

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 24th September at 7.30pm
PLACE: Online via Zoom - Meeting ID: 897 6196 3003 Passcode: 849422
<https://us02web.zoom.us/j/89761963003?pwd=akI2VGRUUWc3Zy9tSVJsUTRaSTNQT09>

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

18th September 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 or representations from any member who has declared a pecuniary interest
4. To approve the [minutes of the Parish Council Meeting held on 30th July 2020](#)
5. Matters arising from the [minutes of the Parish Council Meeting held on 30th July 2020](#)
6. To receive a report from District Councillor Carolyne Culver
7. Planning Applications
 - a) 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.

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

- b) To receive a [report on West Berkshire Council's recent planning decisions](#)
8. 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
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 26th November 2020 at 7:30pm

Agenda Item 4: Minutes of the Previous Meeting

Hampstead Norreys Parish Council

FULL COUNCIL MINUTES

Minutes of the Full Council meeting held Online via Zoom on Tuesday 30th June 2020 commencing at 7:33pm.

Members Present: David Barlow, Chairman
Fiona Bennett
Caroline Herman
Colin Layton
Ros Maskell
Harriet McCalmont
Gwenan Paul

Members Absent: None

Officers Present: Sarah Marshman, Clerk

In Attendance: None

Minutes

- 20/21-038 **To receive apologies for absence from Members of the Council**
All members were present therefore no apologies were received.
- 20/21-039 **To receive any declarations of pecuniary interests by members or the Clerk and to consider any requests for dispensation**
No declarations or requests for dispensation were made.
- 20/21-040 **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.
- 20/21-041 **To approve the Minutes of the Parish Council Meeting held on 30th June 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.
- 20/21-042 **Matters arising from the Minutes of the Parish Council Meeting held on 30th June 2020**
The dog waste bins have been installed on Eling Way.

- 20/21-043 **To receive a report from District Councillor Carlyne Culver**
CC sent her apologies. The resurfacing work on the B4009 south of Hampstead Norreys is due to take place from 10th August.
- 20/21-044 **Planning Applications**
a) To consider the following new applications:
There were none.
- b) To receive a report on West Berkshire Council's recent planning decisions**
20/01209/HOUSE Tree Tops Forge Hill Hampstead Norreys Thatcham RG18 0TE -
Householder application for a two-storey front and side extension over basement to create granny annexe and carers room. Hampstead Norreys Parish Council objected to this application. The application has been withdrawn.
- Notification of a planning appeal 20/00708/HOUSE Green Hill Cottage, Forge Hill, Hampstead Norreys, RG18 0TE. It was noted the Parish Council is unable to make further comment on the appeal.
- 20/21-045 **To consider whether to continue subscribing to the Campaign to Protect Rural England (CPRE) and Connecting Communities Berkshire (CCB)**
It was resolved not to renew the subscription to CPRE or CCB.
- 20/21-046 **To consider the usage of the village noticeboard situated near the pub**
Resolved: A notice should be displayed on the noticeboard stating:
"This noticeboard is for the use of the village to advertise local events. Please be considerate with the space you use and remove posters after the event. Thank you."
- 20/21-047 **To consider moving the Council's savings account to an alternative banking facility**
Resolved: To close the HSBC accounts and to open a savings account with Lloyds Bank with Councillors Barlow, Layton and McCalmont as signatories.
- 20/21-048 **To consider setting a budget and providing the Clerk with delegated powers to purchase a Council laptop, to include agreement on the Office 365 subscription to be purchased**
Resolved: To set a budget of £460 for purchase of a laptop with an Office 365 subscription.
- 20/21-049 **To consider quotes to install a small grit bin at the top of the steps from The Close**
Resolved: To purchase a 60 litre salt bin including salt and scoop for £62.95 + VAT from Roadware.
- 20/21-050 **To consider setting up a Parish Council Facebook page and/or adding a news page to the Council website**
Resolved: The Clerk to set up a Facebook user profile for Hampstead Norreys Parish Council to join the community page. The Council will not add a news page to the website at this time but will review in a few months when they can assess if the Facebook profile is successful.
- 20/21-051 **To receive the finance report and approve payments due and to note the quarterly budget report**
Resolved: To approve the payments listed on the Finance Report in Appendix 1 and to note the quarterly budget report.

20/21-052 **Correspondence**
There was no correspondence to note.

20/21-053 **Matters for future consideration and information**
A query was raised with regards to the maintenance of the verges on Water Street. The Clerk will ascertain whether these verges are the responsibility of West Berkshire Council.

There being no further business, the meeting was closed at 8:23pm.

Date and time of next scheduled meeting:

Parish Council Meeting: Thursday 24th September 2020 at 7:30pm

Chairman:

Date:

Attachment 1: Finance Report

Status at last bank reconciliation 30th June 2020

Unity Trust	£10,951.42
HSBC Current	£658.07
HSBC Business Money Manager	£21,687.14
Total	£33,296.63

Income received 22nd June - 23rd July 2020

Interest	£10.14
Total	£10.14

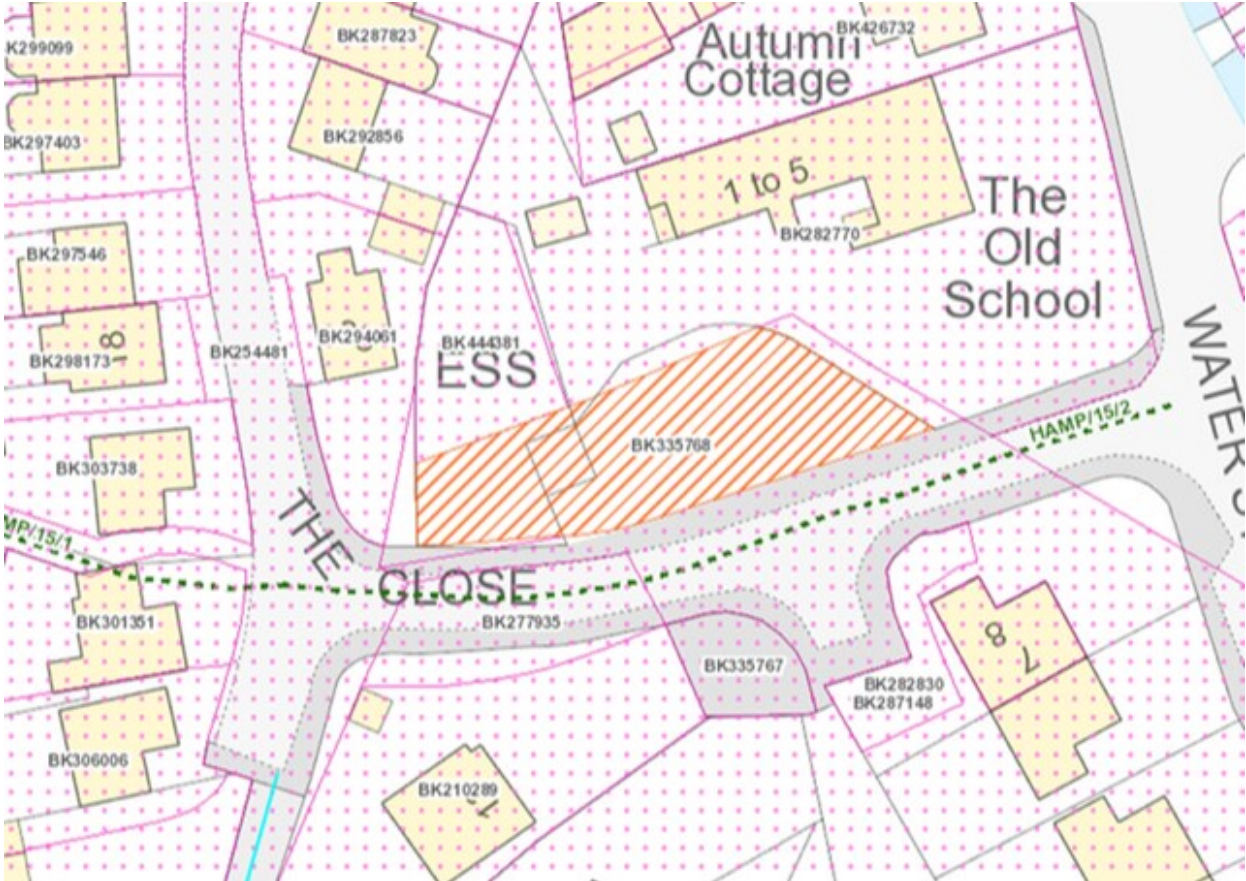
Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
30-Jul	BACS	Triangle Management	Refuse disposal Scottalls Lane Jun	£18.00
30-Jul	BACS	SSE	Electricity Q1	£92.52
30-Jul	BACS	Triangle Management	Refuse disposal Jul	£84.00
30-Jul	BACS	Triangle Management	Refuse disposal Scottalls Lane Jul	£18.00
30-Jul	BACS	Scofell	Grounds maintenance Jun	£334.87
30-Jul	BACS	Clerk	Salary/expenses July	£245.47
30-Jul	BACS	Berks Pension Fund	Pension contributions July	£70.80
			Total	£863.66

Agenda Item 7: Recent Planning Decisions from West Berkshire Council

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

Agenda Item 8: 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



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.

Organisation	Budgeted Donation
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 31st August 2020

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

Income received 24th July - 16th September 2020

Allotment rent	£106.00
	£106.00

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
				£3,424.69

In addition to these payments, the Council will review the budgeted donations for the year at this meeting. Those agreed 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 11.