00	£0.00	£0.00	
WiFi	£0.00	£0.00	£300.00	£300.00	£300.00	100.0%
<b>Total Administration</b>	<b>£914.07</b>	<b>£109.46</b>	<b>£755.75</b>	<b>£1,779.28</b>	<b>£2,269.00</b>	<b>78.4%</b>
<b>Website</b>						
Maintenance	£0.00	£0.00	£0.00	£0.00	£100.00	0.0%
Hosting	£10.00	£0.00	£119.88	£129.88	£140.00	92.8%
<b>Website Total</b>	<b>£10.00</b>	<b>£0.00</b>	<b>£119.88</b>	<b>£129.88</b>	<b>£240.00</b>	<b>54.1%</b>
<b>Playground</b>						
Annual Inspection	£70.00	£0.00	£0.00	£70.00	£120.00	58.3%
Maintenance	£0.00	£0.00	£300.00	£300.00	£1,000.00	30.0%
<b>Playground Total</b>	<b>£70.00</b>	<b>£0.00</b>	<b>£300.00</b>	<b>£370.00</b>	<b>£1,120.00</b>	<b>33.0%</b>
<b>Village Maintenance</b>						
Defibrillator	£0.00	£0.00	£0.00	£0.00	£250.00	0.0%
Mower Service	£0.00	£0.00	£0.00	£0.00	£150.00	0.0%
Flood Mitigation Works	£0.00	£10,150.00	£0.00	£10,150.00	£1,000.00	1015.0%
Tree Works	£0.00	£0.00	£0.00	£0.00	£300.00	0.0%
War Memorial Repairs	£263.00	£0.00	£0.00	£263.00	£0.00	
Other	£0.00	£29.17	£0.00	£29.17	£0.00	
<b>Village Maintenance Total</b>	<b>£263.00</b>	<b>£10,179.17</b>	<b>£0.00</b>	<b>£10,442.17</b>	<b>£1,700.00</b>	<b>614.2%</b>
<b>Staff Employment Costs</b>	<b>£990.26</b>	<b>£991.56</b>	<b>£1,069.59</b>	<b>£3,051.41</b>	<b>£4,000.00</b>	<b>76.3%</b>
<b>Other</b>						
Village Hall Window Works	£0.00	£0.00	£0.00	£0.00	£5,620.00	0.0%
Donation to Library Service	£0.00	£0.00	£0.00	£0.00	£130.00	0.0%

Play Area Fencing	£0.00	£0.00	£3,500.00	£3,500.00	£0.00	
<b>Other Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£3,500.00</b>	<b>£3,500.00</b>	<b>£5,750.00</b>	<b>60.9%</b>
<b>Total Expenditure</b>	<b>£2,247.33</b>	<b>£11,280.19</b>	<b>£5,745.22</b>	<b>£19,272.74</b>	<b>£15,079.00</b>	<b>127.8%</b>
<b>Surplus/Deficit</b>	<b>£3,102.67</b>	<b>£11,280.19</b>	<b>£1,851.89</b>	<b>-£6,325.63</b>		
<b>Cash Account Balance at End of Quarter</b>	<b>£53,026.32</b>	<b>£39,710.30</b>	<b>£40,709.56</b>			

## Agenda Item 11: To review whether to make the budgeted donation to the Library Service



## Agenda Item 13: To consider adopting the Internal Controls Policy and Procedure

### Internal Controls Policy and Procedure

Version Number	1.0	Minute Reference	
Date Adopted		Review Due	Annually (May)

The Responsible Financial Officer (RFO) is responsible for ensuring that the Council's day-to-day finances are run properly, however, it falls to Council members to exercise a proper and reasonable degree of control over financial matters.

West Ilsley Parish Council carries out the following ongoing internal control procedures:

#### *Monthly:*

1. The Clerk/RFO provides the bank reconciliation, cash book, bank statement and payroll details to the internal controller to review. As the Council now operates the accounts on a paperless basis, all documents will be made available to the internal controller via access to the Scribe accounting package and via an Accounts folder on Google Drive.
2. The Clerk/RFO ensures that regular payments and purchases previously agreed by council are made between meetings as appropriate and reported to the next meeting of the council.
3. The Clerk/RFO processes payroll each quarter. This is reported to the next meeting of the council. This will be reviewed by the Internal Controller.
4. The Internal Controller, appointed annually by the Council, will complete internal control checks monthly or, if not available, quarterly as a minimum. Any anomalies will be reported to Full Council. (See attached Internal Control Checklist). As the Council has now become paperless with regards to accounts, the form will be completed electronically and uploaded to the Accounts folder for the relevant year on the Google Drive.

#### *Each Meeting:*

1. The Clerk/RFO provides a the most recent bank reconciliation to the council.
2. The Clerk/RFO provides a list of payments requiring approval to the council.
3. The Internal Controller reports on the Internal Control checks that have been completed.

#### *Quarterly:*

1. The Clerk/RFO provides a quarterly budget summary to the council showing year to date expenditure against budget.

*Annually:*

1. The Council must consider appointing an internal auditor for the current financial year.
2. The Clerk provides a summary of the year's expenditure to date alongside draft budget figures for the following financial year at the November meeting. Councillors will review the figures and make suggestions for alterations to the draft budget.
3. The Clerk will make the alterations to the draft budget and present a revised draft at the January meeting. Councillors will review the draft budget, make any necessary changes, then agree the draft budget and precept figures for the following financial year.
4. Following the end of the financial year on 31<sup>st</sup> March, the Clerk will complete the year end finances and prepare the necessary documentation to be provided to the internal auditor.
5. Once the internal audit is complete, the Clerk will ensure that a review of the internal audit report will be included on the agenda prior to the completion of the Annual Governance and Accountability Return (AGAR).

*General*

1. The Council does not keep any cash.
2. The Clerk is not a signatory and keeps the chequebook.
3. Cheques are signed by 2 Councillors.
4. Online payments are made by the Clerk, as administrator, and are subject to dual authorisation by two appointed signatories.

*Internal Controls Checklist*

Checks completed by:			Date:		
Month:		Quarter:		Year:	

Monthly Checks:

Task	Completed	Comments
Bank statement reviewed		
Bank reconciliation completed		
Bank reconciliation matches bank statement		
Monthly payroll completed and pension contribution paid		
HMRC PAYE submission completed and paid		
All payments and receipts listed and invoices present		

Quarterly Checks:

Task	Completed	Comments
Quarterly budget summary reviewed by council		

Yearly Checks:

Task	Completed	Comments
Annual VAT refund received		
Annual risk assessment agreed by council		

Additional Comments:

Agenda Item 15: To review the draft budget for 2023/2024

Budget Heading		2021/22 Actual Spend	Agreed 2022/23 Budget	Total to End Sep 2022	Forecast Year-End Total	2023/24 Budget	Comments
<b><u>Income</u></b>							
1	<b>Precept</b>	£10,700	£10,700	£5,350	£10,700	£10,700	
2	Grants & donations	£59,445	£0	£0	£1,750	£2,100	
3	Other income	£0	£0	£0	£0	£0	
<b>A</b>	<b>Total Income</b>	<b>£70,145</b>	<b>£10,700</b>	<b>£5,350</b>	<b>£12,450</b>	<b>£12,800</b>	
<b><u>Expenditure</u></b>							
<b>1</b>	<b>Administration</b>						
1a	Subscriptions/fees	£148	£165	£74	£149	£160	BALC/ICO/SLCC
1b	Insurance	£393	£420	£452	£452	£500	
1c	Audit fees	£98	£535	£243	£603	£580	Assuming expenditure exceeds £25k as per forecast
1d	Office Equipment	£23	£25	£3	£15	£20	
1e	Training	£40	£100	£0	£100	£150	
1f	Staffing costs/expenses	£472	£400	£205	£410	£430	
1g	Meeting Rental	£30	£120	£0	£120	£120	
1h	Software fees	£144	£204	£48	£84	£100	
1i	Website hosting	£120	£140	£10	£154	£180	
1j	Election Fees	£0	£0	£0	£0	£150	Assuming uncontested election
1k	Wi-fi (at Village Hall)	£0	£300	£0	£300	£0	
<b>1</b>	<b>Total Administration</b>	<b>£1,468</b>	<b>£2,409</b>	<b>£1,034</b>	<b>£2,386</b>	<b>£2,390</b>	
<b>2</b>	<b>Playground</b>						
2a	Annual Inspection	£99	£120	£70	£70	£100	
2b	Maintenance	£1,143	£1,000	£300	£0	£500	

<b>2</b>	<b>Playground</b>	<b>£1,242</b>	<b>£1,120</b>	<b>£370</b>	<b>£70</b>	<b>£600</b>	To be earmarked if unused
<b>3</b>	<b>Village Maintenance</b>						
3a	Defibrillator	£258	£250	£0	£0	£100	
3b	Mower service	£0	£150	£0	£0	£150	
3c	Flood mitigation works	£13,664	£1,000	£10,150	£10,150	£1,100	£1,100 to be earmarked for 10-12 years in preparation for the next silt clearance. This amount is to be increased by 10% each year.
3d	Tree works	£120	£300	£0	£0	£200	To be earmarked if unused
3e	War Memorial repairs	£0	£0	£263	£263	£0	
3f	Refuse disposal	£0	£0	£0	£165	£494	If agreed at Nov meeting
3g	Other	£0	£0	£29	£29	£0	
<b>3</b>	<b>Village Maintenance</b>	<b>£14,042</b>	<b>£1,700</b>	<b>£10,442</b>	<b>£10,607</b>	<b>£2,044</b>	
<b>4</b>	<b>Staff Employment Costs</b>	<b>£4,976</b>	<b>£4,000</b>	<b>£1,982</b>	<b>£4,124</b>	<b>£4,400</b>	
<b>5</b>	<b>Other</b>						
5a	Cricket nets project	£33,333	£0	£0	£0	£0	Complete
5b	VAS/road safety measures	£2,690	£0	£0	£0	£4,205	VAS at top of hill entering east end of village - to be obtained through grants/reserves
5c	Village Hall roof repairs	£5,300	£0	£0	£0	£0	Complete
5d	Village Hall window works	£0	£5,620	£0	£5,620	£0	
5e	Donation to fireworks	£300	£0	£0	£0	£0	
5f	Donation to Library Service	£0	£130	£0	£130	£130	To be reviewed by Council during financial year
5g	Play Area Fence Replacement	£0	£0	£0	£3,370	£0	From CIL/grant funding
5h	Other	£251	£0	£0	£0	£0	
<b>5</b>	<b>Total Other</b>	<b>£41,874</b>	<b>£5,750</b>	<b>£0</b>	<b>£9,120</b>	<b>£4,335</b>	
<b>B</b>	<b>Total Expenditure</b>	<b>£63,601</b>	<b>£14,979</b>	<b>£13,828</b>	<b>£26,306</b>	<b>£13,769</b>	



A-B	Income minus Expenditure	£6,544	-£4,279	-£8,478	-£13,856	-£969

Cash Account Balances	2021/22 Actual		Forecast Year-End		2023/24 Budget
Start of year	£43,129		£39,681		£25,825
End of year	£39,681		£25,825		£24,856

	2021/22		2022/23		2023/24 Budget
Cost to a Band D Household for the year			£68.96		£68.75

A minor change to the tax base has resulted in a decrease of 21p to a Band D household.

<b>Earmarked Reserves forecast at end of 2022/23</b>			This will require review as the predicted value of earmarked reserves is currently greater than the predicted end of year balance. From the JPAG Practitioners' Guide 2022: "5.33. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. 5.34. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. "
Village Hall	£14,380	Deducted £5,620 for expected window works	
Play Area	£5,700	Earmark the expected £700 unspent on playground maintenance	
War Memorial	£4,737	Deducted £263 for repairs made	
Gazebo	£5,000		
Pond	£1,000	Earmark the £1,000 included in budget to build up EMR	
<b>Total</b>	<b>£30,817</b>		
<b>General Reserves forecast at end of 2022/23</b>			
General Reserves	-£4,992		

Agenda Item 16: To review the Reserves Policy – to include a review of the values of the Earmarked Reserves in section 5

Please review the current [Reserves Policy](#).

From the policy:

*“5.3 The figure for general reserves at the end of the 2020/21 financial year is £3,129. The*

*Council agreed to the following levels of earmarked reserves:*

- *£20,000 Village Hall*
- *£5,000 Play area*
- *£5,000 War Memorial*
- *£5,000 Gazebo*
- *Total earmarked reserves for funds held at the end of the 2021/22 financial year £35,000.”*

The values above need to be updated considering the predicted forecast in the draft budget:

Earmarked Reserves forecast at end of 2022/23

- Village Hall £14,380 - Deducted £5,620 for expected window works
- Play Area £5,700 - Earmark the expected £700 unspent on playground maintenance
- War Memorial £4,737 - Deducted £263 for repairs made
- Gazebo £5,000
- Pond £1,000 - Earmark the £1,000 included in budget to build up EMR
- Total £30,817

General Reserves forecast at end of 2022/23

- General Reserves -£4,992

This will require review as the predicted value of earmarked reserves is currently greater than the predicted end of year balance. From the JPAG Practitioners' Guide 2022: "5.33. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. 5.34. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. "