

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 25th January 2024 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

19th January 2024

AGENDA

Before the commencement of the meeting, a one-minute silence will be observed in memory of Councillor David Barlow and Celia Geyer

1. To elect a Chair of the Council
2. To elect a Deputy Chair of the Council - *if required following item 1*
3. To receive, and consider for acceptance, apologies for absence from Members of the Council
4. 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.
5. 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
6. To approve the [Minutes of the Parish Council Meeting held on 28th September 2023](#)
7. Matters arising from the Minutes of the previous Parish Council Meeting
8. To receive a report from the District Councillor

9. Planning Applications
 - a) To consider the following licensing application:
 - Hawkridge Distillers Limited, East Barn, Manor Farm Barns, Hampstead Norreys, RG18 0TR - New Premises Licence, Supply of Alcohol (on and off sales only) Monday to Sunday 00:00 to 23:59
 - b) To consider the following planning applications:
 - [24/00080/FUL Shepherds Cottage, Hampstead Norreys, RG18 0TN](#) - Demolition of Shepherds Cottage and outbuilding, change of use of land, erection of a replacement dwelling and outbuilding (Class C3) together with parking, amenity space, landscaping and associated works
 - c) To receive a [report on planning application responses and decisions](#)
10. 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*)
11. To consider whether any actions are required concerning parking on Water Street
12. To consider requesting West Berkshire Council review the implementation of a 20mph speed limit within the village
13. To consider whether to hold an event for the 80th anniversary of D-Day – see [D-Day 80 - Guide to Taking Part](#)
14. To consider the [budget](#) and set the precept for 2024/25
15. To consider quotes to replace lighting bollards
16. To consider quotes for refuse disposal
17. To consider making a donation in memory of David Barlow and Celia Geyer – see the [Just Giving page](#)
18. To consider costs to create two books of condolence to donate to the families
19. To consider converting the website domain to a gov.uk domain
20. To consider quotes for grounds maintenance
21. To discuss footpaths and rights of way and their current status
22. To agree a representative to attend the Village Hall Management Meetings
23. To receive an update from the Traffic and Speeding Working Group
24. Matters for future consideration or information

Date and time of next scheduled meeting:

Full Council: Thursday 28th March 2024 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

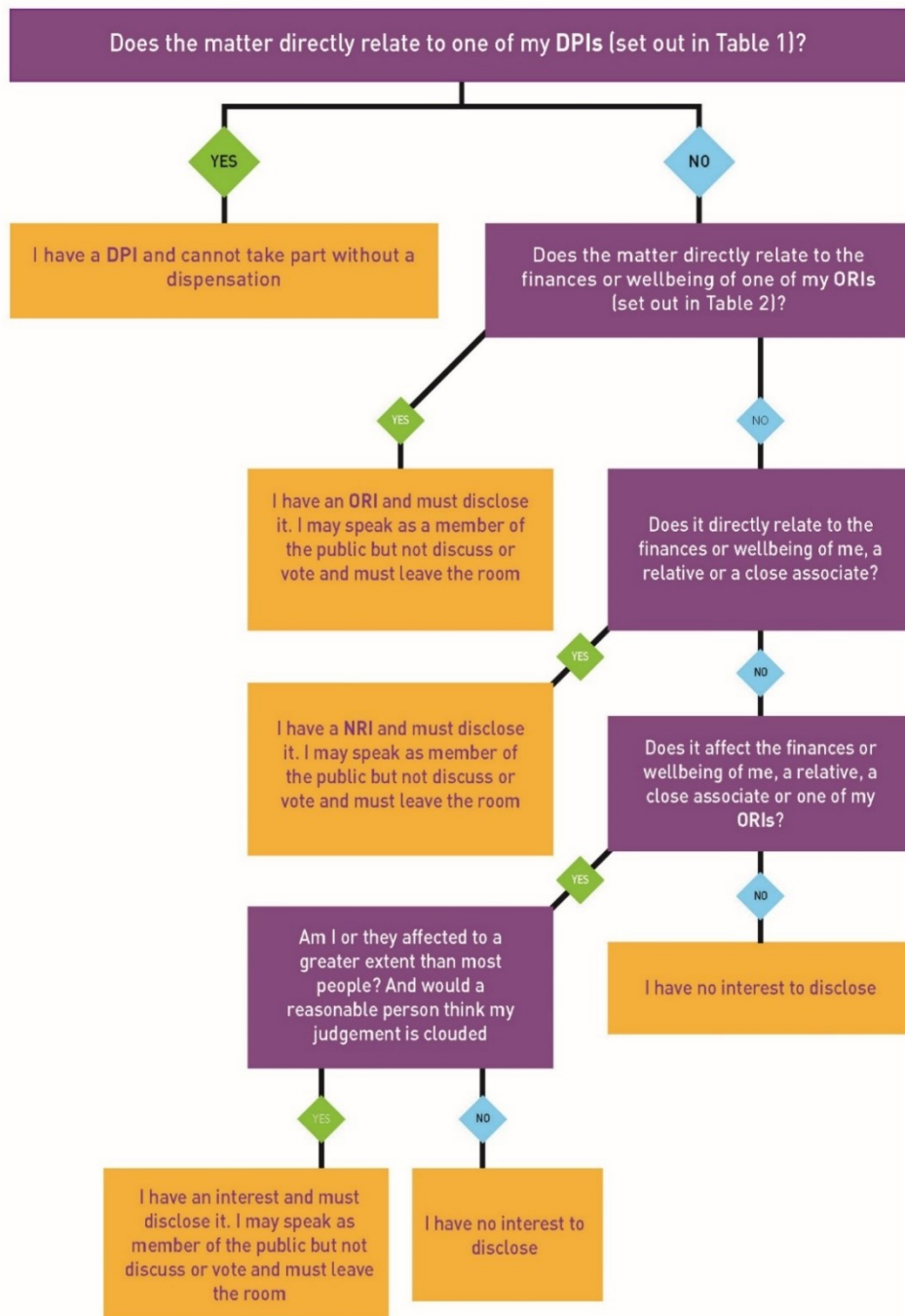


Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>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.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>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 —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and* property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'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.</p>
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(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.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(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.</p>

* '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:

- None

The following planning decisions have been reported by West Berkshire Council since the last meeting of Hampstead Norreys Parish Council.

- 23/01266/FUL Eling Farm Bungalows, Eling Hermitage, RG18 9XR - Extensions to existing bungalows. Approved.
- 23/01117/CERTE Eling Hill Cottage, Eling, Hermitage, RG18 9XR - Use of premises identified as "The Annex" located within the residential curtilage of Eling Hill Cottage as separate and independent unit of residential accommodation (Class C3). Lawful.
- 23/01910/FUL St Abbs Cottages, Hampstead Norreys, RG18 0TQ - New access from Yattendon Road and car parking for St Abbs Cottages. Approved.

Agenda item 10: Finance

Finance Report

Status at last bank reconciliation 31st December 2023

Unity Trust Current Account	£23,140.98
Unity Trust Savings Account	£10,893.15
Total	£34,034.13

Income received 21st September 2023 - 15th January 2024

Precept	£13,083.50
Interest	£343.92
Allotment rent	£161.00
Total	£13,588.42

Payments to be approved

Payment Date	Payee	Payment Detail	Amount
16-Oct	Castle Water	Water at allotments	£55.03
18-Oct	Sunshine Commercial Services	Grounds maintenance Sep	£261.24
18-Oct	Sunshine Commercial Services	Cricket oval cuts	£924.00
18-Oct	Royal British Legion Industries	Tommy statues	£200.00
18-Oct	West Berkshire Council	Refuse disposal Oct-Dec	£234.06
23-Oct	Staff Costs	Includes salary, PAYE, pension contributions Oct	£449.94
31-Oct	Southern Electric	Street light electricity	£64.03
17-Nov	Castle Water	Water at allotments	£5.25
23-Nov	Staff Costs	Includes salary, PAYE, pension contributions Nov	£684.64
27-Nov	Triangle Management	Refuse disposal	£559.44
27-Nov	Sunshine Commercial Services	Grounds maintenance Oct	£261.24
30-Nov	Southern Electric	Street light electricity	£66.14
01-Dec	ICO	Registration fee	£35.00
18-Dec	SLCC	Membership 24/25	£43.95
18-Dec	Sunshine Commercial Services	Grounds maintenance Nov	£261.24
18-Dec	Starboard Systems Ltd	Finance software	£414.72
18-Dec	West Berkshire Council	Election charge 2023	£80.00
18-Dec	SLCC Enterprises Ltd	Practitioners' Conference	£58.05
19-Dec	Castle Water	Water at allotments	£21.89
20-Dec	Staff Costs	Includes salary, PAYE, pension contributions Dec	£479.93
31-Dec	Unity Trust Bank	Bank charges	£18.00
14-Jan	Southern Electric	Street light electricity	£64.03
22-Jan	Staff Costs	Includes salary, PAYE, pension contributions Jan	£489.83
25-Jan	Sunshine Commercial Services	Grounds maintenance Dec	£261.24
25-Jan	West Berkshire Council	Refuse disposal Jan-Mar	£234.06

25-Jan	Clerk	Reimburse expenses (Chairman's allowance)	£15.60
Total			£6,242.55

Transfers to be approved

Payment Date	From Account	To Account	Amount
Total			£0.00

Bank Reconciliation

Bank Reconciliation at 31/12/2023

Cash in Hand 01/04/2023		20,399.59
ADD		
Receipts 01/04/2023 - 31/12/2023		33,711.51
Subtotal		54,111.10
SUBTRACT		
Payments 01/04/2023 - 31/12/2023		20,076.97
A Cash in Hand 31/12/2023		34,034.13
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	0.00	
Unity Savings	24,590.98	
Unity Current	10,893.15	
Subtotal		35,484.13
Less unrepresented payments		1,450.00
Subtotal		34,034.13
Plus unrepresented receipts		0
B Adjusted Bank Balance		34,034.13

A = B Checks out OK

Quarterly Budget Summary

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	26,167.00	26,167.00					(0%)
2	Interest	150.00	466.03	316.03			316.03	(210%)
3	Allotment Rent	190.00	161.00	-29.00			-29.00	(-15%)
4	Grants & Donations							(N/A)
6	Other Income							(N/A)
SUB TOTAL		26,507.00	26,794.03	287.03			287.03	(1%)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Insurance				1,000.00	526.60	473.40	473.40 (47%)
8	Audit				420.00	575.00	-155.00	-155.00 (-36%)
9	Bank Charges				72.00	54.00	18.00	18.00 (25%)
10	ICO Registration				35.00	35.00		(0%)
11	Room Hire				100.00	179.50	-79.50	-79.50 (-79%)
12	Elections				150.00	80.00	70.00	70.00 (46%)
13	Chairman's Allowance				20.00		20.00	20.00 (100%)
14	Stationery/Supplies				30.00	12.00	18.00	18.00 (60%)
15	Training				150.00	51.00	99.00	99.00 (66%)
16	Website				300.00	278.38	21.62	21.62 (7%)
17	Software				400.00	395.59	4.41	4.41 (1%)
18	Staff Expenses				450.00	330.35	119.65	119.65 (26%)
SUB TOTAL					3,127.00	2,517.42	609.58	609.58 (19%)

Staff Costs

Code	Title	Budgeted	Receipts		Payments			Net Position	
			Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
19	Staff Costs				5,100.00	4,538.38	561.62	561.62	(11%)
	SUB TOTAL				5,100.00	4,538.38	561.62	561.62	(11%)

Lighting

Code	Title	Budgeted	Receipts		Payments			Net Position	
			Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
20	Electricity				850.00	431.51	418.49	418.49	(49%)
21	Lighting Maintenance				200.00		200.00	200.00	(100%)
22	Lighting Installation				5,000.00		5,000.00	5,000.00	(100%)
	SUB TOTAL				6,050.00	431.51	5,618.49	5,618.49	(92%)

Grounds Maintenance

Code	Title	Budgeted	Receipts		Payments			Net Position	
			Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
23	Grounds Maintenance				3,400.00	2,718.98	681.02	681.02	(20%)
	SUB TOTAL				3,400.00	2,718.98	681.02	681.02	(20%)

Other Maintenance

		Receipts		Payments			Net Position	
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Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Maintenance/Landscaping				200.00		200.00	200.00 (100%)
25	Well House/Bus Shelter Repairs							(N/A)
26	Play Area				700.00	117.00	583.00	583.00 (83%)
27	Telephone							(N/A)
28	Dog Waste Bins							(N/A)
29	Refuse Disposal				2,645.00	2,061.90	583.10	583.10 (22%)
30	Defibrillator				150.00	20.00	130.00	130.00 (86%)
31	Other Maintenance				150.00	1,202.50	-1,052.50	- 1,052.50 (-701%)
32	New Bins							(N/A)
33	Salt Bins				70.00		70.00	70.00 (100%)
52	Sun Shade				2,300.00	2,550.00	-250.00	-250.00 (-10%)
SUB TOTAL					6,215.00	5,951.40	263.60	263.60 (4%)

Allotments

Code	Title	Budgeted	Receipts		Payments			Net Position
			Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Allotments Water				160.00	82.17	77.83	77.83 (48%)
35	Allotments Maintenance							(N/A)
SUB TOTAL					160.00	82.17	77.83	77.83 (48%)

Subscriptions

Code	Title	Budgeted	Receipts		Payments			Net Position
			Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend

36	BALC Subscription				200.00	177.94	22.06	22.06	(11%)
37	SLCC Subscription				50.00	43.95	6.05	6.05	(12%)
	SUB TOTAL				250.00	221.89	28.11	28.11	(11%)

Donations

Code	Title	Budgeted	Receipts		Payments			Net Position	
			Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
40	Church Grass Cutting Donation				1,200.00	1,200.00			(0%)
41	West Berkshire Countryside Society Donation				100.00	100.00			(0%)
42	Downland Volunteer Group Donation								(N/A)
43	Pang Valley Flood Forum Donation				100.00	100.00			(0%)
44	Royal British Legion				50.00	50.00			(0%)
45	West Berkshire Library Service Donation								(N/A)
46	GreenFest Donation				100.00		100.00	100.00	(100%)
47	Other Donations				200.00		200.00	200.00	(100%)
	SUB TOTAL				1,750.00	1,450.00	300.00	300.00	(17%)

Other

Code	Title	Budgeted	Receipts		Payments			Net Position	
			Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
48	Contingencies				200.00	166.66	33.34	33.34	(16%)
50	Speeding Equipment								(N/A)
51	Jubilee								(N/A)
	SUB TOTAL				200.00	166.66	33.34	33.34	(16%)

Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49	Reserves						(N/A)	
	SUB TOTAL						(N/A)	

Summary

NET TOTAL	26,507.00	26,794.03	287.03	26,252.00	18,078.41	8,173.59	8,460.62 (16%)
V.A.T.		6,917.48			1,998.56		
GROSS TOTAL		33,711.51			20,076.97		

Agenda Item 14: To consider the budget and set the precept for 2024/25

<u>Code</u>	<u>NORMAL EXPENDITURE</u>	2022/23 Actual Spend	Agreed 2023/24 Budget	Totals End Sep 2023	Forecast Year-End Spend	2024/25 Budget	Comments
	<u>INCOME</u>					<u>INCOME</u>	
1	Precept	£25,908	£26,167	£13,084	£26,167	£26,821	Increased by 2.5%
2	Interest	£281	£150	£297	£627	£400	
3	Allotment Rents	£189	£190	£0	£190	£190	
4	Grants/Donations	£11,746	£0	£0	£1,800	£0	
5	Other	£2,200	£0	£0	£0	£0	
A	Total Income	£40,324	£26,507	£13,380	£28,784	£27,411	
	<u>EXPENDITURE</u>					<u>EXPENDITURE</u>	
	Administration					-	
7	Insurance	805.07	£1,000	£527	£527	£650	
8	Audit	£403	£420	£575	£575	£600	
9	Bank Charges	£78	£72	£36	£72	£108	
10	ICO Registration	£35	£35	£0	£35	£35	
11	Room Hire	£87	£100	£180	£180	£200	
12	Elections	£0	£150	£0	£75	£0	
13	Chairman's Allowance	£0	£20	£0	£20	£40	
14	Stationery/Supplies	£115	£30	£12	£20	£30	
15	Training	£87	£150	£0	£120	£160	
16	Website	£296	£300	£278	£278	£300	
17	Software	£338	£400	£50	£465	£500	
18	Staff Expenses	£476	£450	£215	£430	£450	
19	Staff Costs	£4,519	£5,100	£3,040	£5,800	£6,000	
36	Subscriptions	£224	£250	£178	£223	£250	BALC and SLCC

	Administration Total	£7,463	£8,477	£5,090	£8,819	£9,323	
	Lighting						
20	Electricity	£797	£850	£315	£639	£850	
21	Lighting Maintenance	£0	£200	£0	£0	£300	
22	Lighting Installation	£0	£5,000	£0	£3,500	£0	Install LED lights near Village Hall
	Lighting Total	£797	£6,050	£315	£4,139	£1,150	
	Maintenance						
23	Grounds Maintenance	£3,170	£3,400	£1,296	£2,602	£3,600	
24	Maintenance/landscaping	£0	£200	£0	£200	£400	
25	Well House/Bus Shelter Repairs	£0	£0	£0	£0	£300	To create earmarked reserves
26	Play Area	£24,049	£700	£117	£117	£700	Any remaining funds to be earmarked each year
27	Telephone	£193	£0	£0	£0	£0	Telephone removed, no further costs
29	Refuse Disposal	£2,015	£2,645	£1,401	£2,333	£2,500	
30	Defibrillator	£90	£150	£20	£150	£150	
31	Other Maintenance	£86	£150	£1,100	£1,100	£1,000	
32	New bins	£0	£0	£0	£0	£0	
33	Salt bins/grit	£0	£70	£0	£0	£50	
52	Sun Shade	£0	£2,300	£2,550	£2,550	£0	
	Maintenance Total	£29,603	£9,615	£6,484	£9,052	£8,700	
	Donations						
40	Church Grass Cutting	£1,200	£1,200	£1,200	£1,200	£1,200	
41	West Berks Countryside Society	£100	£100	£100	£100	£100	
42	Downland Volunteer Group	£100	£0	£0	£0	£0	
43	Pang Valley Flood Forum	£100	£100	£100	£100	£100	
44	Royal British Legion	£50	£50	£50	£50	£50	
46	GreenFest	£100	£100	£0	£0	£100	

47	Other	£200	£200	£0	£0	£200	
	Donations Total	£1,850	£1,750	£1,450	£1,450	£1,750	
	Allotments						
34	Allotments Water	£115	£160	£0	£100	£150	
35	Allotments Maintenance	£0	£0	£0	£0	£0	
	Allotments Total	£115	£160	£0	£100	£150	
	Other						
48	Contingencies	£0	£200	£0	£0	£200	
50	Speeding Equipment	£1,617	£0	£103	£0	£3,500	24/25 Signage for reduced speed
51	Jubilee	£2,350	£0	£0	£0	£0	No longer relevant
	Other Total	£3,966	£200	£103	£0	£3,700	
	Reserves						
49	Reserves	£2,892	£0	£0	£0		
	Reserves Total	£2,892	£0	£0	£0	£0	
B	NORMAL SPEND	£46,686	£26,092	£13,442	£23,461	£24,773	
A-B	INCOME - EXPENDITURE	-£6,362	£415	-£61	£5,323	£2,638	Excess funds will be used to boost general reserves

	2022/23	2023/24	2024/25
Bank Balances			
Start of year	£30,343	£20,400	£25,723
End of year	£20,400	£25,723	£28,361

Cost to a Band D Household for year	2022/23	2023/24	2024/25
	£72.32	£73.17	£74.60
Actual Increase to Band D House	N/A	£0.85	£1.43
Percentage Increase to Band D House	N/A	1.2%	2.0%

Summary of Reserves

Predicted Earmarked Reserves at end of 23/24

Open Spaces	£0	
Flood Defences	£15,000	Estimated contribution, to be confirmed
Youth Club Funds	£1,549	
Allotments	£90	To be built from unspent allotment rent
Play area	£583	To be built from unspent play area budget
Total Earmarked	£17,222	

Estimated General Reserves

At end of 2023/24	£8,500	32.5%	of yearly precept
At end of 2024/25	£11,139	41.5%	of suggested yearly precept

It should be noted that the Practitioners' Guide 2020 states "5.32. General Reserve — The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE).... The reason for the wide range (3 to 12 months) is to cater for the large variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months NRE..."

Agenda Item 19: To consider converting the website domain to a gov.uk domain

The following information has been received from our website provider:

For a .gov.uk domain, it is £125+vat for registration and the first two years, and then it is £65+vat every two years for renewal.

JISC, the current governing body for the domains, are very strict in what you can apply for your two options would be:

`hampsteadnorreys-pc.gov.uk` or `hampsteadnorreysparishcouncil.gov.uk`

Emails remain at £18+vat per account per year. If you wanted any current data migrated from any of the email accounts it would involve a £35+vat admin fee per account - you may choose to only do this for the clerk account - whatever you choose is fine.