

# Yattendon Parish Council

## Annual Meeting of the Parish Council Minutes

Minutes of the Continuation of the Annual Meeting of the Parish Council held Online via Zoom on  
Thursday 20<sup>th</sup> May 2021. Commencing at 8:04pm.

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**Members Present:** Anne Harris, Chairman of Meeting  
Philip Bickford Smith  
Georgie Rudge

**Members Absent:** Gordon Robertson  
Adam McCormick

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

**In Attendance:** None

### Minutes

In the absence of the Chairman of the Council, the Vice-Chairman, Councillor Harris, chaired the meeting.

On 5<sup>th</sup> May 2021, the Council resolved that instead of returning to face-to-face meetings, a Temporary Scheme of Delegation would be put in place in order to allow the Clerk to enable decisions to be taken under the direction of Councillors until face-to-face meetings recommence. This meeting is therefore not a formal meeting, but an advisory Council Meeting. All recommendations made at this meeting will be enacted by the Clerk where appropriate and ratified at the next face-to-face Council Meeting.

**21/22-004 To receive, and consider for acceptance, apologies for absence from Members of the Council**  
No apologies for absence were received.

**21/22-005 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.

**21/22-006 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 representations were received.

- 21/22-007 To approve the Minutes of the Parish Council Meeting held on 18<sup>th</sup> February 2021**  
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.
- 21/22-008 To approve the Minutes of the Parish Council Meeting held on 5<sup>th</sup> May 2021**  
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.
- 21/22-009 To discuss any matters arising from the Minutes of the previous Council Meetings**  
There were no matters arising.
- 21/22-010 To receive a report from our District Councillor**  
The District Councillor sent her apologies.
- 21/22-011 To receive a report from Yattendon Estates**  
Due to the recent weather, planting is running 3-4 weeks behind. Planting for the Stewardship Scheme is due to start at the end of the month.
- 21/22-012 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.  
West Berkshire Council has notified the following planning decisions since the last meeting:

Application Reference	Location	Proposed Work	Parish Council Response	WBC Decision
20/02862/ FUL	1 Yattendon Court, Yattendon, Thatcham, RG18 OUT	New pergola to replace existing one. Replacement of existing window with lowered cill on west elevation into a French door.	No objections	Approved
20/02001/ FULD	Redwood, Burnt Hill, Yattendon, RG18 OXD	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 OXD	Single storey front extension	No objections	Approved

- 21/22-013 To consider the co-option of a new councillor to fill one vacancy**  
Resolved: To co-opt Nicky Meadows to the Council.
- 21/22-014 To appoint any new committees in accordance with standing order 4**  
Resolved: No new committees are required.
- 21/22-015 To consider adopting delegation arrangements for staff and other local authorities**  
Resolved: To adopt the Scheme of Delegation.

**21/22-016 To review the inventory of land and assets including buildings and office equipment**  
Resolved: That the inventory of land and assets is correct.

**21/22-017 Policies:**  
**To review the Standing Orders**  
**To review the Financial Regulations**  
**To review the Complaints Procedure**  
**To consider adopting a revised Model Publication Scheme**  
**To consider adopting a new Press and Media Policy**  
Resolved: To continue with the Standing Orders, Financial Regulations and Complaints Procedure and to adopt the Publication Scheme and the Press and Media Policy.

**21/22-018 To review the council's and/or staff subscriptions to other bodies**  
Resolved: To continue subscribing to the following organisations: 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)

**21/22-019 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 meeting schedule as shown below:

Date	Meeting Type
Thursday 9 <sup>th</sup> September 2021	Full Council
Thursday 18 <sup>th</sup> November 2021	Full Council
Thursday 17 <sup>th</sup> February 2022	Full Council
Thursday 7 <sup>th</sup> April 2022	Annual Parish Meeting
Thursday 19 <sup>th</sup> May 2022	Annual Meeting of the Parish Council

**21/22-020 To consider Parish Council responsibilities and representation on outside bodies**  
Resolved: To set the following responsibilities:  
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

**21/22-021 To consider the Risk Assessment for 2021/22**  
Resolved: To agree the Risk Assessment for 2021/22.

**21/22-022 To review the insurance policy and consider quotes for insurance for 2021/22**  
Resolved: To accept a quote from BHIB for a three year agreement.

**21/22-023 To receive the Finance Report and approve payments due**  
Resolved: To approve the payments listed on the Finance Report in Appendix 1.

**21/22-024 Correspondence**  
There was no correspondence to report.

**21/22-025 Matters for future consideration and information**

The working hours of the litter pickers was discussed. The litter pickers are employed for two hours per week, but can claim up to a maximum of three hours in a week when required.

There being no further business, the meeting was closed at 8:51pm.

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

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

## Appendix 1: Finance Report

### Status at bank at last bank reconciliation 30th April 2021

Lloyds Bank Current	<b>£4,770.99</b>
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### Income received 12th February - 13th May 2021

HMRC Vat refund	£222.33
Precept (1 of 2)	£4,550.00
<b>Total</b>	<b>£4,772.33</b>

### Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
08-Mar	BACS	Starboard Management Systems	Scribe accounting software 21/22	£172.80
08-Mar	BACS	Triangle Management	Refuse Disposal Feb	£55.20
08-Mar	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Feb	£334.34
22-Mar	BACS	Triangle Management	Clean and refill salt bin	£96.00
06-Apr	BACS	Triangle Management	Refuse disposal Mar	£69.00
06-Apr	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Mar	£294.48
06-May	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Apr	£268.13
19-May	DD	ICO	Registration fee 21/22	£35.00
20-May	BACS	Triangle Management	Refuse disposal Apr	£69.00
20-May	BACS	Berkshire Association of Local Councils	Subscription 21/22	£86.20
<b>Total</b>				<b>£1,480.15</b>