

**HERMITAGE PARISH COUNCIL**  
**Minutes of the meeting of Hermitage Parish Council held at**  
**Adelaide Room, Holy Trinity Church, Hermitage, Berkshire RG18 9ST**  
**on Thursday 16<sup>th</sup> May at 7.30pm**

Present Cllr D Brown, Cllr R Cottingham, Cllr A Goldsmith, Cllr V Burgess, Cllr N Brett, Cllr J Rigby, Cllr C Montague, Cllr. P Dick, Cllr. H Codling, Ms N Pierce (clerk).

**ANNUAL MEETING OF THE COUNCIL**

**01.05.24 Election of Chairman for forthcoming year**

Cllr Cottingham was elected.

Unopposed and agreed.

The elected Chairman signed a new Declaration of Acceptance of Office form.

**02.05.24 Election of Vice Chairman for forthcoming year**

Cllr Burgess and Cllr Govier were nominated.

A vote was held. Cllr Govier was elected.

The elected Vice Chairman to sign a new Declaration of Acceptance of Office form at commencement of the June meeting.

**03.05.24 Acceptance of Standing Orders**

The Standing Orders were approved.

It is noted there are some discrepancies between requirements and how council operates. The Standing Orders are currently being reviewed and redrafted.

**04.05.24 Acceptance of Financial Regulations**

The Financial Regulations were approved.

Financial Regs to be reviewed following issue of the new NALC model.

**Clerk**

**05.05.24 Members acceptance of office**

Cllr John Rigby signed a Declaration of Acceptance of office form and a completed register of interests.

**06.05.24 Councillors' roles**

Initial discussion and reallocation of some roles. To add to June agenda. Clerk to circulate description of roles to Councillors.

**Clerk**

**ORDINARY MEETING**

**07.05.24 Public participation**

One member of the public attended to observe the meeting.

**08.05.24 Apologies for absence**

Cllr R Marr, Cllr I Govier.

**09.05.24 Minutes of meeting held on 18<sup>th</sup> April 2024.**

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

**10.05.24 Minutes of APA meeting held on 25<sup>th</sup> April 2024.**

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

**11.05.24 Declarations of interest**

None.

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

Cllr Brett to set up email addresses for new Councillors.

**Cllr Brett**

**13.05.24 Reports**

**6.1 District Councillors**

Cllr. P Dick & Cllr. H Codling. Report for April circulated.

**6.2 Chairman's report**

Noted.

**14.05.24 Planning**

**14.1 New Applications:**

None.

**14.2 Decision notices:**

24/00111/HOUSE, Clairewood, Hampstead Norreys Road, Hermitage, Thatcham RG18 9RZ. Demolition of existing conservatory, utility room and front bay window. Rear and side/front extensions and new roof with dormer windows to allow for increased living space. Solar panels to front elevations. WBC approved.

23/02605/FUL, Hazeldene, Deacons Lane, Hermitage, Thatcham RG18 9RH Construction of a replacement dwelling with associated landscaping works. WBC approved.

**14.3 Neighbourhood Development Plan:**

Cllr Cottingham provided an update, there was a 26% turn out for the referendum. The result was 91% for adopting the plan and 9% against.

**14.4 NDP Referendum:**

HPC is pleased with the result of the referendum.

**15.05.24 Finance and report of Responsible Finance Officer**

**Financial position as of 30<sup>th</sup> April 2024**

Balance carried forward (Inc. S106 contributions)	£206,814.16
Receipts to 30 <sup>th</sup> April	£31,773.95
Authorised Payments to 30 <sup>th</sup> April	£6,511.93
Payment not processed by 30 <sup>th</sup> April	£2,354.20
Balance in hand (total)	£234,430.38

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

Noted. No comments or questions.

## 15.2 Payments for consideration May 2024

Approved.

15.2.1	Sunshine Commercial Services Ltd monthly charge	£269.57
15.2.2	Grass maintenance/Contractor	£752.09
15.2.3	Cost of administration	£1,060.25
15.2.4	Administration expenses	£178.99
15.2.5	Tactical Management Ltd, dog bins (April)	£266.34
15.2.6	Cripps Fencing, Furze Hill recreation ground gate intall	£120.00
15.2.7	Barlow and Sons, Furze Hill recreation ground gate	£107.45
15.2.8	Information Commissioner (ICO) annual fee 2024-35	£40.00
15.2.9	Jane Staunton – APA catering	£500.00
15.2.10	Ruth Cottingham – APA refreshments	£60.62
15.2.11	Glasdon UK Ltd	£146.92
15.2.12	Castle Water, on account payment	£250.00
15.2.13	HMRC	£87.54
Total	All approved and to be entered and endorsed on-line.	£3,839.77

## 15.3 Direct Debits previously approved

Noted.

1&1 Ionos (website) monthly payment	£23.99
NEST monthly payment	£107.08

## 15.4 Receipts April 2024

Noted.

Precept	31,495
CCLA interest	278.95

## 15.5 To consider clerk overtime; year-end work, 15 hours.

Approved.

### 16.05.24 Burial ground

9.1 Castle Water invoice £1,858.11. Castle Water have raised an invoice which HPC do not agree with. Ongoing. £250 paid on 14 May as a gesture of goodwill: approved. **Clr Cottingham/Clerk**

### 17.05.24 Highways

Clr Dick provided an update. For Marlston Rd the best course of action is continuing to use Community Speed Watch (CSW) to gather further evidence.  
Proposal not to pursue the 20 mile an hour speed limit outside the school: agreed.

### 18.05.24 Environment

#### 18.1 Playgrounds

##### 18.1.1 Councillor inspection reports

Clr Govier did the playground inspection, nothing different than prior month report.

#### 18.2 Furze Hill

Nothing to report.

##### 18.2.1 WBCS May tasks

Agreed.

##### 18.2.2 To agree budget for tree works at Furze Hill

£5,500 plus VAT: approved. To obtain 2 further quotations.

**Clerk**

##### 18.2.3 Recreation Ground

New gate looks good.

**18.3 Other open spaces**

Tree health and safety inspection £360 including VAT: approved.

**19.05.24 Other matters**

**19.1 Village Hall**

Nothing to report.

**19.2 Defibrillator checks**

Done.

**19.3 Annual Parish Assembly (APA) review**

To formerly thank Dr Morten and Kerrie Hiscock, Berkshire Youth.

**Clerk**

**19.4 Youth Club**

Nothing to report.

**19.5 Hermitage Preschool colour run permission 20 July 2024**

Approved: The Parish Council will require details of booking arrangements. The route needs to stick to the existing paths, dogs are not permitted to accompany runners, Preschool to contact school about carparking, participants encouraged to use school carpark, and to inform the Village Hall

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

Correspondence noted on agenda.

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

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

Cllr J Schedler resigned.

Cllr Brown attended the PPG meeting at the Downland Practice on Tuesday 16<sup>th</sup> April.

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

None.

**24.05.24 Date of the next meeting**

Thursday 20<sup>th</sup> June 2024 at 7.30pm in the Adelaide Room, Holy Trinity Church

There being no further business the meeting closed at 20.30.

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