

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 3 rd September 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 14th May 2026](#)
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 consider increasing the budget for the Chair's Allowance

11. Matters for future consideration and information

12. 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

13. To review staff working hours and salaries

Date and time of next meeting:

Thursday 12th November 2026 at 8 pm

S. Marshman

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

27th August 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

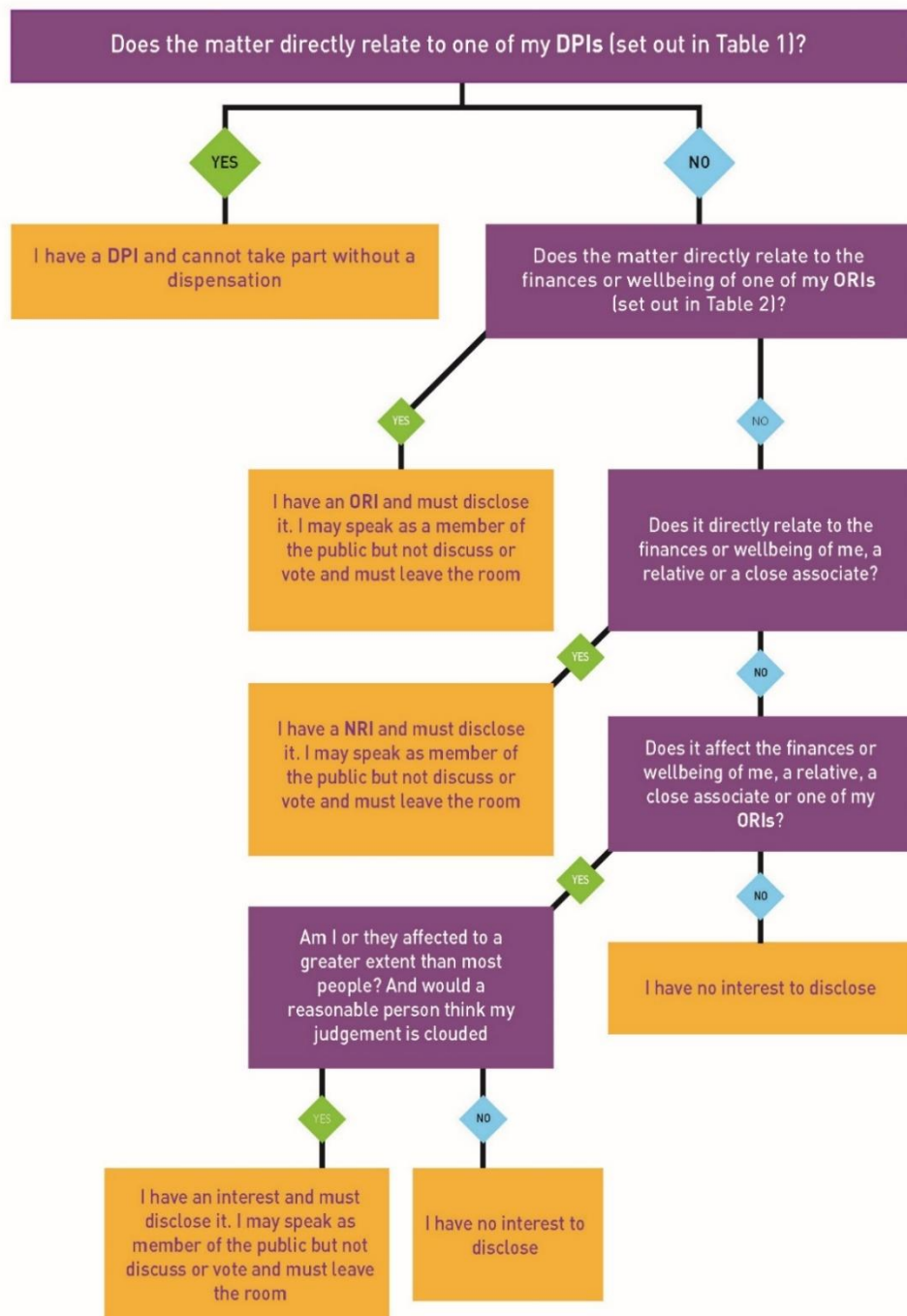


Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	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. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
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
 - (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
26/00995/ HOUSE	3 Manor Farm Cottages, Yattendon, RG18 0UE	Internal and external works together with replacement of windows and doors	No objections
26/00996/ LBC	3 Manor Farm Cottages, Yattendon, RG18 0UE	Internal and external works together with replacement of windows and doors	No objections
26/00997/ FUL	Manor Farm Cottages, Yattendon, RG18 0UE	Change of use of land to form extension of residential curtilages of 1-3 Manor Farm Cottages	No objections
26/01084/ HOUSE	Homestead Cottage, Yattendon, RG18 0UR	Internal and external alterations to Listed Building and formation of new driveway within residential curtilage	No objections
26/01085/ LBC	Homestead Cottage, Yattendon, RG18 0UR	Internal and external alterations to Listed Building and formation of new driveway within residential curtilage	No objections

West Berkshire Council's recent planning decisions:

Application Reference	Location	Proposed Work	Parish Council Response	WBC Decision
26/00666/ HOUSE	Sunrise, North Gardens, Burnt Hill, Yattendon RG18 0NG	Alteration and extension to create first floor ancillary accommodation and car port to existing garage.	Object	Refused
26/00997/ FUL	Manor Farm Cottages, Yattendon, RG18 0UE	Change of use of land to form extension of residential curtilages of 1-3 Manor Farm Cottages	No objections	Approved

Agenda Item 9: Finance

Finance Report

Status at the last bank reconciliation on 31st July 2026	
Lloyds Bank Current - Account Closed	£0.00
Lloyds Bank Savings - Account Closed	£0.00
Unity Trust Bank Current	£3,470.94
Unity Trust Bank Savings	£9,053.35
Total	£12,524.29

Income received 8 th May - 26 th August 2026	
Interest	£29.29
Total	£29.29

Payments to be approved				
Date	Method	Payee	Payment Detail	Amount
05-May	Card	Lloyds Bank	Card fee	£3.00
11-May	FEE	Lloyds Bank	Bank account fee	£4.25
31-May	FEE	Unity Trust Bank	Bank account fee	£7.00
02-Jun	Card	Lloyds Bank	Card fee	£3.00
08-Jun	BACS	Staff costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for May	£684.90
08-Jun	BACS	Tactical Facilities Management Ltd	Refuse disposal May	£95.89
08-Jun	Card	Microsoft	Software	£84.99
30-Jun	FEE	Unity Trust Bank	Bank account fee	£7.00
01-Jul	Card	Premier Print	Speed signs	£47.12
02-Jul	Card	Lloyds Bank	Card fee	£3.00
06-Jul	BACS	Staff costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Jun	£517.70
22-Jul	BACS	Tactical Facilities Management Ltd	Refuse disposal June	£95.89
31-Jul	FEE	Unity Trust Bank	Bank account fee	£7.00
02-Aug	Card	Lloyds Bank	Card fee	£3.00
06-Aug	BACS	Staff costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Jul	£517.60
13-Aug	BACS	Tactical Facilities Management Ltd	Refuse disposal July	£95.89
13-Aug	BACS	SLCC Enterprises	Training	£11.54
03-Sep	BACS	A Councillor	Reimburse refreshments for APM	£42.54
03-Sep	BACS	SLCC Enterprises	Training - Conference	£70.98
03-Sep	BACS	Tactical Facilities Management Ltd	Refuse disposal Aug	£95.89
Total				£2,398.18

Transfers			
Date	Account From	Account To	Amount
14-May	Lloyds Current	Unity Current	£358.85
19-May	Unity Current	Lloyds Corporate Card	£3.00
16-Jun	Unity Current	Lloyds Corporate Card	£3.00
03-Jul	Unity Current	Unity Savings	£3,000.00
16-Jul	Unity Current	Lloyds Corporate Card	£135.11
Total			£3,499.96

Bank Reconciliation

	Bank Reconciliation at 31/07/2026		
	Cash in Hand 01/04/2026		£8,671.99
	ADD Receipts 01/04/2026 - 31/07/2026		£7,395.00
	Subtotal		£16,066.99
	SUBTRACT Payments 01/04/2026 - 31/07/2026		£3,542.70
A	Cash in Hand 31/07/2026 (per Cash Book)		£12,524.29
	Cash in hand per Bank Statements		
	Lloyds Current - Account Closed 14/05/26	£0.00	
	Lloyds Savings - Account Closed 14/05/26	£0.00	
	Unity Current	£3,470.94	
	Unity Savings	£9,053.35	
	Lloyds Corporate Card	£0.00	
	Subtotal		£12,524.29
	Less unrepresented payments		£0.00
	Subtotal		£12,524.29
	Plus unrepresented receipts		£0.00
B	Adjusted Bank Balance		£12,524.29
	A = B Checks out OK		

Agenda Item 10: To consider increasing the budget for the Chair's Allowance

The current budget for the Chair's allowance is £30. Expenditure to date for refreshments at the Annual Parish Meeting totals £35.45 excluding VAT. This results in an overspend of £5.45 on the Chair's allowance budget line.

To meet existing and upcoming expenditure, it is recommended that the Chair's allowance budget be increased to £100 for the current financial year. This requires an additional £70, which can be met from the £100 reserves budget line.

Recommendation: That the Council increases the Chair's allowance budget to £100, funded by transferring £70 from the reserves budget line.