

# 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 26<sup>th</sup> September 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

20<sup>th</sup> September 2024

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## 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 25<sup>th</sup> July 2024](#)
5. To receive an update on items included in the minutes
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 any reports from the Internal Controller (*where applicable*)
  - d) To receive the most recent Quarterly Budget Summary (*where applicable*)

9. To review and agree on [grant payments](#) for 24/25
10. To consider quotes for the installation of a water fountain in Dean Meadow
11. To consider making an application for funding through the Members Bid process – *suggestions include the installation of a water fountain, white gates at the Village entrances, an additional speed indicator device*
12. To consider purchasing a wreath for the Remembrance Parade
13. To consider the [allotment rent](#) for 24/25
14. To review the [external audit 23/24](#)
15. To consider quotes for replacement street lighting
16. To receive an update from the Traffic and Speeding Working Group
17. Matters for future consideration or information

Date and time of next scheduled meeting:

**Full Council: Thursday 28<sup>th</sup> November 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

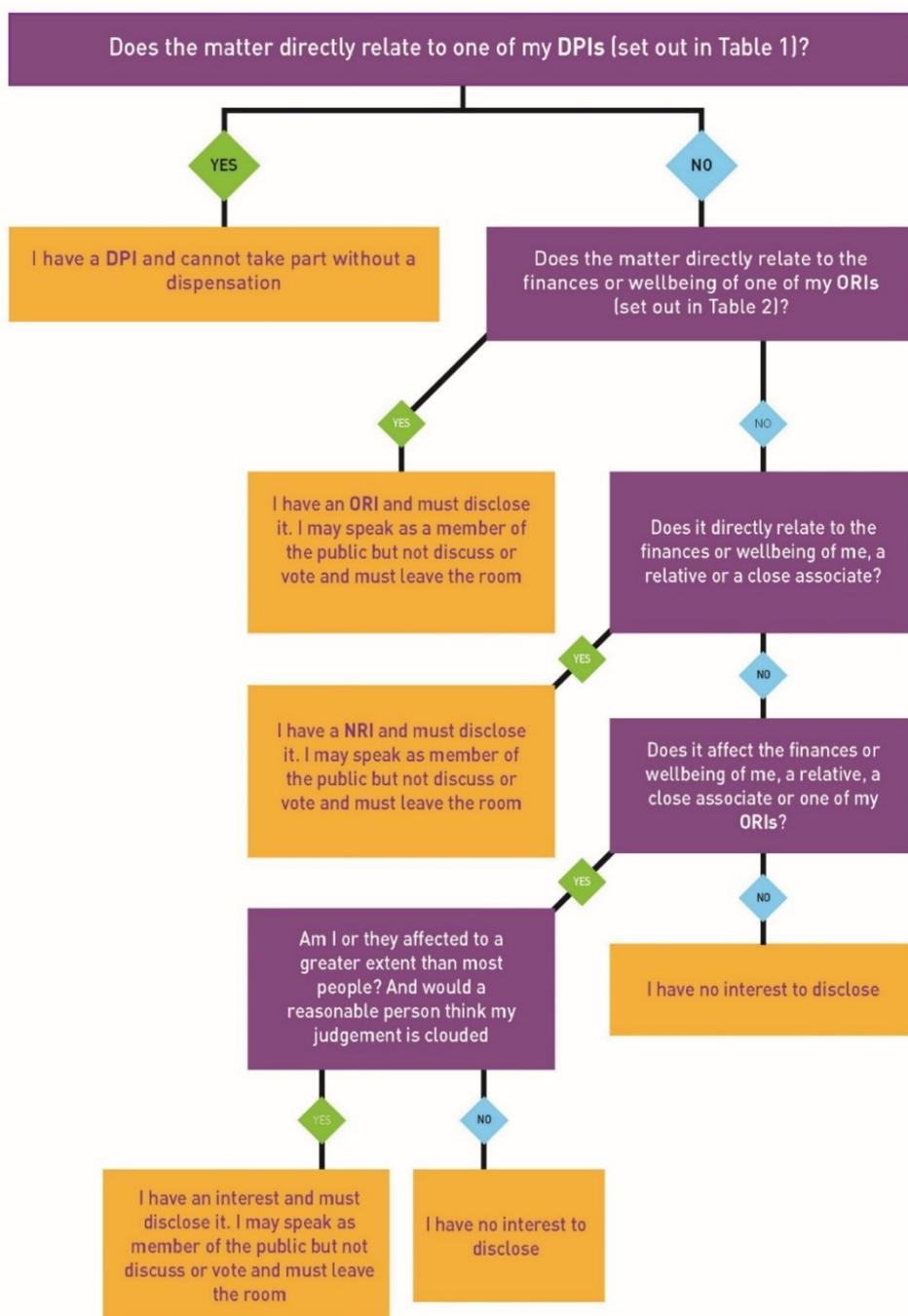


Table 1: Disclosable Pecuniary Interests

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

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:

- 24/01384/HOUSE Orchard View, Forge Hill, Hampstead Norreys, Thatcham RG18 0TE - S73: Variation of Conditions 2 (Approved Plans) and 3 (Materials) of previously approved application 23/01481/HOUSE: Extension to rear, alterations and porch. No objections.
- 24/01300/FUL Eling Farm Buildings and Land, Eling Hermitage, Thatcham - General-purpose agricultural building. No objections.

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

- 24/01037/COND St Abbs Cottages, Hampstead Norreys, RG18 0TQ - Application for Approval of Details Reserved by Condition 7 (SuDS management) of planning permission 23/01910/FUL - New access from Yattendon Road and car parking for St Abbs Cottages. Approved.
- 24/00618/FUL Haw Farm House, Hampstead Norreys, Thatcham, RG18 0TP - Internal and external alterations to haw farmhouse. Approved.
- 24/00619/LBC Haw Farm House, Hampstead Norreys, Thatcham, RG18 0TP - Internal and external alterations to haw farmhouse. Approved.
- 24/00080/FUL Shepherds Cottage, Hampstead Norreys, Thatcham, RG18 0TN- Demolition of Shepherds Cottage and outbuilding, erection of a replacement dwelling and outbuilding (Class C3) together with parking, amenity space, landscaping and associated works. Approved.
- 24/00765/HOUSE Parsonage House, Church Street, Hampstead Norreys, RG18 0TB - Alterations to 'Little Barn' to create Pool House/ Games Room including demolition of existing attached modern greenhouse and addition of new open-walled canopy at northeastern end; external and internal alterations including insertion of new rooflight, window openings and flue. Approved.
- 24/00766/LBC Parsonage House, Church Street, Hampstead Norreys - Alterations 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. Approved.
- 24/01513/CERTE Wyld Court Rainforest, Hampstead Norreys, Thatcham, RG18 0TN - Certificate of Lawfulness for Existing Use for new Boiler and Flue. Withdrawn.
- 24/01384/HOUSE Orchard View, Forge Hill, Hampstead Norreys, Thatcham RG18 0TE - S73: Variation of Conditions 2 (Approved Plans) and 3 (Materials) of previously approved application 23/01481/HOUSE: Extension to rear, alterations and porch. Approved.

## Agenda item 8: Finance

### Finance Report

<b>Status at last bank reconciliation 31st August 2024</b>	
Unity Trust Current Account	£4,376.85
Unity Trust Savings Account	£29,946.29
<b>Total</b>	<b>£34,323.14</b>

<b>Income received 18th July - 17th September 2024</b>	
Donation towards grounds maintenance	£250.00
Donation towards memorial benches	£651.91
<b>Total</b>	<b>£901.91</b>

<b>Payments to be approved</b>			
<b>Payment Date</b>	<b>Payee</b>	<b>Payment Detail</b>	<b>Amount</b>
29-Jul	SSE Energy Solutions	Electricity Jun	£65.23
21-Aug	Henwick Fencing and Landscapes	Concrete pads for memorial benches	£627.00
21-Aug	Tactical Facilities Management Ltd	Refuse disposal July	£107.22
21-Aug	Skips Electrical	Replace LED bollard	£323.88
22-Aug	Staff Costs	Includes salary, PAYE, pension contribution Aug	£716.91
22-Aug	Vision ICT	Web domain	£30.00
29-Aug	SSE Energy Solutions	Electricity Jul	£80.86
16-Aug	Tactical Facilities Management Ltd	Refuse disposal Aug	£98.83
23-Sep	Staff Costs	Includes salary, PAYE, pension contribution Sep	£363.74
26-Sep	Barlow's Woodyard	Wood	£15.74
26-Sep	Sunshine Commercial Services Ltd	Grounds maintenance August	£276.91
26-Sep	Hampstead Norreys Village Hall	Room hire 24/25	£78.00
26-Sep	PKF Littlejohn	External Audit 23/24	£252.00
30-Sep	SSE Energy Solutions	Electricity Aug	£80.86
<b>Total</b>			<b>£3,117.18</b>

## Bank Reconciliation

<b>Bank Reconciliation at 31/08/2024</b>		
	Cash in Hand 01/04/2024	£30,523.63
	<b>ADD</b>	
	Receipts 01/04/2024 - 31/08/2024	£15,981.73
	Subtotal	£46,505.36
	<b>SUBTRACT</b>	
	Payments 01/04/2024 - 31/08/2024	£12,182.22
<b>A</b>	<b>Cash in Hand 31/08/2024</b>	<b>£34,323.14</b>
	(per Cash Book)	
	Cash in hand per Bank Statements	
	Petty Cash	£0.00
	Unity Current	£4,376.85
	Unity Savings	£29,946.29
	Subtotal	<b>£34,323.14</b>
	Less unrepresented payments	£0.00
	Subtotal	£34,323.14
	Plus unrepresented receipts	£0.00
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>£34,323.14</b>
	<b>A = B Checks out OK</b>	

## Agenda Item 9: To review and agree on grant payments for 24/25

The grant amounts included within the budget for 24/25 are as follows:

<b>Organisation</b>	<b>Grant Amount</b>
Church Grass Cutting	£1,200
West Berks Countryside Society	£100
Pang Valley Flood Forum	£100
Royal British Legion	£50
GreenFest	£100
Other	£200
<b>Total</b>	<b>£1,750</b>

Agenda Item 13: To consider the allotment rent for 24/25

	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25 to date	Totals
<b>Income</b>	£135.00	£143.00	£143.00	£158.00	£158.00	£174.00	£189.00	£161.00	£24.00*	<b>£1,285.00</b>
<b>Water</b>	£53.99	£157.02	£36.54	£130.01	£98.98	£117.32	£115.37	£82.63	£66.59	<b>£858.45</b>
<b>Maintenance</b>	£105.00	£0.00	£0.00	£0.00	£75.00	£0.00	£0.00	£0.00	£0.00	<b>£180.00</b>
<b>Profit/Loss</b>	<b>-£23.99</b>	<b>-£14.02</b>	<b>£106.46</b>	<b>£27.99</b>	<b>-£15.98</b>	<b>£56.68</b>	<b>£73.63</b>	<b>£78.37</b>	<b>-£42.59</b>	<b>£210.77</b>

\*Funds received so far in 24/25 were due in 23/24.

2016/17 Maintenance - repair leak and level water tank

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

From 2023/24, any funds raised above the cost of expenses are placed in earmarked reserves.

Earmarked reserves for the allotments are currently £78.37.