

# Hampstead Norreys Parish Council

## FULL COUNCIL MINUTES

Minutes of the Full Council meeting held Online via Zoom on Thursday 28<sup>th</sup> January 2021.  
Commencing at 7:33pm.

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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: 6 members of the public

### Minutes

- 20/21-105 **To receive apologies for absence from Members of the Council**  
No apologies for absence were received.
- 20/21-106 **To receive any declarations of pecuniary interests by members or the Clerk and to consider any requests for dispensation**  
No declarations of interests or requests for dispensation were made.
- 20/21-107 **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.
- 20/21-108 **To approve the Minutes of the Parish Council Meeting held on 26<sup>th</sup> November 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.
- 20/21-109 **Matters arising from the Minutes of the Parish Council Meeting held on 26<sup>th</sup> November 2020**  
Letters are still to be sent to properties with overhanging vegetation.
- 20/21-110 **To receive a report from District Councillor Carolyne Culver**  
CC sent her apologies.

- 20/21-111 **Planning Applications**  
 a) **To consider the following new applications:**  
[20/03021/HOUSE Well Cottage, Water Street, Hampstead Norreys, RG18 0SB](#) -  
**Extension to form entrance lobby with bathroom above and 1st floor Bedroom.**  
 Resolved: To submit a response of 'no objections'.
- b) **To receive a report on West Berkshire Council's recent planning decisions**  
 No decisions have been received since the previous meeting.
- 20/21-112 **Finance:**  
 a) **To consider approving payments made/due**  
 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 31<sup>st</sup> December 2020, as provided on the Finance Report in Appendix 1.
- c) **To receive the most recent budget summary**  
 Resolved: To note the budget summary to 31<sup>st</sup> December 2020.
- 20/21-113 **To consider increasing the frequency of emptying litter and dog waste bins**  
 It is noted that each lockdown situation has resulted in an increase in the volume of waste being generated.  
 The Clerk was requested to confirm the contract between the Parish Council and West Berkshire Council for emptying some of the bins that belong to the PC, and to contact the contractors who empty the remaining bins to see if they would be able to add these bins to their collections.
- 20/21-114 **To consider installing general waste bins along the Eling Way**  
 Resolved: Not to install general waste bins at this time.
- 20/21-115 **To consider appointing an internal auditor and setting the scope for audit for the 2020/21 financial year**  
 Resolved: To agree the scope for audit and to appoint Heelis and Lodge as the internal auditors for 2020/21.
- 20/21-116 **To consider adopting the budget and setting the precept for 2021/22**  
 Resolved: To adopt the budget and to set the precept for 2021/22 at £18,826.
- 20/21-117 **To consider responding to the consultation on the Local Plan Review 2020-2037**  
 Resolved: To collate comments from the Council and to delegate the power to the Clerk to submit a response based on these comments.
- 20/21-118 **To review and discuss changes to the bylaws for Dean Meadow**  
 Resolved: To defer to the March meeting.
- 20/21-119 **To consider suggestions for an application for Members' Bid Funding**  
 The following suggestions were discussed and are ranked in order from highest to lowest priority:
- i. CCTV around the exterior of the Village Hall to reduce vandalism.
  - ii. Install a section of pavement at the top of Forge Hill. There is a small section where there is no pavement due to a telegraph pole.

- iii. A footpath running along the end of the Dean, parallel with the track that runs alongside the Dean. This would enable pedestrians to walk in the Dean rather than along the track that is also used by vehicles.

Resolved: To submit a bid in the next round of Members' Bid Funding following the priority order above.

20/21-120 **Correspondence**

There was no correspondence to discuss.

20/21-121 **Matters for future consideration and information**

Cyclists are still cycling from the end of the Eling Way to The Close. CH will contact the Rights of Way Officer.

A report of vandalism on the allotments was received. It is believed this has now been resolved.

Despite being advised by West Berkshire Council that The White Hart had been added to the Community Asset List in July 2019, it has been discovered that this is not the case. The Council has been advised to resubmit the application and this will be reviewed as soon as possible by the Panel.

The Council agreed that the documents should be resubmitted and that a complaint over the handling of the application should be made to West Berkshire Council.

There being no further business, the meeting was closed at 9:01pm.

Date and time of next scheduled meeting:

**Parish Council Meeting: Thursday 25<sup>th</sup> March 2021 at 7:30pm**

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment 1: Finance Report

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

Unity Trust	£11,536.09
HSBC Current	£659.15
HSBC Business Money Manager	£21,687.14
<b>Total</b>	<b>£33,882.38</b>

### Income received 20<sup>th</sup> November 2020 – 19<sup>th</sup> January 2021

Good Exchange Grant	£2,000.00
<b>Total</b>	<b>£2,000.00</b>

### Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
03-Dec	DD	Castle Water	Allotments water	£15.86
16-Dec	DD	The Good Exchange	Platform Service Fee	£132.00
17-Dec	BACS	GT Electric Services	Defibrillator inspection	£90.00
17-Dec	BACS	Scribe Accounts	Finance software fee	£345.60
17-Dec	BACS	Triangle Management	Refuse disposal Nov	£105.60
17-Dec	BACS	Staff Costs	Includes staff salaries, PAYE and pension contributions Dec	£442.90
30-Dec	DD	Unity Trust Bank	Bank charges	£18.00
11-Jan	DD	SSE	Street light electricity Q3	£91.18
20-Jan	BACS	Triangle Management	Refuse disposal Dec	
20-Jan	BACS	Skips Electrical	Replace lights on steps and in car park	£2,643.27
20-Jan	BACS	Triangle Management	Refil salt bin	£39.60
28-Jan	BACS	Staff Costs	Includes staff salaries, PAYE and pension contributions Jan	£301.50
<b>Total</b>				<b>£4,225.51</b>