

Hampstead Norreys Parish Council

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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 25th July 2024 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

19th July 2024

AGENDA

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 23rd May 2024](#)
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:
 - [24/01286/FUL Land Adjacent River Pang and Sewage Treatment Works, Hampstead Norreys Bridleway 5, Hampstead Norreys](#) - River restoration works to the river Pang and associated wetland creation.
 - b) To review the amended plans for the following applications:
 - [24/00080/FUL Shepherds Cottage, Hampstead Norreys, RG18 0TN](#) - Demolition of Shepherds Cottage and outbuilding, change of use of land, erection of a replacement dwelling and outbuilding (Class C3) together with parking, amenity space, landscaping and associated works

The council previously had no objections. The following amended plans have been received:

- (i) Residential curtilage has been reduced to reflect existing residential curtilage*
 - (ii) Proposed outbuilding has been re-orientated and reduced in size.*
- c) 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 any reports from the Internal Controller *(where applicable)*
 - d) To receive the most recent [Quarterly Budget Summary](#) *(where applicable)*
9. To consider adopting the HR Committee Terms of Reference
10. To consider requesting the installation of a bus shelter on Water Street
11. To receive an update from the Traffic and Speeding Working Group
12. Matters for future consideration or information

Date and time of next scheduled meeting:

Full Council: Thursday 26th September 2024 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

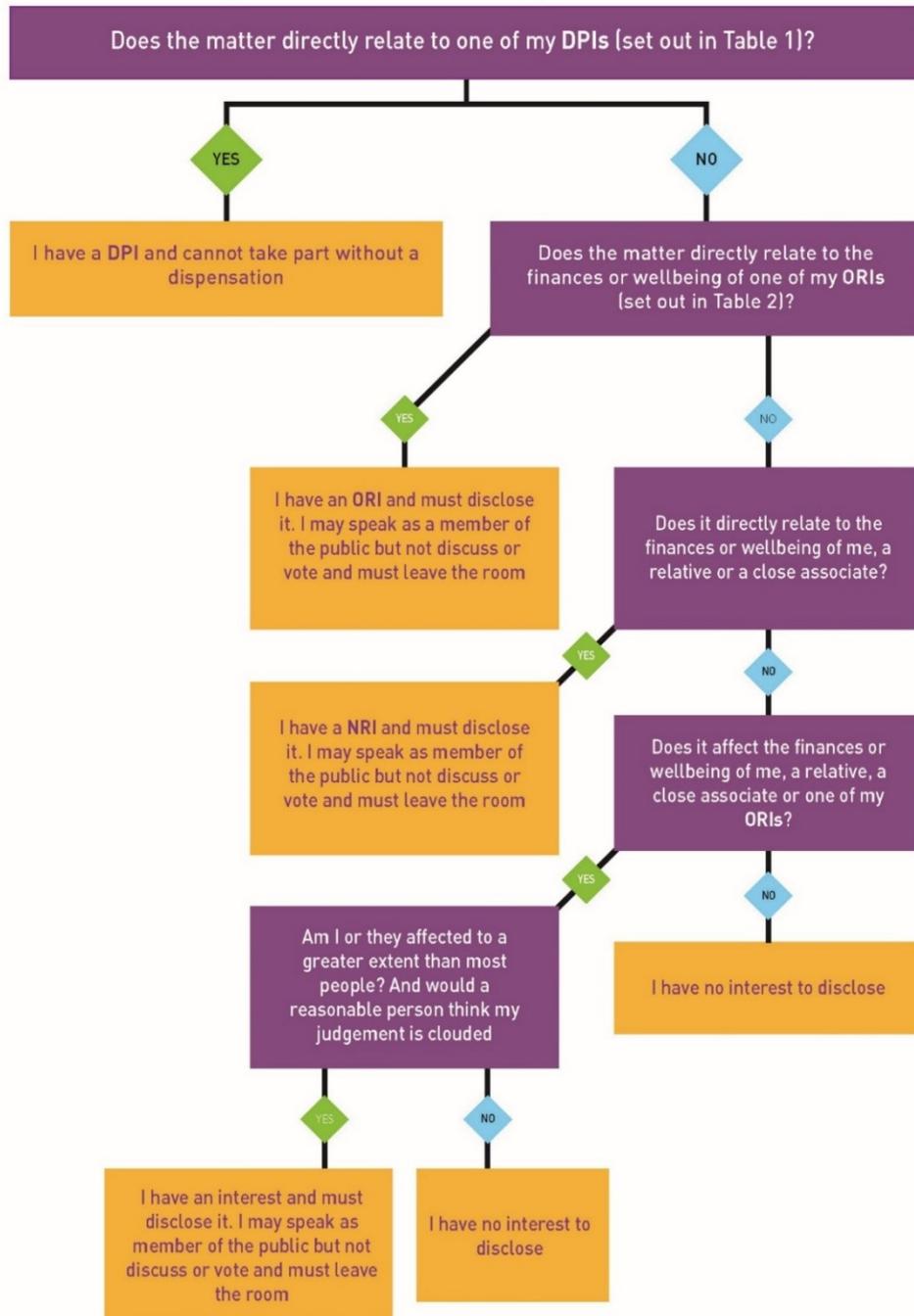


Table 1: Disclosable Pecuniary Interests

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	Any beneficial interest in land which is within the area of the council. '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.
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>

	(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.
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* '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

<p>You must register as an Other Registerable Interest:</p> <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> (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
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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:

- 24/00765/HOUSE and 24/00766/LBC Parsonage House Church Street Hampstead Norreys Thatcham RG18 0TB - Iterations to 'Little Barn' to create Pool House/ Games Room including demolition of existing attached modern greenhouse and addition of new open-walled canopy at north-eastern end; external and internal alterations including insertion of new rooflight, window openings and flue. No objections.

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

- None

Agenda item 8: Finance

Finance Report

Status at last bank reconciliation 30th June 2024

Unity Trust Current Account	£7,637.58
Unity Trust Savings Account	£29,946.29
Total	£37,583.87

Income received 16th May - 17th July 2024

None	£0.00
Total	£0.00

Payments to be approved

Payment Date	Payee	Payment Detail	Amount
03-Apr	SSE Energy Solutions	Electricity Feb	£65.83
30-May	SSE Energy Solutions	Electricity April	£78.28
30-May	CAS Ltd	Insurance 24/25	£547.94
30-May	Haddenham Garden Centre	Memorial benches and plaques	£812.20
04-Jun	Sunshine Commercial Services Ltd	Grounds maintenance April	£276.91
04-Jun	Sunshine Commercial Services Ltd	Grounds maintenance May	£276.91
04-Jun	Chipperfield Parish Council	Training	£8.75
18-Jun	Castle Water	Water for Allotments	£33.61
21-Jun	Barlow & Sons	Spray paint	£23.28
21-Jun	Staff Costs	Includes salary, PAYE, pension contribution Jun	£1,160.27
21-Jun	Tactical Facilities Management Ltd	Refuse disposal April	£121.20
21-Jun	Tactical Facilities Management Ltd	Refuse disposal May	£110.02
30-Jun	Unity Trust Bank	Bank charges	£18.00
01-Jul	SSE Energy Solutions	Electricity May	£80.86
18-Jul	Castle Water	Water for Allotments	£29.42
18-Jul	Tactical Facilities Management Ltd	Refuse disposal June	£110.02
18-Jul	Community Heartbeat	Defib pads	£155.94
18-Jul	Sunshine Commercial Services Ltd	Grounds maintenance Jun	£276.91
18-Jul	Hampstead Norreys Village Hall	Meeting hire Jul	£12.00
19-Jul	Staff Costs	Includes salary, PAYE, pension contribution Jul	£506.03
Total			£4,704.38

Bank Reconciliation

Bank Reconciliation at 30/06/2024

Cash in Hand 01/04/2024		30,523.63
ADD		
Receipts 01/04/2024 - 30/06/2024		15,981.73
Subtotal		46,505.36
SUBTRACT		
Payments 01/04/2024 - 30/06/2024		8,921.49
A Cash in Hand 30/06/2024		37,583.87
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	0.00	
Unity Current	7,637.58	
Unity Savings	29,946.29	
Subtotal		37,583.87
Less unrepresented payments		
Subtotal		37,583.87
Plus unrepresented receipts		
B Adjusted Bank Balance		37,583.87

A = B Checks out OK

Quarterly Budget Report

Income

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
1	Precept	26,821.00	13,410.50	-13,410.50				-	(-)
2	Interest	400.00	186.71	-213.29				13,410.50	50%
3	Allotment Rent	190.00	24.00	-166.00				-213.29	(-)
4	Grants & Donations								53%
6	Other Income							-166.00	(-)
									87%
									(N/A)
									(N/A)
	SUB TOTAL	27,411.00	13,621.21	-13,789.79				-	(-50%)
								13,789.79	

Administration

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
7	Insurance				650.00	547.94	102.06	102.06	(15%)
8	Audit				600.00	220.00	380.00	380.00	(63%)
9	Bank Charges				108.00	18.00	90.00	90.00	(83%)
10	ICO Registration				35.00		35.00	35.00	(100%)
11	Room Hire				200.00	12.00	188.00	188.00	(94%)
12	Elections								(N/A)
13	Chairman's Allowance				40.00		40.00	40.00	(100%)
14	Stationery/Supplies				30.00	1.55	28.45	28.45	(94%)

15	Training		160.00	8.75	151.25	151.25	(94%)
16	Website		300.00	314.38	-14.38	-14.38	(-4%)
17	Software		500.00		500.00	500.00	(100%)
18	Staff Expenses		450.00	107.75	342.25	342.25	(76%)
19	Staff Costs		6,000.00	2,018.68	3,981.32	3,981.32	(66%)
SUB TOTAL			9,073.00	3,249.05	5,823.95	5,823.95	(64%)

Lighting

Code	Title	Budgeted	Receipts		Payments			Net Position	
			Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
20	Electricity		850.00		178.74	671.26	671.26	(78%)	
21	Lighting Maintenance		300.00			300.00	300.00	(100%)	
22	Lighting Installation				2,587.45	-2,587.45	-2,587.45	(N/A)	
SUB TOTAL			1,150.00		2,766.19	-1,616.19	-1,616.19	(-140%)	

Grounds Maintenance

Code	Title	Budgeted	Receipts		Payments			Net Position	
			Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
23	Grounds Maintenance				3,600.00	679.22	2,920.78	2,920.78	(81%)
SUB TOTAL					3,600.00	679.22	2,920.78	2,920.78	(81%)

Other Maintenance

			Receipts	Payments			Net Position	
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Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Maintenance/Landscaping				400.00		400.00	400.00 (100%)
25	Well House/Bus Shelter Repairs				300.00		300.00	300.00 (100%)
26	Play Area				700.00	126.00	574.00	574.00 (82%)
28	Dog Waste Bins							(N/A)
29	Refuse Disposal				2,500.00	192.68	2,307.32	2,307.32 (92%)
30	Defibrillator				150.00		150.00	150.00 (100%)
31	Other Maintenance				1,000.00	239.40	760.60	760.60 (76%)
32	New Bins							(N/A)
33	Salt Bins				50.00		50.00	50.00 (100%)
52	Sun Shade							(N/A)
	SUB TOTAL				5,100.00	558.08	4,541.92	4,541.92 (89%)

Allotments

Code	Title	Budgeted	Receipts		Payments			Net Position
			Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Allotments Water				150.00	37.17	112.83	112.83 (75%)
35	Allotments Maintenance							(N/A)
	SUB TOTAL				150.00	37.17	112.83	112.83 (75%)

Subscriptions

	Receipts	Payments	Net Position
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Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Subscriptions				250.00		250.00	250.00
37	SLCC Subscription							(100%) (N/A)
	SUB TOTAL				250.00		250.00	250.00 (100%)

Donations

Code	Title	Budgeted	Receipts		Payments			Net Position
			Actual	Variance	Budgeted	Actual	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%)
43	Pang Valley Flood Forum Donation				100.00		100.00	100.00 (100%)
44	Royal British Legion				50.00		50.00	50.00 (100%)
46	GreenFest Donation				100.00		100.00	100.00 (100%)
47	Other Donations				200.00		200.00	200.00 (100%)
	SUB TOTAL				1,750.00		1,750.00	1,750.00 (100%)

Other

Code	Title	Budgeted	Receipts		Payments			Net Position
			Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend

48	Contingencies				200.00	200.00	200.00	(100%)
50	Speeding Equipment				3,500.00	3,500.00	3,500.00	(100%)
	SUB TOTAL				3,700.00	3,700.00	3,700.00	(100%)

Reserves

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
49	Reserves					676.83	-676.83	-676.83	(N/A)
	SUB TOTAL					676.83	-676.83	-676.83	(N/A)

Summary

NET TOTAL	27,411.00	13,621.21	-13,789.79	24,773.00	7,966.54	16,806.46	3,016.67	(5%)
V.A.T.		2,360.52			954.95			
GROSS TOTAL		15,981.73			8,921.49			

Agenda Item 9: To consider adopting the HR Committee Terms of Reference

HR Committee Terms of Reference

Version number	1.0	Minute reference	
Date adopted		Review due	Annually

Delegated Powers

Members will be advised by the Parish Clerk whether or not a particular item under discussion is within the Committee (or Sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED" and will then be brought to the Council's particular attention by the Chair of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes.

In any case where a Committee (or Sub) Chair and Deputy Chair are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

Public and Press

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 {Special}{Confidential} nature of the business about to be transacted at Agenda Item... Namely... (state nature of business e.g. 'Discuss Clerk's Contract'), 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."

Exclusion of the public and press must be minuted but it does not have to be on the Agenda. The exclusion of public and press should be used prudently and the Council must be clear on the reasons for doing so. The press and public can be excluded for the following reasons:

1. To discuss terms of service, or to discuss the conduct and dismissal of a member of staff
2. Terms and proposals and counter proposals in negotiating contracts
3. Preparation in legal proceedings
4. The early stages of a dispute
5. The early stages of agreeing tender/quotation details
6. The approval of tender/quotation details
7. To discuss a matter

Terms of Reference

1. Membership of the committee shall comprise three members. Members shall be elected to the committee at the Annual Meeting of the Parish Council each May.
2. Three Members shall constitute a quorum.

3. A substitute member of the committee will be elected at the Annual Meeting of the Parish Council each May and will be called upon if any of the members of the Personnel Committee are unable to attend the scheduled meeting.
4. The committee should meet at least once per year. A meeting should be held in October/November at which the Chair and Deputy Chair of the Committee shall be elected, and annual appraisals, salaries and working-from-home allowances should be reviewed to assist with the budget-setting process.
5. To deal with all matters relating to the establishment, recruitment and appointment and terms and conditions of employment for all staff, save as provided within the Powers of the Full Council.
6. To review and set any salaries and working-from-home allowances each year.
7. To establish a programme of training for Councillors and employees such as will encourage professional advancement and effective decision-making throughout the Council's activities and to ensure so far as possible adequate financial provision to secure these objectives.
8. To establish and regularly review personnel policies and procedures.
9. To undertake the performance management of the Proper Officer including annual appraisal and to overview the appraisals of any other employees.
10. To determine and monitor appointment procedures.
11. To convene an Appeals Committee if and when required for dispute resolution.
12. To authorise the attendance of members or officers at conferences or courses including the incurring of necessary expenditure.
13. To approve the payment of relocation expenses in relation to the appointment of staff as may be deemed necessary.
14. To ensure that all Members of the Personnel Committee are aware of and understand their responsibilities in staffing matters.

Delegation of Power

1. To the Committee:
 - a) Items included in paragraphs 5, 6, 7, 8, 9 and 10 above.
 - b) To annually review staffing levels and make recommendations to the Parish Council.
 - c) To receive annual reports on staff appraisals in October of each year.
 - d) To review and agree a matrix system showing which Members of the Parish Council would be able to sit on staffing appeal panels should the need arise.
2. To the Chair and Deputy Chair –
 - a) Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chair and the Deputy Chair of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval or otherwise to the next meeting of that Committee.

- b) All Members are free to attend Personnel Committee meetings with the proviso that the Chair and Deputy Chair have the power to revoke this in relation to confidential items under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) if any item to be discussed is personal to a member of staff.
3. To the Parish Clerk
- a) To authorise the attendance of members or officers at conferences or courses including the incurring of necessary expenditure not exceeding £150 in any instance.
 - b) To ensure that all staff undertake an effective induction programme.