

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 7th March 2022 at 7.00pm

PLACE: Online via Zoom - Meeting ID: 842 5274 7664, Passcode: 794714, [Meeting Link](#)

S. Marshman

Dr S. Marshman, PSLCC, Clerk to the Council

1st March 2022

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 by members or the Clerk and to consider any requests for dispensation](#)
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 a personal interest
4. To approve the [Minutes of the Full Council Meeting held on 7th February 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	14/02/22	PLN21/22-025- PLN21/22-030	None
Personnel	Meeting postponed		

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 Queen's Platinum Jubilee
 - 8.5 Street lighting
 - 8.6 Sports Pavilion
 - 8.7 Allotments
 - 8.8 Outdoor Gym
9. Planning Applications
 - 9.1 To consider the following new planning applications:
 - [22/00348/HOUSE 7 Horn Street, Compton, RG20 6QS](#) - 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. To receive the Clerk's report
 11. Finance:
 - 11.1 To consider approving the payments listed on the [Finance Report](#)
 - 11.2 To note the most recent [Bank Reconciliation](#)
 - 11.3 To note the [Quarterly Budget Report](#) *(if applicable)*
 12. To review the [Temporary Scheme of Delegation](#)
 13. To consider running a Greening Campaign and the associated costs if funding cannot be sourced
 14. To consider quotes for a tree survey on CPC land
 15. To consider quotes to install CCTV in the Recreation Ground
 16. To consider the purchase of items for the Queen's Jubilee Event
 17. To consider adopting a revised allotment contract
 18. To consider quotes to replace the basket swing
 19. To discuss the proposed 20mph speed limit
 20. To consider any actions required related to planning application [20/01336/OUTMAJ Institute For Animal Health, High Street, Compton](#)
 21. To receive an update on vandalism and anti-social behaviour (ASB) in the village
 22. To receive reports on the following:
 - 22.1 Recreation Ground
 - 22.2 Rights of Way
 - 22.3 Village Hall

- 22.4 Downland Practice Patient Representation Group
- 22.5 Communications
- 22.6 Neighbourhood Development Plan

23. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:

Full Council: Monday 4th April 2022 at 7pm

Supporting Documentation

2. To receive any declarations of Disclosable Pecuniary Interests, Other Registerable 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, 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 5th 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

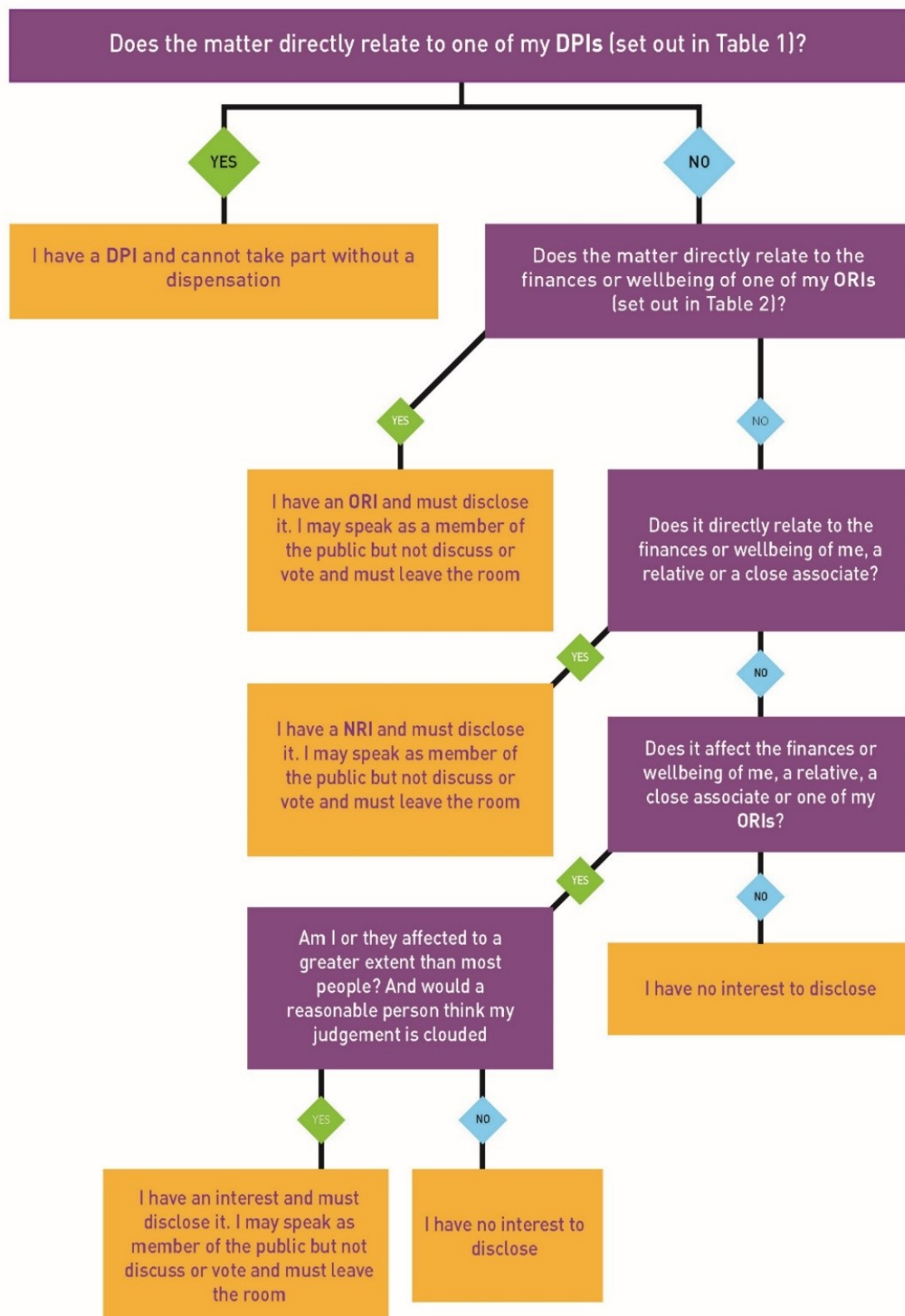


Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<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>
Contracts	<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>
Land and* property	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.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	<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>
Securities	<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 :

- a) any unpaid directorships
- b) 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
- c) 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:

- 21/02954/HOUSE Painsbridge Barn, Wallingford Road, Compton, Newbury RG20 6PU - Installation of x2 Air Source Heat Pumps behind the existing garage. Application approved.

11. Finance:

Finance Report

Status at last bank reconciliation 31st January 2022

Account	Amount
Unity Trust Current Account	£29,751.69
Unity Trust Deposit Account	£122,642.13
Lloyds Multipay Corporate Card	-£548.62
Total	£151,845.20

Income received 1st February - 28th February 2022

Account	Income Detail	Amount
Unity Current	Compilations advertising	£90.00
Total		£90.00

Payments made on Lloyds Corporate Card to be approved

Method	Date	Payee	Payment Detail	Amount
CC	02-Feb-22	Lloyds	Monthly card fee	£3.00
CC	26-Feb-22	Microsoft	Software	£11.28
				£14.28

Payments to be approved

Method	Date	Payee	Payment Detail	Amount
BACS	12-Jan-22	SLCC	Membership 22/23	£154.29
DD	18-Feb-22	Vodafone	Mobile phone	£21.29
BACS	01-Mar-22	West Berkshire Council	Compilations Dec	£365.93
BACS	01-Mar-22	West Berkshire Council	Compilations Feb	£365.93
BACS	07-Mar-22	SLCC Enterprises Ltd	Training - Practitioners' Conference	£22.50
BACS	07-Mar-22	SLCC Enterprises Ltd	Training Seminar	£25.50
BACS	07-Mar-22	Almond Arborists	Tree works - Recreation Ground	£300.00
BACS	07-Mar-22	Nexus	Microsoft 365 software	£63.67
BACS	07-Mar-22	Richard Wilson Long Solicitors	Solicitor Fees re garage licenses	£1,039.20
BACS	07-Mar-22	ARJ Contracting	Tree works - Gordon Cres	£120.00
			Total	£2,478.31

Transfers

Method	Date	From Account	To Account	Amount
DD	16-Feb-22	Unity Current	Lloyds	£660.64
			Total	£660.64

Bank Reconciliation

Bank Reconciliation at 31/01/2022

Cash in Hand 01/04/2021	163,302.67
ADD Receipts 01/04/2021 - 31/01/2022	63,211.88
SUBTRACT Payments 01/04/2021 - 31/01/2022	74,669.35

A = Cash in Hand 31/01/2022 (per cash book) 151,845.20

Cash in hand per Bank Statements

Petty Cash	31/01/2022	0.00	
3 Lloyds Corporate Card	31/01/2022	-548.62	
2 Unity Deposit	31/01/2022	122,642.13	
1 Unity Current	31/01/2022	29,751.69	
Subtotal			151,845.20
Less unrepresented payments			0
Plus unrepresented receipts			0

B = Adjusted Bank Balance 151,845.20

A = B Checks out OK

Quarterly Budget Summary to 31/12/2022

Income

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
1	Precept	49,050.00	49,050.00						(0%)
2	Interest		7.56	7.56				7.56	(N/A)
3	VAT Refund								(N/A)
4	Grants								(N/A)
5	Other Income		10.00	10.00				10.00	(N/A)
57	CIL Receipts		6,789.65	6,789.65				6,789.65	(N/A)
	SUB TOTAL	49,050.00	55,857.21	6,807.21				6,807.21	(13%)

Administration

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
6	Staff Costs				17,900.00	15,110.73	2,789.27	2,789.27	(15%)
7	Staff Expenses				200.00	235.04	-35.04	-35.04	(-17%)
8	Office				960.00	640.00	320.00	320.00	(33%)
9	Office Supplies				90.00	92.89	-2.89	-2.89	(-3%)
10	Phone				150.00	167.34	-17.34	-17.34	(-11%)
11	Website				350.00		350.00	350.00	(100%)
12	Bank Charges				108.00	84.00	24.00	24.00	(22%)
13	Subscriptions				570.00	796.17	-226.17	-226.17	(-39%)
14	Software				400.00	1,216.50	-816.50	-816.50	(-204%)
15	Insurance				1,000.00	945.75	54.25	54.25	(5%)

16	Election Fees	320.00		320.00	320.00	(100%)
17	Audit Fees	550.00	542.50	7.50	7.50	(1%)
18	Chairman's Allowance	80.00		80.00	80.00	(100%)
19	Training	500.00	225.00	275.00	275.00	(55%)
20	Meeting Rental	200.00		200.00	200.00	(100%)
21	Other Expenses	250.00	99.58	150.42	150.42	(60%)
48	Professional Advice	3,200.00	4,683.50	-1,483.50	-1,483.50	(-46%)
SUB TOTAL		26,828.00	24,839.00	1,989.00	1,989.00	(7%)

Village Maintenance

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
22	Grounds Maintenance				5,600.00	4,317.00	1,283.00	1,283.00	(22%)
23	Recreation Ground				200.00	350.02	-150.02	-150.02	(-75%)
24	Play Equipment Maintenance				3,000.00	828.50	2,171.50	2,171.50	(72%)
25	Tree Maintenance				1,000.00	1,075.00	-75.00	-75.00	(-7%)
26	Refuse Disposal					421.53	-421.53	-421.53	(N/A)
27	Vandalism Repair				300.00	400.00	-100.00	-100.00	(-33%)
28	War Memorial Maintenance				300.00	668.90	-368.90	-368.90	(-122%)
SUB TOTAL					10,400.00	8,060.95	2,339.05	2,339.05	(22%)

Allotments

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
29	Allotment Rent - Newbury Lane	400.00	598.50	198.50				198.50	(49%)
30	Allotment Rent - School Road	380.00	350.75	-29.25				-29.25	(-7%)

31	Newbury Lane Water				200.00	210.98	-10.98	-10.98	(-5%)
32	Newbury Lane Capital								(N/A)
33	Newbury Lane Other Expenses				150.00		150.00	150.00	(100%)
34	School Road Water				150.00	185.28	-35.28	-35.28	(-23%)
35	School Road Capital								(N/A)
36	School Road Other Expenses				150.00		150.00	150.00	(100%)
37	Allotment Skips				200.00	235.00	-35.00	-35.00	(-17%)
	SUB TOTAL	780.00	949.25	169.25	850.00	631.26	218.74	387.99	(23%)

Sports Pavilion

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
38	Football Club - Income	825.00	450.00	-375.00				-375.00	(-45%)
39	SP Building Maintenance				250.00	1,139.15	-889.15	-889.15	(-355%)
40	SP Running Costs				500.00	1,248.41	-748.41	-748.41	(-149%)
41	Pitch Marking				825.00	999.30	-174.30	-174.30	(-21%)
	SUB TOTAL	825.00	450.00	-375.00	1,575.00	3,386.86	-1,811.86	-2,186.86	(-91%)

Lighting

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
42	Electricity				4,200.00	4,622.52	-422.52	-422.52	(-10%)
43	Lighting Routine Maintenance				2,500.00	2,325.44	174.56	174.56	(6%)
44	Lighting Repairs				750.00		750.00	750.00	(100%)
45	Lighting Replacement								(N/A)

SUB TOTAL				7,450.00	6,947.96	502.04	502.04	(6%)
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Burial Ground

			Receipts		Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
46	Burial Ground - Income							(N/A)	
47	Burial Ground				4,000.00	1,532.93	2,467.07	2,467.07 (61%)	
	SUB TOTAL				4,000.00	1,532.93	2,467.07	2,467.07 (61%)	

Compilations

			Receipts		Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
49	Compilations - Income	1,800.00	1,530.00	-270.00				-270.00 (-15%)	
50	Compilations				2,300.00	1,463.72	836.28	836.28 (36%)	
	SUB TOTAL	1,800.00	1,530.00	-270.00	2,300.00	1,463.72	836.28	566.28 (13%)	

Grants

			Receipts		Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
51	Grants					82.00	-82.00	-82.00 (N/A)	
	SUB TOTAL					82.00	-82.00	-82.00 (N/A)	

Neighbourhood Development Plan

Code	Title	Budgeted	Receipts		Budgeted	Payments		Net Position	
			Actual	Variance		Actual	Variance	+/- Under/over spend	
52	NDP - Income	5,000.00		-5,000.00				-5,000.00	(-100%)
53	NDP				5,000.00	424.57	4,575.43	4,575.43	(91%)
	SUB TOTAL	5,000.00		-5,000.00	5,000.00	424.57	4,575.43	-424.57	(-4%)

Events

Code	Title	Budgeted	Receipts		Budgeted	Payments		Net Position	
			Actual	Variance		Actual	Variance	+/- Under/over spend	
54	Christmas Events				200.00	81.89	118.11	118.11	(59%)
55	Christmas Day Lunch Room Hire				50.00		50.00	50.00	(100%)
	SUB TOTAL				250.00	81.89	168.11	168.11	(67%)

Reserves

Code	Title	Budgeted	Receipts		Budgeted	Payments		Net Position	
			Actual	Variance		Actual	Variance	+/- Under/over spend	
56	Reserves					6,127.29	-6,127.29	-6,127.29	(N/A)
58	CIL Expenditure					15,838.90	-15,838.90	-15,838.90	(N/A)
	SUB TOTAL					21,966.19	-21,966.19	-21,966.19	(N/A)

Summary

NET TOTAL	57,455.00	58,786.46	1,331.46	58,653.00	69,417.33	-10,764.33	-9,432.87	(-8%)
V.A.T.		4,425.42			5,252.02			
GROSS TOTAL		63,211.88			74,669.35			

12. To review the Temporary Scheme of Delegation

Temporary Scheme of Delegation

1. Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
 - A Committee may delegate its powers to an officer.
2. Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.
3. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
4. In an emergency the Proper Officer is empowered to carry out any function of the Council
5. Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

Delegation to The Proper Officer

6. As a temporary measure, to allow for effective decision making whilst Covid-19 restrictions and considerations are in place, the Proper Officer may be empowered to take any and all decisions recommend to them by the relevant Committee or Full Council
7. This empowerment does not affect the delegations already in place via Standing Orders or Financial regulations.
8. The Proper Officer may not take additional decisions that would normally be taken by a Committee or Full Council unless that Committee or Full Council has met in a meeting suitably convened under the requirements of the Local Government Act 1972, and made available to the public to view (where not covered by confidentiality) and expressly agreed for that decision to be enacted via this temporary delegation.

Full Council Matters

9. The following items are reserved for Full Council decision only and cannot be delegated to an Officer.
 - To appoint the Chairman and Vice-Chairman in May each year
 - To sign off the Governance Statement by 30th June each year

- To set the Precept
- To appoint the Head of Paid Service (Parish Clerk)
- To make byelaws
- To borrow money
- To consider any matter required by law to be considered by Council