

Yattendon Parish Council

Minutes of the Parish Council Meeting

Held on Thursday 21st May 2020 at 7:30pm held Online using Zoom

Councillors present: Councillors Gordon Robertson (Chair), Philip Bickford Smith, Georgie Rudge and Adam McCormick (from 8pm).

Councillors not present: Councillor Anne Harris

In attendance: Sarah Marshman (Clerk).
Carolyne Culver (District Councillor).
David Slack (Managing Director, Yattendon Estates).

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| 20/21-001 | To consider the election of Chairman of the Council for 2020/21 and for the elected Chairman to sign the declaration of acceptance of office in view of the meeting participants
It was resolved to elect Gordon Robertson as Chairman for 2020/21. The declaration of acceptance of office was signed in view of the meeting and will be sent to the Clerk to sign. |
| 20/21-002 | To consider the election of Vice-Chairman of the Council for 2020/21 and for the elected Chairman to sign the declaration of acceptance of office in view of the meeting participants
It was resolved to elect Anne Harris as Vice-Chairman for 2020/21. As Anne was not present at the meeting, this will be signed during the next meeting. |
| 20/21-003 | To receive apologies for absence and to consider acceptance of the reasons
Apologies for absence were received and accepted from Councillor Anne Harris. |
| 20/21-004 | To receive any declarations of pecuniary interests by members or the Clerk and to consider any requests for dispensation
There were none. |
| 20/21-005 | To receive: Questions or comments from members of the public
Representations from any member who has declared a pecuniary interest
There were none. |
| 20/21-006 | To approve the minutes of the Parish Council Meeting held on 23rd April 2020
It was resolved that the minutes be accepted as a true record. The minutes will be signed by the Chairman at the next meeting held in person. |
| 20/21-007 | Matters arising from the minutes of the Council Meeting on 23rd April 2020
There were none. |
| 20/21-008 | To receive a report from our District Councillor
CC reported she is attending weekly zoom meetings with the volunteer coordinators in the local villages. West Berkshire Council are beginning to talk about recovery. Primary schools are hoping to reopen on 1 st June to limited year groups, however this will be determined by individual headteachers with support from their governors. |

20/21-009	<p>To receive a report from Yattendon Estates</p> <p>DS gave an update on the activities of Yattendon Estates. The Estate is working on plans to assist the businesses on the Estate going forwards. The Village Store has worked very hard to support the village.</p> <p>Yattendon Parish Council requested DS pass on their thanks to the shop staff who have done a fantastic job to keep the community going.</p>
20/21-010	<p>Planning Applications</p> <p>a) To consider the following applications. There were none</p> <p>b) To receive an update on planning applications since the previous meeting There were none.</p>
20/21-011	<p>Committees:</p> <p>a) To receive and consider the minutes of the last meeting of any committees</p> <p>b) To review the terms of reference and delegation arrangements for any committees</p> <p>c) To appoint members to existing committees There are currently no committees.</p> <p>d) To appoint any new committees in accordance with standing order It was resolved not to appoint any new committees.</p> <p>Councillor Adam McCormick joined the meeting at 8:00pm.</p>
20/21-012	<p>To review delegation arrangements for staff and other local authorities</p> <p>It was resolved to continue with the current delegation arrangements for staff. There are currently no delegation arrangements for local authorities.</p>
20/21-013	<p>To review the inventory of land and assets including buildings and office equipment</p> <p>The inventory was reviewed. It was resolved this was correct.</p>
20/21-014	<p>Policies:</p> <p>a) To review the standing orders The standing orders were reviewed. It was resolved to continue with the current policy.</p> <p>b) To review the financial regulations The financial regulations were reviewed. It was resolved to continue with the current policy.</p> <p>c) To review the complaints procedure The complaints procedure was reviewed. It was resolved to continue with the current policy.</p> <p>d) To review the procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 The documentation was reviewed. It was resolved to continue with the current policy.</p> <p>e) To review the policy for dealing with the press/media The Media Policy was reviewed. It was resolved to continue with the current policy.</p>

- 20/21-015 To review the council's and/or staff subscriptions to other bodies**
It was resolved to continue to subscribe to CPRE (Campaign to Protect Rural England), CCB (Community Council for Berkshire), SLCC (Society of Local Council Clerks) and BALC (Berkshire Association of Local Councils) / HALC (Hampshire Association of Local Councils)
- 20/21-016 To consider the risk assessment for 2020/21**
It was resolved to adopt the risk assessment for 2020/21.
- 20/21-017 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council**
It was resolved to set the below meeting dates. It was noted that an additional meeting will be required in June or July to complete the annual audit. When meetings are possible in person again, all meetings will take place in Yattendon Village Hall at 8pm. Due to the current restrictions imposed as a result of Covid-19, any meetings held during restrictions will be held online using Zoom.

Date	Meeting Type
Thursday 3 rd September	Full Council
Thursday 19 th November	Full Council
Thursday 18 th February	Full Council
Thursday 15 th April	Annual Parish Meeting
Thursday 20 th May	Annual Meeting of the Parish Council

- 20/21-018 To consider Parish Council responsibilities and representation on outside bodies**
It was resolved to assign 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
- 20/21-019 To review the insurance policy and consider quotes for insurance for 2020/21**
The insurance policy was reviewed. It was resolved to accept a quote from Came and Company for 1 year.
- 20/21-020 To consider closing both accounts held with HSBC**
It was resolved to close both HSBC accounts now Lloyds Bank is up and running.
- 20/21-021 To consider a response to West Berkshire Council's Speed Management Framework Consultation**
A draft response had been created. It was resolved to send this response to the consultation. The Clerk will submit the response.
- 20/21-022 To consider setting up a working party for an Appraisal Group to undertake a Conservation Area Appraisal for Yattendon**
This item was deferred. The Clerk was requested to contact Frilsham Parish Council to find out what action they were taking.

20/21-023	To receive the finance report and approve cheques due for payment It was resolved to approve the payments listed on the Finance Report, which is at Attachment 1.
20/21-024	Correspondence There was none.
20/21-025	Matters for future consideration and information Planning Enforcement at West Berkshire Council had notified the Parish Council that they would currently be taking no action regarding the storage container located at Redwood in Burnt Hill. Meeting closed 8:19pm.

Date and time of next scheduled meeting:

Parish Council Meeting: Thursday 3rd September 2020

However, it is noted that an additional meeting will be held before this date to complete the annual audit, date to be determined.

Chairman:

Date:

Attachment 1:**Status at bank at last bank reconciliation 30th April 2020**

Lloyds Bank Current	£931.00
HSBC Current	£7,688.26
HSBC Parish Plan	£0.00
	£8,619.26

Income received 17th April - 14th May 2020

Precept	£4,500.00
	£4,500.00

Payments to be approved from HSBC account

Payment Date	Method	Payee	Payment Detail	Amount
19-May	DD	Information Commissioner's Office	Data protection registration fee 2020/21	£35.00
21-May	BACS	Came and Company	Insurance 2020/21	£719.84
				£754.84

Payments to be approved from Lloyds account

Payment Date	Method	Payee	Payment Detail	Amount
05-May	BACS	Clerk	Salary/expenses Mar	£173.06
10-May	BACS	Berkshire Pension Fund	Pension contributions Mar/Apr	£89.33
11-May	BACS	Clerk	Salary/expenses Apr	£175.21
21-May	BACS	Triangle Management	Refuse collection April	£69.00
21-May	BACS	West Berkshire Council	Uncontested election fee May 2019	£75.00
21-May	BACS	Litter Picker	Salary Apr/May/Jun	£125.00
21-May	BACS	BALC/HALC	Subscription 20/21	£89.32
21-May	BACS	SLCC	Website accessibility guideline training	£48.00
08-Jun	BACS	Clerk	Salary/expenses May	£175.21
08-Jun	BACS	Berkshire Pension Fund	Pension contributions May	£45.10
08-Jun	BACS	HMRC	PAYE Q1	£0.16
				£1,064.39

Transfers to be approved from HSBC account

Payment Date	Method	Transfer from account	Transfer to account	Amount
21-May	BACS	HSBC	Lloyds	£6,500.00
				£6,500.00