

## HERMITAGE PARISH COUNCIL

### Minutes of the meeting of Hermitage Parish Council held at Adelaide Room, Holy Trinity Church, Hermitage, Berkshire RG18 9ST on Tuesday 16<sup>th</sup> May 2023 at 7.30pm

**Present** (former) Cllr N Burraston, Cllr R Marr, Cllr D Brown, Cllr R Cottingham, Cllr A Goldsmith, Cllr P Turner.  
2 members of the public (Chieveley Parish Council members)  
In attendance Ms N Pierce (Parish Clerk)

#### ANNUAL MEETING OF THE COUNCIL

- 01.05.23 **Election of Chairman for forthcoming year**  
Cllr Goldsmith proposed Cllr Cottingham as Chairman, seconded by Cllr Turner.  
Unopposed and agreed. One other nomination received.  
The elected Chairman signed a new Declaration of Acceptance of Office form.
- 02.05.23 **Election of Vice Chairman for forthcoming year**  
Cllr Cottingham proposed Cllr Goldsmith as Vice Chairman, seconded by Cllr Brown.  
Unanimously agreed. No other nominations were received.  
The elected Vice Chairman signed a new Declaration of Acceptance of Office form.
- 03.05.23 **Acceptance of Standing Orders**  
The Standing Orders were approved following agreed changes.  
It is noted there are some discrepancies between requirements and how council operates  
were noted. The Standing Orders to be reviewed and redrafted. **AG**
- 04.05.23 **Acceptance of Financial Regulations**  
The Financial Regulations were approved following agreed changes.  
Financial Regs to be reviewed to ensure they adequately reflect e-banking. **AG**
- 05.05.23 **Members acceptance of office**  
Cllr Brown, Cllr Turner, Cllr Marr. The elected Councillors signed a Declaration of  
Acceptance of Office form. Register of interest forms distributed to be returned in 28 days.
- 06.05.2023 **Councillors' roles**  
Initial discussion and reallocation of some roles. To add to July agenda.

#### ORDINARY MEETING

- 01.05.23 **Public participation**  
None.
- 02.05.23 **Apologies for absence**  
Dist. Cllr H Codling.
- 03.05.23 **Minutes of meeting held on 26<sup>th</sup> April 2023**  
The minutes were agreed as a correct record and signed by the Chairman.
- 04.05.23 **Declarations of interest**  
None.

05.05.23 **Actions agreed and matters arising from the minute of the last meeting not referred to elsewhere**  
None.

06.05.23 **Report of the District Councillor**  
Dist. Cllrs' report to advise role circulated.

07.05.23 **Planning**  
**7.1 New applications:**  
None.  
**7.2 Decision notices:**  
23/00608/HOUSE, Haslington, Newbury Road, Hermitage RG18 9TD. To render over exiting 1950's red brick heathers) external wall to the front of the property facing towards Newbury Road (East facing side). The property is a single storey bungalow with tiled roof.

Approved.

23/00540/HOUSE, Exton House, Deacons Lane, Hermitage RG18 9RH. 1) erection of external chimney flue to enable installation and use of wood burner stove inside residential property. 2) Installation of external all mounted car charging point. Approved.

**7.3 Neighbourhood Development Plan:** Cllr Cottingham provided an update. Regulation 16 is delayed because West Berkshire District Council has first to complete the Local Plan Review submission to the Secretary of State. West Berkshire will appoint an examining company from which an examiner will be selected. Delegation of the selection to NDP steering group: approved.

08.05.23 **Finance and report of Responsible Finance Officer**

8. Financial position as of 30<sup>th</sup> April 2023

Balance carried forward (Inc. S106 contributions)	£231,071.74
Receipts to 30 <sup>th</sup> April	£ 66,565.21
Payments to 30 <sup>th</sup> April	£ 84,853.59
Balance	£212,783.36
Plus, unpresented cheques	£ 985.74
Balance in hand	£213,769.10

**Finance and report of Responsible Finance Officer**

8.1 Report of Financial Officer: noted.

8.2 Payments for consideration May 2023

8.2.1 Sunshine Commercial Services Ltd monthly charge	£ 269.57
8.2.2 Grass maintenance/Contractor	£ 703.00
8.2.3 Cost of administration	£ 1,013.32
8.2.4 Expenses, ink,	£ 47.84
8.2.5 Triangle Management Ltd	£ 222.30
8.2.6 BALC/HALC membership	£ 447.67
8.2.7 Ruth Cottingham, refreshments for Cllr meeting	£ 13.00
Total	£ 3,406.70

8.3 Direct Debits previously approved:

1&1 Ionas (web site) monthly payment	£ 5.99
NEST monthly payment	£ 71.60

- 8.4 Receipts to be noted April 2023:- CCLA £237.99, Burial Ground £589.00, WBC litter bin grant payment £935.97.
- 8.5 Banking mandate: Cllr P Turner to be added as account signatory. **Clerk**
- 8.6 Electronic payments change to 3-person authorisation: approved.
- 8.7 Metro bond reinvestment £78,000: approved. **Clerk**
- 8.8 Grant 2022: Village Hall Badminton markings. To confirm grant award specification to Cllr Cottingham. **Clerk**
- 09.05.23 **Burial ground:**  
Nothing to report.
- 10.05.23 **Highways**  
Nothing to report.
- 11.05.23 **Environment**  
Council received verbal reports or updates on the following:
- 11.1 Playgrounds: nothing to report.
- 11.1.1 Councillor inspection reports: Cllr Brown advised the playgrounds are in good order, rubber mat under large swing in Pinewood is a trip hazard and moved to one side. Thursday Team to remedy. **DB/RC**
- 11.2 Furze Hill: nothing to report.
- 11.2.1 Recreation Ground: Cllr Cottingham noted the amount of dog mess on the banks. Cllr Goldsmith advised that the dog owners she met regularly always picked up, or tried to, but as the grass is currently long to encourage wildflowers it is often difficult to locate.
- 11.2.2. May task for WBCS: approved.
- 11.2.3 Shed to be put in place when weather acceptable.
- 11.3 Other open spaces: Dines Way, Lipscomb Close, Charlotte Close: nothing to report.
- 12.05.23 **Other matters**
- 12.1 Village Hall: bookings at the hall are good. New equipment purchased to ease the movement of crockery. Large hole at entrance to car park has been filled. Asphalt work completed at the side of the drive; this has been done without consultation with HPC as the landlord, lease to be checked. **RC**
- 12.2 Defibrillator checks: done.
- 13.05.23 **Correspondence received since the last meeting not referred to elsewhere**  
Correspondence accepted and noted.
- 14.05.23 **Reports from Parish Council representatives who have attended meetings of outside bodies on behalf of the council**  
Cllr Cottingham attended Eco Church meeting about increasing diversity in public spaces
- 15.03.23 **Items to be raised by Councillors (information only)**  
None.
- 16.03.23 **Any other items which the Chairman decides are urgent (information only)**  
None.
- 17.03.23 **Date of the next meeting**  
Tuesday 15<sup>th</sup> June at 7.30pm in the Adelaide Room, Holy Trinity Church, Hermitage.  
There being no further business the meeting closed at 20.33pm.

Signed \_\_\_\_\_

Dated \_\_\_\_\_