

Hampstead Norreys Parish Council

MINUTES OF THE PARISH COUNCIL MEETING

Minutes of the Full Council Meeting held on Thursday 28th November 2024, in the Memorial Room, Hampstead Norreys Village Hall. Commencing at 7:37 pm.

Members Present: Councillor Ros Maskell, Chair
Councillor Toby Harris, Deputy Chair
Councillor Fiona Bennett
Councillor Stephen Davis
Councillor Stephen Miller

Members Absent: Councillor Mike Corish
Councillor Harriet McCalmont

Officers Present: Sarah Marshman, Clerk

In Attendance: 0 Members of the Public

Minutes

24/060 To receive, and consider for acceptance, apologies for absence from Members of the Council

Resolved: To accept apologies from Councillors Mike Corish and Harriet McCalmont for the reasons provided to the council.

24/061 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.

24/062 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.

24/063 To approve the minutes of the Full Council Meeting held on 11th November 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.

24/064 To receive an update on items included in the minutes

The Chair attended the Remembrance Parade to lay a wreath, whilst SD laid a wreath in the church.

24/065 To review the Minutes of the HR Committee Meeting held on 11th November 2024

The Minutes of the HR Committee Meeting held on 11th November 2024 were reviewed.

24/065 To receive a report from the District Councillor

The District Councillor sent their apologies.

24/066 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

No planning responses have been made using delegated powers since the previous meeting.

West Berkshire Council has reported the following planning decisions since the last meeting of Hampstead Norreys Parish Council:

- 24/00678/HOUSE Tangle Cottage, Water Street, Hampstead Norreys, RG18 0SB - S73a: Variation of Condition 2 (Approved Plans) of previously approved application 22/00364/HOUSE: Porch Extension, Rear Extension, Loft conversion with Dormers

24/067 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 until the end of August 2024.

d) To receive the most recent Quarterly Budget Summary

The quarterly budget summary to 30th September 2024 was reviewed.

24/068 To agree the licence agreement for Dean Meadow

Resolved: To sign the licence agreement.

24/069 To consider a response to the Government consultation on 'Enabling remote attendance and proxy voting at local authority meetings'

Resolved: The Clerk will submit the agreed response on behalf of the council.

24/070 To consider a response to West Berkshire Council's budget consultation

Resolved: The Clerk will submit the agreed responses on behalf of the council.

24/071 To consider whether to investigate taking on additional services offered by West Berkshire Council

Resolved: Not to investigate taking on additional services.

24/072 To consider a request for funding from the West Berkshire Library Service

Resolved: Not to donate to the West Berkshire Library Service.

- 24/073 To consider quotes to install a water fountain in Dean Meadow**
Resolved: To proceed with the purchase and installation of a water fountain on the Village Hall, provided that permission is given by the Amenities Trust. This is to be installed in the 2025/26 financial year so it can be included in the budget.
Costs are expected to be between £325-£425.
Councillor Miller will write to the Amenities Trust to ask for permission.
- 24/074 To consider making an application for funding from Members' Bids**
Resolved: The Clerk is to make an application for streetlight funding. The Clerk will seek alternative quotes on which to base the application.
- 24/075 To review land ownership and consider any actions required**
The land ownership of the right of way running through the churchyard and the triangle of land at the front of this area was discussed. The Clerk was requested to contact the Diocese for further information.
The right of way requires some work; however, West Berkshire Council is not prepared to carry out any work at this time.
- 24/076 To consider quotes to replace streetlighting with LED**
No quotes have been received; the Clerk will seek quotes from alternative companies.
- 24/077 To consider making a counterproposal to West Berkshire Council for the installation of white gates**
Resolved: Not to make a counterproposal for the installation of white gates.
- 24/078 To review Councillor training requirements**
The Clerk will sign Councillors Miller and Davis up for the Knowledge and Core Skills training, and Councillor Maskell for Year End for Councillors.
- 24/079 To review the draft budget for 2025/26**
Some adjustments will be made before the budget is considered at the January meeting.
- 24/080 To receive an update from the Traffic and Speeding Working Group.**
The data to support our request for a 20mph speed limit around most of the village has been submitted to West Berkshire Council. WBC agrees there is potential, but as they are still reviewing the trial in Theale and have no funding available, this won't be put forward for review at this time.
- 24/081 Matters for future consideration or information**
The Clerk has requested the repair of the lights at the steps.
- Councillor Maskell met with students from the village at The Downs School. This consisted of representatives from each year group. A request for an outdoor table tennis table. The Clerk will talk to the Amenities Trust as to whether it would be possible to install one in Dean Meadow.
- The council discussed ways to improve access to activities run by Berkshire Youth for secondary age residents. Suggestions for activities to be run in the village and/or for the use of a minibus to access activities elsewhere was discussed.

There being no further business, the meeting was closed at 9:22 pm.

Date and time of next scheduled meeting:

Parish Council Meeting: Thursday 23rd January 2025 at 7:30 pm

Chairman: _____

Date: _____

Appendix 1: 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