

To: All Members of Compton Parish Council

All Councillors are hereby summoned to attend the following meeting.

Please inform the Clerk if you are unable to attend.

## NOTICE OF MEETING

**MEETING:** Full Council

**DATE & TIME:** Monday 5<sup>th</sup> December 2022 at 7.00pm

**PLACE:** Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP

*S. Marshman*

Dr S. Marshman, PSLCC, Clerk to the Council

29<sup>th</sup> November 2022

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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, Other Registerable Interests or Non-Registerable Interests](#) and to consider any requests for dispensation from Members declaring a [Disclosable Pecuniary Interest](#)  
*Councillors should use the [flow-chart](#) below to identify which type of interest they have and what action should be taken. Please declare what type of interest you have in the meeting.*
3. To receive:
  - 3.1 Questions or comments from members of the public regarding items on the agenda
  - 3.2 Representations from any member who has declared an [Other Registerable Interest or a Non-Registerable Interest](#)
4. To approve the [Minutes of the Full Council Meeting held on 7<sup>th</sup> November 2022](#)
5. To discuss any matters arising from the previous meeting
6. To receive a report from the District Councillor
7. To review the minutes and recommendations from the following committees:

Committee	Meeting Date	Minute Numbers	Recommendations
Planning	None		
Personnel	None		

8. To receive an update and review recommendations from the following working parties:
  - 8.1 Burial Ground
  - 8.2 Village Enhancement
  - 8.3 Digital
  - 8.4 Street lighting
  - 8.5 Sports Pavilion
  - 8.6 Allotments
9. Planning Applications
  - 9.1 To consider the following new planning applications:
    - [22/02881/HOUSE 16 Burrell Road, Compton, RG20 6NS](#) - Two storey side extension and single storey rear extension.
  - 9.2 To consider whether to request the District Councillor calls in any planning applications to the Western Area Planning Committee
  - 9.3 To consider whether to refer any planning applications for further response from the Council's planning consultants
  - 9.4 To receive a [report on recent planning decisions taken by West Berkshire Council](#)
10. Finance:
  - 10.1 To consider approving the payments listed on the [Finance Report](#)
  - 10.2 To note the most recent [Bank Reconciliation](#)
  - 10.3 To note the Quarterly Budget Report (*if applicable*)
  - 10.4 To receive any reports from the Internal Controller
11. To receive the Clerk's report
12. To consider quotes for flooring in the Sports Pavilion
13. To consider the purchase of allotments software
14. To consider creating, and setting a budget for, a memorial garden in memory of HM Queen Elizabeth II
15. To consider works to the hedging at Newbury Lane allotments
16. To consider quotes to bind Parish Council Minute Books
17. To review the [draft budget for 2023/2024](#)
18. To receive an update on vandalism and anti-social behaviour (ASB) in the village
19. To receive reports on the following:
  - 19.1 Recreation Ground
  - 19.2 Rights of Way
  - 19.3 Village Hall
  - 19.4 Downland Practice Patient Representation Group
  - 19.5 Communications

20. To discuss matters for future consideration and for information
21. 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 that the Public and Press be temporarily excluded from this meeting, and they are herewith instructed to withdraw
22. To ratify instructions to the solicitor relating to plot 2 at Newbury Lane Allotments

Date and time of next scheduled meeting:

Full Council: Monday 9<sup>th</sup> January 2022 at 7pm

## Supporting Documentation

### 4. To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any requests for dispensation

Members are invited to declare Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests in items on the agenda as required by the Compton Parish Council [Code of Conduct](#) for Members, as adopted on 5<sup>th</sup> July 2021, Minute 21/22-087, and by the [Localism Act 2011 Chapter 7](#).

Please use the flow chart below to ascertain the type of interest you have and what action you are required to take.

DPI = Disclosable Pecuniary Interest

ORI = Other Registerable Interest

NRI = Non-Registerable Interest

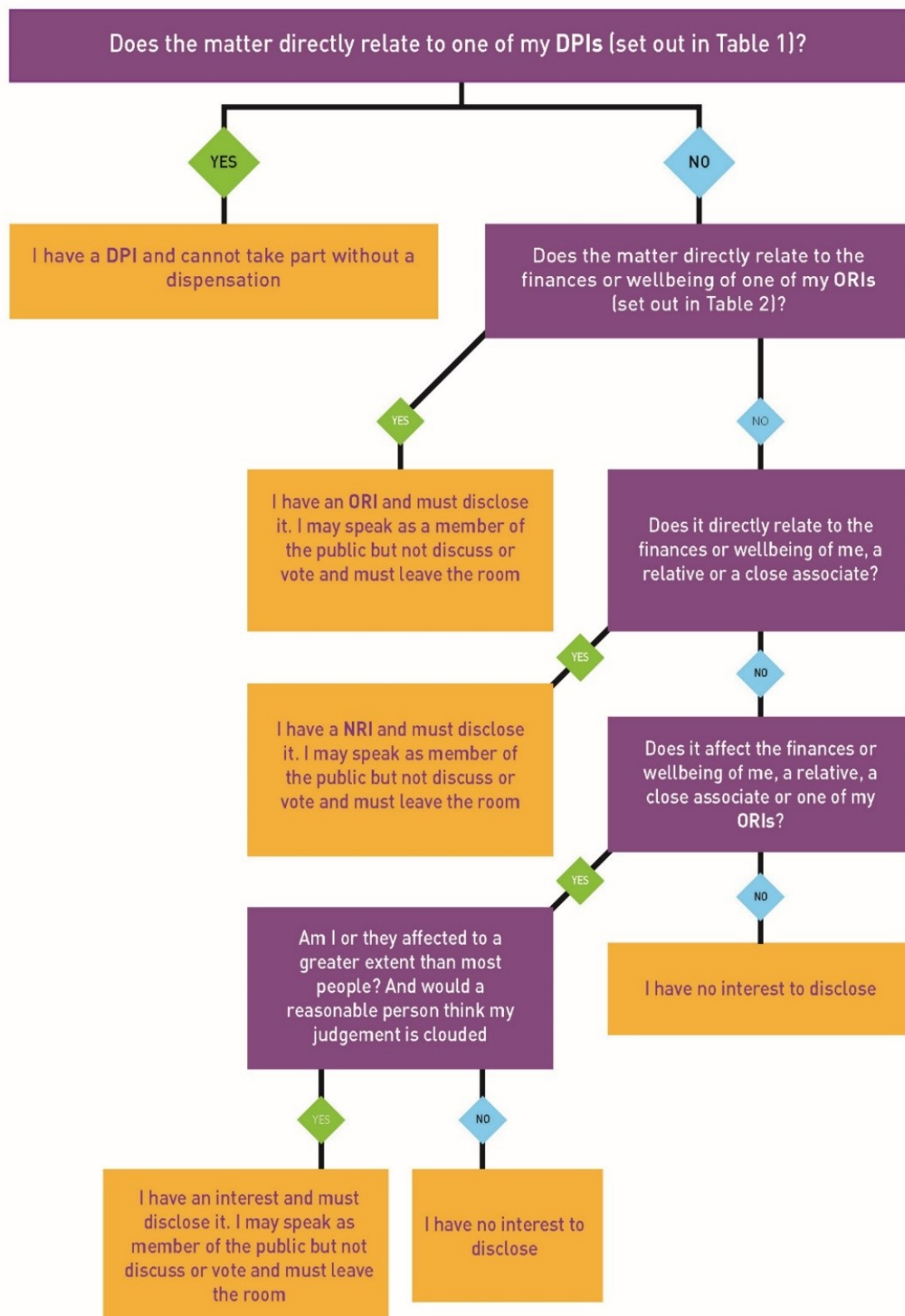


Table 1: Disclosable Pecuniary Interests

Subject	Description
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
<b>Contracts</b>	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate tenancies</b>	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share</p>

	capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## Table 2: Other Registerable Interest

You must register as an Other Registerable Interest :

1. any unpaid directorships
2. any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
3. any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

## 9.4 To receive a report on recent planning decisions taken by West Berkshire Council

The following decisions have been reported by West Berkshire Council since the last Parish Council meeting:

- 22/02198/LBC2 1 Horn Street, Compton, RG20 6QS - Laying of new Limecrete floor to Sitting Room. plus Glasroc and Geotextile membrane. Currently teracotta tiles on compacted earth. Refused.



## 10. Finance:

### Finance Report

#### Status at last bank reconciliation 31st October 2022

Account	Amount
Unity Trust Current Account	£35,471.48
Unity Trust Deposit Account	£123,000.30
Lloyds Multipay Corporate Card	-£223.56
<b>Total</b>	<b>£158,248.22</b>

#### Income received until 27th November 2022

Account	Income Detail	Amount
Current	Compilations advertising	£30.00
Current	HMRC VAT refund 21/22	£6,050.29
Current	HMRC VAT refund Apr-Sep 22	£3,341.50
<b>Total</b>		<b>£9,421.79</b>

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

Method	Date	Payee	Payment Detail	Amount
CC	04-Nov-22	Lloyds	Monthly card fee	£3.00
CC	11-Nov-22	Amazon	Ringbinders	£12.06
CC	17-Nov-22	Leuchtturm	Springback binder	£29.45
CC	26-Nov-22	Microsoft	Software	£11.28
CC	28-Nov-22	Amazon	Sweets for Christmas events	£46.04
CC	28-Oct-22	Trophy Store	Trophies for Christmas events	£24.99
				<b>£126.82</b>

#### Payments from Unity Trust Current Account to be approved

Method	Date	Payee	Payment Detail	Amount
BACS	10-Nov-22	Almond Arborists	Tree Works	£1,650.00
BACS	10-Nov-22	Almond Arborists	Tree Works	£600.00
DD	15-Nov-22	Castle Water	Water at Newbury Lane Allotments	£137.71
DD	15-Nov-22	Castle Water	Water at School Road Allotments	£83.53
DD	18-Nov-22	Vodafone	Mobile phone	£23.03
BACS	05-Dec-22	AD Clark	Grounds Maintenance Jul	£642.06
BACS	05-Dec-22	AD Clark	Grounds Maintenance Aug	£642.06
BACS	05-Dec-22	Spires Legal	Legal Advice	£1,308.00
BACS	05-Dec-22	AD Clark	Grounds Maintenance Oct	£772.06
BACS	06-Dec-22	Staff Costs	Staff costs Nov	£2,342.25
<b>Total</b>				<b>£8,200.70</b>

#### Transfers

Method	Date	From Account	To Account	Amount
DD	16-Nov-22	Unity Current	Lloyds	£226.56
<b>Total</b>				<b>£226.56</b>

## Bank Reconciliation

### Bank Reconciliation at 31/10/2022

Cash in Hand 01/04/2022		142,237.22
<b>ADD</b>		
Receipts 01/04/2022 - 31/10/2022		61,218.03
		203,455.25
<b>SUBTRACT</b>		
Payments 01/04/2022 - 31/10/2022		45,207.03
<b>A Cash in Hand 31/10/2022</b>		<b>158,248.22</b>
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	31/10/2022	0.00
3 Lloyds Corporate Card	31/10/2022	-223.56
2 Unity Savings	31/10/2022	123,000.30
1 Unity Current	31/10/2022	35,471.48
Subtotal		<b>158,248.22</b>
Less unrepresented payments		0
Subtotal		158,248.22
Plus unrepresented receipts		0
<b>B Adjusted Bank Balance</b>		<b>158,248.22</b>

**A = B Checks out OK**

## Draft Budget

Last Year 2021 - 2022						Current Year 2022-2023						Next Year 2023-2024	
Income		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
1	Precept	49,050.00	49,050.00			51,000.00	25,500.00	25,500.00				57,000.00	
2	Interest		74.09				291.64	291.64				580.00	
3	VAT Refund												
4	Grants						3,913.00	3,913.00					
5	Other Income		10.00										
57	CIL Receipts		6,789.65										
		<b>49,050.00</b>	<b>55,923.74</b>			<b>51,000.00</b>	<b>29,704.64</b>	<b>29,704.64</b>				<b>57,580.00</b>	

Last Year 2021 - 2022						Current Year 2022-2023							
Administration		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
6	Staff Costs			17,900.00	18,352.54				18,900.00	9,006.85	9,900.00		20,000.00
7	Staff Expenses			200.00	250.79				200.00	70.51	67.50		170.00
8	Office			960.00	800.00				960.00	480.00	480.00		960.00
9	Office Supplies/Equipment			90.00	93.82				250.00	1,016.84	20.00		150.00
10	Phone			150.00	202.82				200.00	115.14	115.14		240.00
11	Website			350.00					350.00				350.00
12	Bank Charges			108.00	108.00				108.00	54.00	54.00		108.00
13	Subscriptions			570.00	831.17				802.00	362.61	450.00		850.00

14	Software	400.00	1,341.42	900.00	511.40	112.80	1,250.00
15	Insurance	1,000.00	945.75	950.00	946.87	946.87	1,100.00
16	Election Fees	320.00		320.00			320.00
17	Audit Fees	550.00	542.50	550.00	242.50	300.00	600.00
18	Chairman's Allowance	80.00		80.00			80.00
19	Training	500.00	265.00	500.00		300.00	500.00
20	Meeting Rental	200.00		360.00	87.50	150.00	360.00
21	Other Expenses	250.00	99.58		352.36		
48	Professional Advice	3,200.00	6,809.50	3,000.00	1,218.50	1,500.00	3,000.00
		<b>26,828.00</b>	<b>30,642.89</b>	<b>28,430.00</b>	<b>14,465.08</b>	<b>14,396.31</b>	<b>30,038.00</b>

Last Year 2021 - 2022						Current Year 2022-2023							
Village Maintenance		Receipts		Payments		Receipts			Payments			Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
22	Grounds Maintenance			5,600.00	4,317.00				5,000.00	3,247.24	2,568.24		6,000.00
23	Recreation Ground			200.00	350.02				300.00				300.00
24	Play Equipment Maintenance			3,000.00	2,295.50				2,000.00	105.00	105.00		1,500.00
25	Tree Maintenance			1,000.00	1,495.00				1,000.00	509.00	4,840.00		1,000.00
26	Refuse Disposal				421.53				400.00	387.77			2,500.00
27	Vandalism Repair			300.00	400.00				400.00				
28	War Memorial Maintenance			300.00	668.90				150.00				150.00
				10,400.00	9,947.95				9,250.00	4,249.01	7,513.24	11,450.00	

Last Year 2021 - 2022

Current Year 2022-2023

## Allotments

		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
29	Allotment Rent - Newbury Lane	400.00	598.50			500.00	267.00	267.00				500.00	
30	Allotment Rent - School Road	380.00	350.75			350.00	465.75					450.00	
31	Newbury Lane Water			200.00	210.98				250.00	163.85	150.00		300.00
32	Newbury Lane Capital												
33	Newbury Lane Other Expenses			150.00									
34	School Road Water			150.00	185.28				200.00	83.17	100.00		250.00
35	School Road Capital												
36	School Road Other Expenses			150.00						60.00	60.00		
37	Allotment Skips			200.00	235.00				250.00				
		<b>780.00</b>	<b>949.25</b>	<b>850.00</b>	<b>631.26</b>	<b>850.00</b>	<b>732.75</b>	<b>267.00</b>	<b>700.00</b>	<b>307.02</b>	<b>310.00</b>	<b>950.00</b>	<b>550.00</b>

## Last Year 2021 - 2022

## Current Year 2022-2023

## Sports Pavilion

		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
38	Sports Pavilion/Rec Income	825.00	450.00			450.00	100.00	350.00				450.00	
39	SP Building Maintenance			250.00	1,139.15				600.00	933.46			1,000.00
40	SP Running Costs			500.00	1,248.41				500.00	216.93	80.00		500.00
41	Pitch Marking			825.00	1,090.15				920.00		366.00		400.00
		<b>825.00</b>	<b>450.00</b>	<b>1,575.00</b>	<b>3,477.71</b>	<b>450.00</b>	<b>100.00</b>	<b>350.00</b>	<b>2,020.00</b>	<b>1,150.39</b>	<b>446.00</b>	<b>450.00</b>	<b>1,900.00</b>

		Last Year 2021 - 2022				Current Year 2022-2023							
Lighting		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
42	Electricity			4,200.00	4,622.52				4,400.00	4,482.19	5,400.00		8,000.00
43	Lighting Routine Maintenance			2,500.00	2,325.44				2,500.00	1,209.67	1,209.67		2,800.00
44	Lighting Repairs			750.00					500.00				500.00
45	Lighting Replacement								35,000.00	3,368.70	21,605.00		35,000.00
				7,450.00	6,947.96				42,400.00	9,060.56	28,214.67		46,300.00

Burial Ground		Last Year 2021 - 2022				Current Year 2022-2023							
		Receipts		Payments		Receipts			Payments			Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
46	Burial Ground - Income												
47	Burial Ground			4,000.00	1,532.93				4,000.00	2,297.00	3,363.00		4,000.00
				4,000.00	1,532.93				4,000.00	2,297.00	3,363.00		4,000.00

Compilations		Last Year 2021 - 2022				Current Year 2022-2023							
		Receipts		Payments		Receipts			Payments			Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
49	Compilations - Income	1,800.00	1,665.00			1,800.00	625.00	1,830.00				2,000.00	
50	Compilations			2,300.00	2,561.51				2,300.00	365.93	1,829.65		2,300.00
		1,800.00	1,665.00	2,300.00	2,561.51	1,800.00	625.00	1,830.00	2,300.00	365.93	1,829.65	2,000.00	2,300.00

		Last Year 2021 - 2022				Current Year 2022-2023							
Grants		Receipts		Payments		Receipts			Payments			Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
51	Grants				82.00						1,380.00		1,000.00
					82.00						1,380.00		1,000.00

Neighbourhood Development Plan		Last Year 2021 - 2022				Current Year 2022-2023							
		Receipts		Payments		Receipts			Payments			Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
52	NDP - Income	5,000.00											
53	NDP			5,000.00	424.57								
		5,000.00		5,000.00	424.57								

		Last Year 2021 - 2022				Current Year 2022-2023							
Events		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
54	Christmas Events			200.00	81.89				200.00		150.00		200.00
55	Christmas Day Lunch Room Hire			50.00	20.00				50.00		50.00		50.00
59	Other Events								200.00	295.00			
60	Greening Campaign								200.00	25.00			50.00
61	Coronation												400.00

250.00	101.89	650.00	320.00	200.00	700.00
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		Last Year 2021 - 2022				Current Year 2022-2023							
Reserves		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
56	Reserves				6,239.00					381.62			
58	CIL Expenditure				15,838.90					610.00	4,000.00		
					22,077.90					991.62	4,000.00		
		57,455.00	58,987.99	58,653.00	78,428.57	54,100.00	31,162.39	32,151.64	89,750.00	33,206.61	61,652.87	60,980.00	98,238.00