

Yattendon Parish Council

Minutes of the Full Council Meeting



Minutes of the Full Council Meeting held on Thursday 3rd September 2026
in Yattendon Village Hall. Commencing at 8:04 pm.

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

Members Absent: Councillor Tim Magee

Officers Present: Sarah Marshman, Clerk/RFO

In Attendance: 0 Members of the Public

Minutes

26/031 To receive, and consider for acceptance, apologies for absence from Members of the Council
Resolved: To accept apologies from Councillor Tim Magee for the reasons provided to the council.

26/032 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
No declarations of interest or requests for dispensation were made.

26/033 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.

26/034 To approve the Minutes of the Full Council Meeting held on 14th May 2026
Resolved: Members agreed that the minutes of the last meeting should be accepted as a true record. The Chair signed the minutes.

26/035 To discuss any matters arising from the previous meeting
There were no matters arising.

26/036 To receive a report from our District Councillor
The District Councillor sent their apologies.

26/037 To receive a report from Yattendon Estates

The Estate Manager provided an update on the activities of the Estate.

26/038 To receive an update on planning application responses and decisions since the previous meeting

The Parish Council has responded to the following planning applications under delegated powers since the last 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

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

26/039 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 March 2026.

d) To receive the Quarterly Budget Report

The quarterly budget report for the period ending 30th June 2026 was reviewed.

26/040 To consider increasing the budget for the Chair's Allowance

Resolved: To approve a virement of £70 from the reserves budget line to increase the budget for the Chair's Allowance.

26/041 Matters for future consideration and information

Members discussed engaging with the Sports and Social Trust to explore which organisation might be best placed to install and manage the proposed new playground. Parish Council members who also serve on the Trust will raise this at the next Trust meeting.

Members also discussed relocating the Parish Council noticeboard to the wall adjacent to the village hall car park. During the discussion, it was suggested that the Sports and Social Club might consider installing a noticeboard at the same location for their notices and for updates from the fete committee. Parish Council members on the Trust will raise this at the next Trust meeting.

26/042 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: That, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during consideration of the following item(s), on the grounds that publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

26/043 To review staff working hours and salaries

Resolved: That both staff members receive an increase of one salary scale point from 1st April 2027 and that the working from home allowance for the Clerk be increased by 3.3% from 1st April 2027.

There being no further business, the meeting was closed at 9:08 pm.

Chair of meeting: _____

Date: _____

Appendix 1: 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 8th May - 26th 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

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