

Yattendon Parish Council

MINUTES of the ANNUAL PARISH COUNCIL MEETING

Held on **Thursday 18th May, 2017 at 7:30pm** in Yattendon Village Hall.

Councillors present: Gordon Robertson (Chair), Anne Harris (Vice-chair), Wendy Mole, Chris Turner and Philip Bickford Smith

In attendance: Sarah Marshman (Clerk), Virginia von Celsing (District Councillor) and David Slack (Managing Director, Yattendon Estates).

The meeting started at 7.30pm.

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- 1 Election of Chairman of the Council for the year 2017/18**
It was resolved to elect Gordon Robertson as Chairman of the Council.
 - 2 Election of Vice-Chairman of the Council for the year 2017/18**
It was resolved to elect Anne Harris as Vice-Chairman of the Council
 - 3 To receive declarations of acceptance of office of Chairman and Vice-Chairman for the year 2017/18**
GR and AH completed their declarations of acceptance of office.
 - 4 Apologies for absence**
There were none. No apologies had been received nor indication of wishing to continue participating in the Parish Council from Dean Foster. As he has not attended in over a year the Council agreed that the position should be treated as a vacancy and advertised accordingly.
 - 5 To receive any declarations of pecuniary interests by members or the Clerk**
There were none.
 - 6 To receive: Questions or comments from members of the public
Representations from any member who has declared a pecuniary interest**
There were none.
 - 7 To approve the minutes of the Parish Council Meeting held on 16th February, 2017**
It was resolved that the minutes be accepted as a true record and they were then signed by the Chairman.
 - 8 Matters arising from the minutes of the Council Meeting on 16th February, 2017**
It has been ascertained that the green phone box opposite the Village Hall is on land owned by Yattendon Estate. Therefore Yattendon Estate will adopt the phone box rather than the Parish Council.
The salt bins are now in their requested positions.

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Chairman

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Date

- 9 To receive a report from our District Councillor**
Lots of work is taking place on health outcomes as there is a 10 year life expectancy difference between rural West Berks and central Newbury.
With the devolution of local services, Parish and Town Councils will need to take more decisions on what they will get involved with. The Clerk highlighted she will be attending the devolution workshop at WBC in June.
The House Allocations DPD has been approved.
- 10 To receive the minutes of the last meeting of any committees and to consider any recommendations made by the committee**
There are no current committees.
- 11 To review delegation arrangements to committees, sub-committees, staff and other local authorities**
There are no committees. The delegation arrangements for the Clerk were reviewed and it was resolved to continue with the current arrangements.
- 12 To review the terms of reference for committees**
There are no current committees.
- 13 To appoint members to existing committees**
There are no current committees.
- 14 To appoint any new committees on accordance with standing order 4**
It was resolved that no new committees were required.
- 15 To review and adopt appropriate standing orders and financial regulations**
The Financial Regulations were reviewed and the Council agreed to continue with these. The Standing Orders were revised and it was resolved to adopt the revised Standing Orders.
- 16 To review arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities**
There were no arrangements or contributions to review.
- 17 To review representation on or work with external bodies and arrangements for reporting back**
It was resolved that Gordon should continue to represent Yattendon on the Downland Practice patient representation group, Gordon and Anne would continue as trustees representing Yattendon on the Frilsham and Yattendon Parochial Charities and that Wendy Mole would continue as a representative of the parish council on the Yattendon and Frilsham Sports and Social Trust as well as continuing to be the coordinator for use of the speed indicator device.
- 18 To review the inventory of land and assets including buildings and office equipment**
The list was reviewed and was resolved to be correct.

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Chairman

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Date

- 19 To confirm arrangements for insurance cover in respect of all insured risks and consider quotes to renew**
The arrangements were reviewed and found to be correct. The insurance renewal under the three year agreement was to be renewed for 1st June.
- 20 To review of the council's and/or staff subscriptions to other bodies**
It was agreed to continue with the subscriptions to CPRE (Campaign to Protect Rural England), CCB (Community Council Berkshire), SLCC (Society of Local Council Clerks) and BALC (Berkshire Association of Local Councils).
- 21 To review the council's complaints procedure**
It was resolved to adopt a revised complaints procedure, to account for the change in contact details.
- 22 To review the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**
It was resolved to adopt the FoI Policy, to account for the change in contact details.
- 23 To review the council's policy for dealing with the press/media**
The policy was reviewed and it was agreed to continue with the current policy.
- 24 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council**
2017 7th September, 16th November
2018 15th February, 17th May
The next Annual Parish (Electors) meeting is scheduled to take place on 26th April, 2018.
- 25 To consider the risk assessment**
It was resolved to adopt the risk assessment for 2017/18.
- 26 To approve and sign the 2016/17 audit accounting and annual governance statements**
It was resolved to approve and sign the accounting and annual governance statements on the annual audit.
- 27 To review the feedback from our internal auditors on the 2016/17 accounts and consider appropriate actions**
The report was reviewed. There were no recommendations for actions required.
- 28 Planning Applications**
a) To consider new applications
There were no new applications.

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Chairman

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b) To receive an update on planning applications since the previous meeting

App. Ref.	Location	Proposed Work	Response	WBC Decision
17/01101/ COMIND	Frilsham Home Farm, Dairy Frilsham, Yattendon, RG18 0XT	S73a. Variation of Condition 5: Approved Use of approved application 16/01690/COMIND.	No objections	Approved
Parish Council comments: Please restrict outside lighting to movement activated lighting only.				
17/01071/ HOUSE	Hill House, Everington Hill, Yattendon, RG18 0UD	Section 73a: Variation of Condition (3) - Sample of materials of approved application 16/03031/HOUSE: Replacement of garage with double garage and carport. Materials available on site.	No objections	Approved

29 To receive the finance report and approve cheques due for payment

It was resolved to approve the following payments.

		<u>RECEIPTS</u>	<u>PAYMENTS</u>
Balance at last meeting 16th February, 2017		£4,136.45	
Litterpicker	Litterpicking 01/01/17-31/03/17		£125.00
BALC	Transparency grant for laptop	£403.32	
Clerk	Reimburse purchase of council laptop		£412.00
West Berkshire Council	Purchase of salt bin + relocation of salt bin		£366.05
West Berkshire Council	Precept	£3,250.00	
HMRC	VAT refund	£39.24	
Yattendon Village Hall	Hall hire Feb/Apr/May		£70.00
CPRE	Subscription 17/18		£36.00
C. Turner	Reimburse half cost of Broadsheet subscription		£8.00
CCB	Subscription 17/18		£30.00
Came and Company	Insurance 17/18		£280.00
Clerk	Salary & expenses		£400.82
HMRC	PAYE		£79.60
LGPS	Pension contributions		£68.69
Yattendon & Frilsham PCC	Annual grant 1st half year		£1,250.00

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Chairman

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Date

Yattendon & Frilsham PCC	Courtesy lights	£24.00
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£7,829.01	£3,150.16
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Balance at bank on 18th May, 2017	<u>£4,678.85</u>
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30 To consider quotes to install a dog waste bin on the verge of Chapel Lane near the entrance to Church Lane

It was resolved to install a green dog bin in this location. DS will advise on the preferred position for installation.

31 To consider reimbursing the cost of reprinting the footpaths leaflet

GR had recently paid the costs of reprinting the footpath leaflet. It was resolved to reimburse these costs.

32 To arrange dates for the use of the SID

Some dates were agreed and WM will arrange to borrow the equipment.

33 Correspondence

A letter was received from West Berkshire Council stating no CIL payments were received between 01/10/16 and 31/03/17.

34 Matters for consideration and information

The seat around the oak tree in The Square is falling apart in places. GR will write to Lord Illiffe to request a repair be considered and to confirm the Parish Council would be willing to consider sharing the costs of this repair.

Meeting closed 8:45pm.

Date and time of next scheduled meeting:

Parish Council Meeting: Thursday 7th September, 2017 at 7:30pm in Yattendon Village Hall

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Chairman

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Date