

# Hampstead Norreys Parish Council

## MINUTES OF THE CONTINUATION OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Minutes of the Continuation of the Annual Meeting of the Parish Council held Online via Zoom on  
Thursday 27<sup>th</sup> May 2021.  
Commencing at 7:33pm.

---

Members Present: Councillor Caroline Herman, Vice-Chairman  
Councillor Fiona Bennett  
Councillor Colin Layton  
Councillor Ros Maskell  
Councillor Harriet McCalmont

Members Absent: Councillor David Barlow, Chairman  
Councillor Gwenan Paul

Officers Present: Sarah Marshman, Clerk

In Attendance: None

### Minutes

On 29<sup>th</sup> April 2021, the Council resolved that instead of returning to face-to-face meetings, a Temporary Scheme of Delegation would be put in place in order to allow the Clerk to enable decisions to be taken under the direction of Councillors until face-to-face meetings recommence. This meeting is therefore not a formal meeting, but an advisory Full Council Meeting. All recommendations made at this meeting will be enacted by the Clerk where appropriate and ratified at the next face-to-face Full Council Meeting.

In the absence of the Chairman, the Vice-Chairman, Councillor Caroline Herman, chaired the meeting.

**21/22-004 To receive apologies for absence from Members of the Council**

Apologies were received from Councillors David Barlow and Gwenan Paul.

**21/22-005 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.

**21/22-006 To receive questions or comments from members of the public or representations from any member who has declared a pecuniary interest**

No questions, comments or representations were received.

**21/22-007 To approve the minutes of the Parish Council Meeting held on 29th April 2021**

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.

**21/22-008 To approve the minutes of the Parish Council Meeting held on 5th May 2021**

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.

**21/22-009 Matters arising from the minutes of the previous Parish Council Meetings**

The need for a sign drawing attention to the entrance of the school on the track alongside Dean Meadow was discussed. It appears likely this will be resolved between the school and the landowner.

**21/22-010 To receive a report from the District Councillor**

Carolyn Culver sent her apologies.

**21/22-011 Planning Applications**

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

- [21/01014/HOUSE Gate Cottage, Haw Farm, Road Known As Haw Lane, Hampstead Norreys, RG18 0TP](#) - The construction of a two storey and single storey rear extension, conversion of existing front porch to stairwell and small single storey extension, a new relocated entrance porch and partial infill of an existing car port, together with ancillary works  
Resolved: A recommendation was given to the Clerk to submit a response of no objections.
- [21/01049/HOUSE White Rose House, Water Street, Hampstead Norreys, RG18 0SG](#) - Domestic Solar PV installation which would normally fit under our companies permitted development rights but this property has these rights removed  
Resolved: A recommendation was given to the Clerk to submit a response of no objections.

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

- 20/03021/HOUSE Well Cottage, Water Street, Hampstead Norreys, RG18 0SB - Extension to form entrance lobby with bathroom above and 1st floor Bedroom. Form balcony to east elevation. Electric vehicle charging point. Solar Panels to rear elevation roof. Externally insulate rear elevations, render and paint. Install air source heat pump. Application withdrawn.

**21/22-012 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 30<sup>th</sup> April 2021, as provided on the Finance Report in Appendix 1.

**c) To receive the most recent quarterly budget summary where applicable**

Resolved: To note the quarterly budget summary to 31<sup>st</sup> March 2021.

**21/22-013 To appoint any new committees in accordance with standing order 4**

Resolved: To not appoint any additional committees.

- 21/22-014 To review delegation arrangements for staff and other local authorities**  
Resolved: To continue with the Delegated Powers and also the Temporary Scheme of Delegation.
- 21/22-015 To review the inventory of land and assets including buildings and office equipment**  
Resolved: That the inventory of land and assets was correct.
- 21/22-016 To review the arrangements for insurance cover in respect of all insured risks**  
Resolved: The insurance cover is appropriate. It was noted that this is the last year of a three-year deal and the payment to renew the insurance for 2021/22 had been approved in Minute 21/22-012.
- 21/22-017 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
- Resolved: To continue with the adopted policies listed above.
- 21/22-018 To review the council's and/or staff subscriptions to other bodies**  
Resolved: To continue with subscriptions to Berkshire Association of Local Councils (BALC) / Hampshire Association of Local Councils (HALC) and Society of Local Council Clerks (SLCC)
- 21/22-019 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: To set the following meeting dates. Meetings will be held online where possible until the Council believes it is safe to hold them face-to-face in the Memorial Room at the Village Hall.

Meeting Date	Meeting Type
Thursday 29 <sup>th</sup> July 2021	Full Council
Thursday 30 <sup>th</sup> September 2021	Full Council
Thursday 25 <sup>th</sup> November 2021	Full Council
Thursday 27 <sup>th</sup> January 2022	Full Council
Thursday 31 <sup>st</sup> March 2022	Full Council
Thursday 28 <sup>th</sup> April 2022	Annual Parish Meeting
Thursday 26 <sup>th</sup> March 2022	Annual Meeting of the Parish Council

- 21/22-020 To consider Parish Council areas of representation and representation on outside bodies**  
Resolved: To set the following areas of representations and representation on outside bodies.

Role	Role Holder 2021/22
Allotments	Colin Layton
Defibrillator	Colin Layton
Downlands Practice Patient Rep Group Representative	Gwenan Paul
Downland Volunteer Group Representative	Gwenan Paul
Eling Way	Colin Layton
Internal Controller	Harriet McCalmont
Planning	David Barlow
Playground Inspections	Fiona Bennett and Harriet McCalmont
Traffic and Speeding Working Group	Fiona Bennet and Ros Maskell
Waste Removal Management	Caroline Herman
West Berkshire Countryside Society Representative	Colin Layton

**21/22-021 To consider the Risk Register for 2021/22**

Resolved: To adopt the Risk Register for 2021/22

**21/22-022 To consider adopting a Parish Council logo**

Resolved: Not to adopt a logo at this time.

**21/22-023 To consider updating the bank mandate**

Resolved: To add Ros Maskell and Fiona Bennett to the bank mandate.

**21/22-024 To consider a request from Hampstead Norreys Amenities Trust for a funding contribution towards the replacement of lighting with LED**

The Clerk was instructed to respond stating that HNAT are welcome to make a request under the Grants Policy for a donation when the Council reviews its donations in November. The Council may then consider whether to include the request in the 2022/23 budget.

**21/22-025 To receive an update from the Traffic and Speeding Working Group**

Temporary speeding equipment will be installed by West Berkshire Council (WBC) in the village to be moved between the B4009 and Yattendon Road. The Council asked that WBC be requested to cover all five entrances to the village.

**21/22-026 Matters for future consideration and information**

There will be an additional meeting, date to be confirmed, in order to sign off the annual audit.

There being no further business, the meeting was closed at 8:15pm.

Date and time of next scheduled meeting:

**Parish Council Meeting: Thursday 29<sup>th</sup> July 2021 at 7:30pm**

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

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

## Appendix 1: Finance Report

### Status at last bank reconciliation 30th April 2021

Unity Trust	£10,037.80
HSBC Current	£659.69
HSBC Business Money Manager	£21,687.14
<b>Total</b>	<b>£32,384.63</b>

### Income received 18th March - 19th May 2021

Donation from Cricket Club	£600.00
VAT refund	£1,729.91
Precept 1st instalment	£9,413.00
<b>Total</b>	<b>£11,742.91</b>

### Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
15-Apr	DD	Southern Electric	Electricity	£92.52
21-Apr	DD	The Good Exchange	Fee for grant received	£90.00
23-Apr	BACS	Vision ICT	Website fees 21/22	£150.00
23-Apr	BACS	Triangle Management	Refuse disposal Mar	£105.60
23-Apr	BACS	West Berkshire Council	Refuse disposal 20/21	£137.06
27-May	BACS	Staff Costs	Includes staff salaries, PAYE and pension contributions May	£292.84
27-May	BACS	BALC	Subscription 21/22	£187.59
27-May	BACS	Sunshine Commercial Services Ltd	Grounds maintenance	£234.76
27-May	BACS	Triangle Management	Refuse disposal Apr	£105.60
27-May	BACS	Came & Company	Insurance renewal	£658.69
<b>Total</b>				<b>£2,054.66</b>