

BEECH HILL PARISH COUNCIL

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MINUTES OF THE MEETING OF BEECH HILL PARISH COUNCIL HELD AT 7pm on Monday 15th May 2023

PRESENT: Cllrs :Fleur Howles (Chair) David Price (Vice-Chair) Hannah Boston-Callier & Mr Geoffrey Mayes

In attendance: Helen Malyn (clerk)

Declarations of Interest: members are reminded that declarations of interest should be made where appropriate.

1 Election of Chairman for 2023-24

1.1 To receive nominations

Cllr Fleur Howles was nominated to continue as Chair

1.2 To elect the Chair for 2023-2024

Cllr Price proposed Fleur Howles, seconded by Cllr Mayes

1.3 To sign the declaration of acceptance of office

Cllr Howles was unanimously re-elected as Chair and signed the declaration of office.

2 Election of Vice-Chair for 2023-24

2.1 To receive nominations for Vice-chair

Cllr David Price was nominated to continue as Vice-Chair

2.1 To elect the Vice-Chair for 2023-2024

Cllr Howles proposed David Price, seconded by Cllr Mayes

2.2 To sign the declaration of acceptance of office

Cllr Price was unanimously re-elected as Chair and signed the declaration of office.

3 Co-opt new councillor

3.1 To receive nominations and co-opt as appropriate

Following the local council elections on 4th May, the Beech Hill Parish Council had 4 elected councillors after a possible 5. Within the election guidelines, as this meeting is within 30 days of the election, the Parish Council is permitted to co-opt without further advertising.

Mr Richard Kettlewell had expressed an interest in joining the PC and the clerk had circulated a brief statement from Mr Kettlewell in advance of the meeting.

3.2 To sign the declaration of office.

Mr Kettlewell was unanimously elected onto the Parish Council and signed the declaration of office. He was also given the register of interest to sign and return to the clerk.

4 Apologies for absence

4.1 To receive apologies for absence from the meeting – All present

- 5 Declarations of interest and dispensations**
- 5.1 To receive declarations of interest from councillors on items on the agenda and receive written requests for dispensation.**
None received
- 6 Minutes of last Parish Council meeting**
- 6.1 To approve and sign the minutes of the meeting of 20th March 2023**
The minutes were signed by the Chair as an accurate record of the meeting.
- 7 Representatives on outside bodies**
- 7.1 To receive reports from village bodies**
The only report received was from PC Robert Hubbard-Clark, who had been unable to attend. He reported that there had been a total of 3 reported crimes, which was the damage to a large section of farm fencing, and then the subsequent theft of a digger & wood chipper. His report concluded with a statement to say they are working in conjunction with the West Berkshire road safety team to look at speeding in the village.
- 7.2 To appoint representatives to outside bodies for the coming year**
Cllr Mayes confirmed his agreement to continue as the village representative of BNAG
- 8 Matters to report**
- 8.1 To receive an update on actions since the last meeting not appearing as an agenda item.**
Footpaths – Cllr Price confirmed that he will review all the footpaths and signage again, since his initial report sent to WBC, and report to the clerk.
The Clerk will contact Wokingham BC to arrange clearance of the A33 layby.
- 9 Dates of meetings for the year 2023/2024**
- 9.1 To confirm the dates, time & place of the meetings for the coming year.**
All meetings will be held in the Beech Hill Memorial Hall, starting at 7pm.
Dates are: 17th July, 18th Sept, 20th Nov, 15th Jan 2024, 18th Mar, 15th Apr (APM), 20th May (AGM)
- 10 Correspondence & Clerks report**
- 10.1 To receive items of correspondence**
No additional items of correspondence other than reported on the website
- 11 Planning Applications**
- 11.1 To receive and comment on applications received.**
23/00876/HOUSE – Vale View – no objections
- 11.2 To receive notification of planning decisions.**
23/00174/COND – Trunkwell – partial approval on condition of discharge
22/02782/AGRIC – Priory Farm – An appeal has been lodged. Cllr Price will submit further comments. Clerk will try to establish tenancy.
- 12 Committees**
- 12.1 To appoint members to staffing committee**
Cllr Howles & Cllr Boston-Callier appointed to staffing committee
- 12.2 To appoint member to complaints committee**
Cllr Kettlewell to be appointed to complaints committee

- 13 Review of Financial Assets**
13.1 To review all council assets and asset register
 Asset register was approved as presented. Clerk will add telephone box, purchased for £1
- 14 Review of Insurance cover**
14.1 To review and confirm arrangements for insurance cover in respect of all insured risks.
 Clerk advised that she is in the process of negotiating a policy for commencement from 1st June, as the renewal notice received is too high. Clerk confirms that she is awaiting clarification from Stratfield Saye Estate with regards to the Pond. Cllrs happy for clerk to continue and make the necessary arrangements.
- 15 Membership of outside bodies**
15.1 To review council membership of outside bodies
 Confirmed membership of CCB, CPRE & BALC for the year.
15.2 To review employee membership of SLCC
 Confirmed membership of SLCC for the year
- 16 Policies & Procedures**
16.2 To review policies & procedures
 The clerk confirmed that she had reviewed all council policies, including Risk Management, Code of Conduct, Financial Regulations & Standing Orders.
- 17 Year End Accounts 2022-2023 and Audit**
17.1 To review the year end accounts for 2022-2023
 The year end accounts as presented by the Clerk (Financial Officer) were reviewed and agreed by the Parish Council.
17.2 To receive the Internal Auditors report
 The Clerk confirmed that the audit had been carried out on 3rd May and there were no major issues report. The clerk has yet to receive the final report, but will circulate upon receipt.
17.3 To review the external Annual Governance and Accountability return 2022-2023
 The AGAR was reviewed and signed by the Chair. The exception certificate was signed confirming the total expenditure is below £25,000. Clerk will submit as required.
17.4 To re-appoint Mrs Jacqui Clack as internal auditor for 2023-2024
 Cllrs approved the re-appointment as proposed by Clerk.
- 18 Finance**
18.1 To approve the renewal of registration under the Data protection Act
 The Clerk confirmed that the renewal had been made at a cost of £40.
18.2 To authorise payments as listed
 The payments listed below and as advertise on the website were approved for payment.

Miss H P Malyn - salary Apr 2023	£231.22	
Miss H P Malyn - salary May2023	£231.22	(payment date 24th May)
Miss H P Malyn - paper & ink	£18.61	
Ms Fleur Howles - APM expenses	£144.92	
Autela Payroll services	£71.58	
Miss H P Malyn GDPR renewal	£40.00	
SSE 3rd Mar - 4th May	£329.25	
BALC & NALC membership	£71.71	
TOTAL	£1,138.51	

18.3 To review current balances & financial positions

Balances at 31st March 2023 was £15,534.75

The clerk also confirmed that an additional amount of £2715.72 was received in CIL funding in respect of 6 Bloomfield Hatch.

19 Any other items that the Chairman decides are urgent as items of information

19.1 To receive any items from Parish Councillors for referral to future meetings or for clerk to action.

Cllr Howles shared with Cllrs the survey results from the Community Plan and had highlighted areas that were deemed to be high & medium priorities for the PC to take ownership of.

Cllr Howles asked that all councillors review the document for formal discussion at the next meeting. Cllr Howles will also revert to the Chair of the Community Plan Committee to get the exact scope of the works being requested.

20 Public sessions

20.1 To receive any items from members of the public

No members of the public present

21 Date of next Parish Council meeting

Meeting closed at 8.15pm

Next Beech Hill Parish Council Meeting – Monday 17th July @ 7pm