

# 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: Monday 11<sup>th</sup> December 2023 at 8:00pm  
PLACE: Yattendon Village Hall, Yattendon Road, Yattendon, RG18 0UE

*S. Marshman*

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

5<sup>th</sup> December 2023

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## 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 16<sup>th</sup> August 2023](#)
- 5 To discuss any matters arising from the previous meeting
- 6 To receive a report from our District Councillor
- 7 To receive a report from Yattendon Estates
- 8 To consider co-opting to the council
- 9 To consider the following planning application and to receive an update on [planning applications and decisions since the previous meeting](#)
  - [23/02653/FUL Everington Bungalow, Everington Hill, Yattendon, RG18 0UD](#) - Erection of garage in association with 23/01686/FUL |

- 10 Finance:
  - a) To receive the [Finance Report](#) and approve the payments listed
  - b) To receive the most recent [bank reconciliation](#)
  - c) To receive any reports from the Internal Controller
  - d) To receive the [Quarterly Budget Report](#)
- 11 To consider the [budget](#) and set the precept for 2024/2025
- 12 To consider requesting West Berkshire Council considers implementing a 20mph limit within Yattendon
- 13 To ratify the purchase of a wreath for the Remembrance Parade
- 14 To consider contributing to the costs for the Clerk to attend the SLCC Practitioners' Conference
- 15 To discuss the possible installation of a play area
- 16 Matters for future consideration and information

Date and time of next scheduled meeting:  
Thursday 22<sup>nd</sup> February 2024

## 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

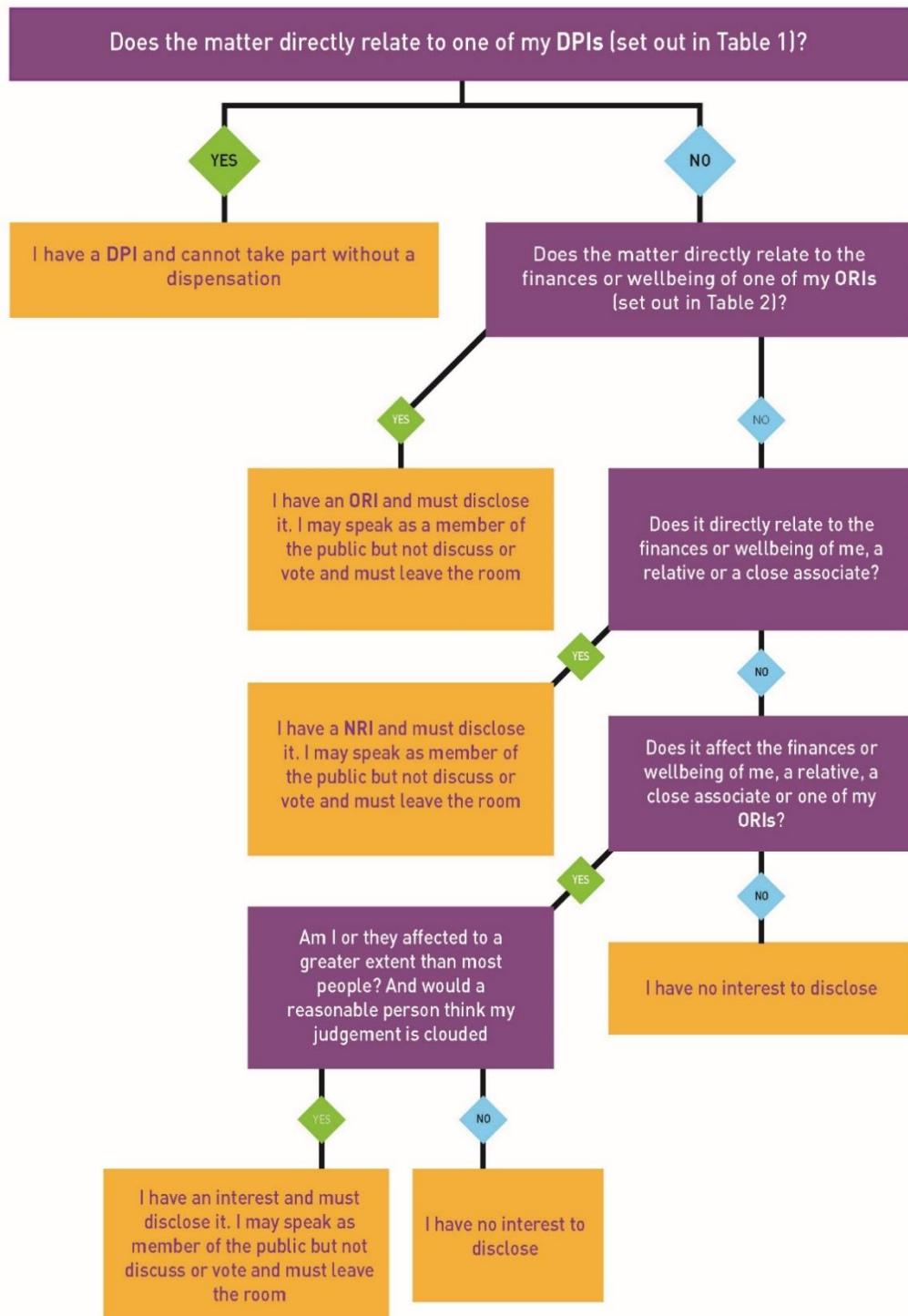


Table 1: Disclosable Pecuniary Interests

Subject	Description
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	<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>
<b>Contracts</b>	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.
<b>Land and* property</b>	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.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate tenancies</b>	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.
<b>Securities</b>	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 8: To receive an update on planning applications since the previous meeting**

**Applications Responded to Under Delegated Powers Since the Previous Meeting:**

<b>Application Reference</b>	<b>Location</b>	<b>Proposed Work</b>	<b>Parish Council Response</b>
23/02343/ FULMAJ	The Manor House, Yattendon, RG18 0UH	Extension to the Coach House and alterations to outbuilding	No objections
23/02344/LBC	The Manor House, Yattendon, RG18 0UH	Extension to the Coach House and alterations to outbuilding	No objections

**West Berkshire Council's Recent Planning Decisions:**

<b>Application Reference</b>	<b>Location</b>	<b>Proposed Work</b>	<b>Parish Council Response</b>	<b>WBC Decision</b>
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.	Object	Approved

## Agenda item 9a: Finance

### Finance Report

#### Status at bank at last bank reconciliation 31st October 2023

Lloyds Bank Current	£6,891.40
Lloyds Bank Savings	£2,513.31
<b>Total</b>	<b>£9,404.71</b>

#### Income received 1st September - 17th November 2023

Precept	£5,646.50
Interest	£8.52
<b>Total</b>	<b>£5,655.02</b>

#### Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
06-Oct	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Sep	£474.41
12-Oct	DD	Hugo Fox	Website hosting	£11.99
19-Oct	DD	Hugo Fox	Website hosting	£11.99
27-Oct	DD	Hugo Fox	Website hosting refunded	-£11.99
01-Nov	BACS	Triangle Management	Refuse disposal	£178.85
01-Nov	BACS	NALC	Local Council Award Scheme registration fee	£60.00
01-Nov	BACS	Heelis & Lodge	Internal audit 22/23	£130.00
02-Nov	Debit	Staff Costs	Wreath for Remembrance Parade	£23.98
06-Nov	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Oct	£434.26
19-Nov	DD	Hugo Fox	Website hosting	£11.99
23-Nov	BACS	SLCC Enterprises	Training	£54.00
23-Nov	BACS	Yattendon and Frilsham PCC	Burial ground grant	£1,250.00
23-Nov	BACS	Yattendon and Frilsham PCC	Courtesy lights	£24.00
<b>Total</b>				<b>£2,653.48</b>

#### Transfers

Payment Date	Method	Account From	Account To	Amount
14-Nov	BACS	Current	Savings	£1,000.00
<b>Total</b>				<b>£1,000.00</b>

## Bank Reconciliation

### Bank Reconciliation at 31/10/2023

Cash in Hand 01/04/2023	3,839.33
<b>ADD</b>	
Receipts 01/04/2023 - 31/10/2023	11,963.42
Subtotal	15,802.75
<b>SUBTRACT</b>	
Payments 01/04/2023 - 31/10/2023	6,398.04
<b>A Cash in Hand 31/10/2023</b>	<b>9,404.71</b>
(per Cash Book)	
Cash in hand per Bank Statements	
Petty Cash	0.00
Lloyds Savings	2,513.31
Lloyds Current	6,891.40
Subtotal	<b>9,404.71</b>
Less unrepresented payments	0
Subtotal	9,404.71
Plus unrepresented receipts	0
<b>B Adjusted Bank Balance</b>	<b>9,404.71</b>

**A = B Checks out OK**



## Quarterly Budget Report – to 30<sup>th</sup> September 2023

### Income

Code	Title	Receipts Budgeted	Receipts Actual	Receipts 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					(N/A)
26	Interest		11.00	11.00	11.00	(N/A)
	<b>SUB TOTAL</b>	<b>11,293.00</b>	<b>5,657.50</b>	<b>-5,635.50</b>	<b>-</b>	<b>(-49%)</b>
					<b>5,635.50</b>	

### Administration

Code	Title	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	230.40	189.60	189.60	(45%)
10	Meeting Rental	150.00	75.00	75.00	75.00	(50%)
23	Laptop Replacement (For EMR)	100.00		100.00	100.00	(100%)
27	Website					(N/A)
	<b>SUB TOTAL</b>	<b>1,980.00</b>	<b>1,106.87</b>	<b>873.13</b>	<b>873.13</b>	<b>(44%)</b>

Litter

Code	Title	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
11	Refuse Disposal	715.00	298.08	416.92	416.92	(58%)
12	Litter Picking Equipment	20.00		20.00	20.00	(100%)
	SUB TOTAL	735.00	298.08	436.92	436.92	(59%)

Staff Costs

Code	Title	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
13	Staff Costs	5,500.00	2,955.32	2,544.68	2,544.68	(46%)
	SUB TOTAL	5,500.00	2,955.32	2,544.68	2,544.68	(46%)

Courtesy Lights

Code	Title	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
14	Courtesy Lights Electricity	48.00	24.00	24.00	24.00	(50%)
15	Courtesy Lights Maintenance	50.00		50.00	50.00	(100%)
	SUB TOTAL	98.00	24.00	74.00	74.00	(75%)

Burial Ground

Code	Title	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
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16	Burial Grounds Grant	2,500.00	1,250.00	1,250.00	1,250.00	(50%)
	<b>SUB TOTAL</b>	<b>2,500.00</b>	<b>1,250.00</b>	<b>1,250.00</b>	<b>1,250.00</b>	<b>(50%)</b>

## Grants

Code	Title	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%)
	<b>SUB TOTAL</b>	<b>200.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>(50%)</b>

## Miscellaneous

Code	Title	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
18	Miscellaneous Expenditure	100.00	102.50	-2.50	-2.50	(-2%)
22	Well House					(N/A)
	<b>SUB TOTAL</b>	<b>100.00</b>	<b>102.50</b>	<b>-2.50</b>	<b>-2.50</b>	<b>(-2%)</b>

## Chairperson's Allowance

Code	Title	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
19	Chairperson's Allowance	30.00	12.29	17.71	17.71	(59%)
	<b>SUB TOTAL</b>	<b>30.00</b>	<b>12.29</b>	<b>17.71</b>	<b>17.71</b>	<b>(59%)</b>

Election Costs

Code	Title			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%)

Reserves

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

Summary

	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
NET TOTAL	11,293.00	5,657.50	-5,635.50	11,293.00	5,849.06	5,443.94	-191.56	(-0%)
V.A.T.		657.11			92.58			
GROSS TOTAL		6,314.61			5,941.64			

## Agenda Item 11: To consider the budget and set the precept for 2024/2025

	2022/23 Actual	Agreed 2023/24 Budget	Amount at End Sep 2023	Forecast Year-End	2024/25 Budget	
<b>Income</b>						
1	Precept	£9,300	£11,293	£5,647	£11,293	£12,228
2	Interest	£0	£0	£11	£16	£0
3	Other	£3,657	£0	£0	£0	£0
A	<b>Total Income</b>	<b>£12,957</b>	<b>£11,293</b>	<b>£5,658</b>	<b>£11,309</b>	<b>£12,228</b>
<b>Expenditure</b>						
1	<b>Administration</b>					
1a	Office supplies/software	£230	£270	£50	£257	£330
1b	Subscriptions/fees	£153	£210	£118	£190	£210
1c	Insurance	£572	£580	£634	£634	£680
1d	Audit fees	£98	£100	£0	£130	£150
1e	Training	£77	£150	£0	£100	£150
1f	Staffing costs/expenses	£457	£420	£230	£450	£450
1g	Meeting Rental	£120	£150	£75	£135	£150
1h	Laptop Replacement	£442	£100	£0	£0	£100
1i	Bank charges	£0	£36	£0	£0	£0
1j	Website	£0	£0	£0	£60	£120
1	<b>Administration</b>	<b>£2,150</b>	<b>£2,016</b>	<b>£1,107</b>	<b>£1,956</b>	<b>£2,340</b>
2	<b>Litter</b>					
2a	Refuse Disposal	£643	£715	£298	£596	£650
2b	Litter Picking Equipment	£0	£20	£0	£20	£20
2	<b>Litter</b>	<b>£643</b>	<b>£735</b>	<b>£298</b>	<b>£616</b>	<b>£670</b>

£12,228 = 8.3% increase

Includes Office 365, Finance Software  
ICO registration, BALC, CPRE, SLCC

Internal audit

Includes mileage, parking, home office allowance

To be earmarked each year until needed

Website is no longer free

Weekly emptying of 1 litter and 4 dog bins

3	Staff Employment Costs	£4,463	£5,500	£2,955	£5,900	£6,200	Includes salary, PAYE and pensions for all staff
4	Courtesy Lights						
4a	Electricity	£48	£48	£24	£48	£48	
4b	Maintenance	£0	£50	£0	£0	£50	To be earmarked if unused
4	Courtesy Lights	£48	£98	£24	£48	£98	
5	Burial Grounds Grant	£2,500	£2,500	£1,250	£2,500	£2,500	
6	Grants						
6a	General Grants	£0	£100	£0	£280	£100	
6b	Coronation	£280	£100	£100	£0	£0	
6	Grants	£280	£200	£100	£280	£100	
7	Miscellaneous	£0	£100	£103	£103	£100	
8	Chairman's allowance	£0	£30	£12	£20	£20	
9	Election Costs	£0	£150	£0	£0	£0	
10	Reserves	£4,511	£0	£0	£0	£200	Build up general reserves*
B	Total Expenditure	£14,595	£11,329	£5,849	£11,423	£12,228	
A-B	Income - Expenditure	-£1,638	-£36	-£192	-£114	£0	INCOME - EXPENDITURE

Cash Account Balances	2022/23 Actual Spend	Forecast Year-End Spend	2024/25 Budget
Start of year	£5,961	£3,839	£3,725
End of year	£3,839	£3,725	£3,925

	2022/23	2023/24	2024/25 Budget
<b>Cost to a Band D Household for the year</b>	<b>£53.04</b>	<b>£64.40</b>	<b>£69.74</b>

24/25 currently based on 23/24 tax base. It should be noted that in 23/24 the average Band D rate for England is £78.79.

Current earmarked reserves		Predicted general reserves* at end of Apr 2025
Replacement laptop	£100.00	£3,325
Bench/bus shelter repairs	£500.00	
<b>Total</b>	<b>£600.00</b>	

**\* General Reserves:**

According to the Practitioners' Guide.

5.33. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.34. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.