



Hampstead Norreys Parish Council

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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 22nd January 2026 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

16th January 2026

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 25th September 2025](#)
5. To receive an update on previous decisions
6. To receive a report from the District Councillor
7. Planning Applications
 - a) To consider the following planning applications:
 - [25/02795/FUL Hampstead Norreys Village Hall, Newbury Hill, Hampstead Norreys, RG18 0TR](#) - Installation for 30 Solar Panels on Roof with protection netting (to avoid damage from nearby cricket pitch), plus an external cabinet to contain the Solar Inverter and Batteries
 - [25/02430/HOUSE Floodscross, Newbury Road, Compton, RG20 7RH](#) - Conversion of existing garage into habitable accommodation. First floor side and single storey rear extensions with associated internal alterations
 - [25/02863/FUL Winton Farm Barns, Wyld Court Hill, Hampstead Norreys, Thatcham RG18 0AA](#) - Demolition of existing buildings and redevelopment of the site to provide

new commercial units for Class E(g) use, together with access, parking and associated works

- 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 receive an [update on compliance for Assertion 10 of the 25/26 AGAR](#)
10. To consider [quotes for repainting the phone box](#)
11. To consider the [renewal of the grounds maintenance contract](#)
12. To consider [quotes for the installation of an additional sail and concrete pads by benches](#) in Dean Meadow
13. To consider [adopting the budget and setting the precept for 2026/27](#)
14. To receive an update from the Traffic and Speeding Working Group
15. To receive an update from the Flood Warden
16. Matters for future consideration or information

Date and time of next scheduled meeting:

Full Council: Thursday 26th March 2026 7:30 pm

Supporting Documents

Agenda Item 2: 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

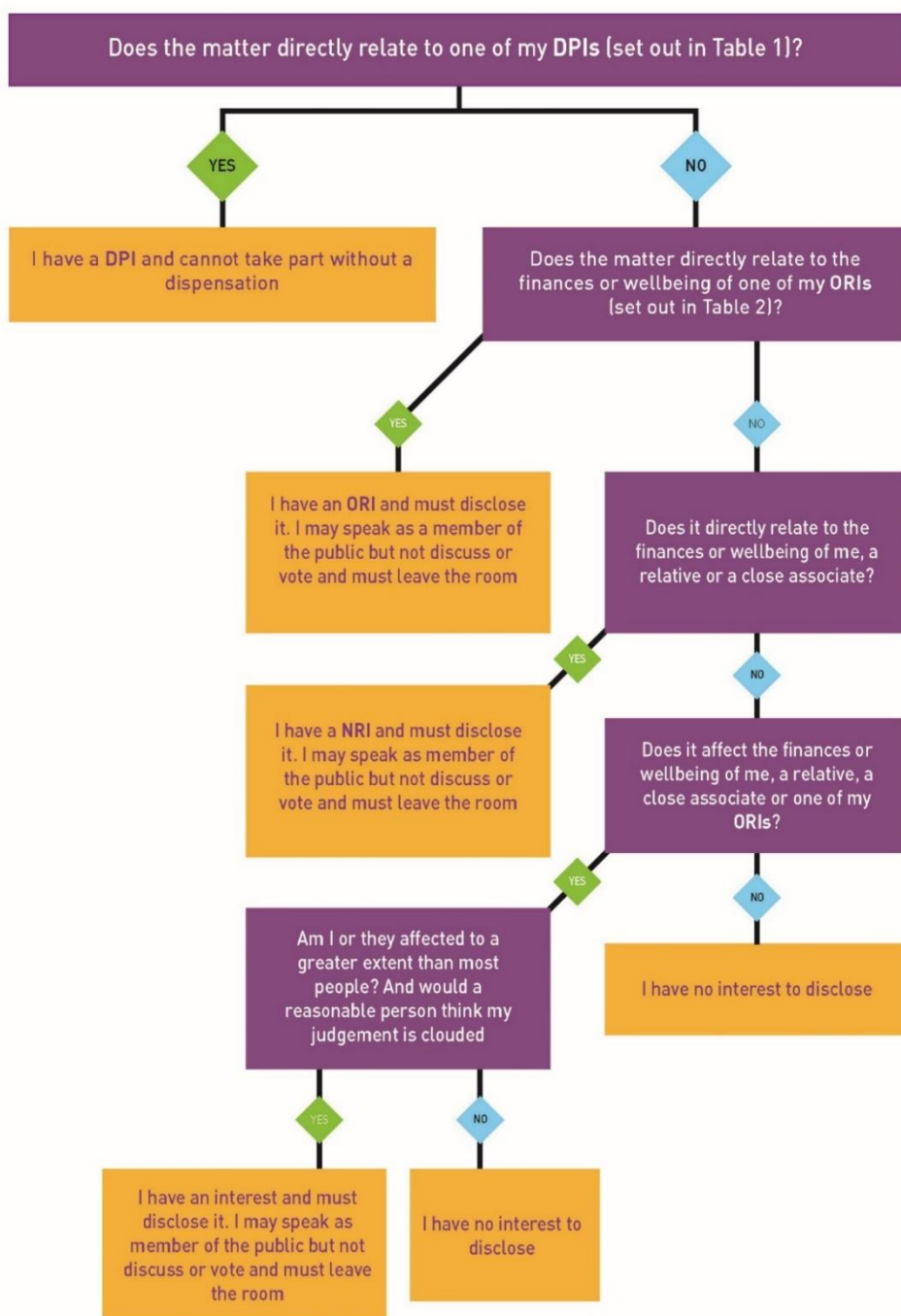


Table 1: Disclosable Pecuniary Interests

| 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 | Any tenancy where (to the councillor's knowledge)— |
| 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> <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</p> |

| | |
|--|--|
| | <p>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.</p> |
|--|--|

* '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 |
|--|

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:

- None

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

- 25/02254/AGRIC Beechwood Poultry Farm, Wyld Court Hill, Hampstead Norreys, Thatcham RG18 0TL - Application to determine if prior approval is required for a proposed: Extension to agricultural building relating to existing poultry farm. Approved.
- 25/02438/CERTP Tree Tops, Forge Hill, Hampstead Norreys, Thatcham, RG18 0TE - Construct a new access track from the existing track beside the pub to the Tree Tops (Highview). The works will involve scraping off the topsoil, laying and compacting a Type 1 crushed stone base, installing a Ritepave plastic mesh ground guard system, and infilling with Type 1 limestone to create a strong, stable, and porous surface. The track will be approximately 2.5 meters wide and 130 meters long, with no formal edging, blending into the surrounding ground. The construction is designed to be fully permeable, requiring no additional drainage. The track will terminate at the existing/proposed entrance gates, with no new means of enclosure. Certificate of Lawfulness refused.

Agenda Item 8: Finance

Finance Report

| Status at last bank reconciliation 31st December 2025 | |
|--|-------------------|
| Unity Trust Current Account | £17,609.10 |
| Unity Trust Savings Account | £31,070.15 |
| Lloyds Commercial Multipay (Card) | £0.00 |
| Total | £48,679.25 |

| Income received 19th November 2025 - 14th January 2026 | |
|---|------------------|
| VAT refund | £2,431.16 |
| Interest | £170.29 |
| Allotment rent | £20.00 |
| Total | £2,621.45 |

| Payments to be approved | | | | |
|--------------------------------|---------------|------------------------------------|--|---------------|
| Date | Method | Payee | Payment Detail | Amount |
| 09-Nov | DD | Castle Water | Allotments water Oct | £16.09 |
| 30-Nov | FEE | Unity Trust Bank | Account fee | £6.00 |
| 03-Dec | DD | ICO | Registration fee 25/26 | £47.00 |
| 03-Dec | Card | Lloyds Bank | Card fee | £3.00 |
| 18-Dec | DD | Castle Water | Water for allotments Nov | £13.32 |
| 18-Dec | BACS | Sunshine Commercial Services Ltd | Grounds maintenance Nov | £304.06 |
| 18-Dec | BACS | Tactical Facilities Management Ltd | Refuse disposal Nov | £107.06 |
| 18-Dec | BACS | Society of Local Council Clerks | Membership 26/27 | £75.20 |
| 22-Dec | BACS | Staff costs | Staff costs Dec | £640.76 |
| 31-Dec | FEE | Unity Trust Bank | Account fee | £6.00 |
| 07-Jan | DD | SSE Energy Solutions | Electricity Jul | £111.04 |
| 08-Jan | DD | SSE Energy Solutions | Electricity Aug | £114.91 |
| 08-Jan | Card | Seton | Grit bin salt | £85.08 |
| 09-Jan | DD | SSE Energy Solutions | Electricity Sep | £116.34 |
| 12-Jan | DD | SSE Energy Solutions | Electricity Oct & Nov | £181.74 |
| 15-Jan | BACS | Tactical Facilities Management Ltd | Refuse disposal Dec | £107.06 |
| 15-Jan | BACS | Sunshine Commercial Services Ltd | Grounds maintenance Dec | £304.06 |
| 21-Jan | DD | SSE Energy Solutions | Electricity Dec | £76.70 |
| 22-Jan | BACS | Councillor MC | Reimburse training fees | £16.00 |
| 22-Jan | BACS | SLCC Enterprises | Practitioners' Conference (adjustment) | £4.80 |

| | | | | |
|--------|------|--------------------------------|-----------------|------------------|
| 22-Jan | BACS | Hampstead Norreys Village Hall | Room hire | £11.25 |
| 23-Jan | BACS | Staff costs | Staff costs Jan | £648.86 |
| | | | Total | £2,996.33 |

| Transfers to be approved | | | |
|---------------------------------|---------------------|------------------------|---------------|
| Date | From Account | To Account | Amount |
| 16-Dec | Unity Trust Current | Lloyds Commercial Card | £3.00 |
| | | | Total |
| | | | £3.00 |

Bank Reconciliation

| Bank Reconciliation at 31/12/2025 | | | |
|--|--|------------|-------------------|
| | | | |
| | Cash in Hand 01/04/2025 | | £37,994.43 |
| | ADD Receipts 01/04/2025 - 31/12/2025 | | £36,285.61 |
| | Subtotal | | £74,280.04 |
| | SUBTRACT Payments 01/04/2025 - 31/12/2025 | | £25,600.79 |
| A | Cash in Hand 31/12/2025 (per Cash Book) | | £48,679.25 |
| | Cash in hand per Bank Statements | | |
| | 1 Unity Current | £17,609.10 | |
| | 2 Unity Savings | £31,070.15 | |
| | 3 Lloyds Commercial Multipay | £0.00 | |
| | Subtotal | | £48,679.25 |
| | Less unrepresented payments | | £0.00 |
| | Subtotal | | £48,679.25 |
| | Plus unrepresented receipts | | £0.00 |
| B | Adjusted Bank Balance | | £48,679.25 |
| | A = B Checks out OK | | |

Agenda Item 9: To receive an update on compliance for Assertion 10 of the 25/26 AGAR

The actions for compliance are given below:

| Number | Compliance Area | Requirement | Status | Evidence/Notes |
|--------|--------------------|--|----------|---|
| 1 | Email Management | Authority-owned email account in use (e.g. clerk@yourcouncil.gov.uk) | Complete | enquiries@hampsteadnorreysparishcouncil.gov.uk |
| 2 | Email Management | Domain is owned by the authority | Complete | hampsteadnorreysparishcouncil.gov.uk is owned by the council. |
| 3 | Website Compliance | Website meets legal requirements | Complete | It is believed this will be met by meeting statement 4, 5, 6, and 7. This is complete now all these statements have been met. |
| 4 | Website Compliance | WCAG 2.2 AA standards met | Complete | The website template provided by Parish Online meets WCAG 2.2 AA and will be updated should this requirement change, as per the commitment by Parish Online . |
| 5 | Website Compliance | Accessibility statement published and reviewed regularly. This must include contact, limitations, and alternatives | Complete | The accessibility statement has been generated by Parish Online (website provider) and reviewed by the Clerk: Accessibility Statement |
| 6 | Transparency & FOI | ICO model publication scheme adopted, and documents published | Complete | The Model Publication Scheme was adopted on 25 th September 2025, Minute 25/056 . |
| 7 | Transparency & FOI | Local Government Transparency Code followed (if turnover > £25k) | Complete | The council has followed the Local Government Transparency Code since its introduction and ensures all the documentation listed in the code is displayed on its website. |
| 8 | Data Protection | GDPR and DPA 2018 compliance confirmed | Ongoing | To meet these requirements, statements 9, 10, 11, and 12 must be met. The Clerk will undertake further analysis to identify and address any additional requirements. |

| Number | Compliance Area | Requirement | Status | Evidence/Notes |
|--------|-----------------|---|----------|--|
| 9 | Data Protection | Data audit conducted (records, lawful basis, retention) | Complete | <p>The Data Audit was adopted on 25th September 2025, Minute 25/057.</p> <p>The Clerk is to ensure this is scheduled for review on an annual basis, unless a change in legislation occurs or the addition of a service which incurs additional data processing.</p> |
| 10 | Data Protection | Data Protection Policy implemented | Complete | <p>The Data Protection Policy was adopted on 27th November 2025, Minute 25/073.</p> |
| 11 | Data Protection | Staff and members trained on data protection | Ongoing | <p>The Clerk and Councillor RM have completed the NALC Data Protection Essentials training via the NALC nimble e-learning portal.</p> <p>Training completed by the Clerk and Councillors MC, SD, RM, SM.</p> <p>Councillors still to complete training or provide evidence that they have completed relevant training in the past year: FB, TH, HM.</p> <p>It should be noted that this training should be updated once per election term.</p> |

| Number | Compliance Area | Requirement | Status | Evidence/Notes |
|--------|--------------------|--|----------|---|
| 12 | Data Protection | Technical and organisational measures in place to secure data | Ongoing | <ul style="list-style-type: none"> • Data is securely backed up to cloud storage. ✓ • Anti-virus and anti-malware software is installed on council machines. ✓ • Secure disposal of documentation is required. ✓ • Paper documentation stored in a lockable filing cabinet. ✓ • IT policy adopted. ✓ • Data protection training is to be completed by all. ✘ • Data audit to be adopted and regularly reviewed. ✓ |
| 13 | IT Policy | IT Policy adopted. This policy must cover use of authority and personal devices, and mandate the use of authority-owned email accounts | Complete | The IT Policy was adopted on 24/07/25, Minute 25/038 . |
| 14 | Internal Oversight | Internal auditor to review transparency and data compliance | Complete | The internal auditor updates the list of documentation it reviews based on the Practitioners' Guide, which is reviewed and updated annually. They will review both transparency and data compliance as part of their review and will confirm this on the AGAR. |

Agenda Item 10: To consider quotes for repainting the phone box

A quotation of £1,045 has been received for repainting the red telephone box. The Parish Partnership has offered £550 towards the cost of these works. The remaining balance can be met comfortably from the Council's general reserves, which hold sufficient funds to support this expenditure

Agenda Item 11: To consider the renewal of the grounds maintenance contract

A quotation has been received from our current grounds maintenance contractors proposing renewal of the contract on the same basis as agreed in their letter of 23 March 2021. The revised specification includes the cutting of the additional hedges (one cut per year).

The proposed charge for **2026/27** is **£3,177.39 + VAT** for a 12-month period, payable at **£264.78 + VAT per month**, compared with the current monthly cost of **£253.38 + VAT**

The contractor has also quoted **£86.06 + VAT per additional cut** of the cricket outfield, should these be required.

Agenda Item 12: To consider quotes for the installation of an additional sail and concrete pads by benches in Dean Meadow

A quotation has been received for two improvements within the play area:

1. installation of an **additional triangular shade sail**, and
2. installation of **concrete pads beneath the two existing benches** to prevent further ground wear.

The proposed shade sail would be installed adjacent to the current sail, utilising two existing posts and requiring only one new galvanised steel post. The sail would match the existing specification (6m x 6m x 6m, breathable UV-resistant fabric). The quoted cost is **£1,750 + VAT**.

The contractor has also quoted for the installation of two concrete pads (2m x 1.2m) for the benches, including removal and safe storage of the benches, installation of the pads, curing time, and refixing using anchor bolts. The total cost is **£1,245 + VAT**.

These works are proposed for inclusion in the **2026/27 budget**, with approval for the contractor to begin as soon as the new financial year commences.

Agenda Item 13: To consider adopting the budget and setting the precept for 2026/27

The draft budget for 2026/27 is presented for consideration. The figures incorporate forecasts for the final quarter of 2025/26 and set out the Council's expected financial position for the coming year.

The full [Draft Budget 2026/27](#) is available on the Council's website.

Projected Year-End Position for 2025/26

The updated forecast to 31 March 2026 shows:

- **Total income:** £34,004
- **Total expenditure:** £35,529

This results in a **forecast in-year deficit of £1,525**, which will be met from general reserves.

The deficit is driven primarily by:

- Higher-than-budgeted expenditure in the play area
- Additional lighting costs
- One-off project expenditure, including table tennis installation and associated groundwork

Despite these pressures, the Council retains sufficient reserves to absorb the deficit without compromising financial stability.

Draft Budget for 2026/27

The proposed budget for 2026/27 reflects:

- Ongoing inflationary pressures across core cost centres
- Continued investment in village maintenance, play area safety, and community facilities
- A cautious approach to new project commitments, with no significant draw on earmarked reserves planned for the year

The budget aims to maintain service levels while ensuring long-term financial resilience.

Precept Requirement and Band D Impact

The proposed precept for 2026/27 is **£28,825**, compared with **£26,821** in 2025/26.

This represents:

- **An increase of £1,464**
- **Equivalent to a 5.5% rise**

Based on the tax base provided by West Berkshire Council, the **Band D charge for 2026/27 will be £79.52 for the year.**

This increase ensures the Council can continue to meet rising costs and maintain essential services while keeping the overall precept at a modest level.

Budget Pressures and Considerations

Key factors influencing the 2026/27 budget include:

- **Play area costs** remain significantly above historic levels due to essential repairs and safety compliance.
- **Lighting maintenance and electricity** continue to fluctuate, requiring prudent budgeting.
- **Grounds maintenance and refuse disposal** show ongoing cost pressures.
- **Community donations** remain at consistent levels, supporting valued local organisations.

Recommendation

Members are asked to:

1. **Review and approve the Draft Budget for 2026/27**, and
2. **Resolve to set the precept at £28,825 for the 2026/27 financial year**, resulting in a Band D charge of £79.52.