

HERMITAGE PARISH COUNCIL

Clerk to the Council: Ms N Pierce
Farm Gate, High Street, Chieveley
Berkshire RG20 8TA
Email: hermitagepc@outlook.com

**Members of Hermitage Parish Council are summoned to attend a
Meeting of Hermitage Parish Council
The Adelaide Room, Holy Trinity Church, Hermitage
Thursday 26th June 2025 at 8pm**

AGENDA

1 Public participation

Members of the public are welcome at Hermitage Parish Council meetings but can only speak during the first 10 minutes which are reserved for this purpose. Anyone wishing to speak should please advise the Clerk of this at least 48 hours before the meeting. Councillors may ask for further information but otherwise cannot respond directly at the meeting.

2 Apologies for absence

Cllr Vanessa Burgess

3 Minutes of the Parish Council meeting held on 15th May

To be agreed as a correct record and signed by the Chairman.

3.1 Actions and matters arising from minutes not referred to elsewhere.

Pump track – no progress to report (Action IG).

4 Declarations of interest

Members are reminded to declare any interest on any item on this agenda at this point or at any point during the meeting in accordance with Hermitage Parish Council's Code of Conduct.

5 Chairman's Introduction

6 District Councillors' Reports and Information from West Berkshire Council

Reports circulated for information and questions.

Note the proposal to create a unitary authority covering W Berks, VoWH and S Oxon. Much of this area was previously part of Berkshire.

7 Councillor Roles

To agree current roles or replacements.

8 Planning

8.1 New applications

25/01293, Lark Rise, Oare, Hermitage, Thatcham. RG19 8SD. Hermitage Farms. Two storey and single storey addition to detached dwelling (adjacent parish).

8.2 Decision notices

None.

8.3 00815 planning inquiry

Cllr Cottingham to provide report (Action)

9 Finance

Actions to transfer funds

Clerk

9.1 Responsible Financial Officer's Report

To consider matters arising and agree resolution.

9.2 Payments for consideration June 2025

To review and approve items of expenditure and note regular payments

9.3 Receipts (to note)

CIL £5,609.62.

VAT reclaim received on 9th June £4217.96.

9.4 Receipts and Payments to date

1. To review 2025/26 receipts and payments/budget to date
2. To approve the purchase of a reconditioned laptop ahead of Windows 11 compatibility update in October. Budget set aside £700 (AG)

9.5 Annual Return 2024-25

1. To approve and sign the Annual Governance Statement
2. To approve the Annual Return 2024-25 Accounting Statement
3. To note that the RFO has prepared the notice of Public Rights and publication of the unaudited AGAR.

9.6 Account authorisations

To approve the email instructions authority form for CCLA

9.7 Internal audit

To review internal auditor report actions and await response from FWP

10 Administrative matters

1. To approve updated Standing Orders (AG - Action)
2. Receive progress update on Financial Regulations (RC/VB/Clerk – Action)
3. Consider review schedules for policies & procedures and risk assessments

11 Burial Ground

1. Memorial Plaque for the late Roy Marr fitted to the memorial bench. (Action RC)
2. To agree approach to charging for single burial of two sets of ashes.

12 Highways

Note resurfacing of Yattendon Road.

1. Chairman has asked WBC if there are any plans to update footpaths leaflet (out of date) and been advised that they don't do this, but HPC or others could. To decide if we want to pursue this in any way.
2. WBC is having peer review of highways surfaces that will be asking persons on consultation panel for views: Teams meeting arranged. Does HPC want to provide comment?
3. Bollards at end of Eling Way (IG)

13 HPC properties

Council to receive reports or updates on the following:

13.1 Playgrounds

To consider Annual Playground Inspection reports and agree how to take forward.

13.2 Furze Hill & Recreation Ground

Concrete has been laid outside gate to Rec Ground. (Action on clerk Complete)

Rabbit holes and holes under fence: to agree if Thursday team can fix.

13.3 Other open spaces

Dines Way (AG), Lipscomb Close (DB), Charlotte Close (DB)

13.4 Transfer of land off Pinewood Crescent

New fence complete (Action RC).

14 Other matters

Council to receive reports or updates on the following:

14.1 Village Hall (IG)

1. To agree whether Chairman should write to J Lawler about non-event.

2. Pathfinder article: to stop it happening again.

14.2 Defibrillator

1. Checks
2. To consider providing training in use

14.3 Action plan from resident's survey April 2025 (JR)

14.4 Meeting starting times

To consider preferred starting time(s) going forward.

15 Other correspondence received

Councillors to advise if they want to see any items listed.

New Chairman elected for West Berkshire Council

Chief executive's bulletin - 5 June 2025

West Berkshire Libraries News - June 2025

Proposal for new Oxfordshire and West Berkshire unitary council and seeking residents' views on how local government could be improved

Invitation to a pan Berkshire EV awareness event - Friday 11th July 2025

16 Reports on meetings of outside bodies

17 Any other business (information only)

NALC advice on transferring to gov.uk website received. Message will be forwarded for councillors to follow links to discuss at next meeting

18 Date of the next meeting

Thursday 17th July 2025, in the Adelaide Room, Holy Trinity Church. Time to be decided under item 14.4.

Nicky Pierce
Parish Clerk
13th June 2025
