

Yattendon Parish Council

Full Council Minutes

Minutes of the Full Council Meeting held on Wednesday 5th October 2022 held in Yattendon Village Hall. Commencing at 8:09 pm.

Members Present: Adam McCormick, Vice-Chairman elected to Chairman
Philip Bickford Smith, elected to Vice-Chairman
Anne Harris
Nicky Meadows
Georgie Rudge

Members Absent: None

Officers Present: Sarah Marshman, Clerk/RFO

In Attendance: James Hole, Managing Director, Yattendon Estates

Minutes

Following the resignation of the Chairman, Gordon Robertson, the Vice-Chairman, Councillor Adam McCormick, chaired Minute 22/23-031.

- 22/23-031 To consider the election of Chairman of the Council for the remainder of 2022/23 and for the elected Chairman to sign the declaration of office in view of the meeting participants**
Resolved: To elect Councillor Adam McCormick as Chairman. The Chairman signed the declaration of acceptance of office and chaired the remainder of the meeting.
- 22/23-032 To consider the election of Vice-Chairman of the Council for the remainder of 2022/23 and for the elected Chairman to sign the declaration of office in view of the meeting participants**
Resolved: To elect Councillor Philip Bickford Smith as Vice-Chairman.
- 22/23-033 To receive, and consider for acceptance, apologies for absence from Members of the Council**
All Members were present so there were no apologies for absence.
It was noted that Gordon Robertson had resigned from the Council since the last meeting. The vacancy has been advertised and the council has been advised it is now able to co-opt to fill the vacancy.
- 22/23-034 To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests, or Non-Registerable Interests and to consider any requests for dispensation**
Councillor Bickford Smith declared an interest in Minute 22/23-044.

- 22/23-035 To receive questions or comments from members of the public regarding items on the agenda and representations from any member who has declared a personal interest**
There were no questions, comments or representations.
- 22/23-036 To approve the Minutes of the Parish Council Meeting held on 19th May 2022**
Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Chairman signed the minutes.
- 22/23-037 To discuss any matters arising from the previous meeting**
There were no matters arising.
- 22/23-038 To receive a report from our District Councillor**
The District Councillor sent her apologies.
- 22/23-039 To receive a report from Yattendon Estates**
James Hole gave a brief update on the activities of the Estate.
- 22/23-040 To consider the following planning applications and to receive an update on planning decisions since the previous meeting**
The following new planning applications were considered, and the following responses were resolved:

Application Reference	Location	Proposed Work	Parish Council Response
22/02182/FUL	Unit 12, Frilsham Home Farm Business Units, Frilsham, Yattendon, RG18 0XT	Change of use from Office to Beautician	No objections
22/02286/COND3	Redwood, Burnt Hill, Yattendon, RG18 0XD	Application for approval of details reserved by Condition 18 (Hard Landscaping) of planning permission 20/02001/FULD - Demolition of existing house, garage and outbuildings, erection of one new house and detached open carport	No objections

The Council responded to the following application using delegated powers since the last meeting.

Application Reference	Location	Proposed Work	Parish Council Response
22/01318/FUL	The Garage, Chapel Lane, Yattendon	Supply and erection Victorian style lamp post within front boundary of Yattendon Garage forecourt. Set back 1.2m from front boundary.	No objections

The following decisions have been issued by West Berkshire Council since the previous meeting:

Application Reference	Location	Proposed Work	Parish Council Response	WBC Decision
22/00362/ ADV	The Garage, Chapel Lane, Yattendon	1x illuminated light box	No objections	Withdrawn
22/00952/ FULD	Everington Bungalow, Everington Hill, Yattendon	Change of use from nursery to residential dwelling	No objections	Withdrawn

22/23-041 Finance:

To receive the Finance Report and approve the payments listed

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

To receive the Quarterly Budget Report

The Council reviewed the Quarterly Budget Report to the end of June 2022.

22/23-042 To consider whether to use the SAAA-appointed external auditors or to opt-out and appoint the council's own external auditor for the next five years

Resolved: To use the SAAA-appointed external auditors.

22/23-043 To consider appointing an Internal Auditor and to agree the scope of audit for the 2022/23 financial year

Resolved: To appoint Heelis & Lodge as Internal Auditor and provide the scope of audit covering the items listed in the Annual Internal Audit Report of the Annual Governance and Accountability Return.

Councillor Bickford Smith left the meeting.

22/23-044 To consider reimbursing a Councillor for expenditure related to the Well House works

Resolved: To provide the remaining funding of £903 left over from the funding received to reimburse the Councillor who had paid for the architectural fees and the church pew purchase and alterations.

Councillor Bickford Smith rejoined the meeting.

22/23-045 To consider the purchase of a new laptop

Resolved: Resolved to set a budget of £550 for the purchase of a new laptop.

22/23-046 To consider taking on the management of holding the Remembrance Parade in Yattendon in 2024

Resolved: The Council will take on the management of holding the Remembrance Parade in Yattendon when the parade is scheduled to be held in the village.

22/23-047 To review the following policies:

- **Health and Safety Policy**
- **Lone Working Policy**
- **Home Working Policy**

Resolved: To continue with current Health and Safety, Lone Working and Home Working Policies.

22/23-048 Matters for future consideration and information

Potential sites for use of the speed indicator device (SID) were discussed. The Clerk will visit these sites and submit applications to West Berkshire District Council to assess.

The bus shelter is in need of some repair work. Yattendon Estates has kindly offered to inspect the shelter and assist.

A request was received to purchase a pair of Tommy statues to display in the village in the lead up to Remembrance Sunday. Due to the lead time and the date of the next meeting, the council requested the Clerk purchase a pair of Tommy statues from the Royal British Legion at a cost of £350 and an agenda item will be included on the next agenda to ratify the purchase.

22/23-049 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 exclude the Public and Press from Minute 22/23-050.

22/23-050 To review staff working hours and salaries

Resolved: To increase the Clerk and Litter Picker's contracted hours by one hour per week.

There being no further business, the meeting was closed at 9:20 pm.

Chairman: _____

Date: _____

Appendix 1: Finance Report

Status at bank at last bank reconciliation 31st August 2022

Lloyds Bank Current	£7,750.95
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Income received 13th May - 28th September 2022

Grant from The Good Exchange towards Well House works	£600.00
Donation from Yattendon Estates towards Well House works	£1,000.00
Reimburse fee from The Good Exchange	£3.00
Contribution towards entertainment for Jubilee celebrations	£100.00
Donation from Sports and Social Trust, match funded by The Good Exchange	£1,000.00
	£2,703.00

Payments to be approved

Payment Date	Method	Payee-	Payment Detail	Amount
19-May	DD	ICO	Yearly registration fee	£35.00
31-May	BACS	Yattendon Village Hall	Donation towards entertainment costs for Jubilee	£280.00
10-Jun	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for May	£381.76
10-Jun	BACS	Clerk	Reimburse purchase of Microsoft subscription	£59.99
10-Jun	BACS	Triangle Management	Refuse disposal May	£55.20
09-Jul	BACS	BALC	Yearly subscription	£85.24
09-Jul	BACS	T. Pope Builder	Well House works	£1,700.00
11-Jul	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for June	£296.22
11-Jul	BACS	Triangle Management	Refuse disposal June	£55.20
09-Aug	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for July	£369.02
08-Sep	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Aug	£401.00
05-Oct	BACS	Triangle Management	Refuse disposal Jul/Aug/Sep	£178.85
05-Oct	BACS	Traffic Technology	Speed indicator device (half of total cost)	£1,939.80
Total				£5,837.28