



# Hampstead Norreys Parish Council

## MINUTES OF THE PARISH COUNCIL MEETING

Minutes of the Full Council Meeting held on Thursday 24<sup>th</sup> September 2026, in the Memorial Room, Hampstead Norreys Village Hall. Commencing at 7:31 pm.

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Members Present: Councillor Ros Maskell, Chair  
Councillor Toby Harris, Deputy Chair  
Councillor Fiona Bennett  
Councillor Stephen Davis  
Councillor Harriet McCalmont

Members Absent: Councillor Mike Corish  
Councillor Stephen Miller

Officers Present: Sarah Marshman, Clerk

In Attendance: 0 Members of the Public

### Minutes

**26/046 To receive, and consider for acceptance, apologies for absence from Members of the Council**

Resolved: That the apologies submitted by Councillors Mike Corish and Stephen Miller, for the reasons provided to the council, were accepted.

**26/047 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.

**26/048 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.

**26/049 To approve the minutes of the Full Council Meeting held on 9<sup>th</sup> July 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.

**26/050 To receive an update on previous decisions**

There were no updates.

**26/051 To receive a report from the District Councillor**

The District Councillor had sent their apologies.

**26/052 Planning Applications**

**a) To consider the following planning applications:**

There were no new planning applications.

**b) To receive a report on planning application responses and 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.

**26/053 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 31<sup>st</sup> August 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 August 2026.

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

The next quarterly budget is due at the end of September.

**26/054 To review the External Auditor's Report for the 2025/2026 AGAR**

The External Auditor's Report was reviewed. There were no comments and therefore no actions have arisen from the report.

**26/055 To consider grant requests**

Resolved: That a donation of £165 should be made through The Good Exchange.

**26/056 To consider membership of Connecting Communities Berkshire**

Resolved: That the council should obtain membership of Connecting Communities Berkshire at the current cost of £35+VAT per year.

**26/057 To consider adopting Terms of Reference and membership for the Community Emergency Plan Working Party**

Resolved: That the Community Emergency Plan Working Party Terms of Reference be adopted and that the Working Party consists of Councillors Ros Maskell, Harriet McCalmont and Stephen Davies, along with John Abbott, George Betts, Jackie Davies, George Greenham, and Ron Howard.

**26/058 To consider the ongoing maintenance of Eling Way**

Resolved: That future maintenance of Eling Way be undertaken by a volunteer group from within the parish.

The Clerk was asked to seek advice from the Council's insurers regarding the insurance implications of volunteer-led maintenance.

**26/059 To receive an update from the Traffic and Speeding Working Group.**

The community petition to demonstrate public support for the proposed speed-limit scheme within the village gained 178 signatures. The Parish Council is now awaiting further information from West Berkshire Council as to whether this will proceed to public consultation.

**26/060 To receive an update from the Flood Warden**

The groundwater level is still quite high compared to the same time last year. The West Berks groundwater scheme has been working for about 6 weeks.

**26/061 Matters for future consideration or information**

The Council discussed installing equipment suitable for toddlers and a sensory board in the play area. The picnic benches are also in need of replacement. The Council will review available equipment and seek quotes for the next meeting.

The contractor that the Council resolved to use to repaint the phone box is no longer able to do so. New quotes will be sought.

There being no further business, the meeting was closed at 9:17 pm.

Date and time of next scheduled meeting:

**Parish Council Meeting: Thursday 26<sup>th</sup> November 2026 at 7:30 pm**

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

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

## Appendix 1: Finance Report

| Status at last bank reconciliation 31st August 2026 |                   |
|-----------------------------------------------------|-------------------|
| Unity Trust Current Account                         | £4,490.92         |
| Unity Trust Savings Account                         | £34,399.86        |
| <b>Total</b>                                        | <b>£38,890.78</b> |

| Income received 1st July - 13th September 2026 |              |
|------------------------------------------------|--------------|
| None                                           | £0.00        |
| <b>Total</b>                                   | <b>£0.00</b> |

| 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             |
| <b>Total</b>            |        |                                    |                                         | <b>£10,970.90</b> |

| <b>Transfers to be approved</b> |                     |                        |                  |
|---------------------------------|---------------------|------------------------|------------------|
| <b>Date</b>                     | <b>From Account</b> | <b>To Account</b>      | <b>Amount</b>    |
| 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            |
| <b>Total</b>                    |                     |                        | <b>£7,009.00</b> |

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