

# Yattendon Parish Council

## Minutes of the Full Council Meeting

Minutes of the Full Council Meeting held on Thursday 13<sup>th</sup> February 2025  
in Yattendon Village Hall. Commencing at 8:03 pm.

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**Members Present:** Councillor Adam McCormick, Chair  
Councillor James Hole  
Councillor Tim Magee  
Councillor Georgie Rudge

**Members Absent:** Councillor Philip Bickford Smith, Deputy Chair

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

**In Attendance:** Carolyne Culver, District Councillor  
0 Members of the Public

## Minutes

**24/066 To receive, and consider for acceptance, apologies for absence from Members of the Council**

Resolved: To accept apologies from Councillor Philip Bickford Smith.

**24/067 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.

**24/068 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.

**24/069 To approve the Minutes of the Parish Council Meeting held on 16<sup>th</sup> December 2024**

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

**24/070 To discuss any matters arising from the previous meeting**

There were no matters arising.

**24/071 To receive a report from our District Councillor**

The District Councillor gave a report on recent activities by West Berkshire Council.

**24/072 To receive a report from Yattendon Estates**

The current wet weather is impacting activity.

**24/073 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

Resolved: To submit a response of no objections.

The council has not responded to any applications using delegated powers since the previous meeting.

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
24/02461/ LBC	Yattendon C.E. Primary School, Yattendon, RG18 0UR	Replacement Windows	No objections	Approved

**24/074 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 December 2024.

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

The quarterly budget report to 31<sup>st</sup> December 2024 was reviewed.

**24/075 To consider accepting responsibility for issuing Stage 1 and 2 Nuisance and Obstruction letters**

Resolved: To accept responsibility for issuing Stage 1 and 2 Nuisance and Obstruction letters.

**24/076 To consider purchasing an additional battery and charger for the SID**

Further investigation into its necessity will be conducted, and it will be included on the next agenda if deemed necessary.

**24/077 To discuss the creation of an emergency plan**

The council felt it did not need to create an emergency plan at this time.

**24/078 Matters for future consideration and information**

Primary school children have submitted their designs for the speed awareness sign competition, and the council will now proceed to evaluate the entries. Thank you to Yattendon Primary School for assisting with the creation of the designs.

The council has received visits from some playground suppliers to discuss potential designs for the new play area that is planned.

The council will review the bench in The Square as it may need replacement soon.

**24/079 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 24/080 due to the confidential nature of the business to be transacted.

**24/080 To review staff working hours and salaries**

Resolved: To increase both members of staff by one point on the pay scale and to increase the Clerk's working from home allowance.

There being no further business, the meeting was closed at 9:04 pm.

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

## Appendix 1: Finance Report

Status at bank at last bank reconciliation 31 <sup>st</sup> January 2025	
Lloyds Bank Current	£968.76
Lloyds Bank Savings	£7,987.02
Total	<b>£8,955.78</b>

Income received 9th December 2024 - 5th February 2025	
Interest	£13.66
Total	<b>£13.66</b>

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				<b>£1,732.34</b>

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