



East Ilsley Parish Council

Minutes of the Annual Meeting of the Parish Council

Tuesday 10th May 2022 at 21:00pm in the School Hall

Minute Ref: 001/100522/AMPC

Members Present:	Cllr. Mike Pembroke, Cllr. Andrew Sharp, Cllr. Stephen Meadows, Cllr. Nick Watkins
Members Absent:	None
Officers Present:	Fenella Woods (Clerk & RFO)
In Attendance:	8 Members of Public
Meeting Start Time:	21.00pm
Meeting End Time:	21.58pm

- 001/22 Cllr. Pembroke was duly **elected** as Chairman of the Parish Council for the Municipal Year 2022 to 2023. Proposed by Cllr. Sharp and seconded by Cllr. Meadows with all in favour.
- 002/22 Cllr. Sharp was duly **elected** as Vice Chairman of the Parish Council for the Municipal Year 2022 to 2023. Proposed by Cllr. Watkins and seconded by Cllr. Meadows with all in favour.
- 003/22 The 'Acceptance of Office' forms for the Chairman and Vice Chairman were duly **signed** by Cllr. Pembroke and Cllr. Sharp. The Clerk will process accordingly.
- 004/22 There were no apologies received and quorum was achieved.
- 005/22 There were no declarations of interest received, nor any requests for dispensation.
- 006/22 There were no questions or comments from members of the public, nor any representations from members.
- 007/22 The minutes of the previous meeting dated 8th March 2022 were read and **approved** as an accurate record. All actions from the meeting had been completed except for:
- Item 2: New Playground Sign - long lead time and Jubilee taking precedence.
 Item 3: Cllr. Meadows to complete remedial works in the Playground.
 Item 4: Funding for Litter Bins - Potentially use the Members' Bid from WBC.

These will be carried over to the new year action log and updated when complete.

Initial:

008/22 Three candidates presented themselves for co-option to the Council via application form and a short discussion was held prior to voting. No candidates were present at the meeting; apologies had been received. Dominic Robertson was **proposed** by Cllr. Meadows and **seconded** by Cllr. Sharp with three votes and Mark Browne was **proposed** by Cllr. Meadows and **seconded** by Cllr. Pembroke with four votes. There were no ties so the Chairman's Casting Vote was not required. Therefore, Dominic Robertson and Mark Browne were duly **co-opted** to the Council. The Clerk will send the Declaration Forms and Register of Interest forms for completion.

009/22 Annual Governance & Accountability Return (AGAR) 2021 to 2022

a) The Internal Audit Report from Heelis and Lodge was **reviewed**. There were no recommendations to consider; however, it was **noted** that in years of high spend it would be useful to claim back VAT half way through the year to keep the general reserve fund level.

b) All Councillors present **resolved** to approve the Annual Governance Statement.

c) The Accounting Statement and the Receipts and Payments Summary were reviewed and checked against the figures on the AGAR form and all was in order.

d) All Councillors present **resolved** to approve the Accounting Statements.

The Clerk will prepare the submission to PKF Littlejohn for the External Audit.

010/22 The members of the Staffing Committee were **agreed** as Cllr. Pembroke, Cllr. Meadows, Cllr. Watkins and Cllr. Browne. The terms of reference were **reviewed** and **approved** with no changes. A date for the next Staffing Committee meeting will be scheduled after the Jubilee weekend.

011/22 It was **agreed** not to set up any further committees at this time.

012/22 The Standing Orders were reviewed; the Clerk highlighted that section 18 (Financial Controls and Procurement) had been updated due to the end of the transition period for Brexit. NALC has issued a revised model document which had been inserted into our document. All were in favour to **accept** the changes to section 18.

013/22 The Financial Regulations were reviewed; no changes have been issued from NALC and all were in favour to **accept** these as accurate until a revision is issued.

014/22 The following annual subscriptions were **reviewed** and **approved** by all Councillors:

BALC / HALC / NALC	£128.88
CCB	£35.00
SLCC	£130.00 (50% from Aldworth PC)
Friends of the Ridgeway	£15.00
MS 365	£79.99
Rialtas	£121.00

015/22 The following monthly Direct Debits were **reviewed** and **approved** by all Councillors:

Castle Water	£0.00 (with £69.78 credit) quarterly
G Suite Basic	£4.60 pcm
Google Drive	£15.99 pa
ICO Data Protection	£35.00 pa
Lloyds Bank Credit Card Fee	£3.00 pcm
Unity Trust Bank Service Charge	£18.00 quarterly
Lloyds Credit Card	Only when spend has been made

016/22 The Asset Register was **reviewed** and **approved** by all Councillors present.

017/22 The insurance policy, schedule and amounts were **reviewed** in line with the asset register and **approved** by all Councillors present as adequate for our needs.

018/22 The following policies were **reviewed** and **approved** with no changes required by all Councillors:

- Complaints Policy
- Freedom of Information Policy
- Data Protection Policy
- Media Policy
- Employment Policies (Anti-Bullying / Grievance & Disciplinary / Equality)
- Temporary Scheme of Delegation
- Pond Policy

019/22 The section 137 spend in 2021 / 2022 was confirmed as £1,950.00. The amount for 2022 / 2023 has been confirmed as £8.82 per elector. The current electoral roll shows 446 people registered which means our authorised spend for section 137 in 2022 / 2023 is £3,933.72.

020/22 The future meetings of the Parish Council for the Municipal Year 2022 to 2023 will take place on the following dates:

- Tuesday 12th July 2022
- Tuesday 13th September 2022
- Tuesday 8th November 2022
- Tuesday 10th January 2023
- Tuesday 14th March 2023
- Tuesday 9th May 2023

To be held at the School Hall at 7.30pm. Ad-hoc Planning Meetings will be added as necessary and the Temporary Scheme of Delegation allows some meetings to take place online if required.

021/22 Councillor areas of responsibility for 2022 to 2023 were **agreed** as follows:

Allotments Officer	Cllr. Stephen Meadows
Common Land Officer	Cllr. Stephen Meadows
Community Engagement Officers	Cllr. Nick Watkins Cllr. Andrew Sharp
Community Infrastructure Officers	Cllr. Dominic Robertson Cllr. Mark Browne
Footpaths Officer	Cllr. Mike Pembroke
Playground Officer	Cllr. Mike Pembroke
Pond Officer	Cllr. Nick Watkins
Traffic & Highways Officer	Cllr. Mark Browne

A Pirbright Working Group will be set up once confirmation of progression of the building work has been received to manage the development traffic in the village.

022/22 It was **agreed** to seek financial support via the Members' Bid with Cllr. Carolyn Culver for the purchase of two lidded rubbish bins at the playground. A quotation will be sourced to fix the wooden benches from CJM Services. The perimeter fencing will require grant funding due to the scale of the project.

023/22 All Councillors present were in **favour** to offer a £200.00 s.137 grant to the Citizens Advice Hub West Berkshire which would be match funded to £400.00.

024/22 Planning application ref 22/00927/FUL for the covered outdoor seating area at the Crown and Horns Pub was reviewed by all Councillors present and it was unanimously **agreed to support** this application and submit a letter of support with comments.

025/22 Jubilee Celebration spend was confirmed currently as:

- £4.84 for paper napkins
- £8.99 for paper plates
- £14.99 for wooden dowls to support the Beacon Trail Frames
- £7.25 for the Exterior Wood Glue for the Beacon Trail Frames
- £51.92 for the Beacon Trail A3 Frames
- £23.38 for a wireless presentation clicker
- £9.00 for the Coronation Video

The Beacon and the Trail is being sponsored by the Crown and Horns and an invoice has been sent to them. Most purchase have been provided under the LGA 1972 s.144 and s.145 powers.

026/22 The form to remove a recently resigned councillor from the bank account was signed. It was **agreed** that with three signatories in place it was unnecessary to add in a further signature at this time.

027/22 The Clerk presented the transactions for April and May; we have received our Precept Payment 1 and a number of allotment rents have been received. We are still waiting on the VAT126 refund claim of £8.4K and this is expected in June 2022.

028/22 Matters for future consideration:

- The Clerk is meeting with WBC on 16th May at 2pm to discuss the plans to close the small slip road in front of the Crown and Horns for the Beacon Lighting Ceremony.
- The Local History Society wish to apply for an s137 grant at the July meeting to help with their website fees.
- We still do not have an editor for the Parish Magazine, the Clerk is editing issue 109 and placing an advert in the edition for a new editor.

029/22 A few comments were raised by members of the public:

- Ideas for Ilsley Farm Barns at the top of Sunrise Hill were discussed such as a nature discovery centre, education centre, history centre about the farming and racing culture. Ideas can be submitted to James Dawson at Beeswax Dyson.
- The Pond is not filling up like it used to since the clay liner was removed. Need a meeting with WBC to advise on next steps.
- A box is needed at the playground to house the table tennis bats and balls.

With there being no further business, Cllr. Pembroke thanked all for attending and the meeting closed at 21.58pm.

Actions from the Meeting:			
	Description	Assigned to	Completed
1	Submit Chairman and Vice Chairmans Forms to Monitoring Officer	Clerk	✓
2	Send new Councillor forms to DR and MB	Clerk	✓
3	Update Action Log	Clerk	
4	Process AGAR for External Audit	Clerk	✓
5	Revise policy dates and upload to website	Clerk	
6	Book School Hall for future meetings	Clerk	
7	Submit Members' Bid for new litter bins	Clerk	✓
8	Process £200 grant donation to CAB West Berkshire	Clerk	✓
9	Speak to WBC about the pond draining	Clerk / NW	
10	Purchase a box for the table tennis kit	Clerk	✓

Signed:

Date:

Initial: