

MINUTES OF ENGLEFIELD PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held at Englefield Village Hall on Thursday 22nd May 2025

Present:

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

In attendance:

N. Rands (Clerk)

No members of the public were present

1. Election of Chairman

Cllr Edward Crookes was elected Chairman to the Parish Council for the forthcoming year

2. Apologies

No apologies were received

3. Declarations of Interest

No interests were declared

4. Minutes

The minutes of the meeting of this Council held on Tuesday 11th March 2025 were approved as a true record

5. Financial Regulations

The Council confirmed re-adoption of the Financial Regulations

6. Standing Orders

The Council confirmed adoption of the updated NALC Model Standing Orders

7. Responsible Finance Officer

The Council confirmed that the Parish Clerk is the Responsible Finance Officer for financial year 2025/26

Minutes of the Parish Council Meeting

1. 2024/25 Financial Update

The Council noted the overview of the final accounts for 2024/25, provided by the Clerk

2. 2024/25 Annual Return

- i. The Council confirmed that Englefield Parish Council meets the qualifying criteria for exemption and wishes to certify itself as exempt from a limited assurance review for financial year 2024/25
- ii. The Council received and noted the Internal Audit Report for financial year 2024/25
- iii. The Council approved the Annual Governance Statement for financial year 2024/25
- iv. The Council approved and signed off the Accounting Statements for submission for financial year 2024/25
- v. The Council approved the proposed dates for the exercise of public rights as Tuesday 3rd June to Monday 14th July 2025

3. Internal Financial Control

Cllr Dennison was appointed to verify the bank reconciliations for 2025/26

4. Insurance

- i. The Council reviewed the quotes and agreed to renew the insurance policy through Zurich for period commencing 1st June 2025
- ii. The Council confirmed the provision of insurance cover under the Englefield Parish Council insurance policy for the Englefield Flower Show taking place on 12th July 2025

5. Payments for Approval

- a) The Council authorised the ongoing contract for dog bin emptying services with Triangle Management at the increased price of £4.95 + VAT per week from £4.50 + VAT per week.

6. Payments Made

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

- i. Lloyds Bank – Banking Service Charge 10th January – 9th February 2025
£4.25
- ii. Autela Payroll Services – Payroll Services Q4 2024/25 & End of Year Processing
£94.56
- iii. Council Administration Salary & WFH Allowance – March 2025
£184.17
- iv. Andy Clarke – North Street notice board repair and repaint
£35.00
- v. Lloyds Bank – Banking Service Charge 10th February – 9th March 2025
£4.25
- vi. HMRC – Council Administration Income Tax Q4 2024/25
£140.00
- vii. Council Administration Salary & WFH Allowance – April 2025
£142.37
- viii. Lloyds Bank – Banking Service Charge 10th March – 9th April 2025
£4.25

7. Planning

The Council noted that the following applications have been responded to since the last meeting of the Council:

- i. 25/00765/FUL - The Old Agency, Englefield Road, Theale, Reading RG7 5DU

Change of use of the existing offices into a SEND School with residential care. Permission is also sought for the erection of a boundary fence to create school play area and dedicated outdoor area for residential care element
Response – No objection

The meeting finished at 18:46

Chairman: Date: