

# Hampstead Norreys Parish Council

## FULL COUNCIL MINUTES

Minutes of the Full Council meeting held Online via Zoom on Tuesday 30<sup>th</sup> June 2020 commencing at 7:30pm.

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Members Present: David Barlow, Chairman  
Fiona Bennett  
Caroline Herman  
Colin Layton  
Ros Maskell  
Harriet McCalmont  
Gwenan Paul

Members Absent: None

Officers Present: Sarah Marshman, Clerk

In Attendance: Carolyne Culver, District Councillor  
Four members of the public

## Minutes

- 20/21-023 **To receive apologies for absence from Members of the Council**  
All members were present therefore no apologies were received.
- 20/21-024 **To receive any declarations of pecuniary interests by members or the Clerk and to consider any requests for dispensation**  
No declarations or requests for dispensation were made.
- 20/21-025 **To receive:**  
**Questions or comments from members of the public**  
**Representations from any member who has declared a pecuniary interest**  
No questions, comments or representations were made.
- 20/21-026 **To approve the Minutes of the Parish Council Meeting held on 18<sup>th</sup> May 2020**  
Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The minutes will be signed at the first opportunity the Council has to meet face to face.
- 20/21-027 **Matters arising from the Minutes of the Parish Council Meeting held on 18<sup>th</sup> May 2020**  
An order has been placed for the dog bins. Triangle Management will be contacted to install once received.

20/21-028 **To receive a report from District Councillor Carolyn Culver**  
West Berkshire Council are creating a local outbreak plan and a recovery plan.

20/21-029 **Planning Applications**

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

**[20/01209/HOUSE Tree Tops, Forge Hill, Hampstead Norreys, RG18 0TE](#) –  
Householder application for a two-storey front and side extension over basement  
to create granny annexe and carers room.**

Resolved: To object to the application and to request the District Councillor call the application in to the Western Area Planning Committee.

The full objection response is as follows:

The increase in bedrooms to this property from 3 to 5, including the access for a carer creating the use of an additional vehicle, will increase the requirement for parking spaces at this property. According to the Housing Site Allocations DPD (2006-2026), there is a requirement for properties in Zone 3 with 4 bedrooms to have 3 parking spaces available within the curtilage of the dwelling.

No vehicular access is permitted to this property, as confirmed by the Planning Inspectorate within planning appeal APP/W0340/A/10/2131162, relating to planning application 09/02274/FUL. It would therefore be unacceptable to allow extension to this property when there is inadequate provision of parking for the current property as is. Concerns were raised regarding the access for the builders to the site. Concerns were also raised that the access track, that is not permitted for use as per the Planning Inspectorate's decision, is being used for access to this property with cars regularly using the track from the White Hart with cars being driven up and round behind Folly Cottage to the existing property.

The increase in the number of bedrooms in this property, particularly when taking into account the needs of the carer that part of the extension is designed to cater for, would increase parking around the area of the corner of Church Street and Forge Hill on the B4009. This particular location is already overwhelmed by on-street parking and the situation would only be exacerbated by the additional vehicles created by this extension.

It is noted that there is currently no basement to the property. It is therefore believed that this is, in effect, a three-storey extension to the property. There are concerns regarding the scale of the proposal on a plot that is elevated and can be seen from a long distance.

It is noted that usually it would be expected that a carer's room would be on the same floor as the person needing care. In this instance, it is situated two floors below.

**[20/01336/OUTMAJ Institute For Animal Health, High Street, Compton, RG20 7NN](#) -  
Hybrid planning application seeking: 1) Outline planning permission (all matters reserved with the exception of access), for development comprising of up to 250 residential units (Class C3), the provision of landscaping, construction of access and street lighting, car and cycle parking, other associated infrastructure, sustainable drainage systems, engineering works and mitigation measures including the construction of internal roads. The proposal includes at least 1.1 hectares of**

**employment land (Class B1) associated with the retention of the Intervet building and a playing field (Class D2) associated with the retention of the existing Cricket Pitch. 2) Full planning permission for the demolition of existing buildings, structures and hardstanding along with preparatory works including earthworks, remediation, utility works and associated mitigation measures. The change of use of land including the creation of public open space and wildlife area.**

Resolved: To object to this planning application.

The full objection response is as follows:

There are concerns that the development of 250 properties on this site will have a significant impact on the parish. Hampstead Norreys and the B4009 south of Hampstead Norreys is not fit for increased traffic.

Concerns were also raised by the Council with regards to the effect of the increase in traffic on the other villages surrounding Compton, particularly with regards to the pinch point on Cow Lane in East Ilsley and the junctions on to the A34 at East Ilsley.

- b) To receive a report on West Berkshire Council's recent planning decisions**  
20/00708/HOUSE Green Hill Cottage, Forge Hill, Hampstead Norreys, Thatcham RG18 0TE - 1st floor rear extension; 2 storey side extension; replacement windows throughout; replacement kitchen door and bi-fold doors to rear elevation; new window to front facade. The Parish Council submitted a response of no objections. The application was refused.

- 20/21-030 **To review the feedback from the internal auditor on the 2019/20 accounts and consider any actions required**

Feedback from the auditor requested that the accounts are checked more regularly by the internal controller. The Clerk and the Internal Controller will attempt to ensure the accounts are checked more regularly.

- 20/21-031 **Annual Governance and Accountability Return:**

- a) To consider the findings of the Annual Governance review;**  
**b) To approve the Annual Governance Statement; and**  
**c) To ensure the Annual Governance Statement is signed and dated**

Resolved: To respond 'yes' to questions 1 to 8 and N/A to question 9.

The Annual Governance review was completed and signed by the Clerk. The Clerk will arrange for the Chairman to sign it as soon as possible.

- 20/21-032 **Annual Governance and Accountability Return:**

- a) To consider the Accounting Statements;**  
**b) To approve the Accounting Statements; and**  
**c) To ensure the Accounting Statements are signed and dated**

Resolved: That the Accounting Statements are correct.

The Accounting Statement was completed by the Clerk. The Clerk will arrange for the Chairman to sign it as soon as possible.

- 20/21-033 **To consider setting up a working group to review traffic and speeding within the parish**

Resolved: To set up a working group to review traffic and speeding within the parish, with Ros Maskell and Fiona Bennett

- 20/21-034 **To consider how to approach speeding with West Berkshire Council**

A discussion was held regarding the approaching West Berkshire Council.

20/21-035 **To receive the Finance Report and approve payments due**  
Resolved: To approve the payments listed on the Finance Report in Appendix 1.

20/21-036 **Correspondence**  
An email from Hermitage Parish Council suggesting the two councils pay to install a bench along the Eling Way. It was highlighted that Hampstead Norreys Parish Council was installing dog bins along the route and so perhaps Hermitage Parish Council could pay for the bench.

An email had been received regarding cyclists who reach the end of Eling Way and continue along the path to The Close. West Berkshire Council have been approached regarding assistance to inhibit this.

20/21-037 **Matters for future consideration and information**  
The play area in the Dean that has been shut due to COVID-19 regulations, can be reopened from 4<sup>th</sup> July subject to a risk assessment regarding COVID-19 and an inspection of the equipment for safety purposes. The Clerk will complete a risk assessment and, Councillor Herman will assist with this and the inspection of the play equipment.

There being no further business, the meeting was closed at 8:55pm.

Date and time of next scheduled meeting:

**Parish Council Meeting: Thursday 30<sup>th</sup> July 2020 at 7:30pm**

Chairman: .....

Date: .....

## Attachment 1: Finance Report

### Status at bank at last bank reconciliation 31st May 2020

Unity Trust	£11,306.59
HSBC Current	£647.93
HSBC Business Money Manager	£21,687.14
	<b>£33,641.66</b>

### Income received 11th May - 21st June

Interest from Business Money Manager	£10.14
HMRC VAT refund 2018/19 expenditure	£1,273.85
	<b>£1,283.99</b>

### Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
08-Jun	DD	Castle Water	Allotments water 1 Mar – 31 Aug	£83.12
24-Jun	BACS	Roadware Ltd	Three dog waste bins	£341.82
30-Jun	BACS	Unity Trust Bank plc	Quarterly service charge	£18.00
30-Jun	BACS	Triangle Management	Refuse disposal May	£33.60
30-Jun	BACS	Triangle Management	Install dog bin	£42.00
30-Jun	BACS	Hampshire Association of Local Councils	Berkshire Association of Local Councils subscription 20/21	£189.95
30-Jun	BACS	SLCC Enterprises Ltd	Training fee	£48.00
30-Jun	BACS	Triangle Management	Refuse disposal at Scottalls Lane	£18.00
30-Jun	BACS	Scofell	Grounds maintenance May	£334.87
30-Jun	BACS	Scofell	Clearance of footpath	£72.00
30-Jun	BACS	SLCC Enterprises Ltd	Training fee	£12.00
30-Jun	BACS	Clerk	Salary/expenses June	£227.46
30-Jun	BACS	HMRC	PAYE qtr1	£137.40
30-Jun	BACS	Berks Pension Fund	Pension contributions June	£70.80
				<b>£1,629.02</b>