

## Whitchurch on Thames Parish Council

Parish Council meeting agenda

Thursday 18<sup>th</sup> April 2019

8.00pm, The Village Hall, Whitchurch on Thames

Press and the public are invited to attend.

- 1. Receive apologies for absence, read mission statement**
- 2. Receive declarations of interest**
- 3. Public forum – 8.05**

Opportunity for members of the public to address the Parish Council. With the permission of the Chair, the public may speak about specific items of business as they arise and are allocated 5 minutes each.

**4. Agree minutes of Parish Council Meeting and review open actions – 8.10**

- i. Minutes 21<sup>st</sup> March 2019
- ii. PC-19 '20 is plenty' flyers could be printed costing approximately £50
- iii. PC-49 Are email minutes / actions sufficient from TAPAG
- iv. PC-61 Update on Terms of Reference for TAPAG
- v. PC – 69 Ina to email Fire Risk assessment document to the Cricket Club

**5. Review planning applications – 8.25**

- i. P19/S0826/FUL 9 Swanston Field, RG8 7HP – Proposed three bedroom single storey dwelling and creation of additional vehicular access to form a part shared, part private fenced drive.
- ii. P19/S0961/HH Swanston House, High Street RG8 7ER – Construction of hard surfaced tennis court with hard fencing.
- iii. P19/S0997/HH Foxglove Manor, Whitchurch Hill, RG8 7NT – Variation of condition 2 (approved plans) of application P14/s3607/HH changes to the loggia and car port. Erection of outbuildings, minor engineering works and small extension to the existing dwelling to form an open loggia.
- iv. P19/S1092/HH 14 Swanston Field, RG8 7HP – Single storey timber outbuilding for use as a garden room.

**6. Receive County Councillor's report – 8.50**

**7. Finances – 8.55**

- i. Approve payments and note receipts for the preceding month

Payment	Amount	Receipt	Amount
Clerk's salary and expenses		Precept	£13,291.39
Dog bin emptying Jan - Mar	£52.38		
SiteSpider – web site hosting	£50.00		
D Maynerd- repair resources	£103.46		

for 'The Boat'			
Clerk expenses (paper, stamps, files, printer ink) Mar/Apr	£42.36		
<b>Total (Ex clerks salary)</b>	£249.20	<b>Total</b>	£13,291.39

- ii. Note current bank reconciliation
- iii. Note and sign off trial balance for Current Year 2018-19
- iv. Note and sign off Nominal Ledger by Account for Current Year 2018-19
- v. Note and sign off Detailed Receipts and Payments by Budget Heading up to 31/3/19
- vi. Note and sign off Summary Receipts and Payments by Budget Heading up to 31/3/19
- vii. Note and sign off Annual Return for 2018-19 (Detailed
- viii. Note and sign off Transactions included in VAT return between 1/10/18-31/3/19
- ix. Note and sign off Cash Book breakdown
- x. Agree and sign off Annual Return for 2018-19
- xi. Agree and sign off Variance report for 2018 -19
- xii. Risk Assessment 2018-19
- xiii. Financial Regulations 2018-19
- xiv. Note and approve hourly increase in Parish Clerk's salary to £10.57 per hour from 1<sup>st</sup> April 2019.
- xv. Note and approve Parish Clerk application for Direct Debit card for Parish Council business.

#### **8. Village Maintenance – 9.20**

Update on quotations received for repairs to damaged gate plinth.

#### **9. Pavillion – 9.25**

- i. Review updated plans and approve internal layout
- ii. Review motion approving spending process for items already in the budgeted figures

#### **10. GDPR – 9.40**

Approval of outline Privacy Notice prepared by Cllr Higley

#### **11. Resident's issues – 9.45**

Update of Resident's Issues list.

#### **12. Any Other Business 9.55**

Items for the Chairman and the Parish Council to consider.

- i. Annual Parish Assembly taking place 23.5.19 at the Village Hall at 7.30.  
This will focus on The Village Plan and the first presentation of The Whitchurch on Thames Award

