

East Ilsley Parish Council

MINUTES of the PARISH COUNCIL Meeting

Held on Tuesday 10th March 2020 at 7:30pm

In The Ilsleys Primary School, Church Hill, East Ilsley

Minute Reference: 010/10032020/PCM

Those present: A Sharp (Acting Chair), S Meadows, T Murray, F Woods (Clerk)

Members of the public: 3

The meeting started at 19:34

1 Apologies for absence

Apologies were received from B McGrath and F Wilkins. We are quorate.

2 Any declarations of pecuniary interests by members or the Clerk

There were none.

3 To receive: Questions or comments from the Public and Declarations of Interest

Our District Councillor, Carolyne Culver was present at this meeting and advised us of the following:

- 1) Members Community Bid - £5k is available and deadline for applications is the middle of May. Capital Projects only will be supported so we need to think about sending in an application.
- 2) Corona Virus: Carolyne will pass on any information that is circulated from West Berkshire Council.
- 3) Wildflowers will be planted by Sunrise Hill on the left hand side as you leave the village. West Berkshire Council will let her know when they do it so we can let the village know. WBC are funding this.
- 4) Potholes / Drainage Clearance / Dog Fouling / Fly tipping – Carolyne is working hard on resolving these issues across the ward.
- 5) Ball Pit Road – Silt issue on the left and large river of mud forms in heavy rain. Stuart Clarke from WBC can help. There is a culvert for the A34 if a cut was made in there it would help run excess water away from the road. AS reported it 3 weeks ago and nothing has been done. Carolyne will continue to chase WBC for help with this.

4 Approval of Minutes

The minutes of the Parish Council Meeting on 14th January 2020 were read and signed as a true and accurate representation.

5 Matters Arising from the Minutes of the Council Meeting

There were no matters raised.

6 Update of Councillor Forms

All councillors present completed the current 'Declaration of Interest' form from WBC and the Clerk will scan and send back to WBC. They councillors also completed a GDPR declaration form for internal use as part of the Risk Assessment. The councillors absent from this meeting will complete these forms at the next meeting of the Parish Council.

7 Proposal to set up a Staffing Committee

It was agreed by all councillors present that a Staffing Committee would be set up to look after the clerk and work on contracts and employment based policies. It was agreed that AS, BMcG and TM would form the committee. Terms of Reference for this committee were produced using the model ToR from the SLCC website and all agreed that they were fit for purpose. The first meeting of the new committee would be the Clerk's Annual Appraisal which will take place on Tuesday 5th May 2020, 6.30pm in the back room of the Swan in East Ilsley and all present agreed with these plans. The clerk will ensure members of the committee will have all the latest information for that meeting.

8 New Website Legislation from September 2020 – WCAG 2.1

New legislation for the compulsory introduction of accessibility tools on all public sector websites will come into force on 22nd September 2020. The clerk has used all the accessibility tools available to her via the existing website platform (WordPress) and they are currently in use. However, it has become apparent that WordPress does not offer all of the elements required in WCAG 2.1 and as a result we need to consider migration of our existing website to a host that can offer all of the elements.

The clerk has received a proposal from TEEC based in Newbury who can commit that the new platform will comply to all regulations and also any future updates to the legislation making it future proof. Upon assessment of the proposal our website would only require the 'Economy Package' for £10.00 per month. It was thought that the proposal for 7 days of migration (at a cost of £220 per day) was rather extreme as it is not a big site. The councillors requested that a deeper investigation into this would be required before deciding. It was also queried as to what platform the TEEC site is built on as there is concern that it could be vulnerable to hackers. The clerk will contact TEEC and get these questions answered.

Due to the potential expense of this project which has not been budgeted for in 2020 / 2021 spend we will require some comparative quotes. The clerk will seek out alternative offerings and a decision will be made at the next meeting. All councillors are understanding of the requirement and legislation to do this but would like to see more options before a final decision is taken on who will provide it.

9 Allotments

In April the clerk will undertake the new allotment agreements for 2020/2021. As part of this process some time was spent ensuring current plot holders were accurately identified. It has also been noted that only 2 allotment holders have made payment for their plots for 2019 / 2020. During the meeting the Clerk was handed cash to the sum of £50.00 from 2 allotment holders and this will be paid in at NatWest in Newbury. The clerk will email / contact the other allotment holders who have not yet paid their fee. It was agreed that some plots were revised and we now have one vacant plot which will be advertised to the community. A more stringent process will be actioned by the clerk from 1st April 2020 to ensure no more late payments and that the agreements are all in place.

10 Policy Approval for Risk Management and Grant Awarding

Risk Management Policy: All agreed that this was needed but more work needed to be done before we could adopt the policy. Specifically, item 5.2 (Risk Register) to ensure risks have been allocated the correct impact vs. likelihood rating and how often this was updated. The clerk will review and prepare for the next meeting.

On the subject of risk, there appears to be a small table and box of activities at the pond in the village. The council are not aware of why this is there or who put it there. It has been deemed a health and safety risk and we will ask for it to be removed.

Grant Awarding Policy: This was approved by all councillors present and will be shared with the community as the new process for requesting funds from the Parish Council.

11 Flood Defence Equipment Purchase

All councillors present agreed that we can go ahead and purchase the Flood Defence equipment now we have the storage container in situ. Total cost is £3,073.01 of which West Berkshire Council are funding 50% of this through a grant. It was noted that this list of items was drawn up last year and we would need to check the pricing structure has remained the same. It was proposed that we purchase 3 x Steel Jerry Cans and Nozzles for the collection of fuel so the generators and pumps can be powered. Fuel will not be stored in the container; this job will be allocated to an Emergency Responder as part of the Community Emergency Plan. A quotation has been sourced and councillors are happy to cover the shortfall from the Flood EMR. We will also purchase a UV marker so we can secure all the equipment stored in the container.

It was also agreed to pay for all the emergency kit from Earmarked Reserves. At present we have £2,826.34 in the EMR – Emergency Planning (code 326) and £500.00 in the EMR – Flood (code: 327). It was proposed and agreed to move the £500 from code 327 into code 326 totalling £3,326.34 which

will cover the cost of the kit. WBC will give us £1,536.50 towards this cost once purchase has been made and we will move this back into the EMR funds.

The clerk will source Hi-Vis jackets that can be printed with 'Emergency Response Team' that will help identify the volunteers and this will form part of the Emergency plan.

12 Housing Needs Survey

A summary of the meeting with Geoff Armstrong from Manor Oak Housing was given and the response was encouraging. All are in favour of proceeding with the Housing Needs Survey which will be sent out with the 100th edition of the EIC on 27th April.

The clerk will contact Geoff and a draft questionnaire will be issued to us for approval by the end of March. Manor Oak Homes will print 300 copies and send to the clerk. The clerk will get these to Matthew Pembroke (Editor of the EIC) and these will be distributed to all households with a completion date of the end of May. A 'drop box' for returned surveys will be placed in the village and reminders will be issued regularly to try and achieve a 100% return rate. Results of the survey will be ready by the end of June.

13 Plan future Parish Meeting Dates (and other activities)

The following dates have been agreed for the next financial year:

Date	Type of Meeting	Purpose	Location
Tuesday 24 th March 2020 @ 7.30pm	Extraordinary Meeting of the Parish Council	To discuss Parish Settlement and completion of Parish Questionnaire	The Swan, East Ilsley
Saturday 28 th March 2020 @ 10am	The Great British Spring Clean Litter Pick	Annual Village Litter Pick Morning	Meet at the Pond
TBC	Extraordinary Meeting of the Parish Council	To discuss the progress on the Playground	TBC
<i>To be arranged with BMcG and date and time circulated.</i>			
Tuesday 5 th May 2020	Staffing Committee Meeting	Clerk's Annual Appraisal	The Swan, East Ilsley
Tuesday 12 th May 2020	Annual Meeting of the Parish Council & Annual Parish Meeting	Taking place on the same day but 2 agendas and 2 minutes will be issued and timings will be clarified.	The Ilsleys Primary School.
Tuesday 14 th July 2020	Parish Council Meeting	Regular Parish Council Meeting	The Ilsleys Primary School
Tuesday 15 th September 2020	Parish Council Meeting	Regular Parish Council Meeting	The Ilsleys Primary School
Tuesday 10 th November 2020	Parish Council Meeting	Regular Parish Council Meeting	The Ilsleys Primary School
Tuesday 12 th January 2021	Parish Council Meeting	Regular Parish Council Meeting	The Ilsleys Primary School
Tuesday 9 th March 2021	Parish Council Meeting	Regular Parish Council Meeting	The Ilsleys Primary School

All dates are subject to the locations being available. The clerk will contact the locations.

14 The Great British Spring Clean

It was agreed we would participate in the Great British Spring Clean campaign and utilise the free resources on offer to us. The Village Litter Pick morning has been scheduled for 10am on Saturday 28th March 2020 and we will meet by the pond. The clerk will prepare the risk assessment and the advertising to secure volunteers, WBC have offered a competition to win litter picking kits. The clerk will complete the application to secure a litter picking kit. If unsuccessful the kit needed will be purchased from Wilko.

15 Playground Update

As BMcG was absent from this meeting the councillors declined to make any decisions on the latest plans and proposals. It was been requested for an extraordinary meeting to be scheduled where the only item is the playground for it to be assessed properly. Quotes will be needed to help with the section of equipment and justification for spend from the EMR, also and update on all grants and funding requests will be required.

It was agreed that as the train, carriages and benches were so badly damaged by the vandalism that they should be removed quickly.

16 Clerk Update

- 1) Finance Reports for January and February 2020 were read out. January was significantly higher in spend due to the purchase of the storage container, trees for the orchard, playground inspection and compilations. February by stark contrast was a very small spend.
- 2) It was agreed by all councillors present that the Clerk shall do a one hour webinar with the SLCC regarding major incidents. The cost to us £30.00 + VAT which will be claimed back.
- 3) Community Bids from WBC – mentioned above by Cllr. Culver, it was agreed we should look to getting grant assistance for the pond. The clerk will continue to seek out contractors for the work and contact Stuart Clarke for names so we can put in our application.
- 4) We were informed by Geoffrey Deacon Training in Compton that the new Gallop in Compton would now have a woodchip surface which is organic and naturally decomposes instead of carpet. All agreed that this should be approved and the clerk will write to WBC Planning team to update them on this decision.
- 5) Bins in the Millennium Green – it appears these are not on the WBC bin collection schedule. All agreed to get this added to the rota. Clerk will contact WBC and add to the collection schedule.
- 6) Doggy Bag Points – it was asked whether we could supply poop bags around the village to help with dog fouling. After consideration it was decided that we would not do this as the likelihood of them being taken, removed or vandalised outweighed the positives. It was remarked that the poop situation had improved in the village more recently.
- 7) We are due to pay our next annual fee to the ICO of £40. This will be via direct debit on 1st April 2020.
- 8) We have received a request to donate £100 toward the work of the Pang Valley Flood Forum. As we now have a Grant Awarding Policy in place, the application form will be completed and it will be agreed at the next meeting.
- 9) The last invoice for Compton Compilations has been received (£64.69). The clerk will pay via online banking.

17. Further Questions from the Public

None received.

The meeting closed at 21:32 and the Chair thanked everyone in attendance.

The next meeting of the Parish Council is for an extraordinary meeting on Tuesday 24th March, 7.30pm at The Swan in East Ilsley (back room).

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Chair

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Date