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 24th September 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 18th September 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 9th July 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:
      - None
   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 review the External Auditor's Report for the 2025/2026 AGAR

10. To consider grant requests

11. To consider membership of Connecting Communities Berkshire

12. To consider adopting Terms of Reference and membership for the Community Emergency Plan Working Party

13. To consider the ongoing maintenance of Eling Way

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 November 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

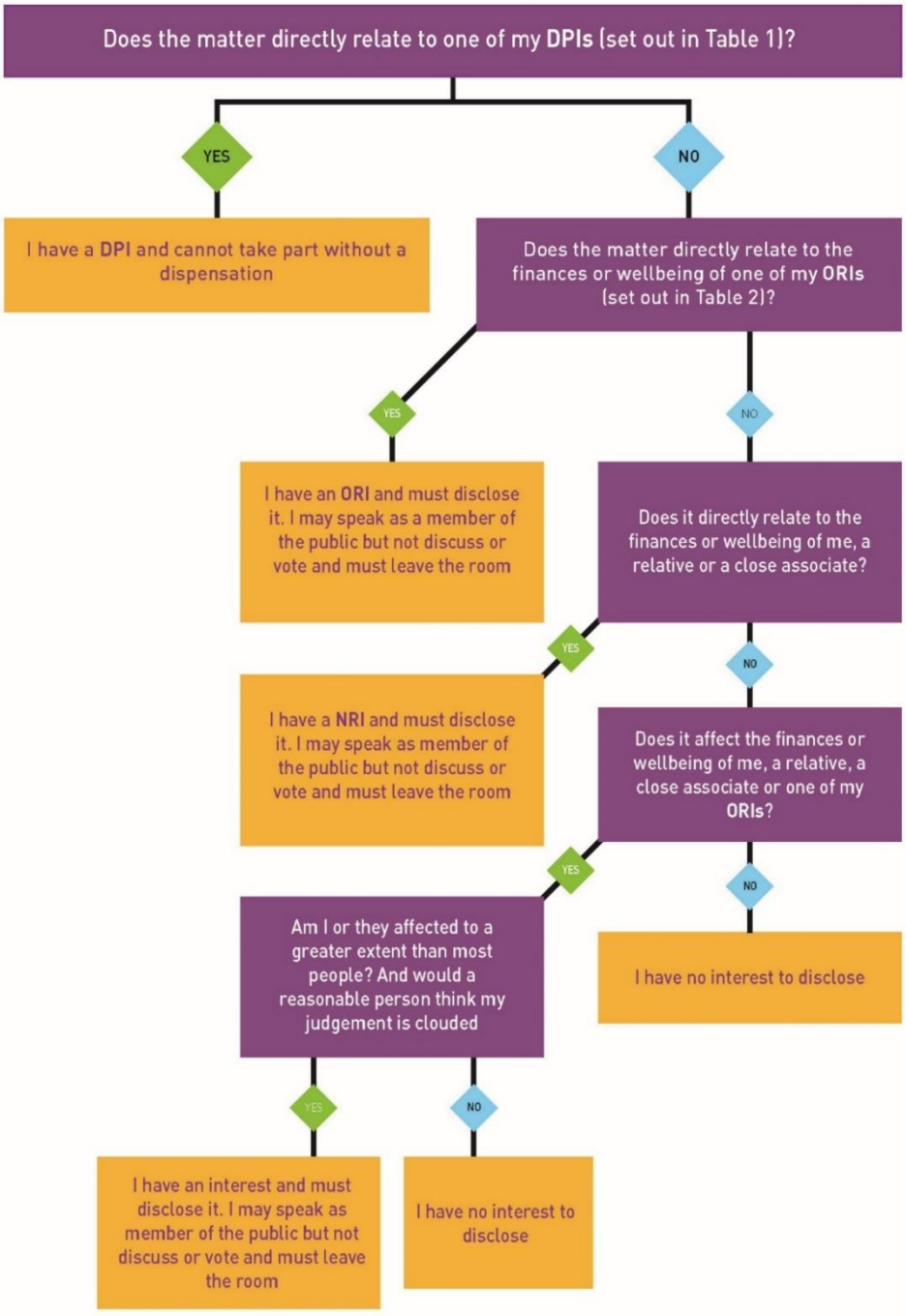

Table 1: Disclosable Pecuniary Interests

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.

* '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

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:

- 26/01534/FUL Hampstead Norreys Village Hall, Newbury Hill, Hampstead Norreys, RG18 0TR - Single storey side extension to kitchen. No objections.

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

- 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. Approved.
- 26/01534/FUL Hampstead Norreys Village Hall, Newbury Hill, Hampstead Norreys - Single storey side extension to kitchen. Approved.

Agenda Item 8: Finance

Finance Report

Status at last bank reconciliation 31st August 2026	
Unity Trust Current Account	£4,490.92
Unity Trust Savings Account	£34,399.86
Total	**£38,890.78**

Income received 1st July - 13th September 2026	
None	£0.00
Total	**£0.00**

Payments to be approved				
Date	**Method**	**Payee**	**Payment Detail**	**Amount**
17-Jul	BACS	SLCC Enterprises Ltd	Training	£46.20
17-Jul	BACS	SLCC Enterprises Ltd	Training	£11.54
17-Jul	BACS	Staff Costs	Staff Costs Jul	£651.52
20-Jul	DD	Castle Water	Allotments water June	£14.35
21-Jul	DD	SSE Energy Solutions	Lighting electricity	£59.51
21-Jul	BACS	CJM Services	Table tennis table and surface	£7,152.00
31-Jul	FEE	Unity Trust Bank	Account fee	£7.00
03-Aug	Card	Lloyds Bank	Card fee	£3.00
17-Aug	BACS	Sunshine Commercial Services Ltd	Grounds maintenance July	£317.74
17-Aug	BACS	Lee Webb Plumbing Ltd	Plumbing for water fountain	£96.00
17-Aug	BACS	Tactical Facilities Management Ltd	Waste disposal July	£182.00
18-Aug	DD	Castle Water	Allotments water July	£80.37
21-Aug	DD	SSE Energy Solutions	Lighting electricity	£62.07
21-Aug	BACS	Staff Costs	Staff costs Aug	£647.67
31-Aug	FEE	Unity Trust Bank	Account fee	£7.00
08-Sep	Card	Microsoft	Software	£84.99
18-Sep	BACS	Sunshine Commercial Services Ltd	Grounds maintenance Aug	£317.74
18-Sep	BACS	Tactical Facilities Management Ltd	Waste disposal August	£182.00
18-Sep	DD	Castle Water	Allotments water Aug	£134.75
23-Sep	BACS	Staff costs	Staff costs Sep	£787.19
24-Sep	BACS	A Councillor	Reimburse cost of repairs to sail shade	£67.80
24-Sep	BACS	SLCC Enterprises Ltd	Training - Conference	£109.20
30-Sep	FEE	Unity Trust Bank	Account fee	£7.00
			Total	**£10,970.90**

Transfers to be approved			
Date	**From Account**	**To Account**	**Amount**
16-Jul	Unity Trust Savings	Lloyds Commercial Card	£3.00
20-Jul	Unity Trust Savings	Unity Trust Current	£7,000.00
17-Aug	Unity Trust Current	Lloyds Commercial Card	£3.00
16-Sep	Unity Trust Current	Lloyds Commercial Card	£3.00
		Total	**£7,009.00**

Bank Reconciliation

	Bank Reconciliation at 31/08/2026		
	Cash in Hand 01/04/2026		£44,079.97
	ADD Receipts 01/04/2026 - 31/08/2026		£17,240.59
	Subtotal		£61,320.56
	SUBTRACT Payments 01/04/2026 - 31/08/2026		£22,429.78
A	**Cash in Hand 31/08/2026 (per Cash Book)**		**£38,890.78**
	Cash in hand per Bank Statements		
	1 Unity Current	£4,490.92	
	2 Unity Savings	£34,399.86	
	3 Lloyds Commercial Multipay	£0.00	
	Subtotal		**£38,890.78**
	Less unpresented payments		£0.00
	Subtotal		£38,890.78
	Plus unpresented receipts		£0.00
B	**Adjusted Bank Balance**		**£38,890.78**
	A = B Checks out OK		

Agenda Item 10: To consider grant requests

Each year, Hampstead Norreys Parish Council budgets £200 for ad hoc small grant requests (see the 2026/27 budget). Currently, no grant requests have been awarded this year, leaving the full £200 available for grant requests. For further information on awarding grants, please review the Grants Policy, paying particular attention to section 2.2 on small grants (ad hoc applications).

The following grant request has been received. The council must consider

Organisation Name: Nature and Climate Network - Working together for a sustainable West Berkshire

Project / Activity Title: GreenFest 2026 (24th October 2026)

Amount Requested: £150
Hampstead Norreys parish has some 0.5% of the population of West Berks and coincidentally £150 is 0.5% of the GreenFest budget. If councillors wished to increase this to the maximum awarded of £200 then we would be very grateful.

Description of Project / Activity:
GreenFest website = https://www.natureandclimatenetwork.co.uk/greenfest.html

GreenFest 2026 is back and bigger than ever, inviting everyone to come together for a whole year of inspiring events, hands-on activities, learning and fun. After welcoming over 1,000 people in 2025, this year we're aiming to reach 3,000 local residents with workshops, festivals, film nights, community conversations and practical climate action for individuals and businesses.

Throughout 2026, you'll find GreenFest popping up across West Berkshire with friendly Nature and Climate stalls, interactive demonstrations, accessible advice on sustainable living and plenty of opportunities to get involved. From carbon-saving tips to creative upcycling, from food-growing to fixing things rather than throwing them away, and with lots of opportunities to engage with local organisations, we'll help you take simple, positive steps for people, nature and the planet.

The highlight of the year is the GreenFest one-day festival – a vibrant, family-friendly celebration packed with over 60 stalls, expert talks, pedal-powered smoothie bikes, repair and food-waste workshops, children's activities, sustainable food, live music and so much more. It's your chance to chat with local groups, meet people doing amazing things for wildlife and climate, and discover practical ways to live more sustainably.

GreenFest is shaped by your ideas. With deep community roots, strong links to over 60 environmental groups, and partnerships with schools, councils and local organisations and businesses, we make sure everyone has a voice – including those most impacted by climate change.

Whether you want to learn how to cut energy bills, explore electric vehicles, plant seeds, go on a bat walk, try Mediterranean cooking, ask a heat-pump owner, join citizen-science projects, or just enjoy great food and a welcoming atmosphere, GreenFest 2026 has something for you.

Community Benefit:
Throughout 2026, you'll find GreenFest popping up across West Berkshire with friendly Nature and Climate stalls, interactive demonstrations, accessible advice on sustainable living and plenty of opportunities to get involved. From carbon-saving tips to creative upcycling, from food-growing to fixing things rather than throwing them away, and with lots of opportunities to engage with local organisations, we'll help you take simple, positive steps for people, nature and the planet.

Everyone across West Berkshire - including those in Hampstead Norreys - will benefit from action on climate and nature, and if they get involved themselves then they will also feel more positive about our shared future. The more people who take action, the closer the tipping point for a better world.

Free Carbon Literacy training is offered to West Berks residents as part of GreenFest 2026 - if any councillors or other parish residents would like to take part in this we would be delighted to offer them places.

We would be delighted to welcome councillors to GreenFest as part of the civic dignitaries opening at the start of the day. If Aldermaston residents would like support with their sustainability projects we would be pleased to try and help.

Other Funding Sources (if any):
Total project costs are £30,000, and we have raised £25,000 already (£20,000 lottery grant, £2000 from Newbury Town Council, £500 other donations, £2500 match funding from Greenham Trust). Here is the link to our application on the Good Exchange.

Please tick all that apply:
- ✓ This application is made on behalf of an organisation or group based in or serving the parish of Hampstead Norreys.
- ✓ The grant will not be used for individuals, commercial purposes, political activity, or retrospective costs.
- ✓ If invited to attend the Annual Parish Meeting on 29th April 2027, an individual from the organisation will attend to provide a short update on the use of the grant.

Agenda Item 11: To consider membership of Connecting Communities Berkshire

The information below has been provided by Connecting Communities Berkshire (CCB). Membership costs £35+VAT per year for a Parish Council. HNPC has already requested that CCB completes a Housing Needs Survey for Hampstead Norreys.

As a parish or town council, you play a vital role in supporting and representing your local community. At Connecting Communities in Berkshire (CCB), we work alongside communities, local organisations and public bodies across the county to help ensure that Berkshire's communities remain strong, resilient and sustainable.

We are writing to invite your council to become a member of CCB for 2026-27 and join a growing network of organisations committed to improving the lives of people across Berkshire.

For more than 50 years, CCB has been supporting communities through community development, rural housing, village hall support, energy advice, training and research. In 2025-26 alone, we:

- Supported 682 families with energy and water advice.
- Assisted 135 community buildings across Berkshire.
- Delivered training to 73 trustees, volunteers and community representatives.
- Continued to develop evidence and solutions around rural housing and community needs.

Our 2025-26 Impact Report highlights the difference CCB is making across Berkshire and the communities we support. We would encourage you to take a look: https://ccberks.org.uk/wp-content/uploads/2026/07/ccb-impact-report.pdf

Membership provides an opportunity for parish and town councils to stay informed about emerging issues, funding opportunities, training, community initiatives and local developments across Berkshire. It also ensures that the voice of your community helps shape our work and future priorities.

As an organisational member, your council will receive:

- Monthly e-bulletins with funding, training and community development opportunities.
- Invitations to member events, focus groups and our Annual General Meeting.
- Opportunities to share local news, events and initiatives through our communication channels.
- Access to free or discounted training opportunities.
- A direct link to a trusted county-wide charity with extensive experience supporting communities and community-led action.

At a time when many communities face challenges around funding, housing, energy costs, social isolation and access to services, strong partnerships are more important than ever. By becoming a member, your council will not only benefit from being part of our network but will also be supporting a local charity dedicated to helping Berkshire communities thrive.

We would be delighted to welcome your council into membership and work with you in the years ahead. Thank you for considering supporting CCB and the communities we collectively serve.

Agenda Item 12: To consider adopting Terms of Reference and membership for the Community Emergency Plan Working Party

Community Emergency Plan Working Group Terms of Reference

Version number	1.0	**Minute reference**	
Date adopted		**Review due**	September 2029

Introduction
The Community Emergency Plan Working Group ("the Working Group") is a working group of Hampstead Norreys Parish Council ("the Council") established to support the development, delivery, review and maintenance of the Parish Community Emergency Plan and wider community resilience arrangements.

Status
The Working Group is an informal advisory body and is not a committee or sub-committee of the Council.

It has no delegated powers to make binding decisions on behalf of the Council or to commit expenditure.

Membership
The Working Group shall comprise:

- up to two Councillors; and
- up to four members of the community.

Members shall be appointed by resolution of the Council.

Membership may be reviewed and amended by the Council at any time.

The Chair of the Working Group shall be appointed by the Working Group from amongst its members at the first meeting following the Annual Meeting of the Council, or as otherwise agreed by the Council.

Voting
Each member of the Working Group shall have one vote.

In the event of an equality of votes, the Chair of the meeting shall have a casting vote.
Any recommendations made by the Working Group shall be advisory only and shall be referred to the Council for consideration and decision.

Meetings
The Working Group shall meet as and when required.

Once the Community Emergency Plan has been adopted by the Council, the Working Group shall meet at least once each year to review the Plan and ensure that it remains current and fit for purpose.

Additional meetings may be called by the Chair as necessary.

Meetings of the Working Group need not be held in public unless the Council determines otherwise.

Draft notes or minutes of meetings shall be circulated to Working Group members and reported to the Council as appropriate.

Quorum

The quorum for a meeting of the Working Group shall be three members.

If the number of members present falls below the quorum, the meeting shall be adjourned, and no further business shall be transacted.

Responsibilities

The Working Group shall:

- develop and maintain the Community Emergency Plan;
- identify the risks most likely to affect the Parish;
- identify local resources and facilities which may be available in an emergency;
- identify vulnerable people, locations and groups who may need special arrangements in the event of an emergency;
- identify any additional resources likely to be required;
- keep the Plan under regular review and ensure it remains relevant and up to date;
- promote awareness of community resilience and emergency preparedness;
- encourage residents to prepare their own household emergency plans;
- liaise with relevant emergency planning partners and agencies as appropriate;
- exercise or test the Plan where practicable;
- report to the Council on progress, recommendations and any proposed amendments to the Plan;
- assist, where appropriate, in the event of an emergency, in accordance with the adopted Plan.

Finance

The Working Group may not authorise expenditure or enter into commitments on behalf of the Council.

Any proposed expenditure or funding request arising from the Working Group's work shall be referred to the Council for approval.

Conduct

Members of the Working Group shall observe the Council's Code of Conduct and any relevant policies of the Council.

Members shall treat any information shared through the Working Group as confidential where appropriate, particularly where it relates to vulnerable persons, emergency arrangements or personal data.

Duration and Review

The Working Group shall continue until dissolved by resolution of the Council.

These Terms of Reference shall be reviewed by the Council every three years, or sooner if required.