

Hampstead Norreys Parish Council

MINUTES OF THE PARISH COUNCIL MEETING

Minutes of the Full Council Meeting held on Thursday 23rd March 2023. Held in the Memorial Room, Hampstead Norreys Village Hall. Commencing at 7:32 pm

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

Members Absent: None

Officers Present: Sarah Marshman, Clerk

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

Minutes

22/23-103 To receive apologies for absence from Members of the Council

All Members of the Council were present so there were no apologies.

22/23-104 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.

22/23-105 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

There were no questions, comments or representations.

22/23-106 To approve the minutes of the Full Council Meeting held on 26th January 2023

Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Minutes were then signed by the Chairman.

22/23-107 Matters arising from the Minutes of the previous Parish Council Meeting

There were no matters arising.

22/23-108 To receive a report from the District Councillor

Carolyne gave a report on the recent activities at West Berkshire Council.

22/23-109 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

No applications have been responded to using delegated powers since the previous meeting. 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.

22/23-110 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. The payment for Redlynch is approved but will be held until issues have been resolved, the Clerk is delegated to make payment once resolved.

b) To receive the most recent bank reconciliation

Resolved: To note the bank reconciliation figures to 28th February 2023, as provided in the Finance Report in Appendix 1.

c) To receive the most recent Quarterly Budget Summary

The next quarterly budget summary is due at the end of March.

d) To receive any reports from the Internal Controller

The Internal Controller has inspected the accounts to the end of February 2023.

- 22/23-111 To consider an amount to request from the Amenities Trust each year towards maintenance**
Resolved: To request a donation of £500 to increase with inflation each year.
- 22/23-112 To consider adopting the Allotment Manager Role Description**
Resolved: To adopt the Allotment Managers Role Description.
- 22/23-113 To consider quotes to install a sunshade in the Recreation Ground**
Resolved: To instruct CJM Services to install a 6mx6mx6m sun shade in the play area at a cost of £2,550+VAT.
- 22/23-114 To consider a request for a donation to the West Berkshire Library Service**
Resolved: Not to make a donation to the West Berkshire Library Service as the mobile library does not stop in the village.
- 22/23-115 To discuss potential uses for the phone box on Church Street**
The council has received the following suggestions from local youths:
Tourist information point, art gallery, window art with changing theme, lending library, food pantry and suggestion box.
The Clerk was requested to email The Downs School to see if any residents of the village are interested in getting involved.
- 22/23-116 To consider whether to hold an event for The Big Help Out**
This is now being organised within the village.
- 22/23-117 Matters for future consideration and information**
There are issues with dog fouling issue at the end of Eling Way. As the council has some stickers from West Berkshire Council regarding dog fouling fines, it will display some in the problem area.

The speed indicator device will now be used by Yattendon Parish Council for the next 6 months. The council will analyse the data that has been collected and produce a report.

The council wished to record its thanks to Caroline Herman (a councillor since 2015), Colin Layton (a councillor since 2002) and Gwenan Paul (a councillor since 2011) who have all chosen not to reapply at the next election.

There being no further business, the meeting was closed at 8:26 pm.

Date and time of next scheduled meeting:

Annual Parish Meeting: Thursday 27th April 2023

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

Chairman: _____

Date: _____

Appendix 1: 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	£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