

# Hampstead Norreys Parish Council

## FULL COUNCIL MINUTES

Minutes of the Full Council Meeting held in Dean Meadow, Newbury Hill, Hampstead Norreys on  
Thursday 17<sup>th</sup> June 2021.  
Commencing at 7:34pm.

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Members Present: Councillor David Barlow, Chairman  
Councillor Caroline Herman, Vice-Chairman  
Councillor Fiona Bennett  
Councillor Colin Layton  
Councillor Harriet McCalmont  
Councillor Gwenan Paul

Members Absent: Councillor Ros Maskell

Officers Present: Sarah Marshman, Clerk

In Attendance: None

### Minutes

**21/22-027 To receive apologies for absence from Members of the Council**

Apologies were received from Councillor Ros Maskell.

**21/22-028 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.

**21/22-029 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 received.

**21/22-030 To approve the minutes of the Full Council Meeting held on 27<sup>th</sup> May 2021**

Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The minutes were signed by the Chairman.

**21/22-031 To ratify all decisions made at the Full Council Meeting held on 27<sup>th</sup> May and to discuss any matters arising**

Resolved: Members agreed to ratify all decisions recorded in the minutes of the meeting held on 27<sup>th</sup> May 2021.

There were no matters arising.

- 21/22-032 Finance:**
- a) To consider approving payments made/due as listed on the Finance Report**  
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 31<sup>st</sup> May 2021, as provided on the Finance Report in Appendix 1.
- 21/22-033 To review the feedback from our internal auditors on the 2020/21 accounts and consider any actions required**  
One recommendation was received that the External Auditor's report should be reviewed at a meeting. It was noted that the External Auditor had reported the 2019/20 AGAR was in accordance with Proper Practices and no other matters had come to their attention. It was also noted that as the authority fell below the £25,000 threshold for External Audit, there would be no External Audit report to review for 2020/21.
- 21/22-034 Annual Governance Review 2020/21: To consider, approve and sign and date the Annual Governance Statement**  
The Annual Governance Statements were reviewed, with Statements 1-8 being answered 'yes' and Statement 9 'not applicable'.  
Resolved: To approve the Annual Governance Statement 2020/21.  
The Annual Governance Statement was then signed by the Chairman and the Clerk.
- 21/22-035 Accounting Statements 2020/21: To consider, approve and sign and date the Accounting Statements**  
Resolved: To approve the Accounting Statements 2020/21.  
The Accounting Statement was then signed by the Chairman.
- 21/22-036 Certificate of Exemption: To consider completing the Certificate of Exemption for expenditure under £25,000; and ensure it is signed and dated**  
Resolved: To complete the Certificate of Exemption for expenditure under £25,000.  
The Certificate of Exemption was then signed by the Chairman and the Responsible Finance Officer (the Clerk).
- 21/22-037 To consider making a contribution towards the cost of CCTV at the Village Hall**  
Resolved: To make a contribution of £1,620, providing the remaining funding required is raised.
- 21/22-038 To receive an update from the Traffic and Speeding Working Group**  
Speed indicator signs are currently installed around the village.
- 21/22-039 Matters for future consideration and information**  
The dog bin at the end of Dean Meadow has been damaged. The Clerk will contact our contractors to see if this can be repaired.
- The fencing by the Well House is in poor condition. The Clerk will contact West Berkshire Council to request repair.
- The verges within the village do not appear to have been cut this year. The Clerk will contact West Berkshire Council.
- There being no further business, the meeting was closed at 8:06pm.

Date and time of next scheduled meeting:  
**Parish Council Meeting: Thursday 29<sup>th</sup> July 2021 at 7:30pm**

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 1: Finance Report

### Status at last bank reconciliation 31st May 2021

Unity Trust	£19,393.20
HSBC Current	£659.69
HSBC Business Money Manager	£21,687.14
<b>Total</b>	<b>£41,740.03</b>

### Income received 18th March - 19th May 2021

Good Exchange Grant	£1,500.00
<b>Total</b>	<b>£1,500.00</b>

### Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
18-May	DD	Castle Water	Allotments water	£78.12
02-Jun	DD	Castle Water	Allotments water	£39.20
17-Jun	BACS	Heelis & Lodge	Internal audit 20/21	£147.50
17-Jun	BACS	Playsafety Ltd	Play area annual inspection	£168.60
17-Jun	BACS	Sunshine Commerical Services Ltd	Grounds maintenance May	£234.76
17-Jun	BACS	Triangle Management Ltd	Refuse disposal May	£105.60
<b>Total</b>				<b>£773.78</b>