

Hampstead Norreys Parish Council

Minutes of the Annual Meeting of the Parish Council

Held online on Monday 18th May 2020 at 7:30pm

Councillors present: Councillors David Barlow (Chair), Fiona Bennett, Caroline Herman, Colin Layton, Ros Maskell, Harriet McCalmont and Gwenan Paul.
Councillors not present: None.
In attendance: Sarah Marshman (Clerk).
Carolyne Culver (District Councillor).

- 20/21-001 **To consider the election of Chairman of the Council for 2020/21 and for the elected Chairman to sign the declaration of acceptance of office in view of the meeting participants**
It was resolved to elect David Barlow as Chairman of the Council for 2020/21. DB signed the declaration of acceptance of office in view of the participants of the meeting.
- 20/21-002 **To consider the election of Vice-Chairman of the Council for 2020/21 and for the elected Chairman to sign the declaration of acceptance of office in view of the meeting participants**
It was resolved to elect Caroline Herman as Vice-Chairman of the Council for 2020/21. CH signed the declaration of acceptance of office in view of the participants of the meeting.
- 20/21-003 **To receive apologies for absence from Members of the Council**
There were none.
- 20/21-004 **To receive any declarations of pecuniary interests by members or the Clerk and to consider any requests for dispensation**
There were none.
- 20/21-005 **To receive: Questions or comments from members of the public
Representations from any member who has declared a pecuniary interest**
There were none.
- 20/21-006 **To approve the minutes of the Parish Council Meeting held on 21st April 2020**
It was resolved that the minutes be accepted as a true record. They will be signed by the Chairman at the next meeting held in person.
- 20/21-007 **Matters arising from the minutes of the Parish Council Meeting held on 21st April 2020**
There were none.
- 20/21-008 **To receive a report from District Councillor Carolyne Culver**
The weekly zoom calls with the volunteer coordinators continues.
CC has contacted Thames Water regarding the repetitive issues on Water Street.
- 20/21-009 **Planning Applications**
a) To consider the following new applications
There were none.

- b) To receive a report on West Berkshire Council's recent planning decisions**
There were none.

20/21-010

Committees:

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

The minutes of the last planning held on 18th June 2019 were reviewed.

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

The Planning Committee Terms of Reference were reviewed and it was resolved to continue with the current Terms of Reference.

- c) To appoint members to existing committees**

It was resolved to appoint Gwenan Paul, David Barlow, Harriet McCalmont, Fiona Bennett and Caroline Herman to the Planning Committee.

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

It was resolved not to appoint any new committees.

20/21-011

To review delegation arrangements for staff and other local authorities

The delegated powers for the Clerk were reviewed and it was resolved to continue with the current arrangements.

20/21-012

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

The assets register was reviewed and it was identified that the dog bins are not included. The Clerk will add these to the asset register.

20/21-013

To review the arrangements for insurance cover in respect of all insured risks

The insurance policy was reviewed and it was resolved that this was appropriate to the Council.

20/21-014

Policies: To review the following policies:

- a) Standing Orders**

The Standing Orders were reviewed and it was resolved to continue with the current policy.

- b) Financial Regulations**

The Financial Regulations were reviewed and it was resolved to continue with the current policy.

- c) Complaints Procedure**

The Complaints Procedure was reviewed and it was resolved to continue with the current policy.

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

The Procedures were reviewed and it was resolved to continue with the current policy.

- e) Dealing with the press/media**

The Media Policy was reviewed and it was resolved to continue with the current policy.

- f) Grants Policy**

The Grants Policy was reviewed and it was resolved to continue with the current policy.

- 20/21-015 **To review the council's and/or staff subscriptions to other bodies**
It was resolved to continue to subscribe to the Berkshire Association of Local Councils (BALC) / Hampshire Association of Local Councils (HALC) and the Society of Local Council Clerks (SLCC).
The Clerk was requested to find out more about the benefits of subscribing to Connecting Communities in Berkshire (CCB) and Campaign to Protect Rural England (CPRE). A decision will be taken at the July meeting.
- 20/21-016 **To consider the risk assessment for 2020/21**
It was resolved to adopt the risk assessment for 2020/21.
- 20/21-017 **To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council**
It was resolved to move meetings to the last Thursday of the month from now onwards. Meetings will be held at 7:30pm and will be held online using zoom whilst the Covid-19 situation continues until such a time that the government declare it safe to hold meetings in person again, at which point they will be held in the Memorial Room at the Village Hall.
The meeting dates will therefore be:
30th July, 24th September, 26th November, 28th January, 25th March, 29th April (Annual Parish Meeting) and 27th May (Annual Meeting of the Parish Council).
- 20/21-018 **To consider Parish Council areas of representation and representation on outside bodies**
It was resolved to assign the areas of representation and representation on outside bodies as follows:
Allotments: Colin Layton
Defibrillator: Colin Layton
Downlands Practice Patient Rep Group Representative: Gwenan Paul
Downland Volunteer Group Representative: Gwenan Paul
Internal Controller: Harriet McCalmont
Planning: David Barlow
Playground Inspections: Caroline Herman
Transport: Fiona Bennet and Ros Maskell
Waste Removal Management: Caroline Herman
West Berkshire Countryside Society Representative: Colin Layton
- 20/21-019 **To consider quotes to install four dog waste bins along Eling Way and in the Recreation Ground**
It was resolved to accept a quote from Triangle Management to install three dog waste bins at a cost of £100+VAT per bin.
It was resolved to locate a cheaper quote to purchase the dog waste bins and the Clerk was delegated the power to purchase these bins provided the total cost of the project is cheaper than the original quote and also costs less than £900 which is the figure that has been included in the budget for this year for installation of new bins.
- 20/21-020 **To consider a response to the Speed Management Framework Consultation run by West Berkshire Council**
A draft response had been prepared between the Members of the Council. It was resolved that the Clerk should submit this response to the online survey.

20/21-021 **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.

20/21-022 **Correspondence**

Information regarding community involvement in the production of conservation area appraisals had been received from West Berkshire Council. An item will be included on the July agenda to consider setting up a working party for this.

Notification that no CIL payments were due for the 6 month period up to 31st March was received from West Berkshire Council.

20/21-023 **Matters for future consideration and information**

A grant application has been made to The Good Exchange to assist with funding for the new surfacing required in the play area. A grant application will also be made under the Member's Bid process to West Berkshire Council.

Meeting closed 9:00pm.

Date and time of next scheduled meeting:

Parish Council Meeting: Thursday 30th July 2020 at 7:30pm

Chairman:

Date:

Attachment 1:**Status at bank at last bank reconciliation 30th April**

Unity Trust	£12,834.97
HSBC Current	£647.93
HSBC Business Money Manager	£21,687.14
	£35,170.04

Income received 14th April - 10th May 2020

Precept	£7,550.00
	£7,550.00

Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
18-May	BACS	West Berkshire Council	Uncontested election charge May 2019	£75.00
18-May	BACS	Scofell	Grounds maintenance April	£334.87
18-May	BACS	Triangle Management	Refuse disposal April	£33.60
18-May	BACS	Vision ICT	Website hosting and support Jun 20 - May 21	£150.00
18-May	BACS	Came & Company	Insurance 2020/21	£640.97
18-May	BACS	Clerk	Salary/expenses May	£223.14
18-May	BACS	Berks Pension Fund	Pension contributions May	£70.80
				£1,528.38