

**HERMITAGE PARISH COUNCIL**  
**Minutes of the meeting of Hermitage Parish Council held at**  
**Adelaide Room, Holy Trinity Church, Hermitage, Berkshire RG18 9ST**  
**on Wednesday 20<sup>th</sup> March 2024 at 7.30pm**

Present Cllr D Brown, Cllr I Govier, Cllr R Marr, Cllr A Goldsmith, Cllr V Burgess, Cllr N Brett, Cllr J Schedler (19.47-21.22), Ms N Pierce (clerk).

**01.03.24 Public participation**

One member of the public attended to read a statement on behalf of a complainant.

**02.03.24 Apologies for absence**

Cllr R Cottingham, Dist. Cllr. P Dick, Dist. Cllr. H Codling.

**03.03.24 Minutes of meeting held on 15<sup>th</sup> February 2024.**

The minutes were agreed as a correct record and signed by the Vice Chairman.

**04.03.24 Declarations of interest**

None.

**05.03.24 Actions agreed and matters arising from the minutes of the last meeting not referred to elsewhere and actions list**

**06.03.24 Reports**

**6.1 District Councillors**

Dist. Cllr. P Dick & Dist. Cllr. H Codling. Reports for February were previously circulated.

**6.2 Chairman's report**

Noted.

**07.03.24 Planning**

**7.1 New Applications.**

None.

**7.2 Decision notices:**

None.

**7.3 Neighbourhood Development Plan**

Cllr Cottingham provided an update in chair report.

**08.03.24 Finance and report of Responsible Finance Officer**

**Financial position as of 29<sup>th</sup> February 2024**

Balance carried forward (Inc. S106 contributions)	£206,814.16
Receipts to 29 <sup>th</sup> February	£90,841.36
Authorised Payments to 29 <sup>th</sup> February	£67,133.30
Payment not processed by 29 <sup>th</sup> February	0.00
Balance in hand (total)	£230,522.22

**8.1 Report of Financial Officer (Clerk's report)**

Noted. No comments or questions.

## 8.2 Payments for consideration March 2024

Approved.

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	£1,080.00
8.2.4	Administration expenses	£24.98
8.2.5	Tactical Management Ltd, dog bins (February)	£32.64
8.2.6	Barlows, rabbit spirals	£14.16
8.2.7	WBCS donation request – Furze Hill	£80.00
8.2.8	Webb & Cook, tree works	£2,940.00
8.2.9	Groundwork UK, (NDP unspent grant)	£692.01
8.2.10	HMRC Employer Tax/NI	£434.78
8.2.11	WBC, Election charges May 2023	£80.00
Total	All approved and to be entered and endorsed on-line.	£6,351.17

## 8.3 Direct Debits previously approved

Noted.

1&1 Ionos (website) monthly payment	£5.99
NEST monthly payment	£110.14

## 8.4 Receipts February 2024

None.

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## 8.5 Internal auditor

To use online auditor, to prepare all files for one drive share.

Cllr Brett/Clerk

## Correction to minute record 18<sup>th</sup> January 2024

### 8.7 Grants 2024-25

Two grant requests received and awarded as noted:-

Hermitage Village Hall £800: Sound system (£600) and chairs (£200)

Hermitage Holy Trinity Church £800: Church-stained glass window renovation.

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Hermitage Village Hall £800: Sound system (£600) and chairs (£200)

Hermitage Holy Trinity Church £800: Church-stained glass window renovation. **£800 for pathfinder grant refused.**

## 9.03.24 Burial ground

To pass the memory stick to Cllr Marr for update.

Clerk/Cllr Marr

## 10.03.24 Highways

Nothing to report. Report outstanding on SID progress. Clerk to raise with custodians.

Clerk

## 11.03.24 Environment

### 11.1 Playgrounds

#### 11.1.1 Councillor inspection reports

Cllr Govier had circulated the latest inspection report. Nothing new of note. A request to remove advertising signage, clerk to contact contractor.

Clerk

#### 11.1.2 To consider using a contractor for minor playground repairs

Discussion around the use of contractors for minor playground repairs.

**11.1.3 To approve the quotation for body twist, activity trail and junior multi play net**  
£5,000 budget approved.

**11.2 Furze Hill**

Nothing to report.

**11.2.1 Recreation Ground**

Nothing to report.

**11.2.2 To approve the quotation for the purchase of a gate and installation.**

Barlow's gate (£89.54 plus vat) labour Cripps Fencing (£120 plus vat) approved.

**11.2.3 Use of recreation ground by football club**

To remind CAFC of their responsibility to ensure all parking is at the Primary School. To discuss donation value regarding increase from one to three evenings in addition to weekend. **Clerk**

**11.3 Other open spaces**

Nothing to report on Dines Way, Lipscomb Close, Charlotte Close.

**11.4 Land Transfers**

No further progress.

**11.5 To approve the transfer of litter bins to Tactical Management from 1<sup>st</sup> April**

Approved.

**12.03.24 Other matters**

**12.1 Village Hall**

Nothing to report. Village Hall to formally advise of plans for parking.

**12.2 Defibrillator checks**

Done.

**12.3 Annual Parish Assembly (APA) Thursday 25<sup>th</sup> April.**

Sarah Morton, The Downland Practice, and Kerrie Hiscock, Berkshire Youth, will be attending to speak at the APA.

Jane Staunton will be providing the catering.

Flier to be finalised and sent to printing.

**Cllr Cottingham**

**12.4 Youth Club**

Cllr Govier advised that historically the youth club provided the school with the outside building, which is now used as a classroom, therefore the youth club can use the assembly hall. To send a copy of the agreement to clerk. **Cllr Govier**

To investigate monies shown in accounts v monies that were handed over, it is thought to be about £2k short. Also, the application of interest to this money. **Clerk/Cllr Cottingham**

**13.03.24 Policy review**

**13.1 Information and Data Protection:**

Approved after suggested amendments. To forward to clerk for website. **Cllr Govier/ Cllr Brett**  
To liaise with prior Cllr to discuss set up of generic emails for new councillors. **Cllr Brett**

**14.03.24 Correspondence received since the last meeting not referred to elsewhere.**

Correspondence noted on agenda.

Castle Water invoice in the sum of £1,800 received, this is disputed.

**15.03.24 Reports from Parish Council representatives who have attended meetings of outside bodies on behalf of the council.**

**16.03.24 Items to be raised by Councillors (information only)**

Cllr Marr provided an update on historical minutes on disk and passed to clerk.

**17.03.24 Any other items which the Chairman decides are urgent (information only)**

None.

**18.03.24 Part Two:-**

Complaint – Cllr Goldsmith provided an update.

1 Councillor Co-option – Charlie Montague; Co-option approved.

Eling Way proposed Stage 1 extension – Cllr Brown provided an update.

Resolved: That by virtue of the confidential nature of the business to be transacted the press and public be excluded from the meeting during consideration of the following item(s) of business under Section 2 of the Public Bodies (Admission to Meetings) Act 1960.”

**19.03.24 Date of the next meeting**

Thursday 18<sup>th</sup> April 2024 at 7.30pm in the Adelaide Room, Holy Trinity Church

APA - Thursday 25<sup>th</sup> April 2024 at 7.30pm for 8pm in the Village Hall.

There being no further business the meeting closed at 21:40.

Signed \_\_\_\_\_ Dated \_\_\_\_\_