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 12th November 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 3rd September 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 a grant request for churchyard maintenance

11. To consider actions relating to the provision of salt bins

12. To consider the budget and set the precept for 2027/2028

13. To consider adopting a revised Health and Safety Policy

14. To receive an update on the playground installation project

15. Matters for future consideration and information

Date and time of next meeting:
Thursday 25th February 2027 at 8 pm

S. Marshman
Dr S. Marshman, PSLCC, Clerk to the Council
6th November 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

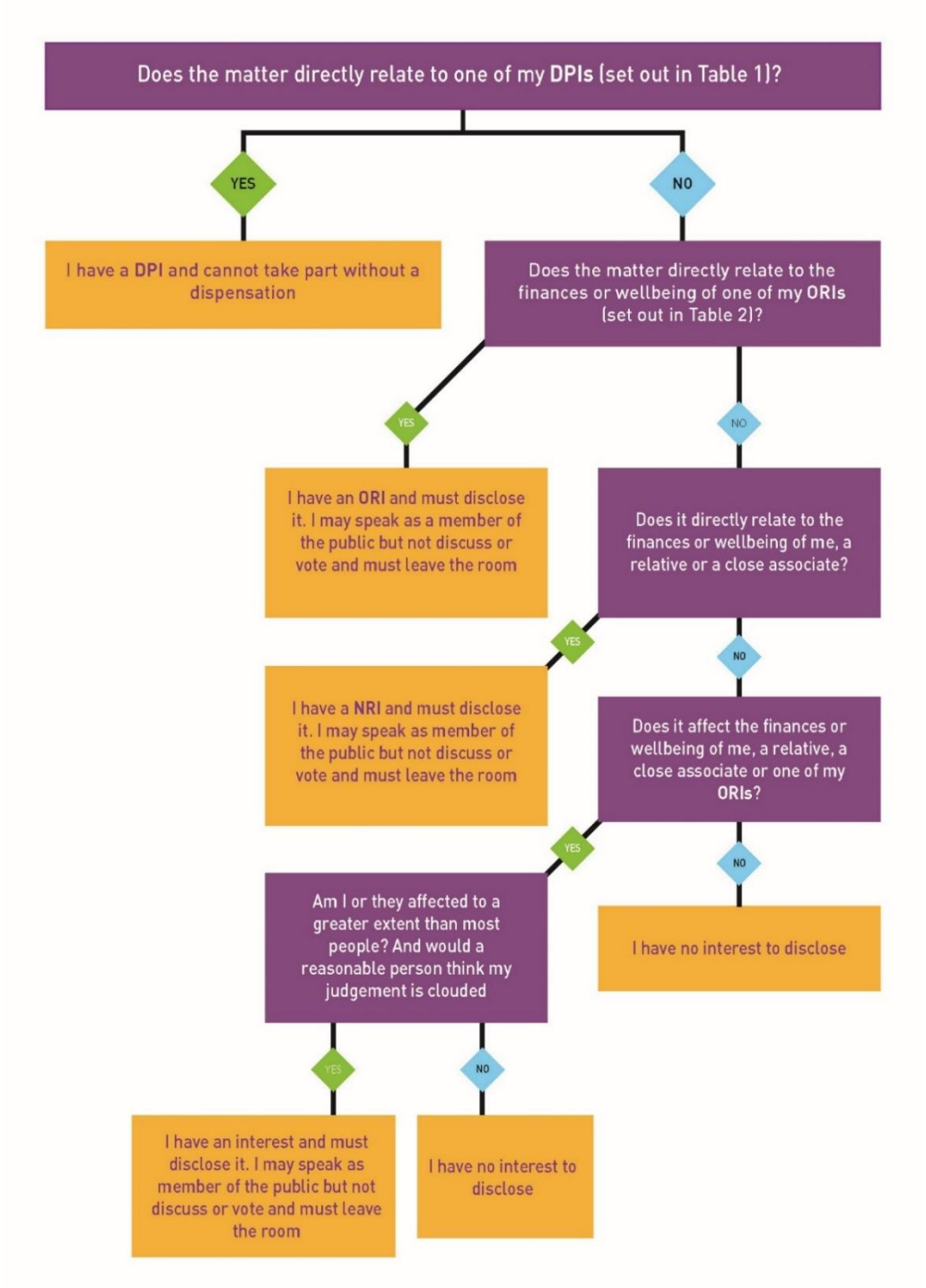


Table 1: Disclosable Pecuniary Interests

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.

* '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
26/02045/ FUL	Site Of Festive Shop, Yattendon	Change of use of land to form a seasonal ice-skating rink with temporary erection of stretch tent, together with a temporary external fenced area for the associated plant and the temporary placement of a straw bale boundary.	No objections

West Berkshire Council's recent planning decisions:

Application Reference	Location	Proposed Work	Parish Council Response	WBC Decision
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	Approved
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	Approved
26/00995/ HOUSE	3 Manor Farm Cottages, Yattendon, RG18 0UE	Internal and external works together with replacement of windows and doors	No objections	Approved
26/00996/ LBC	3 Manor Farm Cottages, Yattendon, RG18 0UE	Internal and external works together with replacement of windows and doors	No objections	Approved

Agenda Item 9: Finance

Finance Report

Status at the last bank reconciliation on 31st October 2026	
Unity Trust Bank Current	£5,909.90
Unity Trust Bank Savings	£12,097.53
Total	**£18,007.43**

Income received 8th May - 4th November 2026

Precept	£6,793.00
Interest	£73.47
Grant for replacement bus shelter	£1,000.00
Total	**£7,866.47**

Payments to be approved				
Date	**Method**	**Payee**	**Payment Detail**	**Amount**
31-Aug	FEE	Unity Trust Bank	Bank account fee	£7.00
02-Sep	Card	Lloyds Bank	Card fee	£3.00
07-Sep	BACS	Staff costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Aug	£678.80
10-Sep	Card	Premier Print	Speed signs	£65.06
23-Sep	BACS	SLCC Enterprises	Training	£23.10
23-Sep	BACS	The Old Forge Florist	Flowers	£40.00
30-Sep	FEE	Unity Trust Bank	Bank account fee	£7.00
02-Oct	Card	Lloyds Bank	Card fee	£3.00
06-Oct	BACS	Staff costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Sep	£586.75
07-Oct	Card	Helping Hand Environmental	Litter picking cart	£125.00
21-Oct	BACS	Tactical Facilities Management Ltd	Refuse disposal Sep	£95.89
31-Oct	FEE	Unity Trust Bank	Bank account fee	£7.00
02-Nov	Card	Lloyds Bank	Card fee	£3.00
06-Nov	BACS	Staff costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Oct	£535.12
12-Nov	BACS	Yattendon and Frilsham Parochial Church Council	Courtesy Light	£48.00
12-Nov	BACS	Tactical Facilities Management Ltd	Refuse disposal Oct	£95.89
			Total	**£2,323.61**

Transfers			
Date	**Account From**	**Account To**	**Amount**
17-Aug	Unity Current	Lloyds Corporate Card	£3.00
16-Sep	Unity Current	Lloyds Corporate Card	£3.00
20-Oct	Unity Current	Unity Savings	£3,000.00
16-Oct	Unity Current	Lloyds Corporate Card	£68.06
		Total	**£3,074.06**

Bank Reconciliation

	Bank Reconciliation at 31/10/2026		
	Cash in Hand 01/04/2026		£8,671.99
	ADD Receipts 01/04/2026 - 31/10/2026		£15,232.18
	Subtotal		£23,904.17
	SUBTRACT Payments 01/04/2026 - 31/10/2026		£5,896.74
A	**Cash in Hand 31/10/2026 (per Cash Book)**		**£18,007.43**
	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	£5,909.90	
	Unity Savings	£12,097.53	
	Lloyds Corporate Card	£0.00	
	Subtotal		**£18,007.43**
	Less unpresented payments		£0.00
	Subtotal		£18,007.43
	Plus unpresented receipts		£0.00
B	**Adjusted Bank Balance**		**£18,007.43**
	A = B Checks out OK		

Agenda Item 10: To consider a grant request for churchyard maintenance

The Parish Council includes an annual budget allocation for churchyard maintenance. Historically, this sum has been paid directly to the Parochial Church Council (PCC). As part of the Council's grant funding arrangements, organisations are now required to submit a grant application form each year before any payment is approved.

For the 2026/27 financial year, the Council has budgeted £2,500 for churchyard maintenance. The PCC has submitted a grant application requesting the full budgeted amount of £2,500.

The application confirms that:

- The churchyard remains open and accessible to the public.
- Any grant funding awarded will be used solely for churchyard and grounds maintenance purposes and not for religious activities.

The PCC reports that grounds maintenance expenditure in the previous financial year totalled £2,700, with estimated expenditure for the current year of £3,100.

Works undertaken during the past year included:

- Grass cutting and maintenance throughout the churchyard and churchyard extension.
- Strimming and hedge maintenance, including around the ashes plots.
- Maintenance of paths, including the public footpath crossing the churchyard.

The PCC has also advised that it intends to improve the access path between the road and the church entrance to enhance accessibility for older and disabled users.

The Council separately contributes £48 per annum towards the electricity costs of the churchyard streetlight.

Members are asked to consider the application and determine whether to award the requested grant of £2,500.

Agenda Item 11: To consider actions relating to the provision of salt bins

The Parish Council owns two salt bins located on Everington Lane and Scratchface Lane.

During a recent inspection, both bins were found to contain hardened and clumped salt, together with some litter. To remain usable, the bins would require cleaning out and refilling with fresh salt.

The Council is asked to consider whether it wishes to continue providing the salt bins and, if so, the most appropriate way forward.

Options available to the Council include:

- Cleaning and refilling the existing bins.
- Replacing the existing bins with smaller units.
- Surveying nearby residents to determine whether the bins are used and considered necessary.
- Reviewing the long-term provision of salt bins, including whether the current locations remain appropriate and whether ongoing maintenance costs are justified.

Members are requested to consider the available options and agree any actions required.

Agenda Item 13: To consider adopting a revised Health and Safety Policy

Health and Safety Policy

Version number	2	**Minute reference**	
Date adopted		**Review due**	Every 2 years

General Statement

1.1 Yattendon Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for its clerk, employees, councillors, contractors, voluntary helpers and others who may be affected by the activities of the Council.

~~1.2 The Council will meet its responsibilities under the Health and Safety at Work etc. Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.~~

The Council will meet its responsibilities under the Health and Safety at Work etc. Act 1974, including the duty to prepare and, as appropriate, revise this policy and bring it to the attention of employees, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

~~1.3 The Council will seek, as and when appropriate, expert technical advice on Health and Safety.~~

The Council will seek, where appropriate, competent external advice on health and safety matters.

Aims of the Health and Safety at Work Policy

2.1 To provide as far as is reasonably practicable:

a) A safe place of work and a safe working environment. ~~(~~The Clerk's home ~~office~~ working environment is addressed in the council's Home Working Policy~~)~~.

b) Arrangements for considering, reporting and reviewing matters of Health and Safety, including regular risk assessments of parish council activities.

c) Systems of operating that are safe and without risks to health.

d) Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.

e) Sufficient information, instruction and training for the clerk, employees, councillors, contractors and voluntary helpers to carry out their work safely.

f) Care and attention to the health, safety and welfare of the clerk, employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

Arrangements and Responsibilities for Carrying out the Health and Safety Policy

3.1 As the Council's Safety Officer, the Clerk will:

a) Keep informed of relevant Health and Safety policy legislation and guidance.

b) Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.

c) Make effective arrangements to implement the Health and Safety Policy.

d) Ensure that matters of Health and Safety are regularly discussed at Parish Council meetings.

~~e) Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments, summarised in the Minutes.~~

Ensure that risk assessments are carried out and reviewed as appropriate for Council activities, premises, meetings, events and work by contractors or volunteers, with any necessary corrective or protective measures recorded and monitored. Maintain a file of risk assessments, with material points reported to the Council as necessary.

f) Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements. Ensure that the activities by the Council do not unreasonably jeopardise the health and safety of members of the public.

g) Maintain a central record of ~~notified~~ accidents, incidents and near misses reported to the Council.

h) When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and complete the necessary accident reporting procedure.

i) Act as the contact and liaison point for the Health and Safety Inspectorate.

3.2 The Clerk, Employees, Councillors, contractors and voluntary helpers will:

a) Familiarise themselves with and cooperate fully with the aims and requirements of the Health and Safety, Lone Working and Home Working Policies.

b) Take reasonable care for their own Health and Safety, ~~to~~ use appropriate personal protective ~~clothing~~ equipment where required, and, ~~where appropriate~~, ensures that appropriate First Aid materials are available where relevant to the activity.

c) Take reasonable care for the Health and Safety of other people who may be affected by their activities.

d) Report any accidents ~~or hazardous incidents~~, incidents, near misses or hazards promptly to the Clerk ~~or Chairman~~, or to the Chair if the Clerk is unavailable.

3.3 Health and Safety at Parish Council Meetings and other events

a) Meetings usually take place at Yattendon Village Hall. Prior to each meeting, ~~when setting up the room,~~ a safety check should be carried out, in particular to check for slip or trip hazards, ~~and~~ that fire exits are ~~not blocked~~ unobstructed, and that any venue-specific emergency arrangements are understood.

b) Meetings at other venues will be risk assessed in advance.

c) A fully charged mobile phone with a good signal should be available at all meetings to call the emergency services if someone becomes ill, in case of a fire or other emergency. A first aid kit and any other appropriate emergency equipment should be available where the nature of the meeting or event makes this necessary.

d) A risk assessment will be carried out in advance of any other event organised by the Parish Council.

3.4 Parish Council Owned Street Furniture

a) The Parish Council owned street furniture is inspected ~~by a nominated Councillor~~, the Clerk, or by a nominated contractor where applicable, at suitable intervals to ensure that there is no damage and that it is in a safe condition. If a councillor identifies any faults between ~~meetings~~ inspections, they should be reported to the Clerk promptly.

b) Details of how members of the public should report faults/damage to this street furniture are displayed on the ~~notice board and~~ Council website.

c) The Council will take urgent action to address any safety issues relating to ~~the~~ street furniture ~~they~~ it owns.

3.5 Travelling on Parish Council Business

a) If travelling alone take the precautions pertaining to travel in the Lone Working Policy.

b) If Driving:

- ~~The Health and Safety guidance on driving at work can be at accessed at:~~
  - ~~http://www.hse.gov.uk/pubns/indg382.pdf~~

- ~~http://www.hse.gov.uk/roadsafety/practical.htm~~

- Current HSE guidance on driving at work should be followed
- Ensure that you are sufficiently fit and healthy to drive
- Ensure that your vehicle is maintained in a safe and roadworthy condition. ~~and fit for the road~~
- Take ~~sufficient~~ account of adverse weather conditions
- Avoid parking in poorly lit or isolated areas where possible
- Ensure your motor insurance policy covers ~~the activity you are undertaking~~ business use, where required.

3.6 Engaging Contractors

a) The Council will only engage contractors who are able to demonstrate due regard to health and safety matters.

b) The Council will ensure that where contractors or sub-contractors are engaged, they must maintain effective control of themselves and those working under them so as to ensure they comply with the responsibilities and duties of the health and safety legislation.

c) For significant works, ~~greater than £2,000~~ or works with a significant health and safety risk, a written risk assessment and/or method statement will be required prior to starting works, proportionate to the nature of the work.

d) For smaller projects, a method statement is not required, however, the Council does require that safe working practices are adhered to and will consider asking for details of what arrangements a contractor has in place to ensure safe working practices.

~~e) All contractors will be requested to provide a copy of their public liability insurance. Contractors are requested to have public liability insurance of at least £5 million.~~

All contractors will normally be requested to provide evidence of public liability insurance. The Council will consider whether a level of cover of at least £5 million is appropriate for the work being undertaken.

3.7 Volunteers

~~a)~~ The Council will only engage volunteers ~~who are able to demonstrate due regard to health and safety matters.~~ where appropriate health and safety arrangements can be put in place.

b) All volunteer activities which involve more than attendance at meetings (e.g. planting bulbs in verges) will be risk assessed.

c) All volunteers will be given a copy of the Council's Health and Safety Policy and any other applicable policy, including the Lone Working Policy ~~if~~ where relevant.