

Hampstead Norreys Parish Council

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<http://www.hampsteadnorreysparishcouncil.org/>

PARISH COUNCIL MEETING

To: All Members of Hampstead Norreys Parish Council

All Councillors are hereby summoned to attend the following meeting.

NOTICE OF MEETING

MEETING: Full Council
DATE & TIME: Thursday 27th January 2022 at 7.30pm
PLACE: Memorial Room, Hampstead Norreys Village Hall, Newbury Hill, Hampstead Norreys
RG18 0TR

Members of the Council and any members of the public attending are requested to ensure they only attend if they:

- Are not currently suffering from any COVID symptoms, nor have been asked to isolate or quarantine or are feeling unwell
- Have not suffered any COVID symptoms in the last 7 days
- Have taken a Lateral Flow Test within the past 48 hours which gave a negative result.

S. Marshman

Dr. S. Marshman, CiLCA, Clerk to the Council

21st January 2022

AGENDA

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1. To receive apologies for absence from Members of the Council
2. To receive any declarations of pecuniary interests by members or the Clerk and to consider any requests for dispensation
3. To receive questions or comments from members of the public or representations from any member who has declared a pecuniary interest
4. To approve the [Minutes of the Parish Council Meeting held on 4th November 2021](#)
5. Matters arising from the Minutes of the previous Parish Council Meeting
6. To receive a report from the District Councillor
7. Planning Applications
 - a) To consider the following planning applications:
 - None
 - b) To receive a [report on West Berkshire Council's recent planning decisions](#)

8. Finance:
 - a) To consider approving payments made/due as listed on the [Finance Report](#)
 - b) To receive the most recent [Bank Reconciliation](#)
 - c) To receive the most recent [Quarterly Budget Summary](#) (*where applicable*)
9. To discuss suggestions for the Queen's Platinum Jubilee
10. To consider quotes for a replacement noticeboard
11. To consider quotes to repair the lighting on the steps
12. To consider closing the HSBC accounts and setting up a Unity Trust savings account
13. To consider the [budget](#) and set the precept for 2022/23
14. To receive an update from the Traffic and Speeding Working Group
15. Matters for future consideration and information

Date and time of next scheduled meeting:

Parish Council Meeting: Thursday 24th March 2022 7:30pm

Supporting Documents

Agenda Item 7b: To receive a report on West Berkshire Council's recent planning decisions

The following planning decisions have been reported by West Berkshire Council since the last meeting of Hampstead Norreys Parish Council.

- 21/02492/HOUSE Well Cottage, Water Street, Hampstead Norreys RG18 0SB – 1. First floor extension above existing single storey 2. Extension to form lobby with bathroom above. Application approved.

Agenda item 8a: To consider approving payments made/due

Finance Report

Status at last bank reconciliation 31st December 2021

Unity Trust	£8,294.77
HSBC Current	£661.31
HSBC Business Money Manager	£21,687.14
Total	£30,643.22

Income received 19th November 2021 - 19th January 2022

Grant towards play area surfacing	£500.00
Total	£500.00

Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
08-Dec	BACS	Sunshine Commercial Services	Grounds maintenance Oct	£234.76
14-Dec	BACS	Sunshine Commercial Services	Grounds maintenance Nov	£234.76
14-Dec	BACS	Mark Herrod Ltd	Freestanding goals	£1,443.84
14-Dec	BACS	Hampstead Norreys Village Hall	CCTV grant	£1,620.00
20-Dec	BACS	Staff Costs	Includes staff salaries, PAYE and pension contributions Dec	£461.30
31-Dec	DD	Unity Trust	Bank charges	£18.00
06-Jan	BACS	Sunshine Commercial Services	Grounds maintenance Dec	£234.76
06-Jan	BACS	Enerveo	Repairs to street light	£173.18
06-Jan	BACS	SLCC	Membership 22/23	£48.21
06-Jan	BACS	The Good Exchange	Grant for Compton Scout Hut	£300.00
10-Jan	DD	Southern Electric	Electricity for street lights	£132.97
24-Jan	BACS	Staff Costs	Includes staff salaries, PAYE and pension contributions Jan	£300.04
27-Jan	BACS	Village Hall	Hall hire Jan-May	£36.80
Total				£1,243.96

Agenda item 8b: To receive the most recent bank reconciliation

Bank Reconciliation at 31/12/2021

Cash in Hand 01/04/2021			31,581.00
ADD			
Receipts 01/04/2021 - 31/12/2021			24,951.53
			56,532.53
SUBTRACT			
Payments 01/04/2021 - 31/12/2021			25,889.31
A = Cash in Hand 31/12/2021 (per cash book)			30,643.22
Cash in hand per Bank Statements			
Petty Cash	31/12/2021	0.00	
3 HSBC BMM	31/12/2021	21,687.14	
2 HSBC Current	31/12/2021	661.31	
1 Unity Current	31/12/2021	8,294.77	
			30,643.22
Less unrepresented payments			0.00
			30,643.22
Plus unrepresented receipts			0.00
B = Adjusted Bank Balance			30,643.22

A = B Checks out OK

Agenda item 8c: To receive the most recent Quarterly Budget Summary

Summary of Receipts and Payments

All Cost Centres and Codes

Income

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
1	Precept	18,826.00	18,826.00						(0%)
2	Interest		1.62	1.62				1.62	(N/A)
3	Allotment Rent	158.00	174.00	16.00				16.00	(10%)
4	Grants & Donations	2,220.00	4,220.00	2,000.00				2,000.00	(90%)
5	VAT Refund								(N/A)
6	Other Income								(N/A)
	SUB TOTAL	21,204.00	23,221.62	2,017.62				2,017.62	(9%)

Administration

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
7	Insurance				670.00	658.69	11.31	11.31	(1%)
-8	Audit				200.00	147.50	52.50	52.50	(26%)
9	Bank Charges				72.00	54.00	18.00	18.00	(25%)
10	ICO Registration				35.00	35.00			(0%)
11	Hall Rent				200.00	9.20	190.80	190.80	(95%)
12	Elections								(N/A)

13	Chairman's Allowance				20.00		20.00	20.00	(100%)
14	Stationery/Supplies				30.00	4.45	25.55	25.55	(85%)
15	Training				200.00		200.00	200.00	(100%)
16	Website				125.00	125.00			(0%)
17	Software				350.00	337.99	12.01	12.01	(3%)
18	Staff Expenses				410.00	261.83	148.17	148.17	(36%)
SUB TOTAL					2,312.00	1,633.66	678.34	678.34	(29%)

Staff Costs

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
19	Staff Costs				3,940.00	2,977.00	963.00	963.00	(24%)
SUB TOTAL					3,940.00	2,977.00	963.00	963.00	(24%)

Lighting

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
20	Electricity				400.00	303.24	96.76	96.76	(24%)
21	Lighting Maintenance				300.00	144.32	155.68	155.68	(51%)
22	Steps Lights								(N/A)
SUB TOTAL					700.00	447.56	252.44	252.44	(36%)

Grounds Maintenance

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend

23	Grounds Maintenance		3,300.00	2,045.04	1,254.96	1,254.96	(38%)
	SUB TOTAL		3,300.00	2,045.04	1,254.96	1,254.96	(38%)

Other Maintenance

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
24	Maintenance/Landscaping				200.00		200.00	200.00	(100%)
25	Well House/Bus Shelter Repairs				200.00		200.00	200.00	(100%)
26	Play Area Maintenance				9,140.00	9,740.50	-600.50	-600.50	(-6%)
27	Telephone				385.00	385.00			(0%)
28	Dog Waste Bins				120.00	35.00	85.00	85.00	(70%)
29	Refuse Disposal				1,050.00	869.22	180.78	180.78	(17%)
30	Defibrillator				150.00	75.00	75.00	75.00	(50%)
31	Other Maintenance				300.00		300.00	300.00	(100%)
32	New Bins								(N/A)
33	Salt Bins				100.00	23.34	76.66	76.66	(76%)
	SUB TOTAL				11,645.00	11,128.06	516.94	516.94	(4%)

Allotments

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
34	Allotments Water				130.00	117.32	12.68	12.68	(9%)
35	Allotments Maintenance								(N/A)
	SUB TOTAL				130.00	117.32	12.68	12.68	(9%)

Subscriptions

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
36	BALC Subscription				190.00	187.59	2.41	2.41	(1%)
37	SLCC Subscription				50.00		50.00	50.00	(100%)
38	CCB Subscription								(N/A)
39	CPRE Subscription								(N/A)
SUB TOTAL					240.00	187.59	52.41	52.41	(21%)

Donations

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
40	Church Grass Cutting Donation				1,200.00	1,200.00			(0%)
41	West Berkshire Countryside Society Donation				100.00	100.00			(0%)
42	Downland Volunteer Group Donation				100.00	100.00			(0%)
43	Pang Valley Flood Forum Donation				100.00	100.00			(0%)
44	Royal British Legion				50.00		50.00	50.00	(100%)
45	West Berkshire Library Service Donation								(N/A)
46	GreenFest Donation				100.00		100.00	100.00	(100%)
47	Other Donations				200.00		200.00	200.00	(100%)
SUB TOTAL					1,850.00	1,500.00	350.00	350.00	(18%)

Contingencies

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	

48	Contingencies				200.00	75.00	125.00	125.00	(62%)
	SUB TOTAL				200.00	75.00	125.00	125.00	(62%)

Reserves

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
49	Reserves					2,823.20	-2,823.20	-2,823.20	(N/A)
	SUB TOTAL					2,823.20	-2,823.20	-2,823.20	(N/A)

Summary

NET TOTAL	21,204.00	23,221.62	2,017.62	24,317.00	22,934.43	1,382.57	3,400.19	(7%)
V.A.T.		1,729.91			2,954.88			
GROSS TOTAL		24,951.53			25,889.31			