



East Ilsley Parish Council

Minutes of the Annual Meeting of the Parish Council

Tuesday 16th May 2023, 7.30pm, The Ilsleys Primary School

Minute Ref: 001/160523/AMPC

Members Present: Cllr. Mike Pembroke, Cllr. Mark Browne, Cllr. Stephen Meadows, Cllr. Dominic Robertson, Cllr. Ima Von Wenden

Members Absent: Cllr. Martyn Driscoll

Officers Present: Fenella Woods (Clerk & RFO)

In Attendance: 5 Members of Public

Meeting Start Time: 19.30pm

Meeting End Time: 20.48pm

001/23 Cllr. Pembroke was proposed by Cllr. Robertson and seconded by Cllr. Meadows to be **elected** as **Chairman** of East Ilsley Parish Council for the Municipal Year 2023 to 2024 with all members present in favour.

002/23 Cllr. Browne was proposed by Cllr. Robertson and seconded by Cllr. Meadows to be **elected** as **Vice Chairman** of East Ilsley Parish Council for the Municipal Year 2023 to 2024 with all members present in favour.

003/23 All members present duly **completed** their Acceptance of Office Forms and Register of Business Interested which the Clerk will submit to the Monitoring Officer at West Berkshire Council and upload to the website. It was noted that Cllr. Driscoll completed his forms prior to his absence in front of the Clerk.

004/23 Apologies were received and **accepted** from Cllr. Driscoll and quorum was **achieved**. Cllr, Culver (District Councillor) also provided apologies.

Initial:

- 005/23 There were **no** declarations of pecuniary interests received from members, nor the clerk, nor were there any requests for dispensation received.
- 006/23 There were **no** questions or comments from members of the public about any items on the agenda, nor were there any representations made by any member.
- 007/23 The minutes of the previous meeting were read and **approved** as an accurate record. Cllr. Pembroke signed a copy for the Minute Book. The Clerk confirmed that all actions had been completed.
- 008/23 **Annual Governance**
- a) The internal audit report from Heelis & Lodge was **scrutinised** and the following **recommendations** were discussed:
 - The review of the risk assessment was purposefully moved to become a part of the Annual Meeting to make things easier for the Clerk. The Risk Assessment for 2023 / 2024 will be reviewed in this meeting under item 16.
 - The introduction of a Reserves Policy has been taken on board and the model SLCC version has been adapted and will be ratified in this meeting under item 18f.
 - Heelis & Lodge were thanked for another excellent and swift audit and will be re-appointed next year.
 - The Clerk was thanked for her diligence in record keeping and preparing the paperwork.
 - b) All members present resolved to approve the Annual Governance Statement and this was signed by Cllr. Pembroke and the Clerk.
 - c) All members present considered the Accounting Statement and the Receipt and Payments Summary documents.
 - d) All members present resolved to approve the Accounting Statements and all paperwork was duly signed by Cllr. Pembroke and the Clerk.
- This concluded the AGAR 2023 and the Clerk will submit all the documentation to the External Auditors for the limited assurance review. The Clerk will advise them that there will be in a new Clerk in situ when they begin to process our submission.
- 009/23 The Staffing Committee members for 2023 to 2024 was **confirmed** as Cllr. Browne, Cllr. Von Wenden and Cllr. Driscoll. The Terms of Reference were **approved**. The first job of this committee is to employ a replacement Clerk. Cllr. Pembroke as Chairman will work with that Staffing Committee on this.
- 010/23 Cllr. Driscoll, in his absence requested the Clerk to enquire whether the Council would be happy to have a Community Engagement Group set up to assist and engage with volunteers to help at village events and activities. Also, an East Ilsley Community Events group on Facebook could be set up to help pull things

together. Without Cllr. Driscoll present to put forward the motion it was agreed to **postpone** decision making on this until the July meeting when Cllr. Driscoll would be able to discuss his plans with the whole Council for a deeper understanding.

- 011/23 The Standing Orders were **reviewed** and **approved** with no changes.
- 012/23 The Financial Regulations were **reviewed** and **approved** with no changes.
- 013/23 The annual subscriptions to various bodies were **reviewed** and **approved**. The BALC / HALC / NALC invoice has been received and will be paid by the end of May. It was agreed that upon appointment of a new Clerk they would be registered with the SLCC. The Clerk confirmed that a small refund would be processed after 19th May to cover the period of May to October.
- 014/23 The direct debits were **reviewed** and **approved**. The Clerk advised that HMRC have set up a variable direct debit for the PAYE tax on the Clerk's salary but due to some credit on the account, this has not yet been used.
- 015/23 The Asset Register was **reviewed**. It was noted that the Train and carriages needed to be removed as this was disposed of due to being unable to repair it anymore. At some point this year the BMX ramp and one picnic bench at the Recreation Ground will be removed, the new Clerk will need to action that when it happens. Cllr. Von Wenden advised that numerous people had contacted her regarding the lack of play equipment for smaller children. It was agreed that over this coming financial year we can look at getting another piece of equipment (or retiring an existing piece of equipment) suitable for the smaller children and this will be added to a future agenda.
- 016/23 The Risk Assessment for the Year 2023 / 2024 was **reviewed** and **approved**.
- 017/23 The employer and public liability insurance is not up for renewal until October 2023 but the policy was **reviewed** and **approved**. We remain in a 3 year deal so we should expect the insurance renewal price in October to remain at around £650.00.
- 018/23 The following policies were **reviewed** and **approved** with no changes made to the content: Complaints Policy, Freedom of Information Policy, Data Protection Policy, Media Policy, various Employment Policies, the Temporary Scheme of Delegation Policy, Grant Awarding Policy and the Pond Policy. The Clerk advised that where her name, address and phone number were present in the policies these would be removed and replaced with the generic Clerk email address to assist with the transition to the replacement Clerk. The Reserves Policy (recommendation from the Internal Audit Report) had been sourced from the SLCC and was a model

policy written in conjunction with JPAG (Join Panel on Annual Governance). After a short discussion about the reality of keeping 3/12 of the precept in General Reserves it was agreed to **approve** the policy and assess how we are doing throughout the year.

019/23 The s137 spend for 2022 / 2023 was **reviewed** and **confirmed**. The Clerk advised that the new figure per elector for 2023 / 2023 was £9.93. We have 443 electors on the January 2023 roll so there is £4,398.99 that can be spent during 2023 / 2024.

020/23 The following dates were **agreed** for future meetings:

- Tuesday 11th July 2023
- Tuesday 12th September 2023
- Tuesday 14th November 2023
- Tuesday 9th January 2024
- Tuesday 12th March 2023
- Tuesday 14th May 2024

The Staffing Committee will arrange to meet during the recruitment process / the probation process and the annual review process. Planning Meetings that fall outside the dates above will be booked on an ad-hoc basis.

021/23 The following areas of responsibility were **assigned** to each member:

- Allotments Officer – Cllr. Meadows
- Common Field Officer – Cllr. Meadows
- Community Engagement Officer – Cllr. Driscoll
- Digital Officer – Cllr. Pembroke
- Footpaths Officer – Cllr. Browne
- Pond Officers – Cllr. Robertson and Cllr. Pembroke
- Playground Officer – Cllr. Von Wended
- Traffic & Highways Officers – Cllr. Robertson & Cllr. Browne

022/23 The Local History Society have requested a £330 grant via s137 donations. All members present **approved** this payment. The Clerk will process this via BACS.

023/23 Planning Application Ref: 23/00627/OUTMAJ for the Pirbright Institute in Compton for a number of Section 73 variations were considered, alongside the objection comments that Compton Parish Council had already submitted. The following was **agreed**: *After a thorough review of the all the documentation associated with this application we were disappointed to find many documents were missing, rendering it difficult to discuss fully. East Ilsley Parish Council continue to object to this application in its entirety due to our concerns over the volume of lorry / HGV traffic the waste removal and demolition will bring through out village. The damage to our roads from this volume of traffic needs to be address via a*

proportion of CIL money that will be allocated. East Ilsley, as an adjacent village should be in receipt of funds to help with the damage this will cause. We are fully supportive of all views, comments and concerns aired by Compton Parish Council and stand by our neighbouring village. The Clerk will submit the parish observation sheet on 17th May 2023.

024/23

The process of employing a new Clerk was in motion. The current Clerk's employment ends on Thursday 18th May and it was arranged to hand over the laptop and various keys to Cllr. Pembroke on this day. The Clerk confirmed that all items from the 'Home Office' have been relocated to the small storage container by the allotments. Key folders and documentation will be handed to Cllr. Pembroke for safe keeping until the new Clerk is in situ. It was agreed that the new Clerk would use the log in details of the current Clerk for the Bank and the Credit card until they are able to set themselves up with their own log in and credit card. This is due to the lengthy delays at Unity Trust Bank with the approvals of new users. This trust has been granted on the proviso that as soon as the new Clerk is set up and logged on, they immediately remove the previous Clerk from all banking forms.

025/23

The Clerk delivered a brief report summarised below:

- The Current Account balance as of 16th May 2023 was £17,619.93. The Deposit Account balance as of 16th May 2023 was £9,746.63. This totals £27,366.56.
- Gigaclear notices that have popped up in the village are exploratory to find out the land owners ready for cable laying. The Clerk has made contact with Lauren and the clerk's email will be kept in the loop on progress. There will be a community engagement event with Compton, East Ilsley and West Ilsley for all the residents but no date has been set yet.
- The Clerk has updated the domain name registry for the website into Cllr. Pembroke's name, as well as the Pensions Regulator and HMRC for continuity purposes. The new Clerk will be able to take control of these again when in situ.
- A complaint has been received about a bird scarer going off at 5.30am every morning which is disturbing the residents of Churchside. The Clerk had phoned James Dawson and left a voicemail but had received no response. The Councillors suggested to call Ed and post meeting the Clerk has had confirmation that the sensitivity levels will be reduced to stop it going off so early and that it will be gone soon as the peas have started to grow. The Clerk will inform the resident of this outcome.
- A mountain bike festival would like to utilise the footpath alongside the Common Field between the orchard and Sunrise Hill to challenge the riders more than the road would. The Clerk has already aired her concerns with the animals, active rabbit warren, holes, exposed tree stumps and pedestrians but was requested to present this to full council. After reviewing the request it was

agreed **not** to allow permissions due to insurance and the issues already considered. The Clerk will write to advise them of this outcome.

- On 3rd June, MS365 will be renewed on the Clerk's laptop via the credit card. This was approved. It is worth waiting for this transaction to go through before transferring the card to the new Clerk's name.
- The Clerk will submit all AGAR documents to the external auditor prior to her departure. She will be available to the new Clerk via phone and personal email should any issues arise.

026/23 It was requested that Village Beehives, Coronation Bench (or bench with coronation plaque on) and removal of BMX ramp were all added to the July agenda so the new Clerk can do the research and quotation sourcing.

027/23 Questions / comments from members of the public are summarised below:

- In relation to the Pirbright Institute an explanation of what CIL money was provided to help clarify some of the comments on the parish observation sheet.
- A congratulations was offered to all Councillors on their success at the election on 4th May 2023.
- Thanks were given to the current Clerk for all her hard work since 2019 and all the best for the future.

With there being no further business, Cllr. Pembroke thanked all for attending and the meeting closed at 20.48pm.

Signed:

Position:

Date:

| Actions from the Meeting: | | | |
|----------------------------------|---|-------------|-----------|
| | Description | Assigned to | Completed |
| 1 | Scan and send all Councillor forms to WBC and upload to the website | Old Clerk | ✓ |
| 2 | Process all AGAR documentation (upload to website / noticeboard and submit to PKF Littlejohn) | Old Clerk | ✓ |
| 3 | Add Community Engagement Working Party / Facebook Group to the July Agenda | New Clerk | |
| 4 | Remove Train and Carriages from the Asset Register | Old Clerk | ✓ |

Initial:

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|----|---|-----------|---|
| 5 | Consider in the next financial year the purchase of a new item of playground kit for smaller children | New Clerk | |
| 6 | Upload all policies to the website | Old Clerk | ✓ |
| 7 | Update noticeboard signs & website with councillor responsibilities, contacts and meeting dates | Old Clerk | ✓ |
| 8 | Process s137 donation to LHS | Old Clerk | ✓ |
| 9 | Submit Parish Observation Sheet for Pirbright | Old Clerk | ✓ |
| 10 | Inform resident of bird scarer outcome from Dyson | Old Clerk | ✓ |
| 11 | Advise Mountain Bike Festival they can only use the road on 17 th June | Old Clerk | ✓ |
| 12 | Add BMX ramp and broken picnic bench (from playground inspection in January) to the July agenda, get quotes for removal and bench / plaque options. Research village beehives and what are the pro's / con's ready for July meeting | New Clerk | |
| 13 | New Clerk to prioritise getting their own log into the bank and their own credit card via Lloyds Bank PLC (MultiPay Card). When received they will process the removal of the old Clerk/ | New Clerk | |