

**Minutes of the Meeting of Frilsham Parish Council held on  
Wednesday 10<sup>th</sup> July 2024 at 7.30pm in Frilsham Clubroom.**

**Present**

Cllr. M. Allum (Chairman)  
Cllr. G. Barber  
Cllr. M. Goodenough  
Cllr. B. Lyon  
District Cllr. C. Culver  
Mrs. H. Pratt (Clerk)  
Mr. J. Hole (Yattendon Estates)

- 1 **Public Session.**  
No matters were raised during the public session.
- 2 **To receive apologies for absence.**  
Apologies of absence were received from Cllr. Coxhead and Cllr. Morley.
- 3 **Declarations of Interest.**
- 3.1 **To receive declarations of interest.**  
There were no updates to the Register of Interests.
- 3.2 **Declaration of Interest in Agenda Items.**  
Cllr. Allum declared an interest in the allotments.
- 4 **Minutes**
- 4.1 **The Annual FPC meeting on Wednesday 8<sup>th</sup> May 2024.**  
The minutes of the annual meeting of FPC which took place on Wednesday 8<sup>th</sup> May 2024 were agreed as a true record of the meeting and signed by the Chairman.
- 4.2 **The Extra Ordinary FPC meeting on Wednesday 19<sup>th</sup> June 2024.**  
The minutes of the Extra Ordinary meeting which took place on Wednesday 19<sup>th</sup> June 2024 were agreed as a true record of the meeting and signed by the Chairman.
- 5 **Matters Arising from the minutes, not covered elsewhere on the agenda.**  
It was noted that 2 and 3 Home Farm Cottages, 6 Beechfield and the Beechfield bungalows would require on-street electric charging points, if they were to be provided by WBC.
- 6 **To receive a report on Yattendon Estate from Mr. James Hole.**  
The Estate is all ready for harvesting, once suitable weather arrives, however crop yields will be down.  
Commercial buildings on the Estate are currently fully occupied. Residential properties are fully occupied except one property in the Square in Yattendon.  
The refurbishment of the Pot Kiln is complete, it has reopened, and people are returning. It was noted that visitors to the Pot Kiln are blocking Pot Kiln Lane byway when parking. The Landlord will be putting up signs about parking.  
Work on bud rubbing on the Christmas trees has been taking place.
- 7 **Planning.**
- 7.1 **Planning applications upon which FPC which been consulted by WBC:**
- 7.1.1 **24/01206/HOUSE – Willow Cottage.**  
*Demolition of conservatory and side extension. Extension of dwelling to sides, and rear and alterations.*  
It was agreed that FPC has **no objection** to this revised application at Willow Cottage.
- 7.2 **Decisions made by WBC and on appeal.**
- 7.2.1 **Hawkridge House.**  
*Removal of existing damaged wall and re-building with brick façade to match.*

7.2.2	<p>FPC had <b>no objection</b> to this application which has been <b>approved</b> by WBC.</p> <p><b>Willow Cottage</b>  <i>Demolition of conservatory and side extension. Extension of dwelling to sides, and rear, alterations and porch.</i></p>	
	<p>FPC had <b>no objection</b> to this application which was <b>refused</b> by WBC and has now been <b>dismissed</b> on appeal.</p>	
7.3	<p><b><u>Other Planning Matters.</u></b>  Application 24/00571/FUL for Mallards Haven is to be considered by the Western Area Planning Committee on Tuesday 16<sup>th</sup> July.  It was agreed that FPC would not send a representative to the Western Area Planning meeting.</p>	
8	<p><b><u>Report from District Councillor Carlyne Culver.</u></b>  District Cllr. Culver reported that the election has dominated recent weeks. She has attended a briefing on safeguarding and chaired the Snelsmore Common Group meeting. There is a final COVID meeting, planning training and a scrutiny meeting on Waste Strategy planned for the coming week. The next full WBC council meeting has agenda items on proportional representation and companion bus passes.  It was noted that WBC is responding to pothole reports, indicating that they have been filled when they haven't.  Cllr. Allum will send the "What3Words" location of the trees behind Trenance Lodge to District Cllr. Culver to ask WBC to clarify land ownership.</p>	MA
9	<p><b><u>Playground and Facilities around the Clubroom.</u></b></p>	
9.1	<p><b><u>Condition of the Playground.</u></b>  Cllr. Allum reported that the condition of the playground has not changed. He raised concerns about the long-term degradation of the wood on some of the pieces of equipment and whether FPC should be planning replacement with alternative materials. It was noted that in the original consultation with residents they had said they wanted wooden equipment and therefore if this is to be changed, should they be reconsulted.</p>	
9.2	<p><b><u>Proactive repairs/refurbishment.</u></b>  Cllr. Allum is considering the practicalities of splicing in a replacement piece of wood to replace a non-load bearing section of decaying wood on the multi-play unit.</p>	MA
9.3	<p><b><u>Replacement surfacing.</u></b>  There was a discussion about whether sections of Tiger mulch could be cut out for timber posts to be replaced and then reinstated.  There was a general discussion about replacement of equipment, life expectancy of Tiger mulch and where surfacing might be put and not have to be disturbed. Cllr. Lyon will seek advice from Red Lynch Leisure and ask them about the options.</p>	BL
10	<p><b><u>Allotments.</u></b></p>	
10.1	<p><b><u>The Management Agreement.</u></b>  The Clerk circulated the Management Agreement to councillors. It was agreed that BALC/HALC should be consulted.  On reading the agreement, it is initially unclear who is responsible for fencing, as it is not specifically mentioned.  The agreement is ten years old and it states that it is only valid for ten years. It is uncertain, whether the same agreement could be used again or whether changes should be made.</p>	HP
11	<p><b><u>Defibrillator.</u></b></p>	
11.1	<p><b><u>Termination of the Electricity Supply.</u></b>  It was unanimously agreed to terminate the electricity supply to the telephone box.</p>	HP

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**Environment.**

12.1

**Beechfield Lane Parking by the Garages.**

There has been no change to the vehicles parked by the garages.

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**Clubroom.**

Whilst the Clubroom Committee understood that the Yattendon and Frilsham Sports and Social Trust were suggesting that the Clubroom should be a separate charity, in order that the Trust not be liable for the financial risks which may be incurred during works on the Club Room. The Trust has clarified that this is not necessarily the case. The Clubroom Committee will be analysing the risks which will then be considered by the Trust.

The carpark floodlight sensor is currently broken, such that the light was coming on randomly. The sensor has therefore been removed from the circuit until a replacement is fitted.

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**Yattendon and Frilsham Sports and Social Trust.**

The Trust will be meeting shortly to consider this year's grant requests.

The Yattendon and Frilsham Fete was very successful, final profit figures will be announced next week.

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**Clerk's Report.**

15.1

**Correspondence.**

Information has been received on:

- Designation of Thatcham Neighbourhood Plan Area.
- New bus shelter proposals (funded by WBC, where new shelters are needed).
- WBC Winter Service Plan. It was noted that the grit bins have been inspected.

15.2

**To consider actions recommended by the Internal Auditor.**

The Internal Auditor made the following recommendations after his audit:

- The Council moves to online banking.
- The Council should take care to ensure that the general reserve does not increase above current levels.
- The Clerk's salary must be reviewed,
  - o A new contract be issued, based on the NALC template.
  - o Consideration should be given to making a retrospective payment for pay awards not actioned over the past 10 years.

FPC is already in the process of moving to a new bank account which will be online.

Cllr. Allum will work with the Clerk on her conditions of employment.

15.3

**Items for the September Broadsheet.**

A summary of this meeting will be submitted for The Broadsheet.

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**Finances.**

The Clerk circulated a finance report prior to the meeting showing a balance, once all payments and lodgements have cleared of £44,944.00. This was reconciled back to the bank statement dated 15<sup>th</sup> June, which showed a balance of £45,781.11.

Payments made since the last meeting:

Bibby Financial Services	£77.38	Emptying bins during May and June.
Reimbursement	£263.48	CCTV power supply & Internal audit.
Post Office Ltd	£232.49	Electricity for phone box.
Bucklebury Parish Council	£54.17	Defib pads.
Gigaclear	£74.00	24/5/2024 to 23/7/2024.
Bank charges	£25.00	15/4/24 to 14/6/2024.
May and June salaries	£426.98	

A donation of £52.90 has been received from FFIG for the CCTV power supply.

**17** | **Round Table comments.**

**17.1** | **Football Club.**

The Football Club is understood to be considering improving their assets. This will be an agenda item for the September meeting, when representatives of the Football Club will be invited to attend.

**17.2** | **Website.**

The website is now up, running and accessible again. There was a discussion about moving to Parish Online which supports .gov.uk domains and manages websites and email addresses on behalf of a number of parish councils. It was agreed to explore this further.

There being no further business the meeting closed at 9.10pm.

**Date of next meetings:**

**Frilsham Parish Council: Wednesday 11<sup>th</sup> September 2024 at 7.30pm in the Clubroom.**