



MINUTES OF THE CONTINUATION OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Minutes of the continuation of the Annual Meeting of the Parish Council held Online via Zoom on
Monday 10th May 2021. Commencing at 7:00pm.

Members Present: Councillor Dave Aldis, Chairman
Councillor Jude Cunningham
Councillor Linda Moss
Councillor Dan Neate
Councillor Rebecca Pinfold, Vice-Chairman
Councillor Alison Strong

Members Absent: None

Officers Present: Sarah Marshman, Clerk/RFO

In Attendance: None

Minutes

On 26th April 2021, the Council resolved that instead of returning to face-to-face meetings, a Temporary Scheme of Delegation would be put in place in order to allow the Clerk to enable decisions to be taken under the direction of Councillors until face-to-face meetings recommence. This meeting is therefore not a formal meeting, but an advisory Full Council Meeting. All recommendations made at this meeting will be enacted by the Clerk where appropriate and ratified at the next face-to-face Full Council Meeting.

21/22-004 To receive, and consider for acceptance, apologies for absence from Members of the Council

All members were present so no apologies for absence were received.

21/22-005 To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation

No declarations of interests or requests for dispensation were received.

21/22-006 To receive:

**Questions or comments from members of the public regarding items on the agenda
Representations from any member who has declared a personal interest**

No questions, comments or representations were received.

21/22-007 To approve the minutes of the Full Council Meeting held on 26th April 2021

Resolved: Members agreed the minutes of the last meeting be accepted as a true record.

The Chairman will sign these minutes once the decision has been ratified by Full Council.

21/22-008 To approve the minutes of the Full Council Meeting held on 6th May 2021

Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Chairman will sign these minutes once the decision has been ratified by Full Council.

21/22-009 To discuss any matters arising from the meetings held on 26th April and 6th May 2021

There were no matters arising.

21/22-010 To receive a report from the District Councillor

Carolyne Culver sent her apologies.

21/22-011 To review the minutes and recommendations from the following committees:

Committee	Meeting Date	Minute Numbers	Recommendations
Planning	No meeting		
Personnel	No meeting		

21/22-012 To receive an update and review recommendations from the following working parties:

Working Party	Meeting Date	Recommendations
Burial Ground	No meeting	
Village Enhancement	No meeting	
Digital	No meeting	
Queen's Platinum Jubilee	No meeting	
Footway lighting	No meeting	

21/22-013 Planning Applications

21/22-013.1 To consider the following new planning applications:

[21/00878/HOUSE 73 Burrell Road, Compton, RG20 6QX](#) - Creation of a single storey rear extension built on a suspended timber floor

Resolved: The Clerk should submit a response of 'no objections'.

[21/00992/FUL Barn at Badgergate Farm, Coombe Road, Compton](#) - Steel portal framed general purpose agricultural building

Resolved: The Clerk should submit a response of 'no objections'.

21/22-013.2 To consider whether to request the District Councillor calls in any planning applications to the Western Area Planning Committee

No applications were requested to be referred to the Western Area Planning Committee.

21/22-013.3 To consider whether to refer any planning applications for further response from the Council's planning consultants

No applications were referred to the planning consultant.

21/22-013.4 To receive a report on recent planning decisions taken by West Berkshire Council

No decisions have been notified since the last Full Council meeting.

21/22-014 To receive the Clerk's report

The Neighbourhood Development plan has been submitted to West Berkshire Council for the Regulation 16 consultation.

21/22-015 Finance:

21/22-015.1 To consider approving the payments listed on the Finance Report

Resolved: To approve the payments listed on the Finance Report in Appendix 1.

21/22-015.2 To note the most recent bank reconciliations

Resolved: To note the bank reconciliation figures as provided on the Finance Report in Appendix 1

21/22-016 To consider applications for co-option to the Council for one vacancy

Resolved: To co-opt Sharon Tiller to the Council.

21/22-017 Committees:

21/22-017.1 To review the terms of reference and delegation arrangements for the following committees:

21/22-017.1.1 Personnel Committee

Resolved: To continue with the terms of reference for the Personnel Committee.

21/22-017.1.2 Planning Committee

Resolved: To continue with the terms of reference for the Planning Committee.

21/22-018 To appoint members to the following committees:

21/22-018.1 Personnel Committee

Resolved: To appoint Councillors Aldis, Pinfold and Strong to the Personnel Committee.

21/22-018.2 Planning Committee

Resolved: To appoint Councillors Aldis, Cunningham, Moss, Neate, Pinfold and Strong to the Planning Committee.

- 21/22-018.3 To appoint any new committees in accordance with standing order 4**
Resolved: Not to appoint any new committees.
- 21/22-019 To review delegation arrangements for staff and other local authorities**
Resolved: To continue with the Delegated Powers for the Clerk and to continue with the Temporary Scheme of Delegation to be reviewed at the June Full Council meeting.
- 21/22-020 To review the inventory of land and assets including buildings and office equipment**
Queries were raised as to the quantity of bins recorded and the ownership of a shed on the allotments.
Resolved: To agree the inventory at this time but that a review should be carried out during this financial year as part of the transfer of the inventory into the new finance software.
- 21/22-021 To confirm the arrangements for insurance cover in respect of all insured risks**
Resolved: That the insurance cover is appropriate for the Council.
- 21/22-022 Policies:**
- 21/22-022.1 To review the Standing Orders**
- 21/22-022.2 To review the Financial Regulations**
- 21/22-022.3 To review the Complaints Procedure**
- 21/22-022.4 To review the procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**
- 21/22-022.5 To review the Media Policy**
- 21/22-022.6 To review and consider the Grant Allocation Policy**
- 21/22-022.7 To review the Training and Development Policy**
Resolved: To continue with all the current policies as listed above.
- 21/22-023 To review the Council's and/or Staff Subscriptions to other bodies**
Resolved: To continue with subscriptions to Campaign to Protect Rural England (CPRE), Community Council for Berkshire (CCB), Society of Local Council Clerks (SLCC) and Berkshire Association of Local Councils (BALC).
- 21/22-024 To review the direct debits approved by the Council**
Resolved: To continue with direct debits to Castle Water, Information Commissioners' Office, Lloyds Bank, SSE, The Good Exchange and Vodafone.
- 21/22-025 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council**
Resolved: To set the schedule of meetings as follows:

Date of Meeting	Type of Meeting
Tuesday 25th May 2021	Personnel Committee
Monday 7th June 2021	Full Council
Monday 5th July 2021	Full Council
No meeting scheduled for August	-
Monday 6th September 2021	Full Council
Monday 4th October 2021	Full Council

Tuesday 12th October 2021	Personnel Committee
Monday 1st November 2021	Full Council
Monday 6th December 2021	Full Council
Monday 10th January 2022	Full Council
Monday 7th February 2022	Full Council
Tuesday 22nd February 2022	Personnel Committee
Monday 7th March 2022	Full Council
Monday 21st March 2022	Annual Parish Meeting
Monday 4th April 2022	Full Council
Monday 9th May 2022	Annual Parish Council Meeting

21/22-026 To consider Parish Council areas of responsibility and representation on outside bodies

Resolved: That the areas of responsibility and representation on outside bodies are set as per the table below:

Role	Role Holder
Allotments	Dan Neate
Burial Ground Working Party	Dave Aldis Rebecca Pinfold Alison Strong
Digital Working Party	Linda Moss Dan Neate
Downland Practice Patient Representation Group representative	Alison Strong Linda Moss
Electronic Documentation	Vacant
Footway Lighting Working Group	Jude Cunningham Dan Neate Rebecca Pinfold Alison Strong
Flooding	Vacant
Footpaths and Rights of Way	Alison Strong Linda Moss Jude Cunningham
GDPR	Vacant
Internal Controller	Jude Cunningham
Neighbourhood Action Group / Police Liaison	Linda Moss Jude Cunningham
Neighbourhood Development Plan	Dave Aldis
Play Area & Inspections	Rebecca Pinfold
Queen's Platinum Jubilee Working Group	Jude Cunningham Linda Moss
Sports Pavilion Working Party	Dan Neate Rebecca Pinfold Alison Strong Additional member needed
Social Media	Rebecca Pinfold

Village Enhancement Working Party	Jude Cunningham Linda Moss Rebecca Pinfold Alison Strong
Village Hall Representative	Vacant

21/22-027 To consider quotes for knee rail fencing around land owned by the Parish Council on Gordon Crescent

Resolved: To defer this item in order to seek further quotes.

21/22-028 To consider quotes to clean the war memorial

Resolved: To defer this item in order to seek further quotes.

21/22-029 To consider a proposal from the Village Enhancement Working Party for the purchase and installation of new general/dog waste bins

Resolved: To recommend to the Clerk that 4x wooden dog waste bin and 1x wooden general/dog waste combined bin be purchased and installed at an expected cost of £2,948.90, with an expected emptying cost each year of £1,190.20 and with a 10% contingency available if required.

21/22-030 To consider the purchase of some mobile, relocatable signs to encourage civil responsibility on clearing up after your dog

Resolved: To recommend to the Clerk that a budget of £100 be allocated for the Clerk to purchase some signs.

21/22-031 To receive an update on vandalism and anti-social behaviour (ASB) in the village

Anti-social behaviour in the Recreation Ground had been reported to the Council. The PCSO has advised that this is not being reported to the police which is required to receive an increase in patrols. Requests for reporting this behaviour will be added to the website and social media pages and to Compilations.

21/22-032 To receive reports on the following:

21/22-032.1 Recreation Ground

Repairs are required to the zip wire and the roundabout.

21/22-033 To discuss matters for future consideration and for information

The Clerk was requested to report some fly tipping in Wilson Close.

There being no further business, the meeting was closed at 9:04pm.

Date and time of next scheduled meeting: Full Council: Monday 7th June 2021 at 7pm

Chairman: _____

Date: _____

Appendix 1: Finance Report

Status at last bank reconciliation 31st March 2021 (as reported at meeting on 26th April)

Account	Amount
Unity Trust Current Account	£40,807.48
Unity Trust Deposit Account	£122,634.57
Lloyds Multipay Corporate Card	-£14.18
Total	£163,427.87

Income received 20th April - 3rd May 2021

Account	Income Detail	Amount
Unity Current	Allotment/grazing land rent	£405.00
Unity Current	VAT refund	£4,425.42
Total		£4,830.42

Payments made on Lloyds Corporate Card to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Amount
CC	21-Apr-21	9	Collard	Skip hire SR allotments	£282.00
CC	25-Apr-21	10	Microsoft	Office 365	£11.28
CC	04-May-21	11	Lloyds Bank	Monthly fee for corporate card	£3.00
Total					£296.28

Payments to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Amount
DD	20-Apr-21	12	Vodafone	Mobile phone April	£15.97
BACS	23-Apr-21	13	Wybone	5 litter bins and 3 dog waste bins	£4,346.75
BACS	10-May-21	14	Staff Costs	Including salary, expenses, PAYE and pension contributions Apr	£1,607.92
BACS	10-May-21	15	SLCC	Practitioners Conference	£90.00
Total					£6,060.64

Transfers

Method	Payment Date	Voucher Number	From Account	To Account	Amount
Total					£0.00

