



Compton Parish Council

Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP
ComptonParish@gmail.com, 07748 591920
www.comptonparishcouncil.org

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 5th February 2024 at 7.00pm

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

S. Marshman

Dr S. Marshman, PSLCC, Clerk to the Council

30th January 2024

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 8th January 2024](#)
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 | Date | Minute Numbers | Recommendations to Full Council |
|-----------|------|----------------|---------------------------------|
| 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:
 - None
 - 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 receive any reports from the Internal Controller
 - 10.4 To note the [Quarterly Budget Report](#) *(if applicable)*

11. To consider quotes for refuse disposal

12. To consider quotes for the council website

13. To consider quotes for the flooring of the Sports Pavilion

14. To consider quotes for the grounds maintenance contract 2024-2027

15. To consider setting up a working group for the Institute site

16. To receive an update on vandalism and anti-social behaviour (ASB) in the village

17. To receive reports on the following:
 - 17.1 Recreation Ground
 - 17.2 Rights of Way
 - 17.3 Village Hall
 - 17.4 Downland Practice Patient Participation Group
 - 17.5 Communications

18. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:

Full Council: Monday 4th March 2024 at 7 pm

Supporting Documentation

3. 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 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

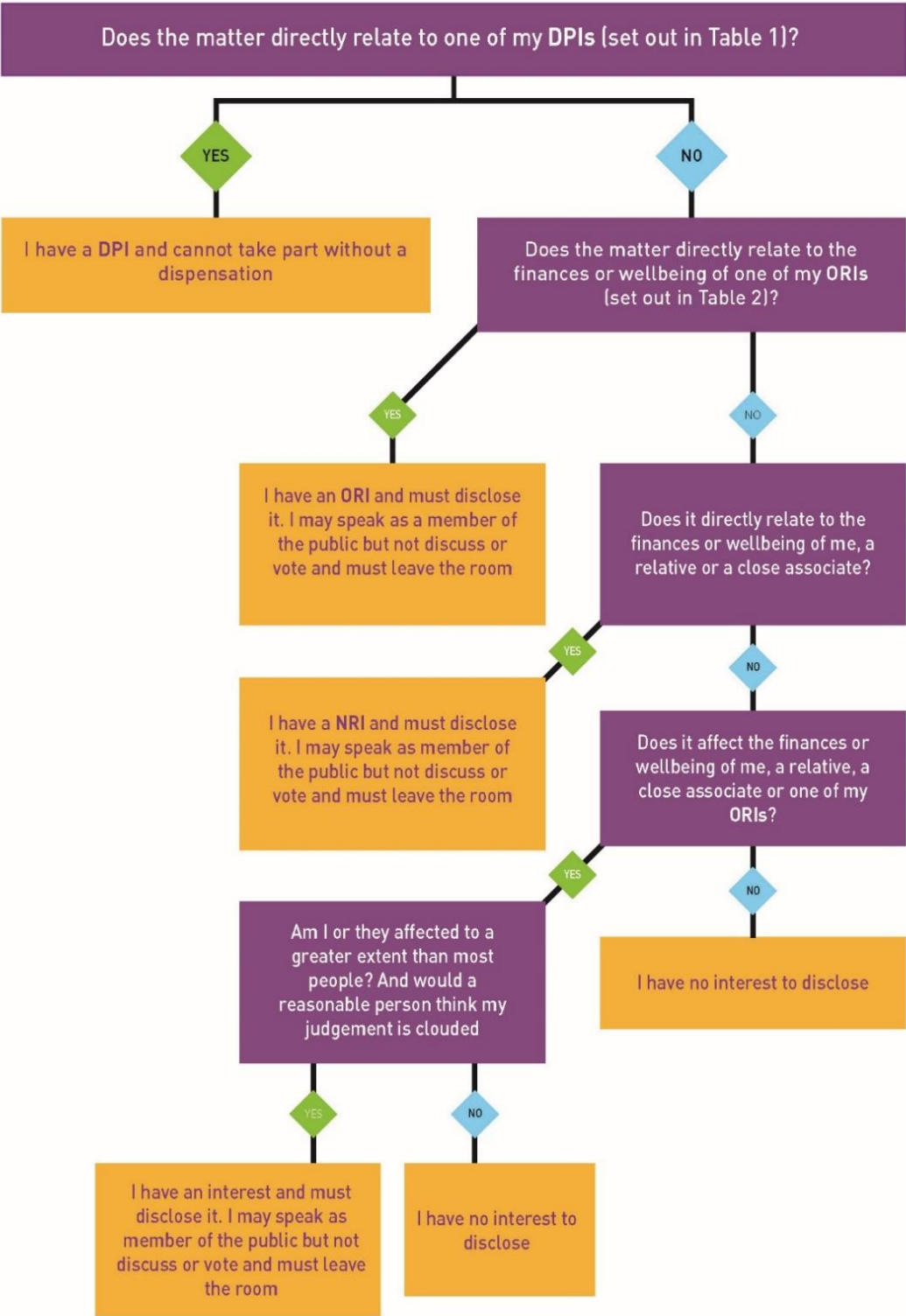


Table 1: Disclosable Pecuniary Interests

| 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 | <p>Any beneficial interest in land which is within the area of the council.</p> <p>'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.</p> |
| 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 capital of that body; or</p> <p>(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.</p> |
|--|---|

* '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:

- 23/02320/FUL Nielia, Downs Road, Compton, Newbury RG20 6RE - Demolition existing dwelling; erection replacement dwelling and garage (resubmission approval 20/02293/FUL). Approved.

10. Finance:

Finance Report

Status at last bank reconciliation 31st December 2023

| Account | Amount |
|--------------------------------|--------------------|
| Unity Trust Current Account | £24,479.34 |
| Unity Trust Savings Account | £97,817.81 |
| Lloyds Multipay Corporate Card | -£12.36 |
| Total | £122,284.79 |

Income received 1st January - 28th January 2024

| Account | Income Detail | Amount |
|--------------|--------------------------|------------------|
| Current | Compilations advertising | £1,930.50 |
| Total | | £1,930.50 |

Payments made on Lloyds Corporate Card to be approved

| Method | Date | Payee | Payment Detail | Amount |
|--------------|-----------|-----------|------------------|---------------|
| CC | 02-Jan-24 | Lloyds | Monthly card fee | £3.00 |
| CC | 08-Jan-24 | Microsoft | Software | £12.36 |
| Total | | | | £15.36 |

Payments from Unity Trust Current Account to be approved

| Method | Date | Payee | Payment Detail | Amount |
|--------------|-----------|------------------------|--------------------------------------|-------------------|
| DD | 15-Jan-24 | Hugo Fox | Website monthly fee | £23.99 |
| DD | 18-Jan-24 | Vodafone | Phone | £26.20 |
| DD | 22-Jan-24 | Southern Electric | Footway lights electricity | £896.75 |
| BACS | 22-Jan-24 | Almond Arborists | Tree works at Newbury Lane | £4,950.00 |
| BACS | 22-Jan-24 | Almond Arborists | Bramble removal | £265.00 |
| BACS | 22-Jan-24 | West Berkshire Council | Refuse disposal Jan-Mar | £755.72 |
| BACS | 22-Jan-24 | Ark Environmental | SUDS report for burial ground | £1,344.00 |
| DD | 29-Jan-24 | Castle Water | Pavilion water | £10.83 |
| BACS | 05-Feb-24 | AD Clark | Grounds maintenance Sep + extra cuts | £981.98 |
| BACS | 05-Feb-24 | AD Clark | Grounds maintenance Oct | £698.58 |
| BACS | 05-Feb-24 | AD Clark | Extra cut Oct | £141.70 |
| BACS | 05-Feb-24 | AD Clark | Extra cut Jan 23 | £130.00 |
| BACS | 06-Feb-24 | Staff Costs | Staff costs/expenses Jan | £1,953.27 |
| Total | | | | £12,178.02 |

Transfers

| Method | Date | From Account | To Account | Amount |
|--------------|-----------|---------------|-----------------------|---------------|
| DD | 16-Jan-24 | Unity Current | Lloyds Corporate Card | £15.36 |
| Total | | | | £15.36 |

Bank Reconciliation

Bank Reconciliation at 31/12/2023

| | | |
|----------------------------------|-----------|-------------------|
| Cash in Hand 01/04/2023 | | 104,027.19 |
| ADD | | |
| Receipts 01/04/2023 - 31/12/2023 | | 80,325.48 |
| Subtotal | | 184,352.67 |
| SUBTRACT | | |
| Payments 01/04/2023 - 31/12/2023 | | 62,067.88 |
| A Cash in Hand 31/12/2023 | | 122,284.79 |
| (per Cash Book) | | |
| Cash in hand per Bank Statements | | |
| Petty Cash | 0.00 | |
| 3 Lloyds Corporate Card | -12.36 | |
| 2 Unity Savings | 97,817.81 | |
| 1 Unity Current | 24,479.34 | |
| Subtotal | | 122,284.79 |
| Less unrepresented payments | | 0 |
| Subtotal | | 122,284.79 |
| Plus unrepresented receipts | | 0 |
| B Adjusted Bank Balance | | 122,284.79 |

A = B Checks out OK

Quarterly Budget Report

Income

| Code | Title | Receipts | | | Payments | | | Net Position | |
|------|------------------|------------------|------------------|-----------------|----------|--------|----------|-----------------|--------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over | spend |
| 1 | Precept | 57,000.00 | 57,000.00 | | | | | | (0%) |
| 2 | Interest | 580.00 | 1,873.42 | 1,293.42 | | | | 1,293.42 | (223%) |
| 4 | Grants | | | | | | | | (N/A) |
| 5 | Other Income | | 12.00 | 12.00 | | | | 12.00 | (N/A) |
| 57 | CIL Receipts | | 7,575.33 | 7,575.33 | | | | 7,575.33 | (N/A) |
| | SUB TOTAL | 57,580.00 | 66,460.75 | 8,880.75 | | | | 8,880.75 | (15%) |

Administration

| Code | Title | Receipts | | | Payments | | | Net Position | |
|------|---------------------------|----------|--------|----------|-----------|-----------|----------|----------------|--------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over | spend |
| 6 | Staff Costs | | | | 20,500.00 | 15,717.62 | 4,782.38 | 4,782.38 | (23%) |
| 7 | Staff Expenses | | | | 170.00 | 130.68 | 39.32 | 39.32 | (23%) |
| 8 | Office | | | | 960.00 | 792.00 | 168.00 | 168.00 | (17%) |
| 9 | Office Supplies/Equipment | | | | 150.00 | 13.59 | 136.41 | 136.41 | (90%) |
| 10 | Phone | | | | 240.00 | 196.47 | 43.53 | 43.53 | (18%) |
| 11 | Website | | | | 350.00 | 59.97 | 290.03 | 290.03 | (82%) |
| 12 | Bank Charges | | | | 108.00 | 81.00 | 27.00 | 27.00 | (25%) |
| 13 | Subscriptions | | | | 850.00 | 547.79 | 302.21 | 302.21 | (35%) |
| 14 | Software | | | | 1,250.00 | 1,021.61 | 228.39 | 228.39 | (18%) |
| 15 | Insurance | | | | 1,100.00 | 1,057.81 | 42.19 | 42.19 | (3%) |
| 16 | Election Fees | | | | 320.00 | 80.00 | 240.00 | 240.00 | (75%) |
| 17 | Audit Fees | | | | 600.00 | 740.00 | -140.00 | -140.00 | (-23%) |
| 18 | Chairman's Allowance | | | | 80.00 | | 80.00 | 80.00 | (100%) |
| 19 | Training | | | | 500.00 | 301.00 | 199.00 | 199.00 | (39%) |

| | | | | | | | | |
|----|---------------------|--|------------------|------------------|-----------------|--------|-----------------|--------------|
| 20 | Meeting Rental | | 360.00 | | 360.00 | | 360.00 | (100%) |
| 21 | Other Expenses | | | | 52.48 | -52.48 | -52.48 | (N/A) |
| 48 | Professional Advice | | 3,000.00 | 4,468.85 | -1,468.85 | | -1,468.85 | (-48%) |
| | SUB TOTAL | | 30,538.00 | 25,260.87 | 5,277.13 | | 5,277.13 | (17%) |

Village Maintenance

| Code | Title | Receipts | | | Payments | | | Net Position | |
|------|----------------------------|----------|---------------|---------------|------------------|------------------|------------------|-------------------------|---------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
| 22 | Grounds Maintenance | | | | 6,000.00 | 3,492.92 | 2,507.08 | 2,507.08 | (41%) |
| 23 | Recreation Ground | | | | 300.00 | 475.67 | -175.67 | -175.67 | (-58%) |
| 24 | Play Equipment Maintenance | | | | 1,500.00 | 6,798.80 | -5,298.80 | -5,298.80 | (-353%) |
| 25 | Tree Maintenance | | | | 1,000.00 | 5,775.00 | -4,775.00 | -4,775.00 | (-477%) |
| 26 | Refuse Disposal | | | | 2,500.00 | 1,996.97 | 503.03 | 503.03 | (20%) |
| 27 | Vandalism Repair | | | | | | | | (N/A) |
| 28 | War Memorial Maintenance | | | | 150.00 | | 150.00 | 150.00 | (100%) |
| 63 | Memorial Garden | | 315.44 | 315.44 | | | | 315.44 | (N/A) |
| | SUB TOTAL | | 315.44 | 315.44 | 11,450.00 | 18,539.36 | -7,089.36 | -6,773.92 | (-59%) |

Allotments

| Code | Title | Receipts | | | Payments | | | Net Position | |
|------|-------------------------------|----------|--------|----------|----------|--------|----------|-------------------------|-------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
| 29 | Allotment Rent - Newbury Lane | 500.00 | 642.50 | 142.50 | | | | 142.50 | (28%) |
| 30 | Allotment Rent - School Road | 450.00 | 442.75 | -7.25 | | | | -7.25 | (-1%) |
| 31 | Newbury Lane Water | | | | 300.00 | 89.85 | 210.15 | 210.15 | (70%) |
| 32 | Newbury Lane Capital | | | | | | | | (N/A) |
| 33 | Newbury Lane Other Expenses | | | | | | | | (N/A) |
| 34 | School Road Water | | | | 250.00 | 245.41 | 4.59 | 4.59 | (1%) |

| | | | | | | | | | |
|----|----------------------------|---------------|-----------------|---------------|---------------|---------------|---------------|---------------|--------------|
| 35 | School Road Capital | | | | | | | | (N/A) |
| 36 | School Road Other Expenses | | | | | 75.00 | -75.00 | -75.00 | (N/A) |
| 37 | Allotment Skips | | | | | | | | (N/A) |
| | SUB TOTAL | 950.00 | 1,085.25 | 135.25 | 550.00 | 410.26 | 139.74 | 274.99 | (18%) |

Sports Pavilion

| Code | Title | Receipts | | | Payments | | | Net Position | |
|------|---|---------------|---------------|---------------|-----------------|-----------------|----------------|-------------------------|---------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
| 38 | Football Club - Income | 450.00 | 510.00 | 60.00 | | | | 60.00 | (13%) |
| 39 | SP Building Maintenance | | | | 1,000.00 | 100.00 | 900.00 | 900.00 | (90%) |
| 40 | SP Running Costs | | | | 500.00 | 1,278.23 | -778.23 | -778.23 | (-155%) |
| 41 | Pitch Marking / Maintenance | | | | 400.00 | 1,464.08 | -1,064.08 | -1,064.08 | (-266%) |
| 62 | Pavilion/Rec Hire Income (non-football) | | 150.00 | 150.00 | | | | 150.00 | (N/A) |
| | SUB TOTAL | 450.00 | 660.00 | 210.00 | 1,900.00 | 2,842.31 | -942.31 | -732.31 | (-31%) |

Lighting

| Code | Title | Receipts | | | Payments | | | Net Position | |
|------|------------------------------|----------|--------|----------|------------------|-----------------|------------------|-------------------------|--------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
| 42 | Electricity | | | | 8,000.00 | 1,621.79 | 6,378.21 | 6,378.21 | (79%) |
| 43 | Lighting Routine Maintenance | | | | 2,800.00 | 624.16 | 2,175.84 | 2,175.84 | (77%) |
| 44 | Lighting Repairs | | | | 500.00 | | 500.00 | 500.00 | (100%) |
| 45 | Lighting Replacement | | | | 35,000.00 | | 35,000.00 | 35,000.00 | (100%) |
| | SUB TOTAL | | | | 46,300.00 | 2,245.95 | 44,054.05 | 44,054.05 | (95%) |

Burial Ground

| Code | Title | Receipts | | | Payments | | | Net Position | |
|------|------------------------|----------|--------|----------|-----------------|---------------|-----------------|----------------------|--------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
| 46 | Burial Ground - Income | | | | | | | | (N/A) |
| 47 | Burial Ground | | | | 4,000.00 | 284.33 | 3,715.67 | 3,715.67 | (92%) |
| | SUB TOTAL | | | | 4,000.00 | 284.33 | 3,715.67 | 3,715.67 | (92%) |

Compilations

| Code | Title | Receipts | | | Payments | | | Net Position | |
|------|-----------------------|-----------------|---------------|------------------|-----------------|-----------------|---------------|----------------------|---------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
| 49 | Compilations - Income | 2,000.00 | 215.00 | -1,785.00 | | | | -1,785.00 | (-89%) |
| 50 | Compilations | | | | 2,300.00 | 2,104.39 | 195.61 | 195.61 | (8%) |
| | SUB TOTAL | 2,000.00 | 215.00 | -1,785.00 | 2,300.00 | 2,104.39 | 195.61 | -1,589.39 | (-36%) |

Grants

| Code | Title | Receipts | | | Payments | | | Net Position | |
|------|------------------|----------|--------|----------|-----------------|---------------|---------------|----------------------|--------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
| 51 | Grants | | | | 1,000.00 | 685.00 | 315.00 | 315.00 | (31%) |
| | SUB TOTAL | | | | 1,000.00 | 685.00 | 315.00 | 315.00 | (31%) |

Events

| Code | Title | Receipts | | | Payments | | | Net Position | |
|------|-------------------------------|----------|---------------|---------------|---------------|---------------|--------------|-------------------------|--------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
| 54 | Christmas Events | | | | 200.00 | 84.92 | 115.08 | 115.08 | (57%) |
| 55 | Christmas Day Lunch Room Hire | | | | 50.00 | | 50.00 | 50.00 | (100%) |
| 59 | Other Events | | | | | 83.33 | -83.33 | -83.33 | (N/A) |
| 60 | Greening Campaign | | | | 50.00 | | 50.00 | 50.00 | (100%) |
| 61 | Coronation | | 235.07 | 235.07 | 400.00 | 475.00 | -75.00 | 160.07 | (40%) |
| | SUB TOTAL | | 235.07 | 235.07 | 700.00 | 643.25 | 56.75 | 291.82 | (41%) |

Reserves

| Code | Title | Receipts | | | Payments | | | Net Position | |
|------|------------------|----------|--------|----------|----------|-----------------|------------------|-------------------------|--------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
| 56 | Reserves | | | | | 4,631.78 | -4,631.78 | -4,631.78 | (N/A) |
| 58 | CIL Expenditure | | | | | | | | (N/A) |
| | SUB TOTAL | | | | | 4,631.78 | -4,631.78 | -4,631.78 | (N/A) |

Summary

| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
|--------------------|------------------|------------------|-----------------|------------------|------------------|------------------|-------------------------|--------------|
| NET TOTAL | 60,980.00 | 68,971.51 | 7,991.51 | 98,738.00 | 57,647.50 | 41,090.50 | 49,082.01 | (30%) |
| V.A.T. | | 11,353.97 | | | 4,420.38 | | | |
| GROSS TOTAL | | 80,325.48 | | | 62,067.88 | | | |