

# Yattendon Parish Council

To: All Members of Yattendon Parish Council

All Councillors are hereby summoned to attend the following meeting.

Please notify the Clerk if you are unable to attend.

## NOTICE OF MEETING

MEETING: Full Council

DATE & TIME: Thursday 17<sup>th</sup> February 2022 at 8:00pm

PLACE: Yattendon Village Hall, Yattendon Road, Yattendon, RG18 0UE

The wearing of masks is encouraged. Members of the Council and any members of the public attending are requested to ensure they only attend if they:

- Are not currently suffering from any COVID symptoms, nor have been asked to isolate or quarantine or are feeling unwell
- Have not suffered any COVID symptoms in the last 7 days
- Have taken a Lateral Flow Test within the past 48 hours which gave a negative result.

*S. Marshman*

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

11<sup>th</sup> February 2022

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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 or non-registerable interests by members or the Clerk and to consider any requests for dispensation
- 3 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
- 4 To approve the [Minutes of the Full Council Meeting held on 18<sup>th</sup> November 2021](#)
- 5 To discuss any matter arising from the previous meeting
- 6 To receive a report from our District Councillor
- 7 To receive a report from Yattendon Estates
- 8 Planning applications
  - a) To consider the following planning applications:
    - [22/00080/LBC2 Bus Shelter, The Square, Yattendon](#) - Partial removal of interior brick walls of Well House / Bus Shelter and laying of plinth stretcher bricks on top of reduced height interior wall
  - b) To receive an update on [planning applications](#) since the previous meeting

- 9 Finance:
  - a) To receive the [Finance Report](#) and approve the payments listed
  - b) To review the most recent [Quarterly Budget Summary](#)
- 10 To set a revised date for the Annual Parish Meeting
- 11 To consider purchasing a Speed Indicator Device jointly with Hampstead Norreys Parish Council, applying for match funding and completing a license agreement with West Berkshire Council for its use
- 12 To consider quotes for the building works on the Well House *(it should be noted this work will depend on planning permission being granted)*
- 13 To discuss the Jubilee celebration and to set a budget for any events/activities
- 14 Matters for future consideration and information

Date and time of next scheduled meeting: **Thursday 19<sup>th</sup> May 2022 at 8pm**

The date for the Annual Parish Meeting will be set at this meeting.

## Supporting Documents

### Agenda item 4: To approve the minutes of the Parish Council Meeting held on 18<sup>th</sup> November 2021

#### Full Council Minutes

Minutes of the Full Council Meeting held on Thursday 18<sup>th</sup> November 2021 in the Village Hall, Yattendon.  
Commencing at 8:03pm.

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**Members Present:** Gordon Robertson, Chairman  
Anne Harris, Vice-Chairman  
Philip Bickford Smith  
Georgie Rudge  
Adam McCormick  
Nicky Meadows

**Members Absent:** None

**Officers Present:** Sarah Marshman, Clerk/RFO

**In Attendance:** James Hole, Managing Director, Yattendon Estates

#### Minutes

- 21/22-058 To receive, and consider for acceptance, apologies for absence from Members of the Council**  
All Councillors were present.
- 21/22-059 To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation**  
Councillors Adam McCormick and Anne Harris declared pecuniary interests in Minute 21/22-066, planning application 21/02881/HOUSE.
- 21/22-060 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.
- 21/22-061 To approve the Minutes of the Parish Council Meeting held on 16<sup>th</sup> September 2021 and to ratify all decisions taken at this meeting**  
Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Chairman signed the minutes.
- 21/22-062 To discuss any matters arising from the Minutes of the Full Council Meeting held on 16<sup>th</sup> September 2021**  
There were no matters arising.
- 21/22-063 To ratify all decisions taken at the meeting held online on 22<sup>nd</sup> July 2022**  
Resolved: To ratify all decisions taken at the meeting held online on 22<sup>nd</sup> July 2022.

**21/22-064 To receive a report from our District Councillor**  
CC sent her apologies.

**21/22-065 To receive a report from Yattendon Estates**  
James Hole gave a brief update on the activities of the Estate.

**21/22-066 To receive an update on planning applications since the previous meeting**  
West Berkshire Council has notified the following decisions since the previous meeting.  
This application was also responded to under delegated powers since the previous meeting.

Application Reference	Location	Proposed Work	Parish Council Response	WBC Decision
21/01862/ HOUSE	The Larches, Burnt Hill, Yattendon, Thatcham West Berkshire RG18 0XD	Single storey rear extension	No objections	Approved

An additional planning application had been received since the agenda was issued. Councillors Adam McCormick and Anne Harris left the room while the application was discussed. The Council gave an indicative response as given below and the Clerk will respond using delegated powers to respond to West Berkshire Council regarding the application.

Application Reference	Location	Proposed Work	Parish Council Response
21/02881/ HOUSE	Sunrise, North Gardens, Burnt Hill, Yattendon, RG18 0NG	Single Storey extension to rear aspect to enlarge kitchen	No objections

**21/22-067 Finance:**  
a) **To receive the Finance Report and approve the payments listed**  
Resolved: To approve the payments listed on the Finance Report in Appendix 1.

b) **To review the most recent quarterly budget summary**  
The budget summary to end of September 2021 was noted.

**21/22-068 To review the following policies:**

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

Resolved: To continue with the current policies.

**21/22-069 To consider submitting a planning application in respect of alterations to the Well House, including costs for architects' fees**  
As discussed at the previous meeting, an article was submitted to The Broadsheet regarding the removal of the internal brickwork and installation of new seating. This was also advertised on Facebook and the majority of responses were positive.  
Resolved: To proceed with submission of a planning application at an expected total cost of approximately £1,500 including architect's fees.  
It was noted funding would be discussed as part of the budget setting process in Minute 21/22-070.

**21/22-070 To consider the budget and to set the precept for 2022/23**

Resolved: To agree the budget, set the precept at £9,300 and to apply for funding to cover the expected total costs of the architect's fees, planning application and building work for the Well House as discussed in Minute 21/22-069.

**21/22-071 Matters for future consideration and information**

The suggestion of Yattendon Estates arranging to display Remembrance Poppies around the village next November was discussed. The Council were in favour of the idea.

There being no further business, the meeting was closed at 8:48pm.

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 1: Finance Report

**Status at bank at last bank reconciliation 31st October 2021**

Lloyds Bank Current	<b>£9,928.96</b>
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**Income received 10th September - 9th November 2021**

Precept	£4,550.00
<b>Total</b>	<b>£4,550.00</b>

**Payments to be approved**

Payment Date	Method	Payee	Payment Detail	Amount
15-Oct	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Sep	£391.66
15-Oct	BACS	Amazon	Stationery	£6.06
15-Oct	BACS	Triangle Management	Refuse disposal Sep	£69.00
10-Nov	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Oct	£272.66
18-Nov	BACS	CCB	Subscription 21/22	£40.00
18-Nov	BACS	Triangle Management	Refuse disposal Oct	£55.20
18-Nov	BACS	Yattendon and Frilsham PCC	Courtesy lights payment for second half of year	£24.00
18-Nov	BACS	Yattendon and Frilsham PCC	Grant for maintenance of burial ground for second half of year	£1,250.00
<b>Total</b>				<b>£2,108.58</b>

**Agenda item 8: To receive an update on planning applications since the previous meeting**

**Applications Responded to Under 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 Council's Recent Planning Decisions:**

<b>Application Reference</b>	<b>Location</b>	<b>Proposed Work</b>	<b>Parish Council Response</b>	<b>WBC Decision</b>
21/02881/ HOUSE	Sunrise, North Gardens, Burnt Hill, Yattendon, RG18 0NG	Single Storey extension to rear aspect to enlarge kitchen	No objections	Approved
21/03067/ LBC2	Bus Shelter, Yattendon Road, Yattendon, RG18 0UG	Partial removal of interior brick walls of Well House / Bus Shelter and laying of plinth stretcher bricks on top of reduced height interior wall	-	Withdrawn

## Agenda item 9a: To receive the Finance Report and approve the payments listed

### Status at bank at last bank reconciliation 31st December 2021

Lloyds Bank Current	<b>£7,012.70</b>
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### Income received 10th November 2021 - 8th February 2022

None	£0.00
<b>Total</b>	<b>£0.00</b>

### Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
06-Dec	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Nov	£384.46
06-Jan	BACS	Triangle Management	Refuse disposal Nov	£55.20
06-Jan	BACS	SLCC	Membership 22/23	£28.93
06-Jan	BACS	Triangle Management	Refuse disposal Dec	£55.20
06-Jan	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Dec	£283.89
06-Feb	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Jan	£272.66
17-Feb	BACS	Triangle Management	Refuse disposal Jan	£55.20
17-Feb	BACS	Scribe	Finance software	£172.80
17-Feb	BACS	SLCC Enterprises Ltd	Training - Practitioners' Conference	£22.50
17-Feb	BACS	SLCC Enterprises Ltd	Training - Regional Training Seminar	£25.50
<b>Total</b>				<b>£1,356.34</b>

Agenda item 9b): To review the most recent quarterly budget summary

Income								
Code	Title	Receipts Budgeted	Actual	Variance	Payments Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	9,100.00	9,100.00					(0%)
2	VAT Refund							(N/A)
3	Other Income							(N/A)
	SUB TOTAL	9,100.00	9,100.00					(0%)

Administration								
Code	Title	Receipts Budgeted	Actual	Variance	Payments Budgeted	Actual	Variance	+/- Under/over spend
4	Office Supplies & Software				240.00	62.28	177.72	177.72 (74%)
5	Subscriptions/Fees				250.00	190.53	59.47	59.47 (23%)
6	Insurance				750.00	493.05	256.95	256.95 (34%)
7	Audit Fees				120.00	97.50	22.50	22.50 (18%)
8	Training				150.00		150.00	150.00 (100%)
9	Staffing Expenses				400.00	286.65	113.35	113.35 (28%)
10	Meeting Rental				150.00		150.00	150.00 (100%)
	SUB TOTAL				2,060.00	1,130.01	929.99	929.99 (45%)

Litter								
Code	Title	Receipts Budgeted	Actual	Variance	Payments Budgeted	Actual	Variance	+/- Under/over spend
11	Refuse Disposal				598.00	402.50	195.50	195.50 (32%)
12	Litter Picking Equipment				60.00		60.00	60.00 (100%)
	SUB TOTAL				658.00	402.50	255.50	255.50 (38%)

Staff Costs								
Code	Title	Receipts Budgeted	Actual	Variance	Payments Budgeted	Actual	Variance	+/- Under/over spend
13	Staff Costs				3,500.00	2,618.40	881.60	881.60 (25%)
	SUB TOTAL				3,500.00	2,618.40	881.60	881.60 (25%)



## Courtesy Lights

Code	Title	Receipts Budgeted	Actual	Variance	Payments Budgeted	Actual	Variance	+/- Under/over spend	
14	Courtesy Lights Electricity				100.00	48.00	52.00	52.00	(52%)
15	Courtesy Lights Maintenance								(N/A)
	<b>SUB TOTAL</b>				<b>100.00</b>	<b>48.00</b>	<b>52.00</b>	<b>52.00</b>	<b>(52%)</b>

## Burial Ground

Code	Title	Receipts Budgeted	Actual	Variance	Payments Budgeted	Actual	Variance	+/- Under/over spend	
16	Burial Grounds Grant				2,500.00	2,500.00			(0%)
	<b>SUB TOTAL</b>				<b>2,500.00</b>	<b>2,500.00</b>			<b>(0%)</b>

## Grants

Code	Title	Receipts Budgeted	Actual	Variance	Payments Budgeted	Actual	Variance	+/- Under/over spend	
17	Grants				100.00		100.00	100.00	(100%)
	<b>SUB TOTAL</b>				<b>100.00</b>		<b>100.00</b>	<b>100.00</b>	<b>(100%)</b>

## Miscellaneous

Code	Title	Receipts Budgeted	Actual	Variance	Payments Budgeted	Actual	Variance	+/- Under/over spend	
18	Miscellaneous Expenditure				300.00		300.00	300.00	(100%)
	<b>SUB TOTAL</b>				<b>300.00</b>		<b>300.00</b>	<b>300.00</b>	<b>(100%)</b>

## Chairman's Allowance

Code	Title	Receipts Budgeted	Actual	Variance	Payments Budgeted	Actual	Variance	+/- Under/over spend	
19	Chairman's Allowance				70.00		70.00	70.00	(100%)
	<b>SUB TOTAL</b>				<b>70.00</b>		<b>70.00</b>	<b>70.00</b>	<b>(100%)</b>

## Election Costs

Code	Title	Receipts Budgeted	Actual	Variance	Payments Budgeted	Actual	Variance	+/- Under/over spend	
20	Election Costs								(N/A)
	<b>SUB TOTAL</b>								<b>(N/A)</b>

Reserves

Code	Title
21	Reserves
	SUB TOTAL

Receipts Budgeted	Actual	Variance	Payments Budgeted	Actual	Variance	+/- Under/over spend	
						(N/A)	(N/A)

Summary

NET TOTAL RECEIPTS	9,100.00	9,100.00	9,288.00	6,698.91	2,589.09	2,589.09	(14%)
V.A.T.		222.33		99.64			
GROSS TOTAL		9,322.33		6,798.55			