

Yattendon Parish Council

Minutes of the Parish Council Meeting

Held on Thursday 16th May 2019 at 8:00pm in the Village Hall, Yattendon

Councillors present: Councillors Gordon Robertson (Chair), Anne Harris and Georgie Rudge

Councillors not present: Councillors Wendy Mole, Philip Bickford Smith and Adam McCormick

In attendance: Sarah Marshman (Clerk)

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| 19/20-001 | To consider the election of Chairman of the Council for 2019/20 and to receive the signed declaration of acceptance of office
It was resolved to elect Gordon Robertson as Chairman. GR completed his declaration of acceptance of office. |
| 19/20-002 | To consider the election of Vice-Chairman of the Council for 2019/20 and to receive the signed declaration of acceptance of office
It was resolved to elect Anne Harris as Vice-Chairman. AH completed her declaration of acceptance of office. |
| 19/20-003 | Apologies for absence and to consider acceptance of the reasons
Apologies for absence were received from Councillors Wendy Mole, Philip Bickford Smith and Adam McCormick. It was resolved to accept the reasons given for absence. |
| 19/20-004 | To receive any declarations of pecuniary interests by members or the Clerk
There were none. |
| 19/20-005 | To receive: Questions or comments from members of the public
Representations from any member who has declared a pecuniary interest
There were none. |
| 19/20-006 | To approve the minutes of the Parish Council Meeting held on 21st February 2019
It was resolved that the minutes be accepted as a true record and they were then signed by the Chairman. |
| 19/20-007 | Matters arising from the minutes of the Parish Council Meeting held on 21st February 2019
There were none. |
| 19/20-008 | To receive a report from District Councillor Carolyne Culver
The newly elected District Councillor, Carolyne Culver, sent her apologies. |
| 19/20-009 | To receive a report from the Managing Director of Yattendon Estates, David Slack
David Slack sent his apologies. |
| 19/20-010 | Planning Applications
a) To consider new applications
There were none.
b) To receive an update on planning applications since the previous meeting |

App. Ref.	Location	Proposed Work	Response	WBC Decision
19/00210/ HOUSE	Curtis Cottage, Yattendon, RG18 0XB	Two storey attached garage extension and single-storey rear extension	No objections	Approved
19/00511/ LBC2	The Royal Oak, The Square, Yattendon, RG18 0UF	Fitting two awnings to the reception room windows	-	Withdrawn
19/00693/ COND1	Hill House, Everington Hill, Yattendon, RG18 0UD	Application for approval of details reserved by Condition 4 - Materials, 8 - Windows and External Doors and 9 - Rooflights of planning permission 16/00795/LBC2.	Not consulted	Approved

The following planning appeal decision had been received:

App. Ref.	Location	Proposed Work	Response	Planning Inspectorate Decision
APP/W0340/W/ 18/3214091 18/01678/ FULD	Redwood, Burnt Hill, Yattendon, RG18 0XD	Demolition of existing house and garage, and erection of two new houses.	Object	Appeal Dismissed

- 19/20-011 Committees:**
- a) To receive the minutes of the last meeting of any committees
 - b) To review the terms of reference and delegation arrangements for any committees
 - c) To appoint members to existing committees
There are currently no committees.
 - d) To appoint any new committees in accordance with standing order 4
It was resolved not to appoint any new committees.
- 19/20-012 To review delegation arrangements for staff and other local authorities**
It was resolved to continue with the current delegation arrangements.
- 19/20-013 To review the inventory of land and assets including buildings and office equipment**
The inventory was reviewed, and it was resolved that it was correct.
- 19/20-014 To confirm the arrangements for insurance cover in respect of all insured risks**
The insurance cover was reviewed, and it was agreed that the council would continue with the current arrangements.
- 19/20-015 Policies:**
- a) To review the standing orders
 - b) To review the financial regulations
 - c) To review the complaints procedure
 - d) To review the procedures for handling requests made under the Freedom of

	<p>Information Act 2000 and the Data Protection Act 1998</p> <p>e) To review the policy for dealing with the press/media</p> <p>The standing orders, financial regulations, complaints procedure, procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 and the media policy were reviewed and it was resolved to continue with the current policies.</p>
19/20-016	<p>To review the council's and/or staff subscriptions to other bodies</p> <p>It was resolved to continue with the current subscriptions to BALC, SLCC, CCB and CPRE.</p>
19/20-017	<p>To consider the risk assessment for 2019/20</p> <p>It was resolved to adopt the risk assessment for 2019/20.</p>
19/20-018	<p>To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council</p> <p>It was resolved that the following meetings should be scheduled: 5th September 2019, 14th November 2019, 13th February 2020, Annual Parish Meeting 23rd April 2020 Annual Meeting of the Parish Council 21st May 2020</p>
19/20-019	<p>To consider Parish Council representatives and areas of responsibility</p> <p>Gordon Robertson will continue as the representative on the Downland Practice Patient Representation Group.</p> <p>Wendy Mole will continue as the coordinator for the Speed Indicator Device (SID) and as a representative for the Yattendon and Frilsham Sports and Social Trust.</p> <p>Georgie Rudge will continue as internal controller.</p> <p>Anne Harris and Wendy Mole will continue as trustees for the Frilsham and Yattendon Parochial Charities.</p>
19/20-020	<p>To review the feedback from our internal auditors on the 2018/19 accounts and consider any actions required</p> <p>The feedback from the internal auditor was reviewed. One recommendation had been received, to include reference to GDPR in the Council's risk assessment. It was noted that this had been added to the risk assessment adopted in minute 19/20-017.</p>
19/20-021	<p>To: a) consider the findings of the Annual Governance review; b) approve the Annual Governance Statement; and c) ensure the Annual Governance Statement is signed and dated</p> <p>The statements in the Annual Governance Statement were reviewed. It was resolved to approve the Annual Governance Statement, which was then signed by the Chairman and the Clerk.</p>
19/20-022	<p>To: a) consider the Accounting Statements; b) approve the Accounting Statements; and c) ensure the Accounting Statements are signed and dated</p> <p>The Annual Accounting Statement was reviewed. It was resolved to approve the Accounting Statement, which was then signed by the Chairman.</p>

19/20-023	<p>To: a) consider completing the certificate of exemption for expenditure under £25,000; and</p> <p>b) ensure the certificate of exemption is signed and dated</p> <p>It was resolved to complete the certificate of exemption for expenditure under £25,000. The certificate was then signed and dated by the Clerk and the Chairman.</p>
19/20-024	<p>To receive an update on the response from West Berkshire Council regarding the road layout around the entrance to Scratchface Lane on Yattendon Road.</p> <p>The Clerk had corresponded with Glyn Davies at West Berkshire Council. A technician had visited the site and found that the signs and visibility are good. The November incident did not appear in the injury accident database and so it is assumed no injury occurred as a result. The January figures are not yet available. It was advised the accident history at the site would not support the case for a speed reduction.</p>
19/20-025	<p>To consider quotes for insurance cover for 2019/20</p> <p>It was noted that the insurance cost had increased as a result of the claim that had been made with regards to the damaged bench in The Square.</p> <p>It was resolved to accept the quote from Came and Company at £719.84.</p>
19/20-026	<p>To consider whether to attempt to reinstate the parish (N.B. not Parish Council) website or create a new website</p> <p>The Clerk was requested to contact the Estate Manager to see if information on the fete could be included in the Estate website.</p> <p>The Clerk was requested to obtain costs for a domain for the Parish Council.</p>
19/20-027	<p>To receive the finance report and approve cheques due for payment</p> <p>It was resolved to approve the payments listed on the Finance Report, which is at Attachment 1.</p>
19/20-028	<p>Correspondence</p> <ul style="list-style-type: none"> • Confirmation there were no CIL payments received during 1 Oct 2018 - 31st March 2019CIL Team, West Berks Council • Email regarding assistance provided during power outages from Scottish and Southern Electricity Networks. The Clerk was requested to contact the Estate Manager to enquire if someone would act as contact for storm notifications. • Information on the planned events to commemorate the 75th anniversary of VE DaySSAFA, The Armed Forces Charity (via BALC). The Clerk was requested to forward this information to Yattendon Estate and The Royal Oak. • Request for a donation of £75 to support the grant fund from the North Wessex Downs Landscape Trust. The Council felt this did not benefit the community directly and therefore did not wish to make a donation. • Zero Carbon West Berkshire - A discussion document to inform West Berkshire Council about the issues around implementing policies to make West Berkshire zero-carbon from the West Berkshire Green Exchange.
19/20-029	<p>Matters for future consideration and information</p> <p>There were none.</p> <p>Meeting closed 9:10pm.</p>

Date and time of next scheduled meeting:

Parish Council Meeting: Thursday 5th September 2019 at 8pm in Yattendon Village Hall

Chairman:

Date:

Attachment 1:

Balance at bank on 21st February 2019		£2,308.28	
Triangle Management	Emptying bins Feb	£55.20	
West Berks Council	Litter services	£72.41	
Triangle Management	Emptying bins March	£55.20	
West Berks Council	Precept	£4,000.00	
BALC c/o HALC	Subscription 2019/20	£83.49	
Triangle Management	Emptying bins April	£69.00	
CPRE	Subscription 2019/20	£36.00	
CCB	Subscription 2019/20	£32.00	
Clerk	Salary and expenses Mar-May	£505.59	
Berkshire Pension Fund	Pension contributions	£127.74	
Litter picker	Litter picking 01/04/19- 30/06/19	£125.00	
ICO	Registration fee 2019/20	£35.00	
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		£6,308.28	£1,196.63
Balance at bank on 16th May 2019		<u>£5,111.65</u>	