



## FULL COUNCIL MINUTES

Minutes of the Full Council meeting held Online via Zoom on Monday 8<sup>th</sup> February 2021.  
Commencing at 7:01pm.

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

**Members Absent:** None

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

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

### Minutes

**20/21-207 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.

**20/21-208 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.

**20/21-209 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.

**20/21-210 To approve the minutes of the Parish Council Meeting held on 11<sup>th</sup> January 2021**

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.

- 20/21-211 To discuss any matters arising from the minutes of the Council Meeting on 11<sup>th</sup> January 2021**  
It was suggested a Communications Policy should be drafted.
- 20/21-212 To receive a report from the District Councillor**  
The removal of hedging at Coombe Road has been referred to the legal team at West Berkshire Council.
- 20/21-213 To receive the Clerk's report**  
There was no update.
- 20/21-214 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 or the Planning Committee since the last Full Council meeting.
- 20/21-215 Planning Applications**
- a) To consider the following new planning applications:**  
There were no applications to consider.
- 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**
- 20/03093/CERTP 14 Tithe Barn Close Compton Newbury RG20 6AA - Conversion of one half of existing double garage into habitable living space. The Parish Council was not consulted on this application. West Berkshire Council refused the certificate of lawfulness.
  - 20/02632/FULD and 20/02634/LBC2 The Manor Barn, Tithe Barn Close, Compton - Conversion of The Manor Barn into two dwellings. The Parish Council submitted a response of 'no objections' to both applications. West Berkshire Council has advised that both applications were withdrawn.
  - 20/03094/AGRIC Church Farm, Aldworth Road, Compton, Newbury - Application to determine if prior approval is required for a proposed Modern Steel portable Frame with green exterior cladding. The building will be used to store 2 different types of Grain, Hay, Straw, Fertiliser Machinery and other general Farm materials. The building will have both individual man doors and larger doors for machinery but will mostly be enclosed with walls due to

prevent the weather, and items needed to be kept dry. West Berkshire Council has determined that prior approval is not required for the proposal.

- 20/01002/COMIND Ilsley Barn Farm, Sunrise Hill, East Ilsley - Change of use and redevelopment of agricultural research buildings to workspace units (Class B1). The Parish Council objected to this application. West Berkshire Council refused permission.

**20/21-216 To consider costs for legal advice relating to plot 2 at Newbury Lane allotments**

Resolved: To allocate a budget of £750 for legal advice on this matter.

**20/21-217 To consider appointing an internal auditor for the 2020/21 internal audit and to agree the scope for audit**

Resolved: To appoint Heelis and Lodge as the internal auditor for 2020/21 and to adopt the scope for audit.

**20/21-218 To consider adopting a revised Council structure, and, if agreed:**

**a) To consider adopting terms of reference for the following Committees and**

**Working Parties:**

- i. **Operations Committee**
- ii. **Personnel Committee**
- iii. **Planning Committee**
- iv. **Policy and Finance Working Party**
- v. **Access and Mobility Working Party**
- vi. **Well Being / Communications Working Party**

**b) To consider assigning Members to each Committee and Working Party**

The discussion was held regarding the merits of adopting a revised council structure, to include an additional committee and four working parties, (Option A) versus continuing with the current council structure and creating ad hoc working parties when required (Option B).

Councillors Aldis and Simms requested the vote be recorded.

Option A	Councillors Birtwistle, Moss and Tong.
Option B	Councillors Cunningham, Neate, Pinfold, Simms and Strong.
Abstentions	Councillor Aldis.

Resolved: To continue with the current council structure and create ad hoc working parties when needed.

Resolved: To appoint a working party to review council IT, emails and possible use of a gov.uk web domain. Councillors Birtwistle, Moss, Simms and Tong and the Clerk were appointed to the working party.

- 20/21-219 To consider appointing a working party in relation to the Queen's Platinum Jubilee in 2022**  
Resolved: To appoint a working party in relation to the Queen's Platinum Jubilee and to appoint Councillors Cunningham and Moss.
- 20/21-220 To review the quantity and positioning of dog bins within the parish**  
Resolved: To appoint the Recreation Ground working party to review the dog bins and construct a proposal for the Council to consider.
- 20/21-221 To consider adopting a Council logo**  
Resolved: To adopt the Council logo as shown at the beginning of this document and to purchase the full complement of files at a cost of approximately £36 (depending on exchange rate).
- 20/21-222 To consider whether to retain the trees planted by West Berkshire Council on CPC land on the corner of Manor Crescent and Burrell Road**  
Further information has been requested from West Berkshire Council. This will be deferred to the next meeting.
- 20/21-223 To consider the purchase of IT equipment for Councillors to assist within online meetings**  
Resolved: To allocate a budget of £800 to purchase two laptops and headsets.
- 20/21-224 To receive an update on vandalism and anti-social behaviour (ASB) in the village**  
The latch on the lychgate at the church had recently been removed but has now been replaced. Individuals have climbed into the MUGA which is padlocked to meet current lockdown guidelines – additional signage regarding its closure is now on display.
- 20/21-225 To receive reports on the following:**  
**Recreation Ground:** The tree contractor is due to visit in the next few weeks to carry out the require works. A request to clean the play area equipment as discussed. The Council felt it was the wrong time of year and aim to get the equipment cleaned when possible. The suggestion of it being a community activity, COVID permitting, was discussed.
- 20/21-226** Resolved: To suspend Standing Order 3x - a meeting shall not exceed a period of 2.5 hours – in order to continue the meeting.
- 20/21-227 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 is on the Finance Report in Appendix 1.
- b) To note the bank reconciliations to 31<sup>st</sup> December 2020**  
Resolved: To note the bank reconciliation figures as provided on the Finance Report.

- 20/21-228 To discuss matters for future consideration and for information**  
The possibility of the return to face-to-face meetings in May was discussed. The Clerk was requested to write to the MP, Laura Farris, to raise their concerns.
- 20/21-229 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**  
Resolved: To exclude the Public and Press from Minute 20/21-086 due to the confidential nature of the business to be transacted.
- 20/21-230 To consider tenders for the replacement of the council owned footway lighting in Compton**  
Resolved: To defer a decision until the March meeting and to form a working party, consisting of Councillors Pinfold, Simms and Strong, to review the information and make a recommendation to Council.
- 20/21-231 To review funding available for the replacement of the footway lighting and to consider whether the Council should apply for a loan**  
Resolved: To defer a decision until the March meeting.

There being no further business, the meeting was closed at 9:59pm.

## Appendix 1: Finance Report

### Status at last bank reconciliation 31<sup>st</sup> December 2020

Account	Amount
Unity Trust Current Account	£57,040.77
Unity Trust Deposit Account	£122,634.57
Lloyds Multipay Corporate Card	-£11.28
<b>Total</b>	<b>£179,664.06</b>

### Income received 4<sup>th</sup> – 29<sup>th</sup> January 2021

Account	Income Detail	Amount
Unity Current	Compilations advertising 2021	£1,290.00
<b>Total</b>		<b>£1,290.00</b>

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

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
CC	02-Jan-21	149	Lloyds Bank	Monthly fee for corporate card	£3.00
CC	25-Jan-21	150	Microsoft	Office 365 subscription	£11.28
<b>Total</b>					<b>£14.28</b>

### Payments to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
DD	20-Jan-21	151	Vodafone	Mobile phone monthly charge	£15.75
BACS	08-Feb-21	152	SLCC	Membership fees 21/22	£115.56
BACS	08-Feb-21	153	Staff Costs	Including salary, expenses, PAYE and pension contributions Jan	£1,419.21
BACS	08-Feb-21	154	Fowler Architecture and Planning	NDP Consideration of Representations and Modifications	£630.00
BACS	08-Feb-21	155	Fowler Architecture and Planning	NDP Submission of Plan Proposal	£1,260.00
BACS	08-Feb-21	156	SSE Contracting	Street lighting maintenance Q3	£682.69
BACS	08-Feb-21	157	SSE Contracting	Street light chargeable repairs	£26.51
BACS	08-Feb-21	158	SSE Contracting	Installation of replacement street light	£1,501.32
<b>Total</b>					<b>£5,651.04</b>

## Transfers

Method	Payment Date	Voucher No	From Account	To Account	Amount
DD	18-Jan-21	159	Unity Current	Lloyds Corporate Card	£14.28
<b>Total</b>					<b>£14.28</b>