

To: All Members of Compton Parish Council

All Councillors are hereby summoned to attend the following meeting.

Please inform the Clerk if you are unable to attend.

## NOTICE OF MEETING

**MEETING:** Full Council

**DATE & TIME:** Monday 5<sup>th</sup> September 2022 at 7.00pm

**PLACE:** Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP

*S. Marshman*

Dr S. Marshman, PSLCC, Clerk to the Council

30<sup>th</sup> August 2022

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## Agenda

1. To receive, and consider for acceptance, apologies for absence from Members of the Council
2. To receive any [declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests](#) and to consider any requests for dispensation from Members declaring a [Disclosable Pecuniary Interest](#)  
*Councillors should use the flow-chart below to identify which type of interest they have and what action should be taken. Please declare what type of interest you have in the meeting.*
3. To receive:
  - 3.1 Questions or comments from members of the public regarding items on the agenda
  - 3.2 Representations from any member who has declared an [Other Registerable Interest or a Non-Registerable Interest](#)
4. To approve the [Minutes of the Full Council Meeting held on 4<sup>th</sup> July 2022](#)
5. To discuss any matters arising from the previous meeting
6. To receive a report from the District Councillor
7. To receive an update on the Compton Greening Project
8. To review the minutes and recommendations from the following committees:

Committee	Meeting Date	Minute Numbers	Recommendations
Planning	26 <sup>th</sup> July	<a href="#">PLN22/23-001 to 006</a>	None
Personnel	None		

9. To receive an update and review recommendations from the following working parties:
  - 9.1 Burial Ground
  - 9.2 Village Enhancement
  - 9.3 Digital
  - 9.4 Street lighting
  - 9.5 Sports Pavilion
  - 9.6 Allotments
10. Planning Applications
  - 10.1 To consider the following new planning applications:
    - [22/01912/HOUSE Greyladies, Downs Road, Compton, RG20 6RE](#) - Demolition of existing single storey rear conservatory and replacement with single storey rear extension incorporating first floor balcony. Removal of rear window and replacement with French Doors. Infilling of existing side window and enlargement of existing side window openings
    - [22/02049/HOUSE 34 Shepherds Mount Compton Newbury RG20 6QZ](#) - First floor extension over garage, single storey extensions to front and rear, Insulated render finish to house.
  - 10.2 To consider whether to request the District Councillor calls in any planning applications to the Western Area Planning Committee
  - 10.3 To consider whether to refer any planning applications for further response from the Council's planning consultants
  - 10.4 To receive a report on recent planning decisions taken by West Berkshire Council
11. To receive the Clerk's report
12. Finance:
  - 12.1 To consider approving the payments listed on the [Finance Report](#)
  - 12.2 To note the most recent [Bank Reconciliation](#)
  - 12.3 To note the [Quarterly Budget Report](#) (if applicable)
  - 12.4 To receive any reports from the Internal Controller
13. To review the [Temporary Scheme of Delegation](#)
14. To consider [requests for grant funding](#)
15. To consider whether to use the [SAAA-appointed external auditors or to opt-out and appoint the council's own external auditor](#) for the next five years
16. To consider responding to the '[Moving Traffic Offences Enforcement Powers](#)' consultation being held by West Berkshire District Council
17. To consider the possible purchase of a Speed Indicator Device (SID) and whether to purchase this in conjunction with another local parish council if possible
18. To discuss the [devolution information provided by West Berkshire District Council](#)

19. To consider making a donation to the Royal British legion, to include the costs of wreaths for the Remembrance Parade
20. To consider quotes for tree works
21. To consider quotes for a tree and bench to commemorate the Jubilee
22. To consider the potential use of the Recreation Ground for a dog show including fees to be applied
23. To consider the use of the Recreation Ground by The Downs School for enrichment activities
24. To receive an update on vandalism and anti-social behaviour (ASB) in the village
25. To receive reports on the following:
  - 25.1 Recreation Ground
  - 25.2 Rights of Way
  - 25.3 Village Hall
  - 25.4 Downland Practice Patient Representation Group
  - 25.5 Communications
26. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:

Full Council: Monday 3<sup>rd</sup> October 2022 at 7pm

## Supporting Documentation

### 4. To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any requests for dispensation

Members are invited to declare Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests in items on the agenda as required by the Compton Parish Council [Code of Conduct](#) for Members, as adopted on 5<sup>th</sup> July 2021, Minute 21/22-087, and by the [Localism Act 2011 Chapter 7](#).

Please use the flow chart below to ascertain the type of interest you have and what action you are required to take.

DPI = Disclosable Pecuniary Interest

ORI = Other Registerable Interest

NRI = Non-Registerable Interest

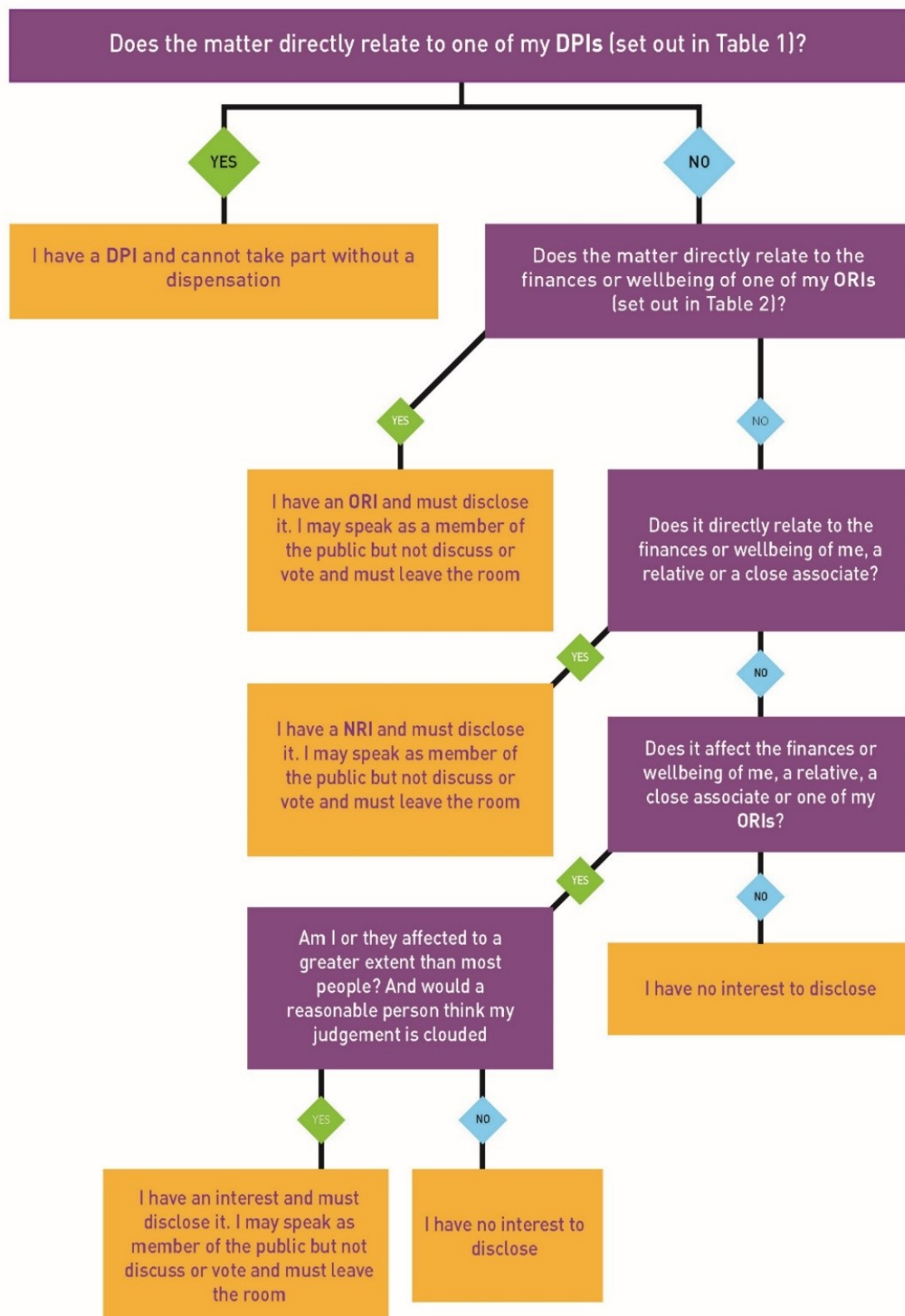


Table 1: Disclosable Pecuniary Interests

Subject	Description
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
<b>Contracts</b>	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and* property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate tenancies</b>	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share</p>

	capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## Table 2: Other Registerable Interest

You must register as an Other Registerable Interest :

1. any unpaid directorships
2. any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
3. any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

## 10.4 To receive a report on recent planning decisions taken by West Berkshire Council

The following decisions have been reported by West Berkshire Council since the last Parish Council meeting:

- 22/01175/COND1 Land North Of 31, Horn Street, Compton - Application for approval of details reserved by condition 3 (schedule of materials), 4 (photovoltaic solar panels), 8 (CMS) and 13 (SuDS drainage) of approved application 21/02271/FULD: New 2 bedroom house. Application approved in part (conditions 5, 8 and 13) and refused in part (condition 3).
- 22/01427/TELE56 Telecommunications Mast 2, Warnham Lane, Compton - Application to determine if prior approval is required for a proposed: Development by or on behalf of an electronic communications code operator for the purpose of the operator's Electronic Communications Network in, on, over or under land controlled by that operator or in accordance with the electronic communications code - The replacement of the existing 22.4m mast and associated antennas with a new 23.5m mast, complete with 3 replacement antennas, associated supporting units 2 relocated 300mm dish antennas and ancillary development works thereto. Decision: Prior approval is required and given.
- 22/01413/LBC2 1 Horn Street, Compton, Newbury, RG20 6QS - Repointing of the principle elevation to the cottage and forge (former) and boundary wall to the road. Application approved.



## 12. Finance:

### Finance Report

#### Status at last bank reconciliation 31st July 2022

	Amount
Unity Trust Current Account	£22,317.82
Unity Trust Deposit Account	£122,814.56
Lloyds Multipay Corporate Card	-£81.23
<b>Total</b>	<b>£145,051.15</b>

#### Income received until 29th August 2022

Account	Income Detail	Amount
Current	Allotments rent	£126.50
Current	Compilations advertising	£235.00
Deposit	Interest Q2	£105.90
<b>Total</b>		<b>£467.40</b>

#### Payments made on Lloyds Corporate Card to be approved

Method	Date	Payee	Payment Detail	Amount
CC	02-Aug-22	Lloyds	Monthly card fee	£3.00
CC	26-Aug-22	Microsoft	Software	£11.28
			<b>Total</b>	<b>£14.28</b>

#### Payments from Unity Trust Current Account to be approved

Method	Date	Payee	Payment Detail	Amount
BACS	07-Jul-22	SLCC	Book on burials	£29.00
DD	20-Jul-22	Vodafone	Mobile phone	£23.03
BACS	27-Jul-22	Chris Bolt Property Maintenance	Painting in Sports Pavilion	£864.72
BACS	27-Jul-22	AD Clark	Grounds maintenance Jun	£642.06
DD	28-Jul-22	Nexus	Software	£11.28
BACS	06-Aug-22	Staff Costs	Includes salaries, PAYE, pension contributions for Aug	£1,619.15
DD	15-Jul-22	Southern Electric	Street light electricity Q1	£3,252.06
BACS	18-Aug-22	Vodafone	Mobile phone	£23.03
DD	26-Aug-22	Nexus	Software	£11.28
DD	26-Aug-22	Southern Electric	Electricity Sports Pavilion	£84.29
BACS	05-Sep-22	Chris Bolt Property Maintenance	Repairs to UPVC fascia/ guttering at Sports Pavilion	£68.74
BACS	05-Sep-22	Compton Village Hall	Room hire July	£37.50
BACS	06-Sep-22	Staff Costs	Includes salaries, PAYE, pension contributions for Aug	£1,589.34
			<b>Total</b>	<b>£8,255.48</b>

**Transfers**

Method	Date	From Account	To Account	Amount
DD	18-Jul-22	Unity Current	Lloyds	£1,199.68
DD	16-Aug-22	Unity Current	Lloyds	£84.23
<b>Total</b>				<b>£1,283.91</b>

**Bank Reconciliation**

## Bank Reconciliation at 31/07/2022

Cash in Hand 01/04/2022	142,237.22
ADD	
Receipts 01/04/2022 - 31/07/2022	30,816.65
	173,053.87
SUBTRACT	
Payments 01/04/2022 - 31/07/2022	28,002.72
A = Cash in Hand 31/07/2022 (per cash book)	145,051.15

## Cash in hand per Bank Statements

Petty Cash	31/07/2022	0
3 Lloyds Corporate Card	31/07/2022	-81.23
2 Unity Deposit	31/07/2022	122,814.56
1 Unity Current	31/07/2022	22,317.82
Subtotal		145,051.15
Less unrepresented payments		0
Subtotal		145,051.15
Plus unrepresented receipts		0
B = Adjusted Bank Balance		145,051.15

A = B Checks out OK

## Quarterly Budget Report

This is the quarterly budget report for Quarter 1. Quarter 2 will be presented at the October meeting.

### Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Precept	51,000.00	25,500.00	-25,500.00				-25,500.00 (-50%)
2 Interest		105.90	105.90				105.90 (N/A)
3 VAT Refund							(N/A)
4 Grants		3,913.00	3,913.00				3,913.00 (N/A)
5 Other Income							(N/A)
57 CIL Receipts							(N/A)
<b>SUB TOTAL</b>	<b>51,000.00</b>	<b>29,518.90</b>	<b>-21,481.10</b>				<b>-21,481.10 (-42%)</b>

### Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6 Staff Costs				18,900.00	4,482.77	14,417.23	14,417.23 (76%)
7 Staff Expenses				200.00	24.75	175.25	175.25 (87%)
8 Office				960.00	240.00	720.00	720.00 (75%)
9 Office Supplies/Equipment				250.00	987.84	-737.84	-737.84 (-295%)
10 Phone				200.00	57.57	142.43	142.43 (71%)
11 Website				350.00		350.00	350.00 (100%)
12 Bank Charges				108.00	27.00	81.00	81.00 (75%)
13 Subscriptions				802.00	362.61	439.39	439.39 (54%)
14 Software				900.00	464.40	435.60	435.60 (48%)
15 Insurance				950.00		950.00	950.00 (100%)
16 Election Fees				320.00		320.00	320.00 (100%)
17 Audit Fees				550.00	242.50	307.50	307.50 (55%)
18 Chairman's Allowance				80.00		80.00	80.00 (100%)
19 Training				500.00		500.00	500.00 (100%)
20 Meeting Rental				360.00		360.00	360.00 (100%)
21 Other Expenses							(N/A)

48 Professional Advice		3,000.00	1,218.50	1,781.50	1,781.50 (59%)
<b>SUB TOTAL</b>		<b>28,430.00</b>	<b>8,107.94</b>	<b>20,322.06</b>	<b>20,322.06 (71%)</b>

## Village Maintenance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
22 Grounds Maintenance				5,000.00	1,926.18	3,073.82	3,073.82 (61%)
23 Recreation Ground				300.00		300.00	300.00 (100%)
24 Play Equipment Maintenance				2,000.00	105.00	1,895.00	1,895.00 (94%)
25 Tree Maintenance				1,000.00	509.00	491.00	491.00 (49%)
26 Refuse Disposal				400.00	387.77	12.23	12.23 (3%)
27 Vandalism Repair				400.00		400.00	400.00 (100%)
28 War Memorial Maintenance				150.00		150.00	150.00 (100%)
<b>SUB TOTAL</b>				<b>9,250.00</b>	<b>2,927.95</b>	<b>6,322.05</b>	<b>6,322.05 (68%)</b>

## Allotments

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29 Allotment Rent - Newbury Lane	500.00	161.00	-339.00				-339.00 (-67%)
30 Allotment Rent - School Road	350.00	442.75	92.75				92.75 (26%)
31 Newbury Lane Water				250.00	163.85	86.15	86.15 (34%)
32 Newbury Lane Capital							(N/A)
33 Newbury Lane Other Expenses							(N/A)
34 School Road Water				200.00	83.17	116.83	116.83 (58%)
35 School Road Capital							(N/A)
36 School Road Other Expenses					60.00	-60.00	-60.00 (N/A)
37 Allotment Skips				250.00		250.00	250.00 (100%)
<b>SUB TOTAL</b>	<b>850.00</b>	<b>603.75</b>	<b>-246.25</b>	<b>700.00</b>	<b>307.02</b>	<b>392.98</b>	<b>146.73 (9%)</b>

## Sports Pavilion

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38 Football Club - Income	450.00		-450.00				-450.00 (-100%)
39 SP Building Maintenance				600.00		600.00	600.00 (100%)
40 SP Running Costs				500.00	93.26	406.74	406.74 (81%)
41 Pitch Marking				920.00		920.00	920.00 (100%)
<b>SUB TOTAL</b>	<b>450.00</b>		<b>-450.00</b>	<b>2,020.00</b>	<b>93.26</b>	<b>1,926.74</b>	<b>1,476.74 (59%)</b>

## Lighting

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
42 Electricity				4,400.00	1,772.14	2,627.86	2,627.86 (59%)
43 Lighting Routine Maintenance				2,500.00	585.51	1,914.49	1,914.49 (76%)
44 Lighting Repairs				500.00		500.00	500.00 (100%)
45 Lighting Replacement				35,000.00	3,368.70	31,631.30	31,631.30 (90%)
<b>SUB TOTAL</b>				<b>42,400.00</b>	<b>5,726.35</b>	<b>36,673.65</b>	<b>36,673.65 (86%)</b>

## Burial Ground

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46 Burial Ground - Income							(N/A)
47 Burial Ground				4,000.00	2,297.00	1,703.00	1,703.00 (42%)
<b>SUB TOTAL</b>				<b>4,000.00</b>	<b>2,297.00</b>	<b>1,703.00</b>	<b>1,703.00 (42%)</b>

## Compilations

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49 Compilations - Income	1,800.00	400.00	-1,400.00				-1,400.00 (-77%)
50 Compilations				2,300.00	365.93	1,934.07	1,934.07 (84%)
<b>SUB TOTAL</b>	<b>1,800.00</b>	<b>400.00</b>	<b>-1,400.00</b>	<b>2,300.00</b>	<b>365.93</b>	<b>1,934.07</b>	<b>534.07 (13%)</b>

## Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51 Grants							(N/A)
<b>SUB TOTAL</b>							<b>(N/A)</b>

## Neighbourhood Development

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
52 NDP - Income							(N/A)
53 NDP							(N/A)
<b>SUB TOTAL</b>							<b>(N/A)</b>

## Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54 Christmas Events				200.00		200.00	200.00 (100%)
55 Christmas Day Lunch Room Hire				50.00		50.00	50.00 (100%)
59 Other Events				200.00	295.00	-95.00	-95.00 (-47%)
60 Greening Campaign				200.00	25.00	175.00	175.00 (87%)
<b>SUB TOTAL</b>				<b>650.00</b>	<b>320.00</b>	<b>330.00</b>	<b>330.00 (50%)</b>

## Reserves

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
56 Reserves							(N/A)
58 CIL Expenditure					610.00	-610.00	-610.00 (N/A)
<b>SUB TOTAL</b>					<b>610.00</b>	<b>-610.00</b>	<b>-610.00 (N/A)</b>

## Summary

NET TOTAL	54,100.00	30,522.65	-23,577.35	89,750.00	20,755.45	68,994.55	45,417.20 (31%)
V.A.T.					2,513.61		
GROSS TOTAL		30,522.65			23,269.06		

## 13. To review the Temporary Scheme of Delegation

### Temporary Scheme of Delegation

1. Section 101 of the Local Government Act 1972 provides:
  - That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
  - A Committee may delegate its powers to an officer.
2. Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.
3. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
4. In an emergency the Proper Officer is empowered to carry out any function of the Council
5. Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

### *Delegation to The Proper Officer*

6. As a temporary measure, to allow for effective decision making whilst Covid-19 restrictions and considerations are in place, the Proper Officer may be empowered to take any and all decisions recommend to them by the relevant Committee or Full Council
7. This empowerment does not affect the delegations already in place via Standing Orders or Financial regulations.
8. The Proper Officer may not take additional decisions that would normally be taken by a Committee or Full Council unless that Committee or Full Council has met in a meeting suitably convened under the requirements of the Local Government Act 1972, and made available to the public to view (where not covered by confidentiality) and expressly agreed for that decision to be enacted via this temporary delegation.

### *Full Council Matters*

9. The following items are reserved for Full Council decision only and cannot be delegated to an Officer.
  - To appoint the Chairman and Vice-Chairman in May each year
  - To sign off the Governance Statement by 30<sup>th</sup> June each year



- To set the Precept
- To appoint the Head of Paid Service (Parish Clerk)
- To make byelaws
- To borrow money
- To consider any matter required by law to be considered by Council

## 14. To consider requests for grant funding

It should be noted that the council did not include an amount in the precept for grant funding for 2022/23 as the council's intention was to use earmarked reserves put aside for this purpose using funds budgeted but unused in previous years. Thus, there is currently up to £1,743.00 available for providing grant funding.

It should also be noted that the deadline for community applications is 15<sup>th</sup> September and there may, therefore, be further applications for consideration at the October meeting. The Council requested this particular application be reviewed at the September meeting as it was submitted in late June.

Organisation	Project	Members	Percentage of Members Resident in Compton	Requested
Autumn Group	Purchase of four off 4ft round folding tables that are suitable for both indoor and outdoor use	30	75%	£240.00
				<hr/> <b>Total</b> <hr/> <b>£240.00</b> <hr/>

15. To consider whether to use the SAAA-appointed external auditors or to opt-out and appoint the council's own external auditor for the next five years



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SAAA Ltd, Fourth Floor, 77 Mansell Street, London E1 8AN • [www.saaa.co.uk](http://www.saaa.co.uk)

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Dear Clerk/RFO/Chairman

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

**All authorities require an appointed external auditor** even if the authority meets the criteria to qualify for

exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor.

**If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to [admin@saaa.co.uk](mailto:admin@saaa.co.uk).

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

### **Opting-out**

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at [www.saaa.co.uk](http://www.saaa.co.uk)

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

## 16. To consider responding to the 'Moving Traffic Offences Enforcement Powers' consultation held by West Berkshire District Council

Moving Traffic Offences enforcement powers consultation - FEEDBACK REQUIRED by 20/09/2022

Good afternoon,

The Traffic and Road Safety team continue to receive complaints of speeding and congestion, especially outside schools, and have been dealing with these in the best way we can within the Governments guidelines and our current powers.

Currently enforcement of moving traffic offences can only be carried out by the police under criminal law and a penalty notice issued. However, the Department for Transport (DfT) announced in 2020 that they would be fully implementing the remaining elements of the Traffic Management Act 2004 under Part 6. This allows local highway authorities, in this case West Berkshire Council, to undertake enforcement, as the offences have been decriminalised and can be treated as civil contraventions. Local highway authorities will be able to issue Penalty Charge Notices (PCN), more commonly known as fines, to motorists.

West Berkshire Council will be applying for the new powers to expand the work we already do to improve road safety and tackle congestion.

At first, we plan to use the powers wherever a [School Streets Scheme](#) has been implemented. As part of the feedback from our pilot scheme at the Calcot Schools at Royal Avenue/Curtis Road and Gatcombe Close, it was identified that although the majority of road users abide by the restrictions, there is a small but significant number of people that do not. This creates a risk for those that continue to support and participate in active travel.

Our plan is to install traffic cameras to monitor, and issue PCN's to those entering the restricted areas during the key school drop off and pick up times.

It is estimated that the enforcement powers will come into effect in 2023. When we're able to take over responsibility of enforcement, we would widely publicise any implementation, and warning notices will be issued for first time offences for a period of six months, following the 'go live' date.

We'd like to know your views on the new powers, and whether you have any alternative ideas or suggestions on how to improve road safety, particularly around schools, and reduce congestion.

The consultation period will begin on: 09/08/2022 and end on: 20/09/2022.

You will be able to view more information here when the consultation goes live:

<https://www.westberks.gov.uk/MTOpowers>

Results of the consultation: 31/10/2022

If you have any questions or would like to comment on the proposal, you can do so by emailing: [Activetravel@westberks.gov.uk](mailto:Activetravel@westberks.gov.uk)

Please note that an anonymised summary of the consultation may be published.

You can find further information here on School Streets here:

<http://wbccommgrapp/ieListDocuments.aspx?CId=158&MID=7025>

<https://www.westberks.gov.uk/activetravelprojects>

<https://www.westberks.gov.uk/school-streets>

<https://westberksschoolstreetsphase2.commonplace.is/>