

Hampstead Norreys Parish Council

MINUTES OF THE PARISH COUNCIL MEETING

Minutes of the Full Council Meeting held on Thursday 18th May 2023. Held in the Memorial Room, Hampstead Norreys Village Hall. Commencing at 7:32 pm

Members Present: Councillor David Barlow, Chair
Councillor Ros Maskell, Deputy Chair
Councillor Fiona Bennett
Councillor Mike Corish
Councillor Toby Harris

Members Absent: Councillor Harriet McCalmont

Officers Present: Sarah Marshman, Clerk

In Attendance: 1 Member of the Public

Minutes

23/001 To consider the election of Chair of the Council for 2023/24 and for the elected Chair to sign the declaration of acceptance of office

Resolved: To elect David Barlow as Chair of the Council for 2023/24. The Chair signed the declaration of acceptance of office.

23/002 To consider the election of Deputy Chair of the Council for 2023/24 and for the elected Deputy Chair to sign the declaration of acceptance of office

Resolved: To elect Ros Maskell as Deputy Chair of the Council for 2023/24. The Deputy Chair signed the declaration of acceptance of office.

23/003 To receive apologies for absence from Members of the Council

Resolved: To accept apologies from Councillor Harriet McCalmont.

23/004 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.

23/005 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.

23/006 To approve the minutes of the Full Council Meeting held on 23rd March 2023

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

23/007 Matters arising from the Minutes of the previous Parish Council Meeting

There were no matters arising.

- 23/008 To review the Minutes from any Committee Meetings:
Minutes of the Planning Committee Meeting held on 27th April 2023**
The Minutes of the Planning Committee meeting held on 27th April 2023 were reviewed.
- 23/009 To receive a report from the District Councillor**
Carolyn Culver has been re-elected. CC sent her apologies.
- 23/010 To consider co-opting to fill one vacancy**
This item was deferred to the next meeting.
- 23/011 To resolve from 18th May 2023, until the next relevant Annual Meeting of the Council in May 2027, that the Council is eligible to use and adopt the General Power of Competence (Localism Act 2011 sections 1-8) as the number of members elected at the 2023 ordinary elections is equal to or greater than two thirds of the total number of seats on the Council and that the Council has a qualified Clerk, as defined in section 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (Statutory Instrument 2012 No. 965)**
Resolved: The Council adopts the General Power of Competence until the election in May 2027 having met the relevant criteria.
- 23/012 Planning Applications**
- a) To consider the following planning applications:**
- 23/00880/HOUSE Green Hill Cottage, Forge Hill, Hampstead Norreys, RG18 0TE - Part Retrospective: New double storey side extension; First floor rear extension; New replacement windows throughout, New bi-fold doors to serve living room to rear of property. Revised scheme to 21/00198/HOUSE.
Resolved: To submit the following response:
Hampstead Norreys Parish Council supports this application.
The windows are over 40m apart. The PC is of the belief that a 20m rule exists between windows in terms of planning requirements.
The works are in keeping with the character of the conservation area.
There has been precedence with similar applications in Hampstead Norreys, for example, Railway Terrace, Water Street, and Riverside, Water Street.
- 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:
- 23/00815/FUL Land South Of Sandhill Hampstead Norreys Road Hermitage Thatcham RG18 9XU - Part retrospective. Change of use of land for the formation of 5 Gypsy/Traveller pitches comprising of 1 mobile home, 1 touring caravan, and 1 utility building per pitch. Object.
- The following planning decisions have been reported by West Berkshire Council since the last meeting of Hampstead Norreys Parish Council.
- 23/00644/COND Parsonage House, Church Street, Hampstead Norreys - Application for Approval of Details Reserved by Conditions 2 (Schedule of materials) and 3 (Detail of bricks) of planning permission 22/03060/LBC - 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.

23/013 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 30th April 2023, as provided in the Finance Report in Appendix 1.

c) To receive the most recent Quarterly Budget Summary

The Quarterly Budget Summary to 31st March 2023 was reviewed.

d) To receive any reports from the Internal Controller

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

23/014 Committees:

a) To review the terms of reference and delegation arrangements for the following committees:

- **Planning Committee**

Resolved: To continue with the existing Planning Committee Terms of Reference.

b) To appoint any new committees in accordance with standing order 4

Resolved: That no additional committees are required.

c) To appoint members to the following committees:

- **Planning Committee**

- **Any new committees created above**

Resolved: To appoint David Barlow, Fiona Bennett, Mike Corish, Toby Harris, Harriet McCalmont to the Planning Committee.

23/015 To review the Scheme of Delegation

Resolved: To continue with the current Scheme of Delegation.

23/016 To review the inventory of land and assets including buildings and office equipment

Resolved: That the inventory of land and assets is correct.

23/017 To review the arrangements for insurance cover in respect of all insured risks and to consider quotes for the insurance renewal

Resolved: To accept a quote from Community Action Suffolk and to sign up to a 3 year long term undertaking at a cost of £526.60 for the first year.

23/018 Policies:

To review the following policies:

a) Standing Orders

b) Financial Regulations

c) Complaints Procedure

d) The procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

e) Media Policy

f) Grants Policy

g) Code of Conduct

h) Internal Controls Policy and Procedure

- i) **Dignity at Work/ Bullying and Harassment Policy**
- j) **Grant Application Guidelines**
- k) **Training and Development Policy**

Resolved: To continue with the above listed policies.

To consider adopting the following policies:

- l) **Health and Safety Policy**

Resolved: To adopt the Health and Safety Policy.

23/019 To review the council's and/or staff subscriptions to other bodies

Resolved: To continue subscriptions to the Berkshire Association of Local Councils (BALC) and the Society of Local Council Clerks (SLCC).

23/020 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

Resolved: All meetings are to be held at 7:30 pm in the Memorial Room at Hampstead Norreys Village Hall and are scheduled for the following dates:

Meeting Date	Meeting Type
Thursday 27 th July 2023	Full Council
Thursday 28 th September 2023	Full Council
Thursday 30 th November 2023	Full Council
Thursday 25 th January 2024	Full Council
Thursday 28 th March 2024	Full Council
Thursday 25 th April 2024	Annual Parish Meeting
Thursday 23 rd May 2024	Annual Meeting of the Parish Council

23/021 To consider Parish Council areas of responsibility and representation on outside bodies

Resolved: To assign the roles as follows:

Role	Role Holder 2023/24
Downlands Practice Patient Rep Group Representative	Ros Maskell
Downland Volunteer Group Representative	Ros Maskell
Public Rights of Way	Fiona Bennett
Internal Controller	Harriet McCalmont
Planning	David Barlow
Play Area Inspections	Fiona Bennett and Harriet McCalmont
Traffic and Speeding Working Group	Toby Harris and Ros Maskell
Waste Removal Management	Fiona Bennett

23/022 To consider the Risk Register for 2023/24

Resolved: To adopt the Risk Register for 2023/24.

23/023 To review the feedback from our internal auditors on the 2022/23 audit and consider any actions required

The feedback was reviewed. The internal auditor had made no recommendations and so no actions were required.

23/024 Annual Governance Statement 2022/23:
a) to consider the findings of the review by the members meeting as a whole; and
b) to approve the AGS by resolution in advance of approving the Accounting Statements.
Resolved: To approve the Annual Governance Statement. This was then signed by the Chair and the Clerk.

23/025 Accounting Statements 2022/23:
a) to consider the Accounting Statements by the members meeting as a whole;
b) to approve the Accounting Statements by resolution; and
c) to ensure the Accounting Statements are signed and dated by the person presiding at the meeting
Resolved: To approve the Annual Accounting Statements. This was then signed by the Chair.

23/026 To consider appointing an internal auditor for the 2023/24 financial year
Resolved: To appoint Heelis and Lodge. The scope of audit will be those questions on the AGAR Annual Internal Audit Report.

23/027 To review the earmarked reserves
Resolved: To retain the current earmarked reserves of £15,000 for the Pang Valley Flood Defence Scheme and £1,549.43 for the Hampstead Norreys Youth Group, and to include items in the budget for 2024/2025 to begin building earmarked reserves for open spaces (including the play area) and a replacement laptop.

23/028 To consider quotes to carry out repairs in the play area
Resolved: To delegate powers to the Clerk to authorise the works under health and safety following an assessment by councillors over which items are required.

23/029 Matters for future consideration and information
The Clerk was requested to invite the Planning Policy Manager at West Berkshire Council to attend a future meeting to discuss Neighbourhood Plans.

23/030 To resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw
Resolved: Due to the confidential nature of the business to be transacted, the Public and Press should be excluded from Minute 23/031.

23/031 To consider a claim for overtime for hours worked in 22/23
Resolved: To pay for overtime worked in 22/23.

There being no further business, the meeting was closed at 8:40 pm.

Date and time of next scheduled meeting:

Parish Council Meeting: Thursday 27th July 2023 7:30 pm

Chairman: _____

Date: _____

Appendix 1: Finance Report

Status at last bank reconciliation 30th April 2023

Unity Trust Current Account	£7,271.44
Unity Trust Savings Account	£18,624.95
Total	£25,896.39

Income received 17th March - 11th May 2023

VAT refund	£6,917.48
Precept	£13,083.50
Total	£20,000.98

Payments to be approved

Payment Date	Payee	Payment Detail	Amount
19-Apr	Visions ICT	Website/email hosting 23/24	£334.06
19-Apr	Sunshine Commercial Services	Grounds maintenance Mar	£248.86
19-Apr	West Berkshire Council	Refuse Disposal	£327.84
21-Apr	Staff Costs	Includes salary, PAYE, pension contributions Apr	£451.83
21-Apr	Southern Electric	Electricity Mar	£58.09
18-May	CJM Services	Installation of sail shade	£3,060.00
18-May	West Berkshire Council	Refuse disposal	£234.06
18-May	Michael Cairns Tree Surgery Ltd	Pollarding trees in Churchyard	£1,320.00
18-May	Triangle Management	Refuse Disposal	£559.44
18-May	BALC	Subscription 23/24	£177.94
20-May	Southern Electric	Electricity Apr	£57.06
Total			£6,829.18

Transfers to be approved

Payment Date	From Account	To Account	Amount
18-May	Unity Current	Unity Savings	£7,000.00
Total			£7,000.00