

West Ilsley Parish Council

FULL COUNCIL MINUTES

Minutes of the Full Council meeting held online on Monday 8th March 2021.
Commencing at 7:32pm.

Members Present: Alan Beaumont (AB), Chairman
Alan Bloor (APB)
Justin Gilbert (JG)
Alan Muir (AMM)
Graham Woods (GW)

Members Absent: None

Officers Present: Sarah Marshman, Clerk/RFO

In Attendance: Carolyne Culver, District Councillor
7 members of the public.

Minutes

- 1. To receive, and consider for acceptance, apologies for absence from Members of the Council**
All members were present so no apologies for absence were received.
- 2. To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation**
No declarations of interests or requests for dispensation were received.
- 3. To approve the minutes of the Parish Council Meeting held on 1st December 2020**
Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Chairman signed the minutes.
- 4. To approve the minutes of the Parish Council Meeting held on 1^{8th} January 2021**
Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Chairman signed the minutes.
- 5. To discuss any matters arising from the minutes of the previous meetings**
There were no matters arising.

6. To receive a report from the District Councillor

West Berkshire Council had recently agreed their budget, with council tax increasing by 1.99%. Both the flood alleviation works at the pond and the funding for the cricket nets were included in the budget and have therefore been agreed.

7. Planning Applications

No new planning applications or notifications of decisions had been received since the previous meeting.

8. To receive the Finance Report and consider approving payments

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

The Clerk noted that the Government Gateway information had not been supplied and there have been issues obtaining the relevant details from HMRC. The Clerk is waiting for a response from HMRC and has therefore been unable to run payroll.

9. To consider the co-option of new councillor

Resolved: To co-opt Clive Hooker to the Council.

10. To review the internal audit for 2019/20

The internal audit for 2019/20 was reviewed. No recommendations were made.

11. To consider appointing an internal auditor and setting the scope of audit for 2020/21

Resolved: To appoint Heelis and Lodge as internal auditors for 2020/21 and to adopt the scope of audit.

12. To consider adopting a Risk Register for 2020/21

Resolved: To adopt the Risk Register for 2020/21.

13. To consider adopting the following policies:

13.1 Standing Orders

13.2 Financial Regulations

13.3 Complaints Procedure

13.4 Code of Conduct

13.5 Freedom of Information

13.6 Publication Scheme

13.7 Document Retention Policy

Resolved: To adopt the policies listed above.

14. To consider the purchase of a council mobile phone

Resolved: To defer this item to a future meeting to enable further research.

15. To review training needs for Councillors and consider costs for attending training

It was highlighted that courses through HALC are currently paid for by BALC and that these are currently online.

16. To consider joining the Local Government Pension Scheme

Resolved: To join the Local Government Pension Scheme.

17. To discuss the Annual Parish Meeting

The Annual Parish Meeting will be held on 17th May at 8:15pm after the Annual Meeting of the Parish Council at 7pm.

18. To receive correspondence received since last meeting – for information only

A request for a donation was received from Citizens Advice West Berkshire. The Council agreed to collate all requests for donations to review at the November meeting.

19. Community matters – to receive an update on the following:

WIN, website and communications: The intention is to no longer take paid advertising. This has been used to cover fees for the website previously. The Parish Council will need to meet these fees in future. The editors requested the Council provide funding to print copies for those cannot receive the WIN by email. Two individuals offered to provide printing for this.

AB will write updates for the WIN in future.

Tennis Club: The tennis court is reopening on 29th March.

Cricket Club: The £5,000 donation from the Parish Council has been match-funded by The Good Exchange.

The possibility of a village party in about September was discussed.

20. Environment and upkeep – to receive an update on the following:

Play area: The Council's insurance company had advised that regular inspections of the play equipment are required, but there is no required schedule. The Council agreed that this should continue on a monthly basis, along with the yearly RoSPA inspection that also takes place. The Clerk will write to Zurich to notify that the Council think monthly inspections are appropriate.

21. Safety and services – to receive an update on the following:

Speeding: The ProGen5 portable speed sign has been moved from its original position, however, WBC have agreed to move it back to the curtilage of the village.

Resolved: To suspend Standing Order 3x - a meeting shall not exceed a period of 2 hours – in order to continue the meeting

22. Working Village – to receive an update on the following:

No updates were received.

23. To discuss matters for future consideration or for information

The Clerk was requested to contact the SUDS Engineer at WBC to request the sumps coming down Bury Lane are cleaned out as part of the flood mitigation work.

24. To receive questions and comments from members of the public

There were no questions or comments from members of the public.

There being no further business, the meeting was closed at 9:50pm.

Date of next Meeting: 17th May 2021 at 7.00pm with the Annual Parish Meeting at 8:15pm.

Appendix 1: Finance Report

Status at last bank reconciliation 28th February 2021	£43,301.00
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Income	Amount
None	£0.00
Total	£0.00

Payments to be approved

Payment Date	Payee	Payment Detail	Amount
08-Mar-21	SLCC	Subscription 2021/22	£30.81
08-Mar-21	A Councillor	Reimburse purchase of Zoom (2 months)	£28.78
		Total	£59.59