

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 27th July 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

21st July 2023

AGENDA

At 7:30 pm, prior to the council meeting, representatives from Project Groundwater will talk about their work

1. To receive, and consider for acceptance, 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-Registrable Interest
4. To approve the [Minutes of the Parish Council Meeting held on 18th May 2023](#)
5. Matters arising from the Minutes of the previous Parish Council Meeting
6. To review the Minutes from any Committee Meetings:
 - [Minutes of the Planning Committee Meeting held on 15th June 2023](#)
7. To receive a report from the District Councillor
8. To consider co-opting to fill one vacancy

9. Planning Applications
 - a) To consider the following planning applications:
 - [23/01658/HOUSE Oldwell Hall, Worlds End, Beedon, RG20 8SA](#) - Detached Garage with Gym on Ground floor and Office at first floor
 - b) To receive a [report on planning application responses and decisions](#)
10. 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*)
11. To consider paying the hall hire costs for the Pang Valley Flood Event
12. To consider uses for the phone box and to agree on any budget required
13. To consider quotes for the refurbishment of the phone box
14. To consider making a request for a donation from the Village Hall towards the maintenance of Dean Meadow
15. To consider actions related to the holes in Dean Meadow
16. To consider [allotment rents for 23/24](#)
17. To consider the purchase of Tommy statues
18. To consider making a funding application to the SSEN Resilient Communities Fund
19. Matters for future consideration or information

Date and time of next scheduled meeting:

Full Council: Thursday 28th September 2023 7:30 pm

Supporting Documents

Agenda Item 4: 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

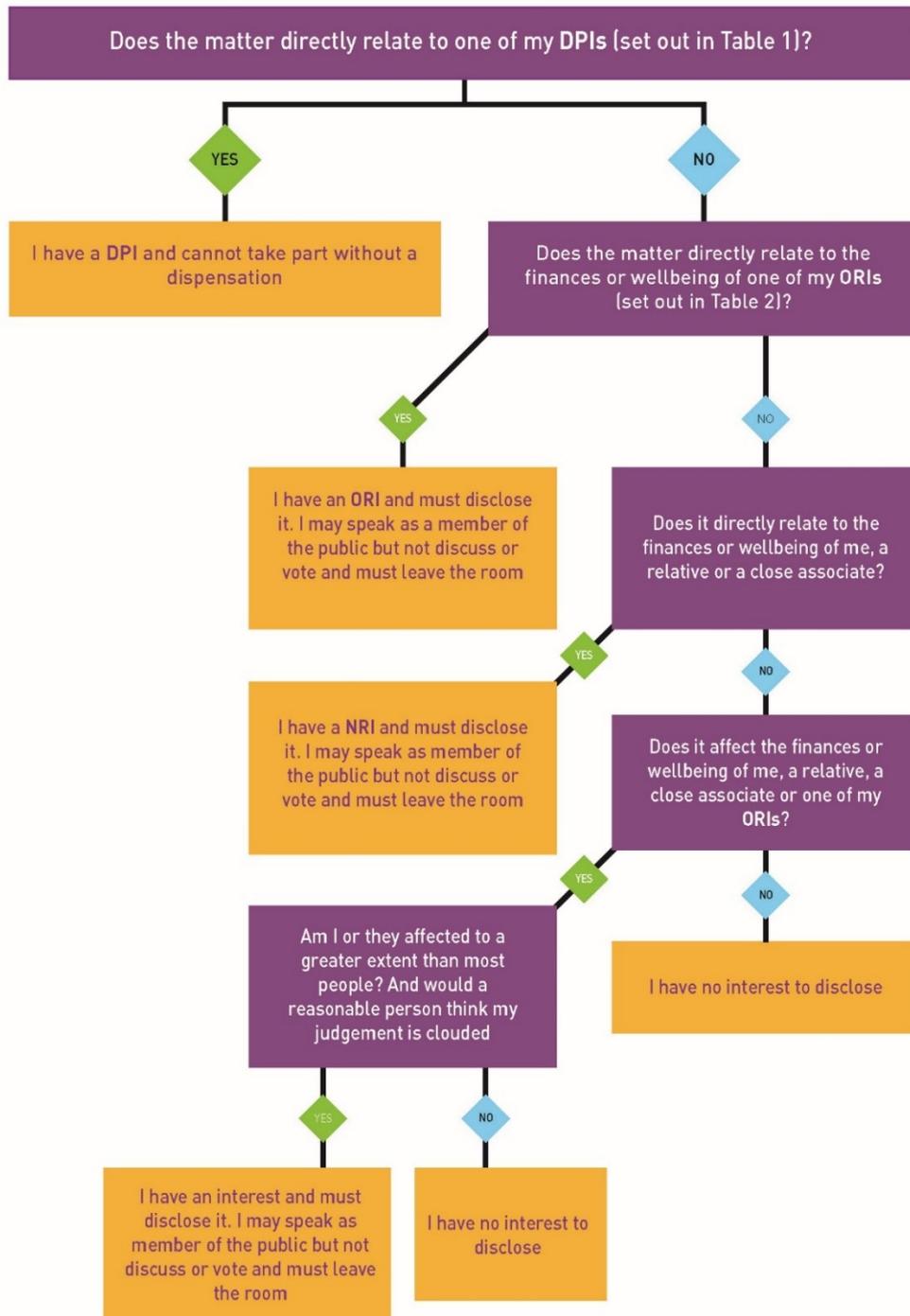


Table 1: Disclosable Pecuniary Interests

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 9b: 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:

- 23/01266/FUL Eling Farm Bungalows, Eling, Hermitage, RG18 9XR - Extensions to existing bungalows. No objections.
- 23/01117/CERTE Eling Hill Cottage, Eling, Hermitage, RG18 9XR - Use of premises identified as "The Annex" located within the residential curtilage of Eling Hill Cottage as separate and independent unit of residential accommodation (Class C3). No observations related to the certificate of lawfulness
- 23/01481/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.

- 23/00859/HOUSE Pippins, Forge Hill, Hampstead Norreys, RG18 0TE - Single storey side and rear extension. New detached garage. Approved.

Agenda item 10: Finance

Finance Report

Status at last bank reconciliation 30th June 2023

Unity Trust Current Account	£5,146.21
Unity Trust Savings Account	£25,747.06
Total	£30,893.27

Income received 12th May - 17th July 2023

Interest	£122.11
Total	£122.11

Payments to be approved

Payment Date	Payee	Payment Detail	Amount
24-May	Staff Costs	Includes salary, PAYE, pension contributions May	£985.51
13-Jun	Hampstead Norreys Village Hall	Room hire 23/24	£72.80
13-Jun	Sunshine Commercial Services	Grounds maintenance Apr	£261.24
13-Jun	Sunshine Commercial Services	Grounds maintenance May	£261.24
14-Jun	CAS Ltd	Insurance	£526.60
19-Jun	Southern Electric	Electricity May	£57.51
21-Jun	Hampstead Norreys Village Hall	Room hire planning meeting	£5.20
21-Jun	Playsafety Ltd	Play area safety inspection	£140.40
21-Jun	A resident	Defibrillator electricity 22/23	£20.00
22-Jun	Staff Costs	Includes salary, PAYE, pension contributions Jun	£451.83
30-Jun	Unity Trust Bank	Bank charges Q1	£18.00
14-Jul	Sunshine Commercial Services	Grounds maintenance Jun	£261.24
21-Jul	Staff Costs	Includes salary, PAYE, pension contributions Jul	£469.90
The payment below will only be paid if approved in agenda item 11			
27-Jul	Hampstead Norreys Village Hall	Hall hire for Flood Fair event	£101.50
Total			£3,632.97

Bank Reconciliation

Bank Reconciliation at 30/06/2023

Cash in Hand 01/04/2023 20,399.59

ADD

Receipts 01/04/2023 - 30/06/2023 20,123.09

Subtotal 40,522.68

SUBTRACT

Payments 01/04/2023 - 30/06/2023 9,629.41

A = Cash in Hand 30/06/2023 30,893.27

Cash in hand per Bank Statements

Petty Cash 0.00

Unity Savings 25,747.06

Unity Current 5,146.21

Subtotal **30,893.27**

Less unpresented payments

Subtotal 30,893.27

Plus unpresented receipts

B = Adjusted Bank Balance 30,893.27

A = B Checks out OK

Quarterly Budget Report – to 30th June 2023

Income

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
1	Precept	26,167.00	13,083.50	-13,083.50				-13,083.50	(-50%)
2	Interest	150.00	122.11	-27.89				-27.89	(-18%)
3	Allotment Rent	190.00		-190.00				-190.00	(-100%)
4	Grants & Donations								(N/A)
6	Other Income								(N/A)
	SUBTOTAL	26,507.00	13,205.61	-13,301.39				-13,301.39	(-50%)

Administration

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
7	Insurance				1,000.00	526.60	473.40	473.40	(47%)
8	Audit				420.00		420.00	420.00	(100%)
9	Bank Charges				72.00	18.00	54.00	54.00	(75%)
10	ICO Registration				35.00		35.00	35.00	(100%)
11	Room Hire				100.00	78.00	22.00	22.00	(22%)
12	Elections				150.00		150.00	150.00	(100%)
13	Chairman's Allowance				20.00		20.00	20.00	(100%)
14	Stationery/Supplies				30.00		30.00	30.00	(100%)
15	Training				150.00		150.00	150.00	(100%)
16	Website				300.00	278.38	21.62	21.62	(7%)
17	Software				400.00		400.00	400.00	(100%)
18	Staff Expenses				450.00	102.42	347.58	347.58	(77%)

SUBTOTAL					3,127.00	1,003.40	2,123.60	2,123.60	(67%)
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Staff Costs

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
19	Staff Costs				5,100.00	1,786.75	3,313.25	3,313.25	(64%)
	SUBTOTAL				5,100.00	1,786.75	3,313.25	3,313.25	(64%)

Lighting

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
20	Electricity				850.00	164.34	685.66	685.66	(80%)
21	Lighting Maintenance				200.00		200.00	200.00	(100%)
22	Lighting Installation				5,000.00		5,000.00	5,000.00	(100%)
	SUB TOTAL				6,050.00	164.34	5,885.66	5,885.66	(97%)

Grounds Maintenance

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
23	Grounds Maintenance				3,400.00	642.78	2,757.22	2,757.22	(81%)
	SUBTOTAL				3,400.00	642.78	2,757.22	2,757.22	(81%)

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							(N/A)
26	Play Area				700.00	117.00	583.00	583.00 (83%)
27	Telephone							(N/A)
28	Dog Waste Bins							(N/A)
29	Refuse Disposal				2,645.00	934.45	1,710.55	1,710.55 (64%)
30	Defibrillator				150.00	20.00	130.00	130.00 (86%)
31	Other Maintenance				150.00	1,100.00	-950.00	-950.00 (-633%)
32	New Bins							(N/A)
33	Salt Bins				70.00		70.00	70.00 (100%)
52	Sun Shade				2,300.00	2,550.00	-250.00	-250.00 (-10%)
SUBTOTAL					6,215.00	4,721.45	1,493.55	1,493.55 (24%)

Allotments

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
34	Allotments Water				160.00		160.00	160.00 (100%)
35	Allotments Maintenance							(N/A)
SUB TOTAL					160.00		160.00	160.00 (100%)

Subscriptions

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
36	BALC Subscription				200.00	177.94	22.06	22.06 (11%)
37	SLCC Subscription				50.00		50.00	50.00 (100%)

SUBTOTAL					250.00	177.94	72.06	72.06	(28%)
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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	1,200.00 (100%)
41	West Berkshire Countryside Society Donation				100.00		100.00	100.00 (100%)
42	Downland Volunteer Group Donation							(N/A)
43	Pang Valley Flood Forum Donation				100.00		100.00	100.00 (100%)
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	100.00 (100%)
47	Other Donations				200.00		200.00	200.00 (100%)
	SUBTOTAL				1,750.00		1,750.00	1,750.00 (100%)

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							(N/A)
51	Jubilee							(N/A)
	SUBTOTAL				200.00		200.00	200.00 (100%)

Reserves

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
49	Reserves							(N/A)
	SUBTOTAL							(N/A)

Summary

NET TOTAL V.A.T.	26,507.00	13,205.61	-13,301.39	26,252.00	8,496.66	17,755.34	4,453.95	(8%)
GROSS TOTAL		20,123.09			9,629.41			

Agenda Item 16: To consider allotment rents for 23/24

	16/17	17/18	18/19	19/20	20/21	21/22	22/23	Totals
Income	£135.00	£143.00	£143.00	£158.00	£158.00	£174.00	£189.00	£1,100.00
Water	£53.99	£157.02	£36.54	£130.01	£98.98	£117.32	£115.37	£709.23
Maintenance	£105.00	£0.00	£0.00	£0.00	£75.00	£0.00	£0.00	£180.00
Profit/Loss	-£23.99	-£14.02	£106.46	£27.99	-£15.98	£56.68	£73.63	£210.77

2016/17 Maintenance - repair leak and level water tank

2020/21 Maintenance - supply, fit and install new copper pipe and isolator to water trough