

# Yattendon Parish Council

## Full Council Minutes

Minutes of the Full Council meeting held Online via Zoom on Thursday 19<sup>th</sup> November 2020 commencing at 8:03pm.

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

**Members Absent:** None

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

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

## Minutes

- 20/21-075 To receive, and consider for acceptance, apologies for absence from Members of the Council**  
No apologies for absence were received.
- 20/21-076 To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation**  
No declarations of interest or requests for dispensation were received.
- 20/21-077 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**  
No questions, comments or recommendations were received.
- 20/21-078 To approve the Minutes of the Parish Council Meeting held on 15<sup>th</sup> October 2020**  
Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The minutes will be signed at the first opportunity the Council has to meet face to face.
- 20/21-079 To discuss any matters arising from the Minutes of the Council Meeting on 15<sup>th</sup> October 2020**  
There were no matters arising.

**20/21-080 To receive a report from our District Councillor**

The District Councillor has resumed the weekly zoom call for the volunteer coordinators during this second lockdown period.

**20/21-081 To receive a report from Yattendon Estates**

The Managing Director gave an update on the activities of the Estate.

**20/21-082 To receive an update on planning applications since the previous meeting**

There have been no planning applications responded to under delegated powers since the previous meeting.

The following decisions have been made by West Berkshire Council since the last meeting:

<b>Application Reference</b>	<b>Location</b>	<b>Proposed Work</b>	<b>Parish Council Response</b>	<b>WBC Decision</b>
20/01961/ CERTP	Broadfield House, Yattendon, RG18 0UH	Installation of two Velux roof windows.	No comments to make	Approved
20/02001/ FULD	Redwood, Burnt Hill, Yattendon, RG18 0XD	Demolition of existing house, garage and outbuildings, erection of one new house and detached open carport	No objections	Approved
20/02119/ HOUSE	The Larches, Burnt Hill, Yattendon, RG18 0XD	Single storey front extension	No objections	Approved

**20/21-083 To consider the purchase of finance software**

Resolved: To purchase Scribe Accounts.

**20/21-084 To consider the budget and set the precept for 2021/22**

Resolved: To adopt the draft budget and to set the precept at £9,100.

**20/21-085 To consider the appointment of an internal auditor for the 2020/21 accounts and to set the scope for audit**

Resolved: To appoint Heelis and Lodge as the internal auditor and to adopt the scope for audit.

**20/21-086 To receive the Finance Report and approve cheques due for payment**

Resolved: To approve payments the payments due/made on the Finance Report. The list of payments can be viewed on the Finance Report in Appendix 1.

**20/21-087 Correspondence**

There was no correspondence to discuss.

**20/21-088 Matters for future consideration and information**

No matters for future consideration or information were raised.

**20/21-089 In accordance with the Public Bodies (Admission to Meetings) Act 1960 s 1(2), resolve that press and members of the public should be excluded from the following item by reason of the confidential nature of the business to be discussed**

Resolved: To exclude the press and public from the following items.

**20/21-090 To ratify the appointment of a new litter picker and to confirm their contract and salary**

Resolved: To employ two individuals to share the role of litter picker, working on alternate weeks and to set the salary at SCP2 on the NALC Pay Scale.

There being no further business, the meeting was closed at 8:41pm.

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

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

## Appendix 1: Finance Report

### Status at bank at last bank reconciliation 31<sup>st</sup> October 2020

Lloyds Bank Current	<b>£8,551.14</b>
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### Income received 8<sup>th</sup> October – 12<sup>th</sup> November 2020

None	£0.00
<b>Total</b>	<b>£0.00</b>

### Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
09-Nov	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Oct	£220.93
09-Nov	BACS	Triangle Management	Bin emptying Oct	£55.20
19-Nov	BACS	Yattendon and Frilsham PCC	Courtesy light payment for second half of year	£24.00
19-Nov	BACS	Yattendon and Frilsham PCC	Grant for maintenance of burial ground for second half of year	£1,250.00
19-Nov	BACS	Ampere Electrical Services Ltd	Repairs to courtesy light	£35.00
<b>Total</b>				<b>£1,585.13</b>