

Compton Parish Council

Minutes of the Annual Meeting of the Parish Council Held on Monday 11th May 2020 at 7:00pm online using Zoom

Councillors present: Councillors David Aldis (Chair), Mark Birtwistle, Linda Moss, Dan Neate, Rebecca Pinfold, Keith Simms, Alison Strong and Ian Tong.

Councillors not present: Councillors Peter McGeehin.

In attendance: Sarah Marshman (Clerk).
Carolyn Culver (District Councillor).

- 20/21-001** | **To consider the election of Chairman of the Council for 2020/21 and for the elected Chairman to sign the declaration of office in view of the meeting participants**
It was resolved to elect David Aldis as Chairman for 2020/21. DA signed his declaration of acceptance of office in view of all participants at the meeting and will send this to the Clerk.
- 20/21-002** | **To consider the election of Vice-Chairman of the Council for 2020/21 and for the elected Vice-Chairman to sign the declaration of office in view of the meeting participants**
It was resolved to elect Mark Birtwistle as Vice-Chairman for 2020/21. MB signed his declaration of acceptance of office in view of all participants at the meeting and will send this to the Clerk.
- 20/21-003** | **To receive apologies for absence from members of the Council**
There were none.
- 20/21-004** | **To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation**
There were none.
- 20/21-005** | **To receive: Questions or comments from members of the public
Representations from any member who has declared a personal interest**
There were none.
- 20/21-006** | **To approve the minutes of the Parish Council Meeting held on 6th April 2020**
It was resolved that the minutes be accepted as a true record. The minutes will be signed by the Chairman at the next meeting held in person.
- 20/21-007** | **To discuss any matters arising from the minutes of the Council Meeting on 6th April 2020**
There were none.
- 20/21-008** | **To receive a report from the District Councillor, Carolyn Culver**
CC continues weekly online meetings with the volunteer groups in the parishes within the ward.

West Berkshire Council have set the requirement that members of the public cannot participate verbally at meetings and that at planning committee meetings those wishing to make representation will instead have to submit a written statement. The Parish Council requested more clarity with regards to how this will work and how questions arising from the statements will be dealt with.

20/21-009

To receive the Clerk's report

Despite some alterations to the restrictions during lockdown, the play area will need to remain locked at this time.

Contact has been made with the internal auditor since the previous meeting.

20/21-010

Planning Applications

a) To review the minutes of any planning committee meeting occurring since the previous Full Council Meeting

The draft minutes of the Planning Committee meeting held on 27th April 2020 were noted by the Council.

b) To consider the following new planning applications

App. Ref.	Location	Proposed Work	Recommendation
20/00974/ HOUSE	21 Fairfield, Compton, RG20 6PJ	Replacement of existing privet hedge with a feather board fence.	No objections
20/00968/ FUL	Land South Of Danetree West Of Coombe Road, Compton	Creation of Access and Construction of Stables	No objections

Comments:
Request a condition that use is limited to private stables only.

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

There were no applications requiring call in.

d) To consider whether to refer any planning applications for further response from our planning consultants

There were no applications requiring referral.

e) To receive a report on West Berkshire Council's recent planning decisions

App. Ref.	Location	Proposed Work	Response from CPC	WBC Decision
20/00374/ HOUSE & 20/00375/ LBC2	7 Church Farm Barns, Aldworth Road, Compton, Newbury, RG20 6RD	Two new windows, one new rooflight and a door in place of a window.	No objections	Approved
20/00232/ HOUSE	18 Newbury Lane, Compton, Newbury, RG20 6PB	Conversion of existing garage to include the replacement of exiting flat roof with monopitched roof and a small rear single storey extension. Single storey mono-pitched side extension. Thermal update to dormers with new timber cladding.	No objections	Approved

App. Ref.	Location	Proposed Work	Response from CPC	WBC Decision
20/00858/ AGRIC	Church Farm House, Aldworth Road, Compton, Newbury	Prior approval for proposed new building. The Building will be a Steel Frame Portable building. With Concrete panels for walls and a Green cladding and fiber cement roof. Length 36m, Height to eaves 9m, Breadth 27m, Height to ridge 11.8m	Comments requesting prior approval were submitted	A planning application is required for the proposal

20/21-011 To consider making a donation to Compton Village stores to assist with the costs incurred in providing a safe shopping environment for the community during the coronavirus lockdown

This was deferred until more information is available from the shop on their access to grants.

20/21-012 To consider making a donation to a community group from the Parish to assist with the purchase of material to make scrubs

It was resolved not to make a donation as the scrubs are being provided to an NHS trust that is not the local trust and therefore does not meet the requirements of the Grant Policy.

20/21-013 In response to a request received by the Council, to consider:

a) A request to purchase a small area of allotment land adjacent to Fairfield from the Newbury Lane allotment

It was resolved to refuse a request to purchase this land.

b) Whether to grant a long-term license for use of this land

This suggestion was discussed, however, more research is needed so this item was deferred.

20/21-014 To consider supporting the Local Electricity Bill as per the draft resolution provided in the supporting document

It was resolved to support the Local Electricity Bill.

20/21-015 Committees:

a) To review the terms of reference and delegation arrangements for the following committees:

i. Personnel Committee

The Personnel Committee terms of reference were reviewed and it was resolved to continue with the current terms of reference.

ii. Planning Committee

The Planning Committee terms of reference were reviewed and it was resolved to continue with the current terms of reference.

b) To appoint members to the following committees:

i. Personnel Committee

It was resolved to appoint Dave Aldis, Mark Birtwistle and Ian Tong to the Personnel Committee.

ii. Planning Committee

It was resolved to appoint Dave Aldis, Mark Birtwistle, Alison Strong,

Keith Simms, Linda Moss, Rebecca Pinfold and Dan Neate to the Planning Committee.

c) To appoint any new committees in accordance with standing order 4

It was resolved not to appoint any new committees.

20/21-016 To review delegation arrangements for staff and other local authorities

The delegation arrangements were reviewed and it was resolved to continue with the current delegated arrangements.

20/21-017 To review the inventory of land and assets including buildings and office equipment

A minor update was made to the location of an asset. It was resolved that the inventory of land and assets was correct.

20/21-018 To confirm the arrangements for insurance cover in respect of all insured risks

The insurance cover was reviewed and it was resolved that this was appropriate.

20/21-019 Policies:

a) To review the Standing Orders

The policy was reviewed. It was resolved to continue with the current policy.

b) To review the Financial Regulations

The policy was reviewed. It was resolved to continue with the current policy.

c) To review the Complaints Procedure

The policy was reviewed. It was resolved to continue with the current policy.

d) To review the procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

The policy was reviewed. It was resolved to continue with the current policy, however, further documentation is required which the Clerk will draft for adoption at a future meeting.

e) To review the Media Policy

The policy was reviewed. It was resolved to continue with the current policy.

f) To review and consider the Grant Allocation Policy

The policy was reviewed. It was resolved to continue with the current policy.

g) To review the Training and Development Policy

The policy was reviewed. It was resolved to continue with the current policy.

20/21-020 To review the Council's and/or Staff Subscriptions to other bodies

It was resolved to continue subscribing to CPRE (Campaign to Protect Rural England), CCB (Community Council for Berkshire), SLCC (Society of Local Council Clerks) and BALC (Berkshire Association of Local Councils), the service for which is provided through HALC (Hampshire Association of Local Councils).

20/21-021 To review the direct debits approved by the Council

It was resolved to continue with the following direct debits: Castle Water (water at School Road and Newbury Lane allotments), Information Commissioners' Office (registration fee), SSE (electricity for street lighting) and Vodafone (Council mobile phone).

20/21-022 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

It was resolved to use the following meeting schedule. Meetings will be held at 7pm unless otherwise advertised and will be held online using Zoom until such a time that

meetings in person are allowed again, at which point meetings will be held in the Wilkins Centre.

Date of Meeting	Type of Meeting
1 st June 2020	Full Council
6 th July 2020	Full Council
No meeting scheduled for August	-
7 th September 2020	Full Council
5 th October 2020	Full Council
2 nd November 2020	Full Council
7 th December 2020	Full Council
11 th January 2021	Full Council
1 st February 2021	Full Council
1 st March 2021	Full Council
15 th March 2021	Annual Parish Meeting
19 th April 2021	Full Council
10 th May 2021	Annual Parish Council Meeting

20/21-023 To consider Parish Council areas of responsibility and representation on outside bodies

The following areas of responsibility and representation on outside bodies were agreed:

Role	Role Holder in 2020/21
Allotments	Dan Neate
Downland Practice Patient Representation Group representative	Alison Strong Linda Moss
Electronic Documentation	Ian Tong
Flooding	Peter McGeehin
Footpaths and Rights of Way	Alison Strong
GDPR	Ian Tong
Internal Controller	Ian Tong
Neighbourhood Action Group / Police Liaison	Linda Moss
Neighbourhood Development Plan	Dave Aldis Peter McGeehin
Parish Assets & Management Working Party	Dave Aldis Mark Birtwistle Peter McGeehin Rebecca Pinfold Keith Simms Alison Strong
Play Area & Inspections	Rebecca Pinfold Mark Birtwistle
Social Media	Rebecca Pinfold
Village Hall Representative	Ian Tong

20/21-024 To receive an update on vandalism and anti-social behaviour (ASB) in the village

Some reports of people not respecting social distancing had been received and the PCSO was aware of this.

- 20/21-025** | **To receive reports on the following:**
- a) Recreation Ground**
The Recreation Ground needs weed control treatment. A quote will be sought from the Council’s grounds maintenance contractor.
 - e) Allotments**
The suggestion of installing a water trough at the far end of the Newbury Lane allotment site will be investigated.
 - j) Neighbourhood Development Plan**
The steering committee is working through a draft document.
 - k) Burial Ground**
MB has held conversations with the architect regarding meeting further conditions.
- 20/21-026** | **Finance:**
- a) To receive the finance report and approve payments made/due**
It was resolved to approve the payments listed on the Finance Report, which is at Attachment 1.
 - b) To note the bank reconciliations to 31st March 2020**
The bank reconciliations were noted.
 - c) To receive any reports from the Internal Controller**
It is not possible for the internal controller to review the documents at this time. The Council agreed to review this in 3 months if it continues.
 - d) To note the quarterly budget report where applicable**
The quarterly budget report to 31st March 2020 was noted.
- 20/21-027** | **To receive the correspondence report**
Notification there were either no CIL chargeable developments and/or no development commencements in the parish that would trigger a CIL payment during the period 1 October 2019 – 31 March 2020.
Notification of a Speed Management Framework consultation being run by West Berkshire Council.
- 20/21-028** | **To discuss matters for future consideration and for information**
There were none.
- Meeting closed 8:50pm.

Date and time of next scheduled meeting:

Parish Council Meeting: Monday 1st June 2020 at 7pm
This meeting will be held online.

Chairman: Date:

Attachment 1:

Status at bank at last bank reconciliation 31st March 2020

Unity Trust Current Account	£55,281.39
Unity Trust Deposit Account	£122,512.39
HSBC Current Account	£748.50
Pockit Pre-paid Debit Card	£20.65
Lloyds Multipay Corporate Card	-£72.39
Total	£178,490.54

Income received 31st March - 3rd May 2020

Unity Trust	Current Account	Precept (First half)	£24,525.00
Unity Trust	Current Account	Allotment rent	£115.50
Total			£24,640.50

Payments made on pre-paid debit card to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Minute	Amount
POCKIT	16-Apr-20	11	Pockit	Monthly fee		£0.99
POCKIT	29-Apr-20	12	Amazon	Stationery		£10.20
Total						£11.19

Payments made on Lloyds Corporate Card to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Minute	Amount
CC	13-Apr-20	13	Microsoft	Monthly fee		£59.99
CC	24-Apr-20	14	Microsoft	Refund of 365 subscription		-£59.99
CC	01-May-20	15	Zoom	Monthly fee for video conferencing service		£14.39
Total						£14.39

Payments to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Minute	Amount
DD	14-Apr-20	16	Southern Electric	Electricity Q4		£1,219.39
DD	20-Apr-20	17	Vodafone	Mobile phone monthly fee		£15.75
BACS	06-May-20	18	Clerk	Salary/expenses Apr		£1,063.23
BACS	11-May-20	19	HMRC	PAYE		£169.99
BACS	11-May-20	20	Berks Pension Fund	Pension contributions Apr		£321.22
BACS	11-May-20	21	West Berkshire Council	Compilations Dec/Jan		£501.84
BACS	11-May-20	22	AD Clark	Grounds maintenance April		£669.00
BACS	11-May-20	23	West Berkshire Council	Compilations Apr/May		£365.93
BACS	11-May-20	24	West Berkshire Council	Uncontested election fee from 2019 elections		£75.00
Total						£4,401.35

Transfers

Method	Payment Date	Voucher No	From Account	To Account	Minute	Amount
-	11-May-20	25	HSBC (account closure)	Unity Current	-	£748.50
DD	11-May-20	26	Unity Current	Lloyds Multipay Corporate Card	-	£75.39
Total						£823.89