

**East Ilsley Parish Council**

**Minutes of the Meeting of the Parish Council**

**held on**

**Tuesday 25th June 2024, at 7.30pm in the School Hall**

**Members Present:** Cllrs. Mike Pembroke (Chair), Mark Browne, Ima Von Wenden and Dominic Robertson.

Cllr Meadows arrived during item 29/24.

**In Attendance:** Mrs Linda Morrison MA CiLCA Clerk & RFO) and five members of the public including a

representative from Manor Oak Homes.

**28/24 To receive, and consider for acceptance, apologies for absence from Members of the**

**Council received by the Proper Officer.** The Chair advised the Meeting that Cllr Meadows was

running late. WBC Cllr Culver had also sent her apologies.

**29/24 To receive any declarations of disclosable pecuniary interests or non-registerable interests.**

**by members or the Clerk and to consider any requests for dispensation.** Cllr Robertson declared that he knew the parties involved in both planning applications.

**30/24 To receive:**
**a. Questions or comments from members of the public regarding items on the agenda.**

Member of public complaining about Manor Oak Homes presentation before last meeting and hoped that Council would not give into threats. Chair confirmed that the Council would not respond to blackmail. She supports parking on the Church Green. Representative from Manor Oak Homes apologised. Member of the Public said he had not been able to access the Agenda.

Cllr Meadows arrived.

He stated that because Cllr Wenden’s home overlooked the Manor Oak Homes development site, she had a pecuniary interest so could not be involved in any discussions on the matter and should leave the room during discussions. The Clerk was asked to advise.

1. Since Council benefits from the development with the provision of a Meeting Room, the Council should have been declaring an interest.
2. It is not the role of a Councillor to police other Councillors. Each Councillor governs their own behaviour. If a Councillor or a Member of the Public feels that a Councillor has breached the Code of Conduct then they should complain to the Monitoring Officer who can investigate the matter.

Cllr Browne raised that it was Business Interests that were declarable and the Clerk responded that it was not just business interests but any interest that could affect their decisions as per the form that they had each signed. Complete Transparency is required. Cllr Browne then suggested that all the Councillors had an interest because they lived in the village. The Clerk agreed,

This is not an agenda item question has been asked and answered and meeting should move on.

**b. Representations from any member who has declared a personal interest.**

Council expressing an interest in the Manor Oak Homes development.

Cllr Meadows insisted that his complaint against Cllr Wenden be recorded and the Clerk make a complaint to the Monitoring Officer on his behalf because she is employed by Councillors. Clerk refused and asked that Cllr Meadows put his complaint in writing and she would forward it to the Monitoring Officer, on his behalf. **Action Point**

**31/24 To consider and approve the minutes of the annual meeting of the Parish Council of the 24th**

 **of May 2024**. Agreed by Council and initialled and signed by the Chair of the meeting.

**32/24 To receive a report from Cllr. Carolyne Culver, West Berkshire Council.** Cllr Culver had sent

her apologies and had not had time to provide a report.

**33/24 Annual Governance & Accountability Return (AGAR) 2023 / 2024**
 a. To consider the findings of the Internal Audit Report from Heelis & Lodge.

Council considered the Report and recorded the appreciation of the Auditor for the work of the Clerk. Clerk highlighted that she had not raised with the Auditor the problems with bank signatories. A form had been completed adding Cllr Robertson as a signatory which she asked Cllrs Browne and Meadows to sign. This will give three people who can sign and four who can authorise on line which will remove the pressure on the two councillors who have been doing all the work for over six months.
b. To approve the Annual Governance Statement by resolution. Approved by Council and Signed by the Chair of the meeting.
c. To consider the Accounting Statement and Receipts and Payments Summary. Accounting Statement approved by Council and Signed by the Chair of the meeting.

Cllr Meadows asked about the money he has to spend and asked how he could access it. Clerk explained that any spend had to be agreed by Council not by individual councillors. He should email Clerk with details of what he wants she would then get quotes to bring to Council. **Action Point**

Councillors are responsible that any money spent is within budget. Rural Payments are in the name of a John Clarke and the Clerk is having difficulties getting this changed. **Action Point**
d. To approve the Accounting Statements by resolution and the provision of the exercise of public rights. Approved by Council

**34/24 To consider and agree receipts and payments against budget and payment of invoices.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Payee | Description | Method of Payment | Total Amount including VAT £ | BudgetCode | Budget Total£ |  BudgetBalance£ |
| **Paid - expenditure previously approved at Council Meeting or urgent /regular payments** |
| [1](1.%20HMRC%20Screenshot%202024-06-11%20100020.png) | HMRC | SDDS | DD | 370.40 | 4000 | 8000.00 | 6147.60 |
| [2.](2.%20Google%20Cloud%204989617363.pdf) | Google Cloud | Storage | DD | 6.00 | 4064 | 600.00 | 578.96 |
| 3. | Lloyds Bank | MultiPay Card | DD | 3.00 | 4070 | 108.00 | 99.00 |
| [4.](4.%20Microsoft%20365%20renewal.rtf) | Microsoft 365 | Annual Renewal | DD | 79.99 | 4064 | 600.00 | 498.97 |
| For Approval |
|  | LMA | Salary June | SO | 494.00 | 4000 | 8000.00 | 6518.00 |
| [7.](7.%20Internal%20Audit%20Invoice.pdf) | Heelis & Lodge | Internal Audit | BT | 220.00 | 4065 | 600.00 | 380.00 |
| [8.](8.%20fuel%20invoice%20for%20pumps.pdf) | Cllr Robertson  | Re-imburse Fuel for Generators | BT | 29.18 | 326 EMR | 429.11 | 399.93 |
| [9.](9%20Generator%20Servicings%20invoice.pdf) | Cllr Robertson  | Re-imburse Generator Services | BT | 209.09 | 326 EMR | 429.11 | 190.84 |
| [10.](10.%20Defib%2019794%20INVOICE.pdf) | Community Heartbeat | Defib Annual Support | BT | 151.20 | 4226 | 135.00 | -16.20 |
| [11.](11.%20SIM%20Card.rtf) | LMA | SIM Card Re-imbursement | BT | 4.50 | 4005 | 780.00 | 52.60 |
|  |  | All attached invoices have been checked as correct by the Clerk.  |  |  |  |  |  |
| Receipts |
|  |  |  |  |  |  |  |
| Explanations |
| Only invoices in the name pf the Parish Council can reclaim VAT, Items 8&9 VAT cannot be reclaimed. |

The Clerk highlighted that VAT could only be reclaimed on invoices to the Council so all invoices should be sent to the Council not to individual councillors. The payment of all invoices were agreed. **Action Point**

**35/24 Planning**

1. Manor Homes - For Council to discuss the presentation by Manor Homes and the issues raised by Parishioners before the Annual Parish Council Meeting on the 24th of May and agree a response.

Cllr Meadows said it is responsible development with both houses and green space which everyone should support because an alternative development would have forty houses and Cllr Wenden should not be present for this debate because she has a pecuniary interest. Cllr Wenden responded that the development was not the only reason she stood for Council and she is concerned that fourteen extra houses will increase the traffic in the village and delay the emergency services and she objects to Cllr Meadows attacks on her. Cllr Robertson’s views on the development has changed and the very wet autumn, winter and spring had revealed the problems with the sewage system in the village which fourteen extra homes will add to. Cllr Meadows insisted the alternative was the land being sold on the open market and forty houses being built, which would cause even more problems. Cllr Robertson resumed and pointed out that planning consent had already been refused for fourteen houses, one of the issues being the flooding. Cllr Browne said Council has kept up to date with this development and succeeded in getting changes and Manor Oak Homes have worked to meet the needs of the village as identified in the Housing Needs Survey. Villagers have not supported the development because they fear the consequences if they do so, but they need the homes the development would provide. Expressed concern that unless there are more children in the village the school will be closed in ten years. He wants new families in affordable houses with children to send to the local school. Will Council reject any planning application that includes a toilet? Increased traffic due to children now being old enough to drive. Council needs to plan for the future. Cllr Robertson pointed out that East Ilsleys closeness to the A34 meant traffic because it is the access point to the A34 for other villages. Cllr Wenden pointed out that traffic was one of the reasons for WBC’s refusal of planning consent.

Proposal by Cllr Browne to send a supporting letter to WBC seconded by Cllr Meadows letter to follow letter sent previously supporting the development but with reservations about the issues of flooding. Cllr Wenden asked what Council are voting on since the application has been refused.

The Chair recognised the representative from Manor Oak Homes who agreed that the company needed to decide if it would appeal or submit another application. Cllr Robertson asked what Social Housing meant and Cllr Meadows said the Parish Council would decide who got the homes with Villagers having first choice before it is opened up to neighbouring villages, Manor Oak Homes representative agreed. Rural England will be the managing agents.

Chair recognised a member of the public who lived adjacent to the proposed development who said Council needed to see the re-submission before making a decision. He would be interested to see the minutes of the last meeting. The Clerk pointed out that the presentation by Manor Oak Homes and the questions posed were not part of the annual parish council meeting and were not minuted. Parish Council Minutes are not Hansard and record resolutions and actions, they are not a verbatim record. Need to see the re-submission before voting. Cllr Meadows again raised the issue that Cllr Wenden had a conflict of interest and should not vote and the Chair and the Vice Chair both pointed out that this was a matter he needed to raise with the Monitoring Officer.

Council supportive of working with Manor Oak homes in a re-submission. Four voted for the proposal. One against. Passed by a majority.

Members of the public left the meeting.

1. Council to note the decisions on the following planning applications.

23/02681/FULMAJ 24/00139/ADV

Decisions noted.

**36/24 Playground -** To consider and agree items that require repair or replacement.

RoSPA report discussed. Fencing needs replacing where it has been knocked down by self-seeding trees. Cllr Robertson will check out bird nesting regulations. High priority only the BMX ramp. Proposal by Cllr Browne to wait until autumn to rip out the four benches and replace with the benches suggested by Cllr Wenden which also need installation costs. Also apply to National Lottery for funding. Fence the priority and the BMX ramp removal. Clerk to get quotes for benches and installation. May be able to combine removal of BMX ramp with fencing. **Action Point**

**37/24 Recreation Ground** – For Council to discuss and agree process for the use by other organisations

and insurance and risk assessment implications. Cllr Meadows felt this was unnecessary.Cllr Browne’s understanding that the school has always used the recreation ground and he will raise insurance and risk assessment issues with the Head Teacher to make sure the correct information is in place for insurance purposes. **Action Point**

**38/24 Fence Repairs** – to consider and agree quote for fence repairs obtained by Cllr Robertson and

 any invoice must be submitted to the Parish Council.

Proposal to accept quote for cheaper option from Ian Jeremy. Replacement of like for like. Agreed. **Action Point**

**39/24 Green Waste on Recreation Ground –** to note complaint by WBC Cllr Culver to Cllr Robertson

that green waste is being dumped on the recreation ground and agree a response. It was agreed

 that Cllr Robertson would have word with Ian Wilson. **Action Point**

**40/24 Trimming of Trees** – to consider the request for trees to be cut back and the quote from Mr

 Cairns on the understanding that work will be undertaken after the end of bird nesting season.

Council felt this was not a good use of public funds and rejected the request. Clerk to write letter of refusal. **Action Point**

**41/24 Parking on Church Green** - to consider request from the Church Warden then the wooden

barriers protecting the Church Green be removed and replaced by grass park paving to allow the

Church to use the Council ground for parking.

Clerk asked to write to the Church Warder asking for a more detailed proposal with plans and details and information on how they are to fund it and Council will give proposal further consideration. **Action Point**

**42/24 Co-option** – to consider application for co-option from Mr Ted Shaw. Cllr Pembroke proposed

 And Cllr Wenden seconded and co-option agreed. Cllr Shaw completed the register of Interests

 Form and both Cllrs Shaw and Meadows signed the declaration which was countersigned by the

 Clerk.

**43/24 Re-attachment of Bin – to consider and agree quote.**

Quote rejected. Cllr Robertson to see if this can be included in the fencing work already quoted. **Action Point**

**44/24 Flood Equipment** – to consider and agree what involvement Council should have in future

 maintenance. Council agreed to maintain it for another year then it will not fund this anymore.

 **Action Point**

**45/24 To consider Council purchasing their own maintenance equipment** with budget and insurance

 implications. Council rejected the idea.

**46/24 Speeding device shared with Compton Parish Council:** Verbal update from Cllrs Browne and

Robertson. Cllr Robertson reported that the SID is now positioned in Cow Lane facing towards Compton. It has been up for just over 3 weeks. A hard copy of the download from the SID was given to the Clerk for the Website. **Action Point**

**47/24 To receive the Clerk’s report.**

**Bank Accounts**

Despite requests to Councillors to provide the necessary information to include them as bank signatories and remove the previous councillors, the information has not been provided.

**Castle Water**

A parishioner has been in contact about a large water bill. He believed this was for the allotments and I was able to advise that the Parish Council pays for the water used on the allotments. He contacted a Parish Councillor about the problem last summer but got no response.

**Finance**

The majority of my time over the last few weeks has been spent on finance, both the end of year accounts, the AGAR and setting up Scribe as the accounts package.

**Council Post**

This is not being forwarded to me. E.g. Community Heartbeat sent their invoice in the post and received no response.

**48/24 To review any actions still to be completed not included in the agenda.**

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| **Actions**  |
|  | Description | Assigned to | Completed |
| 1 | Organise painting the Storage Container. | Cllrs Driscoll & Meadows | Deferred |
| 2 | Mow Millenium Green before Sheep Fair | Clerk | ✓ |
| 3 | Re-write Media Policy | Clerk |  |
| 4 | Re- visit Asset Register | Council |  |
| 5 | To recognise responsibility cannot be delegated to an individual councillor | Councillors |  |
| 6 | Pay grants agreed by Council | Clerk/Cllrs |  ✓ |

**48/24 For Council to note circulation of the updated Good Councillor’s Guide,** which includes,

information on the six month rule, the illegality of delegation to individual Councillors and the financial responsibilities of Councillors etc. All this information was included in the previous edition which was circulated both by Mrs Wood and Mrs Morrison Allsopp last year.

Noted.

**49/24 To consider and agree the purchase of village beehives** - the number, where they should be

 sited and who will be employed to care for them.

Defer to next meeting. **Action Point**

**50/24 Correspondence:** Previously circulated.

**51/24 To receive any further questions or comments from members of the public**. All had

 previously left.

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**52/24 Next Scheduled Meeting of the Parish Council** - 9th July 2024.

There being no other business the Meeting closed at 21.51.