

Hampstead Norreys Parish Council

MINUTES OF THE PARISH COUNCIL MEETING

Minutes of the Full Council Meeting held on Thursday 26th September 2024. Held in the Memorial Room, Hampstead Norreys Village Hall. Commencing at 7:30 pm.

Members Present: Councillor Ros Maskell, Chair
Councillor Toby Harris, Deputy Chair
Councillor Mike Corish
Councillor Stephen Davis
Councillor Harriet McCalmont
Councillor Stephen Miller

Members Absent: Councillor Fiona Bennett

Officers Present: Sarah Marshman, Clerk

In Attendance: 0 Members of the Public

Minutes

24/043 To receive, and consider for acceptance, apologies for absence from Members of the Council

Resolved: To accept apologies from Councillor Fiona Bennett for the reasons provided to the council.

24/044 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 interest or requests for dispensation.

24/045 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.

24/046 To approve the minutes of the Full Council Meeting held on 25th July 2024

Resolved: The members agreed to accept the minutes of the previous meeting as a true and accurate record, after which the Chair signed them.

24/047 To receive an update on items included in the minutes

There were no updates on items included in the minutes.

24/048 To receive a report from the District Councillor

The District Councillor sent their apologies.

24/049 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

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.

West Berkshire Council has reported the following planning decisions 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.

- 24/050 Finance:**
- a) To consider approving payments made/due as listed on the Finance Report**
Resolved: The payments outlined in the Finance Report (Appendix 1) were approved.
- b) To receive the most recent bank reconciliation**
The bank reconciliation figures to 31st August 2024, as provided in the Finance Report (Appendix 1) were noted.
- c) To receive any reports from the Internal Controller**
The Internal Controller has reviewed the accounts through the end of August 2024.
- 24/051 To review and agree on grant payments for 24/25**
Resolved: To make the following donations:
- St Mary’s Church PCC £1,200
 - West Berkshire Countryside Society £200
 - Pang Valley Flood Forum £100
 - Royal British Legion (local branch) £50
- 24/052 To consider quotes for the installation of a water fountain in Dean Meadow**
The council reviewed the costs of installing a water fountain and will seek an alternative solution.
- 24/053 To consider making an application for funding through the Members Bid process**
Resolved: To apply for funding towards replacement street lighting if the council agrees to proceed in Minute 24/057.
- 24/054 To consider purchasing a wreath for the Remembrance Parade**
Resolved: To purchase a wreath for £19.99.
- 24/055 To consider the allotment rent for 24/25**
Resolved: To keep allotment rent at the current rates.
- 24/056 To review the external audit 23/24**
The external audit report was reviewed. Due to a typo on the form, the following comment was issued by the external auditor:
The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR. Section 2, Box 7 for the year ending 31 March 2024 is incorrect due to a typographical error and should read £30,524.
- 24/057 To consider quotes for replacement street lighting**
The Clerk was requested to seek a quote for normal LED (rather than solar) and apply for members bid funding.
- 24/058 To receive an update from the Traffic and Speeding Working Group**
More data has been collected. The group will contact West Berkshire Council to highlight issues in the village.

24/059 Matters for future consideration or information

The Clerk was requested to contact the church regarding increasing the grant amount to cover tree works on the trees at the front of the churchyard.

A bookcase has been installed in the red phone box.

The Chair and Clerk have met with a representative of the Amenities Trust in relation to the license agreement.

The council has contacted residents on Water Street regarding issues with parking.

There being no further business, the meeting was closed at 8:36 pm.

Date and time of next scheduled meeting:

Parish Council Meeting: Thursday 28th November 2024 at 7:30 pm

Chairman: _____

Date: _____

Appendix 1: Finance Report

| Status at last bank reconciliation 31st August 2024 | |
|--|-------------------|
| Unity Trust Current Account | £4,376.85 |
| Unity Trust Savings Account | £29,946.29 |
| Total | £34,323.14 |

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

| Payments to be approved | | | |
|--------------------------------|------------------------------------|---|------------------|
| Payment Date | Payee | Payment Detail | Amount |
| 29-Jul | SSE Energy Solutions | Electricity Jun | £78.28 |
| 21-Aug | Henwick Fencing and Landscapes | Concrete pads for memorial benches | £752.40 |
| 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-Sep | Tactical Facilities Management Ltd | Refuse disposal Aug | £98.83 |
| 23-Sep | Staff Costs | Includes salary, PAYE, pension contribution Sep | £363.74 |
| 26-Sep | Barlow & Sons | 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 |
| Total | | | £3,255.63 |

