

Hampstead Norreys Parish Council

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Minutes of the Full Council Meeting held on Thursday 26th May 2022. Held online via Zoom.
Commencing at 7:32 pm

Members Present: Councillor David Barlow, Chairman
Councillor Ros Maskell, Vice-Chairman (from 7:44 pm)
Councillor Caroline Herman
Councillor Colin Layton
Councillor Harriet McCalmont
Councillor Gwenan Paul

Members Absent: Councillor Fiona Bennett

Officers Present: Sarah Marshman, Clerk

In Attendance: None

Minutes

- 22/23-001 To consider the election of Chairman of the Council for 2022/23 and for the elected Chairman to sign the declaration of acceptance of office**
Resolved: To elect Councillor David Barlow as Chairman. The declaration of acceptance of office was signed.
- 22/23-002 To consider the election of Vice-Chairman of the Council for 2022/23 and for the elected Vice-Chairman to sign the declaration of acceptance of office**
Resolved: To elect Councillor Ros Maskell as Vice-Chairman. The declaration of acceptance of office was signed when Councillor Maskell arrived.
- 22/23-003 To receive apologies for absence from Members of the Council**
Apologies were received and accepted from Councillor Fiona Bennett and from Councillor Ros Maskell who would be late.
- 22/23-004 To receive any declarations of pecuniary interests by members or the Clerk and to consider any requests for dispensation**
No declarations of interests or requests for dispensation were made.
- 22/23-005 To receive questions or comments from members of the public or representations from any member who has declared a pecuniary interest**
There were no questions, comments or representations.
- 22/23-006 To approve the minutes of the Full Council Meeting held on 5th May 2022**
Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Minutes were then signed by the Chairman.

- 22/23-007 Matters arising from the Minutes of the previous Parish Council Meeting**
There were no matters arising.
- 22/23-008 To receive a report from the District Councillor**
The District Councillor sent her apologies.
- 22/23-009 Planning Applications**
- a) To consider the following planning applications:**
There were no new planning applications.
- b) To receive a report on West Berkshire Council's recent planning decisions**
22/00711/FULD Green Hill Cottage, Forge Hill, Hampstead Norreys, RG18 0TE - Detached three bed two storey house. Application refused.
- 22/23-010 Finance:**
- a) To consider approving payments made/due as listed on the Finance Report**
Resolved: To approve the payments listed on the Finance Report in Appendix 1.
It was noted the Council is still following the complaint process with HSBC for the transfer of its funds on closure of the account.
- b) To receive the most recent bank reconciliation**
Resolved: To note the bank reconciliation figures to 30th April 2022, as provided on the Finance Report in Appendix 1.
- Councillor Maskell arrived at 7:44 pm.
- 22/23-011 To appoint any new committees in accordance with standing order 4**
Resolved: No new committees are required.
- 22/23-012 To consider adopting a Scheme of Delegation**
Resolved: To adopt the Scheme of Delegation.
- 22/23-013 To review the inventory of land and assets including buildings and office equipment**
Resolved: The inventory of land and assets is correct.
- 22/23-014 To review the arrangements for insurance cover in respect of all insured risks**
Resolved: The arrangements for insurance cover are correct.
- 22/23-015 Policies:**
To review the following policies:
- a) Standing Orders**
b) Financial Regulations
c) Complaints Procedure
d) The procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
e) Media Policy
f) Grants Policy
Resolved: To continue with the above-named policies.

To consider adopting the following policies:

g) Code of Conduct

h) Internal Controls Policy and Procedure

Resolved: To adopt the Code of Conduct and the Internal Controls Policy and Procedure.

22/23-016 To review the council's and/or staff subscriptions to other bodies

Resolved: To continue with subscriptions to Berkshire Association of Local Councils (BALC) / Hampshire Association of Local Councils (HALC) and Society of Local Council Clerks (SLCC).

22/23-017 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

Resolved: To hold meetings at 7:30pm in the Memorial Room at the Village Hall on the following dates:

Meeting Date	Meeting Type
Thursday 28 th July 2022	Full Council
Thursday 29 th September 2022	Full Council
Thursday 24 th November 2022	Full Council
Thursday 26 th January 2023	Full Council
Thursday 30 th March 2023	Full Council
Thursday 27 th April 2023	Annual Parish Meeting
Thursday 18 th May 2023	Annual Meeting of the Parish Council

22/23-018 To consider Parish Council areas of responsibility and representation on outside bodies

Resolved: To set the following areas of responsibility and representation on outside bodies:

Role	Role Holder
Allotments	Colin Layton
Defibrillator	Colin Layton
Downlands Practice Patient Rep Group Representative	Gwenan Paul
Downland Volunteer Group Representative	Gwenan Paul
Eling Way	Colin Layton
Internal Controller	Harriet McCalmont
Planning	David Barlow
Planning Committee	David Barlow, Caroline Herman, Harriet McCalmont, Ros Maskell, Fiona Bennett
Playground Inspections	Fiona Bennett and Harriet McCalmont
Traffic and Speeding Working Group	Fiona Bennett and Ros Maskell
Waste Removal Management	Caroline Herman
West Berkshire Countryside Society Representative	Colin Layton

22/23-019 To consider the Risk Register for 2022/23

Resolved: To adopt the Risk Register for 2022/23.

22/23-020 To review the feedback from our internal auditors on the 2021/22 audit and consider any actions required

The feedback was reviewed. The Internal Auditor had made no recommendations and so no action was required.

- 22/23-021 Certificate of Exemption 2021/22**
- a) to consider completing the Certificate of Exemption for expenditure under £25,000; and**
 - b) to ensure it is signed and dated by the Responsible Finance Officer and the person presiding at the meeting**
- This item was included in the agenda in error as the Council is not eligible to complete a Certificate of Exemption for expenditure under £25,000 for the 2021/22 financial year. The Council will therefore complete and submit the relevant Annual Governance and Accountability Return (AGAR) for Councils above this threshold and undergo an External Audit.
- 22/23-022 Annual Governance Statement 2021/22**
- a) to consider the findings of the review by the members meeting as a whole; and**
 - b) to approve the AGS by resolution in advance of approving the Accounting Statements**
- Resolved: The Council reviewed the Annual Governance Statement and resolved to approve it. The Annual Governance Statement was then signed by the Chairman and the Clerk.
- 22/23-023 Accounting Statements 2021/22**
- a) to consider the Accounting Statements by the members meeting as a whole;**
 - b) to approve the Accounting Statements by resolution; and**
 - c) to ensure the Accounting Statements are signed and dated by the person presiding at the meeting**
- Resolved: The Council reviewed and resolved to approve the Accounting Statements. The Accounting Statements document was then signed by the Chairman.
- 22/23-024 To consider the cost of purchase of a Speed Indicator Device jointly with Yattendon Parish Council**
- Resolved: To approve the purchase of a Speed Indicator Device jointly with Yattendon Parish Council. The total cost of the device is £3,233. The cost to the Council will be £1,616.50, however, half of this cost is being sought from Member's Bid funding through West Berkshire Council and will be claimed once the purchase has been made. Hampstead Norreys Community Shop has volunteered to charge and store the spare batteries and a team of volunteers will be sought to monitor the replacement of the batteries.
- 22/23-025 To consider quotes for insurance**
- Resolved: To accept a quote from Gallagher for £805.07.
- 22/23-026 To consider quotes to purchase a new community noticeboard**
- Resolved: To set a budget of £2,000 for the purchase of the noticeboard. A brass plaque will be purchased to attach to the noticeboard to commemorate the Queen's Platinum Jubilee.
- 22/23-027 Matters for future consideration and information**
- The lease and usage of the phone box was discussed. The Clerk will ascertain how long the lease runs for and how much usage the phone box has. The possibility of using the phone box for an alternative use for the community, such as a library and/or a wifi hub was discussed.

Several incidents of anti-social behaviour have been reported in village.

The Clerk will publicise and add information to the website so that speeding incidents can be reported to West Berkshire District Council.

There being no further business, the meeting was closed at 8:59 pm.

Date and time of next scheduled meeting:

Parish Council Meeting: Thursday 28th July 2022 7:30pm

Chairman: _____

Date: _____

Appendix 1: Finance Report

Status at last bank reconciliation 30th April 2022

Current Account	£45,319.53
Savings Account	£0.00
Total	£45,319.53

Income received 29th April - 18th May 2022

Football Foundation grant towards goal posts (purchased in previous financial year)	£938.00
Total	£938.00

Payments to be approved

Payment Date	Payee	Payment Detail	Amount
16-May	Parish Partnership	Grant for Jubilee events	£200.00
20-May	Staff Costs	Refuse Disposal April	£317.90
20-May	CJM Services	Repairs to play area	£2,186.40
26-May	Triangle Management	Refuse Disposal April	£141.60
26-May	Sunshine Commercial Services	Grounds maintenance March	£248.86
26-May	Berkshire Association of Local Councils	Subscription 22/23	£182.47
26-May	Heelis & Lodge	Internal audit 21/22	£202.50
Total			£3,479.73

Status at last bank reconciliation 31st March 2022

Unity Trust	£30,342.55
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Income received 24th March - 28th April 2022

Precept (payment 1 of 2)	£12,954.00
VAT refund	£3,336.44
Total	£16,290.44

Payments to be approved

Payment Date	Payee	Payment Detail	Amount
19-Apr	SSE	Electricity	£151.68
21-Apr	Unity Tust	Bank charges	£6.00
26-Apr	Staff Costs	Includes salary, PAYE, pension contributions April	£307.50
26-Apr	Vision ICT	Website and email hosting	£334.06
26-Apr	Sunshine Commercial Services	Grounds maintenance March	£234.76
26-Apr	West Berkshire Council	Refuse Disposal	£137.86
26-Apr	Triangle Management	Refuse Disposal	£141.60
05-May	Playsafety Ltd	Annual safety inspection	£134.40
Total			£1,447.86