

**Minutes of the Annual Meeting of Frilsham Parish Council held on
Wednesday 8th May 2024 at 7.30pm in Frilsham Clubroom.**

Present

Cllr. M. Allum
Cllr. G. Barber
Cllr. I. Coxhead
Cllr. M. Goodenough
Cllr. B. Lyon
Cllr. R. Morley
District Cllr. C. Culver
Mrs. H. Pratt (Clerk)
No members of the public

- 1 **Election of a Chairman.**
Cllr. Lyon proposed that Cllr. Allum be Chairman of FPC for the coming year. This was seconded by Cllr. Barber and unanimously agreed.
Cllr. Allum signed his declaration of office as Chairman of FPC.
- 2 **Election of a Vice Chairman.**
Cllr. Morley proposed that Cllr. Coxhead be Vice Chairman of FPC for the coming year. This was seconded by Cllr. Barber and unanimously agreed.
- 3 **Public Session.**
No matters were raised during the public session.
- 4 **To receive apologies for absence.**
No apologies of absence were received.
- 5 **Declarations of Interest.**
- 5.1 **To receive declarations of interest.**
There were no updates to the Register of Interests.
- 5.2 **Declaration of Interest in Agenda Items.**
Cllr. Allum and Cllr. Coxhead declared an interest in the allotments.
- 6 **Minutes**
- 6.1 **To approve the minutes of the FPC meeting on Wednesday 13th March 2024.**
The minutes of the FPC meeting which took place on Wednesday 13th March 2024 were revised and agreed as a true record of the meeting. The Chairman will sign a corrected copy of the minutes.
- 6.2 **To approve the minutes of the FPC meeting on Wednesday 17th April 2024.**
The minutes of the Extra Ordinary meeting which took place on Wednesday 17th April 2024 were agreed as a true record of the meeting and signed by the Chairman.
- 7 **Matters Arising from the minutes, not covered elsewhere on the agenda.**
There were no updates on any matters not covered on the agenda.
- 8 **To review Corporate Policies.**
- 8.1 **Standing Orders.**
It was agreed that no updates were required to the Standing Orders.
- 8.2 **Financial Regulations.**
A new template for the Financial Regulations was recently published by NALC. It was agreed that a new version of the Financial Regulations, based on the new template would be considered at the FPC meeting in July.
- 8.3 **Code of Conduct.**
It was agreed that no updates were required to the Code of Conduct.

HP
MA

HP

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Asset Register.

It was agreed that the CCTV and the phone box should both be added to the asset register.

10

Risk Assessment.

The Risk Assessment was reviewed, and minor modifications made.

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Insurance Policy.

The Clerk advised that FPC is at the beginning of the second year of a three-year, long-term agreement.

12

Positions on External Committees:

Frilsham Futures Implementation Group (FFIG): Cllr. Lyon
Yattendon and Frilsham Sports and Social Trust nominee: Cllr. Lyon
Pang Valley Flood Forum: Cllr. Goodenough.

13

To fix the date and times of ordinary meetings of the council:

It was agreed that FPC meetings will continue to take place on the 2nd Wednesday of alternate months (July, September, November, January, March and May).

An extra ordinary meeting will be required to sign the AGAR. It was agreed that this meeting would take place on the Wednesday 19th June.

14

To receive a report on Yattendon Estate from Mr. James Hole.

There was no report from Yattendon Estate.

15

Planning update.

One of the two building plots at The Quarry, with planning permission for houses of exceptional design is currently listed on Rightmove.

At the last meeting, planning application 24/00632/HOUSE for the wall at Hawkridge Hill was considered. The retaining wall had fallen into the road. Rather than rebuilding the wall, it appears that the bank has been graded and landscaped, but it now encroaches onto the highway. This has been reported to WBC Highways.

16

Report from District Councillor Carlyne Culver.

District Cllr. Culver reported that the Annual WBC meeting will be on Thursday 9th May. District Cllr. Lee Dillon is standing down as leader. District Cllr. Culver hopes to continue her role as Chair of the Scrutiny Committee.

The Scrutiny Committee had been encouraging WBC to place an abatement order on Thames Water for the illegal discharge of sewage. The Committee continues to work on the Environment Strategy.

District Cllr. Culver has visited Mallards Haven to better understand planning application 24/00571/FUL.

17

Playground and Facilities around the Clubroom.

17.1

RoSPA Inspection.

The RoSPA inspection identified the rotten leg on the nest swing. FPC has a replacement leg and Cllr. Allum commented that he hopes to install it over the next week or two.

The top of the leg on the multi-play unit was identified as rotting. Whilst this is not a huge issue, there was the suggestion of splicing in a replacement piece of wood.

Overhanging trees were identified as an issue, and whilst they have been cut back, if it is wet they do hang down, Cllr. Allum will have another look at them.

17.2

Replacement surfacing.

An additional quote for Tiger Mulch under much of the play equipment has been obtained for £25,832 plus VAT. One grant has been applied for, a second grant body has been identified as being suitable, but the application needs to be completed. It is hoped that Greenham Trust will match fund what is to be raised for the project.

17.3	<p><u>Other matters around the Clubroom.</u></p> <p>The work to repair the carpark has been successful, but there are puddles which need to be filled in with more hoggin.</p> <p>All of the bins around the Clubroom are being emptied on a regular basis.</p>	MA BL
18	<p><u>Environment.</u></p>	
18.1	<p><u>Beechfield Lane Parking by the Garages.</u></p> <p>WBC is looking at getting the transit removed. The Mitsubishi has returned, even though it has no tax.</p>	
18.2	<p><u>Deer Fencing on the School Lane Allotment.</u></p> <p>Half of the deer fencing around the School Lane allotment has been put up. Luckily this year, there doesn't appear to be such a problem with the deer.</p> <p>Cllr. Allum has repaired the allotment fencing against School Lane where the posts had rotted.</p> <p>The Clerk will check the agreement between FPC and the Allotment Trust to find out who is responsible for fencing.</p> <p>Cllr. Coxhead will purchase the remainder of the materials required for the fencing on behalf of FPC. The Allotment Trust will make a donation to FPC for the materials.</p>	HP
18.3	<p><u>Enhancements to the Orchard and Pot Kiln Lane allotment.</u></p> <p>Cllr. Barber has donated a walnut tree to the orchard. A cob nut tree has been planted. Two of the original trees have not survived.</p> <p>It was suggested that the IBCs behind Beechfield could be moved to the Pot Kln Lane allotment site and used to store rainwater.</p> <p>It was questioned whether the Allotment Trust can have structures on the site; the Clerk will check the agreement.</p> <p>The aim is for people to enjoy the orchard area; therefore, a sign needs to be put up and some fencing needs to be erected so that the orchard is separate to the remainder of the allotment site. The bench needs to be stabilised.</p>	HP
18.4	<p><u>Emergency Plan.</u></p> <p>The Clerk and Cllr. Allum need to meet and discuss the Emergency Plan.</p>	MA MA HP
19	<p><u>Clubroom.</u></p> <p>The people concerned with the development of the Clubroom have had other community priorities of late, but this should be back on track after the end of May. The Yattendon and Frilsham Sports and Social Trust is concerned about the liability which currently lies with them over development of the Clubroom. A solution, which is being explored, is for the Clubroom to become a separate charity.</p>	BL
20	<p><u>Yattendon and Frilsham Sports and Social Trust.</u></p> <p>Everyone involved in the Trust is working hard towards the annual fete. Everyone is encouraged to attend the fete, either as a visitor or a volunteer.</p>	
21	<p><u>Clerk's Report.</u></p>	
21.1	<p><u>Expenditure and Income against budget for FY23/24.</u></p> <p>The Clerk circulated a report of the expenditure and income against budget for the year. It was noted that charges for the uncontested election were lower than had been budgeted for, but the cost of electricity for the phone box and the defibrillator is significantly higher than had been budgeted for (£360.56, budgeted at £160).</p>	
21.2	<p><u>The frilsham.org.uk domain and the website.</u></p> <p>The Clerk reported that issues remain with the renewal of the registration of the frilsham.org.uk domain despite working with the company. Until the issues with the registration of the domain have been resolved, the web site is unavailable.</p> <p>The Clerk is continuing to work with the company to obtain ownership and then renew the domain.</p>	HP

- 21.3 Correspondence.
- 21.3.1 **Properties potentially having the need for on street EV charging points.**
WBC is keen to understand how many dwellings potentially need on street EV charging points. The only properties in Frilsham without off street parking are the bungalows either belonging or which originally belonged to Sovereign Housing Association.
- 21.4 Update on defibrillators/cabinets not requiring power.
Given the cost of electricity to supply the defibrillator cabinet investigations are ongoing into cabinets which are sufficiently insulated so as not to require a heater or defibrillators which don't have a minimum operating temperature.
- 21.5 Items for the June Broadsheet.
It was agreed that a summary of this meeting would be submitted for the June Broadsheet.
- 21.6 Final arrangements for the APA (Wednesday 15th May)
There was a discussion about refreshments and glasses.
- 22 **Finances.**
The Clerk circulated two financial statements prior to the meeting, one to the 31st March 2024 (the end of the last financial year) and one to the 8th May 2024. During FY23/24 income totalled £9,831.10 and expenditure £7,147.27, leaving a balance of £42,989.30 once all transactions cleared at the end of the financial year. The statement to the 8th May 2024, showed income of £4,776.69 to date and expenditure of £1,721.39, this being composed as follows:
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| Frilsham Clubroom (rent for December'23, January and February 24 mtgs) | £36.00 |
| Bin emptying, March and April | £87.05 |
| BALC membership | £74.65 |
| Insurance | £699.83 |
| RoSPA Inspection | £103.20 |
| Microsoft, 2years for frilsham.org.uk & frilsham.org.uk | £198.68 |
| Clubroom Broadband (2 months) | £74.00 |
| Bank Charges | £21.00 |
| Salaries, PAYE & Expenses | £426.98 |
- 23 **Round Table comments.**
- 23.1 Yattendon Classic Vehicle Day.
The annual Yattendon Classic Vehicle Day will take place on Sunday 30th June. It is hoped there will be a fly past of a Lancaster bomber.

There being no further business the meeting closed at 9.05pm.

Date of next meetings:

Extra Ordinary meeting of Frilsham Parish Council: Wednesday 19th June 2023 at 7.30pm in the Clubroom.

Frilsham Parish Council: Wednesday 10th July 2023 at 7.30pm in the Clubroom.