West Ilsley Parish Council

Full Council Meeting

Minutes of the Full Council Meeting held in West Ilsley Village Hall on Tuesday 20th May 2025. Commencing at 7:02 pm.

Members Present:	Councillor Tim Pearey (TP) – Chair Councillor Alan Bloor (APB) Councillor Rachel Hudson (RH) Councillor Katy Morris (KM) Councillor Jonny Rayfield (JR)
Members Absent:	None
Officers Present:	Sarah Marshman, Clerk/RFO
In Attendance:	District Councillor Carolyne Culver 5 Members of the Public

Minutes

25/001 To elect the Chair of the Council for 2025/26 and confirm their declaration of acceptance of office
Resolved: To elect Councillor Tim Pearey as Chair for the 2025/2026 municipal year. TP completed their declaration of acceptance of office.

25/002 To elect the Deputy Chair of the Council for 2025/26 and confirm their declaration of acceptance of office
Resolved: To elect Councillor Alan Bloor as Deputy Chair for the 2025/2026 municipal year. AB completed their declaration of acceptance of office.

25/003 To receive apologies for absence from Council Members and consider their acceptance
All Members were present, so there were no apologies.

25/004 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 interests or requests for dispensation.

25/005 To receive:
Questions or comments from members of the public regarding items on the agenda
Representations from any member who has declared an Other

Registerable Interest or Non-Registerable Interest
There were no questions, comments, or representations.

25/006 To approve the minutes of the Parish Council Meeting held on 1st May 2025
Resolved: Members agreed that the minutes of the last meeting should be accepted as a true record. The Chair signed the minutes.

25/007 To discuss any matters arising from the Minutes of the previous meeting
There were no matters arising.

25/008 To receive a report from the District Councillor
The District Councillor provided an update at the Annual Parish Meeting, which followed on from this meeting.

25/009 To consider co-opting to fill one vacancy
Resolved: To co-opt Georgie Carlisle Smith to the council.

25/010 To consider the following application and to receive an update on planning application responses and decisions

West Ilsley Parish Council has not responded to any planning applications since the previous meeting.

West Berkshire District Council has not confirmed any decisions since the previous meeting.

25/011 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 reconciliation to 30th April 2025 was 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 February 2025.

To receive the most recent Quarterly Budget Report
The quarterly budget report to 31st March 2025 was reviewed.

25/012 To consider the appointment of any new committees in accordance with standing order 4
Resolved: No new committees are required.

25/013 To review the Staffing Committee Terms of Reference
Resolved: To continue with the current Staffing Committee Terms of Reference.

25/014 To consider appointing councillors to the Staffing Committee and the Disciplinary/Grievance Committee
Resolved: To appoint the councillors as follows:

Committee	Members
Staffing Committee	Tim Pearey Alan Bloor Jonny Rayfield
Disciplinary/Grievance Committee	Katy Morris Rachel Hudson Georgie Carlisle Smith

25/015 To review the Scheme of Delegation for staff, committees, and other local authorities
Resolved: To remove section 5 regarding West Ilsley Parish Council Trust (which has been closed) and continue with the remainder of the current Scheme of Delegation. Action: Clerk

25/016 To review the inventory of land and assets, including buildings and office equipment
Resolved: The inventory of land and assets is correct.

25/017 Policies: To review and/or update 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 adopt the revised Standing Orders and Financial Regulations, and to continue with the other listed policies. Action: Clerk

25/018 To review the council's and/or staff subscriptions to other bodies
Resolved: To continue subscriptions to the Berkshire Association of Local Councils (BALC), Connecting Communities Berkshire (CCB), and the Society of Local Council Clerks (SLCC).

25/019 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of the full council
Resolved: To hold meetings in West Ilsley Village Hall as follows:

Date	Time	Meeting
Tuesday 9th September 2025	7:30 pm	Full Council
Tuesday 18th November 2025	7:30 pm	Full Council
Tuesday 10th February 2026	7:30 pm	Full Council
Tuesday 19th May 2026	7:00 pm	Annual Meeting of the Parish Council
Tuesday 19th May 2026	8:15 pm	Annual Parish Meeting

25/020 **To consider Parish Council responsibilities and representation on outside bodies, including arrangements for reporting back**
Resolved: To set the following responsibilities and representation on outside bodies:

Role	Previous Holder
Internal Controller	Rachel Hudson
West Ilsley Cricket Club representative	Alan Bloor

25/021 **To consider the Risk Assessment for 2025/26**
Resolved: To adopt the risk assessment for 2025/26.

25/022 **To confirm the arrangements for insurance cover in respect of all insured risks**
The council reviewed the documentation and confirmed the arrangements were satisfactory.

25/023 **To review the feedback from our internal auditors on the 2024/25 audit and consider any actions required**
There were no recommendations from the internal auditors, therefore, no actions are required.

25/024 **Certificate of Exemption 2024/25: 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**
Resolved: To complete the Certificate of Exemption. The Certificate was signed by the Responsible Finance Officer (the Clerk) and the Chairman. Action: Clerk

25/025 **Annual Governance Review 2024/25: To consider, approve, and sign and date the Annual Governance Statement**
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.

25/026 **Accounting Statements 2024/25: To consider, approve, and sign and date the Accounting Statements**
Resolved: To approve the Accounting Statements. The Accounting Statements were signed by the Chairman.

The dates provided for the period of exercise of public rights are Tuesday 3rd June 2025 until Monday 14th July 2025

25/027 **To appoint an internal auditor and agree on the scope of audit for the 2024/25 audit**
Resolved: To appoint Heelis and Lodge and adopt the scope of audit.

25/028 **To consider accepting responsibility for issuing Stage 1 and 2 Nuisance and Obstruction Letters**
Resolved: To accept responsibility for issuing Stage 1 and Stage 2

	Nuisance and Obstruction Letters in relation to overhanging vegetation.	
25/029	**To consider setting up a separate gov.uk website for the Parish Council while continuing to fund the village website** Resolved: To secure a domain name for the Parish Council, maintain funding for the existing village website, and establish a dedicated website and email system for the Parish Council.	
25/030	**To receive an update on flooding** An application has been made to West Berkshire Council regarding the siting of pumps on Main Street to help alleviate flooding.	
25/031	**To receive an update on WIRSA** Volunteers are still being sought to run WIRSA. This will be advertised again.	
25/032	**To receive an update on the Village Hall** An update will be provided at the Annual Parish Meeting.	
25/033	**To receive an update on speeding** The device is currently under repair and will be deployed as soon as it's returned.	
25/034	**To discuss matters for future consideration or information** The goals need to be assessed for repair. JR will review and advise.	Action: JR
	KM will appeal for more volunteers to help with the play area checks.	Action: KM
	There being no further business, the meeting was closed at 8:11 pm.	

Dates of forthcoming meetings:
Full Council: 9th September; 18th November; 10th February 2026 and 19th May 2026 (Annual Meeting of the Parish Council and Annual Parish Meeting)

Signed: _____ Dated: _____

Appendix 1: Finance Report

Status at last bank reconciliation 30th April 2025	
Account	**Amount**
Lloyds Current	£10,051.39
Lloyds Savings	£37,835.51
Total	**£47,886.90**

Income	Amount
Precept	£5,500.00
Total	**£5,500.00**

Payments to be approved			
Date	**Payee**	**Payment Detail**	**Amount**
20-May-25	West Ilsley Village Hall	Hall hire 24/25	£157.50
20-May-25	Playsafety Limited	Annual play area inspection	£96.00
20-May-25	Heelis & Lodge	Internal audit 24/25	£130.00
20-May-25	Berkshire Association of Local Councils	Membership 25/26	£80.97
20-May-25	Clear Insurance Management Ltd	Insurance 25/26	£696.52
		Total	**£1,160.99**

Transfers			
Date	**From Account**	**To Account**	**Amount**
13-May-25	Current	Savings	£3,500.00
		Total	**£3,500.00**