

## MINUTES OF ENGLEFIELD PARISH COUNCIL

Minutes of the Parish Council Meeting held at Englefield Village Hall on Thursday 18<sup>th</sup> May 2023

**Present:**

Cllr E. Crookes  
Cllr R. Smith  
Cllr L. Dennison  
Cllr P. Myles

**In attendance:**

N. Rands (Clerk)  
Cllr Ross Mackinnon

1 member of the public was present

### Annual Council Meeting – Minutes

**1. Election of Chairman**

Cllr Edward Crookes was elected as Chairman for the forthcoming year

**2. Apologies**

No apologies were received

**3. Declarations of Interest**

No interests were declared

**4. Minutes**

Minutes of the Parish Council Meeting held on 13<sup>th</sup> March 2023 were approved as a true record

**5. Financial Regulations**

The Council confirmed re-adoption of the Englefield Parish Council Financial Regulations

**6. Responsible Finance Officer**

The Council confirmed that the Parish Clerk is the Responsible Finance Officer for financial year 2023/24

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### Parish Council Meeting – Minutes

**1. 2022/23 Financial Update**

The Clerk provided the Council with an overview of the final accounts for 2022/23, including an explanation of key variances

## **2. 2022/23 Annual Return**

- i. The Council resolved that it meets the qualifying criteria for exemption and wishes to certify itself as exempt from a limited assurance review for financial year 2022/23
- ii. The Council acknowledged receipt of the Internal Audit Report for financial year 2022/23
- iii. The Council approved the Annual Governance Statement for financial year 2022/23
- iv. The Council approved and signed off the Accounting Statements for submission for financial year 2022/23

## **3. Internal Financial Control**

Cllr Dennison was appointed to verify the bank reconciliations for 2023/24

## **4. Insurance**

The Council agreed to renew the insurance policy with Zurich for period commencing 1<sup>st</sup> June 2023

## **5. Payments for Approval**

The Council approved the following items for payment:

- i. Berkshire ALC – Subscription fees 2023/24  
£60.20
- ii. Council Administration Salary & WFH Allowance May 2023  
£167.31
- iii. Triangle Management Ltd – April – June 2023  
£63.18

## **6. Payments Made**

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

- i. Englefield Village Hall – Hire fee 13<sup>th</sup> March 2023  
£30.00
- ii. Autela Payroll Services – Payroll services Q4 2022/23  
£69.31
- iii. Council Administration Salary & WFH Allowance March 2023  
£167.31
- iv. HMRC – Council Administration Income Tax Q4 2022/23  
£136.40
- v. Council Administration Salary & WFH Allowance April 2023  
£167.31
- vi. Nova Press – Coronation leaflet printing  
£70.00
- vii. Englefield Village Hall – Hire fee 18<sup>th</sup> May 2023  
£45.00

## **7. Planning**

The Council noted that the following decisions have been received since the last meeting of the Council:

- i. 23/00225/NONMAT – The Workshop, Englefield Estate Yard, The Street, Englefield Non-Material Amendment to planning permission 20/01425/COMIND  
Approved
- ii. 23/00783/NONMAT – Englefield Estate Yard, The Street, Englefield, Reading Non-Material Amendment to planning permission 22/00909/FUL - Erection of photovoltaic panels, together with associated works.

Amendments: Change in solar panel brand, specification and pitch.

Approved

iii. 23/00606/LBC – The Workshop, Englefield Estate Yard, The Street, Englefield

Amend the windows on the rear elevation of the Sawmill Building.

Granted

**8. Councillor Vacancy**

The Clerk provided an overview of the process to co-opt a Councillor to fill the current vacancy

**Action** – Clerk to include notice of vacancy in Parish News

Meeting concluded 18:47

Chairman: ..... Date: .....