



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 26th March 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

20th March 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 22nd January 2026](#)
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:
 - [26/00363/HOUSE Cherry Hinton, Newbury Hill, Hampstead Norreys, Thatcham RG18 0TR](#) - Part garage conversion, infill porch extension and remodel entrance hall.
 - [26/00596/AGRIC The Old Dairy Site, Manor House, Church Street, Hampstead Norreys](#) - Application to determine if prior approval is required for a proposed: New building - Steel portal frame straw barn.
 - 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 whether to commission a [Housing Needs Survey](#) from Connecting Communities Berkshire (CCB)
11. To consider the [West Berkshire Council Call for Sites](#)
12. To receive an update from the Traffic and Speeding Working Group
13. To receive an update from the Flood Warden
14. Matters for future consideration or information

Date and time of next scheduled meeting:

Full Council: Thursday 7th May 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

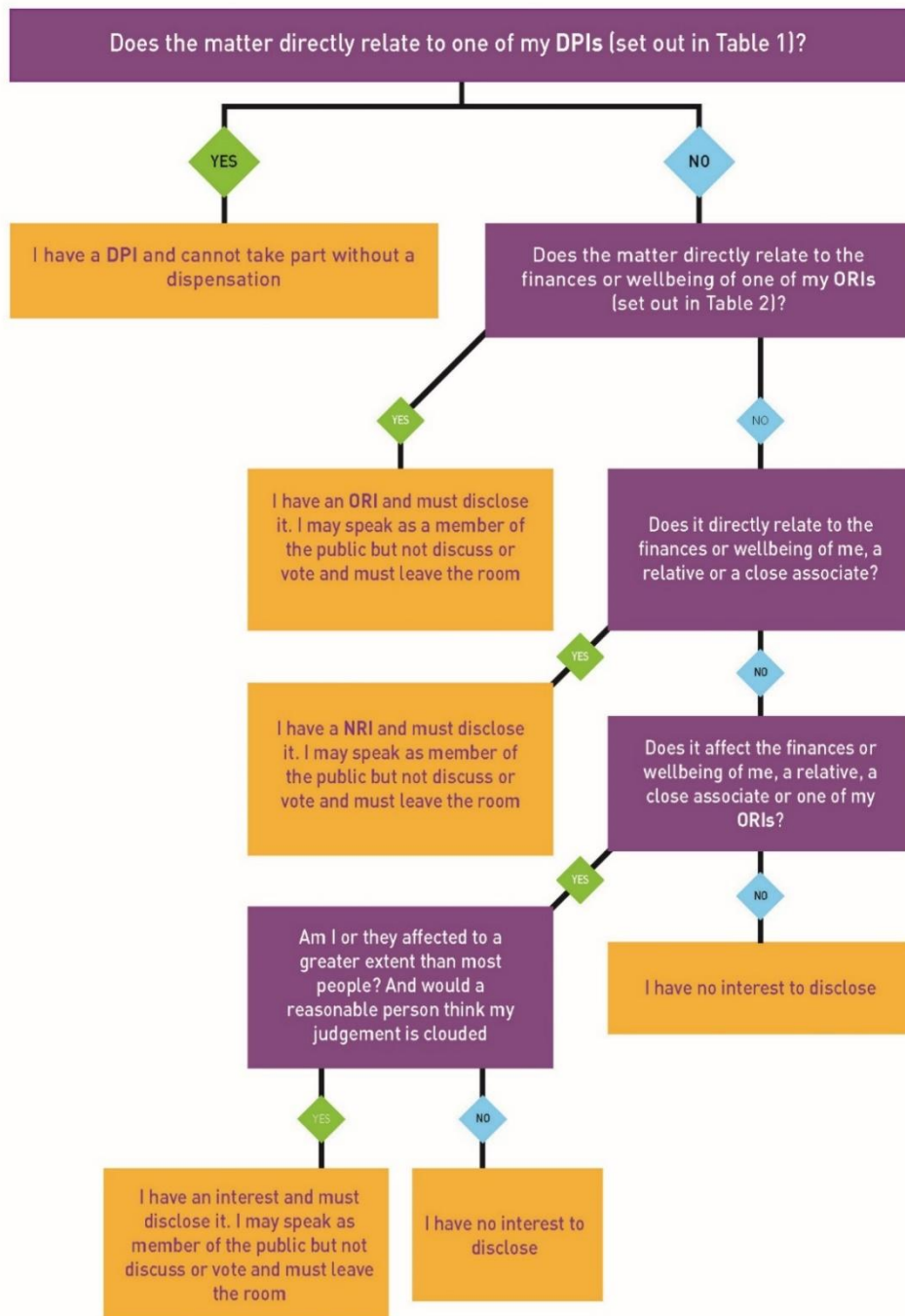


Table 1: Disclosable Pecuniary Interests

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) - (a) the landlord is the council; and (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.
Securities	Any beneficial interest in securities* of a body where - a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and b) either - (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (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>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>
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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

<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
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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:

- 26/00273/CLASSR Eling Farm, Eling, Hermitage, RG18 9XR - Proposed change of use under Class R of the Town and Country Planning (General Permitted Development) (England) Order 2015, of a portion of an agricultural building to Flexible Use, falling within Class B2 (General Industrial), B8 (Storage and Distribution) and E (Commercial, Business and Service) of the Schedule to the Use Classes Order. No objections.

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

- 26/00273/CLASSR Eling Farm, Eling, Hermitage, RG18 9XR - Proposed change of use under Class R of the Town and Country Planning (General Permitted Development) (England) Order 2015, of a portion of an agricultural building to Flexible Use, falling within Class B2 (General Industrial), B8 (Storage and Distribution) and E (Commercial, Business and Service) of the Schedule to the Use Classes Order. Planning permission is not required.
- 25/02795/FUL Hampstead Norreys Village Hall, Newbury Hill, Hampstead Norreys, Thatcham, 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. Approved.

Agenda Item 8: Finance

Finance Report

Status at last bank reconciliation 28th February 2026	
Unity Trust Current Account	£14,516.81
Unity Trust Savings Account	£31,070.15
Lloyds Commercial Multipay (Card)	£0.00
Total	£45,586.96

Income received 15th January - 19th March 2026	
None	£0.00
Total	£0.00

Payments to be approved				
Date	Method	Payee	Payment Detail	Amount
03-Jan	Card	Lloyds Bank	Card fee	£3.00
23-Jan	Card	The Sign Maker	Plaque	£66.90
26-Jan	DD	Castle Water	Water for allotments Dec	£91.18
31-Jan	FEE	Unity Trust Bank	Account fee	£6.00
02-Feb	Card	Lloyds Bank	Card fee	£3.00
23-Feb	DD	SSE Energy Solutions	Lighting electricity Jan	£74.99
27-Feb	BACS	Sunshine Commercial Services Ltd	Grounds maintenance Feb	£304.06
27-Feb	BACS	Tactical Facilities Management Ltd	Refuse disposal Jan	£107.06
27-Feb	BACS	Staff costs	Staff costs Feb	£652.26
28-Feb	FEE	Unity Trust Bank	Account fee	£6.00
02-Mar	DD	Castle Water	Water for allotments Jan	£67.88
02-Mar	Card	Lloyds Bank	Card fee	£3.00
03-Mar	BACS	Tactical Facilities Management Ltd	Refuse disposal Feb	£107.06
19-Mar	DD	Castle Water	Water for allotments Feb	£12.95
19-Mar	Card	Royal Mail	Postage	£2.77
23-Mar	BACS	Staff costs	Staff costs Mar	£656.31
23-Mar	BACS	Sunshine Commercial Services Ltd	Grounds maintenance Feb	£304.06
26-Mar	BACS	A Councillor	Reimburse costs for water fountain	£282.88
26-Mar	BACS	A Councillor	Reimburse training costs	£16.00
26-Mar	BACS	A resident	Electricity costs for the defibrillator	£25.00
31-Mar	FEE	Unity Trust Bank	Account fee	£6.00
Total				£2,798.36

Transfers to be approved			
Date	From Account	To Account	Amount
16-Jan	Unity Trust Current	Lloyds Commercial Card	£3.00
16-Feb	Unity Trust Current	Lloyds Commercial Card	£154.98
16-Mar	Unity Trust Current	Lloyds Commercial Card	£3.00
Total			£160.98

Bank Reconciliation

Bank Reconciliation at 28/02/2026			
	Cash in Hand 01/04/2025		£37,994.43
	ADD Receipts 01/04/2025 - 28/02/2026		£36,285.61
	Subtotal		£74,280.04
	SUBTRACT Payments 01/04/2025 - 28/02/2026		£28,693.08
A	Cash in Hand 28/02/2026 (per cash book)		£45,586.96
	Cash in hand per Bank Statements		
	1 Unity Current	£14,516.81	
	2 Unity Savings	£31,070.15	
	3 Lloyds Commercial Multipay	£0.00	
	Subtotal		£45,586.96
	Less unrepresented payments		£0.00
	Subtotal		£45,586.96
	Plus unrepresented receipts		£0.00
B	Adjusted Bank Balance		£45,586.96
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	Complete	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	The Data Audit was adopted on 25 th September 2025, Minute 25/057 . 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.
10	Data Protection	Data Protection Policy implemented	Complete	The Data Protection Policy was adopted on 27 th November 2025, Minute 25/073 .
11	Data Protection	Staff and members trained on data protection	Complete	The Clerk and all Councillors have completed the NALC Data Protection Essentials training via the NALC nimble e-learning portal . It should be noted that this training should be updated once per election term.
12	Data Protection	Technical and organisational measures in place to secure data	Complete	<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 .

Number	Compliance Area	Requirement	Status	Evidence/Notes
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 whether to commission a Housing Needs Survey from Connecting Communities Berkshire (CCB)

A Housing Needs Survey (HNS) is the standard first step for any parish wishing to understand whether there is a current or emerging need for affordable or specialist housing. The Rural Housing Enabler (RHE) service, delivered by Connecting Communities Berkshire, provides this survey **at no cost to the Parish Council**. The survey is delivered to every household and typically achieves a response rate of around 20%, which planners consider sufficient to evidence local need. The RHE then produces a formal report setting out the scale, type, and tenure of housing required.

Hampstead Norreys has a higher-than-average proportion of social housing compared with other Berkshire rural parishes, but this does not confirm whether the current stock meets present or future needs. The parish may have lost up to six affordable homes since 2011, and Sovereign Network Group (SNG), the main local housing association, is currently marketing several older properties and may consider further disposals. With land for new development extremely limited, any additional loss of affordable homes could have a long-term impact on local housing options and community sustainability. A Housing Needs Survey would provide the evidence base required to understand the scale of need and to inform discussions with SNG and other partners.

West Berkshire Council is currently carrying out a Call for Sites as part of its Local Plan work. At this stage we do not know whether any land in Hampstead Norreys has been nominated. A Housing Needs Survey would provide useful evidence should any sites come forward, helping the Parish Council to understand whether there is a demonstrable local need that would support or challenge potential development proposals.

What commissioning the survey involves

- The RHE drafts the survey, covers printing and pre-paid return envelopes, and undertakes the analysis.
- The Parish Council will need to assemble a small group of volunteers to deliver the survey to households within the main village area.
- For outlying rural properties, where homes are isolated or in very small clusters, it may be more efficient to post the surveys rather than deliver by hand. In these cases, the Parish Council would need to cover the postage cost.
- The Council will also need to promote the survey locally to encourage a good response rate.
- The final report is shared with the Parish Council and can be published to residents.

Agenda Item 11: To consider the West Berkshire Council Call for Sites

West Berkshire Council is running a Call for Sites as part of preparing the new Local Plan, inviting landowners, developers and other parties to propose land that may be suitable for future housing, employment, community facilities, green infrastructure or renewable energy. This is a data-gathering stage that will inform the Housing and Economic Land Availability Assessment (HELAA) and shape future planning policy. The Parish Council needs to review the Call for Sites so it understands the process, is aware of the potential implications for the parish, and can consider whether it wishes to make any submission or representation as the Local Plan progresses.