

Yattendon Parish Council

Minutes of the Full Council Meeting



Minutes of the Full Council Meeting held on Thursday 26th February 2026
in Yattendon Village Hall. Commencing at 8:06 pm.

Members Present: Councillor Adam McCormick, Chair
Councillor Philip Bickford Smith, Deputy Chair
Councillor James Hole

Members Absent: Councillor Tim Magee
Councillor Georgie Rudge

Officers Present: Sarah Marshman, Clerk/RFO

In Attendance: 0 Members of the Public

Minutes

25/063 To receive, and consider for acceptance, apologies for absence from Members of the Council

Resolved: To accept apologies from Councillors Tim Magee and Georgie Rudge for the reasons provided to the council.

25/064 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.

25/065 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.

25/066 To approve the Minutes of the Full Council Meeting held on 20th November 2025

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

25/067 To discuss any matters arising from the previous meeting

There were no matters arising.

25/068 To receive a report from our District Councillor

The District Councillor sent their apologies.

25/069 To receive a report from Yattendon Estates

The Estate Manager shared details of recent estate activities. This has included some tree clearance, mainly due to ash dieback; however, the Estate will be replanting 8,000 trees this year.

25/070 To receive an update on planning application responses and decisions since the previous meeting

Since the previous meeting, West Berkshire Council has issued the following 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 |

25/071 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 October 2025.

d) To receive the Quarterly Budget Report

The quarterly budget report for the period ending 31st December 2025 was reviewed.

25/072 To review the requirements for the AGAR Assertion 10 on digital and data compliance

The council confirmed that all Councillors have completed the necessary training and that it has met the requirements for Assertion 10 in 2025/26.

25/073 To consider adopting a Grants Policy

Resolved: That the Grants Policy be formally adopted.

25/074 To consider next steps regarding the location and development of a village play area

Resolved: The Council agreed to proceed with exploring the development of a village play area, on the basis that the capital cost would be funded through external grants and third-party contributions. A lease arrangement will be required for the ongoing management of the site, either with the Parish Council or perhaps the Social Trust.

Two potential locations were noted:

- The Brewery site, which offers suitable parking but lies outside the parish boundary, creating potential complications if owned or managed by the Parish Council.

- The southern side of the pavilion within the cricket ground, which sits within the parish, remains a viable alternative.

The Council will undertake further work to assess the feasibility of the Brewery site, including whether grant funding can be applied to land outside the parish. Following this, the Council will seek community views on the preferred location.

25/075 Matters for future consideration and information

West Berkshire Council has advised that Yattendon is scheduled to be considered for a 20mph speed limit review in the 2028/29 programme. The Council discussed the possibility of creating a community petition to request that this review be brought forward. It was agreed that this proposal will be included on the next agenda for further consideration.

The arrangements for the Annual Parish Meeting were discussed. It was agreed that the agenda would include updates from the Estate and the District Councillor, as well as items on the fete, a potential petition for a 20mph speed limit, and an update on the playground project.

There being no further business, the meeting was closed at 8:59 pm.

Chair of meeting: _____

Date: _____

Appendix 1: Finance Report

| Status at bank at last bank reconciliation 31st January 2026 | |
|---|-------------------|
| 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 |

This page is intentionally left blank