

## MINUTES OF ENGLEFIELD PARISH COUNCIL

Minutes of the Parish Council held on Wednesday 17<sup>th</sup> March 2020 at The Englefield Estate Office

### Present:

Cllr E. Crookes (Chairman)  
Cllr M. Postles  
Cllr R. Smith  
Cllr S. Strang  
Cllr N. Wynne Jones

### In attendance:

N. Rands (Clerk)

Welcome all present

1. No apologies received
2. No interests declared
3. Minutes of the Parish Council Meeting held on 15<sup>th</sup> January 2020 were approved and signed as a true record
4. **Public participation** – no members of public present so no points raised or discussed
5. **Theale Primary School** – Issues with visibility as a result of the volume of vehicles parked along Englefield Road and North Street have been raised by several members of the public. This has subsequently been raised with West Berkshire Council several times. The project is due to conclude end of March 2020 and the issue should therefore be resolved at that point.
6. **Coronavirus** – It was agreed that the remainder of the meeting would be devoted to this point once other business was concluded.
7. **VE Day 75** – It was agreed by all that the view of the Parish Council is that this event should not proceed on the basis of the current measures in place as a result of Covid-19, subject to official government guidance.  
A potential alternative suggested was to commemorate VJ Day.  
**Action** – Inform Englefield Primary School and those who've volunteered to help organise the event – **EMC**
8. **2019/20 Financial Update** – Update was provided by the Clerk regarding receipts and payments year to date, and forecast to end of the financial year was noted.
9. **2020/21 Budget Approval** – Final sign off of budget provided following actions taken at the previous meeting.

**10. Payments for Approval**

- i. Council Administration Salary March 2020  
£116.69
- i. Council Administration Home Working Allowance – June 2019-March 2020  
£133.33

**Outcome** – Payments approved

**11. Payments Made**

Council noted that the following payments have been made since the last meeting of the Council:

- i. Council Administration Salary January 2020  
£116.49
- ii. Council Administration Salary February 2020  
£116.49
- iii. Autela Group Limited – Council Payroll Administration Q4 2019/20  
£49.75
- iv. HMRC – Council Administration Income Tax Q4 2019/20  
£87.40

**12. Volunteer Bus Grant** – It was agreed to make a donation of £100 for financial year 2020/21

**13. Planning Applications** – It was noted that there had been no planning applications since the last meeting.

**14. Risk Register** – It was agreed that there were no changes required to the Englefield Parish Council Risk Register.

**15. Asset Register** – It was agreed that there were no changes required to the Englefield Parish Council Asset Register.

**16. Royal Berkshire Fire & Rescue Risk Management Strategy**

**Action** – Circulate the link to the survey to Councillors – **NRT**

**17. Training** – It was agreed that this would be discussed at a future meeting.

**18. Annual Parish Assembly** – It was agreed that the Annual Parish Assembly would be provisionally booked for Wednesday 20<sup>th</sup> May pending the situation regarding holding meetings during the Covid-19 outbreak.

**Action** – Provisionally book Englefield Tea Rooms – **NRT**

**19. Coronavirus** –

A communication to all Parish residents is being worked on with key contacts and how to get help if isolating. This will include pre-printed postcards which can be put through neighbour's doors with offers of assistance.

Meeting dates agreed as follows

- Annual Council Meeting – Wednesday 20<sup>th</sup> May 6.30pm.

- Annual Parish Assembly – Wednesday 20<sup>th</sup> May 7.00pm.

Chairman: .....

Date: .....