



East Ilsley Parish Council

Minutes of the Virtual Annual Meeting of the Parish Council

Tuesday 4th May 2021 at 7.30pm via Zoom

Minute Ref: 002/040521/VAMPC

Members Present:	Cllr. Andrew Sharp, Cllr. Tracey Murray, Cllr. Stephen Meadows, Cllr. Mike Lewis, Cllr. Brendan McGrath and Cllr. Mike Pembroke
Members Absent:	0
Officers Present:	Fenella Woods (Clerk & RFO)
In Attendance:	0 members of public
Meeting Start Time:	19.40pm
Meeting End Time:	20.48pm

- 017/21 It was proposed by Cllr. Murray and seconded by Cllr. Sharp that Cllr. Lewis be **elected as Chairman** for the Municipal Year 2021 / 2022. All present were **in favour**.
- 018/21 It was proposed by Cllr. Murray and seconded by Cllr. Meadows that Cllr. Sharp be **elected as Vice Chairman** for the Municipal Year 2021 / 2022. All present were **in favour**.
- 019/21 Cllr. Lewis and Cllr. Sharp **completed** their 'Declaration of Office' acceptance forms and presented them to screen. Thank you to Cllr. Sharp for his year as Chairman and to Cllr. Murray for her year as Vice Chairman. The Clerk will arrange collection of the new forms and send to the Monitoring Officer at West Berkshire Council.
- 020/21 Apologies were received and accepted from our District Councillor, Carolyne Culver.
- 021/21 There were no declarations offered or dispensations required.
- 022/21 Cllr. Culver had emailed a report to the Clerk for reading out in her absence. The annual Members' Community Bids scheme is open for applications. Each member of the council can apply for up to £5,000 per year in match funding for community projects. They have to be capital projects, not day to day revenue costs. These can be applications directly from parish councils, or from community groups with their parish council's backing. The deadline is 23rd June. There are a number of public consultations open at the moment, including the public rights of way improvement plan, and 'active travel' (i.e., encouraging

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more people to walk and cycle). More information about these consultations can be found here: <https://info.westberks.gov.uk/consultations>

The public consultation on the council's environment delivery plan (how it intends to become carbon neutral by 2030) ended on Monday 26 April. I submitted a detailed response which I can share with people if they are interested. Western Area Planning on Wednesday 25 April did not discuss anything from this ward. Some meetings have been cancelled since Christmas because of lack of business, but there might be a surge in planning applications if/when life gets back to normal after this lockdown. Annual full council is Tuesday 4 May but it is basically formalities. It was brought forward a week so we could hold it virtually before the 7th May return to face-to-face meetings. Election for a Thames Valley Police and Crime Commissioner is Thursday 6 May. Thank you to Cllr. Culver for submitting a written report in her absence.

- 023/21 There were no questions or comments from members of the public.
- 024/21 The minutes of the extraordinary meeting on 27th April 2021 were read and **agreed** as an accurate record. They will be signed when safe to do so.
- 025/21 a) The internal audit report was **reviewed** and all was satisfactory. The Clerk was commended for her record keeping and organisation of the paperwork.
b) The Annual Governance Statement was **ratified** by all Councillors present and Cllr. Lewis signed the chairman sections and presented to the screen.
c) The Accounting Statement and Receipts and Payments Summary were **ratified** by all Councillors present and Cllr. Lewis signed the chairman sections and presented to the screen.
b) All documents were **resolved** as **approved** by all Councillors and the Clerk will begin the submission of paperwork to the External Auditors.
- 026/21 The Staffing Committee members for 2021/ 2022 were **confirmed** as:
Cllr. Lewis
Cllr. Murray
Cllr. McGrath
Cllr. Meadows
The terms of reference for the committee were **reviewed** and no changes were required.
- 027/21 It was **agreed** that no further committees are required for this Municipal Year.
- 028/21 The Standing Orders were **ratified** with all **in favour**. No changes to be made.
- 029/21 The Financial Regulations were **ratified** with all **in favour**. No changes to be made.
- 030/21 a) The annual subscriptions to BALC / HALC / NALC / CCB were **approved**.
b) All were **in favour** to split the cost of the SLCC membership 50/50 with Aldworth Parish Council (once their approval has been sought on 5th May 2021). The Clerk will investigate the manageability of achieving 18 CDP points in the next year to retain the 'Principal Membership' of the SLCC. If it is manageable, then the additional fee of £55 would again be split 50/50 with Aldworth Parish Council.
- 031/21 The Direct Debits for the year were **reviewed** and **approved**.
- 032/21 We were **unable** to meet the **eligibility criteria** to adopt the **General Power of Competence**. Despite the Clerk achieving her CiLCA qualification, confirmation from WBC Electoral Services states that we have only 3 active uncontested elected councillors

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in the May 2019 election. Our fourth elected councillor is no longer with us, meaning we do not have "at least two thirds of councillors elected". This will be **reviewed** again in the 2023 Annual meeting after the next elections.

- 033/21 The Asset Register was **reviewed** and **approved**. The Assent Inventory from Rialtus has been ordered but not yet installed.
- 034/21 The insurance cover was **reviewed**. It was **resolved** to add in the donated portable Cricket Nets to the insurance. The Clerk will make contact and advise if this increases the premium.
- 035/21 The following policies were **reviewed** and **approved**:
- a) Complaints Policy
 - b) Freedom of Information
 - c) Data Protection Policy
 - d) Media Policy
 - e) Employment Policies (Anti-Bullying / Grievance & Disciplinary / Equality)
- 036/21 The S.137 expenditure for 2020 / 201 was **reviewed** and **accepted**.
- 037/21 Future Meetings were **agreed** as:
- Tuesday 13th July 2021
 - Tuesday 14th September 2021
 - Tuesday 9th November 2021
 - Tuesday 11th January 2022
 - Tuesday 8th March 2022
 - Tuesday 10th May 2022
- Annual Staffing Committee Meeting – Tuesday 11th May 2021 (Clerk Appraisal)
 Planning Meetings ad-hoc or added into an ordinary meeting.
 It is hoped that the meeting on 13th July can be at the School Hall. The Clerk will check with the headteacher (a class bubble uses it meaning no public access during the pandemic). If it is unavailable, the public house could be an option. The Staffing Committee will meet socially distanced outside on 11th May.
- 038/21 For the Municipal Year the Councillors will be **responsible** for the following areas:
 Allotments Officer: Cllr. Meadows
 Playground Officer: Cllr. McGrath
 Common Land Officer: Cllr. Meadows
 Digital Officer: Cllr. Lewis
 Footpaths Officer: Cllr. Pembroke
 Pond Officer: Cllr. McGrath & Cllr. Meadows
 Traffic & Highways Officer: Cllr. Sharp
 Village Conservation Officer: Cllr. Murray
 Community Engagement Officer: Cllr. Murray
 Village Design Statement Officer: All Councillors
- 039/21 All were **in favour** to adopt the use of an 'Action Log' as a tracking tool for following up on actions that are received via email, phone or within meetings. The Clerk will work with Cllr. Lewis to create a template and share this with the Council for approval.
- 040/21 It was **agreed** to wait and hear the results of other Parish Council Annual Meetings to see what level of donation we could receive towards the Covid Memorial Bench at the Downland Practice. It was **agreed** to apply to the WBC Members Bid via Cllr. Culver for

the upgrade to the School Wi-Fi on behalf of FIPS and for help with the fencing at the Common Field.

041/21 The Clerk advised of the current bank account figures and that we had received a number of allotment rents. Those still outstanding would be chased up via email. It was **agreed** to add Cllr. Lewis as an authorised signatory on the bank account. The form was signed on screen and the Clerk will process.

042/21 Matters for future consideration:

- a) Pen Meadow Housing Development - community engagement was needed to share the latest proposal of 12 dwellings across the whole village. It will be added to the next issue of the EIC. When Covid restrictions are lifted further we could look at an afternoon drop in session outdoors with Manor Oak Homes for people of ask questions. We could also set up a way of people giving us their opinions.
- b) Traffic Management / Speeding in the Village needs to be added to the next meeting agenda. Specifically looking at using the SID equipment again and look at digital capture of speeding number plates.

043/21 There were no further questions or comments from members of the public.

With their being no further business, Cllr. Lewis thanked all for attending and the meeting closed at 20:48pm.

Actions from the Meeting:			
	Description	Assigned to	Completed
1	Send Declarations of Office Forms to WBC	Clerk	
2	Begin External Audit Process	Clerk	
3	Update website with Councillor position changed	Clerk	
4	Check insurance cost for Cricket Nets	Clerk	
5	Upload Data Protection Policy to website	Clerk	
6	Book School Hall / Seek alternative venue	Clerk	
7	Develop an Action Log	Clerk / ML	
8	Apply for Member's Bids for Wi-Fi and Fencing	Clerk / CC	
9	Add Cllr. Lewis to the Bank Account	Clerk	
10	Add future matters to the agenda in July	Clerk	

Signed:

Date:

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