

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: Wednesday 16th August 2023 at 8:00pm
PLACE: Yattendon Village Hall, Yattendon Road, Yattendon, RG18 0UE

S. Marshman

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

4th August 2023

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
Councillors should use the [flow-chart](#) below to identify which type of interest they have and what action should be taken.
- 3 To receive questions or comments from members of the public regarding items on the agenda and representations from any member who has declared an Other Registerable Interest or a Non-Registerable Interest
- 4 To approve the [Minutes of the Full Council Meeting held on 11th May 2023](#)
- 5 To discuss any matter arising from the previous meeting
- 6 To consider the following planning application and to receive an update on [planning applications and decisions since the previous meeting](#)
 - [23/01686/FUL Orchard Day Nursery, Everington Bungalow, Everington Hill, Yattendon, RG18 0UD](#) - Change of use of the existing building from a day nursery to a residential dwelling and erection of extensions following the demolition of the existing conservatory.
- 7 Finance:
 - a) To receive the [Finance Report](#) and approve the payments listed
 - b) To receive the most recent [bank reconciliation](#)
 - c) To receive the [Quarterly Budget Report](#)
- 8 Matters for future consideration and information

Date and time of next scheduled meeting:
Thursday 7th September 2023, 8pm, Yattendon Village Hall

Supporting Documents

Agenda Item 2: To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests, or Non-Registerable Interests and to consider any requests for dispensation

DPI = Disclosable Pecuniary Interest

ORI = Other Registerable Interest

NRI = Non-Registerable Interest

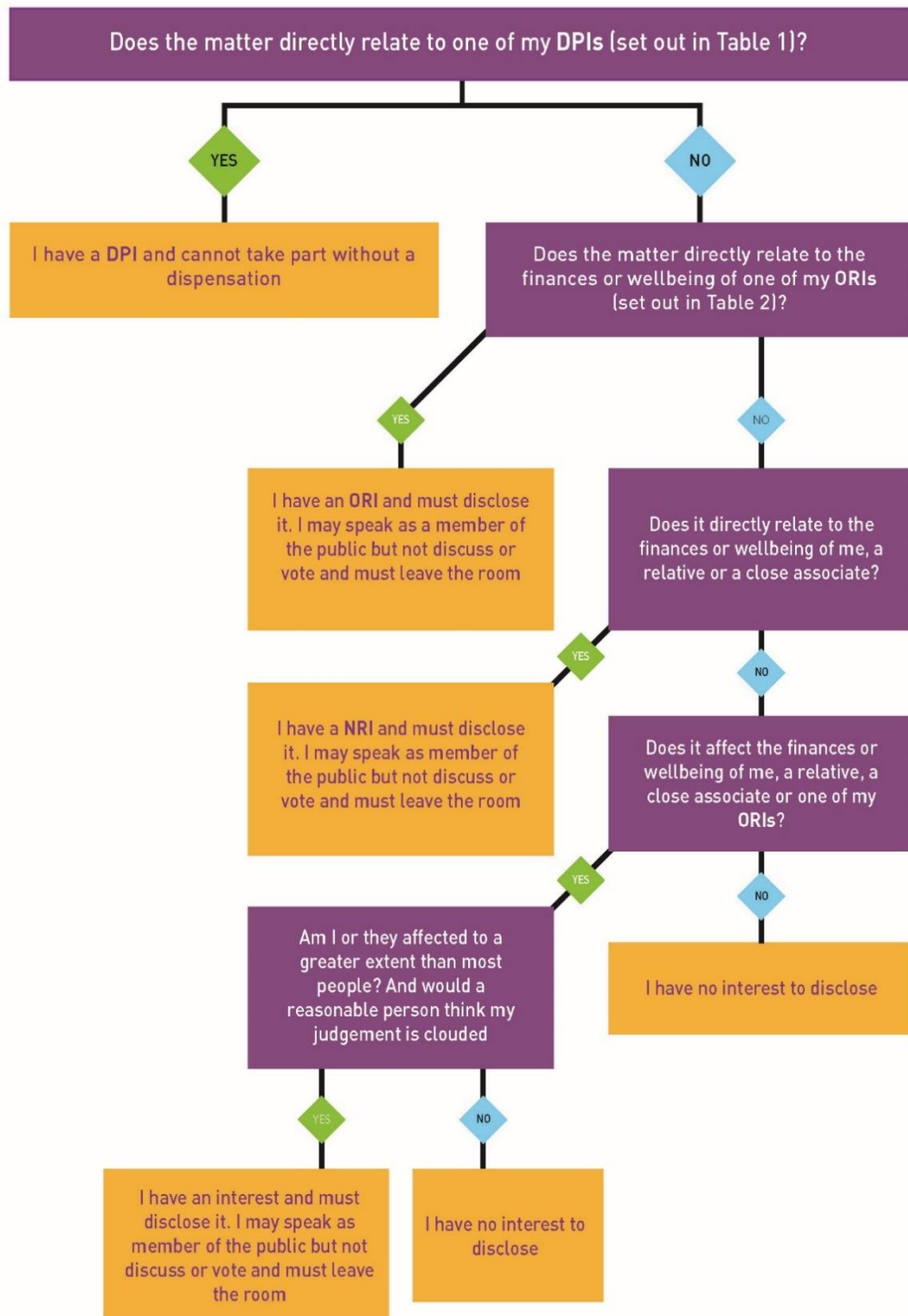


Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<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>
Contracts	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.
Land and* property	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.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	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.
Securities	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 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
23/00551/ HOUSE	Everington Bungalow, Everington Hill, Yattendon	Single storey extensions	Object	Withdrawn
23/01150/ PASOL	Frilsham Home Farm Dairy, Frilsham, Yattendon, RG18 0XT	Application to determine if prior approval is required for a proposed: Installation of solar panels on the roof of the Renegade Brewery building (hereafter known as the Building)	No objections	Not required

Agenda item 7a: To receive the Finance Report and approve the payments listed**Status at bank at last bank reconciliation 31st July 2023**

Lloyds Bank Current	£2,815.66
Lloyds Bank Savings	£4,004.61
Total	£6,820.27

Income received 4th May - 3rd August 2023

Interest	£4.61
Total	£4.61

Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
09-May	BACS	Berkshire Association of Local Councils	Subscription 23/24	£82.63
06-Jun	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for May	£873.57
09-Jun	Debit Card	Microsoft	Software 23/24	£59.99
20-Jun	BACS	Yattendon Village Hall	Hall hire	£75.00
06-Jul	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Jun	£426.54
01-Aug	BACS	Triangle Management	Refuse disposal	£178.85
07-Aug	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Jul	£438.72
03-Aug	BACS	Traffic Technology	Battery and charger for SID (half cost)	£123.00
16-Aug	BACS	A Councillor	Reimburse refreshments for APM	£14.75
16-Aug	BACS	Yattendon & Frilsham PCC	Grant for burial ground maintenance (1/2)	£1,250.00
16-Aug	BACS	Yattendon & Frilsham PCC	Courtesy light electricity payment (1/2)	£24.00
Total				£3,547.05

Transfers to be approved

Payment Date	Method	Account From	Account To	Amount
16-Aug	BACS	Lloyds Bank Savings	Lloyds Bank Current	£1,500.00

Agenda Item 7b: To receive the most recent bank reconciliation

Bank Reconciliation at 31/07/2023

Cash in Hand 01/04/2023	3,839.33
ADD	
Receipts 01/04/2023 - 31/07/2023	6,308.22
Subtotal	10,147.55
SUBTRACT	
Payments 01/04/2023 - 31/07/2023	3,327.28
A Cash in Hand 31/07/2023	6,820.27
Cash in hand per Bank Statements	
Petty Cash	0.00
Lloyds Savings	4,004.61
Lloyds Current	2,815.66
Subtotal	6,820.27
Less unrepresented payments	0
Subtotal	6,820.27
Plus unrepresented receipts	0
B Adjusted Bank Balance	6,820.27

A = B Checks out OK

Agenda item 7c To receive the Quarterly Budget Report

Quarterly Budget Report for Quarter 1: 1st April – 30th June 2023

Income

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
1	Precept	11,293.00	5,646.50	-				-5,646.50	(-50%)
2	VAT Refund			5,646.50					(N/A)
3	Other Income		1.89	1.89				1.89	(N/A)
	SUB TOTAL	11,293.00	5,648.39	- 5,644.61				-5,644.61	(-49%)

Administration

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
4	Office Supplies & Software				270.00	49.99	220.01	220.01	(81%)
5	Subscriptions/Fees				210.00	117.63	92.37	92.37	(43%)
6	Insurance				580.00	633.85	-53.85	-53.85	(-9%)
7	Audit Fees				100.00		100.00	100.00	(100%)
8	Training				150.00		150.00	150.00	(100%)
9	Staffing Expenses				420.00	108.90	311.10	311.10	(74%)
10	Meeting Rental				150.00	75.00	75.00	75.00	(50%)
23	Laptop Replacement (For EMR)				100.00		100.00	100.00	(100%)
	SUB TOTAL				1,980.00	985.37	994.63	994.63	(50%)

Litter

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
11	Refuse Disposal				715.00	149.04	565.96	565.96	(79%)
12	Litter Picking Equipment				20.00		20.00	20.00	(100%)
	SUB TOTAL				735.00	149.04	585.96	585.96	(79%)
Staff Costs									
Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
13	Staff Costs				5,500.00	1,626.52	3,873.48	3,873.48	(70%)
	SUB TOTAL				5,500.00	1,626.52	3,873.48	3,873.48	(70%)
Courtesy Lights									
Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
14	Courtesy Lights Electricity				48.00		48.00	48.00	(100%)
15	Courtesy Lights Maintenance				50.00		50.00	50.00	(100%)
	SUB TOTAL				98.00		98.00	98.00	(100%)
Burial Ground									
Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
16	Burial Grounds Grant				2,500.00		2,500.00	2,500.00	(100%)
	SUB TOTAL				2,500.00		2,500.00	2,500.00	(100%)

Grants

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
17	Grants				100.00		100.00	100.00	(100%)
25	Coronation				100.00	100.00			(0%)
	SUB TOTAL				200.00	100.00	100.00	100.00	(50%)

Miscellaneous

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
18	Miscellaneous Expenditure				100.00		100.00	100.00	(100%)
22	Well House								(N/A)
	SUB TOTAL				100.00		100.00	100.00	(100%)

Chairperson's Allowance

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
19	Chairperson's Allowance				30.00		30.00	30.00	(100%)
	SUB TOTAL				30.00		30.00	30.00	(100%)

Election Costs

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
20	Election Costs				150.00		150.00	150.00	(100%)

	SUB TOTAL				150.00		150.00	150.00	(100%)
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Reserves

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
21	Reserves								(N/A)
	SUB TOTAL								(N/A)
	Summary								
	NET TOTAL	11,293.00	5,648.39	- 5,644.61	11,293.00	2,860.93	8,432.07	2,787.46	(12%)
	V.A.T.		657.11			39.81			
	GROSS TOTAL		6,305.50			2,900.74			