

# Hampstead Norreys Parish Council

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Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP  
clerk@hampsteadnorreys.org.uk

## PARISH COUNCIL MEETING

I hereby give you notice that the next Parish Council meeting is to be held on

**Monday 27<sup>th</sup> January 2020 at 7.30pm**

**In the Memorial Room, Village Hall, Newbury Hill, Hampstead Norreys**

**and all Members of the Council are hereby summoned to attend.**

Sarah Marshman  
Clerk to the Council  
Dated: 22<sup>nd</sup> January 2020

## 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  
Representations from any member who has declared a pecuniary interest
- 4 To approve the [minutes of the Parish Council Meeting held on 12<sup>th</sup> December 2019](#)
- 5 Matters arising from the [minutes of the Parish Council Meeting held on 12<sup>th</sup> December 2019](#)
- 6 To receive a report from District Councillor Carolyne Culver
- 7 Planning Applications
  - a) To consider the following new applications:
    - None
  - b) To receive a [report on West Berkshire Council's recent planning decisions](#)
- 8 To consider co-opting a new Councillor to fill one vacancy
- 9 To consider quotes for surfacing in the play area and to consider making grant applications towards the cost
- 10 To consider quotes for the grounds maintenance contract for 2020 and 2021

- 11 To consider the [budget](#) and set the precept for 2020/21
- 12 To consider requesting West Berkshire Council install a 'Slow Down' sign on Compton Road
- 13 To discuss dog waste bins within the Parish
- 14 To receive the [finance report](#) and approve payments due
- 15 Correspondence
- 16 Matters for future consideration and information

Date and time of next scheduled meeting:

**Parish Council Meeting: Monday 23<sup>rd</sup> March 2020 at 7:30pm** in the Memorial Room

## Hampstead Norreys Parish Council

### Minutes of the Parish Council Meeting

Held on **Thursday 12<sup>th</sup> December 2019** at **7:30pm** in St Mary's Church, Church Street

Councillors present: Councillor David Barlow (Chair), Caroline Herman, Colin Layton, Ros Maskell, Harriet McCalmont and Gwenan Paul.

Councillors not present: None

In attendance: Sarah Marshman (Clerk).  
1 member of the public

The meeting started at 7:30pm.

19/20-072 **To receive apologies for absence from Members of the Council**  
There were none.

19/20-073 **To receive any declarations of pecuniary interests by members or the Clerk and to consider any requests for dispensation**  
There were none.

19/20-074 **To receive: Questions or comments from members of the public**  
**Representations from any member who has declared a pecuniary interest**  
There were none.

19/20-075 **To approve the minutes of the Parish Council Meeting held on 25<sup>th</sup> November 2019**  
It was resolved that the minutes be accepted as a true record. They were then signed by the Chairman.

19/20-076 **Matters arising from the minutes of the Parish Council Meeting held on 25<sup>th</sup> November 2019**  
There were none.

19/20-077 **Planning Applications**  
**a) To consider the following new applications:**

App. Ref.	Location	Proposed Work	Recommendation
19/02908/ DEMO	Grain Store, Adjacent Middle Barn Bungalows, Hampstead Norreys	A concrete framed building with a steel framed lean-to each side measuring a total of 28.692 metres in width and 25.824 metres in length x 4.000 metres to eaves and 8.484 metres to ridge, together with a front extension measuring 7.916 metres in width x 6.900 metres in length x 7.443 metres to eaves and 3 no. silos situated externally behind the main building.	<b>No objections</b>
<b>Comments:</b> The site is adjacent to Townsend Bungalows, not Middle Barn Bungalows as referenced in the site address.			

**b) To receive a report on West Berkshire Council recent planning decisions**

There were none.

19/20-078 **To consider quotes to purchase two salt bins including salt**  
It was resolved to purchase a 200l salt bin with salt to be positioned at the top of the steps, provided that the dimensions of the bin are checked to ensure it fits in the space available, and to fill the two salt bins currently present in the village.

19/20-079 **To receive the finance report and approve payments due**  
It was resolved to approve the payments listed on the finance report which is at Attachment 1.

19/20-080 **Correspondence**  
There was none.

19/20-071 **Matters for future consideration and information**  
The steps require cleaning. This will be reported to West Berkshire Council.  
  
The data from recent speed monitoring on Compton Road will be requested from West Berkshire Council.

Meeting closed 7:55pm.

Date and time of next scheduled meeting:  
**Parish Council Meeting: Monday 27<sup>th</sup> January 2020 at 7:30pm** in the Memorial Room

Chairman: .....

Date: .....

**Attachment 1:**

<u>Unity Trust Current Account</u>		<u>RECEIPTS</u>	<u>PAYMENTS</u>
<b>Balance of current account at last meeting 25th November 2019</b>		<b>£11,321.50</b>	
ICO	Registration 2019/20		£35.00
Triangle Management Clerk	Refuse disposal Nov		£33.60
	Salary/expenses Dec		£281.43
Berks Pension Fund	Pension contributions Dec		£60.72
HMRC	PAYE Q3		£15.60
		<hr/>	
		<b>£11,321.50</b>	<b>£426.35</b>
<b>Balance at bank on 12th December 2019</b>		<b><u>£10,895.15</u></b>	
<u>HSBC Current Account</u>		<u>RECEIPTS</u>	<u>PAYMENTS</u>
<b>Balance of current account at last meeting 25th November 2019</b>		<b>£626.31</b>	
		<hr/>	
		£626.31	£0.00
<b>Balance at bank on 12th December 2019</b>		<b><u>£626.31</u></b>	
<u>HSBC Deposit Account</u>		<u>RECEIPTS</u>	<u>PAYMENTS</u>
<b>Balance of deposit account at last meeting 25th November 2019</b>		<b>£21,687.14</b>	
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		<b>£21,687.14</b>	<b>£0.00</b>
<b>Balance at bank on 12th December 2019</b>		<b><u>£21,687.14</u></b>	
<b><u>Total at bank on 12th December 2019</u></b>		<b><u>£33,208.60</u></b>	

West Berkshire Council's Recent Planning Decisions

App. Ref.	Location	Proposed Work	Response from HNPC	WBC Decision
19/01540/ HOUSE	Cherry Hinton, Newbury Hill, Hampstead Norreys, RG18 0TR	Alterations and extension to garage plus first floor extension for bedroom with en-suite shower	Object	Approved
19/02600/ HOUSE	White Rose House, Water Street, Hampstead Norreys, RG18 0SG	Proposed installation of a 16kw Air source heat pump to the rear of the property.	No objections	Approved
19/02855/ HOUSE	Springbank, Hampstead Norreys, RG18 0TF	Retrospective in Part - Single bay extension to existing storage and car barn with solar panels on south facing slate roof over existing parking way with dwarf retaining walls.	No objections	Approved
19/02908/ DEMO	Grain Store Adjacent Middle Barn Bungalows, Hampstead Norreys	A concrete framed building with a steel framed lean-to each side measuring a total of 28.692 metres in width and 25.824 metres in length x 4.000 metres to eaves and 8.484 metres to ridge, together with a front extension measuring 7.916 metres in width x 6.900 metres in length x 7.443 metres to eaves and 3 no. silos situated externally behind the main building.	No objections	Prior approval is not required

## Draft Budget 2020/21

No.	<u>NORMAL Expenditure</u>	2018/19 actual Spend	Agreed 2019/20 Budget	Totals End Oct 2019	Forecast year-end spend	2020/21 Budget
	<b><u>INCOME</u></b>					<b><u>INCOME</u></b>
1	<b>Precept</b>	<b>£11,000</b>	<b>£13,700</b>	<b>£13,700</b>	<b>£13,700</b>	<b>£15,100</b>
2	Interest	£42.95	£26.00	£28.20	£50.00	£50.00
3	Allotment Rents	£143.00	£143.00	£158.00	£126.00	£143.00
4	Grants/Donations received	£924.00	£500.00	£0.00	£500.00	£500.00
5	VAT refund	£966.51	£850.00	£840.52	£840.52	£350.00
6	Other	£1,549.43	£0.00	£2,897.50	£2,897.50	£0.00
<b>A</b>	<b>Total Income</b>	<b>£14,626</b>	<b>£15,219</b>	<b>£17,624</b>	<b>£18,114</b>	<b>£16,143</b>
	<b><u>EXPENDITURE</u></b>					<b><u>EXPENDITURE</u></b>
1a	Electricity	£144	£200	£0	£150	£200
1b	Lighting maintenance	£135	£300	£0	£200	£300
1c	Replacement of steps lights	£0	£0	£0	£0	£3,000
<b>1</b>	<b>Lighting Total</b>	<b>£279</b>	<b>£500</b>	<b>£0</b>	<b>£350</b>	<b>£3,500</b>
<b>2</b>	<b>Allotment Costs</b>	<b>£37</b>	<b>£150</b>	<b>£79</b>	<b>£158</b>	<b>£170</b>
3a	BALC subscription	£176	£190	£185	£185	£200
3b	CCB subscription	£30	£35	£0	£35	£35
3c	CPRE subscription	£36	£40	£36	£40	£40
3d	SLCC subscription	£37	£45	£0	£45	£50
<b>3</b>	<b>Subscriptions Total</b>	<b>£279</b>	<b>£310</b>	<b>£221</b>	<b>£305</b>	<b>£325</b>
<b>4</b>	<b>Grounds Maintenance</b>	<b>£2,361</b>	<b>£3,500</b>	<b>£1,476</b>	<b>£3,500</b>	<b>£3,500</b>
5a	Maint/landscaping	£0	£200	£0	£200	£200
5b	Well/bus shelter repairs	£0	£200	£0	£200	£200
5c	Playground maint/repairs	£681	£600	£45	£300	£600
5d	Telephone	£385	£385	£385	£385	£385
5e	Dog waste bins	£0	£210	£110	£210	£120
5f	Refuse disposal	£336	£350	£178	£318	£450
5g	Defibrillator	£95	£120	£75	£75	£110
5h	Other maintenance	£30	£0	£0	£0	£0
5i	Installation of new bins	£0	£0	£0	£0	£900
<b>5</b>	<b>Other Maintenance Total</b>	<b>£1,527</b>	<b>£2,065</b>	<b>£793</b>	<b>£1,688</b>	<b>£2,965</b>
<b>6</b>	<b>Staff costs</b>	<b>£3,866</b>	<b>£4,000</b>	<b>£2,002</b>	<b>£4,000</b>	<b>£4,250</b>
7a	Insurance	£575	£625	£618	£618	£650
7b	Audit	£0	£0	£0	£0	£0
7c	Bank charges	£72	£72	£42	£72	£72

## Agenda Item 11

7d	ICO registration	£35	£35	£0	£35	£35
7e	Hall rent	£147	£200	£0	£200	£200
7f	Elections	£0	£200	£0	£200	£0
7g	Chairman's allowance	£0	£20	£0	£20	£20
7h	Stationery/supplies	£93	£60	£3	£30	£30
7i	Training	£151	£200	£0	£200	£200
7j	Website	£0	£125	£125	£125	£125
<b>7</b>	<b>Administration Total</b>	<b>£1,073</b>	<b>£1,537</b>	<b>£789</b>	<b>£1,500</b>	<b>£1,332</b>
8a	Church grass cutting	£800	£1,200	£1,200	£1,200	£1,200
8b	WBCS donation	£100	£100	£100	£100	£100
8c	Downland Volunteer Group	£100	£100	£100	£100	£100
8d	Pang Valley Flood Forum	£200	£100	£100	£100	£100
8e	Royal British Legion (wreaths)	£50	£50	£50	£50	£50
8f	WBC Library Service	£0	£70	£70	£70	£70
8g	GreenFest	£0	£0	£0	£100	£100
8h	Other donations	£200	£300	£10,000	£10,000	£200
<b>8</b>	<b>Donations Total</b>	<b>£1,450</b>	<b>£1,920</b>	<b>£11,620</b>	<b>£11,720</b>	<b>£1,920</b>
<b>9</b>	<b>Contingencies</b>	<b>£0</b>	<b>£200</b>	<b>£0</b>	<b>£200</b>	<b>£200</b>
<b>10</b>	<b>Sundries</b>	<b>£0</b>	<b>£100</b>	<b>£0</b>	<b>£100</b>	<b>£0</b>
<b>11</b>	<b>Reserves</b>	<b>£5,852</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>12</b>	<b>VAT</b>	<b>£840</b>	<b>£900</b>	<b>£247</b>	<b>£350</b>	<b>£400</b>
<b>B</b>	<b>NORMAL SPEND</b>	<b>£17,565</b>	<b>£15,182</b>	<b>£17,226</b>	<b>£23,871</b>	<b>£18,562</b>
<b>A-B</b>	<b>INCOME - EXPENDITURE</b>	<b>-£2,939</b>	<b>£37</b>	<b>£398</b>	<b>-£5,757</b>	<b>-£2,419</b>
<b>Bank Balances</b>						
	<b>Start of year</b>	<b>£40,592</b>			<b>£37,652</b>	<b>£31,895</b>
	<b>End of year</b>	<b>£37,652</b>			<b>£31,895</b>	<b>£29,476</b>
<b>Cost to a Band D Household</b>						
		<b>£31.02</b>	<b>£38.46</b>			<b>£42.11</b>
<b>Current Earmarked Reserves</b>						
	Open Spaces	£4,529				
	Flood Defences*	£15,000				
	Youth Club Funds	£1,549				
	Chuckles Funds	£2,892				
	<b>Total Earmarked</b>	<b>£23,970</b>				



Statement of Accounts 27<sup>th</sup> January 2020

<u>Unity Trust Current Account</u>	<u>RECEIPTS</u>	<u>PAYMENTS</u>
<b>Balance of current account at last meeting 12th December 2019</b>	<b>£10,895.15</b>	
Castle Water	Allotments water Nov	£8.37
Unity Trust Bank	Service charges Oct-Dec	£18.00
Castle Water	Allotments water Dec	£8.65
Triangle Management Company	Refuse disposal Dec	£33.60
Southern Electric	Electricity	£614.13
Scofell	Clearance work in the cutting	£2,079.00
Scofell	Hedge cutting in car park	£240.00
CJM Services	Repairs and surfacing play area	£1,677.00
Clerk	Salary/expenses Jan	£282.05
Berks Pension Fund	Pension contributions Jan	£70.80
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	<b>£10,895.15</b>	<b>£5,031.60</b>
 <b>Balance at bank on 27th January 2020</b>	 <b><u>£5,863.55</u></b>	
 <u>HSBC Current Account</u>	 <u>RECEIPTS</u>	 <u>PAYMENTS</u>
<b>Balance of current account at last meeting 12th December 2019</b>	<b>£626.31</b>	
Interest on deposit account	£10.81	
	<hr/>	
	£637.12	£0.00
 <b>Balance at bank on 27th January 2020</b>	 <b><u>£637.12</u></b>	
 <u>HSBC Deposit Account</u>	 <u>RECEIPTS</u>	 <u>PAYMENTS</u>
<b>Balance of deposit account at last meeting 12th December 2019</b>	<b>£21,687.14</b>	
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	£21,687.14	£0.00
 <b>Balance at bank on 27th January 2020</b>	 <b><u>£21,687.14</u></b>	
 <b><u>Total at bank on 27th January 2020</u></b>	 <b><u>£28,187.81</u></b>	