

# Hampstead Norreys Parish Council

## MINUTES OF THE PARISH COUNCIL MEETING

Minutes of the Full Council Meeting held on Thursday 28<sup>th</sup> July 2022. Held in the Memorial Room, Hampstead Norreys Village Hall. Commencing at 7:35 pm

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Members Present: Councillor David Barlow, Chairman  
Councillor Ros Maskell, Vice-Chairman  
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

**22/23-028 To receive apologies for absence from Members of the Council**

Apologies were received and accepted from Councillor Fiona Bennett.

**22/23-029 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.

**22/23-030 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.

**22/23-031 To approve the minutes of the Full Council Meeting held on 26<sup>th</sup> 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.

**22/23-032 Matters arising from the Minutes of the previous Parish Council Meeting**

There were no matters arising.

**22/23-033 To receive a report from the District Councillor**

The District Councillor sent her apologies. She has secured funding through the Member's Bid process towards the purchase of a speed indicator device for Hampstead Norreys and Yattendon Parish Councils to share.

**22/23-034 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 OTR - Conversion and adaptation of Grade II listed barn with addition of lean-to for 'Class E' commercial use (Change of use from Agriculture).**

Resolved: To submit a response of 'no objections' The Clerk was instructed to write to the landowners to raise the issue of the speed of some vehicles along the track to access the site.

**b) To receive a report on planning application responses and decisions**

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

- 22/01088/HOUSE 29 Beechcroft, Hampstead Norreys, RG18 OTG - 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 OTY - 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 OTE - 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 OTG - Section 73: Variation of Condition 3 (Materials) of previously approved application: Single storey side and rear extension. Application approved.

**22/23-035 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 that the previous issues in transferring the remaining funds from HSBC have now been resolved and the council received £200 in compensation.

**b) To receive the most recent bank reconciliation**

Resolved: To note the bank reconciliation figures to 30<sup>th</sup> June 2022, as provided in the Finance Report in Appendix 1.

**c) To receive the most recent Quarterly Budget Summary**

Resolved: To note the budget summary to the end of June 2022.

**d) To receive any reports from the Internal Controller**

The Internal Controller has inspected the accounts for April, May and June.

- 22/23-036 To consider quotes for safety surfacing around the gym equipment**  
 Resolved: To order as much work to be completed as possible for the funding received at the time of placing the order. Currently, the funding received is £14,500. The Clerk was also requested to obtain the cost for carrying out both phases of the work at once so the council could assess whether reserves could be used to complete the project in one go.
- 22/23-037 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**  
 Resolved: To cancel the contract for the phone. The community will be consulted for ideas for the use of the phone box once the council has confirmed the notice period for the cancellation of the contract.
- 22/23-038 To consider the appointment of an Internal Auditor for the 2022/23 financial year and to agree the scope of audit**  
 Resolved: To appoint Heelis and Lodge and to agree the scope of audit.
- 22/23-039 To consider requests for donations from Citizens Advice West Berkshire and Swings and Smiles**  
 Resolved: To donate £100 to each charity.
- 22/23-040 To consider the purchase of hi-vis vests for SID volunteers**  
 Resolved: To delegate to the Clerk to purchase hi-vis vests for volunteers as needed.
- 22/23-041 To consider the purchase of a tree guard for a Jubilee tree**  
 The Clerk will request further information from the Jubilee Committee on what is required.
- 22/23-042 Matters for future consideration and information**  
 The funds held from the old Chuckles Toddler Group were agreed to be paid to the new Chuckles Group in Minute 21/22-076. The transfer of these funds can now go ahead.
- The Speed Indicator Device (SID) should be delivered by the end of August. Applications for potential locations are being submitted. The Clerk will advertise for volunteers.
- Repairs are required on a gate in Dean Meadow.
- There being no further business, the meeting was closed at 9:10 pm.

Date and time of next scheduled meeting:

**Parish Council Meeting: Thursday 29<sup>th</sup> September 2022 7:30 pm**

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 1: Finance Report

### Status at last bank reconciliation 30th June 2022

|                             |                   |
|-----------------------------|-------------------|
| Unity Trust Current Account | £10,829.20        |
| Unity Trust Savings Account | £30,339.01        |
| <b>Total</b>                | <b>£41,168.21</b> |

### 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             |
| <b>Total</b>  | <b>£10,205.12</b> |

### 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 22/23                                  | £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          |
| <b>Total</b> |                                     |  | <b>£4,172.11</b> |