

# Yattendon Parish Council

## Minutes of the Full Council Meeting

Minutes of the Full Council Meeting held on Thursday 12<sup>th</sup> September 2024  
in Yattendon Village Hall. Commencing at 8:05 pm.

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**Members Present:** Councillor Philip Bickford Smith, Deputy Chair  
Councillor James Hole  
Councillor Georgie Rudge

**Members Absent:** Councillor Adam McCormick, Chair  
Councillor Tim Magee

**Officers Present:** Sarah Marshman, Clerk/RFO

**In Attendance:** 1 Member of the Public

## Minutes

**24/031 To receive, and consider for acceptance, apologies for absence from Members of the Council**

Resolved: To accept apologies from Councillors Adam McCormick and Tim Magee.

**24/032 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**

There were no declarations of interest or requests for dispensation.

**24/033 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**

There were no questions, comments or representations.

**24/034 To approve the Minutes of the Parish Council Meeting held on 16<sup>th</sup> May 2024**

Resolved: Members agreed that the minutes of the last meeting should be accepted as a true record. The Chairman signed the minutes.

**24/035 To discuss any matters arising from the previous meeting**

There were no matters arising.

**24/036 To receive a report from our District Councillor**

The District Councillor had sent her apologies.

**24/037 To receive a report from Yattendon Estates**

The harvest has been completed. The estate is working on a project in combination with the Environment Agency that it hopes will impact flooding, and another project with the Highways Agency, to improve the quality of water in the Pang.

**24/038 To consider the following planning applications and to receive an update on planning application responses and decisions since the previous meeting**

24/01658/FUL Everington Bungalow, Everington Hill, Yattendon, RG18 0UD - Section 73a: Variation of Condition 2 (Approved Plans) of previously approved application 23/01686/FUL: 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.

Resolved: To submit the following comments:

Yattendon Parish Council raised concerns about the visual impact and the glare from the quantity of glazing included in the dwelling and would welcome comments from the North Wessex Downs AONB and from Highways in relation to the dwelling's proximity to the M4.

If no concerns are raised by either the North Wessex Downs AONB or Highways, then Yattendon Parish Council has no objections.

The council has responded to the following applications using delegated powers since the previous meeting.

Application Reference	Location	Proposed Work	Parish Council Response
24/01286/FUL	Land Adjacent River Pang and Sewage Treatment Works, Hampstead Norreys Bridleway 5, Hampstead Norreys	River restoration works to the river Pang and associated wetland creation.	No objections
24/01570/LBC	School House, Yattendon, RG18 0UR	7 no. replacement windows. Two doors and frames. (listed building consent)	No objections

The following planning decisions have been issued by West Berkshire Council since the previous meeting.

Application Reference	Location	Proposed Work	Parish Council Response	WBC Decision
23/02814/ADV	The Old Bakery, Yattendon, Thatcham, 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	Approved

Application Reference	Location	Proposed Work	Parish Council Response	WBC Decision
23/02653/ FUL	Everington Bungalow, Everington Hill, Yattendon, RG18 0UD	Erection of garage in association with 23/01686/FUL	No objections	Approved
24/00430/ HOUSE	Burnt Hill Cottage, Burnt Hill, Yattendon, RG18 0XD	Conversion of Existing Garage	No objections	Approved
24/01221/ CERTP	Butlers, Yattendon Court, Yattendon	Infill extension to central courtyard area.	N/A	Lawful

**24/038 Finance:**

**a) To receive the Finance Report and approve the payments listed**

Resolved: To approve the payments listed on the Finance Report in Appendix 1.

**b) To receive the most recent bank reconciliation**

Resolved: To note the bank reconciliation figures as provided in the Finance Report in Appendix 1.

**c) To receive any reports from the Internal Controller**

The Internal Controller has reviewed the accounts to the end of February 2024.

**d) To receive the Quarterly Budget Report**

The quarterly budget report to 30<sup>th</sup> June 2024 was reviewed.

**24/039 To consider adopting the Financial Regulations (2024)**

Resolved: To adopt the Financial Regulations (2024).

**24/040 To consider adopting a council action plan**

Resolved: To adopt the council action plan.

**24/041 To consider holding a speed awareness sign design competition and the associated costs**

Resolved: To hold a speed awareness sign design competition and to set a budget of £100 to purchase signs.

**24/042 To consider changing the date of the November meeting**

Resolved: To hold the next meeting on 21<sup>st</sup> November.

**24/043 Matters for future consideration and information**

The Tommy statues will be displayed from 1<sup>st</sup> Nov.

**24/044 To resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw**

Resolved: To exclude the press and the public from Minute 24/045 due to the confidential nature of the business to be transacted.

**24/045 To review staff working hours and salaries**

Resolved: To defer this item to the next meeting.

There being no further business, the meeting was closed at 8:42 pm.

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 1: Finance Report

Status at bank at last bank reconciliation 31st August 2024	
Lloyds Bank Current	£1,416.16
Lloyds Bank Savings	£5,258.00
Total	<b>£6,674.16</b>

Income received 10th May - 5th September 2024	
Interest	£19.74
Total	<b>£19.74</b>

Payments to be approved				
Payment Date	Method	Payee	Payment Detail	Amount
29-May	BACS	Heelis & Lodge	Internal audit 23/24	£130.00
29-May	BACS	Community Action Suffolk	Insurance 24/25	£624.74
06-Jun	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for May	£624.74
10-Jun	BACS	Chipperfield Parish Council	Training	£8.75
10-Jun	Card	Microsoft	Software	£59.99
19-Jun	DD	Hugo Fox	Website Jun	£11.99
08-Jul	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Jun	£476.44
19-Jul	DD	Hugo Fox	Website Jul	£11.99
16-Aug	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Jul	£488.79
19-Aug	DD	Hugo Fox	Website Aug	£11.99
19-Aug	Card	Royal Mail	Postage	£3.60
06-Sep	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Aug	£624.74
12-Sep	BACS	Tactical Facilities Management	Refuse disposal Jul	£102.00
12-Sep	BACS	Tactical Facilities Management	Refuse disposal Aug	£81.60
Total				<b>£3,261.36</b>

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