Hampstead Norreys Parish Council

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Thursday 7th May 2026, in the Memorial Room, Hampstead Norreys Village Hall. Commencing at 7:40 pm.

Members Present:	Councillor Ros Maskell, Chair Councillor Fiona Bennett Councillor Mike Corish Councillor Stephen Davis Councillor Harriet McCalmont Councillor Stephen Miller
Members Absent:	Councillor Toby Harris, Deputy Chair
Officers Present:	Sarah Marshman, Clerk
In Attendance:	Carolyne Culver, District Councillor 0 Members of the Public

Minutes

26/001 To elect the Chair of the Council for 2026/27 and confirm their declaration of acceptance of office

Resolved: To elect Councillor Ros Maskell as Chair of the Council for 2026/27. The Chair signed their declaration of acceptance of office.

26/002 To elect the Deputy Chair of the Council for 2026/27 and confirm their declaration of acceptance of office

Resolved: To elect Councillor Toby Harris as Deputy Chair of the Council for 2026/27. The Deputy Chair will sign their declaration of acceptance of office at the next meeting.

26/003 To receive, and consider for acceptance, apologies for absence from Members of the Council

There were no apologies for absence.

26/004 To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests, or Non-Registerable Interests and to consider any Requests for Dispensation

Members made no declarations of Disclosable Pecuniary Interests, Other Registerable Interests, or Non-Registerable Interests, and no requests for dispensation were submitted.

26/005 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.

26/006 To approve the minutes of the Full Council Meeting held on 26th March 2026

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

26/007 To receive an update on previous decisions

There were no updates.

26/008 To receive a report from the District Councillor

The District Councillor gave a report.

26/009 Planning Applications

a) To consider the following planning applications:

26/00889/HOUSE Belle View, Beedon Hill, Beedon, Newbury, RG20 8SJ - First floor extension, together with an increase in ridge height of 1.47m.

Resolved: That a response of no objections be submitted.

b) To receive a report on planning application responses and decisions

No planning decisions have been submitted 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:

- 26/00596/AGRIC The Old Dairy Site, Manor House, Church Street, Hampstead Norreys Thatcham - Application to determine if prior approval is required for a proposed: New building – Steel portal frame straw barn. Planning permission is not required.
- 25/02430/HOUSE Floodscross, Newbury Road, Compton, Newbury, RG20 7RH - Conversion of existing garage into habitable accommodation. First floor side and single storey rear extensions with associated internal alterations. Refused.
- 26/00058/HOUSE Gate Cottage, Haw Farm, Hampstead Norreys, Thatcham, RG18 0TP - Erection of new fence along the boundary next to Haw Lane (B4009).2m high, close board fence with concrete posts and gravel boards. Approved.

26/010 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 March 2026, 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 February 2026.

d) To receive the most recent Quarterly Budget Summary
The next quarterly budget summary to 31st March 2026 was reviewed.

26/011 Committees:

a) To review the terms of reference and delegation arrangements for the following committees:

- **HR Committee**
- **Planning Committee**

Resolved: To continue with the existing HR Committee Terms of Reference and Planning Committee Terms of Reference.

b) To appoint any new committees in accordance with standing order 4
Resolved: That no new committees are required.

c) To appoint members to the following committees:

- **HR Committee**
- **Planning Committee**
- **Any new committees created above**

Resolved: To appoint councillors to the committees as shown below:

Role	Members
HR Committee	Toby Harris Ros Maskell Stephen Miller
Planning Committee	Fiona Bennett Mike Corish Toby Harris Harriet McCalmont Stephen Miller

26/012 To review the Scheme of Delegation
Resolved: To continue with the current Scheme of Delegation.

26/013 To review the inventory of land and assets including buildings and office equipment
Resolved: That the inventory of land and assets is correct.

26/014 To review the arrangements for insurance cover in respect of all insured risks and to consider quotes for the insurance renewal
The Council reviewed its insurance arrangements and confirmed that the existing level of cover remained appropriate to its requirements. During the review it was noted that the previous long-term agreement had concluded. To ensure continuity of cover, the Clerk was asked to obtain renewal quotations and to arrange appropriate insurance cover, reporting the outcome to Council.

26/015 Policies:

a) To adopt the following policies:

i. **Freedom of Information and Environmental Information Policy**
ii. **Press & Media Procedure**
iii. **Grants Policy**

Resolved: To adopt the Freedom of Information and Environmental Information Policy, the Press & Media Procedure, and the Grants Policy

b) To update the following policies:

i. Training and Development Policy

Resolved: To adopt the updates to the Training and Development Policy.

c) To review the following policies:

i. Standing Orders
ii. Financial Regulations
iii. Complaints Procedure
iv. Code of Conduct
v. Data Protection Policy
vi. Internal Controls Policy and Procedure
vii. Dignity at Work/ Bullying and Harassment Policy
viii. Health and Safety Policy

Resolved: To continue with the Standing Orders, Financial Regulations, Complaints Procedure, Code of Conduct, Data Protection Policy, Internal Controls Policy and Procedure, Dignity at Work/ Bullying and Harassment Policy and Health and Safety Policy.

26/016 To review the council's and/or staff subscriptions to other bodies

Resolved: To continue subscriptions to the Berkshire Association of Local Councils (BALC) and the Society of Local Council Clerks (SLCC).

26/017 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

Resolved: All meetings are to be held at 7:30 pm in the Memorial Room at Hampstead Norreys Village Hall and are scheduled for the following dates:

Meeting Date	Meeting Type
Thursday 9th July 2026	Full Council
Thursday 24th September 2026	Full Council
Thursday 26th November 2026	Full Council
Thursday 21st January 2027	Full Council
Thursday 18th March 2027	Full Council
Thursday 29th April 2027	Annual Parish Meeting
Thursday 20th May 2027	Annual Meeting of the Parish Council

26/018 To consider Parish Council areas of responsibility and representation on outside bodies

Resolved: To assign the roles as follows:

Area of Responsibility within the Council	
Responsibility	**Role Holder**
Flooding	Stephen Davis
Internal Controller	Harriet McCalmont
Playground Inspections	Fiona Bennett and Harriet McCalmont
Public Rights of Way	Stephen Davis
Traffic and Speeding Working Group	Toby Harris and Ros Maskell
Waste Removal Management	Fiona Bennett

Representatives on an Outside Body	
Outside Body	**Role Holder**
Downlands Practice Patient Representative Group	Ros Maskell
Downland Volunteer Group	Ros Maskell
Hampstead Norreys Cricket Club	Stephen Davis
Hampstead Norreys Village Hall	Harriet McCalmont
Pang Valley Flood Forum	Stephen Davis

26/019 To consider the Risk Register for 2026/27

Resolved: To adopt the Risk Register for 2026/27.

26/020 To review the feedback from our internal auditors on the 2025/26 audit and consider any actions required

The feedback was reviewed. The internal auditor had made no recommendations and so no actions were required.

26/021 Annual Governance Statement 2025/26

a) to consider the findings of the review by the members meeting as a whole; and

b) to approve the AGS by resolution in advance of approving the Accounting Statements

Resolved: To approve the Annual Governance Statement. The Chair and the Clerk then signed the Annual Governance Statement.

26/022 Accounting Statements 2025/26

a) to consider the Accounting Statements by the members meeting as a whole;

b) to approve the Accounting Statements by resolution; and

c) to ensure the Accounting Statements are signed and dated by the person presiding at the meeting

Resolved: To approve the Accounting Statements. The Chair then signed the Accounting Statements.

The period for the exercise of public rights will take place from 3rd June 2026 to 14th July 2026.

26/023 To consider appointing an internal auditor for the 2026/27 financial year and set the scope of audit

The Council reviewed the competence and independence of the proposed internal auditor in accordance with the Practitioners' Guide and was satisfied that the auditor meets the required standards.

Resolved: To appoint Heelis and Lodge and to set the scope of audit as defined in the table on pages 26-32 of the SAPPP Practitioner's Guide 2026/27.

26/024 To consider quotes to replace two benches in the play area

Resolved: To approve a budget of £1,700 plus VAT for the purchase and installation of two replacement benches in the play area, to be funded from the play area budget line, with any overspend in the current financial year to be met from earmarked reserves.

Members were advised that two additional concrete pads are required to ensure the table tennis table is installed level, at an additional cost of £910. As the project is

already well advanced, it was agreed that the works should proceed without delay and be ratified at the next meeting.

26/025 To consider applying for funding for a bus shelter
Resolved: Not to apply for bus shelter funding due to previous unsuccessful applications.

26/026 To receive an update from the Traffic and Speeding Working Group.
There has been no update on the proposed 20mph limit.

26/027 To receive an update from the Flood Warden
There is no update.

26/028 Matters for future consideration or information
The council's application to list The White Hart as an asset of community value will be reviewed by West Berkshire Council on 15th June.

There being no further business, the meeting was closed at 9:02 pm.

Date and time of next scheduled meeting:
Parish Council Meeting: Thursday 9th July 2026 at 7:30 pm

Chair: _____ Date: _____

Appendix 1: Finance Report

Status at last bank reconciliation 31st March 2026	
Unity Trust Current Account	£12,849.57
Unity Trust Savings Account	£31,230.40
Lloyds Commercial Multipay (Card)	£0.00
Total	**£44,079.97**

Income received 20th March - 29th April 2026	
Allotment rent	£10.00
Interest	£160.25
Precept	£14,192.50
Total	**£14,362.75**

Payments to be approved				
Date	**Method**	**Payee**	**Payment Detail**	**Amount**
23-Mar	DD	SSE Energy Solutions	Lighting electricity Feb	£65.10
30-Mar	BACS	GT Electric Services Ltd	Defibrillator electrical inspection	£120.00
21-Mar	DD	SSE Energy Solutions		£69.04
02-Apr	Card	Lloyds Bank	Card fee	£3.00
22-Apr	BACS	Sunshine Commercial Services Ltd	Grounds maintenance March	£304.06
22-Apr	BACS	Sunshine Commercial Services Ltd	Fell tree and chip waste	£780.00
22-Apr	BACS	Tactical Facilities Management Ltd	Waste disposal March	£107.06
22-Apr	BACS	Staff Costs	Staff costs Apr	£650.82
22-Apr	Card	Land Registry	Land registry documents for ACV Listing	£14.00
23-Apr	DD	Castle Water	Water for allotments March	£5.73
29-Apr	Card	PDF Xchange	Software	£73.32
30-Apr	BACS	Unity Trust Bank	Account fee	£7.00
07-May	BACS	Tactical Facilities Management Ltd	Waste disposal April	£107.06
			Total	**£2,306.19**

Transfers to be approved			
Date	**From Account**	**To Account**	**Amount**
16-Apr	Unity Trust Current	Lloyds Commercial Card	£5.77
		Total	**£5.77**

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