

Hampstead Norreys Parish Council

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Minutes of the Full Council Meeting held on Thursday 23rd May 2024. Held in the Memorial Room, Hampstead Norreys Village Hall. Commencing at 7:34 pm.

Members Present: Councillor Ros Maskell, Chair
Councillor Toby Harris, Deputy Chair
Councillor Fiona Bennett
Councillor Mike Corish
Councillor Stephen Davis
Councillor Stephen Miller

Members Absent: Councillor Harriet McCalmont

Officers Present: Sarah Marshman, Clerk

In Attendance: District Councillor Carolyne Culver
0 Members of the Public

Minutes

24/001 To consider the election of Chair of the Council for 2024/25 and for the elected Chair to sign the declaration of acceptance of office

Resolved: To elect Ros Maskell as Chair of the Council for 2024/25. The Chair signed the declaration of acceptance of office.

24/002 To consider the election of Deputy Chair of the Council for 2024/25 and for the elected Deputy Chair to sign the declaration of acceptance of office

Resolved: To elect Toby Harris as Deputy Chair of the Council for 2024/25. The Deputy Chair signed the declaration of acceptance of office.

24/003 To receive, and consider for acceptance, apologies for absence from Members of the Council

Resolved: To accept apologies from Councillor Harriet McCalmont.

24/004 To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any Requests for Dispensation

There were no declarations of interests or requests for dispensation.

24/005 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

There were no questions, comments or requests for dispensation.

24/006 To approve the minutes of the Full Council Meeting held on 28th March 2024

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

24/007 Matters arising from the Minutes of the previous Parish Council Meeting
The new LED lighting bollards have been installed, however, the one installed underneath the railway bridge was damaged beyond repair within approximately 24 hours of installation. This has been reported to the police.

24/008 To receive a report from the District Councillor
Carolyne has been working on the flooding and sewage issues within the village and the Pang Valley. A request was made for West Berkshire Council (WBC) to issue an abatement notice to Thames Water, but WBC has decided that there is no statutory nuisance, so it is not required.

24/009 Planning Applications

a) To consider the following planning applications:

There were no new planning applications.

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

The following planning responses have been made using delegated powers since the previous meeting:

- 24/00678/HOUSE Tangle Cottage, Water Street, Hampstead Norreys, RG18 0SB - S73a: Variation of Condition 2 (Approved Plans) of previously approved application 22/00364/HOUSE: Porch Extension, Rear Extension, Loft conversion with Dormers. No objections.

West Berkshire Council has reported the following planning decisions since the last meeting of Hampstead Norreys Parish Council:

- 23/00779/FUL Land North Of M4 On East Side Of Hampstead Norreys Road, Hermitage - Change of use of land to residential Gypsy/Traveller site with 2no plots, 2no mobile homes, stables and associated fencing, hardstanding and package treatment plant. Application refused.

24/010 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 March 2024, 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 February 2024.

d) To receive the most recent Quarterly Budget Summary

The Quarterly Budget Summary to 31st March 2024 was reviewed.

24/011 Committees:

a) To review the terms of reference and delegation arrangements for the following committees:

- **Planning Committee**

Resolved: To continue with the existing Planning Committee Terms of Reference.

b) To appoint any new committees in accordance with standing order 4

Resolved: To appoint an HR Committee.

The Clerk was requested to draft the terms of reference for the new committee.

c) To appoint members to the following committees:

Planning Committee

Resolved: To appoint Councillors Mike Corish, Fiona Bennett, Toby Harris, Harriet McCalmont, and Stephen Miller to the Planning Committee.

Any new committees created above

Resolved: To appoint Councillors Toby Harris, Ros Maskell, and Stephen Miller to the HR Committee.

24/012 To review the Scheme of Delegation

Resolved: To continue with the current Scheme of Delegation.

24/013 To review the inventory of land and assets including buildings and office equipment

Resolved: That the inventory of land and assets is correct.

24/014 To review the arrangements for insurance cover in respect of all insured risks and to consider quotes for the insurance renewal

Resolved: The arrangements for insurance cover are correct.

24/015 Policies:

To review the following policies:

Standing Orders

Financial Regulations

Complaints Procedure

The procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

Media Policy

Grants Policy

Code of Conduct

Internal Controls Policy and Procedure

Dignity at Work/ Bullying and Harassment Policy

Grant Application Guidelines

Training and Development Policy

Health and Safety Policy

Resolved: To continue with the above listed policies.

24/016 To review the council's and/or staff subscriptions to other bodies

Resolved: To continue subscriptions to the Berkshire Association of Local Councils (BALC) and the Society of Local Council Clerks (SLCC).

24/017 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

Resolved: All meetings are to be held at 7:30 pm in the Memorial Room at Hampstead Norreys Village Hall and are scheduled for the following dates:

Meeting Date	Meeting Type
Thursday 25 th July 2024	Full Council
Thursday 26 th September 2024	Full Council
Thursday 28 th November 2024	Full Council
Thursday 23 rd January 2025	Full Council
Thursday 27 th March 2025	Full Council
Thursday 24 th April 2025	Annual Parish Meeting
Thursday 22 nd May 2025	Annual Meeting of the Parish Council

24/018 To consider Parish Council areas of responsibility and representation on outside bodies

Resolved: To assign the roles as follows:

Role	Role Holder
Downlands Practice Patient Rep Group Representative	Ros Maskell
Downland Volunteer Group Representative	Ros Maskell
Flooding	Stephen Davis
Internal Controller	Harriet McCalmont
Playground Inspections	Fiona Bennett and Harriet McCalmont
Public Rights of Way	Stephen Davis
Traffic and Speeding Working Group	Toby Harris and Ros Maskell
Waste Removal Management	Fiona Bennett

24/019 To consider the Risk Register for 2024/25

Resolved: To adopt the Risk Register for 2024/25.

24/020 To review the feedback from our internal auditors on the 2023/24 audit and consider any actions required

The feedback was reviewed. The internal auditor had made no recommendations and so no actions were required.

24/021 Annual Governance Statement 2023/24

- a) to consider the findings of the review by the members meeting as a whole; and
- b) to approve the AGS by resolution in advance of approving the Accounting Statements.

Resolved: To approve the Annual Governance Statement. The Chair and the Clerk then signed the Annual Governance Statement.

24/022 Accounting Statements 2023/24

- a) to consider the Accounting Statements by the members meeting as a whole;
- b) to approve the Accounting Statements by resolution; and
- c) to ensure the Accounting Statements are signed and dated by the person presiding at the meeting

Resolved: To approve the Accounting Statements. The Chair then signed the Accounting Statements.

24/023 To consider appointing an internal auditor for the 2024/25 financial year and set the scope of audit

Resolved: To appoint Heelis and Lodge and to set the scope of audit as those questions on the AGAR Annual Internal Audit Report.

24/024 To review the earmarked reserves

Resolved: To remove the Pang Valley Flood Defence Scheme from the earmarked reserves and move the £15,000 into general reserves. The remaining earmarked reserves are:

- Hampstead Norreys Youth Group £1,549.43.
- Allotments Site £78.37.

24/025 To consider quotes to purchase and install two memorial benches in Dean Meadow

Resolved: To set a budget of £2,500 to purchase 2x benches, 2x plaques and install concrete plinths for each bench.

24/026 To consider the installation of white gates at the entrances to the village

Resolved: To investigate options and costs and for Councillor Harris to put together a proposal to send to West Berkshire Council.

24/027 To receive an update from the Traffic and Speeding Working Group

The SID has stopped working, and will be replaced under the manufacturers warranty.

24/028 Matters for future consideration or information

The Clerk was requested to contact the Amenities Trust to request that the rabbit problem is looked into.

The Clerk was requested to write to West Berkshire council regarding it not issuing Thames Water with an abatement notice for the sewage issues within the village.

The traffic and speeding group will look at the feasibility of installing a chicane at the narrow part of the road on Yattendon Road by Forge Cottage.

24/029 To resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw

Resolved: To exclude the Public and Press from Minute 24/030 due to the confidential nature of the business to be transacted.

24/030 To consider a claim for overtime for hours worked in 23/24

Resolved: To pay for overtime worked in 23/24.

There being no further business, the meeting was closed at 9:35 pm.

Date and time of next scheduled meeting:

Parish Council Meeting: Thursday 25th July 2024 7:30 pm

Chairman: _____

Date: _____

Appendix 1: Finance Report

Status at last bank reconciliation 30th March 2024

Unity Trust Current Account	£5,764.05
Unity Trust Savings Account	£24,759.58
Total	£30,523.63

Income received 21st March - 15th May 2024

Allotment rent	£24.00
Precept	£13,410.50
VAT refund	£2,360.52
Total	£15,795.02

Payments to be approved

Payment Date	Payee	Payment Detail	Amount
31-Mar	Unity Trust Bank	Bank charges	£18.00
03-Apr	SSE Energy	Electricity March	£70.38
30-Apr	Staff Costs	Includes salary, PAYE, pension contribution Apr	£483.08
1-May	Sunshine Commercial Services	Grounds maintenance Mar	£264.24
1-May	Vision ICT	Website hosting and emails	£353.26
1-May	Playsafety Ltd	Play area safety inspection	£151.20
16-May	Castle Water	Allotment water	£3.56
16-May	Skips Electrical	LED bollard installation	£3,104.94
16-May	Rostrons Pest Control	Pest control services	£220.00
22-May	Staff Costs	Includes salary, PAYE, pension contribution May	£484.63
23-May	Heelis & Lodge	Internal audit 23/24	£220.00
23-May	HN Village Hall	Room hire	£12.00
23-May	Vision ICT	Email accounts	£24.00
Total			£5,409.29

Transfers to be approved

Payment Date	From Account	To Account	Amount
16-May	Current	Savings	£5,000.00
Total			£5,000.00