

Hampstead Norreys Parish Council

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<http://www.hampsteadnorreysparishcouncil.org/>

PARISH COUNCIL MEETING

To: All Members of Hampstead Norreys Parish Council

All Councillors are hereby summoned to attend the following meeting.

NOTICE OF MEETING

MEETING: Full Council

DATE & TIME: Thursday 23rd January 2025 at 7:30 pm

PLACE: Memorial Room, Hampstead Norreys Village Hall, Newbury Hill, Hampstead
Norreys RG18 0TR

S. Marshman

Dr S Marshman, PSLCC, Clerk to the Council

17th January 2025

AGENDA

1. To receive, and consider for acceptance, apologies for absence from Members of the Council
2. To receive any declarations of [Disclosable Pecuniary Interests, Other Registerable Interests, or Non-Registerable Interests](#) and to consider any Requests for Dispensation
N.B. Councillors should confirm the type of interest that is being declared.
3. To receive questions or comments from members of the public or representations from any member who has declared an Other Registerable or Non-Registrable Interest
4. To approve the [Minutes of the Parish Council Meeting held on 28th November 2024](#)
5. To receive an update on items included in the minutes
6. To receive a report from the District Councillor
7. Planning Applications
 - a) To consider the following planning applications:
 - None
 - b) To receive a [report on planning application responses and decisions](#)
8. Finance:
 - a) To consider approving payments made/due as listed on the [Finance Report](#)
 - b) To receive the most recent [Bank Reconciliation](#)
 - c) To receive any reports from the Internal Controller (*where applicable*)
 - d) To receive the most recent [Quarterly Budget Summary](#) (*where applicable*)

9. To review land ownership and consider any actions required
10. To consider quotes to replace street lighting with LED
11. To consider the options with regards to the parking problems in Water Street
12. To consider [installing a table tennis table](#) in the Recreation Ground, to include agreement on applying for funding and to approach the Amenities Trust for permission
13. To consider the [budget](#) and set the precept for 2025/26
14. To consider a response to the Government consultation on [‘Strengthening the standards and conduct framework for local authorities in England’](#)
15. To receive an update from the Traffic and Speeding Working Group
16. Matters for future consideration or information

Date and time of next scheduled meeting:

Full Council: Thursday 27th March 2025 7:30 pm

Supporting Documents

Agenda Item 4: To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests, or Non-Registerable Interests and to consider any Requests for Dispensation

Councillors should confirm the type of interest that is being declared.

DPI = Disclosable Pecuniary Interest

ORI = Other Registerable Interest

NRI = Non-Registerable Interest

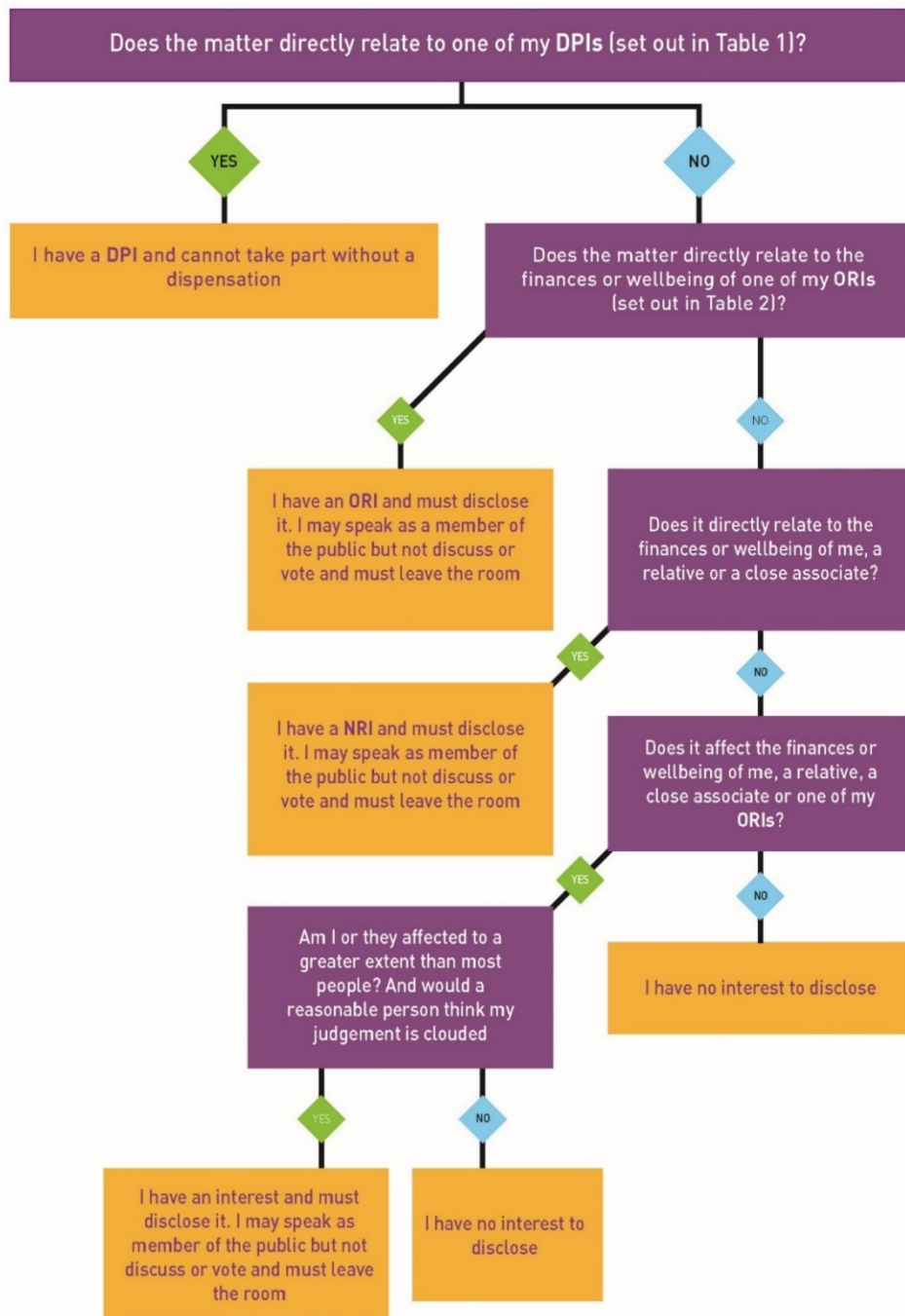


Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and* property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p>

	(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interest

<p>You must register as an Other Registerable Interest:</p> <ul style="list-style-type: none"> a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management
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Agenda Item 7b: To receive a report on West Berkshire Council's recent planning decisions

The following planning responses have been made using delegated powers since the previous meeting:

- None

West Berkshire Council has reported the following planning decisions since the last meeting of Hampstead Norreys Parish Council:

- 24/01300/FUL Eling Farm Buildings and Land, Eling Hermitage, Thatcham - General-purpose agricultural building. Approved.

Agenda item 8: Finance

Finance Report

Status at last bank reconciliation 31st December 2024	
Unity Trust Current Account	£11,348.30
Unity Trust Savings Account	£30,355.81
Lloyds Commercial Multipay (Card)	£0.00
Total	£41,704.11

Income received 20th November 2024 -14th January 2025	
Members' Bid Funding - LED Lighting	£1,523.31
Interest	£201.95
Allotments rent	£10.00
Total	£1,735.26

Payments to be approved				
Date	Method	Payee	Payment Detail	Amount
30-Nov	FEE	Unity Trust Bank	Service Charge	£6.00
02-Dec	DD	SSE Energy Solutions	Electricity Oct	£80.86
03-Dec	DD	ICO	Registration	£35.00
09-Dec	BACS	SLCC Enterprises Ltd	Training - Practitioners' Conference	£104.42
09-Dec	BACS	Sunshine Commercial Services Ltd	Grounds maintenance Nov	£276.91
09-Dec	BACS	CJM Services	Repairs to play equipment	£1,809.78
09-Dec	BACS	Tactical Facilities Management Ltd	Refuse disposal Nov	£98.83
16-Dec	CC	Lloyds Bank	Card monthly fee	£3.00
20-Dec	BACS	Society of Local Council Clerks	Membership 25/26	£61.95
20-Dec	BACS	Tactical Facilities Management Ltd	Refuse disposal Dec	£191.10
20-Dec	BACS	Staff Costs	Includes salary, PAYE, pension Dec	£624.28
30-Dec	DD	SSE Energy Solutions	Electricity Nov	£78.28
31-Dec	FEE	Unity Trust Bank	Service Charge	£6.00
15-Jan	BACS	Sunshine Commercial Services Ltd	Grounds maintenance Dec	£276.91
20-Jan	DD	Castle Water	Allotments water	£37.00
23-Jan	BACS	Skips Electrical	Repairs to step lights	£189.70
23-Jan	BACS	Staff Costs	Includes salary, PAYE, pension Jan	£612.80
Total				£4,492.82

Transfers to be approved			
Date	From Account	To Account	Amount
16-Dec	Unity Trust Current	Lloyds Commercial Card	£3.00
Total			£3.00

Bank Reconciliation

	Bank Reconciliation at 31/12/2024		
	Cash in Hand 01/04/2024		£30,523.63
	ADD Receipts 01/04/2024 - 31/12/2024		£32,381.97
	Subtotal		£62,905.60
	SUBTRACT Payments 01/04/2024 - 31/12/2024		£21,201.49
A	Cash in Hand 31/12/2024 (per Cash Book)		£41,704.11
	Cash in hand per Bank Statements		
	Petty Cash	£0.00	
	Unity Current	£11,348.30	
	Unity Savings	£30,355.81	
	Lloyds Commercial Multipay	£0.00	
	Subtotal		£41,704.11
	Less unrepresented payments		£0.00
	Subtotal		£41,704.11
	Plus unrepresented receipts		£0.00
B	Adjusted Bank Balance		£41,704.11
	A = B Checks out OK		

Quarterly Budget Summary – to 31st December 2024

Income

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
1	Precept	26,821.00	26,821.00						(0%)
2	Interest	400.00	596.23	196.23				196.23	(49%)
3	Allotment Rent	190.00	179.00	-11.00				-11.00	(-5%)
4	Grants & Donations		2,425.22	2,425.22				2,425.22	(N/A)
6	Other Income								(N/A)
	SUB TOTAL	27,411.00	30,021.45	2,610.45				2,610.45	(9%)

Administration

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
7	Insurance				650.00	547.94	102.06	102.06	(15%)
8	Audit				600.00	430.00	170.00	170.00	(28%)
9	Bank Charges				108.00	106.40	1.60	1.60	(1%)
10	ICO Registration				35.00	35.00			(0%)
11	Room Hire				200.00	111.75	88.25	88.25	(44%)
12	Elections								(N/A)
13	Chairman's Allowance				40.00		40.00	40.00	(100%)
14	Stationery/Supplies				30.00	10.25	19.75	19.75	(65%)
15	Training				160.00	100.75	59.25	59.25	(37%)
16	Website				300.00	339.38	-39.38	-39.38	(-13%)
17	Software				500.00	345.60	154.40	154.40	(30%)
18	Staff Expenses				450.00	346.03	103.97	103.97	(23%)
19	Staff Costs				6,000.00	5,092.39	907.61	907.61	(15%)

36	Subscriptions				250.00	241.58	8.42	8.42	(3%)
	SUB TOTAL				9,323.00	7,707.07	1,615.93	1,615.93	(17%)

Lighting

Code	Title	Budgeted	Receipts		Budgeted	Payments		Net Position	
			Actual	Variance		Actual	Variance	+/- Under/over spend	
20	Electricity				850.00	643.95	206.05	206.05	(24%)
21	Lighting Maintenance				300.00	269.90	30.10	30.10	(10%)
22	Lighting Installation					2,587.45	-2,587.45	-2,587.45	(N/A)
	SUB TOTAL				1,150.00	3,501.30	-2,351.30	-2,351.30	(-204%)

Grounds Maintenance

Code	Title	Budgeted	Receipts		Budgeted	Payments		Net Position	
			Actual	Variance		Actual	Variance	+/- Under/over spend	
23	Grounds Maintenance				3,600.00	2,063.78	1,536.22	1,536.22	(42%)
	SUB TOTAL				3,600.00	2,063.78	1,536.22	1,536.22	(42%)

Other Maintenance

Code	Title	Budgeted	Receipts		Budgeted	Payments		Net Position	
			Actual	Variance		Actual	Variance	+/- Under/over spend	
24	Maintenance/Landscaping				400.00		400.00	400.00	(100%)
25	Well House/Bus Shelter Repairs				300.00		300.00	300.00	(100%)

26	Play Area		700.00	1,634.15	-934.15	-934.15	(-133%)
28	Dog Waste Bins						(N/A)
29	Refuse Disposal		2,500.00	869.39	1,630.61	1,630.61	(65%)
30	Defibrillator		150.00	129.95	20.05	20.05	(13%)
31	Other Maintenance		1,000.00	252.52	747.48	747.48	(74%)
32	New Bins						(N/A)
33	Salt Bins		50.00		50.00	50.00	(100%)
52	Sun Shade						(N/A)
SUB TOTAL			5,100.00	2,886.01	2,213.99	2,213.99	(43%)

Allotments

Code	Title	Budgeted	Receipts		Payments			Net Position	
			Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
34	Allotments Water				150.00	66.59	83.41	83.41	(55%)
35	Allotments Maintenance								(N/A)
SUB TOTAL					150.00	66.59	83.41	83.41	(55%)

Donations

Code	Title	Budgeted	Receipts		Payments			Net Position	
			Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
40	Church Grass Cutting Donation				1,200.00	1,200.00			(0%)
41	West Berkshire Countryside Society Donation				100.00	200.00	-100.00	-100.00	(-100%)
43	Pang Valley Flood Forum Donation				100.00	100.00			(0%)
44	Royal British Legion				50.00	50.00			(0%)

46	GreenFest Donation				100.00		100.00	100.00	
								(100%)	
47	Other Donations				200.00		200.00	200.00	
								(100%)	
	SUB TOTAL				1,750.00	1,550.00	200.00	200.00	(11%)

Other

Code	Title	Budgeted	Receipts		Budgeted	Payments		Net Position	
			Actual	Variance		Actual	Variance	+/- Under/over spend	
48	Contingencies				200.00	20.41	179.59	179.59	(89%)
50	Speeding Equipment				3,500.00		3,500.00	3,500.00	(100%)
	SUB TOTAL				3,700.00	20.41	3,679.59	3,679.59	(99%)

Reserves

Code	Title	Budgeted	Receipts		Budgeted	Payments		Net Position	
			Actual	Variance		Actual	Variance	+/- Under/over spend	
49	Reserves					1,303.83	-1,303.83	-1,303.83	(N/A)
	SUB TOTAL					1,303.83	-1,303.83	-1,303.83	(N/A)

Summary

NET TOTAL	27,411.00	30,021.45	2,610.45	24,773.00	19,098.99	5,674.01	8,284.46	(15%)
V.A.T.		2,360.52			2,102.50			
GROSS TOTAL		32,381.97			21,201.49			

Agenda Item 12: To consider installing a table tennis table in the Recreation Ground, to include agreement on applying for funding and to approach the Amenities Trust for permission

Example tables available are:

[Concrete Ping-pong table green, rounded corners. £ 2,900.00 +VAT](#)

[Butterfly B2000 Rounded Concrete Table Tennis Table. £6,599.99](#)

[Butterfly All Weather Outdoor Table Tennis Table. £2,499.99](#)

[Diabolo Outdoor Table Tennis Table £1695.00 + VAT](#)

The council will also need to consider options for the installation of surfacing due to the high wear that may occur at the ends of the table.