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 26th November 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 20th November 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 24th September 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:
      - 26/02320/MINCOM The Old Dairy Site, Manor House, Church Street, Hampstead Norreys - Demolition of existing barn and the construction of portal frame barn to house livestock
      - 26/02321/MINCOM The Old Dairy Site, Manor House, Church Street, Hampstead Norreys Demolition of existing barn and construction of portal frame barn to house livestock

- 26/02334/HOUSE Firtree Farm, Wyld Court Hill, Hampstead Norreys, Thatcham RG18 0TN - Alterations, partial rebuilding and conversion of the existing barn, including roof alterations, glazed link and associated works including removal of two outbuildings.

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 requests for grants

10. To consider requesting a formal maintenance agreement from West Berkshire Council regarding the maintenance of the Eling Way

11. To consider the purchase of equipment for the maintenance of the Eling Way

12. To consider costs for attending training for routine playground inspections

13. To consider whether to support the Campaign for Fairer Carers' Allowance for Parish and Town Councils

14. To review the draft budget for 2027/2028

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 21st January 2027 at 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

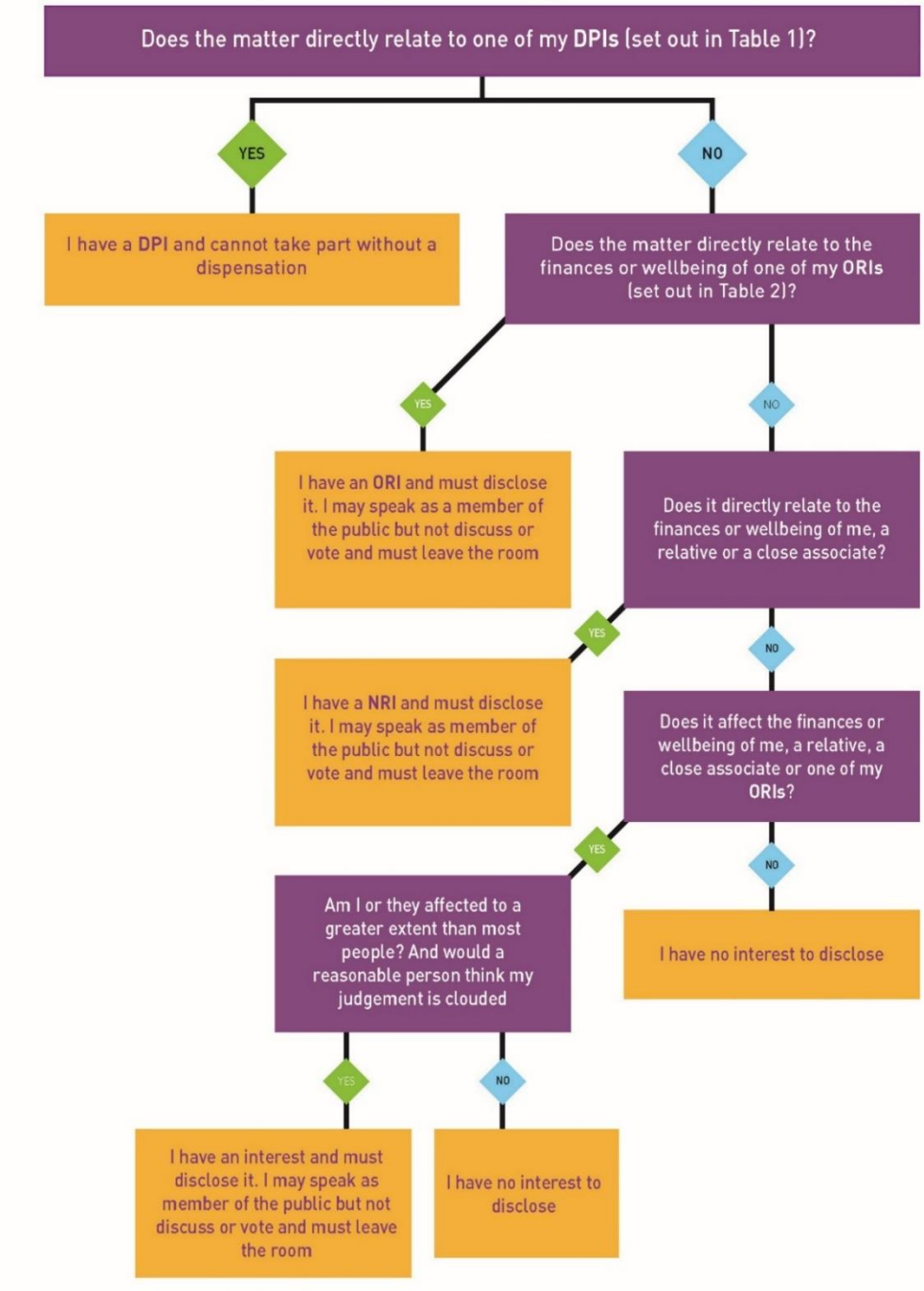

Table 1: Disclosable Pecuniary Interests

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:

Application Reference	Location	Proposed Work	Council Response
26/02108/FUL	Land To The East Of The Bungalows, Hampstead Norreys	Change of use of part of an existing agricultural field to a secure dog exercise paddock (sui generis), together with associated parking and a small ancillary field shelter, and the retrospective retention of fencing.	No objections

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

Application Reference	Location	Proposed Work	WBC Decision
26/02051/AGRIC	The Old Dairy Site, Manor House, Church Street, Hampstead Norreys	Application to determine if prior approval is required for a steel portal frame barn as described in supporting statement. Length 30m, height to eaves 4.5m, breadth 15m, height to ridge 6.5m.	Prior approval is not required.

Agenda Item 8: Finance

Finance Report

Status at last bank reconciliation 31st October 2026	
Unity Trust Current Account	£15,338.70
Unity Trust Savings Account	£34,576.04
Total	**£49,914.74**

Income received 14th September - 18th October 2026	
Interest	£176.18
Refunds of funds paid for Maintenance of Eling Way	£200.00
Allotment rent	£307.00
VAT refund Apr-Sep 2026	£2,878.79
Total	**£3,561.97**

Payments to be approved

Date	Method	Payee	Payment Detail	Amount
02-Sep	Card	Lloyds Bank	Card fee	£3.00
21-Sep	DD	SSE Energy Solutions	Lighting electricity	£64.85
02-Oct	BACS	SLCC Enterprises Ltd	Training	£23.10
02-Oct	BACS	PKF Littlejohn	External Audit Fees 25/26	£252.00
02-Oct	BACS	Sunshine Commercial Services Ltd	Grounds Maintenance Sep	£317.74
08-Oct	BACS	Lee Webb Plumbing Ltd	Replace Tap at Allotments	£60.00
08-Oct	BACS	Community Heartbeat	Defib Pads	£90.29
15-Oct	BACS	Staff Costs	Staff Costs/Expenses	£555.47
15-Oct	BACS	Hampstead Norreys Village Hall	Room Hire	£7.50
15-Oct	BACS	Tactical Facilities Management Ltd	Refuse Disposal Sept	£182.00
16-Oct	Card	Lloyds Bank	Card Fee	£3.00
16-Oct	Card	The Good Exchange	Donation to Greenfest	£165.00
16-Oct	Card	The Poppy Shop	Remembrance Wreath	£27.50
16-Oct	Card	Royal Mail	Postage	£0.91
16-Oct	Card	Microsoft	Microsoft Software	£84.99
20-Oct	DD	Valda Energy	Lighting Electricity Oct	£44.59
21-Oct	DD	SSE Energy Solutions	Lighting Electricity Sep	£66.45
21-Oct	DD	Castle Water	Allotments Water Sep	£28.65
23-Oct	BACS	PKF Littlejohn	External Audit Fees 25/26 - Duplicate payment, refund requested	£252.00
31-Oct	FEE	Unity Trust Bank plc	Account Fee	£7.00
10-Nov	BACS	Sunshine Commercial Services Ltd	Grounds maintenance Oct	£317.74

10-Nov	BACS	Tactical Facilities Management Ltd	Refuse disposal Oct	£182.00
10-Nov	BACS	CCB	Membership	£42.00
19-Nov	DD	Castle Water	Allotments Water Oct	£40.30
20-Nov	BACS	Staff Costs	Staff Costs/Expenses	£561.04
26-Nov	BACS	Starboard Systems Ltd	Scribe finance software 26/27	£532.80
			Total	**£3,911.92**

Transfers to be approved			
Date	**From Account**	**To Account**	**Amount**
16-Oct	Unity Trust Savings	Lloyds Commercial Card	£281.40
16-Nov	Unity Trust Savings	Lloyds Commercial Card	£3.00
		Total	**£284.40**

Bank Reconciliation

	Bank Reconciliation at 31/10/2026		
	Cash in Hand 01/04/2026		£44,079.97
	ADD Receipts 01/04/2026 - 31/10/2026		£32,106.27
	Subtotal		£76,186.24
	SUBTRACT Payments 01/04/2026 - 31/10/2026		£26,271.50
A	**Cash in Hand 31/10/2026 (per cash book)**		**£49,914.74**
	Cash in hand per Bank Statements		
	1 Unity Current	£15,338.70	
	2 Unity Savings	£34,576.04	
	3 Lloyds Commercial Multipay	£0.00	
	Subtotal		**£49,914.74**
	Less unpresented payments		
	Subtotal		£49,914.74
	Plus unpresented receipts		
B	**Adjusted Bank Balance**		**£49,914.74**
	A = B Checks out OK		

Agenda Item 9: To consider requests for grants

The Council has received an annual grant request from St Mary's Church for £1,300 to support the maintenance of the churchyards. The application confirms that the funds will be used solely for this purpose and that continued benefit will be provided to the residents of Hampstead Norreys. The church reports that, during the previous year, grant-supported activities included grass cutting, churchyard maintenance, tree preservation work, hedge planting in Dean Meadow churchyard and legal costs associated with the extension of the churchyard due to the limited availability of burial spaces. Actual costs incurred in the previous financial year were reported as approximately £2,000.

The church has requested an increase from the usual annual grant of £1,200 to £1,300, citing additional costs arising from the churchyard extension and the need to replace some yew plants in the memorial garden. The application notes that the church is currently focusing its fundraising efforts on heating costs and is also discussing the provision of a new fence at Dean Meadow churchyard with the Eling Estate. The church has stated that, should an increase not be possible, it would be grateful for the continuation of the existing £1,200 grant.

Members should note that the Council's approved budget for this grant in the current financial year is £1,200. The Council's Grants Policy states that organisations receiving regular annual grants must notify the Council before the November budget discussions if they anticipate requiring an increase in funding, as any additional provision must be considered during the budget-setting process. The policy further states that late requests for increased funding cannot be accommodated once the budget has been agreed, and that all grants remain subject to the available budget.

The Council advertised its grant application process and set a deadline for applications. No grant applications were received from any of the other organisations that the Council has previously supported through its grant scheme. As a result, should Members wish to do so, there may be scope within the overall grants budget to award additional funding, although this would require expenditure in excess of the amount specifically budgeted for this grant.

Recommendation: That the Council awards a grant of £1,200 to St Mary's Church towards the maintenance of the churchyards, in accordance with the budget provision approved for 2027/28.

Agenda Item 10: To consider requesting a formal maintenance agreement from West Berkshire Council regarding the maintenance of the Eling Way

The Parish Council has undertaken maintenance of the section of the Eling Way within Hampstead Norreys Parish. The route was created by West Berkshire Council, and the Parish Council was advised that it would be responsible for ongoing maintenance. However, the Council does not currently have a formal agreement with West Berkshire Council setting out the respective responsibilities of each party.

The position is further complicated by the fact that West Berkshire Council is not the landowner. As a result, the Council's authority to undertake maintenance works, together with associated liabilities and responsibilities, is not formally documented.

Given the Council's ongoing involvement in maintaining the route, it would be prudent to seek a formal written agreement with West Berkshire Council.

The Council is therefore invited to consider whether it wishes to approach West Berkshire Council to request a formal maintenance agreement for the Eling Way.

Recommendation

That the Parish Council writes to West Berkshire Council requesting discussions on establishing a formal maintenance agreement for the Eling Way and seeking clarification of ownership, maintenance responsibilities and liability arrangements.

Agenda Item 11: To consider the purchase of equipment for the maintenance of the Eling Way

The Council has previously engaged the West Berkshire Countryside Society to undertake certain maintenance works on the Eling Way. It has now been agreed that future routine maintenance will, where appropriate, be undertaken by a volunteer group from within the village.

To support volunteer maintenance activities, the Council may need to provide suitable equipment and tools. Potential requirements may include hand tools, hedge maintenance equipment, personal protective equipment and warning signage, depending on the scope of work to be undertaken.

However, this agenda item is closely linked to Item 10 concerning the establishment of a formal maintenance agreement with West Berkshire Council. The Council does not currently have a formal agreement setting out its authority or responsibility to maintain the route. Members should therefore consider whether it is appropriate to commit Council funds towards equipment before these arrangements have been clarified.

Should the Council proceed with the purchase of equipment, it will also need to consider training requirements, insurance implications, storage arrangements, ongoing maintenance of the equipment and the management of volunteer activities.

Decision

The Council is invited to:

1. Consider whether it wishes to purchase equipment for the maintenance of the Eling Way before a formal maintenance agreement has been established with West Berkshire Council; and
2. If members consider it appropriate to proceed, identify the equipment required and approve a budget for its purchase.

Agenda Item 12: To consider costs for attending training for routine playground inspections

The Parish Council is required to undertake weekly operational inspections of its play area as a condition of its insurance arrangements. These inspections are intended to identify any defects, damage, vandalism or safety issues that may present a risk to users and ensure that appropriate remedial action is taken promptly.

Best practice is for these inspections to be carried out by an individual who has received suitable training in routine play area inspection. The Council has experienced difficulty in identifying accessible training opportunities; however, a local provider is now able to offer the required training at a cost of £425.

Whilst it is recognised that attendance would require at least one individual to dedicate a full day to training, ensuring that weekly inspections are undertaken by a suitably trained person will help the Council meet its insurance requirements, demonstrate good management of its assets, and provide greater assurance that potential safety issues are identified and addressed appropriately.

Recommendation

That the Council approves expenditure of £425 for a suitable individual to attend play area inspection training, enabling the Council to comply with its insurance requirements and ensure that weekly inspections are carried out by a trained person.

Agenda Item 13: To consider whether to support the Campaign for Fairer Carers' Allowance for Parish and Town Councils

The National Association of Local Councils (NALC) is supporting a campaign led by Weymouth Town Council to give parish and town councils the same power as principal authorities to pay a Dependants' Carers' Allowance. The proposed allowance would help councillors meet childcare or other dependant care costs incurred while undertaking official council duties, such as attending meetings. NALC believes this would help remove barriers to participation in local government and improve councillor diversity, attendance and recruitment.

Further information about the campaign, including supporting evidence and background documents, is available from NALC at: NALC Campaign News Item

NALC has also provided a template letter, available at the above link, that councils may use to write to their Member of Parliament in support of the proposal and to encourage parliamentary backing for a renewed submission to Government.

Decision

Council is requested to consider:

1. Whether to support the campaign for parish and town councils to be given the option to pay a Dependants' Carers' Allowance.
2. If supportive, whether to write to the local Member of Parliament using the template letter provided by NALC.

Agenda Item 14: To review the draft budget for 2027/2028

The Council is invited to review the draft budget for 2027/28 and consider whether any amendments, additional projects, or changes should be incorporated. Following the Council's discussion, the Clerk will update the draft budget as required and present a final version for consideration at the January meeting, when the Council will also be asked to set the precept for 2027/28.

The current draft budget recommends a precept of £29,547, compared with the current year's precept of £28,385, representing an increase of 4.1%. Based on the 2026/27 tax base, as the 2027/28 tax base has not yet been issued by West Berkshire Council, this would equate to an annual charge of approximately £81.51 for a Band D property.

Members should review the draft budget and identify any proposed changes ahead of the January meeting, when a recommendation to adopt the final budget and set the precept will be considered.