

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 10th November 2022 at 8:00pm
PLACE: Yattendon Village Hall, Yattendon Road, Yattendon, RG18 0UE

S. Marshman

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

4th November 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, Other Registerable Interests, or Non-Registerable Interests 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 5th October 2022](#)
- 5 To discuss any matter arising from the previous meeting
- 6 To receive a report from our District Councillor
- 7 To receive a report from Yattendon Estates
- 8 To receive an update on [planning applications and decisions since the previous meeting](#)
- 9 Finance:
 - a) To receive the [Finance Report](#) and approve the payments listed
 - b) To receive the [Quarterly Budget Report](#)
- 10 To ratify the purchase of two Tommy statues for the Remembrance display
- 11 To consider adopting a Training and Development Policy
- 12 To consider adopting a Dignity at Work/Bullying and Harassment Policy
- 13 To pass a resolution to sign up for the Civility and Respect Pledge

- 14 To consider obtaining a Lloyds business charge card
- 15 To consider the [budget and set the precept for 2023/2024](#)
- 16 To consider contributing towards the Clerk attending the SLCC Practitioners' Conference
- 17 Matters for future consideration and information

Date and time of next scheduled meeting: Thursday 23rd February 2023

Supporting Documents

Agenda Item 4: 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

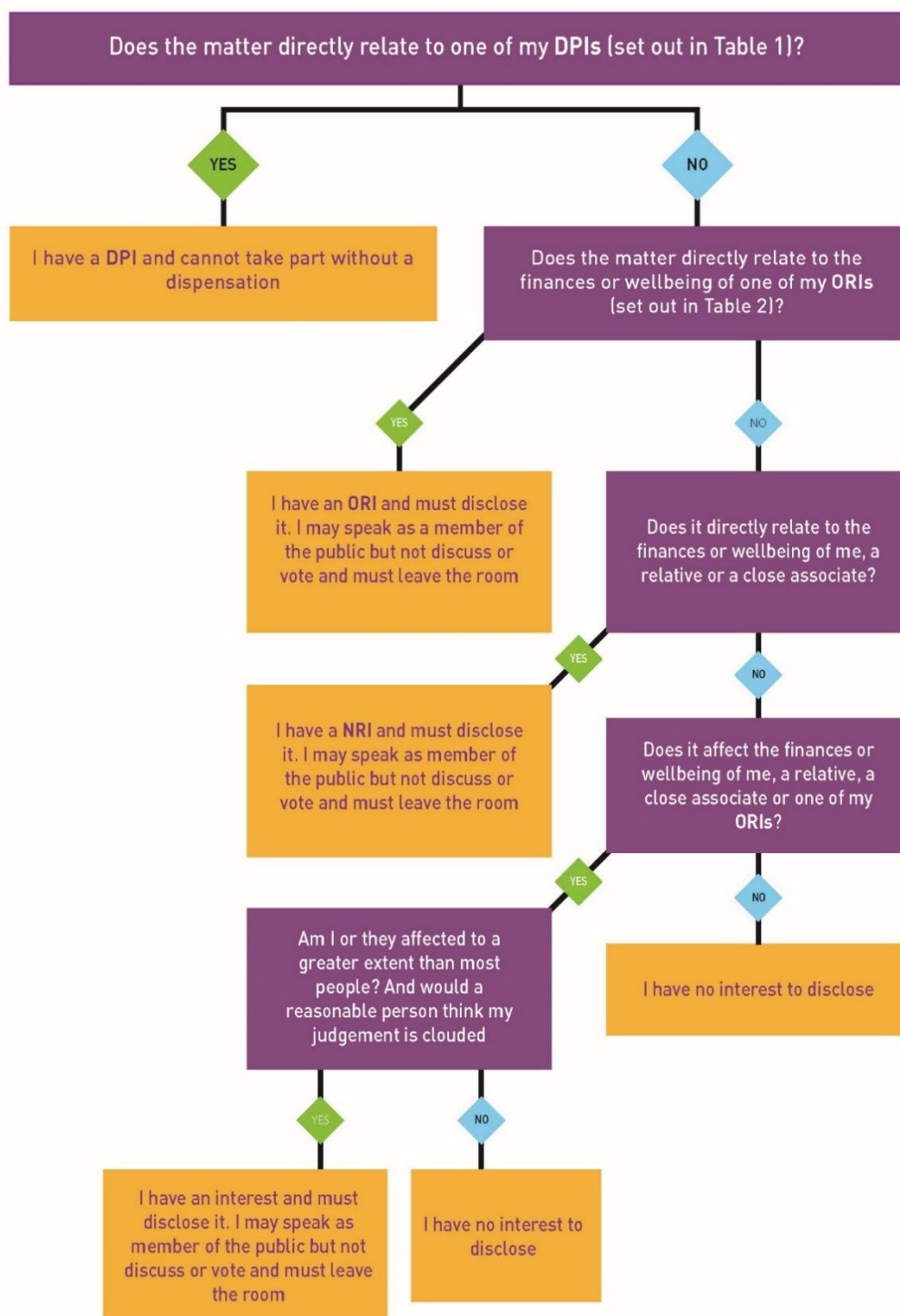


Table 1: Disclosable Pecuniary Interests

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.
--	--

* '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:

- a) any unpaid directorships
- b) 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
- c) 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:

Application Reference	Location	Proposed Work	Parish Council Response
22/02455/ FUL	Everington Bungalow, Everington Hill, Yattendon, RG18 0UD	Change of use from nursery to residential dwelling	No objections

West Berkshire Council's Recent Planning Decisions:

Application Reference	Location	Proposed Work	Parish Council Response	WBC Decision
None				

Agenda item 9a: To receive the Finance Report and approve the payments listed**Status at bank at last bank reconciliation 31st October 2022**

Lloyds Bank Current	£8,826.79
---------------------	------------------

Income received 29th September - 2nd November 2022

Precept	£4,650.00
Total	£4,650.00

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	£362.47
07-Oct	BACS	Clerk	Reimburse replacement keys	£9.05
10-Oct	BACS	Royal British Legion	Pair of Tommy statues	£350.00
17-Oct	BACS	Clerk	Reimburse laptop	£529.99
17-Oct	BACS	Councillor	Reimburse expenses for Well House (minute 22/23-044)	£903.00
01-Nov	BACS	BHIB	Fee to cover changes to insurance policy	£26.05
06-Nov	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Oct	£549.70
10-Nov	BACS	Yattendon and Frilsham PCC	Courtesy lights payment for 22/23	£48.00
10-Nov	BACS	Yattendon and Frilsham PCC	Grant for maintenance of burial ground for 2022/23	£2,500.00
10-Nov	BACS	SLCC Enterprises Ltd	National Conference 2022	£37.50
10-Nov	BACS	Heelis & Lodge	Internal audit 21/22	£97.50
10-Nov	BACS	Triangle Management	Refuse disposal (Q2)	£178.85
Total				£5,592.11

Agenda item 9b: To receive the Quarterly Budget Report

Quarterly Budget Report for Quarter 2 – July to September 2022

Administration

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
4	Office Supplies & Software				240.00	49.99	190.01	190.01	(79%)
5	Subscriptions/Fees				250.00	120.24	129.76	129.76	(51%)
6	Insurance				530.00	545.90	-15.90	-15.90	(-3%)
7	Audit Fees				120.00		120.00	120.00	(100%)
8	Training				100.00		100.00	100.00	(100%)
9	Staffing Expenses				420.00	206.66	213.34	213.34	(50%)
10	Meeting Rental				150.00	75.00	75.00	75.00	(50%)
SUB TOTAL					1,810.00	997.79	812.21	812.21	(44%)

Burial Ground

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	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%)

Chairman's Allowance

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
19	Chairman's Allowance				50.00		50.00	50.00	(100%)

SUB TOTAL				50.00		50.00	50.00	(100%)
-----------	--	--	--	-------	--	-------	-------	--------

Courtesy Lights

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Courtesy Lights Electricity				48.00		48.00	48.00 (100%)
15	Courtesy Lights Maintenance				100.00		100.00	100.00 (100%)
SUB TOTAL					148.00		148.00	148.00 (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)

Grants

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Grants				100.00	280.00	-180.00	-180.00 (-180%)
SUB TOTAL					100.00	280.00	-180.00	-180.00 (-180%)

Income

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
1	Precept	9,300.00	4,650.00	-4,650.00				-	(-50%)
2	VAT Refund							4,650.00	
3	Other Income		2,703.00	2,703.00				2,703.00	(N/A)
									(N/A)
SUB TOTAL		9,300.00	7,353.00	-1,947.00				-	(-20%)
								1,947.00	

Litter

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
11	Refuse Disposal				650.00	195.50	454.50	454.50	(69%)
12	Litter Picking Equipment				40.00		40.00	40.00	(100%)
SUB TOTAL					690.00	195.50	494.50	494.50	(71%)

Miscellaneous

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
18	Miscellaneous Expenditure				200.00		200.00	200.00	(100%)
22	Well House				1,500.00	1,700.00	-200.00	-200.00	(-13%)
SUB TOTAL					1,700.00	1,700.00			(0%)

Reserves

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

Staff Costs

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
13	Staff Costs				3,700.00	1,814.81	1,885.19	1,885.19	(50%)
SUB TOTAL					3,700.00	1,814.81	1,885.19	1,885.19	(50%)

Summary

NET TOTAL	9,300.00	7,353.00	-1,947.00	10,698.00	4,988.10	5,709.90	3,762.90	(18%)	
V.A.T.		173.24			49.10				
GROSS TOTAL		7,526.24			5,037.20				

Yattendon Parish Council

Training and Development Policy

Version number	1.0	Minute reference	
Date adopted		Review due	Annually (November)

1. Introduction

Yattendon Parish Council is committed to the ongoing training and development of all Councillors and employees to ensure the Council can meet its aim and objectives. The Council will ensure that Councillors and employees will be provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation. The Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community.

Funds are allocated to a training and development budget each year to enable Councillors and employees to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk will be made aware of the content of this policy and the expectations placed upon them contained within it.

2. Identification of Training and Development Needs

Training and development needs may be identified due to:

- Legislative requirements.
- Changes in legislation.
- Changes in systems.
- New or revised qualifications become available.
- New working methods and practices.
- Complaints to the Council.
- A request from a member of staff.
- Devolved services/ delivery of new services.

Councillors

Annually, the Council will formally review the training needs of Councillors at a meeting of the Parish Council. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Full Council. The following training is provided by HALC on behalf of BALC, however similar training may be sought through other training providers.

The following training is required for new Councillors:

- Knowledge and Core Skills
- An Introduction to Planning for Local Councils

All Councillors may benefit from also attending:

- Local Plans and Planning Policy for Local Councils
- Local Council Finance for Councillors
- Chairing Skills
- Managing Staff in Local Councils

These suggestions are not exclusive, and Councillors should seek any training they believe is relevant to their roles within the Council.

Clerk

Annually, the Council will review the training needs of the Clerk through the annual appraisal process. Informal discussions should take place throughout the year as the need arises.

Training needs for a new Clerk will be identified through the recruitment process, including application form and interview, formal and informal discussions and annual Staff Appraisals.

The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required.

The Clerk is encouraged to undertake and complete CiLCA training if the qualification is not already held.

3. Financial Implications

Each year as part of the annual budget setting process, the Council will include a training budget for employees and Councillors. When calculating this, any training needs identified as part of the annual appraisal process and Councillors training needs review will be taken into consideration.

All sponsored training must be appropriate to the needs of the Council and is subject to the availability of financial resources.

For approved courses the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.

Recouping Costs

It is standard practice of the Council that where the Council is covering the costs of an employee's training course or qualification (this being a course or qualification, rather than one day course or workshop) a written agreement will be made that if the employee leaves the Council's employ within a set period of time during or having completed the course, the employee will be expected to reimburse the Council as per the agreement.

Travel Expenses

Employees or Councillors attending training may submit an expense claim to cover travel costs to and from the venue. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made.

4. Study Leave

Employees who are given approval to undertake external qualifications will be granted the following:

- Study time to attend day release courses.
- Time to sit examinations.
- Study time of one day per examination (to be discussed and agreed by their line manager in advance).
- Provision of study time must be agreed with the line manager prior to the course being undertaken.

5. Record Keeping and Evaluation

Each employee and Councillor has a Training Log which is held securely by the Clerk. This log will be updated with any training undertaken. A digital copy of any attendance or qualification certificates should also be given to the Clerk to be held with these records. These records will be kept in accordance with the Council's Document Retention policy.

Yattendon Parish Council

Dignity at Work / Bullying and Harassment Policy

Version number	1.0	Minute reference	
Date adopted		Review due	Annually (November)

1. Purpose and Scope

1.1 Statement: In support of our value to respect others Yattendon Parish Council will not tolerate bullying or harassment by, or of, any of its employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The Council is committed to the elimination of any form of intimidation in the workplace. This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the council's policies on Grievance and Disciplinary handling and the Elected Members Code of Conduct. The Council will issue this policy to all employees as part of their induction and to all members as part of their Welcome Pack. The Council may also wish to share this policy with contractors, visitors and members of the public.

1.2 Definitions

Bullying: "Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."

Harassment is "Unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment." This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

These definitions are derived from the ACAS guidance on the topic. Bullying and Harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents. Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the Council's reputation and ultimately, legal proceedings against the Council and payment of legal fees and potentially unlimited compensation.

Agenda item 19: To pass a resolution to sign up for the Civility and Respect Pledge

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff. (Training and Development Policy to be adopted during this meeting.)	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy. (Dignity at Work Policy to be adopted during this meeting.)	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

Agenda item 21: To consider the budget and set the precept for 2023/2024

		2021/22 Actual Spend	Agreed 2022/23 Budget	Amount at End Sep 2022	Forecast Year-End Spend	2023/24 Budget	Notes
	<u>Income</u>						
1	Precept	£9,100	£9,300	£4,650	£9,300	£11,343	£11,343 = 22% increase
2	Other	£0	£0	£2,703	£2,703	£0	
A	Total Income	£9,100	£9,300	£7,353	£12,003	£11,343	
	<u>Expenditure</u>						
1	Administration						
1a	Office supplies/software	£206	£240	£50	£225	£270	Includes Office 365, Finance Software
1b	Subscriptions/fees	£219	£250	£120	£186	£210	ICO registration, BALC, CPRE, SLCC
1c	Insurance	£493	£530	£546	£546	£580	
1d	Audit fees	£98	£120	£0	£98	£100	Internal audit
1e	Training	£40	£100	£0	£100	£150	
1f	Staffing costs/expenses	£383	£420	£207	£413	£420	Includes mileage, parking, home office allowance
1g	Meeting Rental	£0	£150	£75	£135	£150	
1h	Laptop Replacement	£0	£450	£0	£530	£100	To be earmarked each year until needed
1i	Bank charges	£0	£0	£0	£0	£36	If agreed to obtain corporate card during Nov meeting
1	Administration	£1,439	£2,260	£998	£2,234	£1,980	
2	Litter						
2a	Refuse Disposal	£587	£650	£196	£553	£715	Weekly emptying of 1 litter and 4 dog bins, billing change from monthly to quarterly in 22/23
2b	Litter Picking Equipment	£0	£40	£0	£20	£20	
2	Litter	£587	£690	£196	£573	£735	
3	Staff Employment Costs	£3,527	£3,700	£1,815	£4,450	£5,500	Includes salary, PAYE and pensions for all staff

4	Courtesy Lights						
4a	Electricity	£48	£48	£0	£48	£48	
4b	Maintenance	£0	£100	£0	£0	£100	
4	Courtesy Lights	£48	£148	£0	£48	£148	
5	Burial Grounds Grant	£2,500	£2,500	£0	£2,500	£2,500	
6	Grants						
6a	General Grants	£0	£100	£280	£280	£100	
6b	Coronation	£0	£0	£0	£0	£100	
6	Grants	£0	£100	£280	£280	£200	
7	Miscellaneous	£0	£100	£1,700	£2,603	£100	
8	Chairman's allowance	£0	£50	£0	£20	£30	
9	Election Costs	£0	£0	£0	£0	£150	Assuming election is uncontested
10	Reserves	£0	£0	£0	£0	£0	
B	Total Expenditure	£8,100	£9,548	£4,988	£12,708	£11,343	
A-B	Income - Expenditure	£1,000	-£248	£2,365	-£705	£0	INCOME - EXPENDITURE

Cash Account Balances	2021/22 Actual Spend	Forecast Year-End Spend	2023/24 Budget
Start of year	£4,912	£5,961	£5,256
End of year	£5,961	£5,256	£5,256

*General Reserves

	2021/22	2022/23	2023/24 Budget
Cost to a Band D Household for the year	£52.80	£53.04	£64.70

23/24 currently based on 22/23 tax base. It should be noted that in 22/23 the average Band D rate for England is £74.81

*** 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.