

# 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 24<sup>th</sup> November 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

18<sup>th</sup> November 2022

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## 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 29<sup>th</sup> September 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 consider whether to retain and repair or to remove the two streetlights at Beechcroft and The Close/Water Street
10. To consider quotes for tree works on Church Street
11. To consider adopting a [Training and Development Policy](#)
12. To consider adopting a [Dignity at Work Policy](#)
13. To consider setting a budget for the purchase of spray paint for use in highlighting issues with dog waste
14. To consider contributing towards the cost of the Clerk attending the SLCC Practitioners' Conference
15. To review the [Draft Budget for 2023/2024](#) – also see [Draft Budget Notes](#)
16. To consider completing a Memorandum of Understanding with Yattendon Parish Council for the sharing of the Speed Indicator Device (SID)
17. To review the internal communication methods of the council
18. To receive an update from the Traffic and Speeding Working Group
19. Matters for future consideration and information
20. In accordance with the Public Bodies (Admission to Meetings) Act 1960 s 1(2), resolve that press and members of the public should be excluded from the following items by reason of the confidential nature of the business to be discussed
21. To consider staff salaries

Date and time of next scheduled meeting:

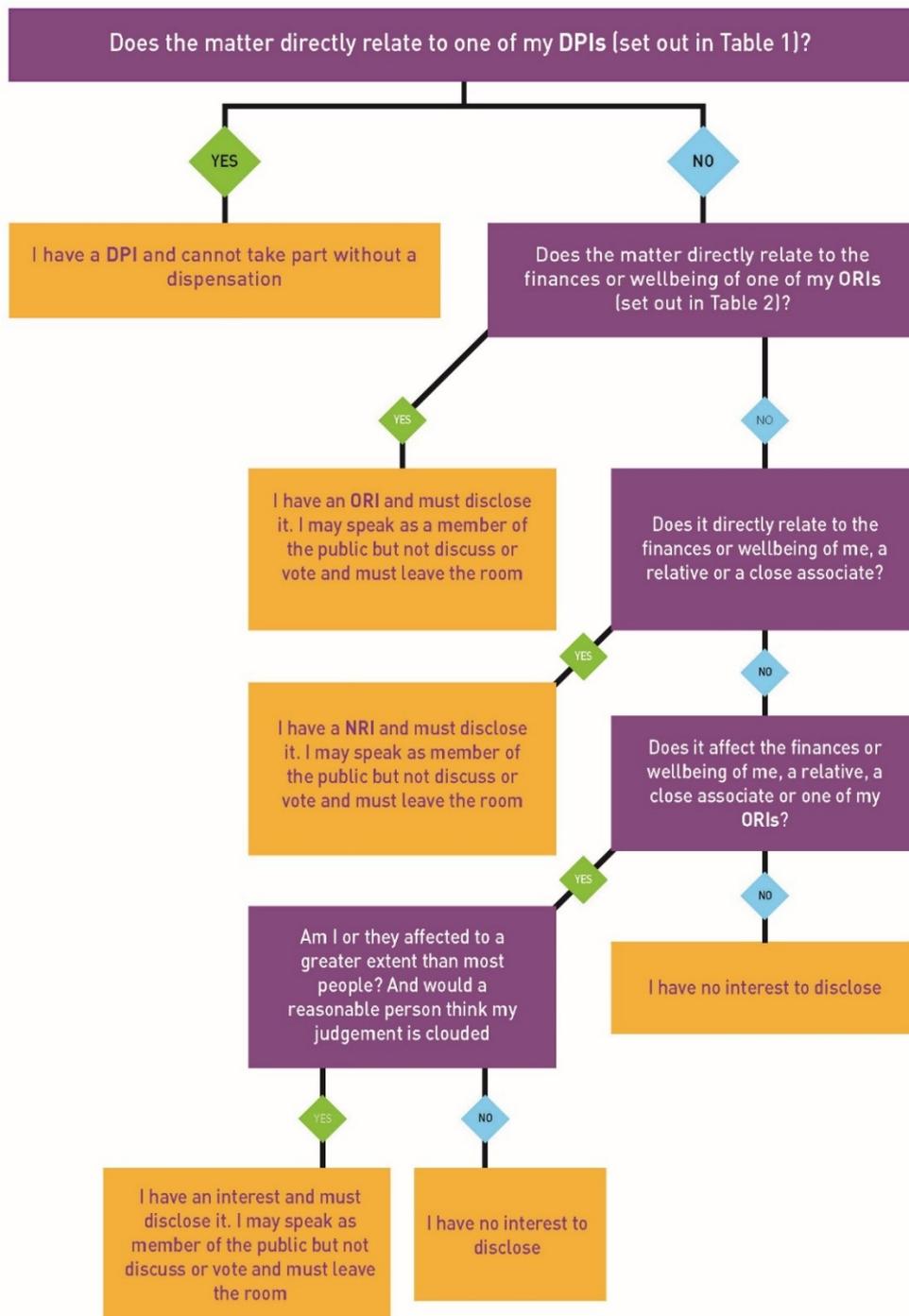
**Parish Council Meeting: Thursday 19<sup>th</sup> January 2022 7:30pm**

## 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
<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:

- 22/02377/HOUSE Orchard View, Forge Hill, Hampstead Norreys, RG18 0TE - Extension to rear, alterations and porch. No objections.

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

- 22/01670/FUL 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 g(i-iii)' commercial use (Change of use from Agriculture). Approved.
- 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 g(i-iii)' commercial use (Change of use from Agriculture). Approved.

## Agenda item 8: Finance

### Finance Report

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

Unity Trust Current Account	£22,806.74
Unity Trust Savings Account	£30,394.90
<b>Total</b>	<b>£53,201.64</b>

#### Income received 23rd September - 17th November 2022

Precept	£12,954.00
Allotment rent	£47.00
<b>Total</b>	<b>£13,001.00</b>

#### Payments to be approved

Payment Date	Payee	Payment Detail	Amount
14-Oct	Southern Electric	Electricity	£224.11
23-Oct	Staff Costs	Includes salary, PAYE, pension contributions Oct	£339.34
15-Nov	Castle Water	Allotments water	£43.69
22-Nov	Staff Costs	Includes salary, PAYE, pension contributions Nov	£502.91
24-Nov	SLCC Enterprises Ltd	National Conference virtual attendance	£37.50
24-Nov	Sunshine Commercial Services	Grounds Maintenance Sep	£248.86
24-Nov	Vision ICT	Email address hosting	£21.60
24-Nov	Bee Early Years	Refund for payment received in error	£10.00
24-Nov	Starboard Systems Ltd	Scribe accounts finance package	£345.60
24-Nov	Triangle Management	Refuse disposal Q3	£559.44
24-Nov	Sunshine Commercial Services	Cuts of cricket pitch	£831.60
24-Nov	CJM Services	Maintenance in play area	£162.00
24-Nov	Sunshine Commercial Services	Grounds Maintenance Oct	£248.86
03-Dec	ICO	Registration fee	£35.00
<b>Total</b>			<b>£3,610.51</b>

## Bank Reconciliation

### Bank Reconciliation at 31/10/2022

Cash in Hand 01/04/2022	30,342.55
<b>ADD</b> Receipts 01/04/2022 - 31/10/2022	42,622.45
<b>SUBTRACT</b> Payments 01/04/2022 - 31/10/2022	19,763.36
<b>A = Cash in Hand 31/10/2022 (per cash book)</b>	<b>53,201.64</b>
Cash in hand per Bank Statements	
Petty Cash	0.00
2 Unity Savings	30,394.90
4 HSBC BMM	0.00
3 HSBC Current	0.00
1 Unity Current	22,806.74
Subtotal	<b>53,201.64</b>
Less unrepresented payments	0
Subtotal	53,201.64
Plus unrepresented receipts	0
<b>Adjusted Bank Balance</b>	<b>53,201.64</b>

**A = B Checks out OK**

## Quarterly Budget Summary – to 30<sup>th</sup> September 2022

### 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		51.01	51.01				51.01 (N/A)
3	Allotment Rent	165.00	152.00	-13.00				-13.00 (-7%)
4	Grants & Donations	5,000.00	10,938.00	5,938.00				5,938.00 (118%)
5	VAT Refund							(N/A)
6	Other Income		2,210.00	2,210.00				2,210.00 (N/A)
	<b>SUB TOTAL</b>	<b>31,073.00</b>	<b>26,305.01</b>	<b>-4,767.99</b>				<b>-4,767.99 (-15%)</b>

### Administration

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
7	Insurance				670.00	805.07	-135.07	-135.07 (-20%)
8	Audit				200.00	402.50	-202.50	-202.50 (-101%)
9	Bank Charges				72.00	42.00	30.00	30.00 (41%)
10	ICO Registration				35.00		35.00	35.00 (100%)
11	Hall Rent				200.00	76.20	123.80	123.80 (61%)
12	Elections							(N/A)
13	Chairman's Allowance				20.00		20.00	20.00 (100%)
14	Stationery/Supplies				30.00	114.88	-84.88	-84.88 (-282%)
15	Training				150.00		150.00	150.00 (100%)
16	Website				125.00	278.38	-153.38	-153.38 (-122%)
17	Software				350.00	49.99	300.01	300.01 (85%)

18	Staff Expenses				400.00	217.10	182.90	182.90	(45%)
	<b>SUB TOTAL</b>				<b>2,252.00</b>	<b>1,986.12</b>	<b>265.88</b>	<b>265.88</b>	<b>(11%)</b>

### Staff Costs

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
19	Staff Costs				4,000.00	1,976.16	2,023.84	2,023.84 (50%)
	<b>SUB TOTAL</b>				<b>4,000.00</b>	<b>1,976.16</b>	<b>2,023.84</b>	<b>2,023.84 (50%)</b>

### Lighting

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
20	Electricity				450.00	363.92	86.08	86.08 (19%)
21	Lighting Maintenance				250.00		250.00	250.00 (100%)
22	Steps Lights							(N/A)
	<b>SUB TOTAL</b>				<b>700.00</b>	<b>363.92</b>	<b>336.08</b>	<b>336.08 (48%)</b>

### Grounds Maintenance

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
23	Grounds Maintenance				2,900.00	1,232.53	1,667.47	1,667.47 (57%)
	<b>SUB TOTAL</b>				<b>2,900.00</b>	<b>1,232.53</b>	<b>1,667.47</b>	<b>1,667.47 (57%)</b>

### Other Maintenance

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	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	1,083.08	316.92	316.92 (22%)
30	Defibrillator				150.00	90.00	60.00	60.00 (40%)
31	Other Maintenance				150.00	60.84	89.16	89.16 (59%)
32	New Bins							(N/A)
33	Salt Bins				100.00		100.00	100.00 (100%)
<b>SUB TOTAL</b>					<b>13,461.00</b>	<b>3,167.92</b>	<b>10,293.08</b>	<b>10,293.08 (76%)</b>

### Allotments

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	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)
<b>SUB TOTAL</b>					<b>160.00</b>	<b>71.68</b>	<b>88.32</b>	<b>88.32 (55%)</b>

### Subscriptions

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	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)
<b>SUB TOTAL</b>					<b>250.00</b>	<b>182.47</b>	<b>67.53</b>	<b>67.53</b>	<b>(27%)</b>

## Donations

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments 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			(0%)
47	Other Donations				200.00	200.00			(0%)
<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 Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
48	Contingencies				200.00		200.00	200.00	(100%)

50	Speeding Equipment		800.00	1,616.50	-816.50	-816.50	(-102%)
51	Jubilee		4,500.00	2,167.37	2,332.63	2,332.63	(51%)
	<b>SUB TOTAL</b>		<b>5,500.00</b>	<b>3,783.87</b>	<b>1,716.13</b>	<b>1,716.13</b>	<b>(31%)</b>

### Reserves

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
49	Reserves					2,891.50	-2,891.50	-2,891.50 (N/A)
	<b>SUB TOTAL</b>					<b>2,891.50</b>	<b>-2,891.50</b>	<b>-2,891.50 (N/A)</b>

### Summary

<b>NET TOTAL</b>	<b>31,073.00</b>	<b>26,305.01</b>	<b>-4,767.99</b>	<b>31,073.00</b>	<b>17,456.17</b>	<b>13,616.83</b>	<b>8,848.84</b>	<b>(14%)</b>
<b>V.A.T.</b>		<b>3,336.44</b>			<b>1,743.74</b>			
<b>GROSS TOTAL</b>		<b>29,641.45</b>			<b>19,199.91</b>			

## Agenda Item 11: To consider adopting a Training and Development Policy

### Training and Development Policy

Version number	1.0	Minute reference	
Date adopted		Review due	

#### Introduction

Hampstead Norreys Parish Council is committed to the ongoing training and development of all Councillors and employees to ensure the Council can meet its aim and objectives. The Council will ensure that Councillors and employees will be provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation. The Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community.

Funds are allocated to a training and development budget each year to enable Councillors and employees to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk will be made aware of the content of this policy and the expectations placed upon them contained within it.

#### Identification of Training and Development Needs

Training and development needs may be identified due to:

- Legislative requirements;
- Changes in legislation;
- Changes in systems;
- New or revised qualifications become available;
- New working methods and practices;
- Complaints to the Council;
- A request from a member of staff;
- Devolved services/ delivery of new services.

#### Councillors

Annually, the Council will formally review the training needs of Councillors at a meeting of the Parish Council. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Full Council. The following training is provided by HALC on behalf of BALC, however similar training may be sought through other training providers.

The following training (provided through the Berkshire Association of Local Councils – BALC) is required for new Councillors:

- Knowledge and Core Skills
- An Introduction to Planning for Local Councils

Training on specific areas should be attended as required, for example:

- Local Plans and Planning Policy - *all*

- Internal Controls – *Internal Controller*
- Chairing Skills – *Chairman/Vice-Chairman*
- Managing Staff in Local Councils

These suggestions are not exclusive, and Councillors should seek any training they believe is relevant to their roles within the Council.

## Clerk

Annually, the Council will review the training needs of the Clerk through the annual appraisal process. Informal discussions should take place throughout the year as the need arises.

Training needs for a new Clerk will be identified through the recruitment process, including application form and interview, formal and informal discussions and annual Staff Appraisals.

The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

The Clerk is expected to undertake and complete CiLCA training within two years of starting employment if the qualification is not already held.

## Financial Implications

Each year as part of the annual budget setting process, the Council will include a training budget for employees and Councillors. When calculating this, any training needs identified as part of the annual appraisal process and Councillors training needs review will be taken in to consideration.

All sponsored training must be appropriate to the needs of the Council and is subject to the availability of financial resources.

For approved courses the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.

## Recouping Costs

It is standard practice of the Council that where the Council is covering the costs of an employee's training course or qualification (this being a course or qualification, rather than one day course or workshop) a written agreement will be made that if the employee leaves the Council's employ within a set period of time during or having completed the course, the employee will be expected to reimburse the Council as per the agreement.

## Travel Expenses

Employees or Councillors attending training may submit an expense claim to cover travel costs to and from the venue. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made.

## Study Leave

Employees who are given approval to undertake external qualifications will be granted the following:

- Study time to attend day-release courses.
- Time to sit examinations.
- Study time of one day per examination (to be discussed and agreed upon by their line manager in advance).
- Provision of study time must be agreed upon with the line manager prior to the course being undertaken.

## **Record Keeping and Evaluation**

All attendees are asked to provide feedback on the value and effectiveness of the training and development they undertake. This information will be used to assess and improve the training process. Each employee and Councillor has a Training Log which is held securely by the Clerk. This log will be updated with any training undertaken on receipt of the Training Report Form. A digital copy of any attendance or qualification certificates should also be given to the Clerk to be held with these records. These records will be kept in accordance with the Council's Document Retention Policy.

## Agenda Item 12: To consider adopting a Dignity at Work Policy

### Dignity at Work/Bullying and Harassment Policy

Version number	1.0	Minute reference	
Date adopted		Review due	

#### 1. Purpose and Scope

1.1 Statement: In support of our value to respect others, Hampstead Norreys Parish Council will not tolerate bullying or harassment by, or of, any of its employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The Council is committed to the elimination of any form of intimidation in the workplace.

This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the council's policies on Grievance and Disciplinary handling and the Elected Members Code of Conduct.

The Council will issue this policy to all employees as part of their induction and to all members as part of their Welcome Pack. The Council may also wish to share this policy with contractors, visitors and members of the public.

#### 1.2 Definitions:

Bullying: "Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."

Harassment is "Unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment." This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

These definitions are derived from the ACAS guidance on the topic. Bullying and Harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents. Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the Council's reputation and ultimately, legal proceedings against the Council and payment of legal fees and potentially unlimited compensation.