



# East Ilsley Parish Council

## MINUTES of the VIRTUAL Annual Meeting of the Parish Council

Held on Thursday 28<sup>th</sup> May 2020 at 7.30pm via Zoom

Minute Reference: 003/28052020/VAMPC

Councillors online: A Sharp (AS) (Vice Chair), B McGrath (BMcG), Tracey Murray (TM),  
Stephen Meadows (SM), F Woods (Clerk)

MOP: 24

Press: 0

Meeting start: 19:33

Item	Detail	Action
1	<b><u>Election of Chair of Parish Council</u></b> It was resolved to elect Andrew Sharp as Chair for 2020/2021. AS signed his declaration of acceptance and the clerk will collect this from him. All were in favour.	
2	<b><u>Election of Vice Chair of Parish Council</u></b> It was resolved to elect Tracey Murray as Vice Chair for 2020/2021. TM signed her declaration of acceptance and the clerk will collect this from her. All were in favour.	
3	<b><u>Co-option of a new Councillor to the Parish Council</u></b> It was resolved to appoint Mike Lewis as Co-opted Councillor. ML signed his declaration of acceptance and Register of Interests and the clerk will collect this from him.	
4	<b><u>Apologies for Absence</u></b> There were none.	
5	<b><u>Declarations of Interest</u></b> There were none.	
6	<b><u>Report from the District Councillor (Cllr. Carolyne Culver)</u></b> <ul style="list-style-type: none"><li>• Reminder for all to complete the WBC Residents Survey</li><li>• WBC will re-instate Car Park fees from 1<sup>st</sup> June 2020</li><li>• Parts of Newbury Town Centre will become pedestrianised 24/7 from 1<sup>st</sup> June to enable social distancing. This is temporary and will be reviewed each month</li><li>• Member Bids will be sent for approval and we should hear back in July / August. CC confirmed she had received ours</li><li>• Recycling Centres are open and operating with a booking system</li><li>• 10+ letters of objection have been received by WBC Planning regarding Ilsley Farm Barns. CC has requested this goes to Western Planning Committee, deadline for submissions is 5<sup>th</sup> June. There are currently no site visits happening due to Covid-19</li><li>• Thank you Carolyne for all you have done this year</li></ul>	
7	<b><u>Questions or Comments from the Public re the Agenda</u></b> There were none.	

Initial:.....

8	<b><u>Approval of Minutes</u></b> The minutes from the Extraordinary Parish Council Meeting on 21 <sup>st</sup> April 2020 and the Planning Meeting on 14 <sup>th</sup> May were agreed as a true and accurate record. They will be 'wet' signed when we are able to meet face to face.	
9	<b><u>AGAR</u></b> <ul style="list-style-type: none"> <li>• The Internal Audit Report was reviewed by Full Council. We were extremely pleased with the comments and would like to thank Heelis &amp; Lodge for working with us, particularly with Covid-19 restrictions. The only recommendation was to ensure the election of Chair was the first item of business at the Annual Meeting and this has been implemented (see item 1 above).</li> <li>• It was resolved by Full Council that the Annual Governance Statement was to be approved and pages 4 and 5 were 'wet' signed by the Chair on camera. The clerk will collect this to be sent to the External Auditor.</li> <li>• Full Council viewed the Account Statement and Summary of Receipts and Payments and confirmed all was in order.</li> <li>• It was resolved by Full Council that the above documents were to be approved. The Chair 'wet' signed them on camera and the clerk will collect them to be sent to the External Auditor.</li> </ul>	
10	<b><u>Delegation Review</u></b> Full Council approved the delegation arrangements for the clerk and the Staffing Committee.	
11	<b><u>Terms of Reference for Staffing Committee</u></b> Full Council approved the Terms of Reference for the Staffing Committee and made no changes.	
12	<b><u>Appointment of Members to the Staffing Committee</u></b> Full Council agreed that AS, TM and BMcG continue as members of the Staffing Committee.	
13	<b><u>New Committees</u></b> Full Council agreed that no new committees needed to be formed this year. It was commented upon that the Emergency Response Team could form a working party to ensure continued engagement in the community. This will be added as an agenda item for the next Full Council meeting.	
14	<b><u>Review of Standing Orders</u></b> Full Council reviewed the Standing Orders and commented in whether provision for 'Virtual Meetings' should be added into them. The clerk confirmed that legislation passed in April 2020 allows virtual meetings until May 2021. The clerk will review and advise at the next council meeting. All other aspects of the Standing Orders were approved.	FW
15	<b><u>Review of Financial Regulations</u></b> Full Council reviewed the Financial Regulations and commented on the payment of the clerk's salary. It was agreed to pay the clerk by 25 <sup>th</sup> of the month so avoid payments clearing the following month. The clerk will make the amendments and all other aspects of the Financial regulations were approved.	FW

16	<b><u>Review of Asset Register</u></b> Full Council reviewed the Asset Register. This is being added to as an when new items are purchased (particularly since we are in the process of buying the flood defence kit). The clerk confirmed the values are 'how much it would cost of replace now'. It was approved.	FW
17	<b><u>Review of Insurance Cover</u></b> Full Council reviewed the insurance schedule, we are on a 3-year deal with Came and Company. The only addition to the schedule will be cover for a War Memorial as we are in the process of relocating the plaque from the Baptist Chapel to St Mary's Church. The clerk will obtain a value for the plaque and advise the insurance company to include it in our cover.	FW
18	<b><u>Review of Subscriptions</u></b> Full Council agreed the short list of annual subscriptions as accurate.	
19	<b><u>Review of Direct Debits</u></b> Full Council agreed the short list of regular direct debit payments as accurate.	
20	<b><u>Review of Complaints Procedure</u></b> Full Council reviewed the Complaints Procedure, made no changes, and approved it.	
21	<b><u>Review of FOI Requests</u></b> Full Council reviewed the FOI Policy, made no changes, and approved it.	
22	<b><u>Review of Press / Media Policy</u></b> Full Council reviewed the Press / Media Policy. It was agreed to add a section about our YouTube Channel and ML will be granted 'Manager' status on the Channel for continuity.	
23	<b><u>Meeting Dates</u></b> Full Council agreed that the dates previously published would still stand, however, they will be converted to online meetings in line with legislation during Covid-19. This will be reviewed when legislation is amended. The future meeting dates will be published on our website. The clerk's annual appraisal will be rescheduled and proposed dates will be circulated to the staffing committee.	FW
24	<b><u>Councillor Areas of Responsibility</u></b> The following Areas of Responsibility were agreed: Chair - Cllr. Andrew Sharp Vice Chair - Cllr. Tracey Murray Allotment Officer - Cllr. Stephen Meadows Churchyard & Recreation Ground Officer - Cllr. Brendan McGrath Common Land Officer - Cllr. Stephen Meadows Digital Officer - Cllr. Mike Lewis Footpaths Officer - Cllr. Brendan McGrath Pond Officer - Cllr. Tracey Murray (support from Cllr. Andrew Sharp) Traffic Officer - Cllr. Mike Lewis Village Design Statement - Cllr. Brendon McGrath  We will re-advertise the position of Flood Warden as a priority.	

	We will ask a member of the Emergency Response Team if they will consider to be our representative at the PPG Meetings at the Downland Practice.	
25	<p><b>Clerks Report</b></p> <ul style="list-style-type: none"> <li>• Finance reports for April and May were discussed and it was agreed to use the CIL money received from the Baptist Chapel to help with the Pond maintenance.</li> <li>• Full Council agreed for the Clerk to begin her CiLCA training and to pay for the cost of the course (£390 + VAT), plus the registration fee with the SLCC (£350 VAT exempt). The course will begin on 22<sup>nd</sup> June and will run into 2021 for completion before the end of 12 months since registration.</li> <li>• It was agreed to contact Triangle Waste Management to discuss the emptying of the litter bins on the Recreation Ground and the Millennium Green. The clerk will obtain quotes. We will also look at providing different bins that allow for separation of recyclable items.</li> <li>• Full Council agreed to support the removal of the War Memorial plaque in the Baptist Chapel and replace it within St Mary's Church. They quote from Mossfords (a specialist company dealing with war memorial restoration) was agreed (£665 for removal and storage). The clerk will work with the Church to arrange the faculty for its placement in the Church.</li> </ul>	FW  FW
26	<p><b>Matters for Future Consideration</b></p> <ul style="list-style-type: none"> <li>• We continue to carry 1 x Co-opted Vacancy on the Council. We will advertise this post and hope to appoint at the next meeting.</li> <li>• Ilsley Farm Barns: concern that it is being labelled as an 'industrial estate' in material circulated by villagers. The Parish Council have completed their part in the process by objecting to the development via the Parish Observation Sheet. This is now out of our hands.</li> </ul>	
27	<p><b>Further Questions or Comments from the Public</b></p> <ul style="list-style-type: none"> <li>• Ilsley Farm Barns was raised again, a question was asked if the Parish Council had met on site with the residents of Sunrise Hill. It was additionally asked whether we met with Dyson on site as well. It was clarified that no, the Parish Council have not met, on site, with Sunrise Hill residents, it was also clarified that the Parish Council have not met Dyson on site at Sunrise Hill. The Parish Council have had one meeting with Beeswax Dyson, at the Mayfield Farm site in Compton to look at what they had done there. All other meetings where this has been discussed were Public, Open Meetings of the Parish Council and the minutes are available online.</li> <li>• It was also stated, again, that at the Planning Meeting on 14<sup>th</sup> May the Parish Council voted to object to the development and this has been submitted to West Berkshire Council Planning Team.</li> </ul>	

The Meeting closed at 21:18pm and the chair thanked everyone for their attendance and contributions.

Date of Next Meeting: Tuesday 14<sup>th</sup> July 2020 at 7.30pm via Zoom.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Initial:.....