

# 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 29<sup>th</sup> September 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

23<sup>rd</sup> September 2022

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## AGENDA

**Prior to the commencement of the meeting, a one-minute silence will be observed to pay respects to HM Queen Elizabeth II following her death on 8<sup>th</sup> September 2022.**

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 28<sup>th</sup> July 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:
    - *None.*
  - 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 review the [External Audit for the 2021/22 financial year](#)  
*See page 6 of the Annual Governance and Accountability Return linked above.*
  10. To pass a resolution to sign up to the [Civility and Respect Pledge](#)
  11. To consider carrying out all the play area safety surfacing works in one go
  12. To consider whether to use the [SAAA-appointed external auditors or to opt-out and appoint the council's own external auditor for the next five years](#)
  13. To consider whether to make a donation to the West Berkshire Library Service
  14. To ratify the purchase of a book of condolence
  15. To receive an update from the Traffic and Speeding Working Group
  16. Matters for future consideration and information

Date and time of next scheduled meeting:

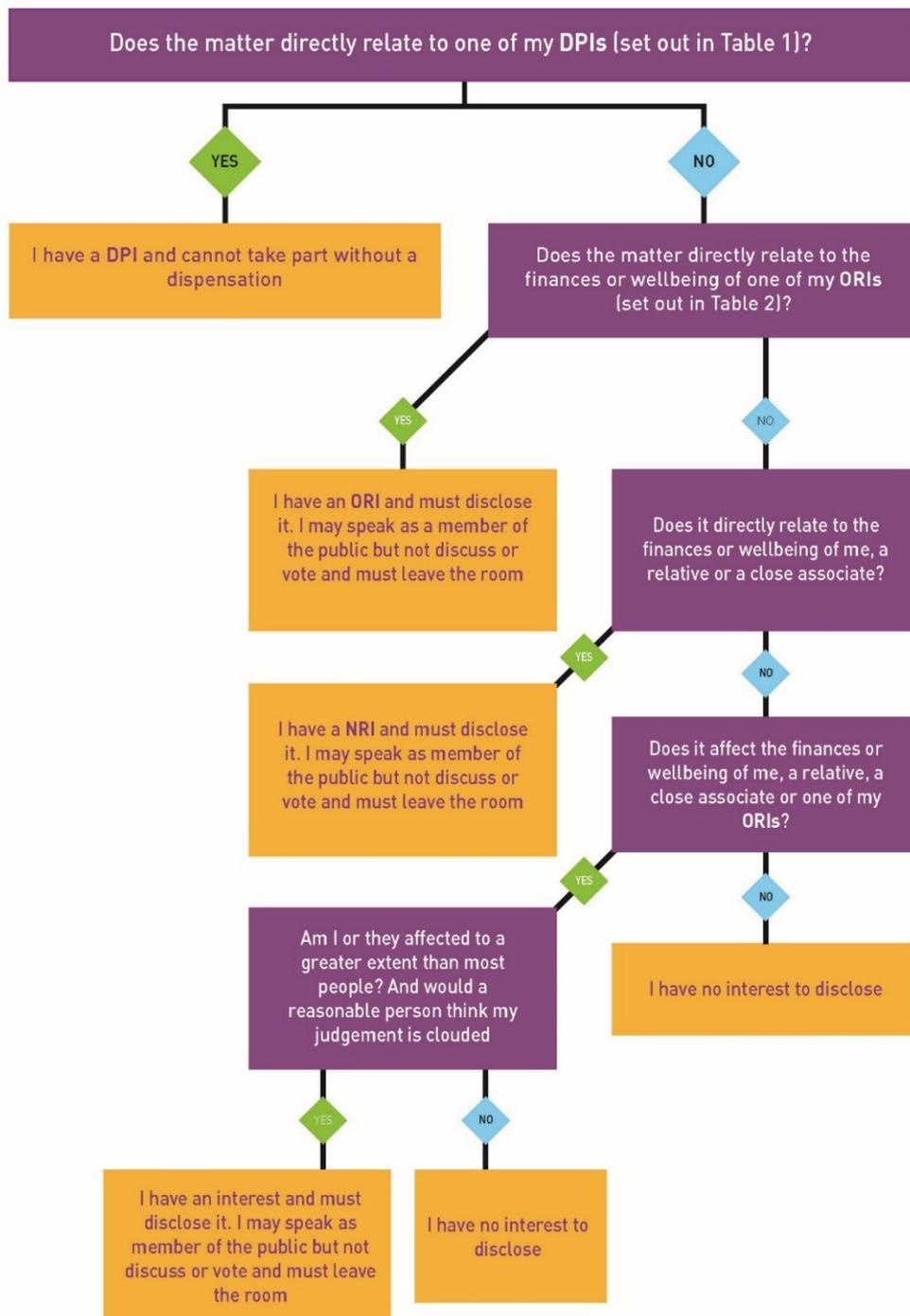
**Parish Council Meeting: Thursday 24<sup>th</sup> November 2022 7:30pm**

## 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**

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	<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>
<b>Contracts</b>	<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>
<b>Land and* property</b>	<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>
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate tenancies</b>	<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>
<b>Securities</b>	<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:

- 22/01737/FUL Wyld Court, Riding For The Disabled, Hampstead Norreys, RG18 0TN - Formation of all-weather riding arena. 'Support.'
- 22/02029/HOUSE Firtree Farm, Hampstead Norreys, RG18 0TN - Rear dormer extension to cottage and new structure to replace existing scullery extension to the rear. 'No objections.'

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

- 22/01231/HOUSE 2 Pendals Close, Hampstead Norreys, RG18 0TY - Proposed extension under existing roof. Dormers and internal alterations. Application approved.
- 22/01437/FUL Wyld Court Farm, Hampstead Norreys, RG18 0TN - Planning application for the change of use of a grain storage building to B8 use class. Wyld Court Farm, Hampstead Norreys, Thatcham, RG18 0TN
- 22/01737/FUL Wyld Court, Riding For The Disabled, Hampstead Norreys, RG18 0TN - Formation of all-weather riding arena. Application approved.

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

### Finance Report

#### Status at last bank reconciliation 31st August 2022

Unity Trust Current Account	£13,979.25
Unity Trust Savings Account	£30,349.01
<b>Total</b>	<b>£44,328.26</b>

#### Income received 22nd July - 22nd September 2022

Grant from Gerald Palmer Eling Estate Trust for safety surfacing	£2,000.00
Allotment rent	£142.00
Received in error - in process of returning	£10.00
<b>Total</b>	<b>£2,152.00</b>

#### Payments to be approved

Payment Date	Payee	Payment Detail	Amount
05-Aug	Citizens Advice West Berkshire	Donation	£100.00
15-Aug	SSE	Electricity	£230.43
22-Aug	GT Electric Services Ltd	Defib Inspection	£108.00
22-Aug	Chuckles Toddler and Baby Group	Transfer of funds held in earmarked reserves from old group	£2,891.50
22-Aug	Swings and Smiles	Donation	£100.00
22-Aug	Sunshine Commercial Services	Grounds Maintenance	£248.86
22-Aug	Staff Costs	Includes salary, PAYE, pension contributions Aug	£316.84
16-Sep	PKF Littlejohn	External Audit 21/22	£240.00
16-Sep	Barlow & Sons	Parts for gate repair	£73.01
16-Sep	Clerk	Reimburse Microsoft Office	£59.99
16-Sep	Clerk	Reimburse Book of Condolences	£137.86
16-Sep	Triangle Management	Refuse disposal Q2	£559.44
16-Sep	Sunshine Commercial Services	Grounds Maintenance	£248.86
22-Sep	Staff Costs	Includes salary, PAYE, pension contributions Sep	£465.10
29-Sep	Traffic Technology	Half of purchase cost of SID	£1,939.80
30-Sep	Unity Trust Bank	Bank charges Q2	£18.00
<b>Total</b>			<b>£7,737.69</b>

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

**Bank Reconciliation at 31/08/2022**

Cash in Hand 01/04/2022	30,342.55
<b>ADD</b>	
Receipts 01/04/2022 - 31/08/2022	29,443.56
	59,786.11
<b>SUBTRACT</b>	
Payments 01/04/2022 - 31/08/2022	15,457.85
<b>A = Cash in Hand 31/08/2022 (per cash book)</b>	<b>44,328.26</b>
Cash in hand per Bank Statements	
Petty Cash	0.00
2 Unity Savings	30,349.01
4 HSBC BMM	0.00
3 HSBC Current	0.00
1 Unity Current	14,079.25
Less unrepresented payments	100.00
Subtotal	44,328.26
Plus unrepresented receipts	0.00
<b>B = Adjusted Bank Balance</b>	<b>44,328.26</b>

**A = B Checks out OK**

Agenda Item 12: To consider whether to use the SAAA-appointed external auditors or to opt-out and appoint the council's own external auditor for the next five years



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SAAA Ltd, Fourth Floor, 77 Mansell Street, London E1 8AN • [www.saaa.co.uk](http://www.saaa.co.uk)

Dear Clerk/RFO/Chairman

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

**All authorities require an appointed external auditor** even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via email to [admin@saaa.co.uk](mailto:admin@saaa.co.uk).

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

## Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at [www.saaa.co.uk](http://www.saaa.co.uk)

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**