

Hampstead Norreys Parish Council

Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP
clerk@hampsteadnorreysparishcouncil.org
<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 March 2021 at 7.30pm
PLACE: Online via Zoom - Meeting ID: 846 1055 9168, Passcode: 908334, [Meeting Link](#)

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

19th March 2021

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 28th January 2021](#)
5. Matters arising from the [minutes of the Parish Council Meeting held on 28th January 2021](#)
6. To review the [minutes of the Planning Committee meeting held on 4th March 2021](#)
7. To receive a report from District Councillor Carolyne 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. Finance:
 - a) To consider approving [payments made/due](#)
 - b) To receive the most recent [bank reconciliation](#)
 - c) To receive the most recent quarterly budget summary where applicable
10. To consider the Council's response to the Settlement Boundary Review
11. To consider quotes for the grounds maintenance for 2021
12. To consider quotes to install safety surfacing on the play area
13. To consider installing a waste bin at the end of Dean Meadow
14. To consider increasing the frequency of emptying litter and dog waste bins
15. To review and discuss changes to the [bylaws for Dean Meadow](#)
16. To consider any actions required for the resumption of face-to-face meetings
17. Matters for future consideration and information

Date and time of next scheduled meeting:

Parish Council Meeting: Thursday 27th May 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 28th January 2021.
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: 6 members of the public

Minutes

- 20/21-038 **To receive apologies for absence from Members of the Council**
No apologies for absence 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 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 26th November 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 26th November 2020**
Letters are still to be sent to properties with overhanging vegetation.
- 20/21-043 **To receive a report from District Councillor Carolyne Culver**
CC sent her apologies.
- 20/21-044 **Planning Applications**
a) **To consider the following new applications:**

[20/03021/HOUSE Well Cottage, Water Street, Hampstead Norreys, RG18 0SB](#) -

Extension to form entrance lobby with bathroom above and 1st floor Bedroom.

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

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

No decisions have been received since the previous meeting.

20/21-112 **Finance:**

a) To consider approving payments made/due

Resolved: To approve the payments listed on the Finance Report in Appendix 1.

b) To receive the most recent bank reconciliation

Resolved: To note the bank reconciliation figures to 31st December 2020, as provided on the Finance Report in Appendix 1.

c) To receive the most recent budget summary

Resolved: To note the budget summary to 31st December 2020.

20/21-113 **To consider increasing the frequency of emptying litter and dog waste bins**

It is noted that each lockdown situation has resulted in an increase in the volume of waste being generated.

The Clerk was requested to confirm the contract between the Parish Council and West Berkshire Council for emptying some of the bins that belong to the PC, and to contact the contractors who empty the remaining bins to see if they would be able to add these bins to their collections.

20/21-114 **To consider installing general waste bins along the Eling Way**

Resolved: Not to install general waste bins at this time.

20/21-115 **To consider appointing an internal auditor and setting the scope for audit for the 2020/21 financial year**

Resolved: To agree the scope for audit and to appoint Heelis and Lodge as the internal auditors for 2020/21.

20/21-116 **To consider adopting the budget and setting the precept for 2021/22**

Resolved: To adopt the budget and to set the precept for 2021/22 at £18,826.

20/21-117 **To consider responding to the consultation on the Local Plan Review 2020-2037**

Resolved: To collate comments from the Council and to delegate the power to the Clerk to submit a response based on these comments.

20/21-118 **To review and discuss changes to the bylaws for Dean Meadow**

Resolved: To defer to the March meeting.

20/21-119 **To consider suggestions for an application for Members' Bid Funding**

The following suggestions were discussed and are ranked in order from highest to lowest priority:

- i. CCTV around the exterior of the Village Hall to reduce vandalism.
- ii. Install a section of pavement at the top of Forge Hill. There is a small section where there is no pavement due to a telegraph pole.
- iii. A footpath running along the end of the Dean, parallel with the track that runs alongside the Dean. This would enable pedestrians to walk in the Dean rather than along the track that is also used by vehicles.

Resolved: To submit a bid in the next round of Members' Bid Funding following the priority order above.

20/21-120 **Correspondence**

There was no correspondence to discuss.

20/21-121 **Matters for future consideration and information**

Cyclists are still cycling from the end of the Eling Way to The Close. CH will contact the Rights of Way Officer.

A report of vandalism on the allotments was received. It is believed this has now been resolved.

Despite being advised by West Berkshire Council that The White Hart had been added to the Community Asset List in July 2019, it has been discovered that this is not the case. The Council has been advised to resubmit the application and this will be reviewed as soon as possible by the Panel.

The Council agreed that the documents should be resubmitted and that a complaint over the handling of the application should be made to West Berkshire Council.

There being no further business, the meeting was closed at 9:01pm.

Date and time of next scheduled meeting:

Parish Council Meeting: Thursday 25th March 2021 at 7:30pm

Chairman: _____

Date: _____

Attachment 1: Finance Report

Status at last bank reconciliation 31st December 2020

Unity Trust	£11,536.09
HSBC Current	£659.15
HSBC Business Money Manager	£21,687.14
Total	£33,882.38

Income received 20th November 2020 – 19th January 2021

Good Exchange Grant	£2,000.00
Total	£2,000.00

Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
03-Dec	DD	Castle Water	Allotments water	£15.86
16-Dec	DD	The Good Exchange	Platform Service Fee	£132.00
17-Dec	BACS	GT Electric Services	Defibrillator inspection	£90.00
17-Dec	BACS	Scribe Accounts	Finance software fee	£345.60
17-Dec	BACS	Triangle Management	Refuse disposal Nov	£105.60
17-Dec	BACS	Staff Costs	Includes staff salaries, PAYE and pension contributions Dec	£442.90
30-Dec	DD	Unity Trust Bank	Bank charges	£18.00
11-Jan	DD	SSE	Street light electricity Q3	£91.18
20-Jan	BACS	Triangle Management	Refuse disposal Dec	
20-Jan	BACS	Skips Electrical	Replace lights on steps and in car park	£2,643.27
20-Jan	BACS	Triangle Management	Refil salt bin	£39.60
28-Jan	BACS	Staff Costs	Includes staff salaries, PAYE and pension contributions Jan	£301.50
Total				£4,225.51

Agenda Item 6: Minutes of the Previous Planning Committee Meeting

Planning Committee Minutes

Minutes of the Planning Committee meeting held Online via Zoom on Thursday 4th March 2021.
Commencing at 7:35pm.

Members Present: Councillor David Barlow, Chairman
Councillor Caroline Herman
Councillor Harriet McCalmont
Councillor Gwenan Paul

Members Absent: Councillor Fiona Bennett

Officers Present: Sarah Marshman, Clerk

In Attendance: Councillor Colin Layton

Minutes

- 20/21-045 **To receive apologies for absence from Members of the Planning Committee**
Apologies were received from Councillor Fiona Bennett.
- 20/21-046 **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.
- 20/21-047 **To receive questions or comments from members of the public or representations from any member who has declared a pecuniary interest**
No questions, comments or representations were made.

PLN20/21-010 **To approve the minutes of the Planning Committee Meeting held on 21st December 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.

PLN20/21-011 **Matters arising from the minutes of the Planning Committee Meeting held on 21st December 2020**

There were no matters arising.

PLN20/21-012 **To consider the following new planning applications:**

[21/00198/HOUSE Green Hill Cottage, Forge Hill](#) - New Double storey side extension. First Floor rear extension. New replacement windows throughout. New Bi-Fold Doors to serve sitting room to rear of property

Resolved: To support the application and to provide the following reasons:

1. Rejuvenation of a dilapidated property.
2. Allows an existing member of the village to stay in the village and make their home there.
3. Good sympathetic repurposing of an old property.

[21/00145/HOUSE Autumn Cottage, Water Street](#) - Erection of garden room and store

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

There being no further business, the meeting was closed at 7:50pm.

Agenda Item 8b: 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.

- 20/01914/FUL Tree Tops, Forge Hill, Hampstead Norreys, Thatcham 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. Application approved.
- 21/00145/HOUSE Autumn Cottage, Water Street, Hampstead Norreys, Thatcham RG18 0SD - Erection of garden room and store. Application approved.

Agenda item 9: Finance

Status at last bank reconciliation 28th February 2021

Unity Trust	£8,318.94
HSBC Current	£659.15
HSBC Business Money Manager	£21,687.14
Total	£30,665.23

Income received 20th January - 17th March 2021

Good Exchange Grant	£1,500.00
Total	£1,500.00

Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
04-Mar	BACS	Triangle Management	Refuse disposal Jan	£105.60
04-Mar	BACS	Triangle Management	Refuse disposal Feb	£105.60
04-Mar	BACS	SLCC	Membership 21/22	£38.52
04-Mar	BACS	Staff Costs	Includes staff salaries, PAYE and pension contributions Feb	£305.35
25-Mar	BACS	A Councillor	Defibrillator electricity 20/21	£20.00
25-Mar	BACS	Staff Costs	Includes staff salaries, PAYE and pension contributions Mar	£442.70
30-Mar	DD	Unity Trust Bank	Bank charges	£18.00
Total				£1,035.77

Agenda Item 14: Review and discuss changes to the bylaws for Dean Meadow

The current bylaws are listed as follows:

This meadow and car parks are privately owned. They are made available for recreational use by the residents of Hampstead Norreys and their guests provided the following regulations are followed: -

- A) No motor vehicles of any kind are allowed on the grass areas without specific permission from the Trustees
- B) The car parks are only to be for car parking
- C) Dogs must not be allowed to foul the meadow
- D) Children of 10 years or more may only use bicycles on the meadow for access
- E) The childrens playground is only for the use of children up to the age of 12
- F) No radios, tape recorders, music players or similar are allowed
- G) No littering is allowed
- H) The cricket square must not be walked upon without permission of the cricket club
- I) There must be no damage to plants, trees or fencing
- J) There must be no conduct of any kind which may cause nuisance to neighbours
- K) No commercial activities of any kind are allowed without specific permission from the Trustees
- L) The car park is closed to motor vehicles between 10pm and 6am unless their passengers are attending functions at the village hall
- M) Camping is not allowed without permission from the Trustees
- N) Radio or remote controlled model aircraft are prohibited
- O) Horses are not allowed
- P) Hunting or shooting are not allowed without permission of the Trustees

Anyone using these facilities does so entirely at his or her own risk and no responsibility is accepted by the Trustees of the Hampstead Norreys Amenities Trust or by the Hampstead Norreys Parish Council for any injury, loss or damage to persons or their property however caused.