

Hampstead Norreys Parish Council

MINUTES OF THE PARISH COUNCIL MEETING

Minutes of the Full Council Meeting held on Thursday 24th November 2022. Held in the Memorial Room, Hampstead Norreys Village Hall. Commencing at 7:30 pm

Members Present: Councillor David Barlow, Chairman
Councillor Fiona Bennett
Councillor Colin Layton
Councillor Harriet McCalmont
Councillor Gwenan Paul

Members Absent: Councillor Ros Maskell, Vice-Chairman
Councillor Caroline Herman

Officers Present: Sarah Marshman, Clerk

In Attendance: District Councillor Carolyne Culver
0 Members of the Public

Minutes

- 22/23-059 To receive apologies for absence from Members of the Council**
Apologies were received and accepted from Councillors Caroline Herman and Ros Maskell.
- 22/23-060 To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any Requests for Dispensation**
There were no declarations of interests or requests for dispensation.
- 22/23-061 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.
- 22/23-062 To approve the minutes of the Full Council Meeting held on 29th September 2022**
Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Minutes were then signed by the Chairman.
- 22/23-063 Matters arising from the Minutes of the previous Parish Council Meeting**
Five Minute books dating from 1894-1988 have been deposited at the Berkshire Records Office along with four Minute Books for the Memorial Hall dating from 1924-1978.
- 22/23-064 To receive a report from the District Councillor**
Update on Environment Strategy. Attended rural business forum, local landowners attended, and discussed various matters such as planning.
- 22/23-065 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:

- 22/02377/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.

22/23-066 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.

b) To receive the most recent bank reconciliation

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

c) To receive the most recent Quarterly Budget Summary

The quarterly budget summary to 30th September 2022 was reviewed.

d) To receive any reports from the Internal Controller

The Internal Controller has inspected the accounts to 31st October 2022.

22/23-067 To consider whether to retain and repair or to remove the two streetlights at Beechcroft and The Close/Water Street

Resolved: To request Sovereign take over the ownership of both the of the parish council owned streetlights as the parish council is considering removing them.

22/23-068 To consider quotes for tree works on Church Street

Resolved: To accept a quote from Michael Cairns Tree Surgery Ltd for £1,100 +VAT.

22/23-069 To consider adopting a Training and Development Policy

Resolved: To adopt the Training and Development Policy.

22/23-070 To consider adopting a Dignity at Work Policy

Resolved: To adopt the Dignity at Work Policy.

22/23-071 To consider setting a budget for the purchase of spray paint for use in highlighting issues with dog waste

Resolved: To purchase 6 cans of orange line marking spray paint.

- 22/23-072 To consider contributing towards the cost of the Clerk attending the SLCC Practitioners' Conference**
Resolved: To set a budget of £80 for the Clerk to attend the SLCC Practitioners' Conference.
- 22/23-073 To review the Draft Budget for 2023/2024**
No changes were suggested to the draft budget. The budget and precept will be set at the January meeting.
- 22/23-074 To consider completing a Memorandum of Understanding with Yattendon Parish Council for the sharing of the Speed Indicator Device (SID)**
Resolved: To complete the Memorandum of Understanding with Yattendon Parish Council for the sharing of the Speed Indicator Device.
- 22/23-075 To review the internal communication methods of the council**
The council will trial the use of Slack for internal communications.
- 22/23-076 To receive an update from the Traffic and Speeding Working Group**
The latest data from Compton Road – Fiveways – showed more drivers were speeding than driving within the speed limit. Some drivers were logged at speeds of up to 100mph. A lot of drivers did slow down once the sign was activated, but over 6,000 vehicles were travelling at a prosecutable speed.
- 22/23-077 Matters for future consideration and information**
Issues with car parking on Water Street preventing some large vehicles from passing were raised. It was suggested these be reported on 101 or online to Thames Valley Police.
- The provision of drinking water in Dean Meadow was discussed. It was noted that the tap at the church can be used for drinking water.
- 22/23-078 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**
Resolved: To exclude the press and members of the public from Minute 22/23-079 due to the confidential nature of the business to be discussed.
- 22/23-079 To consider staff salaries**
Resolved: To update staff salaries as per the Confidential Report. The Clerk was requested to update the budget accordingly.
- There being no further business, the meeting was closed at 8:53 pm.

Date and time of next scheduled meeting:

Parish Council Meeting: Thursday 19th January 2023 7:30 pm

Chairman: _____

Date: _____

Appendix 1: Finance Report

Status at last bank reconciliation 31st October 2022

Unity Trust Current Account	£22,806.74
Unity Trust Savings Account	£30,394.90
Total	£53,201.64

Income received 23rd September - 17th November 2022

Precept	£12,954.00
Allotment rent	£47.00
Total	£13,001.00

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
Total			£3,610.51