

# Compton Parish Council

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To: All Members of Compton Parish Council

All Councillors are hereby summoned to attend the following meeting.

## **NOTICE OF MEETING**

**MEETING:** Full Council  
**DATE & TIME:** Monday 5<sup>th</sup> October 2020 at 7.00pm  
**PLACE:** Online via Zoom - Meeting ID: 810 2548 3068, Passcode: 006171  
<https://us02web.zoom.us/j/81025483068?pwd=dHQ5SlIIFWEp4MlpYemllYVVCZG5lZz09>

Please note, due to the current Covid-19 situation and as permitted by The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting will be conducted online via zoom.

*S. Marshman*

Dr. S. Marshman, CiLCA, Clerk to the Council

29<sup>th</sup> September 2020

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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:
  - a) Questions or comments from members of the public regarding items on the agenda
  - b) Representations from any member who has declared a personal interest
4. To approve the minutes of the Parish Council Meeting held on 7<sup>th</sup> September 2020
5. To discuss any matters arising from the minutes of the Council Meeting on 7<sup>th</sup> September 2020
6. To receive a report from the District Councillor
7. To receive the Clerk's report

8. To note the Minutes and Recommendations from any Committees that have met since the last Full Council Meeting:
  - a) Personnel Committee Minutes
  - b) Planning Committee Minutes
9. Planning Applications
  - a) To consider the following new planning applications:
    - [20/01106/FULD Land Adjacent Down Barn Road Known As Dennisford Road, East Ilsley](#) - Conversion of and extension of redundant agricultural building for use as a self-contained residential dwelling (Use Class C3)
    - [20/02199/HOUSE 1 Whitewalls Close, Compton, RG20 6QG](#) - Construction of utility with opening through to new re-configured kitchen
  - b) To consider whether to request the District Councillor calls in any planning applications to the Western Area Planning Committee
  - c) To consider whether to refer any planning applications for further response from the Council's planning consultants
  - d) To receive a report on recent planning decisions taken by West Berkshire Council
10. To consider employing a consultant to provide advice on planning applications [20/01226/FUL](#) and [20/01658/FUL](#)
11. To consider the Council's response to the Government consultation on the [White Paper 'Planning for the Future'](#)
12. To consider adopting a Tree Management Policy
13. To consider grant funding requests
14. To consider quotes to replace the top of one of the table tennis tables
15. To consider what action should be taken with regards to the border of the Newbury Lane allotments with Fairfield
16. To review the Youth Shelter
17. To consider if there are suitable Parish Council owned locations where electric car charging points could be provided and if any are identified, what funding sources should be considered
18. To consider advertising rates for Compilations for 2021
19. To review the Training and Development Policy and Councillor training needs

20. To consider informal actions to be included in the NDP

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

22. To receive reports on the following:

- a) Recreation Ground
- b) Sports Pavilion
- c) Rights of Way
- d) Village Hall
- e) Allotments
- f) Downland Practice Patient Representation Group
- g) Communications
- h) Parish Assets and Management Working Party
- i) Neighbourhood Development Plan
- j) Burial Ground
- k) GDPR

23. Finance:

- a) To consider approving payments to be made or made between meetings
- b) To note the bank reconciliations to 31st August 2020

24. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:

Parish Council Meeting: Monday 2<sup>nd</sup> November 2020 at 7pm

## Supporting Documentation

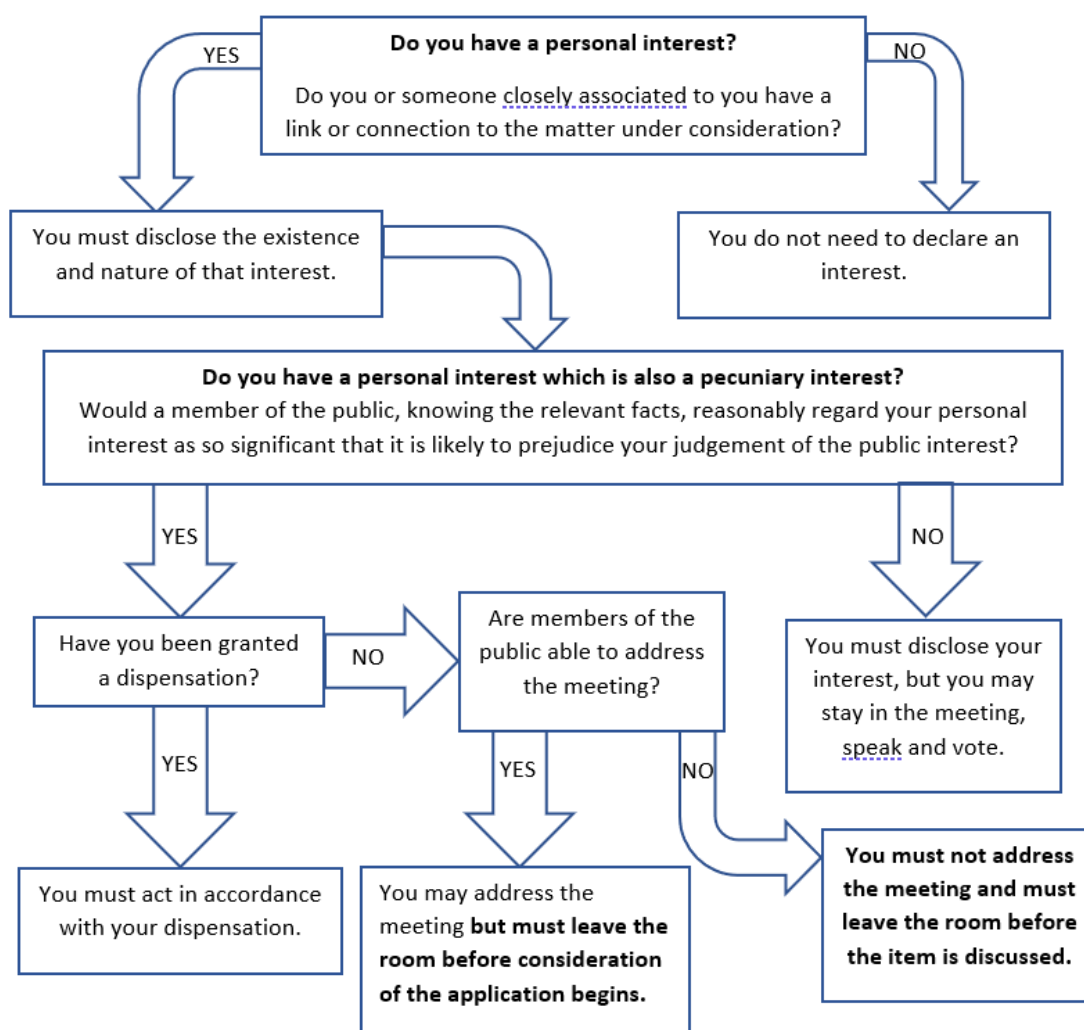
### 1. To receive, and consider for acceptance, apologies for absence from Members of the Council

The Council (including committees) should approve (or not) the reason for apologies given by absent councillors.

### 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 and other interests in items on the agenda as required by the Compton Parish Council [Code of Conduct for Members](#), as adopted on 4<sup>th</sup> June 2018, minute 18/19-404, and by the [Localism Act 2011 Chapter 7](#).

The following is provided for guidance:



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**3. To receive:**

- a) **Questions or comments from members of the public regarding items on the agenda**
  - b) **Representations from any member who has declared a personal interest**
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This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. Time for this session is limited to 12 minutes (3 minutes per person). [Public Bodies \(Admission to Meetings\) Act 1960 s1](#) extended by the [Local Government Act 1972 s 100](#).

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**4. To approve the minutes of the Parish Council Meeting held on 7<sup>th</sup> September 2020**

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LGA 1972 Sch 12 para 41(1) Minutes of the proceedings of a meeting of a local authority shall be signed at the next meeting of the Council by the person presiding.

Members are asked to consider the Minutes of the Full Council Meeting held on 7<sup>th</sup> September 2020 (below).

# Compton Parish Council

## FULL COUNCIL MINUTES

Minutes of the Full Council meeting held Online via Zoom on Monday 7<sup>th</sup> September 2020 commencing at 7:30pm.

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**Members Present:** David Aldis, Chairman                      Mark Birtwistle                      Linda Moss  
Dan Neate    Rebecca Pinfold                      Keith Simms  
Alison Strong    Ian Tong

**Members Absent:**                      None

**Officers Present:**                      Sarah Marshman, Clerk/RFO

**In Attendance:**                      Carolyne Culver, District Councillor

### Minutes

**20/21-079 To receive, and consider for acceptance, apologies for absence from Members of the Council**  
No apologies for absence were received.

**20/21-080 To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation**  
MB declared a personal interest in 20/21-103.

KS declared a personal interest 20/21-104.

**20/21-081 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.

**20/21-082 To approve the minutes of the Parish Council Meeting held on 19<sup>th</sup> August 2020**  
Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The minutes will be signed at the first opportunity the Council has to meet face to face.

**20/21-083 To discuss any matters arising from the minutes of the Council Meeting on 19<sup>th</sup> August 2020**  
Additional signage highlighting the need for social distancing has been put up in the Recreation Ground.

**20/21-084 To receive a report from the District Councillor**  
There is currently no indication on when any of the planning applications called in to the Western Area Planning Committee will be considered at committee if recommended for approval.  
CC had received correspondence regarding parking on the verges in Manor Crescent.

**20/21-085 To receive the Clerk's report**  
A vacancy has now arisen on the Council due to the non-attendance of Peter McGeehin as per the Local Government Act 1972 s85 Vacation of Office by Failure to Attend Meetings. The vacancy has been advertised and the monitoring officer notified.

**20/21-086 To note the Minutes and Recommendations from any Committees that have met since the last Full Council Meeting:**  
**c) Personnel Committee Minutes**  
**d) Planning Committee Minutes**  
There have been no meetings of either committee since the last Full Council meeting.

**20/21-087 Planning Applications**  
**a) To consider the following new planning applications:**  
**[20/01866/HOUSE 31 Horn Street, Compton, RG20 6QS](#) - Demolition of existing two storey side extension and front porch, erection of two and single storey side extensions with front canopy**  
Resolved: To object to this application and to provide the following comments:  
CPC objects on the grounds of parking. The lay of the land does not allow a driveway to be put in and the documentation does not show enough parking for the property or what impact it will have.

**b) To consider whether to request the District Councillor call in any planning applications to the Western Area Planning Committee**

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

**c) 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.

**d) To receive a report on recent planning decisions taken by West Berkshire Council**

- 20/01335/HOUSE Roden Farm, Compton, Newbury, RG20 7PY - Erection of domestic studio building (in place of approved stables). The Parish Council submitted a response of 'no objections'. West Berkshire Council approved the application.

**20/21-088 To consider employing a consultant to provide advice on planning application 20/01658/FUL**

Resolved: To set a budget of £1,000, which can be extended at a future meeting if required to obtain advice from a specialist regarding the noise assessment for applications 20/01658/FUL and 20/01226/FUL.

**20/21-089 To consider a request from Power for People to write to the MP, Laura Farris, to request she writes to the Minister for Business, Energy and Clean Growth in support of the Local Electricity Bill**

Resolved: To write to the MP to request she writes to the Minister for Business, Energy and Clean Growth in support of the Local Electricity Bill.

**20/21-100 To consider quotes for repairs in the play area, cleaning of the equipment in the play area and the MUGA and remarking lines on the MUGA court**

Resolved: To set a budget of £2,500 to obtain necessary repairs. Power is delegated to the Clerk to authorise the repairs, in consultation with the Chairman. Cleaning and line marking will be budgeted for in 2021/22.

**20/21-101 To consider adopting the Risk Register for 2020/21**

Resolved: To adopt the risk register for 2020/21.

**20/21-102 To consider quotes for insurance for 2020/21**

Resolved: To accept a quote from BHIB with a three-year agreement for £922.68.

**20/21-103 To consider allocating additional funding for another skip at each allotment site during this financial year**

Resolved: To allocate £400 in order to fund a further skip at each allotment site during this financial year.

- 20/21-104 To consider a request to fund a green bin for the homeowners adjacent to a trash screen in the Pang ditch**  
Resolved: To provide funding to the homeowners for a green bin at a cost of £67 for the first year.
- 20/21-105 To consider if, in principle, CCTV should be installed to cover the Recreation Ground and Sports Pavilion**  
Resolved: The Council agrees, in principle, that CCTV should be installed to cover the Recreation Ground and Sports Pavilion.  
The Clerk was requested to seek quotes from an external company to advise on and install an appropriate system.
- 20/21-106 To consider if the Council should employ an individual to relation to the Sports Pavilion**  
Resolved: The Personnel Committee should create a job description for a manager of the Sports Pavilion.  
The cost of a using a professional cleaning company should be investigated and considered.
- 20/21-107 To consider purchasing poppy wreaths for Remembrance Sunday and making a donation to the Royal British Legion**  
Resolved: To make a donation of £125 to the Royal British Legion, to include the purchase of three wreaths.
- 20/21-108 To consider quotes to purchase goal posts, corner flags and a white line marker**  
Quotes for purchasing equipment were reviewed and it was agreed that quotes should instead be sought for a company to provide and install the goal posts and to provide line marking.
- 20/21-109 To consider setting a budget for the purchase of kitchen equipment for the Sports Pavilion**  
Resolved: To defer the purchase of any items until the Sports Pavilion is in use.  
The Scout Group will loan the Council a hot water urn and users will be requested to provide their own disposable items due to the current COVID regulations.
- 20/21-110 To consider informal actions to be included in the NDP**  
Resolved: To defer this item until more information has been received from the consultant regarding the need for their inclusion in the NDP.
- 20/21-111 To receive an update on vandalism and anti-social behaviour (ASB) in the village**  
The PCSO is regularly patrolling.
- 20/21-112 To receive reports on the following:**  
**Allotments:** The tree work needed at School Road allotments is now complete.  
**GDPR:** The Personnel Committee are addressing the need to combine Staff Costs in financial information.



**20/21-113 Finance:**

**a) To consider approving payments to be made or made between meetings**

Resolved: To approve payments to be made and payments made between meetings. The list of payments can be viewed on the Finance Report in Appendix 1.

**b) To receive any reports from the Internal Controller**

The Internal Controller has now reviewed the financial files for April – June. He noted they are generally in a good state but has requested the Clerk seek receipts for the two 50% deposit payments made in relation to the Sports Pavilion.

**20/21-114 To discuss matters for future consideration and for information**

The Church has now reopened for socially distanced church services.

A request was received to provide seating for youths in the Recreation Ground. The Council requested that an item to review the youth shelter should be added to the next agenda.

A request had been received for the Council to pay to trim back a tree in the Recreation Ground due it over hanging a property with quotes arranged by the resident. The resident has previously been advised by the Clerk that the Council would not trim the tree nor reimburse the resident should they do so. The resident was also advised that the law states that should damage occur as a result of their actions, they may be held negligent so they should ensure their contractor has appropriate public liability insurance. The Council confirmed their agreement with the Clerk's response to this request. It was also requested that the Clerk provide a tree policy for the Council to consider for adoption.

There being no further business, the meeting was closed at 8:53pm.

## Appendix 1: Finance Report

Status at bank at last bank reconciliation 31st July 2020

Account	Amount
Unity Trust Current Account	£60,215.27
Unity Trust Deposit Account	£122,634.57
Lloyds Multipay Corporate Card	-£25.67
<b>Total</b>	<b>£182,824.17</b>

Income received 12th August to 31st August 2020

Account	Income Detail	Amount
None		
<b>Total</b>		<b>£0.00</b>

Payments made on Lloyds Corporate Card to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Amount
CC	25-Aug-20	81	Microsoft	Microsoft Office Business subscription monthly	£11.28
CC	31-Aug-20	82	Zoom	Monthly fee for video conferencing service	£14.39
<b>Total</b>					<b>£25.67</b>

Transfers

Method	Payment Date	Voucher Number	From Account	To Account	Amount
None					
<b>Total</b>					<b>£0.00</b>

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### 5. To discuss any matters arising from the minutes of the Council Meeting on 7<sup>th</sup> September 2020

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For information or inclusion on a future agenda only.

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### 6. To receive a report from the District Councillor

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A verbal report will be invited from the District Councillor for the Ridgeway Ward, Carlyne Culver.

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### 7. To receive the Clerk's report

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A verbal report will be invited from the Clerk to provide an update on actions taken since the previous meeting.

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**8. To note the Minutes and Recommendations from any Committees that have met since the last Full Council Meeting:**

- a) **Personnel Committee Minutes**
  - b) **Planning Committee Minutes**
- 

There have been no meetings of the Personnel Committee since the last Full Council meeting.  
There have been no meetings of the Planning Committee since the last Full Council meeting.

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**9. Planning Applications**

**a) To consider the following new planning applications:**

- [20/01106/FULD Land Adjacent Down Barn Road Known As Dennisford Road, East Ilsley](#) - Conversion of and extension of redundant agricultural building for use as a self-contained residential dwelling (Use Class C3)
- [20/02199/HOUSE 1 Whitewalls Close, Compton, RG20 6QG](#) - Construction of utility with opening through to new re-configured kitchen

**b) To consider whether to request the District Councillor calls in any planning applications to the Western Area Planning Committee**

**c) To consider whether to refer any planning applications for further response from the Council's planning consultants**

**d) To receive a report on recent planning decisions taken by West Berkshire Council**

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- a) Members are requested to review the planning applications listed above and agree any comments to be forwarded to West Berkshire Council.
- b) Members are requested to consider whether any current planning applications within the Parish should be referred to the District Councillor for call in to the Western Area Planning Committee.
- c) Members are requested to consider whether any current planning applications within the Parish should be referred to the Council's Planning consultants.
- d) Members are requested to note the following planning decisions made by West Berkshire Council:
  - 20/01335/HOUSE Roden Farm, Compton, Newbury, RG20 7PY - Erection of domestic studio building (in place of approved stables). The Parish Council submitted a response of 'no objections'. West Berkshire Council approved the application.
  - 20/01768/HOUSE 1A Mayfield Villas, Warnham Lane, Compton, Newbury RG20 7PN - Attic conversion – Retrospective. The Parish Council submitted a response of 'no objections'. West Berkshire Council granted retrospective planning permission.

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**10. To consider employing a consultant to provide advice on planning applications 20/01226/FUL and 20/01658/FUL**

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In Minute 20/21-085 the Council resolved to object to planning application [20/01658/FUL Units 4, 5, 6, and 7, 8, 9 Old Station Business Park Compton Newbury RG20 6NE](#) - External works to include new

external chemstores/storage/chiller containers positioned outside unit 4,5,6 and 7, 8, 9. New adjoining covered walkway/canopy between 4, 5, 6 and 7, 8, 9. Building alterations to include new extraction ductwork, fan and general fittings. New retaining wall to east (outside unit 6), Internal modifications to floor plans, replacement external doors to rear elevation to Unit 4, 5, 6.

In Minute 20/21-053 the Council resolved to object to planning application [20/01226/FUL Land at Old Station Business Park, High Street, Compton](#) - External works, m/e works to include ductwork, steel gantry, external plant, external enclosure (fencing), retaining walls, air handling unit and chiller, gas bottle store, solvent stores all concerning unit 10, 11, 12 (existing building). Building alterations include modifications to internal space planning, revised external door design to fire escape doors, omitting roof lights + glazed top and side panel to entrance doors (front elevation) + two windows on the east elevation at first floor and adjusted soil vent pipes (SVP) positions.

The Council also resolved to request both applications were referred to the Western Area Planning Committee by the District Councillor. These applications will be discussed by the Committee should the Planning Officer recommend them for approval.

Discussion with the planning consultant who usually provides advice to the Council on planning applications has highlighted that specialist advice would be required regarding the noise assessment of the application should the Council wish to access it.

Members are requested to decide whether the specialist advice is required to assist with either application should they be recommended for approval and therefore discussed at the Western Area Planning Committee.

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## **11. To consider the Council's response to the Government consultation on the [White Paper 'Planning for the Future'](#)**

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The [Government White Paper 'Planning for the Future'](#) can be accessed at this link.

A response can be made to the consultation by completing a survey containing the questions given below, or by emailing a response.

Members are requested to decide whether to respond to the consultation and to confirm by which method they wish to respond.

The following questions are given in the survey:

Q1. What three words do you associate most with the planning system in England?

Q2. Do you get involved with planning decisions in your local area?

- Yes
- No

Q2 (a) If no, why not?

- Don't know how to
- It takes too long
- It's too complicated
- I don't care

- Other (please specify):

Q3. Our proposals will make it much easier to access plans and contribute your views to planning decisions. How would you like to find out about plans and planning proposals in the future?

- Social Media
- Online News
- Newspaper
- By post
- Other (please specify):

Q4. What are your top three priorities for planning in your local area? (Please select only three answers)

- Building homes for young people
- Building homes for the homeless
- Protection of green spaces
- The environment, biodiversity and action on climate change
- Increasing the affordability of housing
- The design of new homes and places
- Supporting the high street
- Supporting the local economy
- More or better local infrastructure
- Protection of existing heritage buildings / areas
- Other (please specify):

Q5. Do you agree that Local Plans should be simplified in line with our proposals?

- Yes
- No
- Not Sure

Please provide supporting statement

Q6. Do you agree with our proposals for streamlining the development management content of Local Plans, and setting out general development management policies nationally?

- Yes
- No
- Not Sure

Please provide supporting statement

Q7(a) Do you agree with our proposals to replace existing legal and policy tests for Local Plans with a consolidated test of “sustainable development”, which would include consideration of environmental impact?

- Yes
- No
- Not Sure

Please provide supporting statement

Q7.(b) How could strategic, cross-boundary issues be best planned for in the absence of a formal Duty to Cooperate?

Q8.(a) Do you agree that a standard method for establishing housing requirements (that takes into account constraints) should be introduced?

- Yes
- No

- Not Sure

Please provide supporting statement

Q8.(b) Do you agree that affordability and the extent of existing urban areas are appropriate indicators of the quantity of development to be accommodated?

- Yes
- No
- Not Sure

Please provide supporting statement

Q9(a). Do you agree that there should be automatic permission in principle for areas for substantial development (Growth areas) with faster routes for detailed consent?

- Yes
- No
- Not Sure

Please provide supporting statement

Q9(b). Do you agree with our proposals above for the consent arrangements for Renewal and Protected areas?

- Yes
- No
- Not Sure

Please provide supporting statement

Q9(c). Do you think there is a case for allowing new settlements to be brought forward under the Nationally Significant Infrastructure Projects regime?

- Yes
- No
- Not Sure

Please provide supporting statement

Q10. Do you agree with our proposals to make decision-making faster and more certain?

- Yes
- No
- Not Sure

Please provide supporting statement

Q11. Do you agree with our proposals for digitised, web-based Local Plans?

- Yes
- No
- Not Sure

Please provide supporting statement

Q12. Do you agree with our proposals for a 30 - month statutory timescale for the production of Local Plans?

- Yes
- No
- Not Sure

Please provide supporting statement

Q13. (a) Do you agree that Neighbourhood Plans should be retained in the reformed planning system?

- Yes

- No
- Not Sure

Please provide supporting statement

Q13 (b) How can the neighbourhood planning process be developed to meet our objectives, such as in the use of digital tools and reflecting community preferences about design?

Q14. Do you agree there should be a stronger emphasis on the build out of developments? And if so, what further measures would you support?

- Yes
- No
- Not Sure

Please provide supporting statement

Q15. What do you think about new development that has happened recently in your area?

- Not sure / indifferent
- Beautiful / well-designed
- Ugly / poorly-designed
- There hasn't been any
- Other (please specify):

Q16. Sustainability is at the heart of our proposals. What is your priority for sustainability in your area?

- Less reliance on cars
- More green / open spaces
- Energy efficiency of new buildings
- More trees
- Other (please specify):

Q17. Do you agree with our proposals for improving the production and use of design guides and codes?

- Yes
- No
- Not Sure

Please provide supporting statement

Q18. Do you agree that we should establish a new body to support design coding and building better places, and that each authority should have a chief officer for design and place-making?

- Yes
- No
- Not Sure

Please provide supporting statement

Q19. Do you agree with our proposal to consider how design might be given greater emphasis in the strategic objectives for Homes England?

- Yes
- No
- Not Sure

Please provide supporting statement

Q20. Do you agree with our proposals for implementing a fast-track for beauty?

- Yes
- No

- Not Sure

Please provide supporting statement

Q21. When new development happens in your area, what is your priority for what comes with it?

- More affordable housing
- More or better infrastructure (such as transport, schools, health)
- Design of new buildings
- More shops and/or employment space
- Green space
- Don't know
- Other (please specify):

Q22. (a) Should the Government replace the Community Infrastructure Levy and Section 106 planning obligations with a new consolidated Infrastructure Levy, which is charged as a fixed proportion of development value above a set threshold?

- Yes
- No
- Not Sure

Please provide supporting statement

Q22. (b) Should the Infrastructure Levy rates be set nationally at a single rate, set nationally at an area-specific rate, or set locally?

- Nationally at a single rate
- Nationally at an area-specific rate
- Locally

Q22. (c) Should the Infrastructure Levy aim to capture the same amount of value overall, or more value, to support greater investment in infrastructure, affordable housing and local communities?

- Same amount overall
- More value
- Less value
- Not sure

Please provide supporting statement

Q22. (d) Should we allow local authorities to borrow against the Infrastructure Levy, to support infrastructure delivery in their area?

- Yes
- No
- Not Sure

Please provide supporting statement

Q23. Do you agree that the scope of the reformed Infrastructure Levy should capture changes of use through permitted development rights?

- Yes
- No
- Not Sure

Please provide supporting statement

Q24. (a) Do you agree that we should aim to secure at least the same amount of affordable housing under the Infrastructure Levy, and as much on-site affordable provision, as at present?

- Yes
- No



- Not Sure

Please provide supporting statement

Q24. (b) Should affordable housing be secured as in-kind payment towards the Infrastructure Levy, or as a 'right to purchase' at discounted rates for local authorities?

- Yes
- No
- Not Sure

Please provide supporting statement

Q24. (c) If an in-kind delivery approach is taken, should we mitigate against local authority overpayment risk?

- Yes
- No
- Not Sure

Please provide supporting statement

Q24. (d) If an in-kind delivery approach is taken, are there additional steps that would need to be taken to support affordable housing quality?

- Yes
- No
- Not Sure

Please provide supporting statement

Q25. Should local authorities have fewer restrictions over how they spend the Infrastructure Levy?

- Yes
- No
- Not Sure

Please provide supporting statement

Q25 (a) If 'yes', should an affordable housing 'ring-fence' be developed?

- Yes
- No
- Not Sure

Please provide supporting statement

Q26. Do you have any views on the potential impact of the proposals raised in this consultation on people with protected characteristics as defined in section 149 of the Equality Act 2010?

- Yes
- No
- Not Sure

Please provide supporting statement

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## 12. To consider adopting a Tree Management Policy

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Members are asked to consider adopting the following Tree Policy.

### Tree Management Policy

Version number	1.0	Minute reference	
Adopted by	Full Council	Review due	Annually
Date adopted		Review date	October 2021

#### 1. Introduction

- 1.1 This is a policy for the management of trees owned and maintained by Compton Parish Council (CPC). It is intended to act as a point of reference for councillors and members of the public to ensure a clear, consistent and structured approach to the management of our trees. CPC has a responsibility to take reasonable steps to manage its trees to reduce the risk of death or injury to those on Parish Council land.
- 1.2 Trees help to add a variety to our landscape and provide valuable habitats for many species, while providing us with cleaner air. CPC aims to preserve its trees for future generations to enjoy. CPC has trees situated in the conservation area and many of these have Tree Preservation Orders (TPOs) on them.

#### 2. Tree Risk Assessment and Level of Residual Risk

- 2.1 It is not possible to eliminate all risks from trees however there are often indications that a tree may be in decline. CPC employs a professional and independent arboricultural consultant to undertake a Risk Assessment every 3 years, or more frequently where an individual tree has been found to require closer attention. The assessment records the condition and required maintenance schedule for CPC-owned trees and identifies any which pose a risk to health and safety. The tree maintenance schedule aims to reduce the risk to an acceptable level. The legal framework does not require the elimination of risk altogether, but that the residual risk is minimised to a tolerable level.

#### 3. Tree Maintenance Schedules and Public Requests for Maintenance

- 3.1 Tree maintenance schedules will be put out to tender and works carried out in accordance with the Risk Assessment. CPC will also give consideration to any complaints or requests for maintenance from the public regarding trees on CPC-owned property, taking into account its tree management policy and/or advice from a qualified tree surgeon. If a CPC-owned tree is inspected and found to be in such a condition that it poses a high risk to people or property and is considered to be an emergency situation, instruction will be given to our tree contractor to make the tree safe as soon as practicably possible. If a tree is identified as requiring action, but the risk to the public is not immediate, then the tree will be made safe depending on the degree of risk identified at the time of inspection.

#### 4. Tree Works Will Take Place When:

- 4.1 There are dead, dying or dangerous trees and branches that are found to be a danger to public safety
- 4.2 Trees or branches are creating an unreasonable obstruction to a public highway, highways signage, public right of way or access to property.
- 4.3 A tree is causing an unacceptable trip hazard considered on the public highway, public right of way or access to property.
- 4.4 A tree which is proven beyond reasonable doubt to be the cause of serious structural damage to buildings as identified by an independent competent professional assessor

#### 5. Tree Works May Take Place When:

- 5.1 Trees are deemed by CPC to be an inappropriate species for their situation
- 5.2 To ensure that a streetlight can perform to its design specification without being unduly blocked by the presence of trees
- 5.3 Where a tree/branch is touching, or almost touching a dwelling – we aim to give a minimum of 1.5m clearance in these situations
- 5.4 To maintain historic vistas or in the interest of preservation of heritage structures
- 5.5 Trees giving rise to justifiable fears about risk of crime, or trees that have provided access and/or cover for criminal activity
- 5.6 Trees and branches restricting grounds maintenance operations
- 5.7 Trees which need formative pruning to shape or train them during the early years
- 5.8 Thinning of trees where it will benefit adjacent specimens or those of more favourable species
- 5.9 The tree is a species which is known to ultimately outgrow its location and in doing so unreasonably restricts the use of the area
- 5.10 Trees restricting repairs and maintenance of property
- 5.11 To protect or enhance biodiversity
- 5.12 To improve the aesthetics of the designed landscape

#### 6. Tree Works Won't Take Place When:

- 6.1 We will not prune or fell a tree because it is considered to be 'too big' or 'too tall', or to cut back branches of a healthy tree overhanging private property
- 6.2 We will not prune or fell a tree to remove or reduce any of the above categories, other than in extreme circumstances: Leaves, Sticky sap, Blossom, Tree pollen, Bird droppings, Falling fruit/berries/nuts
- 6.3 We will not prune or fell a tree to remove or reduce incidence of perceived pests such as bees, wasps, or other wildlife
- 6.4 We will not prune, fell or cut the roots of a tree to prevent roots entering a drain or pipe that is already broken or damaged
- 6.5 We will not prune, fell or remove roots from drains or repair root damage to structures where the tree has not been clearly demonstrated to be the principle cause
- 6.6 We will not prune or fell a tree to improve natural light or the view from a property
- 6.7 We will not prune or fell a tree to prevent interference with TV or satellite TV installation/reception or to prevent the shading of solar panels
- 6.8 CPC has no authority to intervene in a dispute between neighbours where non CPC-owned trees are causing a nuisance or damage to property

## 7. Carrying out Tree Works Yourself

- 7.1 You have a legal right to deal with the nuisance associated with trees encroaching onto a property.
- 7.2 The following advice is given where there is a wish to exercise the right to Common Law with respect to encroaching trees:
  - a) Remove only those parts of the tree from the point where they cross the boundary of the property
  - b) There is no legal right to cut or remove any part of a tree that does not overhang the property
  - c) It is strongly advised that a professional tree surgeon is consulted for guidance on how best to prune back encroaching trees, unless the works are trivial meaning that works could be carried out with hand secateurs or similar
  - d) It is strongly advised that CPC is informed of any plan to carry out work on CPC-owned trees

- e) Before carrying out works to trees, it is strongly advised that checks are made as to whether the trees are protected by a Tree Preservation Order or if they are in a Conservation Area. If either of the above applies, consent is required by making an application / giving notice to the Planning Department at the Borough Council
- f) CPC reserves the right to recover costs in the event that a tree is damaged, and requires corrective action by CPC, as a result of works carried out on a CPC-owned tree by a member of the public

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### 13. To consider grant funding requests

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£1,900 has been included in the budget to make grants available. A donation of £125 has already been agreed to the Royal British Legion to cover the wreaths for Remembrance Sunday and a donation. Leaving a total of £1,775 available in the budget.

Members are requested to consider the following grant requests:

Organisation	Project	Members	Percentage of Members Residents of Compton	Requested
Compton Archery	Replacing the archery netting as the existing netting is 30+ years old. It is made up of 1 long net and 2 short patchwork nets. Stage one is to replace the 2 patchwork nets with a single long new net. White Backstop Archery Net - 30ft x 10ft (9.1m x 3m) <a href="https://www.networldsports.co.uk/archery-equipment/archery-netting/archery-backstop-net.html">https://www.networldsports.co.uk/archery-equipment/archery-netting/archery-backstop-net.html</a> + 25 clip hooks.	89	40%	£285.00
Autumn Group	Pedalo exercise machines that can be loaned out to members during the COVID situation to help keep them active. When this is over they can be used for the regular meetings.	40	60%	£250.00
<b>Total</b>				<b>£535.00</b>

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**14. To consider quotes to replace the top of one of the table tennis tables**

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Damage has occurred to one of the table tennis tables in the Recreation Ground due to vandalism. The repair is not covered under the guarantee. A quote has been received from the supplier to replace the table top.

Members are requested to consider whether they wish to replace the table top.

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**15. To consider what action should be taken with regards to the border of the Newbury Lane allotments with Fairfield**

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Members are requested to review the allotment plot bordering Fairfield and consider whether action should be taken.

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**16. To review the Youth Shelter**

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Members requested an agenda item to review and discuss the youth shelter situated in the Recreation Ground.



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**17. To consider if there are suitable Parish Council owned locations where electric car charging points could be provided and if any are identified, what funding sources should be considered**

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Members requested an agenda item to discuss whether there are any suitable Parish Council owned locations where electric car charging could be provided. If any sites are identified, funding sources will be reviewed.

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**18. To consider advertising rates for Compilations for 2021**

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Advertising rates for Compilations must be reviewed yearly.

Current rates for advertng are as follows:

a full-page advert is £30 per issue, a half-page advert is £15, a third of a page is £10 and a quarter page advert is £7.50.

**Position for 2020:**

Total income for 2020 as of 28/09/20 is £1,868.00.

Total expenditure for 2020 is expected to be £2315.46.

A contribution of £64.69 was received from East Ilsley Parish Council towards the February issue. They have now cancelled their contributions and issues are no longer delivered in East Ilsley.

This has resulted in a total cost to Compton Parish Council in 2020 of £382.77.

**Expected Position for 2021:**

If the current regular advertisers remain for 2021, the expected income is £1,745.00.

Total expenditure for 2021 is expected to be £2,195.58.

If advertising costs remain the same, the expected cost to the Council is £450.58.

**Recommendation:**

That the Council does not increase the advertising rate for Compilations in 2021.

**Reason for Recommendation:**

The reduction of distribution numbers since the price for 2020 was set from 960 to 700 copies per issue.

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**19. To review the Training and Development Policy and Councillor training needs**

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The Training and Development Policy requires review each October. The policy is given below.

The policy requires that “annually, the Council will formally review the training needs of Councillors at a meeting of the Parish Council.”

# Training and Development Policy

Version number	1	Minute reference	19/20-139
Adopted by	Full Council	Review due	Annually
Date adopted	7 <sup>th</sup> October 2019	Review date	October 2020

## 1. Introduction

Compton Parish Council is committed to the ongoing training and development of all Councillors and employees to ensure the Council can meet its aim and objectives. The Council will ensure that Councillors and employees will be provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation. The Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community.

Funds are allocated to a training and development budget each year to enable Councillors and employees to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk will be made aware of the content of this policy and the expectations placed upon them contained within it.

## 2. Identification of Training and Development Needs

Training and development needs may be identified due to:

- Legislative requirements;
- Changes in legislation;
- Changes in systems;
- New or revised qualifications become available;
- New working methods and practices;
- Complaints to the Council;
- A request from a member of staff;
- Devolved services/ delivery of new services.

### *Councillors*

Annually, the Council will formally review the training needs of Councillors at a meeting of the Parish Council. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Full Council. The following training is provided by HALC on behalf of BALC, however similar training may be sought through other training providers.

The following training is required for new Councillors:

- 'The Knowledge'.

All Councillors may benefit from also attending:



- ‘Core Skills’ Parts 1 and 2.

Training on specific committee areas should be attended as required, for example:

- ‘Basic Planning for Local Councillors’ – all;
- ‘The Planning Framework’ – Planning Committee/all;
- ‘The Council as an Employer’ – Personnel Committee.

Further training can be attended for specific roles such as:

- Chairman/Vice-Chairman: ‘Chairing Skills’;
- Internal Controller: ‘Local Council Finance for Councillors’.

These suggestions are not exclusive, and Councillors should seek any training they believe is relevant to their roles within the Council.

### *Clerk*

Annually, the Personnel Committee will review the training needs of the Clerk through the annual appraisal process. Informal discussions should take place throughout the year as the need arises.

Training needs for a new Clerk will be identified through the recruitment process, including application form and interview, formal and informal discussions and annual Staff Appraisals.

The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

The Clerk is expected to undertake and complete CiLCA training within two years of starting employment if the qualification is not already held.

### 3. Financial Implications

Each year as part of the annual budget setting process, the Council will include a training budget for employees and Councillors. When calculating this, any training needs identified as part of the annual appraisal process and Councillors training needs review will be taken in to consideration.

All sponsored training must be appropriate to the needs of the Council and is subject to the availability of financial resources.

For approved courses the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.

### *Recouping Costs*

It is standard practice of the Council that where the Council is covering the costs of an employee’s training course or qualification (this being a course or qualification, rather than one day course or workshop) a written agreement will be made that if the employee leaves the Council’s employ within a set period of time during or having completed the course, the employee will be expected to reimburse the Council as per the agreement.

### *Travel Expenses*

Employees or Councillors attending training may submit an expense claim to cover travel costs to and from the venue. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made.

## 4. Study Leave

Employees who are given approval to undertake external qualifications will be granted the following:

- Study time to attend day release courses;
- Time to sit examinations;
- Study time of one day per examination (to be discussed and agreed by their line manager in advance);
- Provision of study time must be agreed with the line manager prior to the course being undertaken.

## 5. Record Keeping and Evaluation

All attendees are asked to provide feedback on the value and effectiveness of the training and development they undertake. This information will be used to assess and improve the training process.

Training undertaken should be evaluated for effectiveness. Upon completing an external training session/course/workshop, the employee or councillor should complete a Training and Development Evaluation Form and return this to the Clerk. Report forms will be reviewed by the Personnel Committee and will help assess whether or not the training is suitable for another individual at a future date and help to ensure any key points taken from the training are learned and/or acted on.

Each employee and Councillor has a Training Log which is held securely by the Clerk. This log will be updated with any training undertaken on receipt of the Training Report Form. A digital copy of any attendance or qualification certificates should also be given to the Clerk to be held with these records. These records will be kept in accordance with the Council's Document Retention policy.

# Compton Parish Council

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## Training and Development Evaluation Form

**Name:**

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**Title of training activity:**

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**Training provider:**

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**Dates training undertaken and duration:**

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**Objectives expected to be achieved:**

1.

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2.

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3.

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**Outcomes and observations (What was achieved? What was not achieved?):**

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**Follow up (What further action will be taken now?):**

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**Reviewed by:**

**Date:**

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**20. To consider informal actions to be included in the NDP**

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A report by the Neighbourhood Development Plan Steering Group will be circulated to Members.  
Members are requested to consider the informal actions recommended in this report.

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**21. To receive an update on vandalism and anti-social behaviour (ASB) in the village**

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For information only.

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**22. To receive reports on the following:**

- a) Recreation Ground
- b) Sports Pavilion
- c) Rights of Way
- d) Village Hall
- e) Allotments
- f) Downland Practice Patient Representation Group
- g) Communications
- h) Parish Assets and Management Working Party
- i) Neighbourhood Development Plan
- j) Burial Ground
- k) GDPR

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Members are invited to give verbal reports on the above.

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**23. Finance:**

- a) To consider approving payments to be made or made between meetings
  - b) To note the bank reconciliations to 31st August 2020
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- a) Members are asked to agree the payments listed on the Finance Report below.
- b) The bank balances at the end of August 2020 are listed on the Finance Report.  
Members are asked to note the bank reconciliations to 31<sup>st</sup> August 2020.

## Finance Report October 2020

### Status at bank at last bank reconciliation 31st August 2020

Account	Amount
Unity Trust Current Account	£58,617.52
Unity Trust Deposit Account	£122,634.57
Lloyds Multipay Corporate Card	-£25.67
<b>Total</b>	<b>£181,226.42</b>

### Income received 1st September to 27th September 2020

Account	Income Detail	Amount
Unity Current	Precept (payment 2 of 2)	£24,525.00
<b>Total</b>		<b>£24,525.00</b>

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

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
CC	02-Sep-20	85	Lloyds Bank	Monthly fee for corporate card	£3.00
CC	25-Sep-20	86	Microsoft	Microsoft Office Business subscription monthly	£11.28
CC	25-Sep-20	87	Reading Skips	Skip and gypsum bag for clearing Sports Pavilion	£354.00
<b>Total</b>					<b>£365.28</b>

### Payments to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
DD	18-Sep-20	88	Vodafone	Mobile phone monthly charge	£15.75
BACS	24-Sep-20	89	Chris Bolt Property Maintenance	Balance of Sports Pavilion refurbishment	£2,808.50
BACS	24-Sep-20	90	Aquaheat	Balance of Sports Pavilion plumbing	£5,400.00
BACS	24-Sep-20	91	S Alexander Electrical	Electrical work on Sports Pavilion	£1,650.00
BACS	24-Sep-20	92	BHIB	Insurance 2020/21	£922.68
BACS	24-Sep-20	93	SSE Contracting Ltd	Street light maintenance Sep qtr	£682.69
BACS	24-Sep-20	94	Fowler Architecture and Planning	Planning advice fee	£1,890.00
DD	01-Oct-20	95	The Good Exchange	Platform service fee	£180.00
BACS	05-Oct-20	96	Resident of Compton	Gren bin minute 20/21-104	£67.00

BACS	05-Oct-20	97	Almond Arborists	Allotment tree work	£610.00
BACS	05-Oct-20	98	Member of NDP Steering Group	Reimburse printing costs	£226.50
BACS	05-Oct-20	99	SLCC Enterprises Ltd	Training fees	£12.00
BACS	05-Oct-20	100	Rialtas Business Solutions	Finance software 2020/21	£148.80
BACS	05-Oct-20	101	SLCC Enterprises Ltd	Virtual National Conference fee	£30.00
BACS	05-Oct-20	102	West Berkshire Council	Compilation June	£365.93
BACS	06-Oct-20	103	Staff Costs	Including salary, expenses, PAYE and pension contributions Sep	£1,606.21
DD	11-Oct-20	104	SSE	Electricity Q2	£1,166.98
<b>Total</b>					<b>£17,783.04</b>

#### Transfers

Method	Payment Date	Voucher No	From Account	To Account	Amount
BACS	16-Sep-20	105	Unity Current	Lloyds Corporate Card	£28.67
<b>Total</b>					<b>£28.67</b>

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#### 24. To discuss matters for future consideration and for information

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For information or inclusion on a future agenda only.