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 9th September 2025 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 3rd September 2025

Agenda

1. To receive apologies for absence from Council Members and consider their acceptance

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:
   5.1 Questions or comments from members of the public regarding items on the agenda
   5.2 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 20th May 2025

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

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 discuss the requirements of Assertion 10 of the 25/26 AGAR on data and digital compliance

10. To consider adopting an IT Policy

11. To consider adopting an updated Model Publication Scheme

12. To consider adopting the Data Audit

13. To consider applying to relist The Harrow as an asset of community value

14. To discuss the parking around the Catmore Road junction

15. To consider initiating a petition to West Berkshire Council for a weight restriction on Bury Lane, and to agree next steps for promoting and submitting the request

16. To consider changes to the council's banking arrangements
    a) the transfer of council accounts from Lloyds Bank to Unity Trust Bank, and closure of the Lloyds accounts
    b) the opening of a deposit account with the CCLA Public Sector Deposit Fund

17. To consider the purchase of wreaths for Remembrance Sunday

18. To consider direct payment to the contractor for Village Hall roof repairs and solar panel installation, up to the value of the grant awarded

19. To review the following policies:
    - Document Retention Policy
    - Health and Safety Policy
    - Vexatious Complaints Policy

20. To receive an update on flooding

21. To receive an update on WIRSA

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

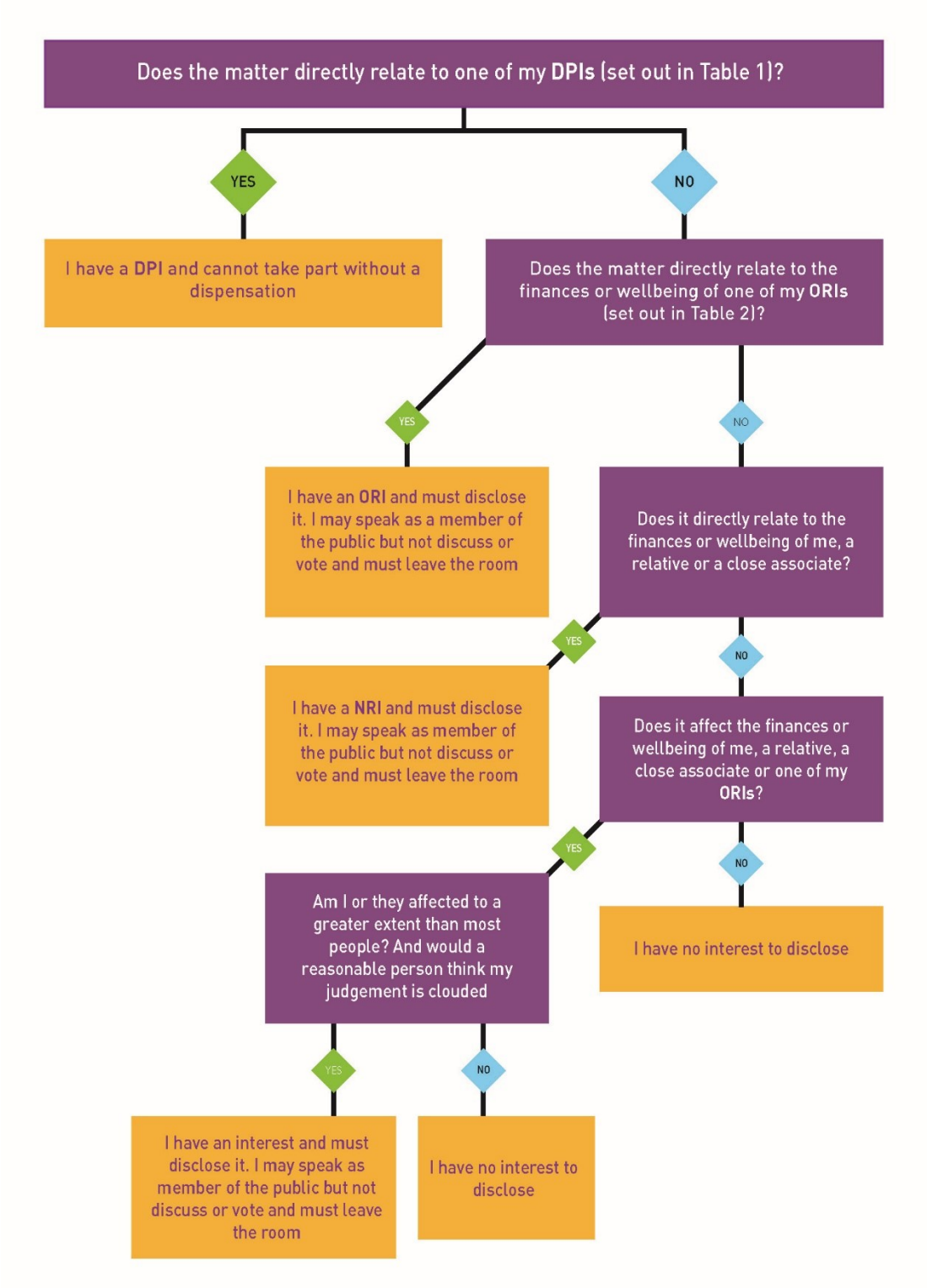


Table 1: Disclosable Pecuniary Interests

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:

- any unpaid directorships
- 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
- 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
25/01159/HOUSE	School House, Main Street, West Ilsley, RG20 7AR	Revised access (dropped kerb) in connection with 25/00685/HOUSE	No objections
25/01300/LBC	31 Main Street, West Ilsley, RG20 7AA	Retrospective. The brick boundary wall between 31 Main Street and Down's House became unstable (it is understood) due to removal of trees/buildings on Down's House land, together with increased rain fall. The rear wall dangerously bowed outward, and then the front wall fell down in two separate places, with both causing a danger to life and property. Debra Inston, Team Manager (Development Management) (I am told by my neighbours) gave permission for the destruction of the front wall in January 2025, and advised that it had to be re-built with the original bricks (where possible). The wall has been re-built with all available bricks to original height (from front and back wall) with original copings (save for around a metre's worth) The majority of decisions to the design of the wall were made by my neighbour. The rear wall also had to be demolished in November (without permission as insufficient time) (as very dangerous) and unstable. It was a risk to life and my property. A wooden fence has been erected to the rear of the property. Given this is out of view of public, is a well built and attractive fence, and given the vast cost of front wall, it is hoped that the rear fence can be retained. This is an application for retrospective planning permission, as the wall has now been completed (recently), and for the rear fence to remain as hidden from view. I have been awaiting contact by my neighbours re: joint application, but I have not been advised of their position, so am making a sole application.	No objections

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

Application Reference	Location	Proposed Work	Decision
25/00921/HOUSE & 25/00922/LBC	4 West Ilsley House, Main Street, West Ilsley, RG20 7AA	Section 73A: Repairs to lower garden wall (retrospective).	Approved
25/01079/COND	Hodcott Buildings, West Ilsley Stables, West Ilsley	Approval of details reserved by Conditions (10) Hard Landscaping and (11) Soft Landscaping of planning permission 23/02481/FULMAJ: 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
25/01159/HOUSE	School House, Main Street, West Ilsley, RG20 7AR	Revised access (dropped kerb) in connection with 25/00685/HOUSE	Approved
25/01310/COND	Hodcott Buildings, West Ilsley Stables, West Ilsley	Application for approval of details reserved by condition 3 'safety and stability', 5 'structural engineering report and method statement' and 9 'details of all roof, wall and floor - barn' of approved application 23/02483/LBC: 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 in part and refused in part

Agenda Item 8: Finance

Finance Report

Status at last bank reconciliation 31st August 2025	
Account	**Amount**
Lloyds Current	£3,693.25
Lloyds Savings	£41,438.75
Total	**£45,132.00**

Income	Amount
Interest Apr, May, Jun, Jul, Aug	£134.31
Total	**£134.31**

Payments to be approved			
Date	**Payee**	**Payment Detail**	**Amount**
15-May-25	Hugo Fox	Website	£11.99
23-May-25	Staff Costs	Staff costs May	£397.44
16-Jun-25	Royal Mail	Postage	£0.87
16-Jun-25	Hugo Fox	Website	£11.99
23-Jun-25	Staff Costs	Staff costs June	£401.72
15-Jul-25	Hugo Fox	Website	£11.99
23-Jul-25	Staff Costs	Staff costs July	£395.64
15-Aug-25	Hugo Fox	Website	£11.99
21-Aug-25	Staff Costs	Staff costs Aug	£453.52
		Total	**£1,697.15**

Bank Reconciliation – to 31st August 2025

West Ilsley Parish Council - Bank Reconciliation			
Aug-25			
	Lloyds Current	**Lloyds Savings**	**Total**
Opening Cash Account Balance - 1st July 2025	**£4,158.76**	**£41,412.54**	**£45,571.30**
Add: Receipts in the month	£0.00	£26.21	£26.21
Less: Payments in the month	(£465.51)	£0.00	(£465.51)
Transfers	£0.00	£0.00	£0.00
Closing Cash Account Balance - 31st July 2025	**£3,693.25**	**£41,438.75**	**£45,132.00**
Closing Balance of Bank Account - 31st July 2025	**£3,693.25**	**£41,438.75**	**£45,132.00**
Add: Receipts not banked	£0.00	£0.00	£0.00
Less: Payments not Completed	£0.00	£0.00	£0.00
Net Balances - 31st July 2025	**£3,693.25**	**£41,438.75**	**£45,132.00**
List of Receipts not Banked - 31st July 2025			
Item		**Amount**	
None			
	Total	£0.00	
List of Payments not Completed - 31st July 2025			
Item		**Amount**	
None			
	Total	£0.00	

Quarterly Budget Report – to 30th June 2025

	Q1	25/26 Total	Budget	%
Income				
Precept	£5,500.00	£5,500.00	£11,000.00	50.0%
Grants & Donations	£0.00	£0.00	£0.00	-
Interest	£84.29	£84.29	£150.00	56.2%
Other	£0.00	£0.00	£0.00	-
Total Income	**£5,584.29**	**£5,584.29**	**£11,150.00**	**50.1%**
Expenditure				
Administration				
Subscriptions/Fees	£80.97	£80.97	£200.00	40.5%
Insurance	£696.52	£696.52	£680.00	102.4%
Audit fees	£130.00	£130.00	£190.00	68.4%
Office Equipment/Stationery	£4.47	£4.47	£20.00	22.4%
Training	£0.00	£0.00	£150.00	0.0%
Staffing Expenses	£103.88	£103.88	£450.00	23.1%
Meeting Rental	£157.50	£157.50	£150.00	105.0%
Website	£39.97	£39.97	£200.00	20.0%
Email Hosting	£0.00	£0.00	£75.00	0.0%
Election Fees	£0.00	£0.00	£0.00	-
Total Administration	**£1,213.31**	**£1,213.31**	**£2,115.00**	**57.4%**
Playground				
Annual Inspection	£80.00	£80.00	£100.00	80.0%
Maintenance	£0.00	£0.00	£1,300.00	0.0%
Playground Total	**£80.00**	**£80.00**	**£1,400.00**	**5.7%**
Village Maintenance				
Defibrillator	£0.00	£0.00	£120.00	0.0%
Mower Service	£0.00	£0.00	£250.00	0.0%
Flood Mitigation	£0.00	£0.00	£1,331.00	0.0%
Tree Works	£0.00	£0.00	£850.00	0.0%
Other	£0.00	£0.00	£50.00	0.0%
Village Maintenance Total	**£0.00**	**£0.00**	**£2,601.00**	**0.0%**
Staff Employment Costs	**£1,090.92**	**£1,090.92**	**£4,600.00**	**23.7%**
Other				
Other	£324.24	£324.24	£0.00	-
Other Total	**£324.24**	**£324.24**	**£0.00**	**-**
Total Expenditure	**£2,708.47**	**£2,708.47**	**£10,716.00**	**25.3%**
Surplus/Deficit for Quarter/Year	**£2,875.82**	**£2,875.82**		
Cash Balance at End of Quarter	**£45,955.12**			

Agenda Item 9: To discuss the requirements of Assertion 10 of the 25/26 AGAR on data and digital compliance

Background

Assertion 10 is a **new governance requirement** introduced in the 2025 edition of the **Practitioners' Guide**. From the **2025/26 financial year**, it will appear on the **Annual Governance and Accountability Return (AGAR)**.

The assertion requires local councils to confirm that they comply with recognised **digital and data standards**. This reflects the growing importance of:

- secure and consistent email and IT practices
- lawful processing of personal data under GDPR and the Data Protection Act 2018
- website accessibility and transparency requirements
- councillor and staff awareness of digital responsibilities through training
- independent assurance from the internal auditor

For parish councils, meeting these requirements is not optional: compliance must be demonstrated each year when completing the AGAR. Failure to do so could result in a "No" response to Assertion 10, which would trigger further explanation in the published Annual Governance Statement and expose the council to reputational and regulatory risk.

To support compliance, the following table sets out the actions required, with space for the council to record its current progress.

Number	Compliance Area	Requirement	Status	Evidence/Notes
1	Email Management	Authority-owned email account in use (e.g. clerk@yourcouncil.gov.uk)	Ongoing	Whilst the council is currently compliant, it is in the process of setting up a separate gov.uk website for the Parish Council, and new email addresses will need to be issued for the new domain.
2	Email Management	Domain is owned by the authority	Ongoing	Whilst the council is currently compliant, it is in the process of setting up a separate gov.uk website for the Parish Council, and so this is ongoing until the new website is compliant.
3	Website Compliance	Website meets legal requirements	Ongoing	Whilst the council is currently compliant, it is in the process of setting up a separate gov.uk website for the Parish Council, and so this is ongoing until the new website is compliant.
4	Website Compliance	WCAG 2.2 AA standards met	Ongoing	Whilst the council is currently compliant, it is in the process of setting up a separate gov.uk website for the Parish Council, and so this is ongoing until the new website is compliant.
5	Website Compliance	Accessibility statement is published and reviewed regularly. This must include contact, limitations, and alternatives	Ongoing	Whilst the council is currently compliant, it is in the process of setting up a separate gov.uk website for the Parish Council, and so this is ongoing until the new website is compliant.
6	Transparency & FOI	ICO model publication scheme adopted, and documents published	Ongoing	The model publication scheme has been updated and is due to be adopted during agenda item 11.
7	Transparency & FOI	Documentation published under the Local Government Transparency Code as annual turnover ≤ £25k	Ongoing	Whilst the council is currently compliant, it is in the process of setting up a separate gov.uk website for the Parish Council, and so this is ongoing until the new website is compliant.
8	Data Protection	GDPR and DPA 2018 compliance confirmed	Ongoing	To meet these requirements, statements 9, 10, 11, and 12 must be met. The Clerk will undertake further analysis to identify and address any additional requirements.

9	Data Protection	Data audit conducted (records, lawful basis, retention)	Ongoing	Scheduled for adoption in agenda item 12. The Clerk is to ensure this is scheduled for review on an annual basis, unless a change in legislation occurs or the addition of a service which incurs additional data processing.
10	Data Protection	Data Protection Policy implemented	On hold	Awaiting a new model template document from NALC before the council can adopt the policy.
11	Data Protection	Staff and members trained on data protection	Ongoing	All Councillors and staff are to complete the 'Data Protection Essentials' training on the NALC Nimble e-learning portal, unless they can provide evidence of completing relevant training within the last year. The cost of £16 must be paid by the individual and claimed from the council using an expenses form. The Clerk has completed this training. All Councillors are still to complete the training.
12	Data Protection	Technical and organisational measures in place to secure data	Ongoing	• Data is securely backed up to cloud storage. • Anti-virus and anti-malware software is installed on council machines. • Secure disposal of documentation is required. • Paper documentation stored in a lockable filing cabinet. • IT policy to be adopted, • Data protection training is to be completed by all. • Data audit to be adopted and regularly reviewed.
13	IT Policy	IT Policy adopted. This policy must cover use of authority and personal devices, and mandate the use of authority-owned email accounts	Ongoing	The IT Policy is due to be adopted during agenda item 10.

14	Internal Oversight	Internal auditor to review transparency and data compliance	Complete	The internal auditor updates the list of documentation it reviews based on the Practitioners' Guide, which is reviewed and updated annually. They will review both transparency and data compliance as part of their review and will confirm this on the AGAR.

Agenda Item 10: To adopt an IT Policy

IT Policy

Version Number	1.0	**Minute Reference**	
Date Adopted		**Review Due**	Annually

Introduction

West Ilsley Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

Scope

This policy applies to all individuals who use West Ilsley Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

Acceptable use of IT resources and email

West Ilsley Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

Device and software usage

Where possible, authorised devices, software, and applications will be provided by West Ilsley Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

Data management and security

All sensitive and confidential parish council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

Network and internet usage

West Ilsley Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

Email communication

Email accounts provided by West Ilsley Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

Password and account security
West Ilsley Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

Mobile devices and remote Work
Mobile devices provided by West Ilsley Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

Email monitoring
West Ilsley Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

Retention and archiving
Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

Reporting security incidents
All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

Training and awareness
West Ilsley Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

Compliance and consequences
Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

Policy review
This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

Contacts
For IT-related enquiries or assistance, users can contact the Clerk.

All staff and councillors are responsible for the safety and security of West Ilsley Parish Council's IT and email systems. By adhering to this IT and Email Policy, West Ilsley Parish Council to create a secure and efficient IT environment that supports its mission and goals.

Document History

Date	Version Number	Minute	Changes
	1.0		Policy adopted

Agenda Item 11: To consider adopting an updated Model Publication Scheme

Information Available from West Ilsley Parish Council Under the Freedom of Information Act
Model Publication Scheme

Version Number	2.0	**Minute Reference**	
Date Adopted		**Review Due**	Annually

Information to be published	**How the information can be obtained**	**Cost**
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	(hard copy or website)	
List of Council members and their responsibilities as well as a list of Council Committees Details of any representation on local public bodies	Website	

Information to be published	How the information can be obtained	Cost
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website	
Location of main Council office and accessibility details	The Council does not have an office. All correspondence received via Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP.	
Staffing structure	The Clerk is the only employee.	
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	
Finalised budget	Website	
Precept	Website (within Budget/Minutes)	
Borrowing Approval letter	The Council has no borrowings.	
All items of expenditure above £100	Website	
Financial Standing Orders and Regulations	Website	

Information to be published	How the information can be obtained	Cost
Grants given and received	Website	
List of current contracts awarded and value of contract	Website	
Members' allowances and expenses	Website	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Website	
Parish Plan	Not applicable	
Annual Report to Parish or Community Meeting	Website (See Annual Parish Meeting minutes)	
Quality status – now known as the Local Council Award Scheme	The council has not applied for the Local Council Award Scheme	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	The council has not conducted any Data Protection Impact Assessments or other impact assessments to date. This section will be updated if and when such assessments are carried out.	

Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website (within Agendas)	
Responses to consultation papers	Website (within Minutes)	
Responses to planning applications	Website (within Minutes)	
Bye-laws	Not applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	

Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website	
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website	

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Not applicable	
Assets register, including details of public land and building assets	Website	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not held	
Register of members' interests	Website	
Register of gifts and hospitality	Website	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Website (Asset Register)	
Parks, playing fields, and recreational facilities	Website (Asset Register)	
Seating, litter bins, clocks, memorials and lighting	Website (Asset Register)	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	

Information to be published	How the information can be obtained	Cost
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	**Actual cost ***
	Photocopying @ 25p per sheet (colour)	**Actual cost**
	Postage	**Actual cost of Royal Mail standard 2nd class**
Statutory Fee		**In accordance with the Statutory Instrument 2004 No. 3244.; The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.**

* The actual cost incurred by the public authority

Agenda Item 12: To consider adopting the Data Audit

Data Audit

Version Number	1.0	**Minute Reference**	
Date Adopted		**Review Due**	Annually

Data Held	**Purpose of processing**	**How is the data held**	**Legal basis**	**Length of time to be held**	**Is the data shared**	**Purpose of sharing**
Councillors						
Register of Interests	Legal obligation to display on website and provide a copy to the Monitoring Officer	Paper in filing cabinet. Electronically on password-protected laptop. Version with redacted signature on Parish Council website.	Legal obligation	For the duration of the time that the councillor is a member of the parish council	Electronically with Monitoring Officer. Version with redacted signature on website.	Legal requirement
Contact Information	Administration of the council	Electronically on password-protected laptop	Legal obligation	For the duration of the time that the councillor is a member of the parish council	No	N/A
Bank account information	Reimbursement of expenses	Electronically on Unity Trust Bank online banking	Legal obligation	For the duration of the time that the councillor is a member of the parish council	Unity Trust Bank	Pay expenses

Data Held	Purpose of processing	How is the data held	Legal basis	Length of time to be held	Is the data shared	Purpose of sharing
Councillors' names in minutes	Legal obligation to include the names of Councillors in the minutes	Electronically on the Parish Council website. Electronically on password-protected laptop. On paper in the Minute Books, either in the Parish Council Office or lodged at the Royal Berkshire Archives	Legal obligation	In perpetuity.	Electronically on the Parish Council website. On paper in the Minute Books, lodged at the Royal Berkshire Archives.	Legal requirement
Chair of Meeting's signature	Legal obligation to include the names of Councillors in the minutes	On paper in the Minute Books, either in the Parish Council Office or lodged at the Royal Berkshire Archives	Legal obligation	In perpetuity.	On paper in the Minute Books, lodged at the Royal Berkshire Archives.	Legal requirement
Staff						
Employment details / contract	Legal obligation	Paper in filing cabinet. Electronically on password-protected laptop.	Legal obligation	Until 6 years after employment has ceased with the Parish Council	No	N/A
Name, address contact details, date of birth, national insurance number	Legal obligation	Electronically on a password-protected laptop	Legal obligation	Until 6 years after employment has ceased with the Parish Council	HMRC, Berkshire Pension Fund	Reporting of PAYE and pension obligations
Bank account information	Payment of salaries	Electronically on Unity Trust Bank online banking	Legal obligation	For duration of employment	Unity Trust Bank	Pay salary
CVs and applications of job applicants	Recruitment	Electronically on password-protected laptop	Legal obligation	For 6 months after notifying unsuccessful applicant/s	No	N/A

Data Held	Purpose of processing	How is the data held	Legal basis	Length of time to be held	Is the data shared	Purpose of sharing
Correspondence						
Correspondence including names and email addresses	To respond to correspondence	Electronically on password-protected laptop	Public task	6–12 months	Redacted emails may be shared with Councillors	To assist in resolving queries
Residents						
Electoral Register	The verification of elector eligibility for nominations and co-options	Electronically on password-protected laptop	Public task	Current year only	Must not be shared.	N/A
Contractors						
Name and contact details	Contractual	Electronically on password-protected laptop	Contract	Duration of contract plus 7 years	No	N/A
Invoices	Goods/services received	Electronically on password-protected laptop	Contract	6 years following the end of the financial year	No	N/A
Bank account information	Payment of invoices	Electronically on Unity Trust Bank online banking	Contract	For duration of contract	Unity Trust Bank	Pay invoices
Grant Applicants						
Name, email address	Process grant application	Electronically on password-protected laptop	Public task	6 years following the end of the financial year	No	To enable grant applications

Agenda Item 13: To consider applying to relist The Harrow as an asset of community value

Background

The Harrow Public House was successfully listed as an Asset of Community Value (ACV) with West Berkshire Council on 13th January 2021, following a nomination by West Ilsley Parish Council. ACV listings are valid for five years, after which reapplication is required to maintain the designation. The current listing is due to expire in January 2026, and no automatic renewal is provided under the Localism Act 2011.

This report seeks Council approval to submit a reapplication for ACV status to ensure The Harrow remains protected as a vital community asset. Re-listing will preserve the Council's right to trigger a six-month moratorium on any sale, allowing time for community interest to be expressed and a bid to be prepared if necessary.

Community Significance

- *The Harrow* remains the **only public house in West Ilsley**, serving as a vital social hub for residents of all ages.
- It hosts regular events such as quiz nights, charity fundraisers, seasonal celebrations, and informal gatherings that foster community spirit.
- The pub contributes to **social cohesion**, **local identity**, and **rural vitality**, aligning with the statutory criteria for ACV designation under Section 88 of the Localism Act.

Importance of Community Support

- Recent ACV nominations in West Berkshire have been refused due to insufficient evidence of community use and support.
- In one case, the absence of the following led to rejection because the venue's social value was not substantiated.
    - Letters of support from residents or community groups.
    - Evidence of attendance at events.
    - Testimonials linking pub activities to community wellbeing.
- To strengthen any reapplication, it is essential to:
    - Gather written support from residents, local organisations, and regular patrons.
    - Document examples of events held at The Harrow and their impact.
    - Demonstrate ongoing community engagement and reliance on the venue.

Policy Context

- Under the Localism Act 2011, a building or land may be listed as an ACV if its current or recent use furthers the social wellbeing or social interests of the local community.
- Re-listing ensures that, in the event of a sale, the community is notified and granted a six-month moratorium to prepare a bid, helping safeguard against loss of valued amenities.

Recommendation

That West Ilsley Parish Council:

1. Approves the preparation and submission of a reapplication to West Berkshire Council for the re-listing of *The Harrow* as an Asset of Community Value.
2. Launches a community engagement effort to collect letters of support, testimonials, and evidence of attendance at events held at The Harrow.
3. Delegates authority to the Clerk to complete the necessary documentation, with assistance from the council, and liaise with West Berkshire Council.[1]
4. Publishes a call for input via the West Ilsley News, the village website, and the noticeboard.

[1] In accordance with Section 101 of the Local Government Act 1972, decision-making powers cannot be delegated to individual councillors. Delegation is restricted to committees, subcommittees, or the Clerk acting as the council's proper officer.

Agenda Item 15: To consider initiating a petition to West Berkshire Council for a weight restriction on Bury Lane, and to agree next steps for promoting and submitting the request

Background:
Following the serious incident on 7 February 2025 - which resulted in hundreds of vehicles, including HGVs, being diverted through West Ilsley - the council received multiple concerns from residents regarding damage to infrastructure, severe congestion, and threats to pedestrian safety. Villagers were compelled to manage traffic flow themselves due to the absence of formal assistance, placing themselves at personal risk.

The parish council is now seeking to lead a formal petition to press for a weight restriction on Bury Lane. This item invites councillors to review the draft petition text, agree next steps, and discuss how best to promote the initiative locally and liaise with relevant authorities. The suggested wording of the petition is below.

Petition to Implement a Weight Restriction on Bury Lane, West Ilsley

We, the undersigned, call on West Berkshire Council to implement a formal weight restriction on Bury Lane, West Ilsley, to prevent large goods vehicles from diverting through the village during closures or incidents on the A34.

On Friday 7 February 2025, a coach fire and two car crashes led to the closure of the A34 between Chieveley and Chilton. As a result, hundreds of vehicles - including numerous HGVs - were diverted through West Ilsley, causing hours of gridlock and significant disruption. The junction from Bury Lane to Main Street became impassable for lorries attempting to turn, resulting in:

- Damage to roadside verges and pavements
- Destruction of a telephone wire
- Safety risks to pedestrians and residents
- A resident nearly being struck by a lorry mounting the kerb
- Villagers forced to direct traffic themselves, putting their own safety at risk due to the absence of any official traffic management

This incident is not isolated. West Ilsley is repeatedly used as a diversion route during A34 closures, despite the village roads being unsuitable for heavy goods traffic. The claim by traffic officers that Bury Lane has “a generous and continuous width that allows two large vehicles to pass with ease” is strongly disputed by residents and local councillors. The reality is that Bury Lane is a narrow rural road, ill-equipped to handle such volumes and vehicle types.

We therefore urge West Berkshire Council to take immediate steps to assess and introduce an appropriate weight limit on Bury Lane, supported by signage and enforcement, to protect the village from further damage, disruption, and risk to life.

Agenda Item 16: To consider changes to the council's banking arrangements

a) the transfer of council accounts from Lloyds Bank to Unity Trust Bank, and closure of the Lloyds accounts
b) the opening of a deposit account with the CCLA Public Sector Deposit Fund

Background

Despite multiple attempts, West Ilsley Parish Council has faced persistent challenges in managing its account with Lloyds. Efforts to add signatories have repeatedly failed, leaving the council with only one councillor successfully authorised to approve payments.

Under the current setup, payments must be initiated by the clerk and authorised by two councillors. However, the council is currently unable to meet this criterion. To approve payments, a councillor must use a physical card and card reader to log in, meaning approvals can only be made from home. This restricts flexibility and delays time-sensitive transactions.

In contrast, Unity Trust Bank offers a streamlined online banking system that allows councillors to log in securely from any location, without the need for physical devices. This would significantly improve the council's ability to meet governance requirements and manage payments efficiently.

While reviewing our banking arrangements, it is also sensible to assess how we can maximise the interest earned on our reserves. The Public Sector Deposit Fund offered by CCLA provides a significantly higher yield than traditional savings accounts and is specifically designed for local authorities, making it a valuable option to consider alongside switching our day-to-day banking to Unity Trust.

Suggestion 1: Switch to Unity Trust Bank

Unity Trust Bank offers a platform tailored to local government needs:

- Dual/Triple Authorisation: Ensures councillor oversight of payments.
- Remote Access: Councillors can log in securely from any location - no card reader required.
- Streamlined Signatory Management: Only those involved in banking need ID verification.
- Responsive Customer Support: Clerks report positive experiences with onboarding and service.

Financial Comparison

Bank	Gross Interest Rate	Monthly Interest (on £40,000)	Account Fees	Net Monthly Benefit
Lloyds	0.70%	£23.33	£4.25	**£19.08**
Unity Trust	2.25%	£75.00	£9.00	**£66.00**

Net gain: Unity Trust offers **£46.92 more per month** than Lloyds.

Suggestion 2: Open a CCLA Public Sector Deposit Fund Account

To further improve financial returns, the council should consider opening a CCLA Public Sector Deposit Fund (PSDF) account alongside Unity Trust.

Key Benefits of CCLA PSDF

- Gross Yield (June 2025): 4.28%
- Annual Equivalent Yield (AEY): 4.07% (after fees)
- Same-Day Access: Funds can be withdrawn on demand.
- AAA Money Market Fund Rating: High credit quality and liquidity.
- Sustainability Approach: Managed in line with responsible investment principles.

Considerations

- Not covered by FSCS: Unlike bank deposits, PSDF is not guaranteed.
- Low risk, but not risk-free: It's a money market fund, not a deposit.
- Minimum investment: £25,000
- Interest Payment Choice: Income is paid monthly, and the council must decide whether to have it reinvested into the fund or paid out to its bank account. Reinvestment may support compound growth, while payout could support operational cash flow.

Combined Strategy: Unity Trust + CCLA

By using Unity Trust for day-to-day banking and CCLA for savings, the council can:

- Improve operational efficiency
- Maximise interest income

Example Allocation

Account	Allocation	Annual Interest Rate	Annual Interest	Monthly Interest
Unity Trust	£15,000	2.25%	£337.50	£28.13
CCLA PSDF	£25,000	4.07% (AEY)	£1,017.50	£84.79
Total	£40,000	-	**£1,355.00**	**£112.92**

Comparison with Lloyds

Account Setup	Monthly Interest	Account Fees	Net Monthly Benefit
Lloyds (Full £40k)	£23.33	£4.25	**£19.08**
Unity + CCLA Split	£112.92	£9.00	**£103.92**

Net gain: The combined strategy yields **£84.84 more per month** than keeping all funds with Lloyds.

Recommendation

To optimise returns while maintaining operational flexibility and governance standards, the council should:

1. **Open a Unity Trust Bank current account**
    - For day-to-day banking and payment authorisation.
    - Offers dual authorisation.

2. **Open a CCLA Public Sector Deposit Fund account and deposit £25,000**
    - For surplus funds not needed for immediate expenditure.
    - Offers significantly higher yield (AEY 4.07%) with same-day access.

3. **Decide on interest treatment for the CCLA account**
    - Upon setup, the council must choose whether monthly interest is:
        - **Reinvested** into the fund (supports compound growth), or
        - **Paid out** to the Unity Trust account (supports cash flow).
    - This decision should align with the council's cash flow forecasts and investment strategy.

Agenda Item 17: To consider the purchase of wreaths for Remembrance Sunday

Each year, a Remembrance Sunday parade is held locally to honour those who served and sacrificed in armed conflict. The location rotates annually between the following villages: Aldworth, Compton, East Ilsley, Hampstead Norreys, West Ilsley, and Yattendon. This year's parade will take place in Aldworth.

While attendance and wreath-laying are not mandatory, it is customary for most local parish councils to send a representative with a wreath to participate in the ceremony.

In addition to the parade, some councils also choose to lay a wreath at their own village church as a mark of respect and remembrance within the local community.

West Ilsley Parish Council is invited to consider whether it wishes to:

- Purchase a wreath for representation at the Aldworth parade;
- Lay a wreath at All Saints Church in West Ilsley;
- Or both.

A simple, medium-sized remembrance wreath can be purchased at a cost of £19.99 each, with a single postage charge of £4.50. The total cost for two wreaths would be £39.98 + £4.50 postage = £44.48.

The council is asked to determine its preferred approach and approve any associated expenditure.

Agenda Item 18: To consider direct payment to the contractor for Village Hall roof repairs and solar panel installation, up to the value of the grant awarded

At its meeting on 1st May 2025 (Minute 24/101), the Parish Council agreed to award a grant of £11,849.34 to the Village Hall Committee to support essential roof repairs and the installation of solar panels.

The Committee has since requested that the Council consider making a direct payment to the appointed contractor. This would cover the cost of the works, including VAT, with the Council reclaiming VAT on eligible elements. The total payment would not exceed the agreed grant amount plus VAT.

Under this arrangement, the Council would effectively be procuring the works and subsequently donating them to the Village Hall. This approach ensures the project proceeds efficiently while maximising value for public funds.

Any payment would be subject to receipt of a valid invoice and confirmation that the works have been completed to specification. Members are invited to consider whether this method of disbursement is appropriate.