

Hampstead Norreys Parish Council

Minutes of the Parish Council Meeting

Held on **Monday 20th May 2019** at **7:30pm** in the Memorial Room, Village Hall

Councillors present: Councillor Caroline Herman (Chair), Colin Layton, Harriet McCalmont and Gwenan Paul.
Councillors not present: Councillor David Barlow.
In attendance: Sarah Marshman (Clerk), Carolyne Culver (District Councillor).
4 members of the public.

The meeting started at 7:30pm.

- 19/20-001 **To consider the election of Chairman of the Council for 2019/20 and to receive the signed declaration of acceptance of office**
It was resolved to elect David Barlow as Chairman of the Council. As he was unable to attend the meeting, the declaration of acceptance of office will be completed as soon as possible.
- 19/20-002 **To consider the election of Vice-Chairman of the Council for 2019/20 and to receive the signed declaration of acceptance of office**
It was resolved to elect Caroline Herman as Vice-Chairman of the Council. CH completed the declaration of office.
- 19/20-003 **To receive apologies for absence**
Apologies were received from Councillor David Barlow.
- 19/20-004 **To receive any declarations of pecuniary interests by members or the Clerk and to consider any requests for dispensation**
There were none.
- 19/20-005 **To receive: Questions or comments from members of the public**
Representations from any member who has declared a pecuniary interest
The residents of Cherry Hinton presented their proposed planning application to the Council prior to its submission.
- 19/20-006 **To approve the minutes of the Parish Council Meeting held on 25th March 2019**
It was resolved that the minutes be accepted as a true record. They were then signed by the Chairman.
- 19/20-007 **Matters arising from the minutes of the Parish Council Meeting held on 25th March 2019**
There were none.
- 19/20-008 **To receive a report from District Councillor Carolyne Culver**
CC is looking at the speeding issues in the village. She would be happy to attend any village groups to speak to residents. Due to the changes in the Ward boundaries, she will be representing six parishes and will attend as many Parish Council meetings as possible.

A climate change petition was submitted to West Berkshire Council in March. She is looking to increase teracycle in the villages in the Ward to support local charities.

19/20-009 **To consider co-opting a new member to the Parish Council**

No applications were received.

19/20-010 **Planning Applications**

a) **To consider the following new applications:**

There were none.

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

App. Ref.	Location	Proposed Work	Response from HNPC	WBC Decision
19/00697/ HOUSE	Cherry Hinton, Newbury Hill, Hampstead Norreys, RG18 0TR	Dormer window to provide light to landing, tiled canopy roof over entrance, cement render to first floor wall on front elevation.	No objections	Approved

19/20-011 **Committees:**

a) **To receive the minutes of the last meeting of any committees**

The minutes of the planning committee meeting held on 29th April 2019 were received.

b) **To review the terms of reference and delegation arrangements for any committees**

It was resolved to adopt the Planning Committee Terms of Reference.

c) **To appoint members to existing committees**

It was resolved to appoint David Barlow, Caroline Herman, Colin Layton, and Harriet McCalmont to the Planning Committee.

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

It was resolved not to appoint any new committee.

19/20-012 **To review delegation arrangements for staff and other local authorities**

It was resolved to continue with the current delegation arrangements.

19/20-013 **To review the inventory of land and assets including buildings and office equipment**

It was resolved to adopt the inventory of land and assets for 2018/19.

19/20-014 **To confirm the arrangements for insurance cover in respect of all insured risks**

The arrangements for insurance cover were confirmed.

19/20-015 **Policies: To review the following policies:**

a) **Standing Orders**

b) **Financial Regulations**

c) **Complaints Procedure**

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

e) **Dealing with the press/media**

f) **Grants Policy**

All the above policies were reviewed and it was resolved to continue with these policies.

- 19/20-016 **To review the council's and/or staff subscriptions to other bodies**
It was resolved to continue the subscriptions to Berkshire Association of Local Councils (BALC), Society of Local Council Clerks (SLCC), Connecting Communities in Berkshire (CCB) and Campaign to Protect Rural England (CPRE).
- 19/20-017 **To consider the risk assessment for 2019/20**
It was resolved to adopt the risk assessment for 2019/20.
- 19/20-018 **To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council**
It was resolved to set the following meeting dates:
22nd July, 23rd September, 25th November 2019
27th January, 23rd March, 27th April (Annual Parish Meeting), 18th May (Annual Meeting of the Parish Council) 2020.
- 19/20-019 **To review the representation on or work with external bodies and arrangements for reporting back and to consider Councillors areas of responsibility**
It was resolved to assign the following:
David Barlow: Planning;
Caroline Herman: Litter & dog bins in Dean Meadow; playground inspections;
Colin Layton: Allotments; West Berkshire Countryside Society; Defibrillator; Highways, cycleways and footpaths;
Harriet McCalmont: Internal controller; police;
Gwenan Paul: Highways, cycleways and footpaths; Downlands Practice Patient Rep Group; Downland Volunteer Group.
- 19/20-020 **To receive the finance report and approve payments due**
It was resolved to approve the payments listed on the finance report which is at Attachment 1.
- 19/20-021 **To review the feedback from our internal auditors on the 2018/19 accounts and consider any actions required**
The internal auditor suggested that the bank reconciliations should be checked more regularly by the internal controller as currently each quarter is provided to the internal controller at the following meeting. It was resolved that the bank reconciliations will be given to the internal controller at the next meeting after the completion of the month.
- 19/20-022 **To: a) consider the findings of the Annual Governance review;
b) approve the Annual Governance Statement; and
c) ensure the Annual Governance Statement is signed and dated**
The findings were considered. It was resolved to approve the Annual Governance Statement. The Annual Governance Statement was then signed by the Chairman and the Clerk.
- 19/20-023 **To: a) consider the Accounting Statements;
b) approve the Accounting Statements; and
c) ensure the Accounting Statements are signed and dated**
The Accounting Statements were considered. It was resolved to approve the Accounting Statements. The Accounting Statements were then signed by the Chairman.

- 19/20-024 **To: a) consider completing the certificate of exemption for expenditure under £25,000; and
b) ensure the certificate of exemption is signed and dated**
It was resolved to complete the certificate of exemption for expenditure under £25,000. The certificate of exemption was completed by the Responsible Finance Officer and the Chairman.
- 19/20-025 **To consider a request for financial assistance from Hampstead Norreys Primary School for use of the village hall car park for parents**
Some background information was provided to the Council. Berkshire County Council made an agreement with the Amenities Trust to make an annual payment for use of the car park. This continued when the school budgets were transferred to the schools. However, due to the pressures on the budget, the school is no longer able to justify this payment. A request was therefore made to the Parish Council for assistance of £1,050. The Council highlighted they had increased the precept to cover £500 costs of hedge cutting in the car park which was previously funded by the Amenities Trust, and this, in theory, covered half of the funding requested. It was suggested the school and the Amenities Trust could split the remaining funding required.
It was resolved that the Parish Council would not provide financial assistance for use of the car park.
- 19/20-026 **To consider quotes for insurance for 2019/20**
It was resolved to accept a quote from Came and Company and to sign up to a three year agreement.
- 19/20-027 **To consider giving consent for tree works to take place on the allotments site**
It was noted that SSE had completed this work before permission had been granted.
- 19/20-028 **To consider requesting West Berkshire Council improve the maintenance of the roadside verges on Yattendon Road**
It was noted that sections of the roadside verge were badly overgrown. It was resolved to request the maintenance of this area be improved. The Clerk was requested to contact the District Councillor for assistance.
- 19/20-029 **To consider adopting an Employer Policy Statement for the LGPS Pension Scheme**
It was resolved to adopt the Employer Policy Statement for the LGPS Pension Scheme and to name HM as the adjudicator as required in the policy statement.
- 19/20-030 **Correspondence**
Confirmation from West Berkshire Council that there were no CIL payments received during 1 Oct 2018 - 31st March 2019.
GP will attend the speed indicator device training in August.
- 19/20-031 **Matters for future consideration and information**
GP attended the recent Downland Practice Patient Representative meeting. There will be changes to funding in GP surgeries. The surgery will be offering more services and potentially offering more services in Compton.

GP had attended an unauthorised encampment workshop.

The new speed management coordinator at West Berkshire Council will be visiting to speak with a resident regarding issues in the village. HM will try to attend also.

Meeting closed 8:41pm.

Date and time of next scheduled meeting:

Parish Council Meeting: Monday 22nd July 2019 at 7:30pm in the Memorial Room

Chairman:

Date:

Attachment 1:

Unity Trust Current Account

Balance of deposit account at last meeting 25th March 2019

RECEIPTS

PAYMENTS

£5,417.13

West Berkshire Council	Emptying of bins		£132.37
Triangle Management	Refuse disposal Apr		£33.60
Clerk	Salary/expenses Apr		£264.26
Berks Pension Fund	Pension contributions Apr		£66.74
West Berkshire Council	Precept (1st half)	£6,850.00	
HALC	BALC subscription 19/20		£185.12
Scofell	Grounds maintenance Mar		£334.87
Scofell	Grounds maintenance Apr		£334.87
Scofell	Extra cut of outfield		£48.00
Michael Cairns Tree Surgery	Pollarding of willow trees		£540.00
Triangle Management	Refuse disposal Mar		£33.60
Clerk	Salary/expenses May		£264.98
Berks Pension Fund	Pension contributions May		£66.74

£12,267.13

£2,305.15

Balance at bank on 20th May 2019

£9,961.98

HSBC Current Account

Balance of current account at last meeting 25th March 2019

£533.53

RECEIPTS

PAYMENTS

Hampstead Norreys Parish Council	Transfer	£10,000.00	
The Good Exchange	Donation to Village Hall refurbishment		£10,000.00

£10,533.53

£10,000.00

Balance at bank on 20th May 2019

£533.53

HSBC Deposit Account

Balance of deposit account at last meeting 25th March 2019

£31,687.14

RECEIPTS

PAYMENTS

Hampstead Norreys Parish Council	Transfer		£10,000.00
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£31,687.14

£10,000.00

Balance at bank on 20th May 2019

£21,687.14

Total at bank on 20th May 2019

£32,182.65