

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 22nd February 2024 at 8:00pm
PLACE: Yattendon Village Hall, Yattendon Road, Yattendon, RG18 0UE

S. Marshman

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

15th February 2024

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 December 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 receive an update on [planning application responses and decisions since the previous meeting](#)
- 9 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](#)
- 10 To consider quotes to install a litter bin

- 11 To consider acquiring a gov.uk domain for the council website
- 12 To receive an update on the new play area
- 13 Matters for future consideration and information

Date and time of next scheduled meeting:

Annual Parish Meeting – Wednesday 17th April 2024, 7pm

Annual Meeting of the Parish Council – Thursday 16th May 2024, 8pm

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

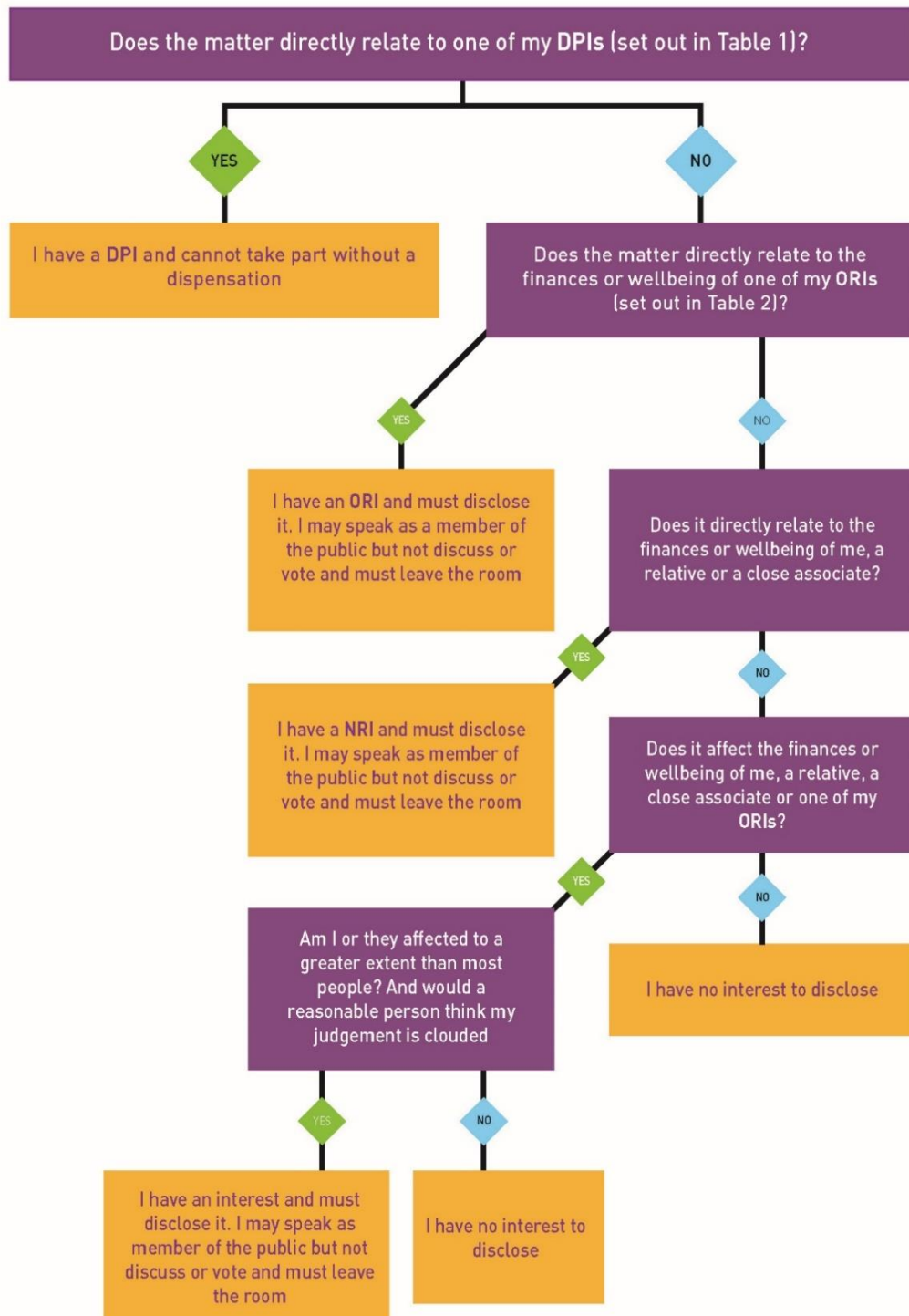


Table 1: Disclosable Pecuniary Interests

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 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
23/02814/ADV	The Old Bakery, Yattendon, RG18 0UE	Part retrospective application for Advert Consent to erect a sign at the entrance to the office at the Old Brewhouse with the intention to back light behind the corten steel part of the sign	No objections
Comments: Yattendon Parish Council has no objections to this application but suggests it may be appropriate to include a condition that limits the hours of use so it is not on throughout the night.			

West Berkshire Council's Recent Planning Decisions:

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FULMAJ	The Manor House, Yattendon, RG18 0UH	Extension to the Coach House and alterations to outbuilding	No objections	Withdrawn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LBC	The Manor House, Yattendon, RG18 0UH	Extension to the Coach House and alterations to outbuilding	No objections	Withdrawn

Agenda item 9a: Finance

Finance Report

Status at bank at last bank reconciliation 31st January 2024

Lloyds Bank Current	£2,162.66
Lloyds Bank Savings	£3,523.60
Total	£5,686.26

Income received 18th November 2023 - 8th February 2024

Interest	£7.51
Total	£7.51

Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
06-Dec	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Nov	£888.39
19-Dec	DD	Hugo Fox	Website hosting	£11.99
12-Jan	BACS	West Berkshire Council	Election costs 2023	£80.00
12-Jan	BACS	SLCC Enterprises	Practitioners' Conference	£46.44
12-Jan	BACS	SLCC	Membership	£35.16
12-Jan	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Dec	£487.69
19-Jan	DD	Hugo Fox	Website hosting	£11.99
06-Feb	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Jan	£472.59
19-Feb	DD	Hugo Fox	Website hosting	£11.99
22-Feb	BACS	Starboard Systems Ltd	Scribe finance software 24/25	£207.36
22-Feb	BACS	Yattendon Village Hall	Room hire	£45.00
22-Feb	BACS	Triangle Management	Refuse disposal	£178.85
Total				£2,477.45

Bank Reconciliation

Bank Reconciliation at 31/01/2024

Cash in Hand 01/04/2023	3,839.33	
ADD		
Receipts 01/04/2023 - 31/01/2024	11,973.71	
Subtotal	15,813.04	
SUBTRACT		
Payments 01/04/2023 - 31/01/2024	10,126.78	
A Cash in Hand 31/01/2024	5,686.26	
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	0.00	
Lloyds Current	2,162.66	
Lloyds Savings	3,523.60	
		5,686.26
Less unrepresented payments		0
Subtotal		5,686.26
Plus unrepresented receipts		0
B Adjusted Bank Balance		5,686.26

A = B Checks out OK

Quarterly Budget Report – to 31st December 2023

Income

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
1	Precept	11,293.00	11,293.00						(0%)
2	VAT Refund								(N/A)
3	Other Income								(N/A)
26	Interest		19.96	19.96				19.96	(N/A)
	SUB TOTAL	11,293.00	11,312.96	19.96				19.96	(0%)

Administration

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
4	Office Supplies & Software				270.00	49.99	220.01	220.01	(81%)
5	Subscriptions/Fees				210.00	167.63	42.37	42.37	(20%)
6	Insurance				580.00	633.85	-53.85	-53.85	(-9%)
7	Audit Fees				100.00	130.00	-30.00	-30.00	(-30%)
8	Training				150.00	45.00	105.00	105.00	(70%)
9	Staffing Expenses				420.00	320.85	99.15	99.15	(23%)
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					29.97	-29.97	-29.97	(N/A)
	SUB TOTAL				1,980.00	1,452.29	527.71	527.71	(26%)

Litter

Receipts	Payments	Net Position
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Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
11	Refuse Disposal				715.00	447.12	267.88	267.88	(37%)
12	Litter Picking Equipment				20.00		20.00	20.00	(100%)
	SUB TOTAL				735.00	447.12	287.88	287.88	(39%)

Staff Costs

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
13	Staff Costs				5,500.00	4,631.93	868.07	868.07	(15%)
	SUB TOTAL				5,500.00	4,631.93	868.07	868.07	(15%)

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			(0%)
15	Courtesy Lights Maintenance				50.00		50.00	50.00	(100%)
	SUB TOTAL				98.00	48.00	50.00	50.00	(51%)

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

Code	Title	Budgeted	Receipts		Budgeted	Payments		Net Position	
			Actual	Variance		Actual	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	Budgeted	Receipts		Budgeted	Payments		Net Position	
			Actual	Variance		Actual	Variance	+/-	Under/over spend
18	Miscellaneous Expenditure				100.00	122.48	-22.48	-22.48	(-22%)
22	Well House								(N/A)
SUB TOTAL					100.00	122.48	-22.48	-22.48	(-22%)

Chairperson's Allowance

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

Election Costs

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

Summary

NET TOTAL	11,293.00	11,312.96	19.96	11,293.00	9,314.11	1,978.89	1,998.85	(8%)
V.A.T.		657.11			151.39			
GROSS TOTAL		11,970.07			9,465.50			