

Yattendon Parish Council

Full Council Meeting

This meeting is open to the press and public (Public Bodies (Admission 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 13 th February 2025
Time:	8:00 pm
Location	Yattendon Village Hall, Yattendon Road, Yattendon, RG18 0UE

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 16th December 2024](#)
- 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 the following applications and to receive an update on [planning application responses and decisions since the previous meeting](#)
 - [24/02800/HOUSE Silver Birches, Burnt Hill, Yattendon, RG18 0XD](#) - Two Storey Side Extension
- 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 accepting responsibility for issuing Stage 1 and 2 Nuisance and Obstruction letters
- 11 To consider purchasing an additional battery and charger for the SID
- 12 To discuss the creation of an emergency plan
- 13 Matters for future consideration and information
- 14 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
- 15 To review staff working hours and salaries

Date and time of the next meeting:

Annual Parish Meeting – Wednesday 23rd April 2025, 7 pm

Parish Council Meeting – Thursday 15th May 2025, 8 pm

S. Marshman

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

7th February 2025

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

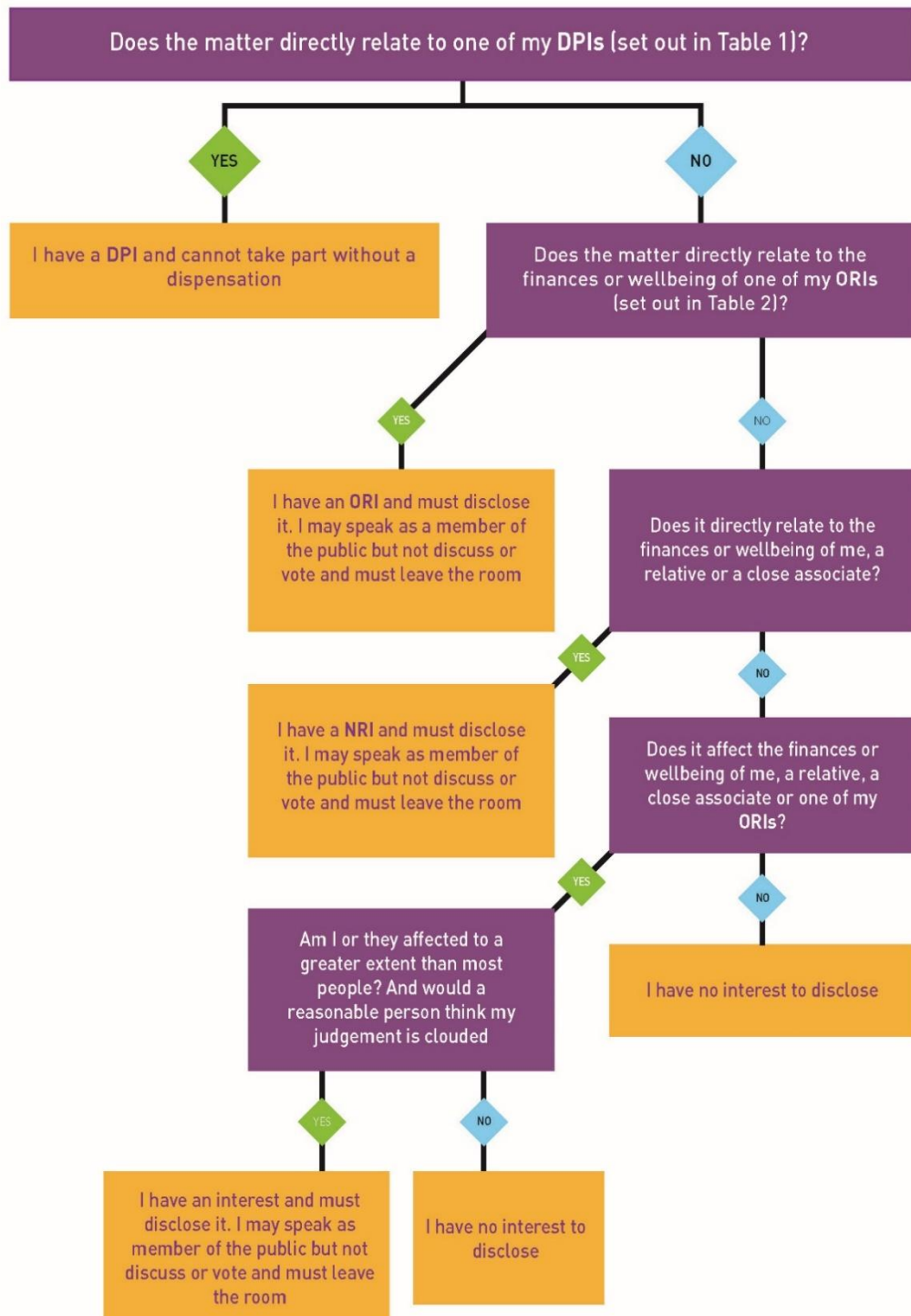


Table 1: Disclosable Pecuniary Interests

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.
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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
None			

West Berkshire Council's Recent Planning Decisions:

Application Reference	Location	Proposed Work	Parish Council Response	WBC Decision
24/02461/ LBC	Yattendon C.E. Primary School, Yattendon, RG18 0UR	Replacement Windows	No objections	Approved

Agenda item 9: Finance

Finance Report

Status at bank at last bank reconciliation 30th November 2024	
Lloyds Bank Current	£968.76
Lloyds Bank Savings	£7,987.02
Total	£8,955.78

Income received 9th December 2024 - 5th February 2025	
Interest	£13.66
Total	£13.66

Payments to be approved				
Date	Method	Payee	Payment Detail	Amount
13-Dec	BACS	HomeShred	Shredding Services	£15.99
18-Dec	BACS	Tactical Facilities Management	Refuse disposal Dec	£81.60
19-Dec	DD	Hugo Fox	Website Dec	£11.99
06-Jan	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Dec	£503.73
20-Jan	DD	Hugo Fox	Website Jan	£11.99
20-Jan	DEB	Replacement Keys	Replacement noticeboard key	£5.90
06-Feb	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Jan	£526.71
06-Feb	BACS	Starboards Systems Ltd	Scribe finance software	£207.36
06-Feb	BACS	Local Authority Technology CIC	New website	£258.00
06-Feb	BACS	SLCC	Membership 25/26	£38.35
06-Feb	BACS	Tactical Facilities Management	Refuse disposal Jan	£70.72
Total				£1,732.34

Transfers				
Date	Method	Account From	Account To	Amount
05-Feb	BACS	Savings	Current	£2,000.00
Total				£2,000.00

Bank Reconciliation

Bank Reconciliation at 31/01/2025		
	Cash in Hand 01/04/2024	4,119.47
	ADD Receipts 01/04/2024 - 31/01/2025	14,637.66
	Subtotal	18,757.13
	SUBTRACT Payments 01/04/2024 - 31/01/2025	9,801.35
A	Cash in Hand 31/01/2025	8,955.78
	(per Cash Book)	
	Cash in hand per Bank Statements	
	Petty Cash	0.00
	Lloyds Current	968.76
	Lloyds Savings	7,987.02
	Subtotal	8,955.78
	Less unrepresented payments	0
	Subtotal	8,955.78
	Plus unrepresented receipts	0
B	Adjusted Bank Balance	8,955.78
	A = B Checks out OK	

Quarterly Budget Report – to 31st December 2024

Income

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
1	Precept	12,228.00	12,228.00						(0%)
3	Other Income		2,126.62	2,126.62				2,126.62	(N/A)
26	Interest		48.71	48.71				48.71	(N/A)
SUB TOTAL		12,228.00	14,403.33	2,175.33				2,175.33	(17%)

Administration

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
4	Office Supplies & Software				330.00	66.92	263.08	263.08	(79%)
5	Subscriptions/Fees				210.00	119.16	90.84	90.84	(43%)
6	Insurance				680.00	608.70	71.30	71.30	(10%)
7	Audit Fees				150.00	130.00	20.00	20.00	(13%)
8	Training				150.00	52.75	97.25	97.25	(64%)
9	Staffing Expenses				450.00	312.98	137.02	137.02	(30%)
10	Meeting Rental				150.00		150.00	150.00	(100%)
13	Staff Costs				6,200.00	4,556.55	1,643.45	1,643.45	(26%)
20	Election Costs								(N/A)
23	Laptop Replacement (For EMR)				100.00		100.00	100.00	(100%)
27	Website				120.00	89.91	30.09	30.09	(25%)
SUB TOTAL					8,540.00	5,936.97	2,603.03	2,603.03	(30%)

Litter

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11	Refuse Disposal				650.00	631.80	18.20	18.20 (2%)
12	Litter Picking Equipment				20.00		20.00	20.00 (100%)
SUB TOTAL					670.00	631.80	38.20	38.20 (5%)

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 (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		2,500.00 (0%)
SUB TOTAL					2,500.00	2,500.00		2,500.00 (0%)

Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Grants				100.00		100.00	100.00
25	Coronation							(100%) (N/A)
	SUB TOTAL				100.00		100.00	100.00 (100%)

Miscellaneous

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Miscellaneous Expenditure				100.00		100.00	100.00
22	Well House							(100%) (N/A)
	SUB TOTAL				100.00		100.00	100.00 (100%)

Chairperson's Allowance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Chairperson's Allowance				20.00		20.00	20.00
	SUB TOTAL				20.00		20.00	20.00 (100%)

Reserves		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
21	Reserves				200.00		200.00	200.00	(100%)
	SUB TOTAL				200.00		200.00	200.00	(100%)

Summary

NET TOTAL	12,228.00	14,403.33	2,175.33	12,228.00	9,116.77	3,111.23	5,286.56	(21%)
V.A.T.		227.40			162.96			
GROSS TOTAL		14,630.73			9,279.73			