

West Ilsley Parish Council

Correspondence Address: Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP

Meeting address: West Ilsley Village Hall, Main Street, West Ilsley, RG20 7AJ

Clerk@WestIlsley.org

To: All Members of West Ilsley Parish Council

All Councillors are hereby summoned to attend the following meeting.

Please inform the Clerk if you are unable to attend.

Notice of Meeting

MEETING: Full Council

DATE & TIME: Monday 13th March 2023 at 7:30pm

PLACE: West Ilsley Village Hall, Main Street, West Ilsley, RG20 7AJ

S. Marshman

Dr. S. Marshman, PSLCC, Clerk to the Council

7th March 2023

Agenda

1. To receive, and consider for acceptance, apologies for absence from Members of the Council
2. To receive any declarations of [Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests](#) and to consider any Requests for Dispensation from Members declaring a [Disclosable Pecuniary Interest](#)
N.B. Councillors should confirm the category of interest that is being declared.
3. To receive:
 - 3.1 Questions or comments from members of the public regarding items on the agenda¹
 - 3.2 Representations from any member who has declared an [Other Registerable Interest or Non-Registerable Interest](#)
4. To approve the [Minutes of the Parish Council Meeting held on 16th January 2023](#)
5. To discuss any matters arising from the Minutes of the previous meeting
6. To receive a report from the District Councillor
7. To consider co-opting to fill one vacancy
8. To receive an [update on planning application responses and decisions](#)

¹ Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in this agenda. The designated time will be 12 minutes, with no longer than 3 minutes per person. This time may be extended at the discretion of the Chairman. A question shall not require a response at the meeting nor start a debate. The Chairman of the meeting may direct that a written or oral response be given after the meeting. (Standing Orders 3e-h) Comments or questions not related to an item on this agenda should be notified to the Clerk for consideration by Council for possible inclusion on a future agenda.

9. To consider appointing a new Internal Controller
10. Finance:
 - 10.1 To consider approving the payments listed on the [Finance Report](#)
 - 10.2 To note the most recent [bank reconciliation](#)
 - 10.3 To receive any reports from the Internal Controller
 - 10.4 To receive the most recent [Quarterly Budget Report](#) *(where applicable)*
11. To receive an update on the Village Hall
12. To consider whether a Parish Plan or Neighbourhood Plan is required for West Ilsley
13. To discuss village communications
14. To consider opening a business savings account
15. To discuss the play area inspections
16. To review the Reserves Policy
17. To review ownership of the salt bins on Bury Lane
18. To discuss matters for future consideration or for information

Date of next Meeting:

Full Council: Monday 15th May 2023 in the Village Hall

Supporting Documents

Agenda Item 2: Declarations of Interests

DPI = Disclosable Pecuniary Interest

ORI = Other Registerable Interest

NRI = Non-Registerable Interest

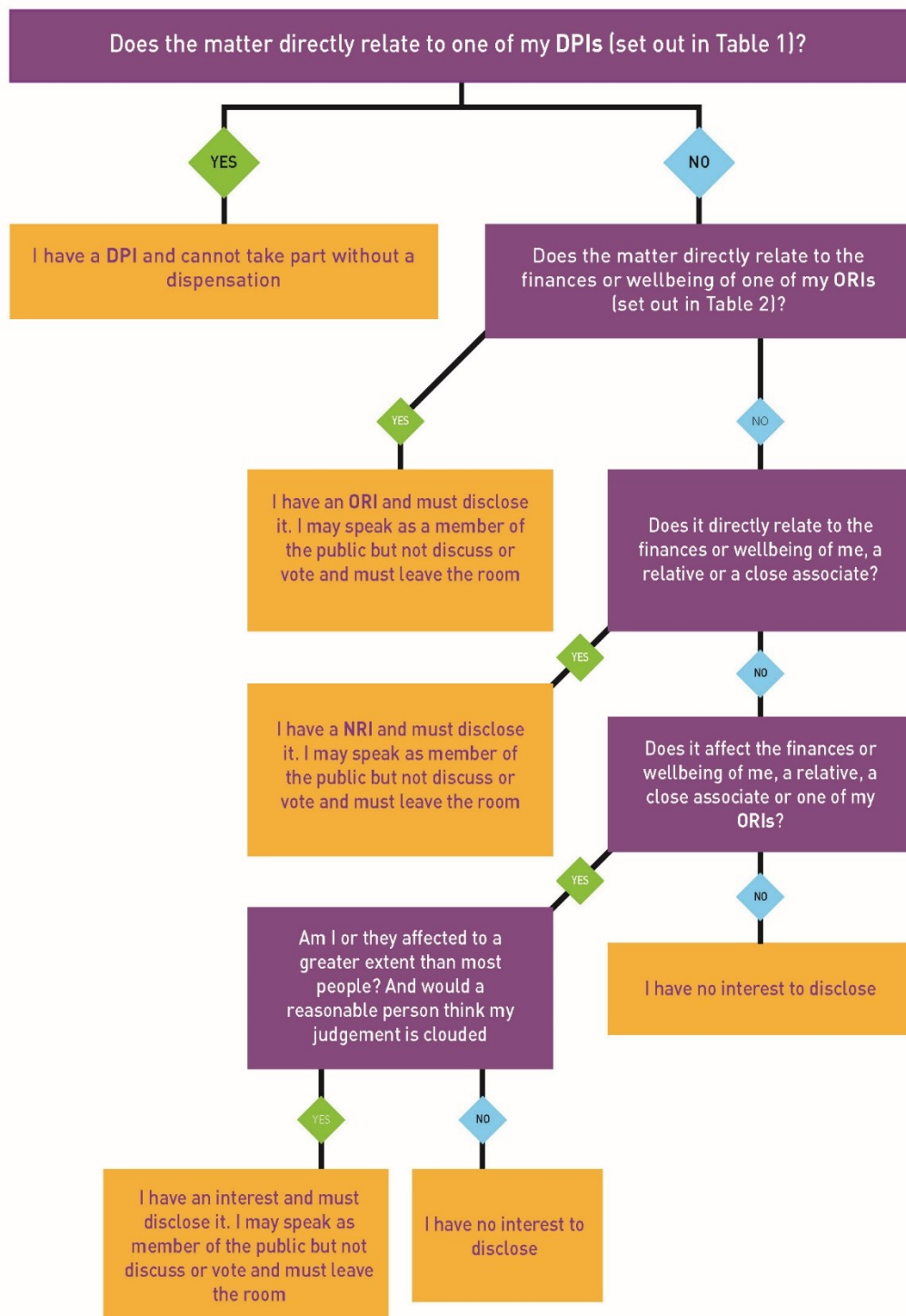


Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and* property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the

	councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interest

You must register as an Other Registerable Interest:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Agenda item 8: To receive an update on planning application responses and decisions

West Ilsley Parish Council has responded to the following planning applications using delegated powers since the previous meeting:

Application Reference	Location	Proposed Work	Parish Council Response
23/00129/HOUSE	4 The Maltings, West Ilsley, RG20 7AX	Rooflights added to loftspace, solar panels added to roof	No objections

West Berkshire District Council has confirmed the following decisions since the previous meeting:

Application Reference	Location	Proposed Work	Decision
22/02571/FULMAJ	Folly Farm, Bury Lane, West Ilsley, Newbury RG20 7AZ	Proposed steel portal framed building to be used as an on-floor grain store with hardstanding perimeter and 4 no. gas tanks.	Approved

Agenda Item 10: Finance

Finance Report

Status at last bank reconciliation 28th February 2023	£39,803.83
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Income	Amount
None	£0.00
Total	£0.00

Payments to be approved

Payment Date	Payee	Payment Detail	Amount
18-Jan-23	West Ilsley Cricket Club	Room hire	£10.00
18-Jan-23	SLCC	Membership 23/24	£33.24
18-Jan-23	SLCC Enterprises	Practitioners' Conference	£52.50
18-Jan-23	Staff Costs	Staff Costs Jan	£333.50
15-Feb-23	West Berkshire Council	Donation to Library Service - Minute 22/23-089	£130.00
23-Feb-23	Staff Costs	Staff Costs Feb	£339.95
23-Mar-23	Staff Costs	Staff Costs Mar	£473.89
Total			£1,373.08

Bank Reconciliation – February

West Ilsley Parish Council - Bank Reconciliation Feb-23

Lloyds Current

Opening Cash Account Balance - 1st February 2023	£40,273.78
Add: Receipts in the month	£0.00
Less: Payments in the month	(£469.95)
Closing Cash Account Balance - 28th February 2023	£39,803.83
 Closing Balance of Bank Account - 28th February 2023	 £39,803.83
Add: Receipts not banked	£0.00
Less: Payments not Completed	£0.00
Net Balances as at 28th February 2023	£39,803.83

List of Receipts not Banked as at 28th February 2023

Item	Amount
Total	£0.00

List of Payments not Completed as at 28th February 2023

Item	Amount
Total	£0.00

Agenda Item 16: To review the Reserves Policy – *to include a review of the values of the Earmarked Reserves in section 5*

Please review the current [Reserves Policy](#).

From the policy:

“5.3 The figure for general reserves at the end of the 2020/21 financial year is £3,129. The Council agreed to the following levels of earmarked reserves:

- *£20,000 Village Hall*
- *£5,000 Play area*
- *£5,000 War Memorial*
- *£5,000 Gazebo*
- *Total earmarked reserves for funds held at the end of the 2021/22 financial year £35,000.”*

Based on the February bank reconciliation and the finance report to be agreed upon during this meeting, the expected year-end bank balance is £39,329.94.

The current forecast for the Earmarked Reserves at the end of 2022/23 is:

Fund	Amount	Notes
Village Hall	£20,000	
Play Area	£5,700	Adding the remaining £700 unspent on maintenance as per the 22/23 budget
War Memorial	£4,737	Deducted £263 for repairs made in 22/23
Gazebo	£5,000	
Pond	£1,000	Adding the £1,000 included in the 22/23 budget to build up the EMR
Total	£36,437	

Based on the bank balance at the end of February, this would leave a **General Reserves** amount of **£2,892.94**.

From the JPAG Practitioners' Guide 2022: "5.33. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. 5.34. The reason for the wide range is to cater for the large variation in activity level between individual authorities. **The smaller the authority, the closer the figure may be to 12 months expenditure**, the larger the authority, the nearer to 3 months. "

The council should be holding a General Reserve of between £2,675 and £10,700, with this figure ideally sitting closer to £10,700 according to the guidelines in the JPAG Practitioners' Guide 2022. As the amount held in General Reserves is very close to the minimum amount the council should be holding, and is significantly under the recommended 12 months expenditure value, the council should review the Earmarked Reserves and determine whether some of these funds can be transferred to the General Reserves.