

# 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 26<sup>th</sup> November at 7.30pm  
PLACE: Online via Zoom - Meeting ID: 819 8460 0132, Passcode: 146020  
<https://us02web.zoom.us/j/81984600132?pwd=VW5teE8yWk0vWG1oUDc3RHpyZUVxZz09>

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

20<sup>th</sup> November 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 29<sup>th</sup> October 2020](#)
5. Matters arising from the [minutes of the Parish Council Meeting held on 29<sup>th</sup> October 2020](#)
6. To receive a report from and allow a short time for Q&A with MP Laura Farris
7. To receive a report from District Councillor Carlyne Culver
8. Planning Applications
  - a) To consider the following new applications:
    - None

- b) To receive a [report on West Berkshire Council's recent planning decisions](#)
- 9. To consider responding to the [Regulation 14 Pre-Submission Consultation for the Compton Neighbourhood Development Plan](#)
- 10. To consider making a donation towards the cost of tree works next to Dean Meadow
- 11. To consider increasing the allotment rent for 2021
- 12. To consider purchasing finance software
- 13. To consider quotes for individual email accounts
- 14. To consider the use of Facebook and the website by the Council
- 15. To review the [draft budget for 2021/2022](#)
- 16. To consider possible routes for obtaining further funding towards the installation of safety surfacing in the play area
- 17. To receive an update from the Transport Working Group
- 18. Finance:
  - a) To receive the [finance report and approve payments due](#)
  - b) To review the budget summary to the end of September 2020
- 19. Correspondence
- 20. Matters for future consideration and information
- 21. In accordance with the Public Bodies (Admission to Meetings) Act 1960 s 1(2), resolve that press and members of the public should be excluded from the following item by reason of the confidential nature of the business to be discussed
- 22. To review staff salaries

Date and time of next scheduled meeting:

**Parish Council Meeting: Thursday 28<sup>th</sup> January 2021 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 29<sup>th</sup> October 2020 commencing at 7:30pm.

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

Members Absent: Harriet McCalmont

Officers Present: Sarah Marshman, Clerk

In Attendance: None

### Minutes

- 20/21-038 **To receive apologies for absence from Members of the Council**  
Apologies for absence were received from Harriet McCalmont.
- 20/21-039 **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.
- 20/21-040 **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 24<sup>th</sup> September 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 24<sup>th</sup> September 2020**  
There were no matters arising.
- 20/21-043 **To receive a report from District Councillor Carolyne Culver**  
CC sent her apologies.

- 20/21-044 **Planning Applications**
- c) 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**  
Resolved: To object to this application and make the following comments:

The increase in bedrooms leads to a requirement for three car parking spaces within the curtilage of the property. The proposed layout for three car parking spaces is poor. With two vehicles parked parallel to the road and the third parked across these two preventing them from exiting the curtilage. It is unlikely that this layout will be implemented in normal use of the property.

Concerns were raised as the development overlooks the neighbouring properties to the rear and due to the dominant appearance from the rear of the property.
- d) To receive a report on West Berkshire Council's recent planning decisions**  
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.
- 20/21-045 **To discuss and consider any suggested actions with regards to use of the bridleway running along the side of the school by vehicles**  
The use of the track by vehicles and the lack of signage to indicate a school is adjacent to the track was discussed. The Chairman will approach the landowners to discuss this.  
Resolved: The Clerk was instructed to write to the school to request they contact parents to remind them to be careful of the crossing and that it is their responsibility to keep their children off the road and safe.
- 20/21-046 **To consider a response to the government white paper Planning for the Future**  
Resolved: The Parish Council will not submit a response to the consultation.
- 20/21-047 **To consider quotes to replace the lighting on the steps and in the adjacent car park area**  
Resolved: To accept a quote from Skips Electrical for £2,376.91.
- 20/21-048 **To review and consider the budgeted donations for 2020/21**  
Resolved: To make the following donations and for the Clerk to process these payments and include them on the Financial Report in the Minutes:  
St. Mary's Church, Hampstead Norreys (for grass cutting) £1,200  
West Berkshire Countryside Society £100  
Pang Valley Flood Forum £100  
Royal British Legion (for Remembrance Wreaths and donation) £50
- 20/21-049 **To receive the finance report and approve payments due**  
Resolved: To approve the payments listed on the Finance Report in Appendix 1.

20/21-050 **Correspondence**

An enquiry was received regarding MP Laura Farris attending an upcoming meeting of the Parish Council. The Clerk was instructed to arrange this for the next meeting if possible.

20/21-051 **Matters for future consideration and information**

An enquiry was received requesting signage in Dean Meadow instructing dogs are to be kept under control.

There being no further business, the meeting was closed at 8:47pm.

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 30th September 2020

Account	Amount
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

Income	Amount
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	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
29-Oct	BACS	St Mary's Church (HN)	Donation (Minute 20/21-079)	£1,200.00
29-Oct	BACS	West Berkshire Countryside Society	Donation (Minute 20/21-079)	£100.00
29-Oct	BACS	Pang Valley Flood Forum	Donation (Minute 20/21-079)	£100.00
29-Oct	BACS	Royal British Legion	Donation (Minute 20/21-079)	£50.00
<b>Total</b>				<b>£3,205.75</b>

## Agenda Item 8: Recent Planning Decisions from West Berkshire Council

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

- 20/02280/HOUSE Riverside, Water Street, Hampstead Norreys, Thatcham RG18 0RZ - Formation of habitable rooms in roofspace with front and rear rooflights – approved.

## Agenda Item 9: To consider responding to the Regulation 14 Pre-Submission Consultation for the Compton Neighbourhood Development Plan

Correspondence received (with links added to locate the supporting documents):

We are writing to consult you as a statutory body to comply with the Neighbourhood Planning (General) Regulations 2012.

We have now produced a Pre-submission Draft Neighbourhood Plan for Compton, West Berkshire (copies of the documents listed below can be found on the website

- <http://www.comptonndp.org.uk/community/compton-neighbourhood-development-plan-13450/regulation14-consultation/>)

### Compton NDP & Supporting Documents

1. [Compton Neighbourhood Development Draft Plan \(Regulation 14 Pre-submission\)](#)
2. [Comments Form \(word and pdf\)](#)
3. [Compton NDP Evidence Document](#)
4. [Compton NDP Green Space Topic Paper](#)
5. [SEA & HRA Screening Decision Notice](#)
6. [SEA& HRA Screening Report](#)

It is possible that this draft Neighbourhood Plan affects the interests of your organisation and we therefore welcome your comments.

Responses should be submitted by email to [comptonndpsec2@gmail.com](mailto:comptonndpsec2@gmail.com) using either version of the comments form attached (.docx and .pdf)

Responses must be received by: **Monday 21<sup>st</sup> December 2020**

On publication of the Plan, all responses will be published in the accompanying Consultation Statement.

Please let us know if you have any queries: Contact Sue Garmonsway: [comptonndpsec2@gmail.com](mailto:comptonndpsec2@gmail.com)

We would be very grateful if you could please acknowledge receipt of this email and the attachments.



## Agenda Item 15: To review the draft budget for 2021/2022

<u>NORMAL EXPENDITURE</u>	2019/20 Actual Spend	Agreed 2020/21 Budget	Totals End Oct 2020	Forecast Year-End Spend	2021/22 Budget	Comments
<b><u>INCOME</u></b>					<b><u>INCOME</u></b>	
<b>1 Precept</b>	<b>£13,700</b>	<b>£15,100</b>	<b>£15,100</b>	<b>£15,100</b>	<b>£15,900</b>	
2 Interest	£50	£50	£11	£11	£0	
3 Allotment Rents	£158	£143	£158	£158	£158	
4 Grants/Donations	£0	£500	£0	£0	£0	
5 VAT refund	£841	£350	£1,274	£1,400	£1,400	
6 Other	£2,898	£0	£0	£0	£0	
<b>A Total Income</b>	<b>£17,646</b>	<b>£16,143</b>	<b>£16,543</b>	<b>£16,669</b>	<b>£17,458</b>	
<b><u>EXPENDITURE</u></b>					<b><u>EXPENDITURE</u></b>	
1a Electricity	£590	£200	£266	£366	£400	
1b Lighting maintenance	£0	£300	£0	£0	£300	
1c Replacement of steps lights	£0	£3,000	£0	£2,000	£0	
<b>1 Lighting Total</b>	<b>£590</b>	<b>£3,500</b>	<b>£266</b>	<b>£2,366</b>	<b>£700</b>	
<b>2 Allotment Costs</b>	<b>£130</b>	<b>£170</b>	<b>£83</b>	<b>£166</b>	<b>£180</b>	
3a BALC subscription	£185	£200	£190	£190	£190	
3b CCB subscription	£0	£35	£0	£0	£0	Resolved to cancel subs
3c CPRE subscription	£36	£40	£0	£0	£0	Resolved to cancel subs
3d SLCC subscription	£38	£50	£0	£50	£50	
<b>3 Subscriptions Total</b>	<b>£259</b>	<b>£325</b>	<b>£190</b>	<b>£240</b>	<b>£240</b>	
<b>4 Grounds Maintenance</b>	<b>£4,525</b>	<b>£3,500</b>	<b>£2,449</b>	<b>£3,100</b>	<b>£3,300</b>	
5a Maint/landscaping	£0	£200	£0	£0	£200	
5b Well/bus shelter repairs	£0	£200	£0	£0	£200	
5c Playground maint/repairs	£1,722	£600	£0	£300	£500	
5d Telephone	£385	£385	£385	£385	£385	
5e Dog waste bins	£113	£120	£0	£120	£120	
5f Refuse disposal	£474	£450	£581	£1,021	£1,050	New dog waste bins introduced in 20/21
5g Defibrillator	£138	£110	£170	£170	£150	
5h Other maintenance	£0	£0	£525	£588	£300	
5i Installation of new bins	£0	£900	£620	£620	£0	
5j Salt bins	£0	£0	£63	£63	£100	
<b>5 Other Maintenance Total</b>	<b>£2,832</b>	<b>£2,965</b>	<b>£2,344</b>	<b>£3,267</b>	<b>£3,005</b>	
<b>6 Staff costs</b>	<b>£3,626</b>	<b>£3,890</b>	<b>£2,182</b>	<b>£3,750</b>	<b>£3,940</b>	
7a Insurance	£618	£650	£641	£641	£670	
7b Audit	£0	£0	£200	£200	£0	Expect to self-certify exempt at no cost
7c Bank charges	£78	£72	£36	£72	£72	
7d ICO registration	£35	£35	£0	£35	£35	

7e	Hall rent	£54	£200	£0	£0	£200	
7f	Elections	£0	£0	£75	£75	£0	
7g	Chairman's allowance	£0	£20	£0	£0	£20	
7h	Stationery/supplies	£87	£30	£23	£30	£30	
7i	Training	£0	£200	£60	£100	£200	
7j	Website	£125	£125	£125	£125	£125	
7k	Software	£0	£0	£0	£0	£350	
7l	Staff Expenses	£392	£360	£222	£381	£410	Includes home office, mileage, parking
<b>7</b>	<b>Administration Total</b>	<b>£1,390</b>	<b>£1,692</b>	<b>£1,383</b>	<b>£1,659</b>	<b>£2,112</b>	
8a	Church grass cutting	£1,200	£1,200	£1,200	£1,200	£1,200	
8b	WBCS donation	£100	£100	£100	£100	£100	
8c	Downland Volunteer Group	£100	£100	£0	£0	£100	
8d	Pang Valley Flood Forum	£100	£100	£100	£100	£100	
8e	Royal British Legion (wreaths)	£50	£50	£50	£50	£50	
8f	WBC Library Service	£70	£70	£0	£0	£0	
8g	GreenFest	£0	£100	£0	£0	£100	
8h	Other donations	£10,100	£200	£0	£0	£200	
<b>8</b>	<b>Donations Total</b>	<b>£11,720</b>	<b>£1,920</b>	<b>£1,450</b>	<b>£1,450</b>	<b>£1,850</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>Reserves</b>	<b>£450</b>	<b>£0</b>	<b>£373</b>	<b>£373</b>	<b>£0</b>	
<b>11</b>	<b>VAT</b>	<b>£1,274</b>	<b>£400</b>	<b>£1,013</b>	<b>£1,300</b>	<b>£1,300</b>	
<b>B</b>	<b>NORMAL SPEND</b>	<b>£26,796</b>	<b>£18,562</b>	<b>£11,734</b>	<b>£17,871</b>	<b>£16,827</b>	
	<b>INCOME - EXPENDITURE</b>	<b>-£9,150</b>	<b>-£2,419</b>	<b>£4,809</b>	<b>-£1,202</b>	<b>£631</b>	<b>INCOME - EXPENDITURE</b>

<b>Bank Balances</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
<b>Start of year</b>	<b>£37,652</b>	<b>£28,702</b>	<b>£27,500</b>
<b>End of year</b>	<b>£28,702</b>	<b>£27,500</b>	<b>£28,131</b>

	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
<b>Cost to a Band D Household for year</b>	<b>£38.46</b>	<b>£42.11</b>	<b>£44.34</b>
<b>Actual Increase to Band D House</b>	<b>N/A</b>	<b>£3.65</b>	<b>£2.23</b>
<b>Percentage Increase to Band D House</b>	<b>N/A</b>	<b>9.5%</b>	<b>5.3%</b>

N.B. Based on last year's tax base

## Summary of Reserves

### Current Earmarked Reserves

Open Spaces	£2,529	The expected cost for steps lighting has been taken from this
Flood Defences	£15,000	Estimated contribution, to be confirmed
Youth Club Funds	£1,549	
Chuckles Funds	£2,892	
<b>Total Earmarked</b>	<b>£21,970</b>	

### Estimated General Reserves

<b>At end of 2020/21</b>	<b>£5,530</b>	35.5% of yearly precept
<b>At end of 2021/22</b>	<b>£6,161</b>	38.6% 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 18: Finance Report

Status at last bank reconciliation 31st October 2020

Unity Trust	£11,165.32
HSBC Current	£658.61
HSBC Business Money Manager	£21,687.14
<b>Total</b>	<b>£33,511.07</b>

Income received 22nd October - 19th November 2020

Good Exchange Grant	£200.00
<b>Total</b>	<b>£200.00</b>

Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
26-Nov	BACS	Scofell	Grounds maintenance Oct	£334.87
26-Nov	BACS	Clerk	Reimburse purchase of wreath from Royal British Legion	£17.00
26-Nov	BACS	Staff Costs	Includes staff salaries, PAYE and pension contributions Nov	£309.40
03-Dec	DD	ICO	Registration fee 20/21	£35.00
			<b>Total</b>	<b>£696.27</b>