

Yattendon Parish Council

Full Council Meeting



This meeting is open to the press and public (Public Bodies (Admissions to Meetings) Act 1960)

Councillor Summons:
All Councillors of Yattendon Parish Council are hereby summoned to attend the following meeting. Please notify the Clerk if you are unable to attend.

Date:	Thursday 26 th February 2026
Time:	8:00 pm
Location:	Yattendon Village Hall, Yattendon Road, Yattendon, RG18 0UE

Agenda

1. To receive apologies for absence from Council Members and consider their acceptance
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](#) to identify which type of interest they have and what action should be taken
3. To receive:
 - a) Questions or comments from members of the public regarding items on the agenda
 - b) Representations from any member who has declared an Other Registerable Interest or Non-Registerable Interest
4. To approve the [Minutes of the Full Council Meeting held on 20th November 2025](#)
5. To discuss any matters arising from the previous meeting
6. To receive an update 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 Summary](#)

10. To review the [requirements for the AGAR Assertion 10 on digital and data compliance](#)

11. To consider adopting a [Grants Policy](#)

12. To consider next steps regarding the [location and development of a village play area](#)

13. Matters for future consideration and information

Date and time of next meeting:
Thursday 14th May 2026 at 8 pm

S. Marshman

Dr. S. Marshman, PSLCC, Clerk to the Council
20th February 2026

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 from Members declaring a Disclosable Pecuniary Interest

DPI = Disclosable Pecuniary Interest

ORI = Other registerable Interest

NRI = Non-Registerable Interest

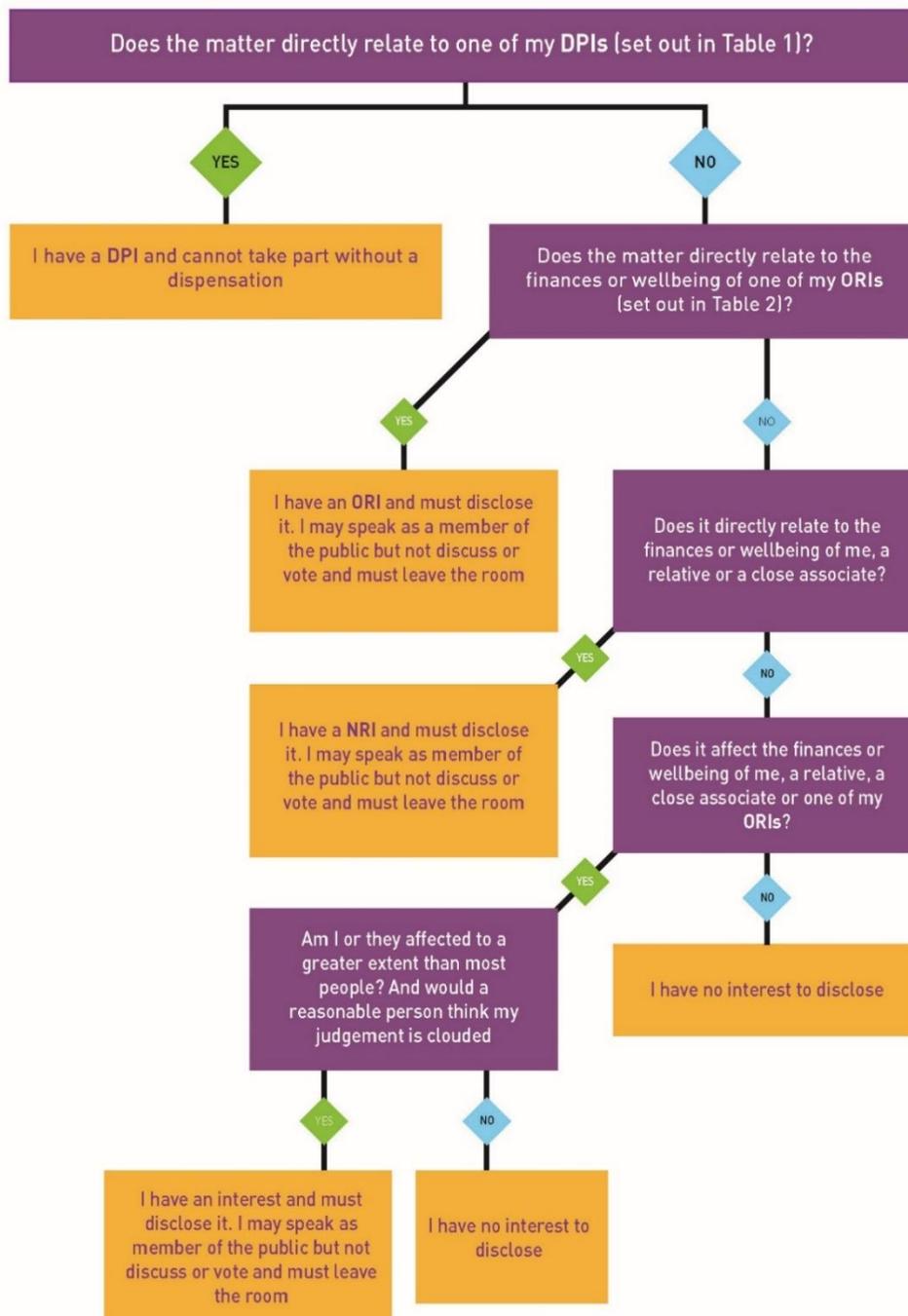


Table 1: Disclosable Pecuniary Interests

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	<p>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 -</p> <p>a) under which goods or services are to be provided, or works are to be executed; and</p> <p>b) which has not been fully discharged.</p>
Land and* property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘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.</p>
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	<p>Any tenancy where (to the councillor’s knowledge) -</p> <p>a) the landlord is the council; and</p> <p>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.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p>

	(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

<p>You must register as an Other Registerable Interest:</p> <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> (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 (iv) 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 application responses and decisions 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
25/01905/ FULMAJ	The Old Dairy, Frilsham Home Farm Business Units, Frilsham, RG18 0XT	Installation of a wastewater treatment plant and associated works	No objections	Approved

Agenda Item 9: Finance

Finance Report

Status at bank at last bank reconciliation 31st October 2025	
Lloyds Bank Current	£375.85
Lloyds Bank Savings	£0.00
Unity Trust Bank Current	£4,529.87
Unity Trust Bank Savings	£6,003.80
Total	£10,909.52

Income received 11th November 2025 - 10th February 2026	
Interest on Lloyds savings account - Dec, Jan	£6.35
Interest in Unity Trust savings account	£3.80
Total	£10.15

Payments to be approved				
Date	Method	Payee	Payment Detail	Amount
05-Dec	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Nov	£696.83
08-Dec	CARD	HERMEQ	Wheelie bin	£123.33
19-Dec	FEE	Lloyds Bank	Bank account fee	£4.25
31-Dec	FEE	Unity Trust Bank	Bank account fee	£0.60
06-Jan	BACS	SLCC	Membership 26/27	£48.88
06-Jan	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Dec	£514.65
19-Jan	FEE	Lloyds Bank	Bank account fee	£4.25
31-Jan	FEE	Unity Trust Bank	Bank account fee	£6.00
02-Feb	BACS	Yattendon Village Hall	Hall hire	£30.00
02-Feb	BACS	Tactical Facilities Management	Refuse disposal Jan	£65.16
04-Feb	BACS	Parish Online	Website	£378.00
06-Feb	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Jan	£528.15
17-Feb	FEE	Lloyds Bank	Bank account fee	£4.25
26-Feb	BACS	A Councillor	Reimburse training cost	£16.00
26-Feb	BACS	SLCC Enterprises Ltd	Training	£3.12
26-Feb	BACS	Starboards Systems Ltd	Scribe accounts software	£290.30
28-Feb	FEE	Unity Trust Bank	Bank account fee	£6.00
Total				£2,719.77

Transfers				
Date	Method	Account From	Account To	Amount
05-Dec	BACS	Lloyds Current	Unity Current	£100.00
16-Dec	BACS	Lloyds Savings	Lloyds Current	£11,043.57
16-Dec	BACS	Lloyds Current	Unity Current	£11,000.00
21-Jan	BACS	Unity Current	Unity Savings	£6,000.00
21-Jan	BACS	Lloyds Savings	Lloyds Current	£1.09
Total				£28,144.66

Bank Reconciliation

Bank Reconciliation at 31/01/2026			
	Cash in Hand 01/04/2025		6,960.70
	ADD Receipts 01/04/2025 - 31/01/2026		15,872.87
	Subtotal		22,833.57
	SUBTRACT Payments 01/04/2025 - 31/01/2026		11,924.05
A	Cash in Hand 31/01/2026 (per Cash Book)		10,909.52
	Cash in hand per Bank Statements		
	Lloyds Current	375.85	
	Lloyds Savings	0.00	
	Unity Current	4,529.87	
	Unity Savings	6,003.80	
	Subtotal		10,909.52
	Less unrepresented payments		0
	Subtotal		10,909.52
	Plus unrepresented receipts		0
B	Adjusted Bank Balance		10,909.52
	A = B Checks out OK		

Agenda Item 10: To review the requirements for the AGAR Assertion 10 on digital and data compliance

From the 2025/26 financial year, the Annual Governance and Accountability Return (AGAR) introduces a new requirement: Assertion 10 – Digital and Data Compliance, as outlined in the Practitioners' Guide 2025. This reflects the increasing importance of secure digital practices, accessibility standards, and robust data protection protocols.

While many of these areas were previously assessed under general legal compliance, Assertion 10 now requires specific evidence of action and oversight. To support this, the parish council has compiled a compliance checklist aligned with the new expectations. This includes both existing measures and planned actions, with progress tracked and updated regularly.

The table below sets out each requirement, alongside the council's current status and next steps where applicable.

Number	Compliance Area	Requirement	Status	Evidence/Notes
1	Email Management	Authority-owned email account in use (e.g. clerk@yourcouncil.gov.uk)	Complete	contact@yattendonparish.gov.uk
2	Email Management	Domain is owned by the authority	Complete	The council owns yattendonparish.gov.uk
3	Website Compliance	Website meets legal requirements	Ongoing	It is believed this will be met by meeting statement 4, 5, 6, 7, and 8. This is therefore ongoing until all those statements have been met.
4	Website Compliance	WCAG 2.2 AA standards met	Complete	The website template provided by Parish Online meets WCAG 2.2 AA and will be updated should this requirement change, as per the commitment by Parish Online .
5	Website Compliance	Accessibility statement published and reviewed regularly. This must include contact, limitations, and alternatives	Complete	The accessibility statement has been generated by Parish Online (website provider) and reviewed by the Clerk: Accessibility Statement
6	Transparency & FOI	ICO model publication scheme adopted, and documents published	Complete	The Model Publication Scheme was adopted on 11 th September 2025, Minute 25/043 .
7	Transparency & FOI	Local Government Transparency Code for turnover ≤ £25k followed	Complete	The council has followed the Local Government Transparency Code since its introduction and ensures all the documentation listed in the code is displayed on its website.
8	Data Protection	GDPR and DPA 2018 compliance confirmed	Ongoing	To meet these requirements, statements 9, 10, 11, and 12 must be met. The Clerk will undertake further analysis to identify and address any additional requirements.

9	Data Protection	Data audit conducted (records, lawful basis, retention)	Complete	The Data Audit was adopted on 11 th September 2025, Minute 25/042 .
10	Data Protection	Data Protection Policy implemented	Complete	The Data Protection Policy was adopted on 20 th November 2025, Minute 25/059 .
11	Data Protection	Staff and members trained on data protection	Ongoing	<p>All Councillors and staff to complete ‘Data Protection Essentials’ training via the NALC nimble e-learning portal, or provide evidence of relevant training within the past year.</p> <p>Completed by the Clerk and Councillors PBS, TM & GR.</p> <p>To be completed by: AM, JH.</p>
12	Data Protection	Technical and organisational measures in place to secure data	Ongoing	<ul style="list-style-type: none"> • Data is securely backed up to cloud storage. ✓ • Anti-virus and anti-malware software is installed on council machines. ✓ • Secure disposal of documentation is required. ✓ • Paper documentation stored in a lockable filing cabinet. ✓ • IT policy adopted. ✓ • Data protection training is to be completed by all. ✗ • Data audit to be adopted and regularly reviewed. ✓
13	IT Policy	IT Policy adopted. This policy must cover use of authority and personal devices, and mandate the use of authority-owned email accounts	Complete	The IT Policy was adopted on 11 th September 2025, Minute 25/041 .

14	Internal Oversight	Internal auditor to review transparency and data compliance	Complete	The internal auditor updates the list of documentation it reviews based on the Practitioners' Guide, which is reviewed and updated annually. They will review both transparency and data compliance as part of their review and will confirm this on the AGAR.
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Agenda Item 11: To consider adopting a Grants Policy

The Parish Council is asked to adopt this Grants Policy so that the council has a clear, consistent and transparent way of managing all grant requests. The policy brings together the different powers the council can use, sets out simple criteria for both the Churchyard Maintenance Grant and the Small Grants Fund, and introduces straightforward application forms so that organisations know exactly what's expected. Having this in place will help the council make fair decisions, keep the council's processes tidy, and demonstrate good stewardship of public money. It also gives residents and community groups confidence that grants are awarded openly and for genuine community benefit.

Grants Policy

Version number	1.0	Minute reference	
Date adopted		Review due	Annually

1. Purpose of the Policy

This policy sets out how the Parish Council manages and awards grants. It ensures that public funds are used lawfully, transparently, and for the benefit of the parish community.

Grants may be awarded under:

- Specific statutory powers (e.g. Local Government Act 1972)
- Section 137 of the Local Government Act 1972, where no other power exists and the expenditure is in the interests of the parish or its inhabitants
- The General Power of Competence (Localism Act 2011), where the Council has resolved eligibility, allowing it to do anything an individual may do, provided it is lawful

2. Types of Grants

2.1 Churchyard Maintenance Grant

- **Commitment:** The Parish Council includes a sum in its budget each year to support the maintenance of the churchyard. The current allocation is £2,500, but this amount is reviewed annually when the budget is set.
- **Legal Power:** This grant is made under Section 214(6) of the Local Government Act 1972, which empowers burial authorities (including parish councils) to contribute towards expenses incurred by another person in providing or maintaining a cemetery in which the inhabitants of the parish may be buried. For the purposes of this section, an open Church of England churchyard is treated as a cemetery.
- **Eligibility:** This grant is awarded to the Parochial Church Council (PCC) or equivalent body responsible for upkeep.
- **Conditions:**
 - The churchyard must remain open and accessible to the public.
 - Funds must be used solely for grounds maintenance (e.g. grass cutting, hedge trimming, path upkeep).

- The PCC must provide an annual confirmation of expenditure and a brief statement of works carried out.
- Process:
 - It is the responsibility of the Parochial Church Council (PCC) to complete and submit the Churchyard Maintenance Grant application form each year. The Parish Council will not issue reminders
 - Applications must be submitted by email to contact@yattendonparish.gov.uk **no later than 15th October** each year.
 - Applications will be reviewed at the November Parish Council meeting, which serves two purposes:
 - To consider and approve the grant for the current financial year, subject to the council having received the full precept from West Berkshire Council.
 - To review whether the Churchyard Maintenance Grant should continue to be included within the precept for the following financial year as part of the council's budget setting process.
 - The application form must include confirmation of continued need, compliance with the policy, and the costs incurred in the previous financial year, with supporting evidence where available.

2.2 Small Grants Fund

- Commitment: The Parish Council sets aside a sum each year in its budget for small grants. The amount is determined annually when the council reviews and approves its budget.
- Eligibility:
 - Applications must come from organisations, groups, or projects based in or serving the parish.
 - Grants must be for activities that provide a clear benefit to parish residents.
 - Applications must be for small-scale support (typically under £100).
- Exclusions:
 - Grants will not be awarded to individuals, commercial organisations, political parties, or “upward funders” (local groups that send money to a central HQ for redistribution).
 - Grants will not be awarded retrospectively (i.e. for costs already incurred).
- Conditions:
 - Funds must be used for the purpose stated in the application.
 - Applicants may be asked to provide brief evidence of expenditure or outcomes.
- Process:
 - Applications must be submitted by email to contact@yattendonparish.gov.uk using the council's grant application form.
 - Applications are considered at council meetings.
 - Decisions are recorded in council minutes.

3. General Principles

- All grants are discretionary and subject to the available budget.
- The Council reserves the right to refuse applications that do not meet the criteria.
- Grants must demonstrate a clear community benefit.
- All awards will be recorded in council minutes and displayed on the Parish Council's website for transparency.
- Successful applicants may be invited to attend the Annual Parish Meeting (APM), which takes place between 1st March and 1st June each year (usually held in April), to provide a short report on how the grant was used. The Council will ensure that grants are used for lawful purposes and deliver a clear community benefit.

4. Document History

Date	Version	Amendments
	1.0	Adopted

Appendix A – Churchyard Maintenance Grant Application Form

Parish Council – Churchyard Maintenance Grant Request

Submission Deadline:

Applications must be submitted by email to contact@yattendonparish.gov.uk no later than 15th October each year so they can be reviewed at the Parish Council's November meeting.

Responsibility to Apply:

It is the responsibility of the Parochial Church Council (PCC) to complete and submit this application form each year. The Parish Council does not issue reminders.

Organisation Name:	
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Contact Person:

Name:	
Role:	
Email:	
Phone:	

Purpose of Grant:

Churchyard maintenance (grass cutting, hedge trimming, path upkeep)

Amount Requested:	£
Annual Maintenance Costs:	Estimated total annual cost: £

Confirmation of Public Benefit:

- The churchyard remains open and accessible to the public.
 Funds will be used solely for grounds maintenance, not religious activities.

Summary of works carried out in the past year:

Please confirm the actual costs incurred for grounds maintenance in the last financial year:	£
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Declaration:

I confirm that the information provided is accurate and that the grant will be used in accordance with the Parish Council's Grants Policy.

Digital Signature (typed name):	
Date:	

Appendix B – Small Grants Fund Application Form

Parish Council – Small Grants Fund Application

Submission Details:

- Applications must be submitted by email to contact@yattendonparish.gov.uk.
- The application will be reviewed at the next meeting of the Parish Council. Meetings are usually held in February, May, September and November.
- Applications must be received at least two weeks before the meeting date to ensure they are included on the agenda. Meeting dates are published on the Parish Council's website.

Organisation Name:	
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Contact Person:

Name:	
Role:	
Email:	
Phone:	

Project / Activity Title:	
Amount Requested:	£ (must not exceed the annual allocation set by the council at budget-setting)

Description of Project / Activity: (Brief outline of what the grant will be used for and how it benefits parish residents)

Community Benefit: Explain how this project/activity will benefit people in the parish:

Other Funding Sources (if any):

Confirmation:

- This application is made on behalf of an organisation or group based in or serving the parish of Yattendon.
- The grant will not be used for individuals, commercial purposes, political activity, or retrospective costs.
- If invited to attend the Annual Parish Meeting, an individual from the organisation will attend to provide a short update on the use of the grant.

Declaration:

I confirm that the information provided is accurate and that the grant will be used in accordance with the Parish Council's Grants Policy.

Digital Signature (typed name):	
Date:	

Agenda Item 12: To consider next steps regarding the location and development of a village play area

Background

The Council has previously considered two potential locations for a village play area within the cricket ground and sought residents' views on their preferred site. Progress is dependent on Yattendon Estate confirming the availability of land for the installation of the play area and, if required, associated parking.

Update

The Estate's Board has now suggested that the play area could instead be located near the brewery, where parking provision already exists. This option would reduce the need for the Council to fund additional parking infrastructure. The cricket ground locations remain closer to the centre of the village and to the school, which may influence accessibility and usage.

Next steps

To discuss the implications of each location and agree on how to proceed.