

West Ilsley Parish Council

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Minutes of the Full Council meeting held online on Monday 17th May 2021.
Commencing at 7:00pm.

Members Present: Alan Beaumont (AB), Chairman
Alan Bloor (APB)
Alan Muir (AMM)
Graham Woods (GW)
Clive Hooker (CH) from 8:12pm

Members Absent: Justin Gilbert (JG)

Officers Present: Sarah Marshman, Clerk/RFO

In Attendance: Carolyne Culver, District Councillor
10 members of the public.

Minutes

On 27th April 2021, the Council resolved that instead of returning to face-to-face meetings, a Temporary Scheme of Delegation would be put in place in order to allow the Clerk to enable decisions to be taken under the direction of Councillors until face-to-face meetings recommence. This meeting is therefore not a formal meeting, but an advisory Full Council meeting. All recommendations made at this meeting will be enacted by the Clerk where appropriate and ratified at the next face-to-face Full Council Meeting.

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| 21/22-004 | To receive, and consider for acceptance, apologies for absence from Members of the Council
Apologies were received from Justin Gilbert. |
| 21/22-005 | To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation
No declarations of interests or requests for dispensation were received. |
| 21/22-006 | To receive:
Questions or comments from members of the public regarding items on the agenda
Representations from any member who has declared a personal interest |

Under Standing Order 1a, the Chairman combined this item with Minute 21/22-033.

21/22-007 To approve the minutes of the Parish Council Meeting held on 27th April 2021

Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Chairman signed the minutes.

21/22-008 To approve the minutes of the Parish Council Meeting held on 6th May 2021

Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Chairman signed the minutes.

21/22-009 To discuss any matters arising from the previous meetings

AB is still to discuss a village survey with the WIN editor.

Action AB

21/22-010 To receive a report from the District Councillor

West Berkshire Council is currently running consultations on Public Rights of Way and Lifelong Learning.

21/22-011 To consider the Council's response to the following planning applications and to receive an update on planning decisions

No new planning applications or notifications of decisions had been received since the previous meeting.

21/22-012 To receive the Finance Report and consider approving payments

Resolved: To approve the payments listed on the Finance Report in Appendix 1.

21/22-013 To consider the appointment of any new committees in accordance with standing order 4

Resolved: To not appoint any committees.

21/22-014 To review delegation arrangements for staff and other local authorities

This was deferred to the next meeting.

21/22-015 To review the inventory of land and assets including buildings and office equipment

The ownership of the netball equipment was queried. The Clerk was requested to contact the netball club to confirm ownership.

Resolved: The inventory is correct other than establishing the ownership of the netball equipment.

Action Clerk

21/22-016 Policies:

To review the following policies:

Standing Orders

Financial Regulations

Complaints Procedure

Freedom of Information

Publication Scheme

To consider adopting the following policies:

Press and Media Policy

Resolved: To continue with the policies listed and to adopt the Press and Media Policy.

21/22-017 To review the council's and/or staff subscriptions to other bodies

Resolved: To continue to subscribe to the Society of Local Council Clerks (SLCC) and Berkshire Association of Local Councils (BALC).

21/22-018 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

Resolved: To use the following schedule:

Date of Meeting	Type of Meeting
12 th July 2021	Full Council
13 th September 2021	Full Council
8 th November 2021	Full Council
17 th January 2022	Full Council
14 th March 2022	Full Council
16 th May 2022	Annual Meeting of the Parish Council
16 th May 2022	Annual Parish Meeting

21/22-019 To consider Parish Council responsibilities and representation on outside bodies including arrangements for reporting back

Resolved: To assign the following responsibilities:

Flooding: Clive Hooker

Internal Controller: Alan Muir

Speeding: Justin Gilbert

Village Hall: Alan Bloor

21/22-020 To consider the risk assessment for 2021/22

Resolved: To adopt the Risk Register 2021/22

21/22-021 To review the insurance policy and consider quotes for insurance for 2021/22

Resolved: To accept a quote from BHIB for a three year agreement.

The Clerk will inquire as to whether a 'no claims' discount is available as mentioned within the policy documents.

Action Clerk

21/22-022 To consider creating earmarked reserves and adopting a Reserves Policy

This was deferred to the next meeting.

21/22-023 To consider adopting a Larger Grants Application Policy

This was deferred to the next meeting.

21/22-024 To consider a funding request from the Village Hall

This was deferred to the next meeting.

Councillor Bloor left the meeting at 7:50pm.

21/22-025	To consider quotes for the removal of the playhouse and addition of woodchip in the play area Resolved: To advertise the playhouse through WIN for free but in need of repair. GW will advertise the playhouse and rake the woodchip.	Action GW
21/22-026	To discuss funding of the West Ilsley News (WIN) WIN advertising fees were paid to the PC and used to cover website costs. The Clerk will review the accounts to ascertain how much funding is still held.	Action Clerk
21/22-027	To consider making or supporting an application for funding through the Member's Bid process Resolved: To support the application made by the Village Hall.	
21/22-028	To receive correspondence received since last meeting – for information only A report was received regarding the erection of a 'no parking' sign by the layby at Morlands Close. The Clerk was requested to contact the adjacent residents to request removal of the sign.	Action Clerk
21/22-029	Community matters West Ilsley Trust – The Clerk is working through the paperwork related to this.	
21/22-030	Environment and upkeep The Clerk was requested to write to some properties with overhanging growth to request it be cut back.	Action Clerk
21/22-031	Safety and services Speeding – the report from West Berkshire Council is imminent. Flooding – CH met with the SUDS engineer from West Berkshire Council. The sumps on Bury Lane are clear and the drains will be dredged and cleaned out. The work on the pond is expected to take place in September. Councillor Bloor rejoined the meeting 8:08pm.	
21/22-032	To discuss matters for future consideration or for information There were no matters discussed.	
21/22-033	To receive questions and comments from members of the public Thanks were given to CH and the District Councillor for their work on flooding. A request was received for the gaps in the soakaway on Bury Lane to be reduced. CH will speak to the SUDS engineer.	Action CH

Date of next Meeting: Monday 12th July 2021 at 7.30pm

Signed: _____ Dated: _____