

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 6<sup>th</sup> December 2021 at 7.00pm

**PLACE:** Online via Zoom - Meeting ID: 819 5429 7670, Passcode: 737210, [Meeting Link](#)

*S. Marshman*

Dr S. Marshman, CiLCA, Clerk to the Council

30<sup>th</sup> November 2021

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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 or non-registerable interests by members or the Clerk and to consider any requests for dispensation](#)
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 a personal interest
4. To approve the [Minutes of the Full Council Meeting held on 16<sup>th</sup> November 2021](#)
5. To discuss any matters arising from the previous meeting
6. To receive a report from the District Councillor
7. To review the minutes and recommendations from the following committees:

Committee	Meeting Date	Minute Numbers	Recommendations
Planning	None		
Personnel	None		

8. To receive an update and review recommendations from the following working parties:
  - 8.1 Burial Ground
  - 8.2 [Village Enhancement](#)
  - 8.3 Digital
  - 8.4 Queen's Platinum Jubilee

- 8.5 Street lighting
- 8.6 Sports Pavilion
- 8.7 Allotments
- 8.8 Outdoor Gym

## 9. Planning Applications

- 9.1 To ratify the council's response to the amendments for the following planning application:

- [20/01336/OUTMAJ Institute For Animal Health, High Street, Compton](#) - Hybrid planning application seeking: 1) Outline planning permission (all matters reserved with the exception of access), for development comprising of up to 185 residential units (Class C3), the provision of landscaping, construction of access and street lighting, car and cycle parking, other associated infrastructure, sustainable drainage systems, engineering works and mitigation measures including the construction of internal roads. The proposal includes at least 1.75 hectares of employment land (Class B1) associated with the retention of the Intervet building and a playing field (Class D2) associated with the retention of the existing Cricket Pitch. 2) Full planning permission for the demolition of existing buildings, structures and hardstanding along with preparatory works including earthworks, remediation, utility works and associated mitigation measures. The change of use of land including the creation of public open space and wildlife area.

*Amended plans: land use parameters 101D; green infrastructure parameters 102F; movement parameters 103D; illustrative masterplan 108D; indicative housing mix 115 (new plan).*

*Superseded plans: building height parameters 104C - the plan has been withdrawn.*

*Further documents: cover letter dated 15 November 2021.*

*Description of development changed from up to 185 units to up to 160 units.*

- 9.2 To consider amendments to the following planning applications:

- [21/02516/HOUSE 7 Newbury Lane, Compton](#) - Rear mono pitched single storey extension to existing house. Demolition of existing asbestos garage store replaced by one and a half timber clad studio (store, garden room and office) and modifications to increase parking.

*Amendments: Outbuilding reduced in height by 1 metre and dormer window removed.*

- [21/02271/FULD Land North Of 31 Horn Street, Compton](#) - New 2 bedroom house  
*Amended Plans: Amended floor plans, Amended Elevations, Amended Location and Site plans*

*Further documents: Speed Survey Report*

- 9.3 To consider the following new planning applications:

- [21/02906/HOUSE Floodscross, Newbury Road, Compton, RG20 7RH](#) - Garage conversion and loft conversion.
- [21/02920/HOUSE 11 Manor Crescent, Compton, RG20 6NR](#) - Erection of first floor extension over existing ground floor and insertion of rooflights

- [21/02954/HOUSE Painsbridge Barn, Wallingford Road, Compton, RG20 6PU](#) -  
Installation of x2 Air Source Heat Pumps behind the existing garage
- 9.4 To consider whether to request the District Councillor calls in any planning applications to the Western Area Planning Committee
- 9.5 To consider whether to refer any planning applications for further response from the Council's planning consultants
- 9.6 To receive a report on recent planning decisions taken by West Berkshire Council
- 10. To receive the Clerk's report
- 11. Finance:
  - 11.1 To consider approving the payments listed on the [Finance Report](#)
  - 11.2 To note the most recent [Bank Reconciliation](#)
  - 11.3 To note the Quarterly Budget Report (*if applicable*)
- 12. To review the [Temporary Scheme of Delegation](#)
- 13. To consider [becoming a member of The National Allotment Society](#)
- 14. To consider [joining the Community Buildings Advice Service](#)
- 15. To consider quotes to purchase signage for the Recreation Ground
- 16. To consider assigning a Councillor to the role of Allotment Representative
- 17. To consider amendments to the [Regulations for the Management of Compton Burial Ground](#)
- 18. To review the [Draft Budget](#)
- 19. To agree a budget for advertising the Neighbourhood Development Plan Referendum
- 20. To receive an update on vandalism and anti-social behaviour (ASB) in the village
- 21. To receive reports on the following:
  - 21.1 Recreation Ground
  - 21.2 Rights of Way
  - 21.3 Village Hall
  - 21.4 Downland Practice Patient Representation Group
  - 21.5 Communications
  - 21.6 Neighbourhood Development Plan
- 22. To discuss matters for future consideration and for information
- 23. To resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw

24. To consider actions to be taken relating to Newbury Lane allotments

25. To consider a revised agreement for use of a section of the allotments as part of the playing fields at Compton Primary School

Date and time of next scheduled meeting:

Full Council: Monday 10<sup>th</sup> January 2022 at 7pm

## Supporting Documentation

### 2. To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk 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

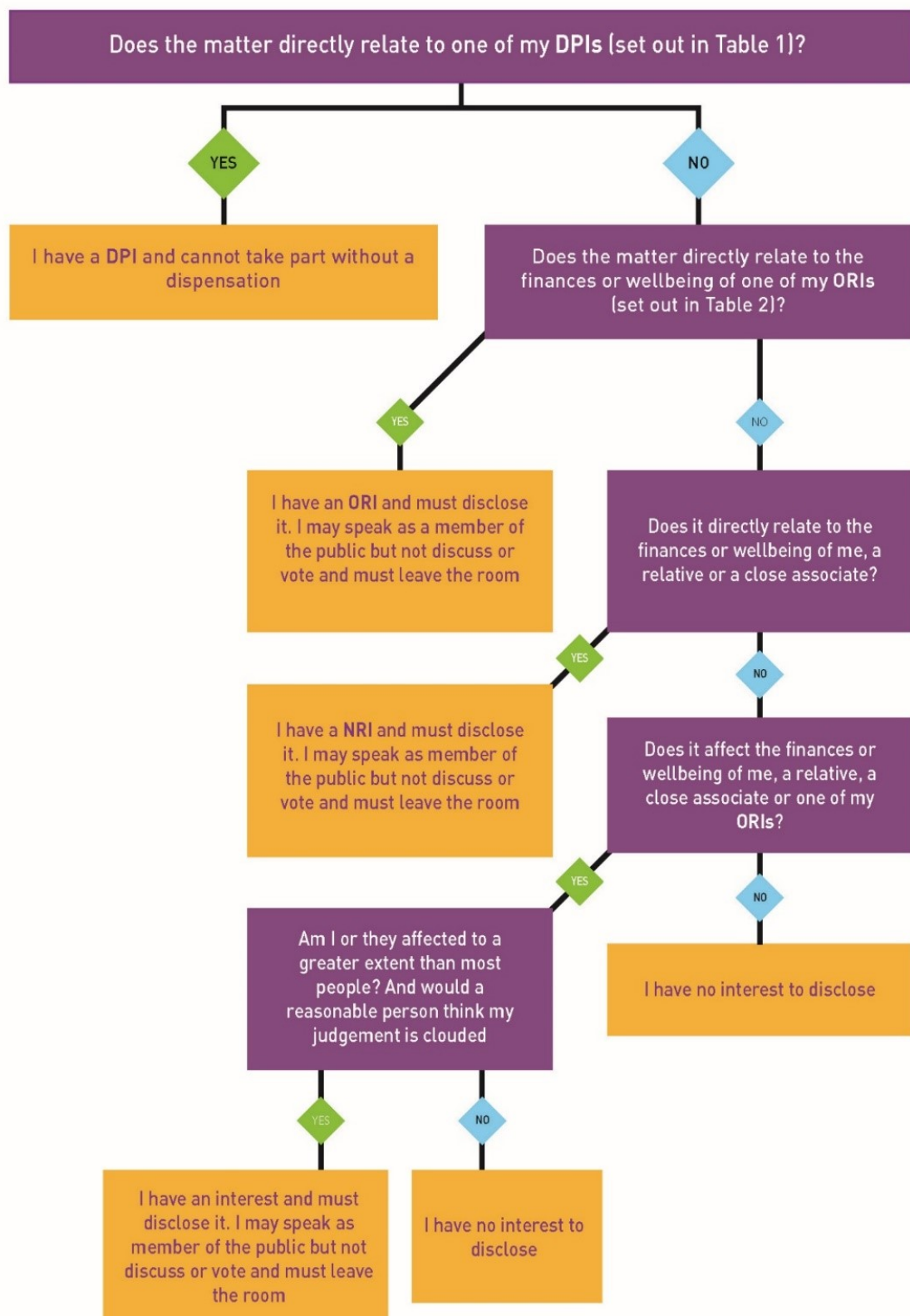


Table 1: Disclosable Pecuniary Interests

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>	<p>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.</p>
<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 capital of that body; or</p>

	(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 :

- a) any unpaid directorships
- b) 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
- c) 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



8. To receive an update and review recommendations from the following working parties

## 8.2 Village Enhancement Working Party

**Notes of meeting on 22<sup>nd</sup> November 2021**

**7.30pm Zoom**

**Becca Pinfold**

**Alison Strong**

**Linda Moss**

**Jude Cunningham**

- Gym Equipment for the rec

Two quotes have been sought, both in the region of £21k for a 'Big Rig' and 3 pieces of double cardio equipment. We discussed that external funding needs to be sought and possible sources could be:

Greenham Trust

Connecting Communities Berkshire

Lottery

Chilton Waste Disposal – (used previously for the play equipment around 20 years ago)

Sports England Arts Council

It was discussed that we seek community opinion on this project. Ask other local PC's who have similar equipment of their experiences. Prepare information and ask for feedback.

Parish Magazine, facebook, noticeboards, fete, PC website?

Enquire as to whether planning permission is required.

- BINS – Dog & Litter

Many of the litter and dog waste bins within the parish were identified as being in need of replacement or repair.

A working party was set up to investigate the options available, it was proposed to have two phases of bin upgrades and replacements.

Phase one involved replacing the litter and dog waste bins within the recreation ground. Phase two involved replacing bins within the wider parish and identifying where additional bins were needed.

It was decided that bins would be replaced with green, timber fronted bins. These were of a larger capacity than many of the current bins and also more sympathetic to areas of green open space, especially within an AONB.

An important consideration was the cost of emptying which is set to significantly increase. Our current contract allows a bin to be emptied for £25 a year, per bin, when this contract ends the price is set to jump to £200 a year, per bin.

Funding for bins, maintenance and emptying comes directly from the Parish Council precept (the Parish Council's share of the annual council tax as assigned by the District Council).

Phase one is now complete. In a bid to tackle the litter problem, we have increased the number of litter bins from three to five within the recreation ground, siting an extra bin around the picnic tables and a bin nearer the play park.

We have also redistributed the dog waste bins to allow for additional bins to be placed along well used footpaths around the parish. The new bins are all approximately 100 litres, this is double the capacity of most post mounted dog bins.

Although we have reduced the number of dog waste bins within the recreation ground, there will still be a dog waste bin just outside, at the junction of School Road and Wilson Close. Frequently this bin is overflowing, so the current bin will be replaced within phase two with a bigger, double, dog waste/litter bin. There will also still be a dog waste bin at the junction of School Road with Shepherds Hill, albeit it a bit tired, so therefore be replaced within phase two.

During phase two we will also be installing new dog waste bins at four new locations within the parish, Churn Road, Downs Road, Combe Road and Newbury Road.

Whilst we strive to provide sufficient bins for the parish, we are limited to what our budget allows. If bins are full, please take your litter/waste home, instead of overfilling bins or littering. We will continue to monitor and review additional locations/ relocations as needed.

Parishioners are always welcomed and encouraged to attend meetings, to provide feedback on current and future projects.

- Bulbs

Approximately 500 bulbs have been planted on parish land around the village, sites including Coombe Road bus stop and post box, 30mph signs by TDS, entrance to footpath by TDS, high street from the bus stop to verge the other side of Westfields. Corner of Burrell Rd and Manor Crescent and top of Manor Crescent opposite TDS canteen entrance.

It was discussed to make bulb planting an annual event with a modest budget.

- Footpath

The footpath around TDS fields becomes muddy and slippery in the wet months. LM suggested talking to TDS as they have historically maintained this with wood chippings. It has possibly been adopted by WBC in which case we will refer as school children get their shoes muddy and may be a H&S concern.

## 9.4 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:

- 21/02357/COND1 Units 7 - 9, Old Station Business Park, Compton – Application for approval of details reserved by condition 4 (materials) of approved 21/01403/FUL - Erection of ancillary storage building. Application approved.

## 11. Finance:

### Finance Report

#### Income received 27th October - 28th November 2021

Account	Income Detail	Amount
Unity Current	Sports Pavilion/Pitch Hire	£450.00
Unity Current	Allotments rent	£99.00
Unity Current	Compton book	£10.00
<b>Total</b>		<b>£559.00</b>

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

Method	Date	Payee	Payment Detail	Amount
CC	03-Nov-21	Lloyds	Monthly card fee	£3.00
CC	18-Nov-21	Amazon	Sweets for Christmas events	£15.00
CC	19-Nov-21	HP	Toner	£91.99
CC	23-Nov-21	Engraving Studios Ltd	Engraved plaques for benches in Rec	£73.00
CC	26-Nov-21	Microsoft	Software	£11.28
CC	26-Nov-21	Trophy Store	Trophies for Christmas events	£40.52
<b>Total</b>				<b>£234.79</b>

#### Payments to be approved

Method	Date	Payee	Payment Detail	Amount
DD	15-Nov-21	Castle Water	Water Newbury Lane allotments 1/9-28/2	£69.32
DD	15-Nov-21	Castle Water	Water School Rd allotments 1/9-28/2	£67.80
DD	18-Nov-21	Vodafone	Mobile phone	£21.29
BACS	19-Nov-21	Rock Compliance	Risk assess water system in Pavilion	£360.00
BACS	19-Nov-21	Thrings LLP	Solicitor fees related to Institute planning objection	£1,716.00
DD	22-Nov-21	Southern Electric	Sports Pavilion electricity Q3	£154.64
BACS	23-Nov-21	SSE Contracting	Street light maintenance Sep quarter	£702.61
BACS	24-Nov-21	Gardner Leader	Pre-contract searches for burial ground land transfer	£601.76
BACS	30-Nov-21	Gardner Leader	Solicitor fees related to burial ground land transfer	£1,237.75
BACS	30-Nov-21	West Berkshire Council	Compilations Aug	£365.93
BACS	30-Nov-21	Nexus	Microsoft 365 software	£127.34
BACS	06-Dec-21	CCB	Subscription 21/22	£40.00
BACS	06-Dec-21	A councillor	Reimburse purchase of bulbs	£47.38
BACS	06-Dec-21	Rialtas	RBS Software	£148.80
BACS	06-Dec-21	Newbury Memorials	Cleaning and relettering of war memorial	£668.90
BACS	06-Dec-21	Nexus	Microsoft 365 software	£63.67

BACS	06-Dec-21	Staff Costs	Including salary, expenses, PAYE and pension contributions Nov	£1,545.33
<b>Total</b>				<b>£7,938.52</b>

#### Transfers

Method	Date	From Account	To Account	Amount
DD	16-Nov-21	Unity Current	Lloyds	£124.09
<b>Total</b>				<b>£124.09</b>

## Bank Reconciliation October

### Bank Reconciliation at 31/10/2021

Cash in Hand 01/04/2021	163,302.67
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#### **ADD**

Receipts 01/04/2021 - 31/10/2021	61,295.32
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#### **SUBTRACT**

Payments 01/04/2021 - 31/10/2021	48,679.63
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#### **Cash in Hand 31/10/2021**

(per Cash Book)

**175,918.36**

Cash in hand per Bank Statements

Petty Cash	31/10/2021	0.00
3 Lloyds Corporate Card	31/10/2021	-121.09
2 Unity Deposit	31/10/2021	122,634.57
1 Unity Current	31/10/2021	53,404.88

**175,918.36**

Less unrepresented payments	0.00
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Plus unrepresented receipts	0.00
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**Adjusted Bank Balance**

**175,918.36**

**A = B Checks out OK**

## 12. 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



### 13. To consider becoming a member of The National Allotment Society

<https://www.nsalg.org.uk/>

#### Membership fees

Membership fees are as follows and will also incur a one off charge of £1 for a share on joining.

Local authorities (covers council but not plot-holders) - £55 + VAT per year

#### Local Authority Membership

Local Authority membership gives the council access to initial legal advice from in-house lawyer and feedback from members is that this is the most valued part of council membership offer.

- Access to initial legal advice on a range of issues e.g. tenancy agreements, leases, land disputes, rent rises, health and safety, environmental, contract and company law and data protection.
- Template documents
- Support to develop sites or move to devolved management
- Quarterly magazine and e-news

## 14. To consider joining the Community Buildings Advice Service

CBAS membership is growing and now has 77 members. To support more members we have introduced a new digital platform Basecamp which should make accessing information much easier.

Benefits of membership:

- Basecamp digital platform: This new platform enables Trustees to read & download ACRE information sheets and model documents directly. Trustees can chat to each other on Basecamp helping them share experience and knowledge and ask questions of the Community Buildings Advisor. It also stores information from Training sessions.
- Advice: This year Trustees of community buildings have sought advice on a variety of topics, including; Safeguarding, insurance, Covid 19, Risk Assessment, Funding, Legal charitable status changes, Licencing, Fire Safety, legionella and succession planning and much more.
- ACRE information library: You have free access to 42+ information sheets and model documents (see attached list and email me with details of what you need) or access them directly from Basecamp.
- Training is free or reduced price for CBAS members, and sessions have been held on; Safely re-opening your Hall, Covid Safe Food Hygiene, Hallmark Quality Standards for Halls, and Funding.
- Newsletter: CBAS's bi-monthly newsletter keeps you informed of changes in legislation, up-coming training, advertorial information from companies, funding updates, and shares your stories.
- Site visits: There are occasions when it is helpful for your advisor to visit you on site or attend a committee meeting.
- Legal support: CBAS can introduce members to excellent, legal support from organisations with specific experience in Village Hall & Community Buildings.
- Unique: CBAS is a unique service with a wealth of experience and information at its fingertips. CCB is keen to continue to provide a good quality service for volunteers running buildings for the benefit of their communities.
- Safety: CBAS membership give you confidence that you are running your building safely and effectively and you can be assured that you have someone to turn to if you are concerned about safety or meeting your legal obligations.

The subscription is an annual payment £177 including VAT. Many halls save more than this through information about funding, reduced insurance costs and time saved.

## 17. To consider amendments to the Regulations for the Management of Compton Burial Ground

# Compton Parish Council

## Regulations for the Management of Compton Parish Burial Ground



Version number	1.1	Minute reference	
Adopted by	Full Council	Review due	Annually
Date adopted		Review date	

These Regulations are made by Compton Parish Council under Section 214 of the Local Government Act 1972 and the Local Authorities' Cemeteries Order 1977.

### Interpretation

1. In these Regulations the "Council" means the Compton Parish Council acting as Burial Authority for the Parish of Compton, the "Burial Ground" means the Burial Ground provided on the south side of the Aldworth Road roughly opposite St Mary and St Nicholas, Church, the "Clerk" means the Clerk or other authorized Officer of the Compton Parish Council, and "grave space" means any grave or cremation plot.
2. Anyone who persistently fails to comply with these Regulations may be refused access to the Burial Ground.

### Admission to Burial Ground

3. The Burial Ground is open to visitors at any time however the Council would request that visits are from 6 am to sunset.
4. Visitors must behave in a manner that shows respect to the deceased and the bereaved, avoid walking on occupied graves and not sit, stand or lean on memorials. Any person behaving in a disorderly or noisy manner may be asked to leave the Burial Ground.
5. Dogs must be kept on leads inside the Burial Ground and must not be allowed to foul any part of it.
6. No recreational activities are allowed in the Burial Ground.
7. A plan showing the position and allocation of grave spaces may be seen by appointment with the Clerk.

### Burial Rights and Fees

8. The current fees for all rights relating to burial and memorials and for obtaining certified extracts of registers are listed in Annex B and are subject to the Burial Ground non-resident fee policy in Annex E. These are subject to change without notice by resolution of the Council.

9. Purchasers of grave spaces shall be granted an Exclusive Right of Burial. This Right shall be valid for 99 years from the date of purchase, after which it will revert to the Council.
10. Each burial shall be subject to payment of the appropriate burial fee, as set out in Annex B.
11. A Grant of Exclusive Right of Burial confers no proprietary rights upon the grantee in respect of Burial Ground land and will not affect the Council's right to carry out its obligations under the Local Authorities' Cemeteries Order or its right to enforce these regulations in respect of any grave space for which an Exclusive Right of Burial has been granted.
12. The Grantee of an Exclusive Right of Burial will receive a written grant signed by the Clerk specifying a grave space numbered on the Burial Ground Plan. The grant will be registered in the Register of Exclusive Rights of Burial kept by the Clerk.
13. The owner of an Exclusive Right of Burial may assign that right by deed or will. The assignee must inform the Council in writing giving full details of the assignment and cannot exercise it until this has been registered by the Clerk. If the original Grantee was a resident of Compton Parish and the assignee is not, an additional fee may be payable when the assignment is registered as described in Annex E.
14. The Burial Register and Register of Grants of Exclusive Rights of Burial kept by the Clerk may be inspected by prior arrangement with the Clerk and certified extracts obtained, on payment of the prescribed fee.

## Burials

15. Burials may not be carried out without the permission of the Clerk.
16. Coffins may not be of any material other than wood, a material derived from wood or other approved biodegradable materials.
17. Before a burial is arranged, the location and number of the grave space or cremation plot must be agreed with the Clerk.
18. Burials shall only take place on working weekdays between 10 am and 4.30 pm unless a certificate is produced to the Clerk that immediate burial is necessary on the grounds of public health, or by special arrangement and at the discretion of the Council.
19. No burial shall take place until the person or firm arranging the burial has delivered the following to the Clerk:
  - a. A Burial Notice containing the information at Annex A and signed by the applicant relative
  - b. The Registrar's Certificate for Burial or Cremation *or* a Coroner's Order for Burial (*and* in the case of a stillborn child, a certificate from the Registrar that he has either registered the stillbirth or received official notice of it or received the Coroner's Order for Burial)
  - c. In the case of a cremation, certification by the crematorium that the Notification of Burial or Cremation has been (or will be) sent to the Registrar
  - d. The appropriate fees according to the table of fees given in Annex B
  - e. If the burial is to be made in a plot for which an Exclusive Right of Burial has been granted and the deceased is not the owner of that Exclusive Right, the original grant document *and* the written and signed consent of its owner.
20. Unless immediate burial is required (see Regulation 18 above), the appropriate documents and fees listed in Regulation 19 must be delivered to the Clerk at least two full working weekdays before the burial.
21. The Burial Notice in Regulation 19 (a) must give all the information listed at Annex A. In particular, the

Notice must give the full name and address of the grantee (owner) of any Exclusive Right of Burial. The form at Annex A may be used if convenient.

## Grave Spaces

22. All grave spaces shall have the dimensions and spacing given in Annex D and shall be positioned and numbered in conformance with the Burial Ground Plan, a copy of which may be inspected by arrangement with the Clerk. For logistical reasons, burial plots will be allocated by the Clerk on a sequential basis at the time of application for burial.
23. All grave spaces must be simple earthen graves. Bricked or vaulted graves, kerbs and chippings or decorative stones are not permitted. The grave should be grassed and levelled when the ground has settled.
24. No grave is to be dug without the permission of the Clerk but permission for a Burial includes permission to dig the grave in the space that was agreed with the Clerk.
25. All graves are to be dug or excavated in accordance with the relevant provisions of the Local Authorities' Cemeteries Order 1977.
26. No grave is to be dug more than 12 feet (365 centimetres) deep.
27. All new graves for which Exclusive Right of Burial has been granted (except graves for burial of cremated remains) must be dug to a depth sufficient to allow a second subsequent burial, unless special permission for a single grave has been granted.
28. Graves for burial of cremated remains are to be dug to a sufficient depth to permit complete covering of any receptacle placed in them. A subsequent burial may be made beside the first one, but this must be within the nominal dimensions of the grave space (see Annex D). No more than two burials may be made in a grave for cremated remains unless special permission has been obtained from the Clerk in advance.
29. Cremated remains may not be scattered anywhere except beneath the surface of the purchased grave space.
30. Sufficient of the soil removed in digging a grave must be returned to ensure that, after all settlement is complete, the level of the grave does not lie below the level of the ground around it.
31. Any surplus soil remaining (after allowing for future settlement, as required above) is to be removed from the site.

## Memorials & Vases

32. Memorials may not be erected, removed, altered, nor have further inscriptions added to them, without the permission of the Clerk.
33. Memorials may only be erected on graves for which Exclusive Right of Burial has been granted.
34. An application for permission to erect a memorial must contain all the information called for in Annex C and be accompanied by the appropriate fee listed in Annex B.
35. Memorials may not be erected until the ground level has stabilised and in any case not before 6 months have elapsed since the burial. All memorials must meet the NAMM Code of Working Practice and be provided with adequate foundations according to its size and weight.
36. All memorials must be installed so they line up with existing memorials along and across the rows as specified in Annex D.
37. All memorials must be of natural stone.
38. No kerbs or chippings are allowed. The grave should be grassed and levelled when the ground has

settled.

39. The maximum dimensions allowed for memorial stones are:

- a. On full sized graves: upright stone, height above ground level 3 feet (91 centimetres), width 2 feet (61 centimetres)
- b. On graves for cremated remains: a ground level tablet or open book tablet 1½ feet (46 centimetres) by 1¼ feet (38 centimetres)

40. Inscriptions may be:

- a. Incised
- b. Incised and painted
- c. Inlaid with lead or bronze
- d. Carved in relief

41. Headstones on full-sized graves must be placed at the western end of the grave space facing eastwards.

42. Only purpose made natural stone vases not more than 1 foot (30 centimetres) high and intended for use on graves may be placed on graves. Other containers of a type not intended for displaying flowers on graves may be removed. No other forms of decoration or adornment of the grave will be permitted. No breakable or unauthorised items of any description e.g. glass, earthenware, bricks, blocks etc. of any kind will be allowed. Any such items will, in the interest of safety, be immediately removed and disposed of without notification.

43. Maintenance of memorials is the responsibility of the owner and all memorials must be kept safe and in good repair. Any memorial that becomes unsafe or unsightly and is not repaired by the owner will be repaired and made safe by the Council and the costs charged to the owner. Any memorials found to be unstable will be temporarily supported or laid flat. The Council reserves the right to repair or remove unsafe memorials at its discretion if the owner or successor cannot be found or refuses to arrange repairs.

44. The Council does not accept any responsibility or liability for damage to any memorial, however caused.

## Work in the Burial Ground

45. No work is to be done in the Burial Ground without the permission of the Clerk. Permission for a burial or erection or alteration of a memorial includes permission for all necessary work.

46. Notwithstanding the granting of permission, persons responsible for work in the Burial Ground must give the Clerk advance notice of the time and date they propose to carry out such work.

47. Anyone working in the Burial Ground must comply with all relevant provisions of the Local Authorities' Cemeteries Order 1977, the Health and Safety at Work Act 1974, and all reasonable directions and requirements of the Clerk and must make good at their own expense any damage they have caused.

48. All spoil and rubbish must be removed and the site must be left in a clean and tidy condition.

49. The Council does not accept responsibility for or liability in respect of any damage or injury to any person or thing arising from work done in the Burial Ground except that arising from work done by its own employees.

## Planting & Tending of Grave Spaces

50. The Council will maintain the unoccupied areas of the Burial Ground and keep the grass cut between

grave spaces.

51. Upkeep of the grave space itself is the responsibility of the person or persons who ordered the burial and/or the owners of the Exclusive Right of Burial. Tributes left at the time of interment will be permitted to remain for two calendar months after which they must be removed unless otherwise agreed by the Clerk. After this, all dead or faded tributes, either natural or artificial should be removed by the person or persons who ordered the burial and/or the owners of the Exclusive Right of Burial. Christmas wreaths that remain on graves must be removed by 31<sup>st</sup> January.
52. Grave spaces may be planted with bulbs within the grave space, no other planting (such as herbaceous plants, shrubs or trees) is permitted.
53. No electrical items are to be placed within grave space or the Burial Ground, this includes solar powered lights, and battery powered lights
54. The Council reserves the right to cut back or remove any growth higher than 2 feet (61 centimetres) on any grave space and any growth outside the area of the grave space.
55. The Council reserves the right to charge the persons responsible for upkeep of a grave space for any costs it incurs in maintaining or tidying it following their failure to do so.

## List of Annexes to these Regulations:

<b>Annex A</b>	Form of Burial Notice
<b>Annex B</b>	Tables of Fees
<b>Annex C</b>	Form of Application for Permission to Erect or inscribe a Memorial
<b>Annex D</b>	Dimensions and Spacing of Graves and Memorials
<b>Annex E</b>	Burial Ground Non-Resident Policy



## Annex A: Burial Notice

This notice is confirmation of a booking made by telephone at .....am/pm on .....day, date .....

By .....FUNERAL DIRECTORS

**THIS FORM MUST BE SIGNED BY THE APPLICANT RELATIVE AND MUST BE RECEIVED BY THE CLERK TO COMPTON PARISH COUNCIL<sup>1</sup>, TOGETHER WITH THE APPROPRIATE REGISTRAR'S / CREMATORIUM CERTIFICATE AND ALL MONIES DUE, AT LEAST 2 FULL WORKING DAYS BEFORE THE BURIAL.**

**I/We request permission for the following burial in Compton Parish Burial Ground:**

Day and date of burial:											
Service at:			Time:								
Name of Officiating Minister:											
Estimated time of arrival at Compton Burial Ground:											
Full name of deceased:											
Address:											
Postcode:		Age at death:		Date of death:							
Place where death occurred:											
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Cremated remains?</td> <td style="width: 15%;">Yes ▪</td> <td style="width: 15%;">No ▪</td> <td style="width: 20%;">Re-open?</td> <td style="width: 15%;">Yes ▪</td> <td style="width: 15%;">No ▪</td> </tr> </table>						Cremated remains?	Yes ▪	No ▪	Re-open?	Yes ▪	No ▪
Cremated remains?	Yes ▪	No ▪	Re-open?	Yes ▪	No ▪						
Grave number:		Exclusive burial right grant number <sup>2</sup>									
Details of previous burial											
Full name of grantee (owner) of exclusive burial right (new or existing) <sup>1</sup>											
Address:											
Postcode:											
Signature of applicant (relative or person acting on behalf of deceased)			Relationship with deceased person								

<sup>1</sup> Clerk to Compton Parish Council, Wilkins Centre, Burrell Road, Compton, RG20 6NP, ComptonParish@gmail.com, 07748 591920

<sup>2</sup> If the deceased is not the grantee of the existing Exclusive Burial Right, details of the assignment of that Right to the deceased and/or the signed authorisation by the grantee for the burial of the deceased in that grave must be enclosed with this application.

## Annex B: Table of Fees

Description (Note: fees do not include digging graves or erecting memorials)	Fees for Residents <sup>1</sup>	Fees for Non-Residents
<b>Exclusive Right of Burial</b>		
Grant of Exclusive Right of Burial in accordance with Regulations 9 – 13:		
- Of the body of a person	£268	£536
- Of the body of a child under 12 years of age	£160	£307
- Of the cremated remains of a person	£115	£231
<b>Each burial in any grave:</b>		
- Of a person's body	£178	£365
- Of a person's cremated remains	£100	£198
<b>Right to Erect and Inscribe a Memorial on a grave for which Exclusive Right of Burial has been purchased:<sup>2</sup></b>		
- On a full sized grave space	£75	£150
- On a grave space for cremated remains	£75	£150
- For a subsequent inscription on an existing memorial	£50	£100
<b>Administration Fees:</b>		
Search of a Burial Register	£20	£40
Search of Register of Grants of Exclusive Right of Burial	£20	£40
Certified Extract of either Register	£30	£60

<sup>1</sup> Includes holders of Exclusive Right of Burial who were residents at the time of its grant and residents who are temporarily non-resident at the time of their death.

<sup>2</sup> Applications containing at least the information listed in Annex C must be submitted to the Council for all memorials and inscriptions

## Annex C: Application for Permission to Erect or Inscribe a Memorial

Name & address of person ordering memorial	Name and address of person or firm who will be responsible for erecting the memorial
Signed	
Name of person buried	Phone
Date burial took place	Email
Grave space number	
Picture or sketch of memorial (attach a separate sketch if preferred) – <u>please note that kerbs and chippings are not permitted</u>	All dimensions of headstone, tablet, plinth, base-stone and any vases or similar containers: ( <u>Max dimensions allowed</u> : on full sized graves: height 3 ft (91 cm), width 2 ft (61 cm); on graves for cremated remains: ground level tablet / open book tablet 1½ ft (46 cm) x 1¼ ft (38 cm); vases not to be more than 1 ft (30 cm) high.)
Full details of lettering (size, type, method of inscription)	Full details of inscription, including wording and arrangement
Name and address of person or firm to whom this permission should be given:	Return completed form to: Clerk to Compton Parish Council Wilkins Centre Burrell Road Compton RG20 6NP Tel: 07748 591920 Email: ComptonParish@gmail.com

Approved on behalf of Compton Parish Council:	Clerk
Date	

## Annex D: Dimensions and Spacing of Graves & Positioning of Memorials

(Regulations to be followed when digging new graves and erecting memorials)

### *Graves*

1. If markers exist, they must be followed.
2. All new graves must be laid out so they conform to the Burial Ground Plan, a copy of which may be inspected by arrangement with the Clerk.
3. All graves must have the same nominal dimensions at the surface and be in line both along and across the rows.
4. The nominal length of each full-sized grave space including the memorial is 8 feet (244 centimetres) and the nominal width 2½ feet (76 centimetres), but it may be dug appropriately for the coffin or casket size.
5. Each new full-sized grave is to be dug so that the centre-to-centre distance between the rows is 4½ feet (137 centimetres) and the centre-to-centre distance between graves along each row is 9 feet (274 centimetres). Full-sized graves are to be dug from the end opposite the memorial in such a way that any un-dug space is under the memorial.
6. New full-sized graves for which Exclusive Right of Burial has been granted must be dug to ~~a depth sufficient to allow a second burial, unless special permission has been granted for a single grave.~~ the appropriate depth for a single or double burial dependent on which section of the Burial Ground it is positioned in. For single burials this is a depth of 4 feet 6 inches (137 centimetres), for double burials this is a depth of 6 foot (183 centimetres).
7. Each new grave for burial of cremated remains is to be dug so that the centre-to-centre distance between graves is 4 feet (122 centimetres) and the front edge of the grave space is not more than 3 feet (92 centimetres) from the fence line or front edge of the grave space(s) behind it. The nominal size of each grave space for cremated remains is 1½ feet (46 centimetres) front-to-back and 2 feet (61 centimetres) wide. A double plot burial of cremated remains should be 2ft (61 centimetres) deep and a single plot should be 18 inches (46 centimetres) deep.

### *Memorials*

8. If markers exist, they must be followed.
9. Memorials on full-sized graves must be erected so they are in line with others along and across rows. There should be 9 feet (274 centimetres) face-to-face along the row and 4½ feet (137 centimetres) centre-to-centre between the rows.
10. If a memorial is erected on a base or plinth, the base or plinth must not be less than 2½ feet (76 centimetres) wide, so it sits on un-dug ground either side of the grave.

## Annex E: Burial Ground Non-Resident Fee Policy

### *General Principles*

1. The provision of burial land by the council is discretionary. However, even when all of the land has been used and no further burial income is forthcoming, the council must maintain all of the burial land in the district.
2. Whether directly through the acquisition and development of land, cemeteries in the Parish are supported by the Council general fund.
3. Based on the concept that residents contribute to the Council's funds during their residency and to reflect the ongoing maintenance costs of the Burial Ground to which the deceased has not contributed, any person who is not resident in the district at the time of their death will be charged a premium for their burial.
4. To reflect the scarcity of land for future burials residents of the district and the need to identify new burial grounds any person from outside the district who wishes to purchase an exclusive right of burial will be charged a premium.

### *Fees & Charges:*

5. The fees and charges prescribed for the use of the Burial Ground shall be those specified in Annex B, as amended from time to time subject as follows:
  - a) Where two or more interments from one family take place in the same grave at the same time the fee for one interment as prescribed in the table of fees will apply.
  - b) The fee for interment shall be doubled where the deceased, within one year of death, was not ordinarily resident within the area of Compton Parish Council.
6. All fees and charges payable to the Council are due in advance.
7. Fees and charges are payable to the Council's Clerk unless otherwise directed.

### *Specific fee setting principles*

8. The non-resident premium, as specified in the Burial Ground regulations and in the table of fees and charges, is double that charged to residents. To reflect there being no exclusive right of burial granted for graves in Compton Parish burial ground the premium has been set at 50% more than that charged to residents, this prevents disproportionately high non-resident fees being charged for natural burial.
9. Any person who resides in the Parish at the time of their death is entitled to burial at single fees, irrespective of their duration of residency in the Parish.
10. Any person of no fixed abode whose death occurred within the Parish and funeral arrangements are made under the Public Health (control of disease) Act 1984 is entitled to burial at single fees, irrespective of previous residency in other districts.
11. Any child under the age of 16, who has one parent (or a person with parental responsibility) residing in the Parish is entitled to burial at single fees, irrespective of that child's residence at the time of their death.
12. Persons who reside outside the Parish at the time of their death are subject to a premium

charge for burial fees. Close relatives of the deceased generate no entitlement for the burial of their non-resident relatives.

13. Persons who reside outside the Parish and purchase an exclusive right of burial are subject to a premium charge for the granting of those rights, because owning those rights automatically entitles that person to be buried in that grave. Close relatives (even when it is the deceased person being buried) generate no entitlement for the purchase of the exclusive right of burial by non-resident relatives.
14. Where the exclusive right of burial has been purchased by a resident of the Parish "for future use" and the rights are assigned to a person who resides outside the Parish a premium based on the original purchase price shall be levied.
15. No premium will be levied on the transfer of exclusive right of burial to a non-resident if the transfer is subsequent to the burial of the deceased registered owner in that grave.
16. Where two or more burials take place in the same grave at the same time and where one is a full burial and other(s) are burials of cremated remains the fee charged will reflect the residential status of the full burial.

### *Exemptions for former residents*

17. Where a person has been resident in the Parish for a period of 10 years or more and during the 5 years prior to their death moved out of the district, they shall be entitled to burial at single fees.
18. Where a person was resident in the Parish at the time they purchased an exclusive right of burial; providing they have during their lifetime been resident in the Parish for a period of 10 years or more they shall be entitled to burial in that grave at single fees, irrespective of the length of time they have left the district.
19. Where two or more full burials take place in the same grave at the same time and only one of the deceased were resident in the district, the residents fee shall apply.
20. The 10 year period of qualifying residency will date from the recorded residence on electoral registers/council tax databases. It is up to the deceased's family members to supply information to support a claim for exemptions for former residents.

## 18. To review the Draft Budget

### Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

Current Year 2021 - 2022							Next Year 2022-2023		
Income		Receipts			Payments		Receipts	Payments	
Code	Title	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
1	Precept	49,050.00	49,050.00					51,000.00	
2	Interest								
3	VAT Refund								
4	Grants								
5	Other Income								
57	CIL Receipts		6,789.65						
SUB TOTAL		49,050.00	55,839.65					51,000.00	

Current Year 2021 - 2022							Next Year 2022-2023		
Administration		Receipts			Payments		Receipts	Payments	
Code	Title	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
6	Staff Costs				17,900.00	10,741.74	7,672.67		18,900.00
7	Staff Expenses				200.00	134.79	96.28		200.00
8	Office				960.00	480.00	400.00		960.00
9	Office Supplies				90.00	16.23	11.59		60.00
10	Phone				150.00	114.12	88.70		200.00

11	Website	350.00		350.00	350.00
12	Bank Charges	108.00	57.00	45.00	108.00
13	Subscriptions	570.00	405.05	125.00	570.00
14	Software	400.00	852.06	365.35	900.00
15	Insurance	1,000.00	945.75		950.00
16	Election Fees	320.00			320.00
17	Audit Fees	550.00	542.50		550.00
18	Chairman's Allowance	80.00		25.00	80.00
19	Training	500.00	225.00	100.00	500.00
20	Meeting Rental	200.00		120.00	360.00
21	Other Expenses	250.00	6.00		
48	Professional Advice	3,200.00	1,559.50		3,000.00
<b>SUB TOTAL</b>		<b>26,828.00</b>	<b>16,079.74</b>	<b>9,399.59</b>	<b>28,008.00</b>

Current Year 2021 - 2022							Next Year 2022-2023	
Village Maintenance			Receipts		Payments		Receipts	Payments
Code	Title	Budget	Actual	Forecast	Budget	Actual	Budget	Budget
22	Grounds Maintenance				5,600.00	2,719.00	1,358.00	5,000.00
23	Recreation Ground				200.00	249.70		300.00
24	Play Equipment Maintenance				3,000.00	828.50		2,000.00
25	Tree Maintenance				1,000.00			1,000.00
26	Refuse Disposal					385.53		400.00
27	Vandalism Repair				300.00	400.00		300.00
28	War Memorial Maintenance				300.00		668.90	150.00



SUB TOTAL					10,400.00	4,582.73	2,026.90		9,150.00
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Allotments		Current Year 2021 - 2022						Next Year 2022-2023	
		Receipts			Payments			Receipts	Payments
		Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
29	Allotment Rent - Newbury Lane	400.00	568.50					500.00	
30	Allotment Rent - School Road	380.00	281.75	69.00				350.00	
31	Newbury Lane Water				200.00	141.66	101.19		250.00
32	Newbury Lane Capital								
33	Newbury Lane Other Expenses				150.00				
34	School Road Water				150.00	117.48	83.91		200.00
35	School Road Capital								
36	School Road Other Expenses				150.00				
37	Allotment Skips				200.00	235.00			250.00
SUB TOTAL		780.00	850.25	69.00	850.00	494.14	185.10	850.00	700.00

Sports Pavilion		Current Year 2021 - 2022						Next Year 2022-2023	
		Receipts			Payments			Receipts	Payments
		Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
38	Football Club - Income	825.00					450.00	450.00	
39	SP Building Maintenance				250.00	244.15	250.00		300.00
40	SP Running Costs				500.00	1,014.47	724.62		500.00
41	Pitch Marking				825.00	799.30	110.00		920.00

SUB TOTAL	825.00			1,575.00	2,057.92	1,534.62	450.00	1,720.00
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Lighting		Current Year 2021 - 2022						Next Year 2022-2023	
		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
42	Electricity				4,200.00	3,230.79	1,140.00		4,400.00
43	Lighting Routine Maintenance				2,500.00	1,154.42	1,154.42		2,500.00
44	Lighting Repairs				750.00				500.00
45	Lighting Replacement						8,150.20		35,000.00
SUB TOTAL					7,450.00	4,385.21	10,444.62		42,400.00

Burial Ground		Current Year 2021 - 2022						Next Year 2022-2023	
		Receipts			Payments			Receipts	Payments
		Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
46	Burial Ground - Income								
47	Burial Ground				4,000.00				4,000.00
SUB TOTAL					4,000.00				4,000.00

Compilations		Current Year 2021 - 2022					Next Year 2022-2023	
		Receipts			Payments		Receipts	Payments
		Budget	Actual	Forecast	Budget	Actual	Forecast	Budget

49	Compilations - Income	1,800.00	180.00			1,890.00	1,800.00	
50	Compilations				2,300.00	1,097.79	1,097.79	2,300.00
<b>SUB TOTAL</b>		<b>1,800.00</b>	<b>180.00</b>		<b>2,300.00</b>	<b>1,097.79</b>	<b>2,987.79</b>	<b>1,800.00</b> <b>2,300.00</b>

#### Current Year 2021 - 2022

#### Next Year 2022-2023

#### Grants

		Receipts			Payments				
Code	Title	Budget	Actual	Forecast	Budget	Actual	Forecast	Receipts Budget	Payments Budget
51	Grants								
<b>SUB TOTAL</b>									

#### Current Year 2021 - 2022

#### Next Year 2022-2023

#### Neighbourhood Development Plan

		Receipts			Payments				
Code	Title	Budget	Actual	Forecast	Budget	Actual	Forecast	Receipts Budget	Payments Budget
52	NDP - Income	5,000.00							
53	NDP				5,000.00		200.00		
<b>SUB TOTAL</b>		<b>5,000.00</b>			<b>5,000.00</b>		<b>200.00</b>		

#### Current Year 2021 - 2022

#### Next Year 2022-2023

#### Events

		Receipts			Payments				
Code	Title	Budget	Actual	Forecast	Budget	Actual	Forecast	Receipts Budget	Payments Budget
54	Christmas Events				200.00	28.32	150.00		200.00
55	Christmas Day Lunch Room Hire				50.00		50.00		50.00

SUB TOTAL					250.00	28.32	200.00		250.00
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		Current Year 2021 - 2022						Next Year 2022-2023	
Reserves		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
56	Reserves					6,127.29			
58	CIL Expenditure					10,434.90			
SUB TOTAL						16,562.19			

### Summary

TOTAL	57,455.00	56,869.90	69.00	58,653.00	45,288.04	26,978.62	54,100.00	88,528.00
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