

Hampstead Norreys Parish Council

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<http://www.hampsteadnorreysparishcouncil.gov.uk>

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 27th March 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

21st March 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 23rd January 2025](#)
5. To receive an update on previous decisions
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 consider approaching West Berkshire Council to install a hedgehog crossing sign on Church Street
10. To consider accepting responsibility for issuing Stage 1 and 2 Nuisance and Obstruction Letters
11. To consider quotes to repair the rotating dish roundabout
12. To consider quotes for safety surfacing for the installation of the table tennis table planned in Dean Meadow
13. To consider [alternative website/email providers](#)
14. To consider quotes for the grounds maintenance contract
15. To review [earmarked reserves](#)
16. To receive an update from the Traffic and Speeding Working Group
17. To receive an update from the Flood Warden
18. 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

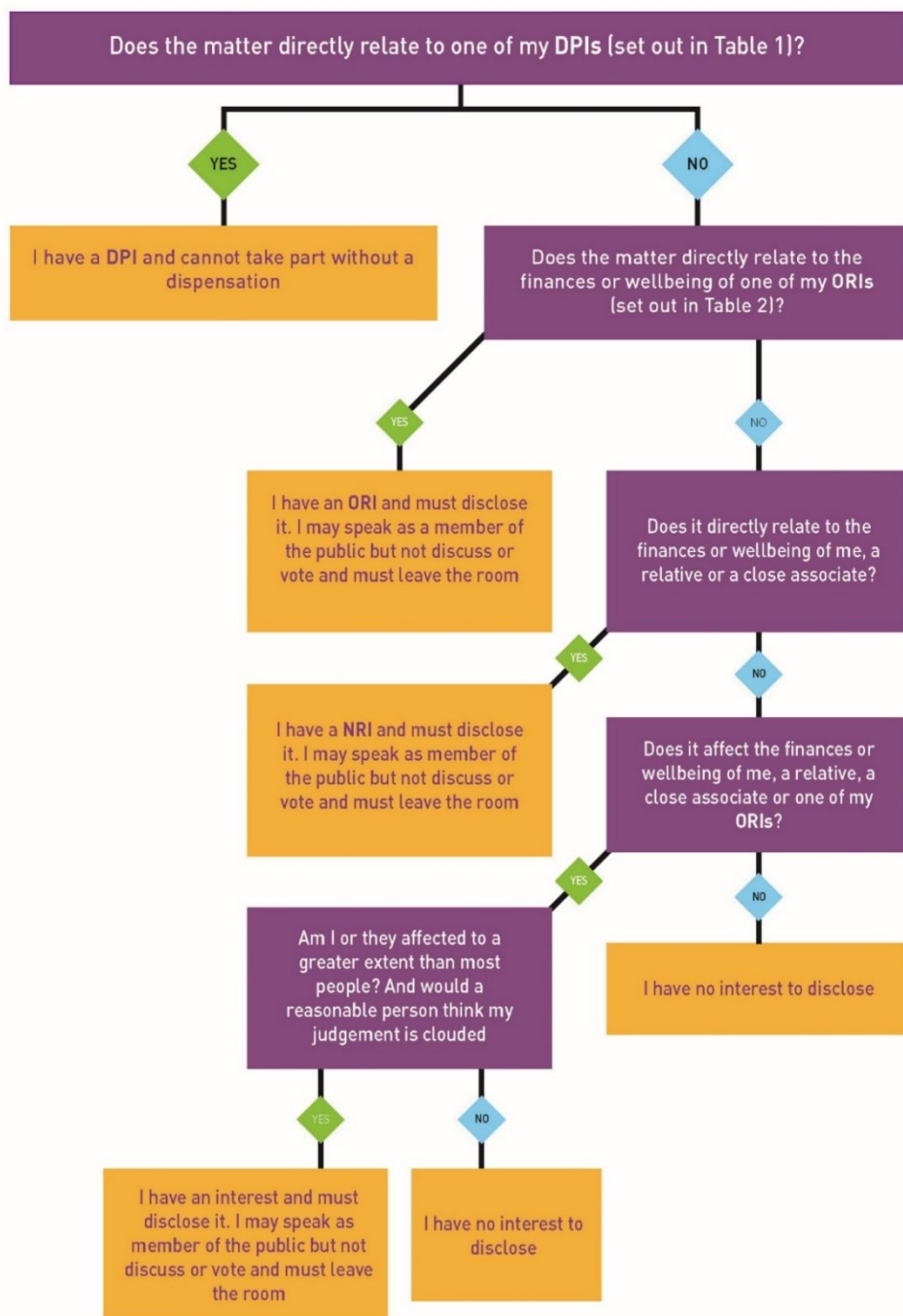


Table 1: Disclosable Pecuniary Interests

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:

- 25/00094/HOUSE Appletrees, Forge Hill, Hampstead Norreys, Thatcham RG18 0TE -Garage conversion with internal alterations and car port. Approved.
- 24/01300/FUL Eling Farm Buildings and Land, Eling Hermitage, Thatcham - General-purpose agricultural building. Approved.
- 25/00160/COND Eling Farm Buildings and Land, Eling Hermitage, Thatcham - Application for Approval of Details Reserved by Conditions 5 (Habitat Management and Monitoring Plan) and 6 (CEMP) of planning permission 24/01300/FUL - General-purpose agricultural building. Approved in part (condition 6) and refused in part (condition 5).

Agenda item 8: Finance

Finance Report

Status at last bank reconciliation 28th February 2025	
Unity Trust Current Account	£8,681.47
Unity Trust Savings Account	£30,355.81
Lloyds Commercial Multipay (Card)	£0.00
Total	£39,037.28

Income received 15th January -19th March 2025	
None	£0.00
Total	£0.00

Payments to be approved				
Date	Method	Payee	Payment Detail	Amount
02-Jan	CARD	Lloyds Bank	Card monthly fee	£3.00
30-Jan	DD	SSE Energy Solutions	Electricity Dec	£80.86
02-Feb	CARD	Lloyds Bank	Card monthly fee	£3.00
05-Feb	BACS	Tactical Facilities Management Ltd	Refuse disposal Jan	£107.06
28-Feb	FEE	Unity Trust Bank	Service Charge	£6.00
28-Feb	BACS	Staff Costs	Staff costs Feb	£636.65
28-Feb	BACS	Skips Electrical	Lighting bollard repair	£323.88
28-Feb	BACS	Sunshine Commercial Services Ltd	Grounds maintenance Jan	£276.91
28-Feb	BACS	Tactical Facilities Management Ltd	Refuse disposal Feb	£107.06
03-Mar	DD	SSE Energy Solutions	Electricity Jan	£80.86
20-Mar	DD	Castle Water	Allotments water	£2.57
23-Mar	BACS	Staff Costs	Staff costs Mar	£612.80
23-Mar	BACS	HALC	Training - Year End for Councillors	£70.80
23-Mar	BACS	Sunshine Commercial Services Ltd	Grounds maintenance Feb	£276.91
23-Mar	BACS	Vision ICT	Gov.uk email addresses	£108.00
Total				£2,696.36

Transfers to be approved			
Date	From Account	To Account	Amount
16-Jan	Unity Trust Current	Lloyds Commercial Card	£3.00
17-Feb	Unity Trust Current	Lloyds Commercial Card	£3.00
17-Mar	Unity Trust Current	Lloyds Commercial Card	£3.00
Total			£9.00

Bank Reconciliation

	Bank Reconciliation at 28/02/2025		
	Cash in Hand 01/04/2024		30,523.63
	ADD Receipts 01/04/2024 - 28/02/2025		32,381.97
	Subtotal		62,905.60
	SUBTRACT Payments 01/04/2024 - 28/02/2025		23,868.32
A	Cash in Hand 28/02/2025		39,037.28
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash	0.00	
	Unity Current	10,025.97	
	Unity Savings	30,355.81	
	Lloyds Commercial Multipay	0.00	
	Subtotal		40,381.78
	Less unrepresented payments		1,344.50
	Subtotal		39,037.28
	Plus unrepresented receipts		0
B	Adjusted Bank Balance		39,037.28
	A = B Checks out OK		

Agenda Item 13: To consider alternative website/email providers

The council's current website is managed by Vision ICT at a cost of £134.48+VAT for the period June 2024 – May 2025. Email addresses for the council are priced at £20 per address annually, amounting to £180 per year. Additionally, the gov.uk domain costs £65 every two years. When split across each year, the total annual cost comes to £346.98+VAT.

The Vision ICT website is now regarded as outdated and requires upgrading. It cannot accommodate additional features, such as a news page, without incurring extra charges. Upgrading to a WordPress-based site would cost between £225 and £275 per year. Including the email address and domain expenses, the total annual cost would range from £437.50 to £487.50. For further details, please visit the [Vision ICT website](#).

Aubergine offers website services at £499+VAT per year, plus a domain registration fee of £100+VAT per year. There is an additional cost for email provision. They also provide optional extras. For further details, please visit the [Aubergine website](#).

Parish Online has provided the following information:

We can apply our 20% discount to make your annual subscription £400 ex vat. That discounted price will stay with your account each year of your subscription.

Our subscription package includes:

- **Website** - a modern, accessible and responsive website using the Government design guidelines
- **Email** - 20 mailboxes with 5GB storage each (access via webmail, or you can connect it to your own phone or computer mail apps)
- **Gov.uk domain** -
 - we transfer your gov.uk domain into our management and we pay the subscription fee instead of you having to pay for it. The domain is still owned by you, but we manage it.

Our service also includes:

- **Hosting** - the servers where your website live
- **Ongoing Maintenance and Upgrades** - we may have a slightly higher ongoing cost than other providers, but we invest in your service to make sure it's always the latest new features, security upgrades or updates to align to new legislation
- **SSL Certificate** - this keeps your site encrypted and safe for visitors
- **Content Migration** - we port over as much content from your current site as possible at no extra cost.
- **Accessibility** - our sites always follow the latest Web Content Accessibility Guidelines (WCAG), currently WCAG 2.2 AA.

We can get websites ready in around 4-6 weeks, so have a quick turnaround for the service.

For further details, please visit the [Parish Online website](#).

Agenda Item 15: To review earmarked reserves

Below are the current earmarked and general reserves as of 28th February 2025:

Reserve	Opening Balance	Transfers	Spend	Receipts	Current Balance
Earmarked					
Open Spaces					0.00
Pang Valley Flood Defence Scheme	15,000.00	-15,000.00	0	0	0.00
Hampstead Norreys Youth Group	1,549.43	0	0	0	1,549.43
Allotments	78.37	0	0	0	78.37
Total Earmarked	16,627.80	-15,000.00	0	0	1,627.80
TOTAL RESERVE	16,627.80	-15,000.00	0	0	1,627.80
GENERAL FUND					37,409.48
TOTAL FUNDS					39,037.28

The funds previously earmarked for the Pang Valley Flood Defence Scheme were removed from earmarked funds at the meeting held on ****, Minute 24/024, as they are no longer needed.

Funding is held on behalf of the Hampstead Norreys Youth Group, which will be provided should another group start up in the future.

The budget report from 1st April 2024 until 28th February 2025 is below.

It is recommended the council earmarks the following unspent funds from the 2024/25 financial year:

- Well House/ Bus shelter repairs £300.
- Allotments £46.41.
- Speeding equipment £3,500 (if the council believes this funding will still be required).

Budget Report 01/04/24 – 28/03/25

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	124.40	-16.40	-16.40	(-15%)
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	429.88	20.12	20.12	(4%)

19	Staff Costs				6,000.00	6,257.99	-257.99	-257.99	(-4%)
36	Subscriptions				250.00	241.58	8.42	8.42	(3%)
SUB TOTAL					9,323.00	8,974.52	348.48	348.48	(3%)

Lighting

Code	Title	Budgeted	Receipts		Budgeted	Payments		Net Position	
			Actual	Variance		Actual	Variance	+/- Under/over spend	
20	Electricity				850.00	711.33	138.67	138.67	(16%)
21	Lighting Maintenance				300.00	697.88	-397.88	-397.88	(-132%)
22	Lighting Installation					2,587.45	-2,587.45	-2,587.45	(N/A)
SUB TOTAL					1,150.00	3,996.66	-2,846.66	-2,846.66	(-247%)

Grounds Maintenance

Code	Title	Budgeted	Receipts		Budgeted	Payments		Net Position	
			Actual	Variance		Actual	Variance	+/- Under/over spend	
23	Grounds Maintenance				3,600.00	2,525.30	1,074.70	1,074.70	(29%)
SUB TOTAL					3,600.00	2,525.30	1,074.70	1,074.70	(29%)

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	1,047.83	1,452.17	1,452.17	(58%)
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	3,064.45	2,035.55	2,035.55	(39%)

Allotments

Code	Title	Budgeted	Receipts		Payments			Net Position	
			Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
34	Allotments Water				150.00	103.59	46.41	46.41	(30%)
35	Allotments Maintenance								(N/A)
SUB TOTAL					150.00	103.59	46.41	46.41	(30%)

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%)
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Other

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	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

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	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	21,538.76	3,234.24	5,844.69	(11%)
V.A.T.		2,360.52			2,329.56			
GROSS TOTAL		32,381.97			23,868.32			