

Yattendon Parish Council

To: All Members of Yattendon Parish Council

All Councillors are hereby summoned to attend the following meeting.

Please notify the Clerk if you are unable to attend.

NOTICE OF MEETING

MEETING: Full Council

DATE & TIME: Thursday 14th April 2022 at 8:00pm

PLACE: Online via Zoom - Meeting ID: 833 0603 5477, Passcode: 711234, [Meeting Link](#)

S. Marshman

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

8th April 2022

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 or non-registerable interests by members or the Clerk and to consider any requests for dispensation
- 3 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
- 4 To approve the [Minutes of the Full Council Meeting held on 17th March 2022](#)
- 5 To discuss any matter arising from the previous meeting
- 6 Planning applications
 - a) To consider the following planning applications:
 - [22/00480/FULD Redwood, Burnt Hill, Yattendon, RG18 0XD](#) - Erection of 3-bay frontage car-port.
 - b) To receive an update on [planning applications](#) since the previous meeting
- 7 Finance:
 - a) To receive the [Finance Report](#) and approve the payments listed
 - b) To receive the Quarterly Budget Report
- 8 Matters for future consideration and information

Date and time of next scheduled meeting: **Thursday 19th May 2022 at 8pm**

Supporting Documents

Agenda item 4: To approve the minutes of the Parish Council Meeting held on 17th February 2022

Full Council Minutes

Minutes of the Full Council Meeting held on Thursday 17th March 2022 held online via Zoom.
Commencing at 8:05 pm.

Members Present: Gordon Robertson, Chairman
Anne Harris, Vice-Chairman
Georgie Rudge

Members Absent: Philip Bickford Smith
Adam McCormick
Nicky Meadows

Officers Present: Sarah Marshman, Clerk/RFO

In Attendance: None

Minutes

On 5th May 2021, the Council resolved that 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. 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.

- 21/22-086 To receive, and consider for acceptance, apologies for absence from Members of the Council**
Apologies were received and accepted from Councillors Philip Bickford Smith and Nicky Meadows.
- 21/22-087 To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation**
There were no declarations of interests or requests for dispensation.
- 21/22-088 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.
- 21/22-089 To approve the Minutes of the Parish Council Meeting held on 17th February 2022 and to ratify all decisions taken at this meeting**
Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Minutes will be signed at the next face-to-face meeting.

21/22-090 To discuss any matters arising from the previous meeting

A grant application has been submitted to The Good Exchange for the work on the Wellhouse.

21/22-091 a) To consider the following planning appeal:

Application Reference	Location	Proposed Work	Parish Council Response
APP/W0340/W/ 21/3284585 21/01645/ FULD	Redwood, Burnt Hill, Yattendon, RG18 OXD	Demolition of existing house, garage and outbuildings, erection of one new house and detached open carport. Section 73 application to vary condition 2 (approved plans) of approved planning permission 20/02001/FULD.	No further information to add to the previous response to this application.

b) To consider the following planning applications:

Application Reference	Location	Proposed Work	Parish Council Response
22/00394/FULD	Redwood, Burnt Hill, Yattendon, RG18 OXD	Section 73A: Variation of Condition 2 (Approved Drawings) of previously approved application 20/02001/FULD: Demolition of existing house, garage and outbuildings, erection of one new house and detached open carport	No response is required as this application was withdrawn prior to the meeting.
22/00538/ HOUSE	Everington Farm, Hampstead Norreys, RG18 OTH	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.

c) To receive an update on planning applications since the previous meeting

Applications Responded to Under Delegated Powers Since the Previous Meeting:

Application Reference	Location	Proposed Work	Parish Council Response
22/00362/ ADV	The Garage, Chapel Lane, Yattendon, RG18 0XR	1x illuminated light box	No objections
Comments: The council has no objections but requests a condition is included to limit the use of the light during business hours only, preferably by use of a timer.			

West Berkshire Council's Recent Planning Decisions

There have been no planning decisions notified since the previous meeting.

21/22-092 Finance:

To receive the Finance Report and approve the payments listed

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

21/22-093 Matters for future consideration and information

The Parish Council wished to minute their thanks for the defibrillators that have recently been installed in the village.

There being no further business, the meeting was closed at 8:22 pm.

Chairman: _____

Date: _____

Appendix 1: Finance Report

Status at bank at last bank reconciliation 28th February 2022

Lloyds Bank Current	£6,464.09
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Income received 9th February - 9th March 2022

None	£0.00
Total	£0.00

Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
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	£447.93
Total				£503.13

Agenda item 6: To receive an update on planning applications since the previous meeting

Applications Responded to Under Delegated Powers Since the Previous Meeting:

Application Reference	Location	Proposed Work	Parish Council Response
None			

West Berkshire Council's Recent Planning Decisions:

Application Reference	Location	Proposed Work	Parish Council Response	WBC Decision
None				

Agenda item 7a: To receive the Finance Report and approve the payments listed

Status at bank at last bank reconciliation 31st March 2022

Lloyds Bank Current	£5,960.91
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Income received 10th March - 7th April 2022

None	£0.00
Total	£0.00

Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
06-Apr	BACS	Triangle Management	Refuse disposal Mar	£55.20
06-Apr	BACS	Yattendon Village Hall	Meeting room rental 21/22	£75.00
06-Apr	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Mar	£270.27
Total				£400.47

Agenda Item 7b: To receive the Quarterly Budget Report

Income-

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
1	Precept	9,100.00	9,100.00						(0%)
2	VAT Refund								(N/A)
3	Other Income								(N/A)
SUB TOTAL		9,100.00	9,100.00						(0%)

Administration

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
4	Office Supplies & Software				240.00	206.28	33.72	33.72	(14%)
5	Subscriptions/Fees				250.00	219.46	30.54	30.54	(12%)
6	Insurance				750.00	493.05	256.95	256.95	(34%)
7	Audit Fees				120.00	97.50	22.50	22.50	(18%)
8	Training				150.00	40.00	110.00	110.00	(73%)
9	Staffing Expenses				400.00	382.95	17.05	17.05	(4%)
10	Meeting Rental				150.00		150.00	150.00	(100%)
SUB TOTAL					2,060.00	1,439.24	620.76	620.76	(30%)

Litter

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
11	Refuse Disposal				598.00	586.50	11.50	11.50	(1%)
12	Litter Picking Equipment				60.00		60.00	60.00	(100%)

SUB TOTAL					658.00	586.50	71.50	71.50	(10%)
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Staff Costs

			Receipts			Payments		Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
13	Staff Costs				3,500.00	3,526.58	-26.58	-26.58	(-0%)
	SUB TOTAL				3,500.00	3,526.58	-26.58	-26.58	(-0%)

Courtesy Lights

			Receipts			Payments		Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
14	Courtesy Lights Electricity				100.00	48.00	52.00	52.00	(52%)
15	Courtesy Lights Maintenance								(N/A)
	SUB TOTAL				100.00	48.00	52.00	52.00	(52%)

Burial Ground

			Receipts			Payments		Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
16	Burial Grounds Grant				2,500.00	2,500.00			(0%)
	SUB TOTAL				2,500.00	2,500.00			(0%)

Grants

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Grants				100.00		100.00	100.00 (100%)
SUB TOTAL					100.00		100.00	100.00 (100%)

Miscellaneous

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Miscellaneous Expenditure				300.00		300.00	300.00 (100%)
SUB TOTAL					300.00		300.00	300.00 (100%)

Chairman's Allowance

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Chairman's Allowance				70.00		70.00	70.00 (100%)
SUB TOTAL					70.00		70.00	70.00 (100%)

Election Costs

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Election Costs							(N/A)
SUB TOTAL								(N/A)

Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Reserves							(N/A)
	SUB TOTAL							(N/A)

Summary

NET TOTAL	9,100.00	9,100.00		9,288.00	8,100.32	1,187.68	1187.68 (6%)
V.A.T.		222.33			173.24		
GROSS TOTAL		9,322.33			8,273.56		