

**HERMITAGE PARISH COUNCIL**  
Clerk to the Council: Ms N Pierce  
Penwood, Down End, Chieveley  
Berkshire RG20 8TS  
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**Members of Hermitage Parish Council are summoned to attend a  
Meeting of Hermitage Parish Council  
The Adelaide Room, Holy Trinity Church, Hermitage**

**Thursday 16<sup>th</sup> May 2019 at 7.30pm**

**AGENDA**

**Annual meeting of the council**

- 1 Election of Chairman for forthcoming year**
- 2 Election of Vice Chairman for forthcoming year**
- 3 Confirmation of Standing orders**
- 4 Confirmation of Financial regulations**
- 5 Register of members interests**

**Ordinary Meeting**

- 6 Public participation  
The first 10 minutes of the meeting are available for the public to express a view or ask a question. Each member of the public is limited to 2 minutes per speaker. If anyone needs more time they should write to the Parish Clerk beforehand, listing the points to be made. The public is welcome to stay and observe the rest of the meeting.**
- 7 Apologies for absence**
- 8 Minutes of the Parish Council meeting held on 11<sup>th</sup> April to be agreed as a correct record and signed by the Chairman**
- 9 Minutes of the Annual Parish Assembly held on 18<sup>th</sup> April to be agreed as a correct record and signed by the Chairman**
- 10 Declarations of interest**
- 11 Matters arising from the Annual Parish Assembly**
- 12 Matters arising from the minutes of the last meeting not referred to elsewhere**
- 13 The report of the District Councillor**
- 14 Planning**
  - 14.1 New applications:**  
19/00765/HOUSE, Brackenveldt, Hampstead Norreys Road, Hermitage. Replace existing fence with 1.9m fence and remove 2.13m wall Elizabeth Moffat 23/05/2019

16<sup>th</sup> May 2019

#### 14.2 Decision notices:

18/03268/FULD, Clairewood Hampstead Norreys Road Hermitage. Demolish existing single storey dwelling and garage and replace with two semi-detached dwellings, and also lift and thin the crown of a TPO within the garden. Refusal

#### 14.3 Neighbourhood development plan

### 15 Finance and report of Responsible Finance Officer

#### 15.1 Report of Financial Officer

#### 15.2 Receipts and payments for consideration May 2019

15.2.1 Sunshine Commercial Services Ltd monthly charge	£	244.37
15.2.2 Grass maintenance/Contractor	£	649.00
15.2.3 Cost of administration	Sal & exp	£ 594.82
15.2.4 HMRC	paye	£ 124.93
15.2.5 Zurich Municipal – 26/5/2019-25/05/2020 Insurance		£ 1,785.68
15.2.6 West Berkshire Countryside Society 4 volunteer visits/donation		£ 300.00
15.2.7 Wicksteed Leisure Ltd, 4 playground inspections, 2 risk analysis		£ 252.00
15.2.8 Barlow & Sons Ltd, 3 invoices 35332/3/4, post savers, treated posts, treated timber, concrete, post savers, 38x88 treated rails	£	668.60
15.2.9 Ruth Cottingham, APA £31.27, paper for self and clerk £35.90, postage £1.50	£	68.87
15.2.10Balc subscription £322.64, Nalc subscription £103.45	£	426.09
	Total	£ 5,114.36

#### 15.3 Direct Debits previously approved;

1 & 1lonas (web site) monthly payment, £5.99

15.4 Newbury building society; to ensure eligibility for FSCS chairman to sign paperwork to confirm HPC budget threshold

15.5 Bank account reconciliation to 29th March 2019

15.6 CIL reporting; procedure

15.7 Finance Risk Assessment; to adopt review

15.8 Asset register; to agree update

15.9 Purchase of filing cabinet for the clerk, £80

### 16 Burial ground

16.1 Request for headstone

### 17 Highways

17.1 Potential extinguishment of public footpaths and bridleways

17.2 Active Travel Route report

### 18 Environment

18.1 Recreation ground

18.1.1 Basketball practice/muga hire

18.2 Furze Hill

18.2.1 Extra posts for exclusion fence, if required.

18.3 Play areas including inspection checklists, defibrillator check

18.3.1 Wicksteed playground inspections report; inspection 4<sup>th</sup> April

18.4 Hermitage – HV Feeder E6L5 - Resilience Planning

### 19 Policy reviews to adopt;

19.1 Disaster recovery plan

19.2 Investment and fraud policies

19.3 Equal opportunity policy

19.4 Harassment and dignity at work

19.5 Code of Conduct  
19.6 Freedom of information

**20 Other matters**

20.1 Village hall  
20.2 BIG weekend tea

**21 Correspondence received since the last meeting not referred to elsewhere**

West Berkshire Council; SEN funding stream is now open to constituted community groups, not-for-profit organisations and registered charities. The closing dates for bids is 23<sup>rd</sup> May  
West Berkshire Council: Nominate now for West Berkshire's Learner Achievement Awards 2019

Metro Bank Quarter 1 2019 results

West Berkshire Heritage Forum AGM 31<sup>st</sup> May 2019

**22 Reports from parish council representatives who have attended meetings of outside bodies on behalf of the council**

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

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

**25 Date of the next meeting:**

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

Nicky Pierce  
Parish Clerk  
10<sup>th</sup> May 2019

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