



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 9th July 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

3rd July 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 7th May 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:
 - [26/01370/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 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 consider whether to [develop a Community Emergency Plan](#) and, if agreed, to establish a working party to prepare a draft plan
- 10. To ratify the [additional expenditure of £910](#) for the concrete pads for the table tennis table installation
- 11. To consider actions related to the [potential speed limit review](#)
- 12. To consider [Allotment rents for 2026/2027](#)
- 13. To consider the [future maintenance of the Eling Way](#)
- 14. To consider [quotes for a buildings survey of The White Hart](#)
- 15. To receive an update from the Traffic and Speeding Working Group
- 16. To receive an update from the Flood Warden
- 17. Matters for future consideration or information

Date and time of next scheduled meeting:

Full Council: Thursday 24th September 2026 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

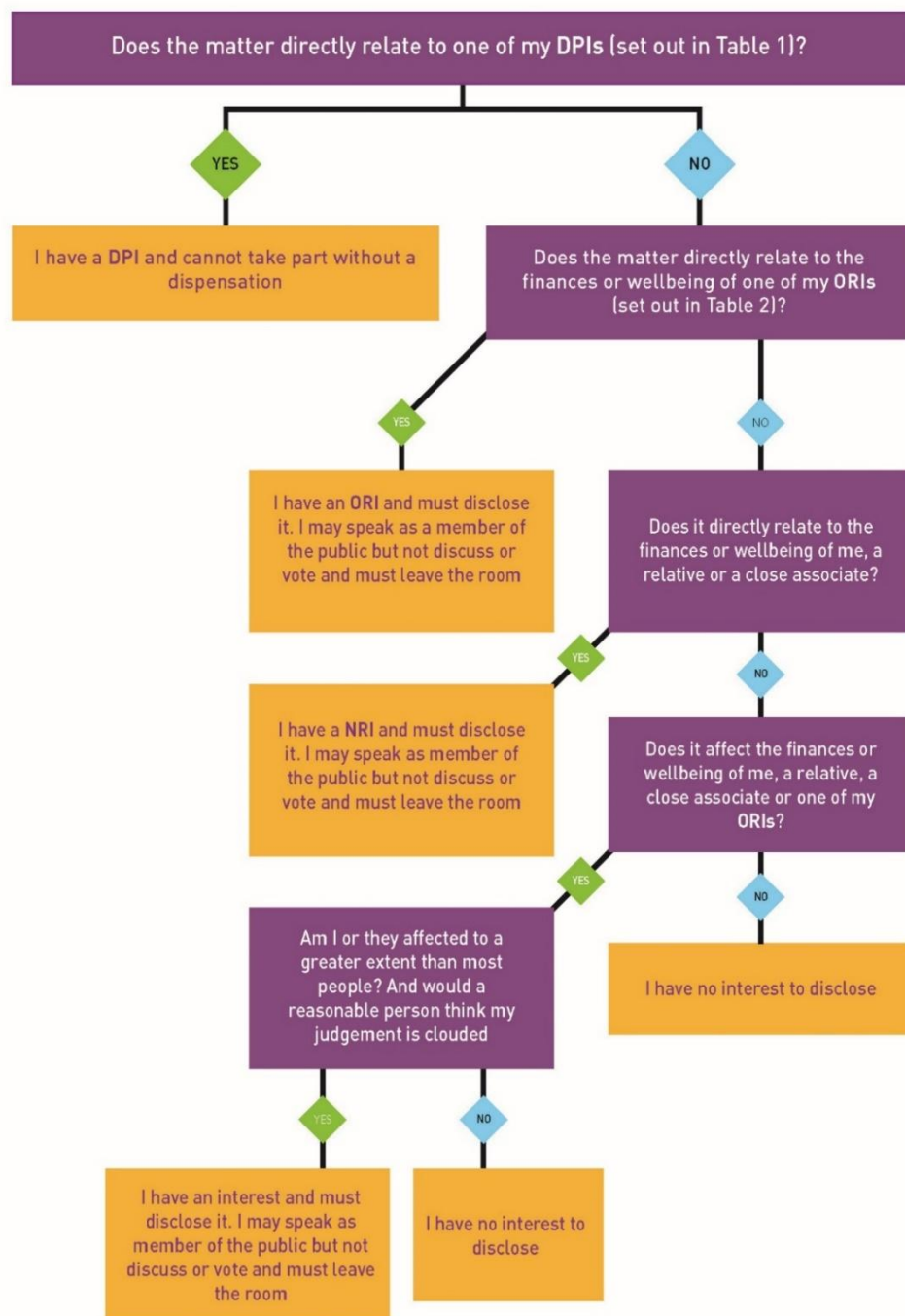


Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	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. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	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 - a) under which goods or services are to be provided or works are to be executed; and b) which has not been fully discharged.
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

	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.
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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

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
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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:

- None

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

- 26/00897/HOUSE Yew Tree Cottage, Church Street, Hampstead Norreys - New dormer and internal alterations. Permission granted.
- 25/02863/FUL Winton Farm Barns, Wyld Court Hill, Hampstead Norreys - 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. Permission granted.

Agenda Item 8: Finance

Finance Report

Status at last bank reconciliation 30th June 2026	
Unity Trust Current Account	£7,394.63
Unity Trust Savings Account	£41,399.86
Lloyds Commercial Multipay (Card)	£0.00
Total	£48,794.49

Income received 30th April - 30th June 2026	
VAT refund 25/26	£2,863.63
Allotment rent	£5.00
Interest	£169.46
Total	£3,038.09

Payments to be approved				
Date	Method	Payee	Payment Detail	Amount
05-May	Card	Lloyds Bank	Card fee	£3.00
15-May	Card	ASAP Supplies	Rigging screw for sail repair	£30.18
18-May	BACS	Sunshine Commercial Services Ltd	Grounds maintenance April	£317.74
18-May	BACS	Berkshire Association of Local Councils	Membership 26/27	£189.14
18-May	BACS	CJM Services	Purchase and installation of sail and concrete pads	£3,594.00
20-May	DD	Castle Water	Allotments water April	£17.21
20-May	BACS	Playsafety Limited	Play area safety inspection	£157.20
22-May	BACS	Staff Costs	Staff costs May	£649.72
28-May	DD	SSE Energy Solutions	Lighting electricity	£64.04
29-May	BACS	CAS Ltd	Insurance 26/27	£622.15
29-May	BACS	Hampstead Norreys Village Hall	Room hire 26/27	£105.00
29-May	BACS	Tactical Facilities Management Ltd	Waste disposal May	£182.00
31-May	BACS	Unity Trust Bank	Account fee	£7.00
05-Jun	BACS	Tactical Facilities Management Ltd	Waste disposal June	£182.00
05-Jun	BACS	Michael Hill	Clearance work in the Well Garden	£280.00
05-Jun	BACS	Michael Hill	Clearance work in the Well Garden	£560.00
05-Jun	BACS	Sunshine Commercial Services Ltd	Grounds maintenance May	£317.74
22-Jun	DD	Castle Water	Allotments water May	£14.55
22-Jun	DD	SSE Energy Solutions		£63.37

25-Jun	BACS	Local Authority Technology CIC	Website 26/27	£480.00
25-Jun	BACS	CJM Services	Supply and install two new benches	£1,908.00
25-Jun	BACS	Staff Costs	Staff costs Jun	£648.17
30-Jun	FEE	Unity Trust Bank	Account fee	£7.00
02-Jul	BACS	Heelis & Lodge	Internal Audit 25/26	£245.00
02-Jul	BACS	Sunshine Commercial Services Ltd	Grounds maintenance June	£317.74
03-Jul	Card	Lloyds Bank	Card fee	£3.00
09-Jul	Card	A Councillor	Reimburse sail repairs	£67.80
Total				£10,999.57

Transfers to be approved			
Date	From Account	To Account	Amount
19-May	Unity Trust Current	Lloyds Commercial Card	£90.32
29-May	Unity Trust Current	Unity Trust Savings	£10,000.00
16-Jun	Unity Trust Current	Lloyds Commercial Card	£33.18
Total			£10,123.50

Bank Reconciliation

	Bank Reconciliation at 30/06/2026		
	Cash in Hand 01/04/2026		£44,079.97
	ADD Receipts 01/04/2026 - 30/06/2026		£17,240.59
	Subtotal		£61,320.56
	SUBTRACT Payments 01/04/2026 - 30/06/2026		£12,526.07
A	Cash in Hand 30/06/2026 (per Cash Book)		£48,794.49
	Cash in hand per Bank Statements		
	1 Unity Current	£7,394.63	
	2 Unity Savings	£41,399.86	
	3 Lloyds Commercial Multipay	£0.00	
	Subtotal		£48,794.49
	Less unrepresented payments		£0.00
	Subtotal		£48,794.49
	Plus unrepresented receipts		£0.00
B	Adjusted Bank Balance		£48,794.49
	A = B Checks out OK		

Agenda Item 9: To consider whether to develop a Community Emergency Plan and, if agreed, to establish a working party to prepare a draft plan

Background

Community Emergency Plans are used by many parish councils to help coordinate local information, resources and communication during incidents such as severe weather, flooding, major utility failures or other disruptions. While emergency services and West Berkshire Council lead the formal response, parish-level plans can assist by providing local knowledge, identifying volunteers, and supporting communication with residents.

West Berkshire Council's Emergency Planning Team encourages parishes to develop local plans where appropriate and provides guidance and templates.

Working Party Membership

If the Council wishes to proceed, it will need to consider whether the Working Party should consist solely of councillors or whether members of the public should also be invited to join. If public membership is agreed, the Council will need to identify suitable individuals so that formal appointments can be made at the next Parish Council meeting.

Recommendation

That the Parish Council:

1. Agrees whether it wishes to develop a Community Emergency Plan.
2. If agreed, establishes a Working Party to prepare a draft plan.
3. Determines at this meeting whether members of the public are to be invited to join the Working Party and identifies potential individuals to invite if required.
4. Notes that draft Terms of Reference and the proposed membership list will be brought to the next Parish Council meeting for formal adoption.

Agenda Item 10: To ratify the additional expenditure of £910 for the concrete pads for the table tennis table installation

The Council previously agreed to proceed with the installation of a permanent outdoor table tennis table at Dean Meadow, funded through the £5,050 grant awarded for the project. The approved expenditure comprised:

- £2,150 + VAT for the rubber mulch safety surface required beneath the table
- £2,900 + VAT for the table tennis table itself

VAT on both elements is reclaimable.

During installation, it became apparent that concrete pads were required to stabilise the table and ensure it could be fitted safely and to the manufacturer's specification. As the project was already underway and could not be completed without this additional work, the Council agreed to proceed with the necessary pads at a cost of £910+VAT and to ratify this decision at the next meeting.

The total project cost remains within the scope of the grant funding received, and the additional expenditure was essential to complete the installation to an appropriate standard.

Recommendation

That the Council ratifies the additional expenditure of £910+VAT for the concrete pads required for the table tennis table installation.

Agenda Item 11: To consider actions related to the potential speed limit review

Background

The parish council was initially approached by a consultant acting on behalf of West Berkshire Council (WBC) to comment on draft proposals for revised speed limits within Hampstead Norreys.

Following a meeting with the consultant, it was expected that WBC would progress the scheme to public consultation. WBC has since advised that it is not taking forward additional 20mph schemes unless there is clear evidence of community support.

WBC has indicated that, before considering any changes to speed limits, it would expect to see formal confirmation of the parish council's support for the scheme, together with a petition signed by members of the community.

The proposed scheme is given on the next page.

Matters for Decision

Councillors are asked to consider:

- Whether the parish council wishes to formally support the proposed speed limit changes shown on the updated map;
- How the council wishes to evidence community support, noting WBC's expectation of a petition and the option of using a parish-wide survey instead;
- If a petition is agreed, that the parish council will present the completed petition to WBC at a council meeting.

Agenda Item 12: To consider Allotment rents for 2026/2027

Background

The Parish Council manages 20 allotment plots at Hampstead Norreys. Rents have been held at the same level for several years. Water is the main ongoing payment, with occasional maintenance. Since 2023/24, any excess of receipts over payments has been placed into an earmarked reserve (EMR) for future maintenance.

The Council is currently awaiting the invoice for the unexpected cost to repair the tap at the allotments.

Receipts and Payments Summary

Receipts have remained broadly stable:

- 2023/24: £161
- 2024/25: £179
- 2025/26: £155 (plus £10 received in 26/27)

Water payments vary significantly year-to-year:

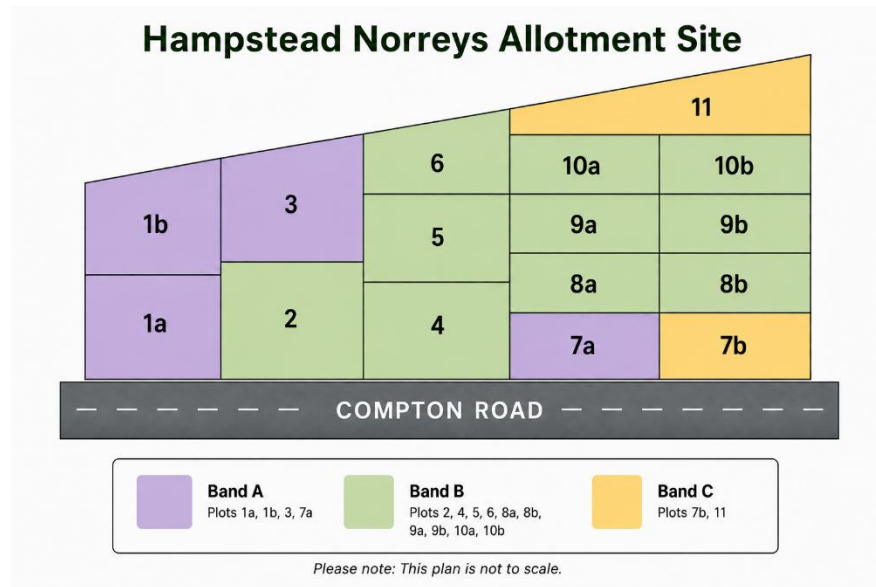
- Typical range: £80–£120
- 2025/26: £365.13

Maintenance costs are infrequent but can be substantial when they occur.

Year	20/21	21/22	22/23	23/24	24/25	25/26	Up to end June 26	Totals
Income	158.00	174.00	189.00	161.00	179.00	155.00	10.00	1,026.00
Water	98.98	117.32	115.37	82.63	106.16	365.13	22.94	908.53
Maintenance	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
Profit/Loss	-15.98	56.68	73.63	78.37	72.84	-210.13	-12.94	114.33
Transfer to/ from EMR				78.37	43.84	0.00*		
Total EMR				78.37	122.21	122.21		

*The remaining EMR should have been transferred to general reserves at the end of 25/26. The EMR should now be considered to be zero.

Allotment Layout and Current Rents



Current allotment rents per year are currently set at:

Plots 1a, 1b, 3, 7a (4 plots) = £14

Plots 2, 4, 5, 6, 8a, 8b, 9a, 9b, 10a, 10b (10 plots) = £10

Plots 7b, 11 (2 plots) = £17

Total expected receipts = £190

Financial Pressure and Need for Rent Review

Key factors:

- Water payments have risen sharply and unpredictably.
- The EMR is effectively depleted once corrected.
- The recent tap repair adds further payments.
- Rents have been held low for several years.
- Receipts no longer cover typical payments, let alone unexpected maintenance.

Percentage-Based Rent-Increase Options for 2026/27

The current rent bands are £10, £14 and £17. Applying percentage increases (rounded to the nearest £1) preserves the proportional differences between plots.

Option A – 30% Increase

- £10 plots → £13
- £14 plots → £18
- £17 plots → £22

Total receipts: £246

Option B – 40% Increase

- £10 plots → £14
- £14 plots → £20

- £17 plots → £24

Total receipts: £268

Option C – 50% Increase

- £10 plots → £15
- £14 plots → £21
- £17 plots → £26

Total receipts: £286

Recommendation

1. Correct the allotment EMR, setting it to £0.
2. Apply a percentage-based rent increase for 2026/27, with 40% being the most balanced option, as it:
 - restores financial sustainability,
 - rebuilds the EMR,
 - reduces reliance on the general budget,
 - maintains proportional differences between plot types.

Agenda Item 13: To consider the future maintenance of the Eling Way

Background

The Parish Council has historically commissioned West Berkshire Countryside Society (WBCS) to carry out two days of annual maintenance on Eling Way at a cost of £200 per year. The 2026 visit was cancelled due to weather, and WBCS has asked whether the Council would like the work to be rearranged or the payment refunded.

The path continues to require periodic vegetation clearance and general upkeep. A volunteer-led model has been suggested as a potential future approach, offering greater flexibility and community involvement.

If the Council wishes to move to a volunteer group, several procedural requirements would need to be met. These include preparing suitable risk assessments, confirming insurance cover for volunteer activities, and ensuring the Parish Council purchases, stores and maintains all necessary equipment.

Matters for Decision

Councillors are asked to consider and decide:

1. Whether to request a refund of the £200 from WBCS and not reschedule the maintenance visit.
2. Whether to support establishing a volunteer group from the village to undertake future maintenance of Eling Way.
3. If supported, to note that risk assessments, insurance confirmation and provision of appropriate equipment will be required before any volunteer work can begin.

Agenda Item 14: To consider quotes for buildings survey of The White Hart

Background

The Parish Council recently submitted an application to list The White Hart as an Asset of Community Value (ACV). The nomination has been approved, and the pub will be added to the ACV register following the statutory 8-week period during which the owner may appeal the decision.

The White Hart remains listed for sale, and a community group has begun exploring whether a community purchase might be viable. To support this work, an independent building survey is required to understand the condition of the property and the likely costs associated with taking it on as a community asset.

One quote has been received to date, at £3,750 + VAT. Further quotes may not be available in time for the meeting. Given the scale of the asset and the financial implications of any future community involvement, the Parish Council is considered the most appropriate body to commission and fund the survey.

Decisions to be Made

Councillors are asked to consider:

1. Whether to set a budget for commissioning a building survey of The White Hart, noting the quote received of £3,750 + VAT.
2. Whether to authorise the Clerk to proceed with commissioning a survey within an agreed budget (suggested: up to £4,500 + VAT), subject to any additional quotes received and following further discussion with the council.