

## MINUTES OF ENGLEFIELD PARISH COUNCIL

Minutes of the Parish Council Meeting held at Englefield Village Hall on Tuesday 19<sup>th</sup> March 2024

### Present:

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

### In attendance:

N. Rands (Clerk)  
Cllr R. Mackinnon

1 member of the public present

### 1. Apologies

No apologies were received

### 2. Declarations of Interest

No interests were declared

### 3. Minutes

The Council approved the minutes of the meeting of this Council held on 9<sup>th</sup> January 2024 as a true record.

### 4. Open forum for members of the public

The issue of the overflowing dog waste bin was raised and discussed.

### 5. Financial Update

The Clerk provided an overview of expenditure versus budget for year to date, and the forecast position at the end of the financial year, which was noted by the Council.

### 6. 2024/25 Budget Approval

The Council approved the final budget for financial year 2024/25 as agreed on 9<sup>th</sup> January 2024.

### 7. Payments

To Council agreed not to donate the remaining budgeted amount of £400 for grants and donations.

### 8. Payments Made

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

- i. Autela Payroll Services – Payroll services Q3 2023/24  
£54.58
- ii. Englefield Village Hall – Hire fee 9<sup>th</sup> January 2024

- £30.00
- iii. Englefield Village Hall – Hall hire fee 14<sup>th</sup> May 2024  
£45.00
  - iv. Council Administration Salary & WFH Allowance January 2024  
£167.31
  - v. HMRC – Council Administration Income Tax Q3 2023/24  
£113.00
  - vi. Council Administration Salary & WFH Allowance February 2024 + backdated pay increase  
£281.71
  - vii. Englefield Village Hall – Hall hire fee 19<sup>th</sup> March 2024  
£30.00
  - viii. Triangle Management – Dog bin servicing January-March 2024  
£63.18

## **9. Planning**

- a) The Council noted that no decisions have been received since the last meeting of the Council.
- b) The Council agreed not to submit a response to the consultation regarding street naming and numbering for the new development at The Lakeside, Theale due to the development being outside of the parish.
- c) The Council discussed construction traffic resulting from the building development work currently taking place at Malpas Farm, North Street. It is recommended that any damage to verges or potholes is reported to West Berkshire Council through their online reporting process.

## **10. Traffic Concerns**

The Council discussed the response and information provided by West Berkshire Council in relation to the concerns raised at the meeting on 9<sup>th</sup> January 2024.

The Council agreed that there was no further action that could be taken.

## **11. Annual Parish Assembly**

The Council discussed and agreed the proposed agenda, and advertising of the Annual Parish Assembly being held on Tuesday 14<sup>th</sup> May.

Proposed agenda items are:

- Update from The Englefield Estate – James Meade/Harriet Thresh
- Update from Englefield Village Hall – Lynn Dennison
- Update from Councillor Ross MacKinnon
- Report from Thame Valley Police
- Update from St. Mark's Church – Rev. Julia Myles
- Written update from Englefield Primary School

Actions:

- Send an article to advertise the Parish Assembly in the Parish News – Clerk
- Produce poster for display on noticeboards (800x400) – Clerk
- Arrange catering for 15 attendees - Clerk

## **12. Risk Register**

The Englefield Parish Council Risk Register was reviewed and updates agreed.

Action:

- Update the Risk Register as discussed – Clerk

**13. Asset Register**

The Englefield Parish Council Asset Register Council was reviewed and no updates are required.

**14. General election polling station**

The Council discussed use of the Village Hall as a polling station at the General Election.

**15. Royal Berkshire Fire & Rescue Service Consultation on the Response to Automatic Fire Alarms**

The Council agreed that Councillors would respond individually to the consultation survey if they feel it warrants a response.

**16. Date of Next Meetings**

The dates of the next Parish Council meetings following the Annual Council Meeting were agreed as:

Tuesday 9<sup>th</sup> July 6.30p.m.

Tuesday 15<sup>th</sup> October 6.30p.m.

The meeting finished at 19:35

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

DRAFT - NOT YET APPROVED