

Hampstead Norreys Parish Council

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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 28th July 2022 at 7.30pm
PLACE: Memorial Room, Hampstead Norreys Village Hall, Newbury Hill, Hampstead Norreys
RG18 0TR

S. Marshman

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

22nd July 2022

AGENDA

1. To receive apologies for absence from Members of the Council
2. To receive any declarations of [Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests](#) and to consider any Requests for Dispensation
N.B. Councillors should confirm the type of interest that is being declared.
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 26th May 2022](#)
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:
 - [22/01670/FUL](#) and [22/01671/LBC2](#) East Barn, Manor Farm Barns, Newbury Hill, Hampstead Norreys, RG18 0TR - Conversion and adaptation of Grade II listed barn with addition of lean-to for 'Class E' commercial use (Change of use from Agriculture).
 - b) To receive a [report on planning application responses and 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)
 - d) To receive any reports from the Internal Controller (where applicable)
9. To consider quotes for safety surfacing around the gym equipment
 10. To consider whether to end the contract for the village payphone and what alternative use will be given to the phone box if this occurs
 11. To consider the appointment of an Internal Auditor for the 2022/23 financial year and to agree the scope of audit
 12. To consider requests for donations from Citizens Advice West Berkshire and Swings and Smiles
 13. To consider the purchase of hi-vis vests for SID volunteers
 14. To consider the purchase of a tree guard for a Jubilee tree
 15. Matters for future consideration and information

Date and time of next scheduled meeting:

Parish Council Meeting: Thursday 29th September 2022 7:30pm

Supporting Documents

Agenda Item 2: To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any Requests for Dispensation

Councillors should confirm the type of interest that is being declared.

DPI = Disclosable Pecuniary Interest
 ORI = Other Registerable Interest
 NRI = Non-Registerable Interest

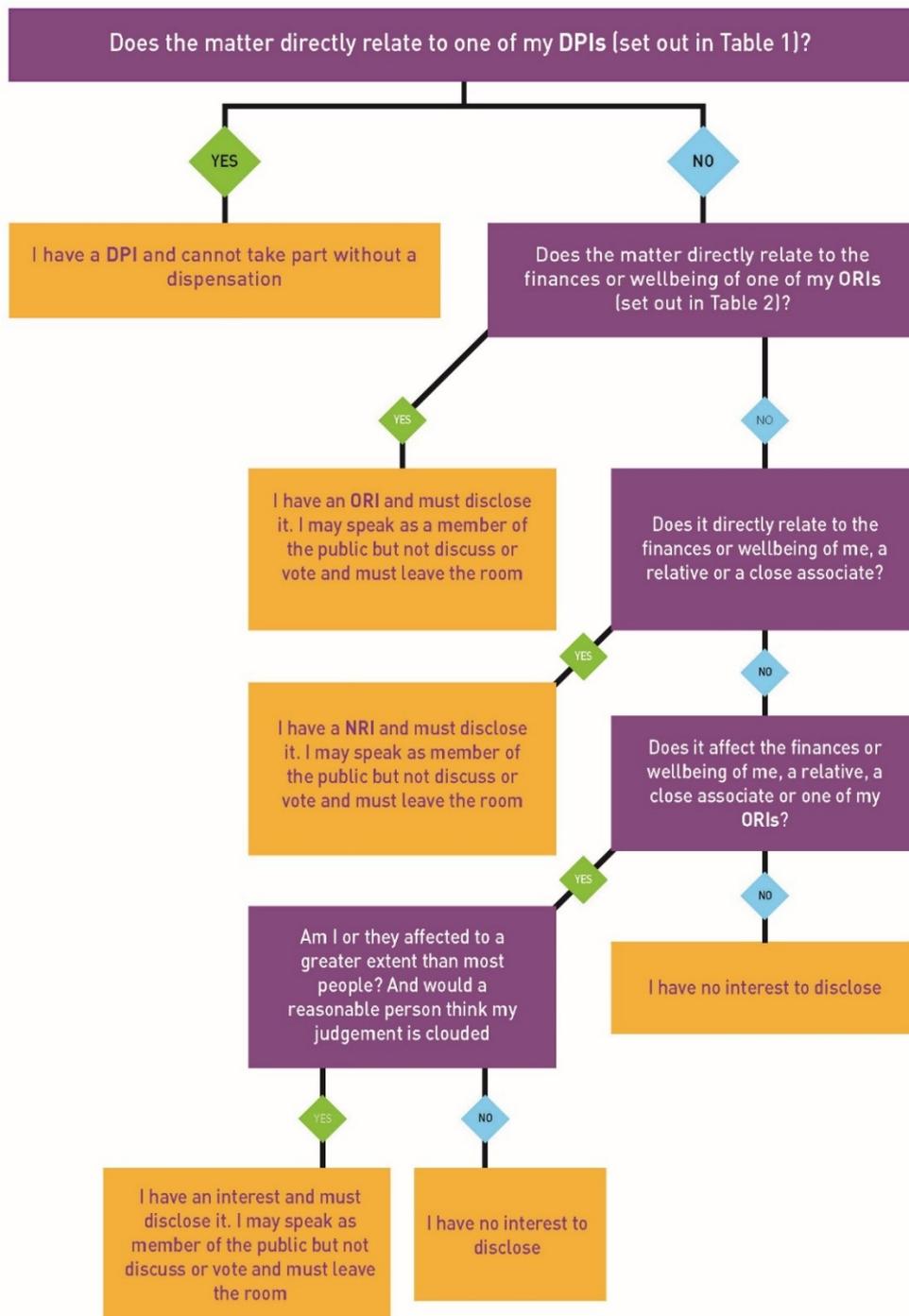


Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and* property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interest

You must register as an Other Registerable Interest:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

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

The following planning responses have been made using delegated powers since the previous meeting:

- 22/01088/HOUSE 29 Beechcroft, Hampstead Norreys, RG18 0TG - Section 73: Variation of Condition 3 (Materials) of previously approved application 20/02894/HOUSE: Single storey side and rear extension. 'No objections'.
- 22/01231/HOUSE 2 Pendals Close, Hampstead Norreys, RG18 0TY - Proposed extension under existing roof. Dormers and internal alterations. 'No objections'.

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

- 22/00840/HOUSE Appletrees, Forge Hill, Hampstead Norreys, RG18 0TE - Prefabricated building to be used primarily as a garden studio, study and covered outdoor sitting area. No alterations to existing land will be required. No new access required. Application approved.
- 20/02894/HOUSE 29 Beechcroft, Hampstead Norreys, RG18 0TG - Section 73: Variation of Condition 3 (Materials) of previously approved application: Single storey side and rear extension. Application approved.

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

Finance Report

Status at last bank reconciliation 30th June 2022

Unity Trust Current Account	£10,829.20
Unity Trust Savings Account	£30,339.01
Total	£41,168.21

Income received 19th May - 21st July 2022

Compensation from HSBC	£200.00
Grant from The National Lottery Community Fund (towards safety surfacing)	£10,000.00
Interest	£5.12
Total	£10,205.12

Payments to be approved

Payment Date	Payee	Payment Detail	Amount
26-May	Gallagher	Insurance 22/23	£805.07
22-Jun	Staff Costs	Includes salary, PAYE, pension contributions Jun	£465.10
23-Jun	Sunshine Commercial Services	Grounds Maintenance	£248.86
23-Jun	Hampstead Norreys Village Hall	Room Hire	£71.60
30-Jun	Unity Trust Bank	Bank charges	£18.00
15-Jul	Triangle Management	Refuse disposal	£141.60
15-Jul	Hampstead Norreys Village Hall	Room Hire	£4.60
15-Jul	Triangle Management	Refuse disposal	£177.60
15-Jul	Sunshine Commercial Services	Grounds Maintenance	£248.86
22-Jul	Staff Costs	Includes salary, PAYE, pension contributions Jul	£320.82
28-Jul	St Mary's Church, Hampstead Norreys	Donation towards grass cutting (from budget)	£1,200.00
28-Jul	West Berkshire Countryside Society	Donation (from budget)	£100.00
28-Jul	Downland Volunteer Group	Donation (from budget)	£100.00
28-Jul	Pang Valley Flood Forum	Donation (from budget)	£100.00
28-Jul	West Berkshire Library Service	Donation (from budget)	£70.00
28-Jul	GreenFest	Donation (from budget)	£100.00
Total			£4,172.11

N.B. The previous issues in transferring the remaining funds from HSBC have now been resolved and the council received £200 in compensation.

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

Bank Reconciliation at 30/06/2022

Cash in Hand 01/04/2022			30,342.55
ADD			
Receipts 01/04/2022 - 30/06/2022			17,433.56
			47,776.11
SUBTRACT			
Payments 01/04/2022 - 30/06/2022			6,607.90
A Cash in Hand 30/06/2022			41,168.21
(per Cash Book)			
Cash in hand per Bank Statements			
Petty Cash	30/06/2021	0.00	
2 Unity Savings	30/06/2022	30,339.01	
4 HSBC BMM	30/06/2022	0.00	
3 HSBC Current	30/06/2022	0.00	
1 Unity Current	30/06/2022	10,829.20	
Sub-total			41,168.21
Less unrepresented payments			0
			41,168.21
Plus unrepresented receipts			0
B Adjusted Bank Balance			41,168.21

A = B Checks out OK

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

Income

Code Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
1 Precept	25,908.00	12,954.00	-12,954.00				-12,954.00 (-50%)
2 Interest		5.12	5.12				5.12 (N/A)
3 Allotment Rent	165.00		-165.00				-165.00 (-100%)
4 Grants & Donations	5,000.00	938.00	-4,062.00				-4,062.00 (-81%)
5 VAT Refund							(N/A)
6 Other Income		200.00	200.00				200.00 (N/A)
SUB TOTAL	31,073.00	14,097.12	-16,975.88				-16,975.88 (-54%)

Administration

Code Title	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
7 Insurance	670.00	805.07	-135.07	-135.07 (-20%)
8 Audit	200.00	202.50	-2.50	-2.50 (-1%)
9 Bank Charges	72.00	24.00	48.00	48.00 (66%)
10 ICO Registration	35.00		35.00	35.00 (100%)
11 Hall Rent	200.00	71.60	128.40	128.40 (64%)
12 Elections				(N/A)
13 Chairman's Allowance	20.00		20.00	20.00 (100%)
14 Stationery/Supplies	30.00		30.00	30.00 (100%)
15 Training	150.00		150.00	150.00 (100%)
16 Website	125.00	278.38	-153.38	-153.38 (-122%)
17 Software	350.00		350.00	350.00 (100%)
18 Staff Expenses	400.00	102.42	297.58	297.58 (74%)

SUB TOTAL	2,252.00	1,483.97	768.03	768.03 (34%)
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Staff Costs

Code Title	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
19 Staff Costs	4,000.00	988.08	3,011.92	3,011.92 (75%)
SUB TOTAL	4,000.00	988.08	3,011.92	3,011.92 (75%)

Lighting

Code Title	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
20 Electricity	450.00	144.46	305.54	305.54 (67%)
21 Lighting Maintenance	250.00		250.00	250.00 (100%)
22 Steps Lights				(N/A)
SUB TOTAL	700.00	144.46	555.54	555.54 (79%)

Grounds Maintenance

Code Title	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
23 Grounds Maintenance	2,900.00	610.39	2,289.61	2,289.61 (78%)
SUB TOTAL	2,900.00	610.39	2,289.61	2,289.61 (78%)

Other Maintenance

Code Title	Payments Budgeted	Payments Actual	Payments 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	10,876.00	1,934.00	8,942.00	8,942.00 (82%)
27 Telephone	385.00		385.00	385.00 (100%)
28 Dog Waste Bins				(N/A)
29 Refuse Disposal	1,400.00	350.88	1,049.12	1,049.12 (74%)
30 Defibrillator	150.00		150.00	150.00 (100%)
31 Other Maintenance	150.00		150.00	150.00 (100%)
32 New Bins				(N/A)
33 Salt Bins	100.00		100.00	100.00 (100%)
SUB TOTAL	13,461.00	2,284.88	11,176.12	11,176.12 (83%)

Allotments

Code Title	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
34 Allotments Water	160.00	71.68	88.32	88.32 (55%)
35 Allotments Maintenance				(N/A)
SUB TOTAL	160.00	71.68	88.32	88.32 (55%)

Subscriptions

Code Title	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
36 BALC Subscription	200.00	182.47	17.53	17.53 (8%)

37 SLCC Subscription	50.00		50.00	50.00 (100%)
38 CCB Subscription				(N/A)
39 CPRE Subscription				(N/A)
SUB TOTAL	250.00	182.47	67.53	67.53 (27%)

Donations

Code Title	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
40 Church Grass Cutting Donation	1,200.00		1,200.00	1,200.00 (100%)
41 West Berkshire Countryside Society Donation	100.00		100.00	100.00 (100%)
42 Downland Volunteer Group Donation	100.00		100.00	100.00 (100%)
43 Pang Valley Flood Forum Donation	100.00		100.00	100.00 (100%)
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		1,850.00	1,850.00 (100%)

Other

Code Title	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
48 Contingencies	200.00		200.00	200.00 (100%)
50 Speeding Equipment	800.00		800.00	800.00 (100%)
51 Jubilee	4,500.00	200.00	4,300.00	4,300.00 (95%)
SUB TOTAL	5,500.00	200.00	5,300.00	5,300.00 (96%)

Reserves

Code Title	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
49 Reserves				(N/A)
SUB TOTAL				(N/A)

Summary

	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
NET TOTAL	31,073.00	14,097.12	-16,975.88	31,073.00	5,965.93	25,107.07	8,131.19 (13%)
V.A.T. Actual		3,336.44			641.97		
GROSS TOTAL ACTUAL		17,433.56			6,607.90		

Agenda item 11: To consider the appointment of an Internal Auditor for the 2022/23 financial year and to agree the scope of audit

Scope for Internal Audit

The check list below is drawn from the 'Annual Internal Audit Report 2021/22' section of the 'Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2021/22'.

This check list is designed to assist you in identifying the areas that should be covered during the audit; you are, of course, at liberty to include any other checks you consider necessary in addition to these.

- A. Appropriate accounting records have been properly kept throughout the financial year.
- B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
- C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
- E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
- F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
- G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.
- H. Asset and investments registers were complete and accurate and properly maintained.
- I. Periodic and year-end bank account reconciliations were properly carried out.
- J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.
- K. IF the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt.
- L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements.
- M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.