

Hampstead Norreys Parish Council

MINUTES OF THE PARISH COUNCIL MEETING

Minutes of the Full Council Meeting held on Thursday 25th January 2024. Held in the Memorial Room, Hampstead Norreys Village Hall. Commencing at 7:33 pm.

Members Present: Councillor Ros Maskell, Chair
Councillor Mike Corish
Councillor Toby Harris, Deputy Chair
Councillor Harriet McCalmont

Members Absent: Councillor Fiona Bennett

Officers Present: Sarah Marshman, Clerk

In Attendance: 3 Members of the Public

Minutes

A one-minute silence was observed in memory of Councillor David Barlow and Celia Geyer.

23/068 To elect a Chair of the Council

Resolved: To elect Councillor Ros Maskell as Chair of the Council.

23/069 To elect a Deputy Chair of the Council

Resolved: To elect Councillor Toby Harris as Deputy Chair of the Council.

23/070 To receive, and consider for acceptance, apologies for absence from Members of the Council

Resolved: To accept apologies from Councillor Fiona Bennett for the reasons provided.

23/071 To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any Requests for Dispensation

Councillor McCalmont declared an interest in Minute 23/076, planning application 24/00080/FUL.

23/072 To receive questions or comments from members of the public or representations from any member who has declared an Other Registerable or Non-Registerable Interest

The community has been greatly saddened by the recent passing of David Barlow and Celia Geyer. David served as Chair of the Parish Council for over a decade and was an important member of so many organisations within the village. He will be greatly missed by all who had the privilege of working with him, and we extend our deepest condolences to both their families.

The Chairman of the Cricket Club and the Chairman of the Village Hall Management Committee/trustee of the Amenities Trust both highlighted that they wished to ensure the close links between the organisations and the Parish Council continue.

The Flood Warden has now taken on the role of trustee for the Pang Valley Flood Forum.

23/073 To approve the minutes of the Full Council Meeting held on 28th September 2023

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

23/074 Matters arising from the Minutes of the previous Parish Council Meeting

The Clerk was requested to put a plea on social media for the volunteer willing to help with the phone box project to get in touch. Councillor Harris will contact The Downs School about the project.

It was noted that some of the wooden railings near the Well House are broken. The Clerk has reported this to West Berkshire Council.

23/075 To receive a report from the District Councillor

The District Councillor sent her apologies.

23/076 Planning Applications

a) To consider the following licensing application:

Hawkridge Distillers Limited, East Barn, Manor Farm Barns, Hampstead Norreys, RG18 0TR - New Premises Licence, Supply of Alcohol (on and off sales only) Monday to Sunday 00:00 to 23:59

Resolved: To support the application.

b) To consider the following planning applications:

Councillor McCalmont left the room.

24/00080/FUL Shepherds Cottage, Hampstead Norreys, RG18 0TN - Demolition of Shepherds Cottage and outbuilding, change of use of land, erection of a replacement dwelling and outbuilding (Class C3) together with parking, amenity space, landscaping and associated works

Resolved: To submit a response of no objections.

Councillor McCalmont rejoined the meeting.

c) To receive a report on planning application responses and decisions

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

- 23/01266/FUL Eling Farm Bungalows, Eling Hermitage, RG18 9XR - Extensions to existing bungalows. Approved.
- 23/01117/CERTE Eling Hill Cottage, Eling, Hermitage, RG18 9XR - Use of premises identified as "The Annex" located within the residential curtilage of Eling Hill Cottage as separate and independent unit of residential accommodation (Class C3). Lawful.
- 23/01910/FUL St Abbs Cottages, Hampstead Norreys, RG18 0TQ - New access from Yattendon Road and car parking for St Abbs Cottages. Approved.

23/077 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 31st December 2023, as provided in the Finance Report in Appendix 1.
- c) To receive any reports from the Internal Controller**
The Internal Controller has inspected the accounts to the end of November 2023.
- d) To receive the most recent Quarterly Budget Summary**
Resolved: To note the quarterly budget summary to 31st December 2023.
- 23/078 To consider whether any actions are required concerning parking on Water Street**
The issues of parking were discussed and the council agreed to discuss them with the District Councillor.
- 23/079 To consider requesting West Berkshire Council review the implementation of a 20mph speed limit within the village**
Resolved: To request a 20mph speed limit within the village.
- 23/080 To consider whether to hold an event for the 80th anniversary of D-Day**
The council will display the Tommy statue in the village.
The Clerk was requested to contact the local branch of the RBL to inquire whether anything is planned.
- 23/081 To consider the budget and set the precept for 2024/25**
Resolved: To adopt the budget and to set the precept at £26,821.
- 23/082 To consider quotes to replace lighting bollards**
Resolved: To accept a quote from Skips Electrical for £2,538.85+VAT.
- 23/083 To consider quotes for refuse disposal**
Resolved: To move the emptying of the council's litter and dog waste bins to Tactical Facilities Management from 1st April.
- 23/084 To consider making a donation in memory of David Barlow and Celia Geyer**
Resolved: To donate to the Just Giving page set up by the family.
The council will also look at local suggestions such as installing a bench in their memory.
- 23/085 To consider costs to create two books of condolence to donate to the families**
Resolved: To create two books of condolence to donate to the families.
- 23/086 To consider converting the website domain to a gov.uk domain**
Resolved: To convert to a gov.uk domain at £125+VAT and to pay £35+VAT to transfer the Clerk's emails to the new account.
- 23/087 To consider quotes for grounds maintenance**
Resolved: To accept a quote for the next year from SCS Landscape Management at £2,769.14+VAT with additional cuts to be arranged when required at £75+VAT.
- 23/088 To discuss footpaths and rights of way and their current status**
Resolved: To defer this item until the next meeting.

23/089 To agree a representative to attend the Village Hall Management Meetings

Resolved: Councillor McCalmont will attend meetings.

23/090 To receive an update from the Traffic and Speeding Working Group

West Berkshire Council is pushing community speedwatch, volunteers are needed.

23/091 Matters for future consideration or information

As the cricket club can arrange additional cuts of the cricket outfield when needed, it was suggested the cricket club donate £250 each year to the Parish Council.

The suggestion to carry out a youth project to improve the facilities for teenagers was discussed. The council would like to talk to teenage residents of the village to understand what they might like.

The availability of training through BALC/HALC was highlighted.

There being no further business, the meeting was closed at 9:29 pm.

Date and time of next scheduled meeting:

Parish Council Meeting: Thursday 28th March 2024 7:30 pm

Chairman: _____

Date: _____

Appendix 1: Finance Report

Status at last bank reconciliation 31st December 2023

Unity Trust Current Account	£23,140.98
Unity Trust Savings Account	£10,893.15
Total	£34,034.13

Income received 21st September 2023 - 15th January 2024

Precept	£13,083.50
Interest	£343.92
Allotment rent	£161.00
Total	£13,588.42

Payments to be approved

Payment Date	Payee	Payment Detail	Amount
16-Oct	Castle Water	Water at allotments	£55.03
18-Oct	Sunshine Commercial Services	Grounds maintenance Sep	£261.24
18-Oct	Sunshine Commercial Services	Cricket oval cuts	£924.00
18-Oct	Royal British Legion Industries	Tommy statues	£200.00
18-Oct	West Berkshire Council	Refuse disposal Oct-Dec	£234.06
23-Oct	Staff Costs	Includes salary, PAYE, pension contributions Oct	£449.94
31-Oct	Southern Electric	Street light electricity	£64.03
17-Nov	Castle Water	Water at allotments	£5.25
23-Nov	Staff Costs	Includes salary, PAYE, pension contributions Nov	£684.64
27-Nov	Triangle Management	Refuse disposal	£559.44
27-Nov	Sunshine Commercial Services	Grounds maintenance Oct	£261.24
30-Nov	Southern Electric	Street light electricity	£66.14
01-Dec	ICO	Registration fee	£35.00
18-Dec	SLCC	Membership 24/25	£43.95
18-Dec	Sunshine Commercial Services	Grounds maintenance Nov	£261.24
18-Dec	Starboard Systems Ltd	Finance software	£414.72
18-Dec	West Berkshire Council	Election charge 2023	£80.00
18-Dec	SLCC Enterprises Ltd	Practitioners' Conference	£58.05
19-Dec	Castle Water	Water at allotments	£21.89
20-Dec	Staff Costs	Includes salary, PAYE, pension contributions Dec	£479.93
31-Dec	Unity Trust Bank	Bank charges	£18.00
14-Jan	Southern Electric	Street light electricity	£64.03
22-Jan	Staff Costs	Includes salary, PAYE, pension contributions Jan	£489.83
25-Jan	Sunshine Commercial Services	Grounds maintenance Dec	£261.24
25-Jan	West Berkshire Council	Refuse disposal Jan-Mar	£234.06
25-Jan	Clerk	Reimburse expenses (Chairman's allowance)	£15.60
Total			£6,242.55

