

Compton Parish Council

Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP

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www.comptonparishcouncil.org

To: All Members of Compton Parish Council

All Councillors are hereby summoned to attend the following meeting.

NOTICE OF MEETING

MEETING: Meeting of Compton Parish Council
DATE & TIME: Wednesday 19th August 2020 at 7.30pm
PLACE: Online via Zoom - Meeting ID: 814 6620 7016 Passcode: 049274
<https://us02web.zoom.us/j/81466207016?pwd=eEJwSXZFcG1FekVYRnduM3U0V09UUT09>

Please note, due to the current Covid-19 situation and as permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392, this meeting will be conducted online via zoom.

S. Marshman

Dr. S. Marshman, CiLCA, Clerk to the Council

13th August 2020

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 or non-registerable interests by members or the Clerk and to consider any requests for dispensation
3. To receive:
 - a) Questions or comments from members of the public regarding items on the agenda
 - b) Representations from any member who has declared a personal interest
4. To approve the minutes of the Parish Council Meeting held on 16th July 2020
5. To discuss any matters arising from the minutes of the Council Meeting on 16th July 2020
6. To receive a report from the District Councillor

7. Planning Applications

- a) To consider the following new planning applications:
 - [20/01658/FUL Units 4, 5, 6, and 7, 8, 9 Old Station Business Park Compton Newbury RG20 6NE](#) - External works to include new external chemstores/storage/chiller containers positioned outside unit 4,5,6 and 7, 8, 9. New adjoining covered walkway/canopy between 4, 5, 6 and 7, 8, 9. Building alterations to include new extraction ductwork, fan and general fittings. New retaining wall to east (outside unit 6), Internal modifications to floor plans, replacement external doors to rear elevation to Unit 4, 5, 6.
 - [20/01768/HOUSE 1A Mayfield Villas Warnham Lane Compton Newbury RG20 7PN](#) - Attic conversion
 - b) To consider whether to request the District Councillor calls in any planning applications to the Western Area Planning Committee
 - c) To consider whether to refer any planning applications for further response from the Council's planning consultants
 - d) To receive a report on recent planning decisions taken by West Berkshire Council
8. To consider setting a budget to receive professional advice with regards to the land transfer to the Council for the burial ground
9. Finance:
- a) To consider approving payments to be made or made between meetings
 - b) To note the bank reconciliations to 31st July 2020
 - c) To receive any reports from the Internal Controller
 - d) To note the quarterly budget report
10. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:

Parish Council Meeting: Monday 7th September 2020 at 7pm

Supporting Documentation

1. To receive, and consider for acceptance, apologies for absence from Members of the Council

The Council (including committees) should approve (or not) the reason for apologies given by absent councillors.

2. To receive any declarations of disclosable pecuniary 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 and other interests in items on the agenda as required by the Compton Parish Council [Code of Conduct for Members](#), as adopted on 4th June 2018, minute 18/19-404, and by the [Localism Act 2011 Chapter 7](#).

3. To receive:

- a) Questions or comments from members of the public regarding items on the agenda**
 - b) Representations from any member who has declared a personal interest**
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This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. Time for this session is limited to 12 minutes (3 minutes per person). [Public Bodies \(Admission to Meetings\) Act 1960 s1](#) extended by the [Local Government Act 1972 s 100](#).

4. To approve the minutes of the Parish Council Meeting held on 16th July 2020

LGA 1972 Sch 12 para 41(1) Minutes of the proceedings of a meeting of a local authority shall be signed at the next meeting of the Council by the person presiding.

Members are asked to consider the Minutes of the Full Council Meeting held on 16th July 2020 (below).

Compton Parish Council

FULL COUNCIL MINUTES

Minutes of the Full Council meeting held Online via Zoom on Thursday 16th July 2020 commencing at 7:30pm.

Members Present: David Aldis, Chairman Mark Birtwistle Linda Moss
Dan Neate Keith Simms Alison Strong
Ian Tong

Members Absent: Peter McGeehin and Rebecca Pinfold

Officers Present: Sarah Marshman, Parish Clerk/RFO

In Attendance: Carolyne Culver, District Councillor
Aaron Smith, Fowler Architecture and Planning Ltd
Two members of the public

Minutes

20/21-071 To receive, and consider for acceptance, apologies for absence from Members of the Council

Apologies for absence were received and accepted from Councillor Rebecca Pinfold.

20/21-072 To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation

Resolved: To grant all Members present dispensation to discuss any matters regarding for the Institute site until the next council elections.

20/21-073 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.

20/21-074 To approve the minutes of the Parish Council Meeting held on 6th July 2020

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.

20/21-075 To discuss any matters arising from the minutes of the Council Meeting on 6th July 2020

There were no matters arising.

20/21-076 Planning Applications

a) To consider the following new planning applications:

[20/01336/OUTMAJ Institute For Animal Health, High Street, Compton, RG20 7NN](#)

- Hybrid planning application seeking: 1) Outline planning permission (all matters reserved with the exception of access), for development comprising of up to 250 residential units (Class C3), the provision of landscaping, construction of access and street lighting, car and cycle parking, other associated infrastructure, sustainable drainage systems, engineering works and mitigation measures including the construction of internal roads. The proposal includes at least 1.1 hectares of employment land (Class B1) associated with the retention of the Intervet building and a playing field (Class D2) associated with the retention of the existing Cricket Pitch. 2) Full planning permission for the demolition of existing buildings, structures and hardstanding along with preparatory works including earthworks, remediation, utility works and associated mitigation measures. The change of use of land including the creation of public open space and wildlife area.

An advice document had been prepared by Aaron Smith of Fowler Architecture and Planning Ltd in advance of the meeting. The document was discussed fully, and some additions were provided by the Council.

Resolved: To object to planning application 20/01336/OUTMAJ and to provide the documentation prepared for the Council, once the requested amendments have been made, as the supporting documentation.

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

Resolved: To request the District Councillor call in planning application 20/01336/OUTMAJ to the Western Area Planning Committee.

Resolved: To request the District Councillor seek a meeting with the planning officer, the Parish Council and the Council's planning consultant.

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. Application 20/01336/OUTMAJ has already been referred to the Council's planning consultants.

d) To receive a report on recent planning decisions taken by West Berkshire Council

- 20/01053/HOUSE 4 Shepherds Rise, Compton, RG20 6RA - First floor extension. The Parish Council submitted a response of 'no objections'. West Berkshire Council approved the application.

- 20/00956/HOUSE 20 Manor Crescent, Compton, RG20 6NR - Rear single storey extension and ground and first floor side extension. The Parish Council submitted a response of 'object'. West Berkshire Council approved the application.

20/21-077 Finance:

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 can be viewed on the Finance Report in Appendix 1.

20/21-078 To discuss matters for future consideration and for information

A query was raised on what areas the current grounds maintenance contract covers in the Recreation Ground. The Clerk will check the contract and discuss with the contractors.

There being no further business, the meeting was closed at 8:30pm.

Appendix 1: Finance Report

Income received 29th June - 9th July 2020

Unity Trust Current Account	Allotment rent	£210.00
Total		£210.00

Payments made on Lloyds Corporate Card to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
CC	01-Jul-20	63	Amazon	Barrier tape	£10.45
CC	01-Jul-20	64	Amazon	Cable ties	£6.99
CC	02-Jul-20	65	Lloyds Bank	Monthly fee for corporate card	£3.00
Total					£20.44

Payments to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
DD	16-Jul-20	66	Southern Electric	Electricity quarter 1	£1,217.46
BACS	16-Jul-20	67	AD Clark	Grounds maintenance June and total weed control	£764.00
Total					£1,981.46

5. To discuss any matters arising from the minutes of the Council Meeting on 16th July 2020

For information or inclusion on a future agenda only.

6. To receive a report from the District Councillor

A verbal report will be invited from the District Councillor for the Ridgeway Ward, Carlyne Culver.

7. Planning Applications**a) To consider the following new planning applications:**

- [20/01658/FUL Units 4, 5, 6, and 7, 8, 9 Old Station Business Park Compton Newbury RG20 6NE](#) - External works to include new external chemstores/storage/chiller containers positioned outside unit 4,5,6 and 7, 8, 9. New adjoining covered walkway/canopy between 4, 5, 6 and 7, 8, 9. Building alterations to include new extraction ductwork, fan and general fittings. New retaining wall to east (outside unit 6), Internal modifications to floor plans, replacement external doors to rear elevation to Unit 4, 5, 6.
- [20/01768/HOUSE 1A Mayfield Villas Warnham Lane Compton Newbury RG20 7PN](#) - Attic conversion

b) To consider whether to request the District Councillor calls in any planning applications to the Western Area Planning Committee**c) To consider whether to refer any planning applications for further response from the Council's planning consultants****d) To receive a report on recent planning decisions taken by West Berkshire Council**

- a) Members are requested to review the planning applications listed above and agree any comments to be forwarded to West Berkshire Council.
- b) Members are requested to consider whether any current planning applications within the Parish should be referred to the District Councillor for call in to the Western Area Planning Committee.
- c) Members are requested to consider whether any current planning applications within the Parish should be referred to the Council's Planning consultants.
- d) Members are requested to note the following planning decisions made by West Berkshire Council:

App. Ref.	Location	Proposed Work	Response from CPC	WBC Decision
20/01161/ FUL	Institute For Animal Health, High Street, Compton, RG20 7NN	To install a Portakabin to be used as offices for a temporary period of 104 weeks	No objections	Approved

8. To consider setting a budget to receive professional advice with regards to the land transfer to the Council for the burial ground

Members are requested to set a budget in order to obtain professional advice with regards to the land transfer to the Council for the burial ground.

9. Finance:

- a) To consider approving payments to be made or made between meetings**
 - b) To note the bank reconciliations to 31st July 2020**
 - c) To receive any reports from the Internal Controller**
 - d) To note the quarterly budget report**
-

- a) Members are asked to agree the payments listed on the Finance Report below.
- b) The bank balances at the end of July 2020 are listed on the Finance Report.
Members are asked to note the bank reconciliations to 31st July 2020.
- c) Members are asked to note that no internal controller audits have taken place since lockdown began. However, the finance records for Apr-Jun have now been passed to the Internal Controller, who is aiming to provide a report to the September meeting.
- d) The April-June budget report is given below.

Finance Report August 2020

Status at bank at last bank reconciliation 31st July 2020

Unity Trust Current Account	£60,215.27
Unity Trust Deposit Account	£122,634.57
Lloyds Multipay Corporate Card	-£25.67
Total	£182,824.17

Income received 29th June - 11th August 2020

Unity Trust Current Account	Allotment rent	£159.25
Unity Trust Current Account	Compilations advertising	£37.50
Total		£196.75

Payments made on Lloyds Corporate Card to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Amount
CC	26-Jul-20	68	Microsoft	Microsoft Office Business subscription monthly	£11.28
CC	31-Jul-20	69	Zoom	Monthly fee for video conferencing service	£14.39
CC	03-Aug-20	70	Lloyds	Monthly fee for corporate card	£3.00
Total					£28.67

Payments to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Amount
DD	20-Jul-20	71	Vodafone	Mobile phone monthly charge	£15.75
BACS	04-Aug-20	72	Castle Water	Sports Pavilion water	£51.64
BACS	06-Aug-20	73	Clerk	Salary/expenses Jul	£1,062.88
BACS	06-Aug-20	74	HMRC	PAYE	£172.59
BACS	19-Aug-20	75	Berks Pension Fund	Pension contributions	£321.22
BACS	19-Aug-20	76	AD Clark	Grounds maintenance July	£669.00
BACS	19-Aug-20	77	CCB	Subscription 20/21	£35.00
BACS	19-Aug-20	78	SSE	Sports Pavilion electricity Q2	£51.21
Total					£2,363.54

Transfers

Method	Payment Date	Voucher Number	From Account	To Account	Amount
DD	20-Jul-20	79	Unity Current	Lloyds Multipay Corporate Card	£56.06
DD	17-Aug-20	80	Unity Current	Lloyds Multipay Corporate Card	£28.67
Total					£84.73

April – June Budget Report

13/08/2020
16:23

Compton Parish Council Current Year

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Detailed Receipts & Payments by Budget Heading 30/06/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Administration						
1060 Interest	122	350	228			34.9%
1076 Precept	24,525	49,050	24,525			50.0%
1085 VAT Refund	2,448	3,000	552			81.6%
1090 Grants	4,500	0	(4,500)			0.0%
1155 Scout Hall Loan Repayment	0	150	150			0.0%
Administration :- Receipts	31,595	52,550	20,955			60.1%
4000 Staff Salaries/PAYE/NI/Pension	4,029	17,400	13,371		13,371	23.2%
4005 Staff Costs	27	220	193		193	12.5%
4010 Office	220	960	740		740	22.9%
4050 Office Supplies	17	130	113		113	12.9%
4052 Mobile Phone	42	150	108		108	28.0%
4058 Bank Charges	30	108	78		78	27.8%
4060 Subscriptions	409	550	141		141	74.4%
4062 Software Fees	62	1,500	1,438		1,438	4.1%
4065 Insurance	0	1,900	1,900		1,900	0.0%
4068 Election Fees	75	320	245		245	23.4%
4070 Audit Fees	0	600	600		600	0.0%
4072 General Data Protection Regs	0	1,600	1,600		1,600	0.0%
4075 Chairmans Allowance	0	120	120		120	0.0%
4085 Training	40	500	460		460	8.0%
4090 Other Expenses	0	200	200		200	0.0%
4100 Meeting Rental	430	600	170		170	71.7%
Administration :- Indirect Payments	5,381	26,858	21,477	0	21,477	20.0%
Net Receipts over Payments	26,214	25,692	(522)			
6000 plus Transfer from EMR	75					
6001 less Transfer to EMR	4,500					
Movement to/(from) Gen Reserve	21,789					
110 Events						
4130 Christmas Events	0	200	200		200	0.0%
4132 Xmas Day Lunch Room Hire	0	50	50		50	0.0%
Events :- Indirect Payments	0	250	250	0	250	0.0%
Net Payments	0	(250)	(250)			

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Detailed Receipts & Payments by Budget Heading 30/06/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>120_Grounds Maintenance</u>						
4150 Grounds Maintenance	669	4,800	4,131		4,131	13.9%
Grounds Maintenance :- Indirect Payments	669	4,800	4,131	0	4,131	13.9%
Net Payments	(669)	(4,800)	(4,131)			
<u>130_Allotments</u>						
1100 Allotment Rent - Newbury Lane	168	300	132			56.0%
1105 Allotment Rent - School Road	168	350	182			48.0%
Allotments :- Receipts	336	650	314			51.7%
4200 Newbury Lane Expenses	122	200	78		78	60.8%
4205 Newbury Lane Capital	0	200	200		200	0.0%
4210 School Road Expenses	49	400	351		351	12.3%
4215 School Road Capital	0	200	200		200	0.0%
4218 Allotments Skips	398	400	2		2	99.5%
Allotments :- Indirect Payments	569	1,400	831	0	831	40.6%
Net Receipts over Payments	(233)	(750)	(517)			
<u>140_Village Scene</u>						
1170 Football Clubs	0	400	400			0.0%
Village Scene :- Receipts	0	400	400			0.0%
4305 Recreation Ground	0	500	500		500	0.0%
4308 Play Equipment Maintenance	134	1,500	1,367		1,367	8.9%
4310 Sports Pavilion Maintenance	7,703	15,200	7,498		7,498	50.7%
4311 Sports Pavilion Running Costs	49	0	(49)		(49)	0.0%
4312 Tree Works	0	900	900		900	0.0%
4315 Litter/dog Bins	380	480	100		100	79.1%
4318 Vandalism Repair	0	300	300		300	0.0%
Village Scene :- Indirect Payments	8,265	18,880	10,615	0	10,615	43.8%
Net Receipts over Payments	(8,265)	(18,480)	(10,215)			
6000 plus Transfer from EMR	7,703					
Movement to/(from) Gen Reserve	(562)					
<u>150_Compilations</u>						
1160 Compilations (Inc)	0	2,400	2,400			0.0%
Compilations :- Receipts	0	2,400	2,400			0.0%

Continued over page

Detailed Receipts & Payments by Budget Heading 30/06/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4350 Compilations (Exp)	1,370	3,100	1,730		1,730	44.2%
Compilations :- Indirect Payments	<u>1,370</u>	<u>3,100</u>	<u>1,730</u>	<u>0</u>	<u>1,730</u>	<u>44.2%</u>
Net Receipts over Payments	<u>(1,370)</u>	<u>(700)</u>	<u>670</u>			
<u>160_Grants</u>						
4370 Grants (GPC)	0	1,900	1,900		1,900	0.0%
4375 Donation to WBC Mobile Library	0	500	500		500	0.0%
Grants :- Indirect Payments	<u>0</u>	<u>2,400</u>	<u>2,400</u>	<u>0</u>	<u>2,400</u>	<u>0.0%</u>
Net Payments	<u>0</u>	<u>(2,400)</u>	<u>(2,400)</u>			
<u>170_Street Lighting</u>						
4400 Electricity	1,016	3,600	2,584		2,584	28.2%
4405 Street Light Routine Maintenan	221	2,000	1,779		1,779	11.0%
4410 Street Light Chargable Repairs	113	650	537		537	17.4%
4415 Street Light Replacement	0	3,000	3,000		3,000	0.0%
Street Lighting :- Indirect Payments	<u>1,350</u>	<u>9,250</u>	<u>7,900</u>	<u>0</u>	<u>7,900</u>	<u>14.6%</u>
Net Payments	<u>(1,350)</u>	<u>(9,250)</u>	<u>(7,900)</u>			
<u>180_Reserves</u>						
4500 Reserves	385	0	(385)		(385)	0.0%
Reserves :- Indirect Payments	<u>385</u>	<u>0</u>	<u>(385)</u>	<u>0</u>	<u>(385)</u>	
Net Payments	<u>(385)</u>	<u>0</u>	<u>385</u>			
<u>190_Cemetery</u>						
4600 Burial Ground	0	4,000	4,000		4,000	0.0%
Cemetery :- Indirect Payments	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>	
Net Payments	<u>0</u>	<u>(4,000)</u>	<u>(4,000)</u>			
<u>200_Professional Advice</u>						
4700 Professional Advice	0	2,000	2,000		2,000	0.0%
Professional Advice :- Indirect Payments	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	
Net Payments	<u>0</u>	<u>(2,000)</u>	<u>(2,000)</u>			

Continued over page

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>210. Neighbourhood Development Plan</u>						
1180 NDP Funding	0	3,000	3,000			0.0%
Neighbourhood Development Plan :- Receipts	<u>0</u>	<u>3,000</u>	<u>3,000</u>			
4650 Neighbourhood Development Plan	125	3,000	2,875		2,875	4.2%
Neighbourhood Development Plan :- Indirect Payments	<u>125</u>	<u>3,000</u>	<u>2,875</u>	<u>0</u>	<u>2,875</u>	<u>4.2%</u>
Net Receipts over Payments	<u>(125)</u>	<u>0</u>	<u>125</u>			
<u>999. VAT Data</u>						
515 VAT on Payments	475	2,800	2,325		2,325	17.0%
VAT Data :- Indirect Payments	<u>475</u>	<u>2,800</u>	<u>2,325</u>	<u>0</u>	<u>2,325</u>	<u>17.0%</u>
Net Payments	<u>(475)</u>	<u>(2,800)</u>	<u>(2,325)</u>			
Grand Totals:- Receipts	31,931	59,000	27,069			54.1%
Payments	18,589	78,738	60,149	0	60,149	23.6%
Net Receipts over Payments	<u>13,342</u>	<u>(19,738)</u>	<u>(33,080)</u>			
plus Transfer from EMR	7,778					
less Transfer to EMR	4,500					
Movement to/(from) Gen Reserve	<u>16,620</u>					

10. To discuss matters for future consideration and for information

For information or inclusion on a future agenda only.