

# West Ilsley Parish Council

Correspondence Address: Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP

Meeting address: West Ilsley Village Hall, Main Street, West Ilsley, RG20 7AJ

[Clerk@WestIlsley.org](mailto:Clerk@WestIlsley.org)

To: All Members of West Ilsley Parish Council

All Councillors are hereby summoned to attend the following meeting.

Please inform the Clerk if you are unable to attend.

## Notice of Meeting

MEETING: Full Council

DATE & TIME: Tuesday 20<sup>th</sup> February 2024 at 7:30 pm

PLACE: West Ilsley Village Hall, Main Street, West Ilsley, RG20 7AJ

*S. Marshman*

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

14<sup>th</sup> February 2024

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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, Other Registerable Interests or Non-Registerable Interests](#) and to consider any Requests for Dispensation from Members declaring a [Disclosable Pecuniary Interest](#)  
*N.B. Councillors should confirm the category of interest that is being declared.*
3. To receive:
  - 3.1 Questions or comments from members of the public regarding items on the agenda<sup>1</sup>
  - 3.2 Representations from any member who has declared an [Other Registerable Interest or Non-Registerable Interest](#)
4. To approve the [Minutes of the Parish Council Meeting held on 18<sup>th</sup> December 2023](#)
5. To discuss any matters arising from the Minutes of the previous meeting
6. To receive a report from the District Councillor
7. To consider the following planning applications and to receive an [update on planning application responses and decisions](#)
  - None

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<sup>1</sup> Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in this agenda. The designated time will be 12 minutes, with no longer than 3 minutes per person. This time may be extended at the discretion of the Chair. A question shall not require a response at the meeting nor start a debate. The Chair of the meeting may direct that a written or oral response be given after the meeting. (Standing Orders 3e-h) Comments or questions not related to an item on this agenda should be notified to the Clerk for consideration by Council for possible inclusion on a future agenda.

8. Finance:
  - 8.1 To consider approving the payments listed on the [Finance Report](#)
  - 8.2 To note the most recent [bank reconciliation](#)
  - 8.3 To receive any reports from the Internal Controller
  - 8.4 To receive the most recent [Quarterly Budget Report](#) *(where applicable)*
9. To receive an update on the Village Hall
10. To ratify expenditure of £75 on the WIRSA constitution and to receive an update
11. To ratify the purchase of sand and sandbags
12. To discuss the creation of an emergency plan
13. To receive an update on speeding
14. To receive an update on the closure of the West Ilsley Parish Council Trust
15. To discuss matters for future consideration or for information

## Supporting Documents

### Agenda Item 2: Declarations of Interests

DPI = Disclosable Pecuniary Interest

ORI = Other Registerable Interest

NRI = Non-Registerable Interest

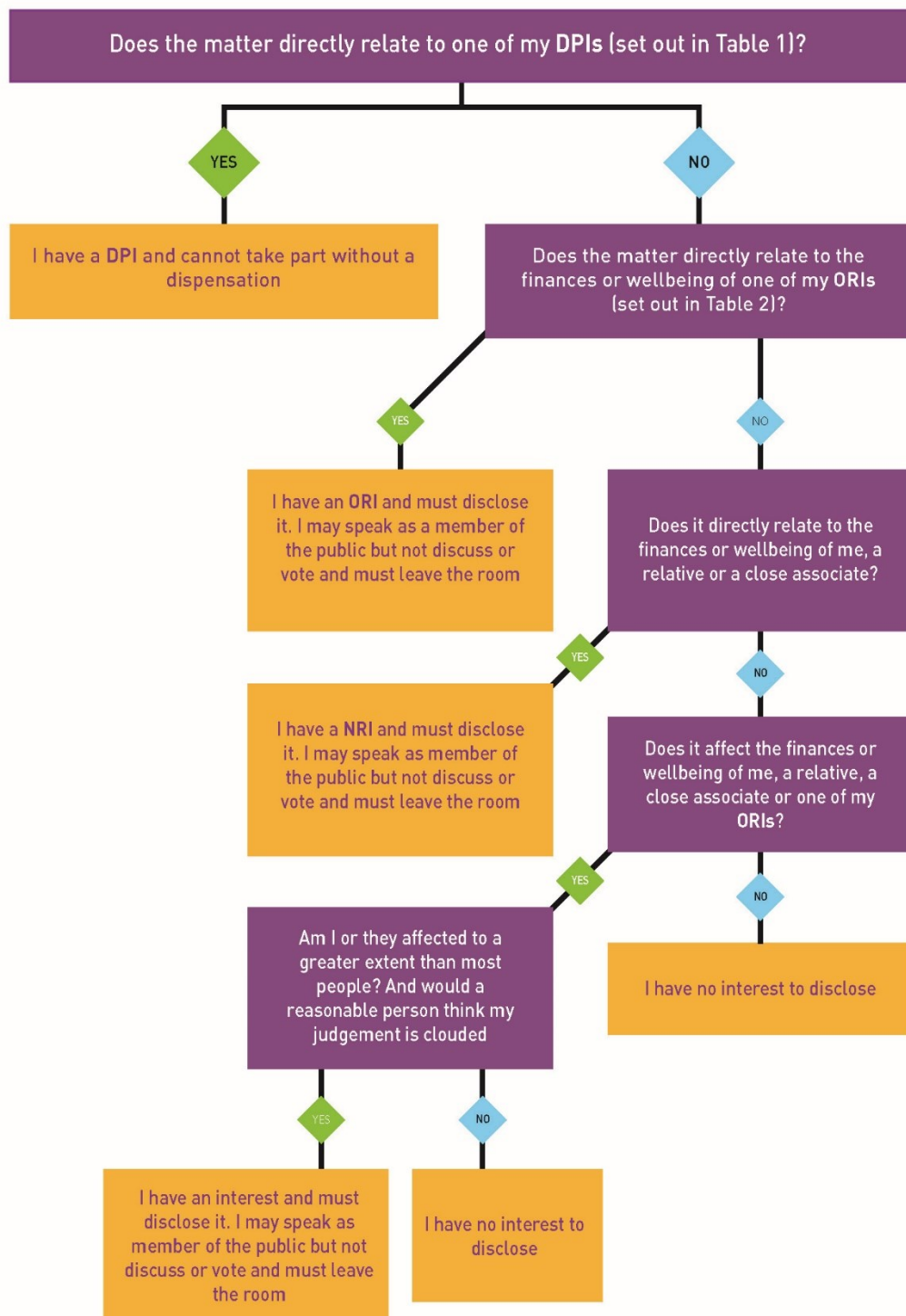


Table 1: Disclosable Pecuniary Interests

Subject	Description
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<b>Land and* property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the

	councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one-hundredth of the total issued share capital of that class.
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\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registerable Interest**

You must register as an Other Registerable Interest:

1. any unpaid directorships
2. any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
3. any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

**Agenda Item 7: To consider the following planning applications and to receive an update on planning application responses and decisions**

West Ilsley Parish Council has responded to the following planning applications using delegated powers since the previous meeting:

<b>Application Reference</b>	<b>Location</b>	<b>Proposed Work</b>	<b>Parish Council Response</b>
23/02921/LBC	5 West Ilsley House, Main Street, West Ilsley, RG20 7AA	Replacement of 1980's softwood timber sash and casement windows and external doors with new bespoke timber double glazed windows and doors to match existing style and appearance.	No objections

West Berkshire District Council has confirmed the following decisions since the previous meeting:

<b>Application Reference</b>	<b>Location</b>	<b>Proposed Work</b>	<b>Decision</b>
23/02589/FUL	Land West Of Cold Harbour Cottages and South Of Road Part Of, Rowles Farm, West Ilsley	Retrospective: Installation of 4 no. fertiliser tanks and containment bund.	Withdrawn

## Agenda Item 8: Finance

### Finance Report

#### Status at last bank reconciliation 31st January 2024

Account	Amount
Lloyds Current	£7,468.51
Lloyds Savings	£31,363.92
<b>Total</b>	<b>£38,832.43</b>

Income	Amount
Interest	£68.03
<b>Total</b>	<b>£68.03</b>

#### Payments to be approved

Payment Date	Payee	Payment Detail	Amount
09-Jan-24	Amazon	Batteries	£2.69
10-Jan-24	Jewson	Sand (flood mitigation)	£94.94
10-Jan-24	Jewson	Sandbags (flood mitigation)	£213.60
15-Jan-24	Hugo Fox	Website hosting	£11.99
22-Jan-24	Staff Costs	Staff Costs Jan	£372.33
12-Feb-24	ICO	Registration 24/25	£35.00
14-Feb-24	Defib Store	Defib pads	£134.40
20-Feb-24	Castle Windows	Village Hall windows	£1,475.00
20-Feb-24	A Councillor	Reimburse sandbags	£87.96
22-Feb-24	Staff Costs	Staff Costs Feb	£371.58
<b>Total</b>			<b>£2,799.49</b>

# Bank Reconciliation – to 31<sup>st</sup> January 2024

West Ilsley Parish Council - Bank Reconciliation Jan-24			
	Lloyds Current	Lloyds Savings	Total
Opening Cash Account Balance - 1st January 2024	£8,164.06	£31,331.56	£39,495.62
Add: Receipts in the month	£0.00	£32.36	£32.36
Less: Payments in the month	(£695.55)	£0.00	(£695.55)
Transfers	£0.00	£0.00	£0.00
Closing Cash Account Balance - 31st January 2024	£7,468.51	£31,363.92	£38,832.43
Closing Balance of Bank Account - 31st January 2024	£7,478.51	£31,363.92	£38,842.43
Add: Receipts not banked	£0.00	£0.00	£0.00
Less: Payments not Completed	£10.00	£0.00	£10.00
Net Balances as at 31st January 2024	£7,468.51	£31,363.92	£38,832.43

List of Receipts not Banked as at 31st January 2024

Item	Amount



## Quarterly Budget Report – to 31<sup>st</sup> December 2023

	Q1	Q2	Q3	23/24 Total	Budget	%
<b>Income</b>						
Precept	£5,350.00	£0.00	£5,350.00	£10,700.00	£10,700.00	100.0%
Grants & Donations	£0.00	£4,100.00	£0.00	£4,100.00	£2,100.00	195.2%
Interest	£48.76	£83.86	£98.94	£231.56	£0.00	
Other	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>Total Income</b>	<b>£5,398.76</b>	<b>£4,183.86</b>	<b>£5,448.94</b>	<b>£15,031.56</b>	<b>£12,800.00</b>	<b>117.4%</b>
<b>Expenditure</b>						
<b>Administration</b>						
Subscriptions/Fees	£70.82	£35.00	£35.16	£140.98	£160.00	88.1%
Insurance	£498.20	£0.00	£0.00	£498.20	£500.00	99.6%
Audit fees	£170.00	£0.00	£0.00	£170.00	£580.00	29.3%
Office Equipment	£0.00	£7.50	£0.00	£7.50	£20.00	37.5%
Training	£0.00	£0.00	£40.80	£40.80	£150.00	27.2%
Staffing Costs/Expenses	£93.60	£101.48	£107.05	£302.13	£430.00	70.3%
Meeting Rental	£0.00	£0.00	£110.00	£110.00	£120.00	91.7%
Software Fees	£0.00	£0.00	£0.00	£0.00	£100.00	0.0%
Website hosting	£10.00	£57.87	£29.97	£97.84	£180.00	54.4%
Election Fees	£0.00	£0.00	£80.00	£80.00	£150.00	53.3%
<b>Total Administration</b>	<b>£842.62</b>	<b>£201.85</b>	<b>£402.98</b>	<b>£1,447.45</b>	<b>£2,390.00</b>	<b>60.6%</b>
<b>Playground</b>						
Annual Inspection	£117.00	£0.00	£0.00	£117.00	£100.00	117.0%
Maintenance	£0.00	£825.00	£0.00	£825.00	£500.00	165.0%
<b>Playground Total</b>	<b>£117.00</b>	<b>£825.00</b>	<b>£0.00</b>	<b>£942.00</b>	<b>£600.00</b>	<b>157.0%</b>
<b>Village Maintenance</b>						
Defibrillator	£0.00	£0.00	£0.00	£0.00	£100.00	0.0%
Mower Service	£0.00	£0.00	£0.00	£0.00	£150.00	0.0%
Flood Mitigation Works	£0.00	£0.00	£0.00	£0.00	£1,100.00	0.0%
Tree Works	£0.00	£480.00	£0.00	£480.00	£200.00	240.0%
Other	£29.98	£0.00	£0.00	£29.98	£0.00	
<b>Village Maintenance Total</b>	<b>£29.98</b>	<b>£480.00</b>	<b>£0.00</b>	<b>£509.98</b>	<b>£1,550.00</b>	<b>32.9%</b>
<b>Staff Employment Costs</b>	<b>£1,099.34</b>	<b>£914.64</b>	<b>£1,171.40</b>	<b>£3,185.38</b>	<b>£4,400.00</b>	<b>72.4%</b>
<b>Other</b>						
VAS/road safety measures	£0.00	£0.00	£0.00	£0.00	£4,205.00	0.0%
Donation to Library Service	£0.00	£0.00	£130.00	£130.00	£130.00	100.0%
Village Hall Windows	£4,083.33	£4,083.34	£1,229.17	£9,395.84	£0.00	
Other	£0.00	£0.00	£17.49	£17.49	£0.00	
<b>Other Total</b>	<b>£4,083.33</b>	<b>£4,083.34</b>	<b>£1,376.66</b>	<b>£9,543.33</b>	<b>£4,335.00</b>	<b>220.1%</b>
<b>Total Expenditure</b>	<b>£6,172.27</b>	<b>£6,504.83</b>	<b>£2,951.04</b>	<b>£15,628.14</b>	<b>£13,275.00</b>	<b>117.7%</b>

Surplus/Deficit

-£773.51	-£2,320.97	£2,497.90	-£596.58
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Cash Balance at End of  
Quarter

£40,615.88	£37,258.69	£39,495.62
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