

Hampstead Norreys Parish Council

MINUTES OF THE PARISH COUNCIL MEETING

Minutes of the Full Council Meeting held on Thursday 29th September 2022. Held in the Memorial Room, Hampstead Norreys Village Hall. Commencing at 7:38 pm

Members Present: Councillor David Barlow, Chairman
Councillor Ros Maskell, Vice-Chairman
Councillor Caroline Herman
Councillor Colin Layton
Councillor Gwenan Paul

Members Absent: Councillor Fiona Bennett
Councillor Harriet McCalmont

Officers Present: Sarah Marshman, Clerk

In Attendance: None

Minutes

Prior to the commencement of the meeting, a one-minute silence was observed to pay respects to HM Queen Elizabeth II following her death on 8th September 2022.

- 22/23-043 To receive apologies for absence from Members of the Council**
Apologies were received and accepted from Councillors Fiona Bennett and Harriet McCalmont.
- 22/23-044 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.
- 22/23-045 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.
- 22/23-046 To approve the minutes of the Full Council Meeting held on 28th July 2022**
Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Minutes were then signed by the Chairman.
- 22/23-047 Matters arising from the Minutes of the previous Parish Council Meeting**
There were no matters arising.
- 22/23-048 To receive a report from the District Councillor**
The District Councillor sent her apologies.

22/23-049 Planning Applications

a) To consider the following planning applications:

There were no new planning applications.

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:

- 22/01737/FUL Wyld Court, Riding For The Disabled, Hampstead Norreys, RG18 OTN - Formation of all-weather riding arena. 'Support.'
- 22/02029/HOUSE Firtree Farm, Hampstead Norreys, RG18 OTN - 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 OTY - Proposed extension under existing roof. Dormers and internal alterations. Application approved.
- 22/01437/FUL Wyld Court Farm, Hampstead Norreys, RG18 OTN - Planning application for the change of use of a grain storage building to B8 use class. Wyld Court Farm, Hampstead Norreys, Thatcham, RG18 OTN
- 22/01737/FUL Wyld Court, Riding For The Disabled, Hampstead Norreys, RG18 OTN - Formation of all-weather riding arena. Application approved.

22/23-050 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 payment for the Book of Condolences was not approved at this point, but in Minute 22/23-056, however, it is listed on the Finance Report.

b) To receive the most recent bank reconciliation

Resolved: To note the bank reconciliation figures to 31st July 2022, as provided in the Finance Report in Appendix 1.

22/23-051 To review the External Audit for the 2021/22 financial year

The External Auditor, PKF Littlejohn, confirmed that sections 1 and 2 of the AGAR are in accordance with proper practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. No action is required by the council.

22/23-052 To pass a resolution to sign up for the Civility and Respect Pledge

Resolved: To sign up for the Civility and Respect Pledge.

22/23-053 To consider carrying out all the play area safety surfacing works in one go

Resolved: To proceed with the full works at a total cost of £21,890. The company has agreed to accept an initial payment of £16,500 (equivalent to the grant funding already received towards the project), with the remaining balance to be paid within 6-8 months.

22/23-054 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

Resolved: To use the SAAA-appointed external auditors.

22/23-055 To consider whether to make a donation to the West Berkshire Library Service

It was noted that a payment to the library service was included in error in the finance report of the meeting held on 28th July 2022.

Resolved: Not to make a donation to the West Berkshire Library Service due to there being no mobile library service to the village.

22/23-056 To ratify the purchase of a book of condolence

Resolved: To ratify the purchase of a book of condolence for HM Queen Elizabeth II.

22/23-057 To receive an update from the Traffic and Speeding Working Group

The SID was displayed by the pub for a period of 3.5 weeks. About 50,000 vehicles were recorded with an average speed of 20mph. 3.5% over the speed limit.

22/23-058 Matters for future consideration and information

CH attended The Downs community forum and will talk to students with someone from Compton and Cold Ash PCs about parish councils do.

The Clerk was requested to write to the Greenfest committee to thank them for an amazing day.

It has been reported that the lights on Water Street and Beechcroft are not working. The council requested an item be included on the next agenda for the council to consider whether the streetlights are still required.

Minutes books dating from 1894 – 1988 were still in the possession of the parish council. The Clerk will arrange to deposit these at the Berkshire Records Office and will also look at getting more recent minutes bound and deposited.

There being no further business, the meeting was closed at 9:10 pm.

Date and time of next scheduled meeting:

Parish Council Meeting: Thursday 24th November 2022 7:30 pm

Chairman: _____

Date: _____

Appendix 1: Finance Report

Status at last bank reconciliation 31st August 2022

Unity Trust Current Account	£13,979.25
Unity Trust Savings Account	£30,349.01
Total	£44,328.26

Income received 22nd July - 22nd September 2022

A 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
Total	£2,152.00

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 the purchase cost of SID	£1,939.80
30-Sep	Unity Trust Bank	Bank charges Q2	£18.00
Total			£7,737.69