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: Tuesday 12th November 2024 at 7:30 pm
PLACE: West Ilsley Village Hall, Main Street, West Ilsley, RG20 7AJ

S. Marshman
Dr. S. Marshman, PSLCC, Clerk to the Council 6th November 2024

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 agenda[1]
   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 10th September 2024

5. To discuss any matters arising from the Minutes of the previous meeting

6. To receive a report from the District Councillor

7. 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 Chair. A question shall not require a response at the meeting nor start a debate. The Chair 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.

8. Finance:
    8.1 To consider approving the payments listed on the Finance Report
    8.2 To note the most recent bank reconciliation
    8.3 To receive any reports from the Internal Controller
    8.4 To receive the most recent Quarterly Budget Report *(where applicable)*

9. To consider changing email provider and to review village communications

10. To consider any actions required related to potential groundwater flooding

11. To consider a request to purchase a Ridan composting machine for village use

12. To consider assembling a team of volunteers to carry out tidying work at the pond

13. To consider quotes for repairs in the play area

14. To consider making an application for Members' Bid funding from West Berkshire Council

15. To consider a response to the Government consultation on 'Enabling remote attendance and proxy voting at local authority meetings'

16. To consider a response to West Berkshire Council's budget consultation

17. To consider whether to investigate taking on additional services offered by West Berkshire Council

18. To consider the following requests for funding:
    - West Berkshire Libraries
    - West Berkshire Heritage Forum

19. To review the Reserves Policy and agree earmarked reserves

20. To consider the budget and set the precept for 2025/2026

21. To receive an update on the Village Hall

22. To receive an update on speeding

23. To discuss matters for future consideration or for information

Supporting Documents

Agenda Item 2: Declarations of Interests

DPI = Disclosable Pecuniary Interest
ORI = Other Registerable Interest
NRI = Non-Registerable Interest

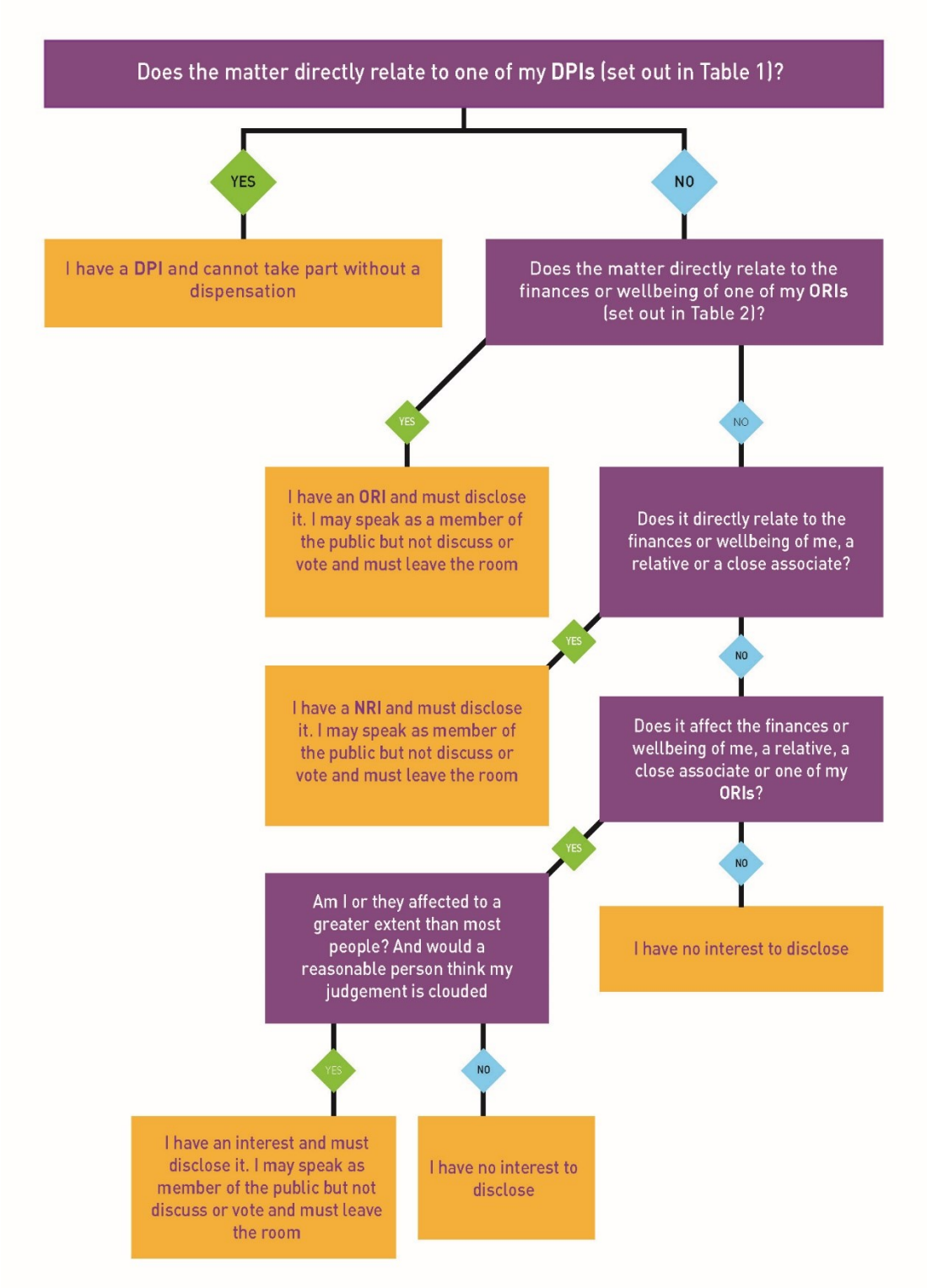


Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	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. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
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.

* '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:

1. any unpaid directorships
2. 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
3. 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 7: To consider the following planning applications and 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
None			

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

Application Reference	Location	Proposed Work	Decision
23/02481/FULMAJ & 23/02483/LBC	Hodcott Buildings, West Ilsley Stables, West Ilsley,	Redevelopment of Hodcott Buildings to allow the repair, restoration, extension to, and change of use of the Grade II listed threshing barn to residential use; the re-building of the former cottages to provide ancillary accommodation; associated building operations and landscaping	Approved

Agenda Item 8: Finance

Finance Report

Status at last bank reconciliation 31st October 2024	
Account	**Amount**
Lloyds Current	£15,361.81
Lloyds Savings	£31,651.83
Total	**£47,013.64**

Income	Amount
Precept	£5,350.00
Interest	£52.83
Total	**£5,402.83**

Payments to be approved			
Payment Date	**Payee**	**Payment Detail**	**Amount**
16-Sep-24	Hugo Fox	Website hosting	£11.99
23-Sep-24	Staff Costs	Staff costs Sep	£371.88
11-Oct-24	Just Host Me	Email hosting	£71.86
15-Oct-24	Hugo Fox	Website hosting	£11.99
24-Oct-24	Staff Costs	Staff costs Oct	£371.88
24-Oct-24	CCB	Membership	£42.00
24-Oct-24	Just Host Me	Email hosting upgrade	£79.74
		Total	**£961.34**

Bank Reconciliation – to 31st October 2024

West Ilsley Parish Council - Bank Reconciliation			
Oct-24			
	Lloyds Current	**Lloyds Savings**	**Total**
Opening Cash Account Balance - 1st Oct 2024	**£10,509.54**	**£31,625.84**	**£42,135.38**
Add: Receipts in the month	£5,350.00	£25.99	£5,375.99
Less: Payments in the month	(£497.73)	£0.00	(£497.73)
Transfers	£0.00	£0.00	£0.00
Closing Cash Account Balance - 31st Oct 2024	**£15,361.81**	**£31,651.83**	**£47,013.64**
Closing Balance of Bank Account - 31st Oct 2024	**£15,398.79**	**£31,651.83**	**£47,050.62**
Add: Receipts not banked	£0.00	£0.00	£0.00
Less: Payments not Completed	(£36.98)	£0.00	(£36.98)
Net Balances as at 31st Oct 2024	**£15,361.81**	**£31,651.83**	**£47,013.64**
List of Receipts not Banked as at 31st Oct 2024			
Item		**Amount**	
	Total	£0.00	
List of Payments not Completed as at 31st Oct 2024			
Item		**Amount**	
20 - A Councillor		£36.98	
	Total	£36.98	

Quarterly Budget Report – to 30th September 2024

	Q1	Q2		24/25 Total		Budget		%
Income								
Precept	£5,350.00	£0.00		£5,350.00		£10,700.00		50.0%
Grants & Donations	£0.00	£0.00		£0.00		£0.00		
Interest	£101.99	£90.63		£192.62		£150.00		128.4%
Other	£0.00	£0.00		£0.00		£0.00		
Total Income	**£5,451.99**	**£90.63**		**£5,542.62**		**£10,850.00**		**51.1%**
Expenditure								
Administration								
Subscriptions/Fees	£74.95	£0.00		£74.95		£190.00		39.4%
Insurance	£589.70	£0.00		£589.70		£570.00		103.5%
Audit fees	£0.00	£170.00		£170.00		£190.00		89.5%
Office Equipment/Stationery	£0.00	£0.85		£0.85		£20.00		4.3%
Training	£8.75	£0.00		£8.75		£150.00		5.8%
Staffing Costs/Expenses	£99.60	£116.25		£215.85		£430.00		50.2%
Meeting Rental	£0.00	£130.00		£130.00		£120.00		108.3%
Software Fees	£0.00	£0.00		£0.00		£0.00		
Website	£39.97	£29.97		£69.94		£90.00		77.7%
Email Hosting	£0.00	£0.00		£0.00		£60.00		0.0%
Election Fees	£0.00	£0.00		£0.00		£0.00		
Total Administration	**£812.97**	**£447.07**		**£1,260.04**		**£1,820.00**		**69.2%**
Playground								
Annual Inspection	£78.00	£0.00		£78.00		£100.00		78.0%
Maintenance	£0.00	£30.82		£30.82		£1,000.00		3.1%
Playground Total	**£78.00**	**£30.82**		**£108.82**		**£1,100.00**		**9.9%**
Village Maintenance								
Defibrillator	£0.00	£0.00		£0.00		£100.00		0.0%
Mower Service	£211.58	£0.00		£211.58		£150.00		141.1%
Flood Mitigation	£0.00	£0.00		£0.00		£1,210.00		0.0%
Tree Works	£0.00	£350.00		£350.00		£500.00		70.0%
Other	£0.00	£0.00		£0.00		£50.00		0.0%
Village Maintenance Total	**£211.58**	**£350.00**		**£561.58**		**£2,010.00**		**27.9%**
Staff Employment Costs	**£1,014.24**	**£1,014.24**		**£2,028.48**		**£4,800.00**		**42.3%**
Other								
Donation to Library Service	£0.00	£0.00		£0.00		£130.00		0.0%
Other	£0.00	£0.00		£0.00		£0.00		
Other Total	**£0.00**	**£0.00**		**£0.00**		**£130.00**		**0.0%**
Total Expenditure	**£2,116.79**	**£1,842.13**		**£3,958.92**		**£9,860.00**		**40.2%**

Surplus/Deficit for Quarter	**£3,335.20**	**-£1,751.50**		**£1,583.70**				
Cash Balance at End of Quarter	**£43,969.04**	**£42,135.38**						

Agenda Item 17: To consider whether to investigate taking on additional services offered by West Berkshire Council

The items offered are:

- Additional library opening hours (in parishes that have a library)
- Pop-up library
- Gully cleansing
- Ditch clearance
- Bus shelter maintenance
- Visual tree surveys
- Dog waste bins
- Town/parish centre litter bins
- Highway sign cleaning

Agenda Item 18: To consider the following requests for funding:

West Berkshire Libraries

To: All West Berkshire Town and Parish Councils

We are very grateful for all the support parishes have given to the library service over the last few years – through financial contributions, by publicising libraries to your residents and by encouraging volunteering. I am writing to you now to share the West Berkshire Libraries Annual Report (2023-24) and to ask, whether you intend to make a financial contribution to the library service for this financial year.

Please find attached:

- West Berkshire Libraries Annual Report (2023-24).
- The most recent parish population data held by the council, published by the Office for National Statistics (ONS). *N.B. For West Ilsley, the parish population is 331*.

Request for financial contributions in financial year 2024-25

The library service has an annual budget shortfall of £93k to deliver the library service. In 2017 we proposed a contribution based on £1 per parish resident - or whatever contribution parishes wished to make. This is a donation/contribution, not a grant and so is compliant with Section 137 of the Local Government Act. We have previously provided legal advice to clarify that. The council is not delegating any part of its statutory duty to provide library services or levying a charge on parishes. Contributions are ring-fenced for the aspects of the service that are most used by your residents – for example, a particular branch library.

District Parish Council Conference, 29th October 2024

In 2025/26 we intend to offer additional library services to the town and parishes that can purchased, thereby improving the offering to residents and their families. More details about this will be shared at the District Parish Conference on Tuesday 29th October.

Providing a financial contribution

If you are considering contributing for this financial year, please email me so that I can arranger for an invoice to be raised.

Get in touch

Please let us know if you have any queries. We are always delighted to attend parish and town council meetings either virtually or in person to talk about library services and answer questions.

With our best wishes and thanks for all the support we have received. It is very much appreciated.

The following user data has also been supplied:

Number of items borrowed by residents of the parish:

Financial Year	Yearly Issue
1/4/21 - 31/3/22	493
1/4/22 - 31/3/23	598
1/4/23 - 31/3/24	412

Number of residents borrowing items:

Financial Year	Yearly Issue
1/4/21 - 31/3/22	14
1/4/22 - 31/3/23	17
1/4/23 - 31/3/24	16

West Berkshire Heritage Forum

West Ilsley PC, like all West Berkshire parish councils, and local history and heritage societies, is a member of the West Berkshire Heritage Forum, the umbrella body for voluntary heritage activities in the District. We were set up in 2010 to provide a forum for common services and information, and a structured link with the West Berkshire Council Heritage Service. I was re-elected Chairman of the Heritage Forum at our AGM in July.

The Heritage Forum was set up by the Council with formal Terms of Reference in 2010. Under these, no provision is made for a source of income. We therefore rely on voluntary contributions from our members which we request from time to time. This request occurs every 5 years or so, lately in 2013 and 2018, when our funds run low. This situation has now again arisen, so I am writing to ask if you could be so kind as to remit to us a small donation, say £50, which together should cover us for the next period.

The costs of the Heritage Forum are very modest, currently about £200 per year. This covers the necessary functions of public liability insurance (through the British Association of Local History) and hall hire for our AGM, although other costs may arise.

The Heritage Forum is run by an elected Committee of its members, plus members of the West Berks Council Heritage Service, who attend but do not vote. Accounts are submitted for approval at each AGM. The activities of the Forum are summarised on its web site https://www.westberkshireheritageforum.org.uk/

In addition to providing services to its members, the Heritage Forum has four important collaborative functions with West Berkshire Council, which are described in the draft Local Plan Review https://www.westberks.gov.uk/article/40124/The-Local-Plan-Review-LPR, currently undergoing examination by an Inspector. These are:

- Local listing of heritage assets. 47 listings have so far been approved.

- Historic Environment Action Plan. Currently under revision, which is almost complete.

- Advancement of Conservation Area Appraisals for the 53 Conservation Areas in the District. Training and guidance can be provided.

- Identification of heritage assets under threat or at risk. Discussed regularly with District Council representatives.

We hope that you will be able to continue to support our work.

Agenda Item 19: To review the Reserves Policy and agree earmarked reserves

	Earmarked Reserve	Balance Brought Forward	Receipts	Payments	Balance Carried Forward	Movements during 2024/25
1	Village Hall	£11,849.34				
2	Play area	£5,475.00			£5,475.00	
3	War Memorial	£2,000.00			£2,000.00	
4	Gazebo	£4,000.00			£4,000.00	
5	CIL	£0.00			£0.00	
6	Pond (Flood mitigation works)	£2,100.00	£1,210.00		£3,310.00	01/04/24 Budgeted transfer from precept
	Balance 1st April 2024	**£25,424.34**				
	IN / OUT during year		£1,210.00	£0.00		
	Balance 31st October 2024				**£14,785.00**	
	General Reserves 31st October 2024				**£32,228.64**	

It should be noted that, as per the 2024/25 budget:

- Funds for the flood mitigation works will be earmarked at the beginning of each year (as shown above) and the amount included in the budget should rise by 10% each year.
- Any funds included in the budget for playground maintenance that are unused at the end of the 24/25 financial year should be earmarked.
- Any funds included in the budget for tree maintenance that are unused at the end of the 24/25 financial year should be earmarked.

Agenda Item 20: To consider the budget and set the precept for 2025/2026

	Budget Heading	2023/24 Actual Spend		Agreed 2024/25 Budget	Total to End Sep 2024	Forecast Year-End Total		2025/26 Budget		Comments
	Income									
1	**Precept**	£10,700		£10,700	£5,350	£10,700		£10,700		Precept to remain at £10,700
2	Grants & donations	£5,966		£0	£0	£0		£0		
3	Interest	£333		£150	£193	£350		£150		
3	Other income	£0		£0	£0	£0		£0		
A	**Total Income**	**£16,999**		**£10,850**	**£5,543**	**£11,050**		**£10,850**		
	Expenditure									
1	**Administration**									
1a	Subscriptions/Fees	£176		£190	£75	£185		£200		BALC/SLCC/ICO/CCB
1b	Insurance	£498		£570	£590	£590		£680		
1c	Audit fees	£170		£190	£170	£170		£190		Assuming inc/exp is under £25k as per forecast
1d	Office Equipment/Stationery	£10		£20	£1	£10		£20		
1e	Training	£41		£150	£9	£80		£150		
1f	Staffing expenses	£422		£430	£216	£432		£450		
1g	Meeting Rental	£110		£120	£130	£130		£150		
1h	Website	£128		£90	£70	£130		£150		
1i	Email hosting	£0		£60	£0	£60		£75		
1j	Election Fees	£80		£0	£0	£0		£0		No election expected in 25/26

1	**Total Administration**	**£1,635**		**£1,820**	**£1,260**	**£1,787**		**£2,065**		
2	**Playground**									
2a	Annual Inspection	£117		£100	£78	£0		£100		
2b	Maintenance	£825		£1,000	£31	£1,321		£1,300		To be earmarked if unused
2	**Playground**	**£942**		**£1,100**	**£109**	**£1,321**		**£1,400**		
3	**Village Maintenance**									
3a	Defibrillator	£112		£100	£0	£0		£120		
3b	Mower service	£0		£150	£212	£212		£250		
3c	Flood mitigation works	£330		£1,210	£0	£0		£1,331		Funds to be earmarked for 10-12 years in preparation for the next silt clearance. This amount is to be increased by 10% each year.
3d	Tree works	£480		£500	£350	£850		£850		To be earmarked if unused
3e	Other	£30		£50	£0	£0		£50		
3	**Village Maintenance**	**£952**		**£2,010**	**£562**	**£1,062**		**£2,601**		
4	**Staff Employment Costs**	**£4,199**		**£4,800**	**£2,028**	**£4,306**		**£4,600**		
5	**Other**									
5a	Donation to Library Service	£130		£130	£0	£130		£130		To be reviewed by the Council during financial year
5c	VAS/road safety measures	£0		£0	£0	£0		£0		
5b	Village Hall window replacement	£10,625		£0	£0	£0		£0		
5c	Other	£17		£0	£0	£0		£0		
5	**Total Other**	**£10,773**		**£130**	**£0**	**£130**		**£130**		
B	**Total Expenditure**	**£18,501**		**£9,860**	**£3,959**	**£8,606**		**£10,796**		

A-B	**Income minus Expenditure**	**-£1,502**		**£990**	**£1,584**	**£2,444**		**£54**		Any excess income will be used to build general reserves

	Cash Account Balances	**2023/24 Actual**				**Forecast Year-End**		**2025/26 Budget**
	Start of year	**£39,277**				**£38,250**		**£40,694**
	End of year	**£38,250**				**£40,694**		**£40,748**

		2023/24		**2024/25**				**2025/26 Budget**
	Cost to a Band D Household for the year	**£68.75**		**£68.89**				**£68.89**