

Hampstead Norreys Parish Council

Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP
clerk@hampsteadnorreysparishcouncil.org
<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 23rd March 2023 at 7:30 pm
PLACE: Memorial Room, Hampstead Norreys Village Hall, Newbury Hill, Hampstead Norreys
RG18 0TR

S. Marshman

Dr. S. Marshman, PSLCC, Clerk to the Council

17th March 2023

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 an Other Registerable or Non-Registerable Interest
4. To approve the [Minutes of the Parish Council Meeting held on 26th January 2023](#)
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 an amount to request from the Amenities Trust each year towards maintenance

10. To consider adopting the Allotment Manager Role Description
11. To consider quotes to install a sunshade in the Recreation Ground
12. To consider a request for a donation to the West Berkshire Library Service
13. To discuss potential uses for the phone box on Church Street
14. To consider whether to hold an event for The Big Help Out
15. Matters for future consideration and information

Date and time of next scheduled meeting:

Annual Parish Meeting: Thursday 27th April 2023 7:30 pm

Annual Meeting of the Parish Council: Thursday 18th May 2023 7:30 pm

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

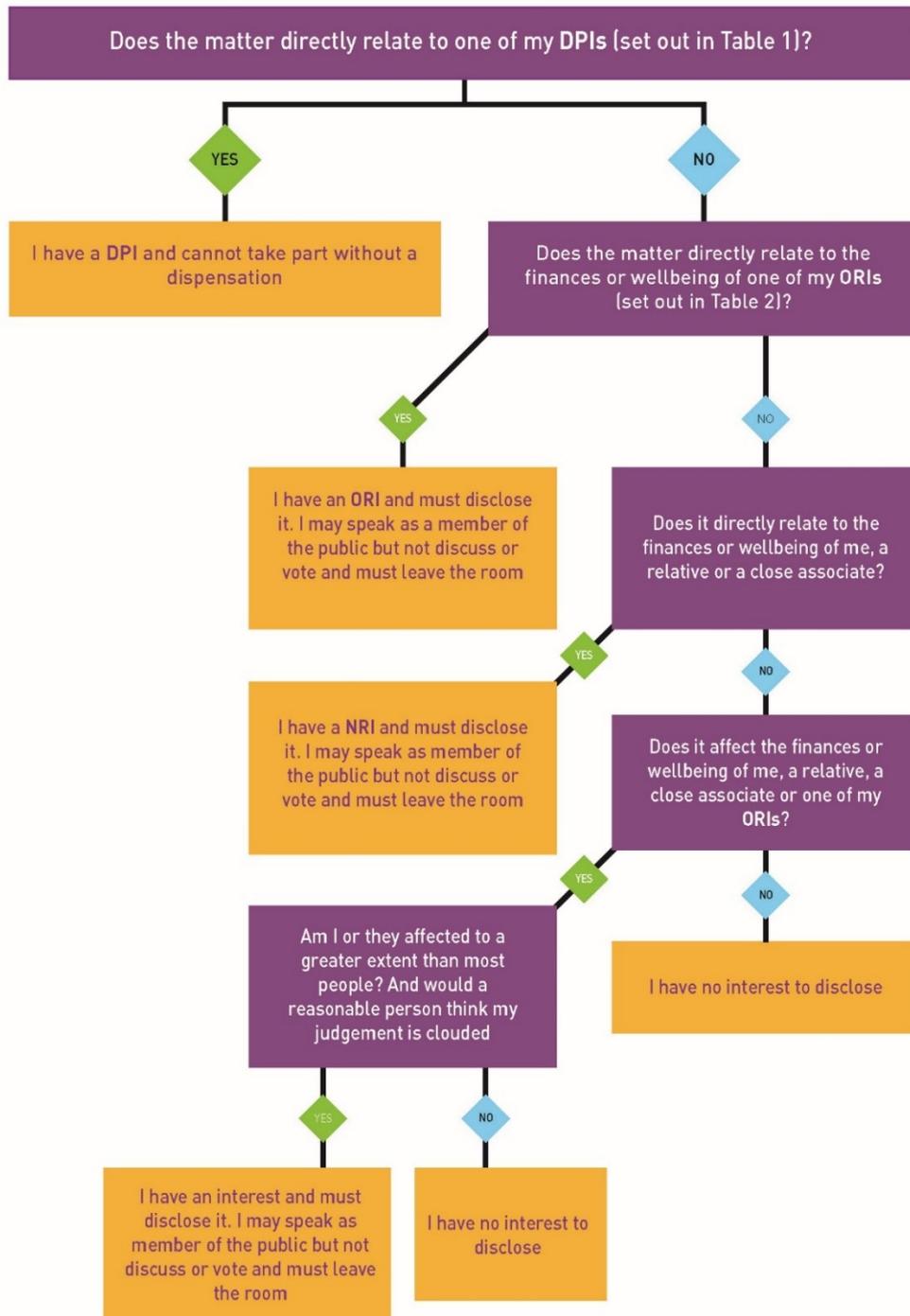


Table 1: Disclosable Pecuniary Interests

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

- None

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

- 22/02694/LBC Bothampstead House, Hampstead Norreys, RG18 0SL - Retrospective removal of conservatory. Replacement of two basement windows. Installation of internal insulation to exterior wall. Removal of oil-fired heating boiler and oil tank. Installation of 2no air source heat pumps. Installation of 2no wood burning stoves and replacement flue liners. Approved.
- 22/02844/FUL Land North Of M4 On East Side Of Hampstead Norreys Road, Hermitage - Change of use of land to residential Gypsy/Traveller site with 2no plots, 2no mobile homes, stables and associated fencing, hardstanding and package treatment plant. Application invalid.
- 22/02971/CERTE Eling Hill Cottage, Eling, Hermitage RG18 9XR - We purchased the property in 2002. The separate annex was already in situ. The previous owner declared that the accommodation had been used since 1996. Documentation has been supplied to the Senior Planning Enforcement Officer at West Berkshire Council who has confirmed that the annex has been used for self-contained residential accommodation for a number of years. Certificate of Lawfulness refused.
- 22/03059/HOUSE and 22/03060/LBC Parsonage House, Church Street, Hampstead Norreys, RG18 0TB - Miscellaneous garden projects including: provision of new metal rainwater goods to existing large barn; erection of greenhouse structure and stores; replacement house gates and yard gates; erection of garden separating wall to replace existing fence; removal of small section of existing low garden wall; relocation of existing oil tank; erection of post and rail fences. Approved
- 22/03086/FUL St Abbs Cottages, Hampstead Norreys, RG18 0TQ - New access from Yattendon Road and car parking for St Abbs Cottages. Refused.
- 22/03121/CERTP 29 The Close, Hampstead Norreys, RG18 0RY - Forming a new window opening in the side elevation (east) of the property at ground floor level. Certificate of lawfulness approved.

Agenda item 8: Finance

Finance Report

Status at last bank reconciliation 28th February 2023

Unity Trust Current Account	£16,993.32
Unity Trust Savings Account	£30,493.41
Total	£47,486.73

Income received 12th January - 16th March

None	£0.00
Total	£0.00

Payments to be approved

Payment Date	Payee	Payment Detail	Amount
26-May-22	Castle Water	Allotments water (not reported at time of payment)	£71.68
20-Feb	Southern Electric	Electricity Jan	£43.84
23-Feb	Triangle Management	Refuse disposal Q4	£559.44
23-Feb	Sunshine Commercial Services	Grounds maintenance Jan	£248.86
23-Feb	Staff Costs	Includes salary, PAYE, pension contributions Feb	£363.30
19-Mar	Southern Electric	Electricity Feb	£43.84
21-Mar	Staff Costs	Includes salary, PAYE, pension contributions Mar	£526.72
21-Mar	Redlynch	Safety surfacing in play area (invoice 1 of 2)	£19,800.00
23-Mar	Hampstead Norreys Village Hall	Room hire	£5.20
23-Mar	Sunshine Commercial Services	Grounds maintenance Feb	£248.86
23-Mar	Redlynch	Safety surfacing in play area (invoice 2 of 2)	£6,576.00
31-Mar	Unity Trust Bank	Bank charges Q4	£18.00
Total			£28,505.74

Transfers to be approved

Payment Date	From Account	To Account	Amount
15-Mar	Unity Savings	Unity Current	£12,000.00
Total			£12,000.00

Bank Reconciliation

Bank Reconciliation at 28/02/2023

	Cash in Hand 01/04/2022	30,342.55
	ADD	
	Receipts 01/04/2022 - 28/02/2023	43,529.21
	Subtotal	73,871.76
	SUBTRACT	
	Payments 01/04/2022 - 28/02/2023	26,385.03
A	Cash in Hand 28/02/2023 (per Cash Book)	47,486.73
	Cash in hand per Bank Statements	
	Petty Cash	0.00
	2 Unity Savings	30,493.41
	4 HSBC BMM	0.00
	3 HSBC Current	0.00
	1 Unity Current	16,993.32
	Subtotal	47,486.73
	Less unrepresented payments	0
	Subtotal	47,486.73
	Plus unrepresented receipts	0
B	Adjusted Bank Balance	47,486.73

A = B Checks out OK

Agenda item 11: To consider adopting the Allotment Manager Role Description

Job Description – Allotment Manager

Version number	1.0	Minute reference	
Date adopted		Review due	Annually

1. Introduction

The Allotment Manager has responsibility for the running and management of the Allotment Site within the parish of Hampstead Norreys. It is a volunteer post with no fixed hours and may involve activity during weekends or at night.

The Allotment Manager is appointed by the Parish Council.

2. Characteristics required in an Allotment Manager

He or she should be:

- reasonably fit and able to communicate with Parishioners
- a good communicator - able to explain and pass on information
- interested in gardening
- ideally is an Allotment Gardener with a plot on the site.

3. Potential Liabilities of Allotment Managers

3.1 Personal Safety

The personal safety of the Allotment Manager is paramount, and they are expressly instructed to avoid placing themselves at risk in the course of their duties.

4. Summary of Allotment Manager Duties

He or she shall:

Manage the day to day running of the designated allotment site including the letting of plots, advising and collecting rents and keeping of all records.

Specific Responsibilities

- a) To ensure that statutory and other provisions governing or affecting the running of the allotment sites are observed.
- b) To arrange the monitoring of the use of the allotments to ensure that the conditions of tenancy agreements are being observed and take appropriate actions in case of noncompliance.
- c) Act as main keyholder for the site, arrange for access for contractors and other authorized personnel.
- d) Ensure that assistance is available to respond to enquiries relating to availability and cost.
- e) Arrange annual inspection of fences, gates, accesses, water facilities and the like and make recommendations to the Council as to any repairs or improvements required.
- f) To contact the Parish Clerk to report the need for repairs to water services, fencing, gates, hedges and the like.
- g) Provide monthly water meter readings to the Parish Clerk.

- h) Maintain all records in relation to allotment management including plans, plot sizes and numbering and plot allocations. Records are to be stored on the Parish Council Google Drive.
- i) Send annual rent renewal notices, and receive payments where tenants are unable to pay by BACS (please encourage all tenants to pay by BACS wherever possible). Payments by cheque must be provided to the Parish Clerk as soon as practicable.
- j) Make recommendations to the council for any perceived changes required to allotment regulations or tenancy agreements.
- k) Ensure that all emails to plot holders are sent using the Parish Council provided email address.