

Yattendon Parish Council

Minutes of the Parish Council Meeting Held on Monday 17th May 2018 at 7:30pm in the Village Hall, Yattendon

Councillors present: Councillors Gordon Robertson (Chair), Anne Harris, Chris Turner, Wendy Mole.

Councillors not present: Councillor Philip Bickford Smith.

In attendance: Sarah Marshman (Clerk).
2 members of the public.

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| 18/19-001 | To consider the election of Chairman of the Council for 2018/19 and to receive the signed declaration of acceptance of office
It was resolved to elect Gordon Robertson as Chairman. GR completed his declaration of acceptance of office. |
| 18/19-002 | To consider the election of Vice-Chairman of the Council for 2018/19 and to receive the signed declaration of acceptance of office
It was resolved to elect Anne Harris as Vice-Chairman. AH completed her declaration of acceptance of office. |
| 18/19-003 | Apologies for absence and to consider acceptance of the reasons
Apologies were received from Councillor Philip Bickford Smith |
| 18/19-004 | To receive any declarations of pecuniary interests by members or the Clerk
There were none. |
| 18/19-005 | To receive: Questions or comments from members of the public
Representations from any member who has declared a pecuniary interest
There were none. |
| 18/19-006 | To approve the minutes of the Parish Council Meeting held on 15th February 2018
It was resolved that the minutes be accepted as a true record and they were then signed by the Chairman. |
| 18/19-007 | Matters arising from the minutes of the Council Meeting on 15th February 2018
WM had purchased some anti-dog fouling stickers.

David Slack from Yattendon Estates gave a brief update. Work on the Royal Oak has begun. The fete takes place on the 28 th May and Yattendon Classics takes place on 24 th June. There will also be an Open Farm event on 10 th June. |
| 18/19-008 | To receive a report from our District Councillor, Virginia von Celsing
VvC sent her apologies. |
| 18/19-009 | To consider co-opting a new member to the Parish Council
Two applications had been received. It was resolved to co-opt Georgie Rudge to the Parish council. |

- 18/19-010** | Planning Applications
a) To consider new applications

App. Ref.	Location	Proposed Work	Recommendation
18/00832/F ULD	The Birches, Burnt Hill, Yattendon, RG18 0XF	Demolition of existing house and detached garage. Construction of a replacement house with detached garage and associated external works.	Object
Comments: Yattendon Parish Council objects to planning application 18/00832/FULD for the following reasons: <ul style="list-style-type: none"> • It is apparent there are drainage issues with this site causing nearby flooding of contaminated water. We would request this is monitored closely. • The movement of the garage to the boundary of the site. Yattendon Parish Council also wish to make the following comment: <ul style="list-style-type: none"> • On the application form the applicant has answered 'no' to the question of whether the site can be seen from a public road, public footpath, bridleway or other public land. The property can, in fact, be seen on either side from bridleways and restricted byways. 			

- 18/19-011** | **b) To receive an update on planning applications since the previous meeting**
There were none.
- 18/19-011** | **Committees:**
a) To receive and consider the minutes of the last meeting of any committees
b) To review the terms of reference and delegation arrangements for any committees
c) To appoint members to existing committees
There are currently no committees.
d) To appoint any new committees in accordance with standing order
It was resolved not to appoint any new committees.
- 18/19-012** | **To review delegation arrangements for staff and other local authorities**
The delegation arrangements were reviewed, and it was resolved to continue with the current arrangements.
- 18/19-013** | **To review the inventory of land and assets including buildings and office equipment**
The inventory was reviewed, and it was resolved that it was correct.
- 18/19-014** | **To confirm the arrangements for insurance cover in respect of all insured risks**
The insurance cover was reviewed, and it was agreed that the council would continue with the current arrangements.
- 18/19-015** | **Policies:**
a) To consider the adoption of revised standing orders
It was resolved to adopt the revised standing orders.
b) To review the financial regulations
The financial regulations were reviewed, and it was resolved to continue with the current policy.
c) To review the complaints procedure
The complaints procedure was reviewed, and it was resolved to continue with

	<p>the current policy.</p> <p>d) To review the procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 The procedure was reviewed, and it was resolved to continue with the current policy.</p> <p>e) To review the policy for dealing with the press/media The media policy was reviewed, and it was resolved to continue with the current policy.</p> <p>f) To review and consider the grant policy It was resolved that a grants policy was not required.</p>
18/19-016	<p>To review the council's and/or staff subscriptions to other bodies It was resolved to continue with subscriptions to BALC, SLCC, CPRE and CCB.</p>
18/19-017	<p>To consider the risk assessment for 2018/19 It was resolved to adopt the risk assessment.</p>
18/19-018	<p>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 parish council meetings for this year are scheduled for 6th September 2018, 22nd November 2018, 21st February 2019 and 16th May 2019. The next Annual Parish Meeting is scheduled to take place on 25th April 2019.</p>
18/19-019	<p>To consider Parish Council representatives and areas of responsibility It was resolved that GR should act as the representative on the Downland Practice Patient Representation Group and that WM should continue to act as the representative on Yattendon & Frilsham Sports & Social Trust and as the Speed Indicator Device Coordinator. GR and AH continue to act as the nominated representatives to the Frilsham and Yattendon Parochial Charities.</p>
18/19-020	<p>To receive the finance report and approve cheques due for payment It was resolved to approve the payments listed on the Finance Report, which is at Attachment 1.</p>
18/19-021	<p>To review the feedback from our internal auditors on the 2017/18 accounts and consider any actions required The report was reviewed. One recommendation was given to ensure that cheque signatories initial the invoice, and this will be carried out in future.</p>
18/19-022	<p>To consider, approve and sign</p> <p>a) the 2017/18 annual governance statements The statements in the Annual Governance Statement were reviewed. It was resolved to approve the Annual Governance Statement, which was then signed by the Chairman and the Clerk.</p> <p>b) the 2017/18 annual accounting statement The Annual Accounting Statement was reviewed. It was resolved to approve the Accounting Statement, which was then signed by the Chairman.</p>
18/19-023	<p>To consider the appointment of the BALC Data Protection Officer service It was resolved to appoint the BALC Data Protection Officer.</p>

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| 18/19-024 | <p>To consider whether to purchase stickers to combat dog fouling
WM had already purchased some stickers.</p> |
| 18/19-025 | <p>To receive an update on the damaged bench in The Square
The replacement bench has now been installed.</p> |
| 18/19-026 | <p>Correspondence
Glyn Davis from West Berkshire Council has confirmed that the recommendations of the speed limit review were recently approved by the portfolio Member and will therefore be included in the proposed works programme for 2018/19.
West Berkshire Council has confirmed that there are no CIL payments due to Yattendon Parish Council for the period 1 Oct 2017 – 31 Mar 2018.</p> |
| 18/19-027 | <p>Matters for future consideration and information
WM recently attended a Sports and Social Trust meeting.</p> <p>Councillor Chris Turner submitted his resignation from the Parish Council after serving as a Councillor for 34 years. The Parish Council thanked Chris for all he had done for the Parish in his time on the Parish Council.</p> <p>Meeting closed 8:55pm.</p> |

Date and time of next scheduled meeting:

Parish Council Meeting: **Thursday 6th September 2018 at 7:30pm** in Yattendon Village Hall

Chairman:

Date:

Attachment 1: Finance Report

		<u>RECEIPTS</u>	<u>PAYMENTS</u>
Balance at last meeting 15th February, 2018		£12,313.83	
Litter picker	Litter picking 01/01/18-30/03/18		£125.00
West Berkshire Council	Supply and install dog bin		£286.44
SLCC	Subscription 2018/19		£21.00
BALC	GDPR briefing		£15.99
BALC	Auditor and finance training		£16.02
Lafford & Leavey (Joinery) UK	Replacement bench		£10,308.00
West Berkshire Council	Precept (1st half)	£3,700.00	
CPRE	Membership 2018/19		£36.00
SLCC	Share of CiLCA registration fee		£35.00
CCB	Membership 2018/19		£30.00
BALC	Financial year end training		£17.19
BALC	GDPR training		£17.19
Came & Company	Insurance 2018/19		£291.20
BALC	BALC subscription fee 2018/19		£95.89
Clerk	Salary and expenses		£449.29
HMRC	PAYE		£81.60
The Berkshire Pension Fund	Pension contributions		£113.81
Yattendon and Frilsham PCC	Annual grant 1st half year		£1,250.00
Yattendon and Frilsham PCC	Courtesy lights		£24.00
		<u>£16,013.83</u>	<u>£13,213.62</u>
Balance at bank on 17th May, 2018		<u>£2,800.21</u>	