

# 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 5<sup>th</sup> May 2022 at 7.30pm  
PLACE: Online via Zoom – Meeting ID: 875 4334 0746, Passcode: 938447, [Meeting Link](#)

*S. Marshman*

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

29<sup>th</sup> April 2022

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## AGENDA

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 31<sup>st</sup> March 2022](#)
5. Matters arising from the Minutes of the previous Parish Council Meeting
6. Planning Applications
  - a) To consider the following planning applications:
    - [22/00840/HOUSE Appletrees, Forge Hill, Hampstead Norreys, RG18 0TE](#) - To construct a prefabricated building to be used incidental to the pleasure and entertainment of householders primarily as a garden studio, study and covered outdoor sitting area. No alterations to existing land will be required. No new access required.
  - b) To receive a [report on West Berkshire Council's recent planning decisions](#)
7. 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)

8. To consider a request for funding towards the Jubilee events taking place in the parish
9. Matters for future consideration and information

Date and time of next scheduled meeting:

**Annual Meeting of the Parish Council: Thursday 26<sup>th</sup> May 2022 7:30pm**

## Supporting Documents

### Agenda Item 6b: 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.

- 22/00364/HOUSE Tangle Cottage, Water Street, Hampstead Norreys, Thatcham RG18 0SB - Porch Extension, Rear Extension, Loft conversion with Dormers. Application approved.

## Agenda item 7a: To consider approving payments made/due

### Finance Report

#### Status at last bank reconciliation

**31st March 2022**

Unity Trust	<b>£30,342.55</b>
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#### Income received 24th March - 28th April 2022

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

#### 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
<b>Total</b>			<b>£1,447.86</b>

## Agenda item 7b: To receive the most recent bank reconciliation

### Bank Reconciliation at 31/03/2022

Cash in Hand 01/04/2021 31,581.00

#### ADD

Receipts 01/04/2021 - 31/03/2022 28,951.97

#### SUBTRACT

Payments 01/04/2021 - 31/03/2022 30,190.42

**A = Cash in Hand 31/03/2022 (per cash book) 30,342.55**

Cash in hand per Bank Statements

Petty Cash 31/03/2022 0.00

3 HSBC BMM 31/03/2022 0.00

2 HSBC Current 31/03/2022 0.00

1 Unity Current 31/03/2022 8,008.66

**Sub total 8,008.66**

Less unrepresented payments 0

Plus unrepresented receipts 22,333.89

**B = Adjusted Bank Balance 30,342.55**

**A = B Checks out OK**

N.B. There have been some issues with transferring the funds from HSBC to Unity. This is currently being reviewed by HSBC.

## Agenda Item 7c: To receive the most recent Quarterly Budget Summary

### 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		2.06	2.06				2.06	(N/A)
3	Allotment Rent	158.00	174.00	16.00				16.00	(10%)
4	Grants & Donations	2,220.00	8,220.00	6,000.00				6,000.00	(270%)
5	VAT Refund								(N/A)
6	Other Income								(N/A)
	<b>SUB TOTAL</b>	<b>21,204.00</b>	<b>27,222.06</b>	<b>6,018.06</b>				<b>6,018.06</b>	<b>(28%)</b>

### 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	87.00	-15.00	-15.00	(-20%)
10	ICO Registration				35.00	35.00			(0%)
11	Hall Rent				200.00	46.00	154.00	154.00	(77%)
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	40.00	160.00	160.00	(80%)
16	Website				125.00	125.00			(0%)
17	Software				350.00	337.99	12.01	12.01	(3%)
18	Staff Expenses				410.00	355.97	54.03	54.03	(13%)

<b>SUB TOTAL</b>				<b>2,312.00</b>	<b>1,837.60</b>	<b>474.40</b>	<b>474.40</b>	<b>(20%)</b>
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### Staff Costs

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
19	Staff Costs				3,940.00	4,011.67	-71.67	-71.67	(-1%)
<b>SUB TOTAL</b>					<b>3,940.00</b>	<b>4,011.67</b>	<b>-71.67</b>	<b>-71.67</b>	<b>(-1%)</b>

### Lighting

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
20	Electricity				400.00	429.88	-29.88	-29.88	(-7%)
21	Lighting Maintenance				300.00	512.22	-212.22	-212.22	(-70%)
22	Steps Lights							(N/A)	
<b>SUB TOTAL</b>					<b>700.00</b>	<b>942.10</b>	<b>-242.10</b>	<b>-242.10</b>	<b>(-34%)</b>

### Grounds Maintenance

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
23	Grounds Maintenance				3,300.00	2,631.93	668.07	668.07	(20%)
<b>SUB TOTAL</b>					<b>3,300.00</b>	<b>2,631.93</b>	<b>668.07</b>	<b>668.07</b>	<b>(20%)</b>

				<b>Receipts</b>		<b>Payments</b>		<b>Net Position</b>
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## Other Maintenance

Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
24	Maintenance/Landscaping				200.00	200.00			(0%)
25	Well House/Bus Shelter Repairs				200.00		200.00	200.00	(100%)
26	Play Area Maintenance				9,140.00	9,820.50	-680.50	-680.50	(-7%)
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	1,411.22	-361.22	-361.22	(-34%)
30	Defibrillator				150.00	139.00	11.00	11.00	(7%)
31	Other Maintenance				300.00	165.30	134.70	134.70	(44%)
32	New Bins								(N/A)
33	Salt Bins				100.00	23.34	76.66	76.66	(76%)
<b>SUB TOTAL</b>					<b>11,645.00</b>	<b>12,179.36</b>	<b>-534.36</b>	<b>-534.36</b>	<b>(-4%)</b>

## Allotments

Code	Title	Budgeted	Receipts		Payments			Net Position	
			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)
<b>SUB TOTAL</b>					<b>130.00</b>	<b>117.32</b>	<b>12.68</b>	<b>12.68</b>	<b>(9%)</b>

## Subscriptions

Code	Title	Budgeted	Receipts		Payments			Net Position	
			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	48.21	1.79	1.79	(3%)

38	CCB Subscription							(N/A)
39	CPRE Subscription							(N/A)
<b>SUB TOTAL</b>					<b>240.00</b>	<b>235.80</b>	<b>4.20</b>	<b>4.20 (1%)</b>

## 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	300.00	-100.00	-100.00	(-50%)
<b>SUB TOTAL</b>					<b>1,850.00</b>	<b>1,800.00</b>	<b>50.00</b>	<b>50.00</b>	<b>(2%)</b>

## Other

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
48	Contingencies				200.00	275.00	-75.00	-75.00	(-37%)
<b>SUB TOTAL</b>					<b>200.00</b>	<b>275.00</b>	<b>-75.00</b>	<b>-75.00</b>	<b>(-37%)</b>

## Reserves

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

## Summary

<b>NET TOTAL</b>	<b>21,204.00</b>	<b>27,222.06</b>	<b>6,018.06</b>	<b>24,317.00</b>	<b>26,853.98</b>	<b>-2,536.98</b>	<b>3,481.08</b>	<b>(7%)</b>
V.A.T.		1,729.91			3,336.44			
<b>GROSS TOTAL</b>		<b>28,951.97</b>			<b>30,190.42</b>			