



# Hampstead Norreys Parish Council

## MINUTES OF THE PARISH COUNCIL MEETING

Minutes of the Full Council Meeting held on Thursday 9<sup>th</sup> July 2026, in the Memorial Room, Hampstead Norreys Village Hall. Commencing at 7:30 pm.

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

### Minutes

- 26/029 To receive, and consider for acceptance, apologies for absence from Members of the Council**  
Resolved: That the apologies submitted by Councillors Fiona Bennett and Stephen Davis, for the reasons provided to the council, were accepted.
- 26/030 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.
- 26/031 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.
- 26/032 To approve the minutes of the Full Council Meeting held on 7<sup>th</sup> May 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.
- 26/033 To receive an update on previous decisions**
- The council's insurance has been renewed with CAS Ltd on a three-year deal.

- The AGAR has been submitted to the external auditors.
- The application to list The White Hart as an asset of community value was agreed by West Berkshire Council. There is now an 8-week period in which the current owners can appeal the decision before it will be added to the list.

**26/034 To receive a report from the District Councillor**

The District Councillor advised that there was still no update on the proposed council merger. An announcement had been expected by 17<sup>th</sup> July, but this may be delayed due to the change in Prime Minister.

Regarding the 20mph programme, West Berkshire Council now requires evidence of public support, to be demonstrated through both a parish council decision and a community petition.

The District Councillor left the meeting.

**26/035 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**

Resolved: That no response be submitted, as the question of whether prior approval is required is a matter for the Planning Officer.

**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:

- 26/00897/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.

**26/036 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 30<sup>th</sup> June 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 June 2026.

**d) To receive the most recent Quarterly Budget Summary**

The next quarterly budget summary to 30<sup>th</sup> June 2026 was reviewed.

**26/037 To consider whether to develop a Community Emergency Plan and, if agreed, to establish a working party to prepare a draft plan**

Resolved: That the Parish Council agreed to develop a Community Emergency Plan and to establish a Working Party to prepare a draft plan. It was further agreed that residents would be invited to express interest in joining the Working Party.

The membership of the Working Party and its Terms of Reference will be considered at the next meeting.

**26/038 To ratify the additional expenditure of £910 for the concrete pads for the table tennis table installation**

Resolved: That the additional expenditure of £910 for the concrete pads required for the installation of the table tennis table be ratified.

**26/039 To consider actions related to the potential speed limit review**

Resolved: That the Parish Council supports the proposed speed-limit scheme and will proceed with a community petition to demonstrate public support.

The petition will be launched immediately and publicised through The Broadsheet, the website, Facebook, the noticeboard, and paper copies made available at the shop and the pub if possible.

**26/040 To consider Allotment rents for 2026/2027**

Resolved: That the allotment rents for 2026/2027 be increased in light of rising water costs and the continued subsidy of the service. The rents of £10, £14 and £17 will each be doubled to £20, £28 and £34, and the Allotments EMR will be reduced to zero.

**26/041 To consider the future maintenance of the Eling Way**

Resolved: That consideration of the future maintenance of the Eling Way be deferred to the next meeting, as further information is required.

**26/042 To consider quotes for a buildings survey of The White Hart**

Resolved: That should the community indicate that it wishes to proceed with the potential purchase of The White Hart, authority be delegated to the Clerk, following consultation with the Council, to approve the commissioning of a building survey. A budget of £4,500 + VAT is set for this purpose.

**26/043 To receive an update from the Traffic and Speeding Working Group.**

There was no further update following Minute 26/039.

**26/044 To receive an update from the Flood Warden**

There was no update.

**26/045 Matters for future consideration or information**

Members noted an email from The Downland Practice noting the pressures due to a reduction in finance being received.

It was noted that installation of the water fountain will require plumbing works, and the Council is in the process of obtaining a quote for this.

There being no further business, the meeting was closed at 8:44 pm.

Date and time of next scheduled meeting:

**Parish Council Meeting: Thursday 24<sup>th</sup> September 2026 at 7:30 pm**

Chair: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 1: 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             |
| <b>Total</b>                                      | <b>£48,794.49</b> |

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

| 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            |
| <b>Total</b> |      |                                  |                                    | <b>£10,999.57</b> |

| <b>Transfers to be approved</b> |                     |                        |                   |
|---------------------------------|---------------------|------------------------|-------------------|
| <b>Date</b>                     | <b>From Account</b> | <b>To Account</b>      | <b>Amount</b>     |
| 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            |
| <b>Total</b>                    |                     |                        | <b>£10,123.50</b> |