



East Ilsley Parish Council

Minutes of the Annual Meeting of the Parish Council held on

Tuesday 28th May 2024 at 7.30pm at The Ilsleys Primary School

Presentation by William Main of Manor Oak Homes

Before the start of the Annual Meeting, William Main of Manor Oak Homes gave a presentation on the refusal of planning consent for the proposed development in Meadow Fields. Parishioners present raised their objections, focusing primarily on the recent flooding and how the proposed development would have exacerbated the situation.

The Annual Meeting of the Parish Council commenced at 8.15pm.

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

In Attendance: Mrs Linda Morrison MA CiLCA Clerk & RFO) and six members of the public.

01/24 To elect the Chair of East Ilsley Parish Council for the municipal year 2024/ 2025.

Cllr Mike Pembroke was proposed by Cllr Browne seconded by Cllr Robertson and in the absence of any other nominations Cllr Pembroke was duly elected.

02/24 Chair to complete the Acceptance of Office form.

Cllr Mike Pembroke completed and signed the Declaration of Acceptance of Office

03/24 To elect the Vice Chair of East Ilsley Parish Council for municipal year 2024/ 2025.

Cllr Mark Browne was proposed by Cllr Pembroke seconded by Cllr Robertson and in the absence of any other nominations Cllr Browne was duly elected.

04/24 To complete the Acceptance of Office form.

Cllr Mark Browne completed and signed the Declaration of Acceptance of Office

05/24 To receive apologies for absence.

Apologies from WBC Cllr Carolyne Culver.

06/24 To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation for items on the agenda.

Cllr Mark Browne declared an interest in the Sheep Fair and would not be speaking on or voting on the Sheep Fair Committee grant application.

07/24 To receive questions or comments from members of the public regarding items on the agenda and representations from any member who has declared a personal interest.

Member of the Public asked if the Millenium Green would be mowed before the Sheep Fair or if alternative arrangements are required. Clerk tasked to check with the contractor and make other arrangements if necessary. **Action Point**

Member of the Public asked about Parish Council having their own maintenance equipment. Agreed to discuss at a future meeting. **Action Point**

Member of the Public asked about dates of meetings. Scheduled meeting had to be postponed and this was not reflected on the web site. The Clerk apologised that this had not happened due to her illness,

but legally the agenda has to be published three clear days before a meeting so if the agenda is not available in that time scale then the meeting cannot take place.

Member of the Public asked about the six month rule. This is a legal requirement that any Councillor who does not attend a meeting in a six month period, they automatically lose their place on the Council.

Member of the Public asked about his application for an allotment and was asked to email the Clerk.

08/24 To approve the minutes of the previous meeting on 12th March 2024.

The minutes were agreed as a correct record and signed by the Chair of the meeting.

09/24 To review and confirm the Standing Orders for East Ilsley Parish Council

The Standing Orders were reviewed and agreed.

10/24 To review and confirm the Financial Regulations for East Ilsley Parish Council – no reported updates.

Financial Regulations reviewed and agreed.

11/24 To review and confirm the annual subscriptions. Paper 3

The Clerk explained SLCC was the Society of Local Council Clerks and her membership was split with the other council she represents. NALC is the National Association of Local Councils and BALC it's local group covering Berkshire and it provides advice to the Council and pro forma documents such as the Standing Orders and Financial Regulations.

The annual subscriptions reviewed and agreed.

12/24 To review the Direct Debits approved by the Council.

The Direct Debits were reviewed and agreed.

13/24 To review the Risk Assessment for the audit year 2024 to 2025.

After a discussion with members of the public the Risk Assessment was reviewed and agreed. The Clerk confirmed the Council has an Emergency Policy and the Playground is professionally assessed annually.

14/24 To review the insurance cover which is renewed on 4th October 2024.

The Insurance cover was reviewed and agreed.

15/24 To review the following policies: Paper 7

a. Complaints Policy

Reviewed and agreed.

b. Freedom of Information Policy

Reviewed and agreed.

c. Information & Data Protection Policy

Reviewed and agreed.

d. Media Policy

Cllrs to be clear that any Facebook posts etc, are by Cllrs as private individuals or as individual councillors making it clear that they are not representing the Council. Reviewed and agreed.

Clerk to rewrite to include telephone access and bring to a future meeting. **Action Point**

e. Employment Policies (Anti-Bullying / Grievance & Disciplinary / Equality Policies)

The Equality Policy does not only apply as an employment policy. Reviewed and agreed.

f. Temporary Scheme of Delegation Policy

Reviewed and agreed.

g. Grant Awarding Policy

Reviewed and agreed.

h. Pond Policy

Reviewed and agreed.

16/24 To review the Asset Register Paper 8

Matter of the benches raised. Need to check the RoSPA report. Cllr Robertson asked to check the inventory of the storage container against the asset register. Asset Register reviewed and agreed but needs to be revisited. **Action Point**

17/24 To confirm General Powers of Competence

Noted and confirmed.

18/24 To agree areas of responsibility for each member of the Council.

Councillors agreed to continue with their specific areas of interest, while acknowledging that responsibility cannot be delegated to an individual councillor. **Action Point**

19/24 To consider making a donation to The Local History Society to the value of £330.00 to cover their website fees.

Grant agreed. **Action Point**

20/24 Clerk's Report - Grant Application from East Ilsley Sheep Fair Committee

Grant of £670.00 agreed leaving no other funds in the grants budget. **Action Point**

21/24 Clerk's Report - Receipts & Payments for notification or approval at Council Meeting against Budget

	Payee	Description	Method of Payment	Total Amount including VAT £	Budget Code	Budget Total £	Budget Balance £
Paid - expenditure previously approved at Council Meeting or urgent /regular payments							
<u>1.</u>	Castle Water	Allotments water supply April	DD	28.10	4103	250.00	221.90
<u>2.</u>	Castle Water	Allotments water supply May	DD	26.47	4103	250.00	195.43
3.	Google Cloud	Storage	DD	5.04	4064	600.00	584.96
<u>4.</u>	Lloyds Bank	MultiPay Card	DD	3.00	4070	108.00	105.00
5.	Lloyds Bank	MultiPay Card	DD	3.00	4070	108.00	102.00
<u>6.</u>	Google Cloud	Storage April	DD	6.00	4064	600.00	588.96
For Approval							
	LMA	Salary April	SO	494.00	4000	8000.00	7506.00
	LMA	Salary May	SO	494.00	4000	8000.00	7012.00
7.	Triangle	Waste Management	BT	520.20	4115	1300.00	779.80
8.	Triangle	Waste Management	BT	522.00	4115	1300.00	257.80
9.	Scribe	Accounts Package	BT	714.00	4005	780.00	66.00
10.	Compton PC	Compilations	BT	69.00	4205	900.00	831.00
11.	East Ilsley Local History Society	Hosting Domain	BT	330.00	4305	1000.00	670
12.	LMA	SIM Card	BT	4.50	4005	780.00	61.50
13.	LMA	SIM Card	BT	4.50	4005	780.00	57.00
14.	ALC	Subscription	BT	135.02	4210	400.00	264.98
15.	LMA	SLCC Subscription	BT	91.50	4210	400.00	173.48
16.	East Ilsley PS	PC Meeting	BT	55.00	4215	500.00	445.00
17.	East Ilsley PS	Meeting cancelled	BT	15.00	4215	500.00	430.00
18.	WBC	Election Costs	BT	941.16	4225	100.00	-841.16
19.	East Ilsley Sheep Fair	Grant Donation	BT	670.00	4305	1000.00	0.00
		All attached invoices have been checked as correct by the Clerk.					
Receipts							
20.	Precept			11,000.00			

	CIL		2,639.94			
Explanations						
Annual Budget for Grant Funding is £1000.						

Authorisation of payments Agreed.

22/24 Clerk's Report – Flood Alleviation Responsibilities

Lead Local Flood Authorities

[Lead Local Flood Authorities](#) (unitary authorities or county councils) are responsible for developing, maintaining and applying a strategy for local flood risk management in their areas and for maintaining a register of flood risk assets. They also have lead responsibility for managing the risk of flooding from surface water, groundwater and ordinary watercourses.

District Councils

District Councils are key partners in planning local flood risk management and can carry out flood risk management works on minor watercourses, working with Lead Local Flood Authorities and others, including through taking decisions on development in their area which ensure that risks are effectively managed. District and unitary councils in coastal areas also act as coastal erosion risk management authorities.

Drainage Boards

Internal [Drainage Boards](#), which are independent public bodies responsible for water level management in low lying areas, also play an important role in the areas they cover (approximately 10% of England at present), working in partnership with other authorities to actively manage and reduce the risk of flooding.

Highway Authorities

Highway Authorities are responsible for providing and managing highway drainage and roadside ditches and must ensure that road projects do not increase flood risk.

Water and Sewerage Companies

Water and Sewerage Companies are responsible for managing the risks of flooding from water and foul or combined sewer systems providing drainage from buildings and yards.

23/24 Clerk's Report – In her absence WBC Cllr Carolyn Culver provided the following report

Week beginning 13 May I attended ordinary parish council meetings in Compton and Yattendon, and annual parish council meetings in West Ilsley and Frilsham, to give reports on my work. I attended a training session about adult social care. I also showed a representative of Project Groundwater around East Ilsley, and she spoke to Compton's flood warden Peter Callard. Project Groundwater supports communities to be more resilient to groundwater flooding. It is a six-year programme working with communities in nine high-risk flood areas of the Chiltern Hills and Berkshire Downs. I also attended a meeting in Hampstead Norreys with Thames Water. The village flood warden, parish chairman, residents and I asked a lot of questions and received some very useful information. I have several pages of notes. When the minutes of the 25th April Scrutiny Commission are published on the WBC website you will be able to see a lengthy report that I gave about flooding and sewage in the district. Newbury Town Councillor Steve Masters requested that WBC issue an 'abatement notice' against Thames Water for the 'statutory nuisance' caused by sewage on the streets. The council then issued a press release to say it was going to look for evidence again (residents, parish councillors and flood wardens have been sending them evidence for months).

It appears that the council will not be issuing an abatement notice. They have said instead that they will ask Thames Water to 'provide details of investment in sewage infrastructure since the floods in 2014' and that 'an action plan be put into place across West Berkshire to urgently resolve the sewage flooding and overflows into our waterways'. It is not clear what this 'action plan' will look like, who will write it, and by when. When Thames Water has come to Scrutiny (last October, and the autumn the previous year) they

have told us about their plans. There are a lot of problems including the fact Victorian pipework was deliberately porous to allow groundwater to flush the system, and it is no longer fit for purpose; they can't line pipes and seal manhole covers to stop groundwater inundating the sewers when the groundwater is so high; and they are on the brink of bankruptcy. Thames Water promised me last week they will come and look at Abingdon Road after I've complained many times to them and WBC about state of it after the sewage.

24/24 Clerk's Report – Co-option to vacancy

The co-option of Mr Stephen Meadows was proposed by Cllr Pembroke and seconded by Cllr Robertson. Cllr Meadows completed his Register of Members Interests and returned to the Clerk to be forwarded to the Monitoring Officer.

24/24 Clerk's Report – Speeding Report

Cllr Robertson provided a report from the Speed Indicator Device while on Abingdon Road and there were discussions of other sites in the village.

21/24 To discuss matters for future consideration (next agenda) – village bee hives and the maintenance of the flood equipment. Flood defences are not a Parish Council responsibility.

22/24 Further questions or comments from members of the public.

Member of the public thanked the Councillors for all their work and asked if it was possible to place a link on Parish Council web site to fund raising efforts for a local Church. The Clerk explained the web site can only be used for Council business and large numbers of requests are received from businesses and organisations wanting to use the platform.

23/24 Agree date for a Parish Council Meeting in June.

Date of next meeting agreed as the 25th of June.