

# West Ilsley Parish Council

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## ANNUAL MEETING OF THE PARISH COUNCIL

Minutes of the Full Council meeting held in West Ilsley Village Hall on Monday 15<sup>th</sup> May 2023.  
Commencing at 7:00 pm.

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**Members Present:** Councillor Graham Woods (GW) – Chair  
Councillor Alan Muir (AMM) – Deputy Chair  
Councillor Alan Bloor (APB)  
Councillor Clive Hooker (CH)  
Councillor Tim Pearey (TP)

**Members Absent:** None

**Officers Present:** Sarah Marshman, Clerk/RFO

**In Attendance:** Carolyn Culver, District Councillor  
4 Members of the Public

## Minutes

The outgoing Chairman, Alan Beaumont, chaired Minute 23/001.

**23/001 To consider the election of Chair of the Council for 2023/24 and for the elected Chair to sign the declaration of acceptance of office**

Resolved: To elect Graham Woods as Chair of the Council for 2023/24. The Chair signed the declaration of acceptance of office.

The Council thanked Alan Beaumont for his 10 years of service to the council.

**23/002 To consider the election of Deputy Chair of the Council for 2023/24 and for the elected Deputy Chair to sign the declaration of acceptance of office**

Resolved: To elect Alan Muir as Deputy Chair of the Council for 2023/24. The Deputy Chair signed the declaration of acceptance of office.

**23/003 To receive, and consider for acceptance, apologies for absence from Members of the Council**

All members were present so there were no apologies.

**23/004 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**

There were no declarations of interest or requests for dispensation.

23/005	<p><b>To receive:</b></p> <p><b>Questions or comments from members of the public regarding items on the agenda</b></p> <p><b>Representations from any member who has declared an Other Registerable Interest or Non-Registerable Interest</b></p> <p>There were no questions, comments or representations.</p>	
23/006	<p><b>To approve the minutes of the Parish Council Meeting held on 13<sup>th</sup> March 2023</b></p> <p>Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Chair signed the minutes.</p>	
23/007	<p><b>To discuss any matters arising from the Minutes of the previous meeting</b></p> <p>The closure of the WIPC Trust is still pending.</p> <p>GW will take over the discussion with the WIN editors regarding village communications.</p>	<p>Action AB</p> <p>Action GW</p>
23/008	<p><b>To receive a report from the District Councillor</b></p> <p>Carolyn Culver has been re-elected. The first meeting of the council will be on 25<sup>th</sup> May.</p>	
23/009	<p><b>To consider co-opting to fill one vacancy</b></p> <p>This was deferred to the next meeting.</p> <p>The Clerk was requested to seek advice from the Monitoring Officer with regards to declarable interests for a potential applicant.</p>	<p>Action Clerk</p>
23/010	<p><b>To receive an update on planning application responses and decisions</b></p> <p>The following applications were reviewed together:</p> <ul style="list-style-type: none"> <li>23/00823/HOUSE Downs House, Main Street, West Ilsley, RG20 7AA - New two storey rear extension with a single storey side extension and associated internal and external alterations, to improve the layout of a Grade II listed building at Downs House, West Ilsley.</li> <li>23/00824/LBC Downs House, Main Street, West Ilsley, RG20 7AA - New two storey rear extension with a single storey side extension and associated internal and external alterations, to improve the layout of a Grade II listed building at Downs House, West Ilsley.</li> </ul> <p>Resolved: To submit a response of no objections.</p> <p>The council has responded to the following planning applications since the last meeting:</p> <ul style="list-style-type: none"> <li>23/00630/FUL Barnside, Main Street, West Ilsley, RG20 7AJ - Section 73A Application for removal of Condition 3 following Grant of Planning Permission 131164 - Erection of new detached agricultural workers dwelling to be used in conjunction with manor farm. No objections.</li> <li>23/00453/HOUSE Lane End Cottage, 8 Main Street, West Ilsley, RG20 7AR - Add rooftop solar panels totalling 4.14kW capacity, and matching battery storage system for 13kW at rear of the property. No objections.</li> <li>23/00771/ADV Harrow Inn, Main Street, West Ilsley, RG20 7AR - Erection of illuminated and non-illuminated signs to the exterior of the building. Sign A - one x new aluminium bullnose pictorial sign with new gibbet and boot to</li> </ul>	<p>Action Clerk</p>

existing post, new linolites to illuminate, Sign B - one x new set of sign written amenity text directly to wall, Sign C - one x new set of individual perspex letters, with powder coated (to match building) trough light to illuminate and Sign D - one x new small portland lantern above entrance. No objections.

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

- 23/00560/COND Folly Farm, Bury Lane, West Ilsley - Application for Approval of Details Reserved by Condition 5 (written scheme of investigation) of planning permission 22/02571/FULMAJ - Proposed steel portal framed building to be used as an on-floor grain store with hardstanding perimeter and 4 no. gas tanks. Approved
- 22/03005/LBC Rowles Farm, Main Street, West Ilsley - Replacement windows. Withdrawn.
- 23/00129/HOUSE 4 The Maltings, West Ilsley, RG20 7AX - Rooflights added to loftspace, solar panels added to roof. Approved

**23/011 Finance:**

**To consider approving the payments listed on the Finance Report**

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

**To note the most recent bank reconciliation**

The bank reconciliations to 31<sup>st</sup> March and 30<sup>th</sup> April were noted as shown in the Finance Report in Appendix 1.

**To receive any reports from the Internal Controller**

The Internal Controller has reviewed the accounts to the end of April.

**To receive the most recent Quarterly Budget Report**

The quarterly budget report to 31<sup>st</sup> March 2023 was reviewed.

**23/012 To resolve from 15th May 2023, until the next relevant Annual Meeting of the Council in May 2027, that the Council is eligible to use and adopt the General Power of Competence (Localism Act 2011 sections 1-8) as the number of members elected at the 2019 ordinary elections is equal to or greater than two thirds of the total number of seats on the Council and that the Council has a qualified Clerk, as defined in section 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (Statutory Instrument 2012 No. 965)**

Resolved: To adopt the General Power of Competence until the next relevant Annual Meeting of the Council in May 2027 as the council has met the relevant criteria.

**23/013 To consider the appointment of any new committees in accordance with standing order 4**

Resolved: No new committees are required.

**23/014 To review the Staffing Committee Terms of Reference**

Resolved: To continue with the current Staffing Committee Terms of Reference.

- 23/015 To consider appointing councillors to the Staffing Committee and the Disciplinary/Grievance Committee**  
 Resolved: To appoint the councillors as follows:  
 Staffing Committee – Councillors Graham Woods, Clive Hooker and Tim Pearey.  
 Disciplinary Committee – Alan Muir, Alan Bloor and any councillor co-opted to fill the current vacancy.
- 23/016 To review the Scheme of Delegation for staff, committees and other local authorities**  
 Resolved: To continue with the current Scheme of Delegation.
- 23/017 To review the inventory of land and assets including buildings and office equipment**  
 Resolved: The inventory of land and assets is correct.
- 23/018 To review the following policies:**  
**Standing Orders**  
**Financial Regulations**  
**Complaints Procedure**  
**Freedom of Information**  
**Publication Scheme**  
**Press and Media Policy**  
**Code of Conduct**  
**Internal Controls Policy and Procedure**  
 Resolved: To continue with the above-listed policies.
- 23/019 To review the council's and/or staff subscriptions to other bodies**  
 Resolved: To continue subscriptions to the Berkshire Association of Local Councils (BALC) and the Society of Local Council Clerks (SLCC).
- 23/020 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: For meetings to be held in West Ilsley Village Hall on the following dates:

Date	Time	Meeting
Tuesday 5 <sup>th</sup> September 2023	7:30 pm	Full Council
Tuesday 14 <sup>th</sup> November 2023	7:30 pm	Full Council
Tuesday 20 <sup>th</sup> February 2024	7:30 pm	Full Council
Tuesday 14 <sup>th</sup> May 2024	7:00 pm	Annual Meeting of the Parish Council
Tuesday 14 <sup>th</sup> May 2024	8:15 pm	Annual Parish Meeting

- 23/021 To consider Parish Council responsibilities and representation on outside bodies including arrangements for reporting back**  
 Resolved: To appoint the following responsibilities and representation on outside bodies:  
 Flooding – Clive Hooker  
 Internal Controller – Tim Pearey  
 Speeding - Graham Woods  
 Village Hall – Alan Muir  
 Cricket Club – Alan Bloor

<b>23/022</b>	<b>To consider the Risk Assessment for 2023/24</b> Resolved: The risk assessment for 2023/24 was adopted.	
<b>23/023</b>	<b>To review the insurance policy</b> The insurance policy was reviewed, and the council was in agreement with the coverage.	
<b>23/024</b>	<b>To review the feedback from our internal auditors on the 2022/23 audit and consider any actions required</b> Resolved: There were no recommendations from the internal auditors, therefore no action is required.	
<b>23/025</b>	<b>Certificate of Exemption 2022/23: To consider completing the Certificate of Exemption for expenditure under £25,000 and ensure it is signed and dated by the Responsible Finance Officer and the person presiding at the meeting</b> Resolved: To complete the Certificate of Exemption. The Certificate was signed by the Responsible Finance Officer (the Clerk) and the Chairman.	
<b>23/026</b>	<b>Annual Governance Review 2022/23: To consider, approve, and sign and date the Annual Governance Statement (Annual Governance and Accountability Return)</b> Resolved: The Council had met its obligation in the Annual Governance Statement. The Annual Governance Statement was approved and was then signed by the Chairman and the Clerk.	
<b>23/027</b>	<b>Accounting Statements 2022/23: To consider, approve, and sign and date the Accounting Statements (Annual Governance and Accountability Return)</b> Resolved: To approve the Accounting Statements. The Accounting Statements were signed by the Chairman.	
<b>23/028</b>	<b>To appoint an internal auditor and agree the scope of audit for the 2023/24 audit</b> Resolved: To appoint Heelis and Lodge and agree the scope of audit.	Action Clerk
<b>23/029</b>	<b>To receive an update on the Village Hall</b> The replacement windows will be installed soon.	
<b>23/030</b>	<b>To review the West Ilsley archive documents and agree what actions to take</b> The Council would like to thank those involved in reviewing and collating the documentation. The Clerk was requested to send a letter of thanks to them.  The Clerk was requested to contact the Berkshire Records Office to establish what documentation it would be willing to archive, and then deposit everything it is willing to take.	Action Clerk  Action Clerk
<b>23/031</b>	<b>To discuss matters for future consideration or for information</b> There were no matters for future consideration or information.  There being no further business, the meeting was closed at 7:53 pm.	

Dates of forthcoming meetings:

Full Council: Tuesday 5<sup>th</sup> September, Tuesday 14<sup>th</sup> November, Tuesday 20<sup>th</sup> February, Tuesday 14<sup>th</sup> May (Annual Meeting of the Parish Council and the Annual Parish Meeting)

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

## Appendix 1: Finance Report

### Status at last bank reconciliation 30th April 2023

Account	Amount
Lloyds Current	£11,864.60
Lloyds Savings	£30,008.63
<b>Total</b>	<b>£41,873.23</b>

Income	Amount
Interest	£8.63
VAT refund	£2,922.53
Precept	£5,350.00
<b>Total</b>	<b>£8,281.16</b>

### Payments to be approved

Payment Date	Payee	Payment Detail	Amount
25-Apr-23	Staff Costs	Staff Costs Apr	£334.88
15-May-23	A Councillor	Reimburse website domain renewal	£10.00
15-May-23	Heelis & Lodge	Internal audit 22/23	£170.00
15-May-23	BHIB	Insurance 23/24	£498.20
23-May-23	Staff Costs	Staff Costs May	£336.68
<b>Total</b>			<b>£1,349.76</b>

### Transfers

Payment Date	From Account	To Account	Amount
28-Mar-23	Lloyds Current	Lloyds Savings	£30,000.00
09-May-23	Lloyds Current	Lloyds Savings	£6,000.00
<b>Total</b>			<b>£36,000.00</b>