

# Hampstead Norreys Parish Council

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<http://www.hampsteadnorreysparishcouncil.org/>

## PARISH COUNCIL MEETING

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 29<sup>th</sup> October at 7.30pm  
PLACE: Online via Zoom - Meeting ID: 897 9650 1664, Passcode: 438077  
<https://us02web.zoom.us/j/89796501664?pwd=SzJNDFMOfIKUIhCYzJib3pNSmt4UT09>

Please note, due to the current Covid-19 situation and as permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392, this meeting will be conducted online using Zoom.

*S. Marshman*

Dr. S. Marshman, CiLCA, Clerk to the Council

23<sup>rd</sup> October 2020

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## AGENDA

1. To receive apologies for absence from Members of the Council
2. To receive any declarations of pecuniary interests by members or the Clerk and to consider any requests for dispensation
3. To receive questions or comments from members of the public or representations from any member who has declared a pecuniary interest
4. To approve the [minutes of the Parish Council Meeting held on 24<sup>th</sup> September 2020](#)
5. Matters arising from the [minutes of the Parish Council Meeting held on 24<sup>th</sup> September 2020](#)
6. To receive a report from District Councillor Carlyne Culver
7. Planning Applications
  - a) To consider the following new applications:
    - [20/02280/HOUSE Riverside, Water Street, Hampstead Norreys, RG18 0RZ](#) - Formation of habitable rooms in roofspace with front and rear rooflights
  - b) To receive a [report on West Berkshire Council's recent planning decisions](#)

8. To discuss and consider any suggested actions with regards to use of the bridleway running along the side of the school by vehicles
9. To consider a response to the government white paper [Planning for the Future](#)
10. To consider quotes to replace the lighting on the steps and in the adjacent car park area
11. To review and consider the budgeted donations for 2020/21
12. To receive the [finance report and approve payments due](#)
13. Correspondence
14. Matters for future consideration and information

Date and time of next scheduled meeting:

**Parish Council Meeting: Thursday 26<sup>th</sup> November 2020 at 7:30pm**

## Agenda Item 4: Minutes of the Previous Meeting

### FULL COUNCIL MINUTES

Minutes of the Full Council meeting held Online via Zoom on Thursday 24<sup>th</sup> September 2020 commencing at 7:30pm.

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Members Present: Harriet McCalmont, Chairman  
Ros Maskell  
Gwenan Paul

Members Absent: David Barlow  
Fiona Bennett  
Caroline Herman  
Colin Layton

Officers Present: Sarah Marshman, Clerk

In Attendance: None

### Minutes

- 20/21-038 Resolved: To appoint Harriet McCalmont as Chairman of this meeting due to the absence of the Chairman and Vice-Chairman.
- 20/21-039 **To receive apologies for absence from Members of the Council**  
Apologies for absence were received from David Barlow, Fiona Bennett, Caroline Herman and Colin Layton.
- 20/21-040 **To receive any declarations of pecuniary interests by members or the Clerk and to consider any requests for dispensation**  
No declarations of interests or requests for dispensation were made.
- 20/21-041 **To receive:**  
**Questions or comments from members of the public**  
**Representations from any member who has declared a pecuniary interest**  
No questions, comments or representations were made.
- 20/21-042 **To approve the Minutes of the Parish Council Meeting held on 30<sup>th</sup> July 2020**  
Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The minutes will be signed at the first opportunity the Council has to meet face to face.
- 20/21-043 **Matters arising from the Minutes of the Parish Council Meeting held on 30<sup>th</sup> July 2020**  
20/21-046: A sign regarding usage of the noticeboard has been displayed on the board.

20/21-047: It is not currently possible to open an account with Lloyds Bank as they are not currently accepting new customers. This decision will be reviewed when banks are more open to receiving new customers.

20/21-048: The Council laptop has now been purchased.

20/21-049: The salt bin has now been installed at the top of the steps. The Council discussed the suggestion of purchasing a few small bags of salt that a councillor could use to keep the bin topped up when needed.

20/21-050: The Clerk has set up a Facebook account and has begun posting items of interest to the parish on the village page.

20/21-044 **To receive a report from District Councillor Carolyne Culver**

CC sent her apologies.

RM noted that she had attended an online meeting with CC and a member of the parish to discuss speeding issues within the village. RM will approach West Berkshire Council to discuss this further.

20/21-045 **Planning Applications**

**c) To consider the following new applications:**

- [20/01914/FUL - Tree Tops, Forge Hill, Hampstead Norreys, RG18 0TE](#) - **Change of use of associated land to provide two additional ancillary parking spaces. Two-storey front and side extension over basement to create granny annexe and carers room.**

Resolved: To object to this application and make the following comments:

The increase in bedrooms to this property from 3 to 5, including the access for a carer creating the use of an additional vehicle, will increase the requirement for parking spaces at this property. According to the Housing Site Allocations DPD (2006-2026), there is a requirement for properties in Zone 3 with 4 bedrooms to have 3 parking spaces available within the curtilage of the dwelling.

No vehicular access is permitted to this property, as confirmed by the Planning Inspectorate within planning appeal APP/W0340/A/10/2131162, relating to planning application 09/02274/FUL. The existing dwelling has only one parking space. This revised planning application requests the inclusion of two new parking spaces within the curtilage of the main site. This would be unacceptable given the previous decision by the planning inspectorate to prevent vehicular access to the site.

The increase in the number of bedrooms in this property, particularly when taking into account the needs of the carer that part of the extension is designed to cater for, would increase parking around the area of the corner of Church Street and Forge Hill on the B4009. This location is already overwhelmed by on-street parking and the situation would only be exacerbated by the additional vehicles created by this extension.

The access track, that is not permitted for use as per the Planning Inspectorate's decision referenced above, is being used for access to this property with cars regularly using the track from the White Hart with cars being driven up and round behind Folly Cottage to the existing property. Temporary access was granted along this route when the original dwelling was built, however, conditions were included that this ceased on completion of the work and that the ancient hedge was restored. Neither of these conditions have been met.

Construction materials can only be delivered via a narrow, steep footpath leading from Forge Hill. This is likely to result in additional issues with parking on this area of Forge Hill.

It is noted that there is currently no basement to the property. It is therefore believed that this is, in effect, a three-storey extension to the property.

There are concerns regarding the scale of the proposal on a plot that is elevated and can be seen from a long distance. The proposed extension will only add to the dominance of the dwelling.

- [20/01946/HOUSE Oakhouse Lane Cottage, Hampstead Norreys, RG18 0SP](#) - **Proposed detached garage.**

Resolved: To submit a response of 'no objections'.

**d) To receive a report on West Berkshire Council's recent planning decisions**

No decisions have been received since the previous meeting.

- 20/21-046 **To consider if, in principle, the Council would be willing to investigate the sale of a small area of the plot of land in The Close owned by the Council**  
This request has now been withdrawn.
- 20/21-047 **To consider a response to the government white paper Planning for the Future**  
This was deferred to the next meeting to enable a full council response.
- 20/21-048 **To consider quotes to replace the lighting on the steps and in the adjacent car park area**  
This was deferred to the next meeting to enable a full council response.
- 20/21-049 **To review and consider the budgeted donations for 2020/21**  
This was deferred to the next meeting to enable a full council response.
- 20/21-050 **To receive the finance report and approve payments due**  
Resolved: To approve the payments listed on the Finance Report in Appendix 1.
- 20/21-051 **Correspondence**  
There was no correspondence to discuss.
- 20/21-052 **Matters for future consideration and information**  
The Clerk noted that the Accessibility Statement required has been displayed on the Council website.

There being no further business, the meeting was closed at 8:20pm.

Date and time of next scheduled meeting:

**Parish Council Meeting: Thursday 26<sup>th</sup> November 2020 at 7:30pm**

Chairman: \_\_\_\_\_

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

## Attachment 1: Finance Report

### Status at last bank reconciliation 31st August 2020

Unity Trust	£9,639.77
HSBC Current	£658.07
HSBC Business Money Manager	£21,687.14
	<b>£31,984.98</b>

### Income received 24th July - 16th September 2020

Allotment rent	£106.00
	<b>£106.00</b>

### Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
11-Aug	BACS	Clerk	Reimburse purchase of Council laptop	£447.99
02-Sep	BACS	Community Heartbeat	Defibrillator battery	£204.00
02-Sep	BACS	Triangle Management	Refuse disposal Jun	£67.20
02-Sep	BACS	Scofell	Grounds maintenance Jul	£334.87
02-Sep	BACS	Triangle Management	3x dog bin installation	£360.00
02-Sep	BACS	Roadware	Grit bin + salt	£75.54
02-Sep	BACS	Staff Costs	Includes staff salaries, PAYE and pension contributions Aug	£341.79
24-Sep	BACS	SLCC	Training fees	£12.00
24-Sep	BACS	Triangle Management	Refuse disposal Aug	£139.20
24-Sep	BACS	BT	Payphone 2020/21	£462.00
24-Sep	BACS	Scofell	Pushing back rough areas and shrubs at edge of The Dean	£360.00
24-Sep	BACS	Michael Cairns Tree Surgery	Remove dead tree by Well House	£180.00
24-Sep	BACS	Staff Costs	Includes staff salaries, PAYE and pension contributions Sep	£440.10
				<b>£3,424.69</b>

## Agenda Item 7: Recent Planning Decisions from West Berkshire Council

There have been no planning decisions reported by West Berkshire Council since the last meeting of Hampstead Norreys Parish Council.

The following planning appeals have been determined by The Planning Inspectorate:

- APP/W0340/D/20/3255069 - 20/00708/HOUSE Greenhill Cottage, Hampstead Norreys, RG18 0TE - 1st floor rear extension; 2 storey side extension; replacement windows throughout; replacement kitchen door and bi-fold doors to rear elevation; new window to front façade – appeal dismissed.

## Agenda Item 11: To review and consider the budgeted donations for 2020/21

The below donations were included in the budget for 2020/21. Considering the impact of COVID-19 on the functions of various organisations and events, the Council should review these donations and confirm whether they are still valid.

It is intended that the donations agreed at this meeting will be paid after the meeting and will be added to the Finance Report that is included in the Minutes.

<b>Organisation</b>	<b>Budgeted Donation</b>
St. Mary's Church, Hampstead Norreys (for grass cutting)	£1,200
West Berkshire Countryside Society	£100
Downland Volunteer Group	£100
Pang Valley Flood Forum	£100
Royal British Legion (for Remembrance Wreaths and donation)	£50
West Berkshire Council Library Service	£70
Greenfest	£100

## Agenda Item 12: Finance Report

Status at last bank reconciliation 30th September 2020

Unity Trust	£14,301.07
HSBC Current	£658.61
HSBC Business Money Manager	£21,687.14
<b>Total</b>	<b>£36,646.82</b>

Income received 17th September - 21st October 2020

Precept (2nd half)	£7,550.00
Allotment rent	£52.00
<b>Total</b>	<b>£7,602.00</b>

Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
30-Sep	DD	Unity Trust Bank	Service charge Q2	£18.00
12-Oct	DD	Southern Electric	Electricity Q2	£90.06
29-Oct	BACS	Scofell	Grounds maintenance Aug	£334.87
29-Oct	BACS	Triangle Management	Emptying bins Sep	£156.00
29-Oct	BACS	Scofell	Extra cuts	£96.00
29-Oct	BACS	Scofell	Grounds maintenance Sep	£334.87
29-Oct	BACS	West Berkshire Council	Donation to library service (budgeted)	£70.00
29-Oct	BACS	JWS Plumbing and Heating	Plumbing works at the allotments	£75.00
29-Oct	BACS	PKF Littlejohn	External audit 19/20	£240.00
29-Oct	BACS	Triangle Management	Emptying bins Oct	£105.60
29-Oct	BACS	Staff Costs	Includes staff salaries, PAYE and pension contributions Oct	£305.35
<b>Total</b>				<b>£1,825.75</b>

In addition to these payments, the Council will review the budgeted donations for the year at this meeting. Once agreed, these will also be paid and included in the Minutes within the Finance Report. For a full list of these donations, please see the supporting documents for Agenda Item 10.