

Hampstead Norreys Parish Council

Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP
clerk@hampsteadnorreysparishcouncil.org
<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 28th November 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

22nd November 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 26th September 2024](#)
5. To receive an update on items included in the minutes
6. To review the [Minutes of the HR Committee Meeting held on 11th November 2024](#)
7. To receive a report from the District Councillor
8. Planning Applications
 - a) To consider the following planning applications:
 - None
 - b) To receive a [report on planning application responses and decisions](#)
9. 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)
10. To agree the licence agreement for Dean Meadow
 11. To consider a response to the Government consultation on '[Enabling remote attendance and proxy voting at local authority meetings](#)'
 12. To consider a response to West Berkshire Council's [budget consultation](#)
 13. To consider whether to investigate taking on [additional services](#) offered by West Berkshire Council
 14. To consider a [request for funding](#) from the West Berkshire Library Service
 15. To consider quotes to install a water fountain in Dean Meadow
 16. To consider making an application for funding from Members' Bids
 17. To review land ownership and consider any actions required
 18. To consider quotes to replace streetlighting with LED
 19. To consider making a counterproposal to West Berkshire Council for the installation of white gates
 20. To review Councillor training requirements
 21. To review the [draft budget for 2025/26](#)
 22. To receive an update from the Traffic and Speeding Working Group
 23. Matters for future consideration or information

Date and time of next scheduled meeting:
Full Council: Thursday 23rd January 2025 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

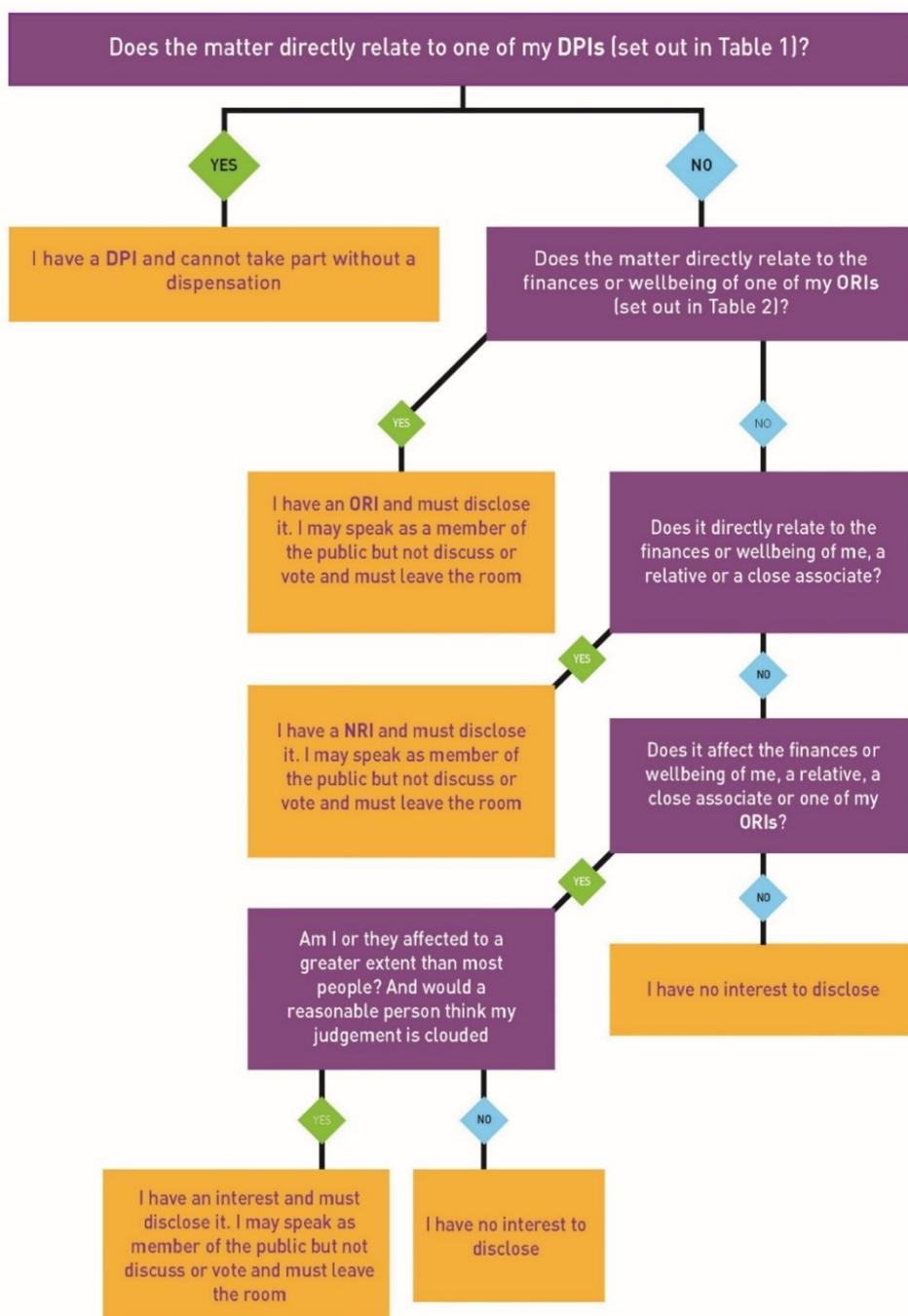


Table 1: Disclosable Pecuniary Interests

| 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. |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

* '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.

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.

Agenda item 8: Finance

Finance Report

| Status at last bank reconciliation 30th September 2024 | |
|---------------------------------------------------------------|-------------------|
| Unity Trust Current Account | £2,544.68 |
| Unity Trust Savings Account | £30,153.86 |
| Total | £32,698.54 |

| Income received 18th September - 19th November 2024 | |
|------------------------------------------------------------|-------------------|
| Precept | £13,410.50 |
| Allotments rent | £145.00 |
| Total | £13,555.50 |

| Payments to be approved | | | |
|--------------------------------|----------------------------------------|--------------------------------------|---------------|
| Date | Payee | Payment Detail | Amount |
| 30-Sep | Unity Trust Bank | Service Charge | £18.00 |
| 03-Oct | West Berks Countryside Society | Donation | £200.00 |
| 03-Oct | Pang Valley Flood Forum | Donation | £100.00 |
| 04-Oct | Starboard Systems | Scribe finance software | £414.72 |
| 04-Oct | Tactical Facilities Management Ltd | Refuse disposal Sep | £98.83 |
| 04-Oct | Sunshine Commercial Services Ltd | Grounds maintenance Sep | £276.91 |
| 07-Oct | Hampstead Norreys PCC | Donation towards grounds maintenance | £1,200.00 |
| 07-Oct | Royal British Legion Norreys Branch | Donation | £50.00 |
| 14-Oct | Unity Trust Bank | Bank card set up fee | £50.00 |
| 16-Oct | BALC | Membership | £179.63 |
| 16-Oct | Sunshine Commercial Services Ltd | Grounds maintenance July | £276.91 |
| 23-Oct | Staff Costs | Includes salary, PAYE, pension Oct | £78.00 |
| 30-Oct | SSE Energy Solutions | Electricity Sep | £78.28 |
| 31-Oct | Unity Trust Bank | Service Charge | £5.40 |
| 22-Nov | Tactical Facilities Management Ltd | Refuse disposal Oct | £107.22 |
| 22-Nov | Sunshine Commercial Services Ltd | Grounds maintenance Oct | £276.91 |
| 22-Nov | Staff Costs | Includes salary, PAYE, pension Nov | £729.19 |
| 28-Nov | Hampstead Norreys Village Hall | Room hire | £9.75 |
| 28-Nov | Chair | Reimburse cost of photocopying | £8.70 |

| | | | |
|--------|-------|------------------------------------------|------------------|
| 28-Nov | Clerk | Reimburse purchase of remembrance wreath | £24.49 |
| | | | Total |
| | | | £4,182.94 |

Bank Reconciliation

| Bank Reconciliation at 30/09/2024 | | |
|------------------------------------------|----------------------------------|------------------|
| | Cash in Hand 01/04/2024 | 30,523.63 |
| | ADD | |
| | Receipts 01/04/2024 - 30/09/2024 | 17,091.21 |
| | Subtotal | 47,614.84 |
| | SUBTRACT | |
| | Payments 01/04/2024 - 30/09/2024 | 14,916.30 |
| | A Cash in Hand 30/09/2024 | 32,698.54 |
| | (per Cash Book) | |
| | Cash in hand per Bank Statements | |
| | Petty Cash | 0.00 |
| | Unity Current | 4,717.33 |
| | Unity Savings | 30,153.86 |
| | Subtotal | 34,871.19 |
| | Less unrepresented payments | 2,172.65 |
| | Subtotal | 32,698.54 |
| | Plus unrepresented receipts | 0 |
| | B Adjusted Bank Balance | 32,698.54 |
| | | |
| | A = B Checks out OK | |

Quarterly Budget Summary

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 | 394.28 | -5.72 | | | | 13,410.50 | 50%) |
| 3 | Allotment Rent | 190.00 | 24.00 | -166.00 | | | | -5.72 | (-1%) |
| 4 | Grants & Donations | | 901.91 | 901.91 | | | | -166.00 | (- |
| 6 | Other Income | | | | | | | 901.91 | 87%) |
| | | | | | | | | 901.91 | (N/A) |
| | | | | | | | | | (N/A) |
| | SUB TOTAL | 27,411.00 | 14,730.69 | -12,680.31 | | | | - | (-46%) |
| | | | | | | | | 12,680.31 | |

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 | 430.00 | 170.00 | 170.00 | (28%) |
| 9 | Bank Charges | | | | 108.00 | 36.00 | 72.00 | 72.00 | (66%) |
| 10 | ICO Registration | | | | 35.00 | | 35.00 | 35.00 | (100%) |
| 11 | Room Hire | | | | 200.00 | 102.00 | 98.00 | 98.00 | (49%) |
| 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 | 339.38 | -39.38 | -39.38 | (- |
| | | | | | | | | | 13%) |

| | | | | | | | | | |
|------------------|----------------|--|--|--|-----------------|-----------------|-----------------|-----------------|--------------|
| 17 | Software | | | | 500.00 | | 500.00 | 500.00 | (100%) |
| 18 | Staff Expenses | | | | 450.00 | 228.80 | 221.20 | 221.20 | (49%) |
| 19 | Staff Costs | | | | 6,000.00 | 3,484.31 | 2,515.69 | 2,515.69 | (41%) |
| SUB TOTAL | | | | | 9,073.00 | 5,178.73 | 3,894.27 | 3,894.27 | (42%) |

Lighting

| Code | Title | Budgeted | Receipts | | Payments | | | Net Position | |
|------------------|-----------------------|----------|----------|----------|-----------------|-----------------|------------------|----------------------|----------------|
| | | | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
| 20 | Electricity | | | | 850.00 | 446.11 | 403.89 | 403.89 | (47%) |
| 21 | Lighting Maintenance | | | | 300.00 | 269.90 | 30.10 | 30.10 | (10%) |
| 22 | Lighting Installation | | | | | 2,587.45 | -2,587.45 | -2,587.45 | (N/A) |
| SUB TOTAL | | | | | 1,150.00 | 3,303.46 | -2,153.46 | -2,153.46 | (-187%) |

Grounds Maintenance

| Code | Title | Budgeted | Receipts | | Payments | | | Net Position | |
|------------------|---------------------|----------|----------|----------|-----------------|-----------------|-----------------|----------------------|--------------|
| | | | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
| 23 | Grounds Maintenance | | | | 3,600.00 | 1,140.74 | 2,459.26 | 2,459.26 | (68%) |
| SUB TOTAL | | | | | 3,600.00 | 1,140.74 | 2,459.26 | 2,459.26 | (68%) |

Other Maintenance

| Code | Title | Budgeted | Receipts | | Payments | | | Net Position | |
|------|-------|----------|----------|----------|----------|--------|----------|----------------------|--|
| | | | 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 | 456.07 | | 2,043.93 | 2,043.93 | (81%) |
| 30 | Defibrillator | 150.00 | 129.95 | | 20.05 | 20.05 | (13%) |
| 31 | Other Maintenance | 1,000.00 | 252.52 | | 747.48 | 747.48 | (74%) |
| 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 | 964.54 | | 4,135.46 | 4,135.46 | (81%) |

Allotments

| Code | Title | Budgeted | Receipts | | Payments | | | Net Position | |
|------------------|------------------------|----------|----------|----------|---------------|--------------|--------------|----------------------|--------------|
| | | | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
| 34 | Allotments Water | | | | 150.00 | 66.59 | 83.41 | 83.41 | (55%) |
| 35 | Allotments Maintenance | | | | | | | | (N/A) |
| SUB TOTAL | | | | | 150.00 | 66.59 | 83.41 | 83.41 | (55%) |

Subscriptions

| Code | Title | Budgeted | Receipts | | Payments | | | Net Position | |
|------|---------------|----------|----------|----------|----------|--------|----------|----------------------|--------|
| | | | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
| 36 | Subscriptions | | | | 250.00 | | 250.00 | 250.00 | (100%) |

| | | | | | | | | |
|------------------|--|--|--|---------------|--|---------------|---------------|---------------|
| SUB TOTAL | | | | 250.00 | | 250.00 | 250.00 | (100%) |
|------------------|--|--|--|---------------|--|---------------|---------------|---------------|

Donations

| Code | Title | Receipts | | | Payments | | | Net Position |
|------|---------------------------------------------|----------|--------|----------|-----------------|-----------------|---------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 40 | Church Grass Cutting Donation | | | | 1,200.00 | 1,200.00 | | (0%) |
| 41 | West Berkshire Countryside Society Donation | | | | 100.00 | 200.00 | -100.00 | (-100%) |
| 43 | Pang Valley Flood Forum Donation | | | | 100.00 | 100.00 | | (0%) |
| 44 | Royal British Legion | | | | 50.00 | 50.00 | | (0%) |
| 46 | GreenFest Donation | | | | 100.00 | | 100.00 | (100%) |
| 47 | Other Donations | | | | 200.00 | | 200.00 | (100%) |
| | SUB TOTAL | | | | 1,750.00 | 1,550.00 | 200.00 | (11%) |

Other

| Code | Title | Receipts | | | Payments | | | Net Position |
|------|--------------------|----------|--------|----------|-----------------|-----------------|-----------------|----------------------|
| | | Budgeted | 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

| | | Receipts | Payments | Net Position |
|--|--|----------|----------|--------------|
|--|--|----------|----------|--------------|

| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
|------|------------------|----------|--------|----------|----------|-----------------|------------------|----------------------|--------------|
| 49 | Reserves | | | | | 1,303.83 | -1,303.83 | -1,303.83 | (N/A) |
| | SUB TOTAL | | | | | 1,303.83 | -1,303.83 | -1,303.83 | (N/A) |

Summary

| | | | | | | | | |
|--------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|--------------|
| NET TOTAL | 27,411.00 | 14,730.69 | -12,680.31 | 24,773.00 | 13,507.89 | 11,265.11 | -1,415.20 | (-2%) |
| V.A.T. | | 2,360.52 | | | 1,408.41 | | | |
| GROSS TOTAL | | 17,091.21 | | | 14,916.30 | | | |

Agenda Item 13:

Agenda Item 13: To consider whether to investigate taking on additional services offered by West Berkshire Council

The items offered are:

- Additional library opening hours (in parishes that have a library)
- Pop-up library
- Gully cleansing • Ditch clearance
- Bus shelter maintenance
- Visual tree surveys
- Dog waste bins
- Town/parish centre litter bins
- Highway sign cleaning

Agenda Item 14: To consider a request for funding from the West Berkshire Library Service

To: All West Berkshire Town and Parish Councils

We are very grateful for all the support parishes have given to the library service over the last few years – through financial contributions, by publicising libraries to your residents and by encouraging volunteering. I am writing to you now to share the West Berkshire Libraries Annual Report (2023-24) and to ask, whether you intend to make a financial contribution to the library service for this financial year.

Please find attached:

- West Berkshire Libraries Annual Report (2023-24).
- The most recent parish population data held by the council, published by the Office for National Statistics (ONS).

Request for financial contributions in financial year 2024-25

The library service has an annual budget shortfall of £93k to deliver the library service. In 2017 we proposed a contribution based on £1 per parish resident - or whatever contribution parishes wished to make. This is a donation/contribution, not a grant and so is compliant with Section 137 of the Local Government Act. We have previously provided legal advice to clarify that. The council is not delegating any part of its statutory duty to provide library services or levying a charge on parishes. Contributions are ring-fenced for the aspects of the service that are most used by your residents – for example, a particular branch library.

Note: Current parish population data is 875.

District Parish Council Conference, 29th October 2024

In 2025/26 we intend to offer additional library services to the town and parishes that can purchased, thereby improving the offering to residents and their families. More details about this will be shared at the District Parish Conference on Tuesday 29th October.

Providing a financial contribution

If you are considering contributing for this financial year, please email me so that I can arrange for an invoice to be raised.

Get in touch

Please let us know if you have any queries. We are always delighted to attend parish and town council meetings either virtually or in person to talk about library services and answer questions.

With our best wishes and thanks for all the support we have received. It is very much appreciated

| Financial Year | Yearly Issue Total | Yearly Individual Borrower Total |
|----------------|--------------------|----------------------------------|
| 1/4/21-31/3/22 | 1,480 | 58 |
| 1/4/22-31/3/23 | 1,968 | 61 |
| 1/4/23-31/3/24 | 1,338 | 48 |