

Compton Parish Council

Chairman: Dave Aldis

Clerk: Sarah Marshman

MINUTES of the PARISH COUNCIL MEETING

Held on Monday 9th May, 2016 at 7pm in the Welstead Room, Compton Village Hall.

Those present: Councillors D. Aldis (Chair), M. Birtwistle, L. Moss, M. Pinfold, R. Pinfold, K. Simms, A. Strong and I. Tong.

In attendance: The Parish Clerk

The meeting started at 7pm.

3833 Election of Chairman of the Council for the year 2016/17

It was resolved to elect Cllr. D. Aldis to the role of Chairman.

3834 Election of Vice-Chairman of the Council for the year 2016/17

It was resolved to elect Cllr. M. Birtwistle to the role of Vice-Chairman.

3835 To receive declarations of acceptance of office of Chairman and Vice-Chairman for the year 2016/17

Declarations of acceptance of office were signed by Cllrs. D. Aldis and M. Birtwistle.

3836 Apologies for absence

Apologies were received from Cllr. P. Burnett and District Councillor Virginia von Celsing.

3837 Any declarations of pecuniary interests by members or the Clerk

There were none.

**3838 To receive: Questions or comments from members of the public
Representations from any member who has declared a pecuniary interest**

There were none.

3839 To approve the minutes of the Parish Council Meeting held on 25th April, 2016

It was resolved that the minutes be accepted as a true record and they were signed by the Chairman.

3840 Matters arising from the minutes of the Council Meeting on 25th April, 2016

IT asked for confirmation that the council were happy with him continuing to scan parish council documents. All agreed they were happy for IT to continue this.

MB has produced a draft investment policy for the council. This will be circulated for consideration at the next meeting.

3841 To receive a report from our District Councillor

VvC sent her apologies.

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Chairman

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Date

- 3842 **To receive and consider the minutes of the last meeting of any committees**
The minutes of the previous meeting of the planning committee had already been agreed and signed.
- 3843 **To review delegation arrangements to committees, sub-committees, staff and other local authorities**
The delegation arrangements were in need of alteration. They will be revised and considered at the next meeting.
- 3844 **To review the terms of reference for committees**
The terms of references were in need of alteration. They will be revised and considered at the next meeting.
- 3845 **To appoint members to existing committees**
It was not necessary to appoint any members to existing committees.
- 3846 **To appoint any new committees in accordance with standing order 4**
It was resolved that no new committees were required.
- 3847 **To review and adopt appropriate standing orders and financial regulations**
The standing orders were reviewed and it was resolved that the council would continue with the current documents. The financial regulations were discussed and will need to be reviewed in conjunction with the new investment policy which shall be considered at the next meeting.
- 3848 **To review the inventory of land and assets including buildings and office equipment**
The names of Allotment Site 1 and Allotment Site 2 were changed to Newbury Lane allotments and School Road allotments and the land adjacent to allotment site 2 was changed to the grazing land. It was then resolved to adopt the inventory of land and assets.
- 3849 **To confirm the arrangements for insurance cover in respect of all insured risks**
The insurance cover was reviewed and it was agreed that the council would continue with the current arrangements.
- 3850 **To review the council's and/or staff subscriptions to other bodies**
It was agreed to continue with the current subscriptions to CPRE, CCB, SLCC and BALC and to Rialtas Business Solutions for the finance software package.
- 3851 **To review the council's complaints procedure**
The complaints procedure was reviewed and it was resolved that the council would continue with the current procedure.
- 3852 **To review the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**
The procedure for handling requests was reviewed and it was resolved that the council would continue with the current procedure.
- 3853 **To review the council's policy for dealing with the press/media**
The policy for dealing with the press/media was reviewed and it was resolved that the council would continue with the current procedure.
- 3854 **To consider the council's risk assessment**
One item was added to the risk register. It was then resolved to adopt the risk assessment.

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Chairman

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Date

3855 To consider the grant policy

A revised policy was reviewed. It was resolved to adopt this revised policy.

3856 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

2016: June 6th, July 4th, September 5th, October 3rd, November 7th and December 5th

2017: January 9th, February 6th, March 6th, April 3rd, May 8th (APCM)

The next Annual Parish (Electors) meeting is scheduled to take place on Wed 17th May, 2017

3857 To agree Parish Council representation and areas of responsibility

The list of councillor responsibilities was agreed.

3858 Clerk’s report

The Clerk went through her report, which is at Attachment 1.

3859 To consider setting up a working party to decorate the village for Christmas

It was suggested that volunteers are needed from outside the parish council and therefore a request should be put in Compilations.

Tony Cribb will supply a Christmas tree which will be displayed next to the pub – this allows for electricity supply and security. DA has someone looking at potential Christmas lights. It was suggested the Scouts/Guides and the schools are asked to make some items for display around the tree.

3860 To consider parish council publicity

The Clerk agreed to start writing a short article for each edition of Compilations on what has taken place in the most recent PC meetings.

It is possible that the parish council website will need a new platform in the near future. This needs to be agreed before the next budget is set. KS and IT will liaise on the best way forward.

3861 To consider activities to commemorate the Queen’s 90th birthday

There will be a community service held by the Church to commemorate

3862 To consider activities commemorating World War I

There was no update.

3863 To consider suggestions for the enhancement programme

West Berks brewery is interested in supplying planters in the village.

The Clerk was requested to write a report for Compilations regarding s106 funds and the items the parish council has purchased for the village using these funds.

3864 To receive an update on the Cemetery

There has been no update.

The Clerk was requested to set up a spreadsheet to track what funds are used on the cemetery.

3865 To receive an update on vandalism and anti-social behaviour (ASB) in the village

There was a recent break in at School Road allotments, users should make sure sheds are kept locked. Vans have also been targeted in the area. Not much is being called in so residents should make sure everything, however small, is reported.

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Chairman

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Date

3866 Planning Applications

- a) **To consider the following new applications:**
There were none.
- b) **To consider whether to request our District Councillor call in any planning applications to the Western Area Planning Committee**
No planning applications needed to be called in.
- c) **To receive a report on West Berkshire Council recent planning decisions**
There were none.

3867 To receive reports on the following:

- a) **Recreation Ground**
The goal mouths have been reseeded. MB did a litter pick as litter increases at this time of year.
- b) **Football Pavilion**
The suggestion of donating money towards the skip hire for the fete if some of the rubbish from behind the football pavilion was discussed. MP will discuss with the Village Hall management Committee.
- c) **Rights of Way**
A query was raised as to whether any documentation existed regarding the footpaths from Newbury Road through Cradlicote Coppice to Cheseridge Road and through the middle of Pit Row Coppice from the Downs School to the bridleway leading to Shepherd's Hill.
- d) **Village Hall**
The AGM will be held on Wednesday 11th May.
- e) **Allotments**
School Road allotments are currently full with a waiting list. Those waiting are being offered plots at Newbury Lane.
- g) **Communications**
Website renewal is due in June. This has been budgeted so the clerk will renew.

3868 To receive the finance report and approve payments due

It was resolved to approve the payments listed on the finance report, which is at Attachment 2.

3869 Correspondence

The Correspondence Report was presented and is at Attachment 3.

3870 Matters for future consideration and information

The swing installation is due for completion tomorrow.

Meeting closed 8:15pm.

Date and time of next scheduled meeting:

- **Annual Parish Meeting:** Wednesday 18th May, 2016 at 7:30pm in the Wilkins Centre
- **Parish Council Meeting:** Monday 6th June, 2016 at 7pm in the Village Hall

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Chairman

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Date