

Yattendon Parish Council

Full Council Minutes

Minutes of the Full Council Meeting held on Thursday 19th May 2022 held at Yattendon Village Hall.
Commencing at 8:01 pm.

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

Members Absent: Gordon Robertson, Chairman

Officers Present: Sarah Marshman, Clerk/RFO

In Attendance: Carolyn Culver, District Councillor
James Hole, Managing Director, Yattendon Estates

Minutes

In the absence of the Chairman, Gordon Robertson, the outgoing Vice-Chairman, Anne Harris, chaired the Minutes 22/23-001 and 22/23-002.

22/23-001 To consider the election of Chairman of the Council for 2022/23 and for the elected Chairman to sign the declaration of office in view of the meeting participants
Resolved: To elect Councillor Gordon Robertson as Chairman of the Council for 2022/23. Gordon will complete the declaration of acceptance of office as soon as practicable.

22/23-002 To consider the election of Vice-Chairman of the Council for 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 Vice-Chairman of the Council for 2022/23. The declaration of acceptance of office was signed.

In the absence of the elected Chairman, Adam McCormick, the Vice-Chairman, chaired the meeting.

22/23-003 To receive, and consider for acceptance, apologies for absence from Members of the Council
Apologies were received and accepted from Councillor Gordon Robertson.

22/23-004 To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests, or Non-Registerable Interests and to consider any requests for dispensation
There were no declarations of interests or requests for dispensation.

- 22/23-005 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.
- 22/23-006 To approve the Minutes of the Parish Council Meeting held on 14th April 2022**
Resolved: Members agreed the minutes of the last meeting be accepted as a true record.
- 22/23-007 To discuss any matters arising from the previous meeting**
There were no matters arising.
- 22/23-008 To ratify the decisions made at the following meetings held online:
17th March 2022
14th April 2022**
Resolved: To ratify the decisions made at the meetings held on 17th March 2022 and 14th April 2022.
- 22/23-009 To receive a report from our District Councillor**
Carolynne has submitted an application for funding from the Member's Bid Funding on behalf of Yattendon and Hampstead Norreys PCs. If successful, this will help the councils to purchase a speed indicator device.
An enquiry from a resident had been received asking for double white lines on the road near Yattendon Court to prevent overtaking. Highways have said this is not feasible.
- 22/23-010 To receive a report from Yattendon Estates**
The fete, the jubilee event and the classic car event are all scheduled to take place soon. Improvements are being made around cricket field including planting more trees and replanting the hedge.
- 22/23-011 To receive an update on planning applications since the previous meeting**
The Council reviewed the following application which will be responded to using delegated powers as it was received after the agenda was issued:

Application Reference	Location	Proposed Work	Parish Council Response
22/00952/FULD	Everington Bungalow, Everington Hill, Yattendon, RG18 0UD	Change of use from nursery to residential dwelling	No objections

No applications have been responded to using delegated powers since the last meeting. The following decisions have been issued by West Berkshire Council since the previous meeting:

Application Reference	Location	Proposed Work	Parish Council Response	WBC Decision
22/00538/ HOUSE	Everington Farm, Hampstead Norreys, Thatcham, RG18 0TH	Installation of external wall insulation to the existing walls, high performance triple-glazed windows and external doors, including careful consideration of their installation, the reduction of thermal bridging, considerably improved airtightness, achieving an airtightness reading of 1no. air-change / hour @50Pa, the installation of a Mechanical Ventilation with Heat Recovery (MVHR) system, photovoltaic panels and solarthermal panels. A timber framed horizontally clad wood-store. Extension to the west of the existing carport, a new greenhouse to the west of the existing carport.	No objections	Approved
22/00480/ FULD	Redwood, Burnt Hill, Yattendon, RG18 0XD	Erection of 3-bay frontage car-port.	Object	Refused

22/23-012 Finance:

To receive the Finance Report and approve the payments listed

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

22/23-013 To appoint any new committees in accordance with standing order 4

Resolved: No new committees were required.

22/23-014 To review the delegation arrangements for staff and other local authorities

Resolved: To continue with the delegation arrangements for staff and other local authorities

22/23-015 To review the inventory of land and assets including buildings and office equipment

Resolved: The inventory of land and assets is correct, however, the insurance value of the Well House and the benches in The Square will be increased.

22/23-016 Policies:

- a) **To review the Standing Orders**
- b) **To review the Financial Regulations**
- c) **To review the Complaints Procedure**
- d) **To review the Model Publication Scheme**
- e) **To review the Press and Media Policy**
- f) **To review the Temporary Scheme of Delegation**
Resolved: To continue with the above-listed policies.
- g) **To consider adopting a revised Code of Conduct**
Resolved: To adopt the Code of Conduct.

22/23-017 To review the council's and/or staff subscriptions to other bodies

Resolved: To end the subscription to the CCB and to continue with the following subscriptions:

CPRE (Campaign to Protect Rural England), SLCC (Society of Local Council Clerks), BALC (Berkshire Association of Local Councils) / HALC (Hampshire Association of Local Councils)

22/23-018 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

Resolved: To set the following meeting dates, to be held in the Village Hall:

Date	Time	Meeting Type
Thursday 8 th September	8pm	Full Council
Thursday 10 th November	8pm	Full Council
Thursday 23 rd February	8pm	Full Council
Wednesday 19 th April	7pm	Annual Parish Meeting
Thursday 11 th May	8pm	Annual Meeting of the Parish Council

22/23-019 To consider Parish Council responsibilities and representation on outside bodies

Resolved: To set the following responsibilities and representation on outside bodies:

Downland Practice Patient Representation Group representative - Gordon Robertson

Internal Controller - Georgie Rudge

Speed Indicator Device (SID) - Philip Bickford Smith

Yattendon and Frilsham Sports and Social Trust - Adam McCormick

22/23-020 To consider the Risk Register for 2022/23

Resolved: To adopt the Risk Register for 2022/23.

22/23-021 To review the insurance policy

The policy was reviewed and the Clerk will make some alterations to the valuation of the Well House and the benches in The Square.

22/23-022 To review the feedback from our internal auditors on the 2021/22 audit and consider any actions required

The feedback was reviewed. No further actions were required.

22/23-023 Certificate of Exemption 2021/22:

a) to consider completing the Certificate of Exemption for expenditure under £25,000; and

b) to ensure it is signed and dated by the Responsible Finance Officer and the person presiding at the meeting

Resolved: To complete the Certificate of Exemption for expenditure under £25,000.

The Certificate of Exemption was signed by the Responsible Finance Officer (RFO) and the Chairman of the meeting.

22/23-024 Annual Governance Statement 2021/22:

a) to consider the findings of the review by the members meeting as a whole; and

b) to approve the AGS by resolution in advance of approving the Accounting Statements

Resolved: To agree that the Council has met the statements in the Annual Governance Statement. The Annual Governance Statement was signed by the Chairman of the meeting and the Clerk.

22/23-025 Accounting Statements 2021/22:

- a) to consider the Accounting Statements by the members meeting as a whole;
- b) to approve the Accounting Statements by resolution; and
- c) to ensure the Accounting Statements are signed and dated by the person presiding at the meeting

Resolved: To approve the Accounting Statements. The Accounting Statements were then signed by the Chairman of the meeting.

22/23-026 To consider a request for funding for the Jubilee celebrations

Resolved: To make a donation of £280 to cover the costs of the musical entertainment at the Jubilee celebrations.

22/23-027 To consider whether to provide the remaining funding required for the Wellhouse work from general reserves

Funding requests will be made to Yattendon Estates and the Fete Committee.

22/23-028 To consider the purchase of a Speed Indicator Device jointly with Hampstead Norreys Parish Council

Resolved: Provided the funding for half the cost is received from the Member's Bid funding request, the Council agreed to purchase the speed indicator device (SID) jointly with Hampstead Norreys Parish Council at a cost of £808.25 to the Council.

It should be noted that the council will need to pay for half the cost of the SID of £1,616.50 and then claim half this cost back from West Berkshire Council.

22/23-029 To consider whether to request West Berkshire Council considers a 20mph speed limit on the Unnamed Road in Burnt Hill

Resolved: To request WBC reviews the speed limit along this road and to request a mirror opposite the junction with Yattendon Road due to the blind corner.

22/23-030 Matters for future consideration and information

There were no matters for future consideration or information.

There being no further business, the meeting was closed at 9:44 pm.

Chairman: _____

Date: _____

Appendix 1: Finance Report

Status at bank at last bank reconciliation 30th April 2022

Lloyds Bank Current	£9,818.54
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Income received 8th April - 12th May 2022

Precept	£4,650.00
VAT refund	£173.24
Total	£4,823.24

Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
14-Apr	BACS	BHIB	Insurance renewal	£545.90
09-May	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Apr	£283.96
19-May	BACS	Triangle Management	Refuse disposal April	£69.00
Total				£898.86