

Compton Parish Council

Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP
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www.comptonparishcouncil.org

Meeting of the Parish Council

I hereby give you Notice that the next meeting of Compton Parish Council is to be held on

Monday 2nd March 2020 at 7.00pm

In the Wilkins Centre, Burrell Road, Compton

and all Members of the Council are hereby summoned to attend.

Dr. Sarah Marshman
Clerk to the Council
Dated: 25th February 2020

AGENDA

1. To receive 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: Questions or comments from members of the public regarding items on the agenda¹
Representations from any member who has declared a personal interest
4. To approve the [minutes](#) of the Parish Council Meeting held on 3rd February 2020
5. To discuss any matters arising from the minutes of the Council Meeting on 3rd February 2020
6. To receive a report from the District Councillor, Carolyne Culver
7. To receive the Clerk's report
8. Planning Applications

¹ Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in this agenda. The designated time will be 12 minutes and no longer than 3 minutes per person. This time may be extended at the discretion of the Chairman.
A question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.
Comments or questions not related to an item on this agenda should be notified to the Clerk for consideration by Council for possible inclusion on a future agenda.

- a) To review the minutes of any planning committee meeting occurring since the previous Full Council Meeting
- b) To consider the following new planning applications:

20/00232/HOUSE	18 Newbury Lane Compton Newbury RG20 6PB	Conversion of existing garage, partial replacement mon -pitched roof with small rear single storey extension and single storey mon - pitched roof side extension. Thermal update to dormers with new timber cladding.
20/00324/FUL	The Annexe at Danetree, Coombe Road, Compton, RG20 6RQ	Change of Use from residential garage (C3) to gin distillery (B1).
20/00374/HOUSE & 20/00375/LBC2	7 Church Farm Barns, Aldworth Road, Compton, RG20 6RD	Three new windows, new door, two new rooflights and a replacement door to a window at first floor level.

- c) To consider whether to request our District Councillor call in any planning applications to the Western Area Planning Committee
 - d) To consider whether to refer any planning applications for further response from our planning consultants
 - e) To receive a report on [West Berkshire Council's recent planning decisions](#)
9. To consider setting a budget for a VE Day event
 10. To consider quotes to refurbish a bench
 11. To consider quotes to install a gate at Newbury Lane allotments
 12. To consider quotes for the aqua boards required for the Sports Pavilion refurbishment
 13. To consider quotes for the electrical work required for the Sports Pavilion refurbishment
 14. To consider a quote to receive a routine inspection checklist for the play area from the Council's play inspection company
 15. To consider a response to West Berkshire Council regarding the Housing and Economic Land Availability Assessment (HELAA), the review of the settlement boundary and the review of the services and facilities in Compton
 16. To consider digitising Compilations
 17. To consider the specification for the tender document for a parking survey for Compton
 18. To consider quotes for an independent traffic consultant to advise on the proposed 20mph speed limit and associated traffic calming on School Road/High Street
 19. To consider recruiting volunteers to litter pick within Compton
 20. To receive an update on vandalism and anti-social behaviour (ASB) in the village
 21. To receive reports on the following:

- | | |
|---------------------------|---|
| a) Recreation Ground | h) Groundwater |
| b) Sports Pavilion | i) Parish Assets & Management Working Party |
| c) Rights of Way | j) Neighbourhood Development Plan |
| d) Village Hall | k) Burial Ground |
| e) Allotments | l) GDPR |
| f) Patient Representation | m) Personnel Committee |
| g) Communications | |

22. Finance:
- a) To receive the [finance report](#) and approve payments made/due
 - b) To note the [bank reconciliations](#) to 31st January 2020
 - c) To receive any reports from the Internal Controller
 - d) To note the quarterly budget report where applicable
 - e) To consider what action to take regarding the HSBC account

23. To receive the correspondence report

24. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:

Parish Council Meeting: **Monday 6th April 2020 at 7pm** in the Wilkins Centre

Compton Parish Council

Minutes of the Parish Council Meeting

Held on Monday 3rd February 2020 at 7:00pm in the Wilkins Centre, Compton

Councillors present: Councillors David Aldis (Chair), Mark Birtwistle, Linda Moss, Dan Neate, Rebecca Pinfold, Alison Strong and Ian Tong.

Councillors not present: Councillor Peter McGeehin.

In attendance: Sarah Marshman (Clerk).

- | | |
|------------------|---|
| 19/20-215 | To receive apologies for absence from members of the Council
Apologies were received from Councillor Peter McGeehin. |
| 19/20-216 | To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation
AS and RP declared an interest in 19/20-230 for the grant application from Compton Primary School.
MB declared an interest in 19/20-222(b) and 19/20-225. |
| 19/20-217 | To receive: Questions or comments from members of the public
Representations from any member who has declared a personal interest
There were none. |
| 19/20-218 | To approve the minutes of the Parish Council Meeting held on 6th January 2020
It was resolved that the minutes be accepted as a true record. They were then signed by the Chairman. |
| 19/20-219 | To discuss any matters arising from the minutes of the Council Meeting on 6th January 2020
The issue of litter in Wilson Close was discussed. The Council will organise a litter pick for the village, and ensure this area is targeted. |
| 19/20-220 | To receive a report from the District Councillor, Carolyne Culver
CC sent her apologies. |
| 19/20-221 | To receive the Clerk's report
The application for funding from The Good Exchange for the Sports Pavilion is now live.
The Clerk had attended an SLCC webinar on Cloud Computing for the Modern Council. |
| 19/20-222 | Planning Applications
a) To review the minutes of any planning committee meeting occurring since the previous Full Council Meeting
There were none.
b) To consider the following new applications |

App. Ref.	Location	Proposed Work	Recommendation
20/00039/ HOUSE	31 Shepherds Mount, Compton, RG20 6QY	Side single storey extension.	No objections

- c) **To consider whether to request our District Councillor call in any planning applications to the Western Area Planning Committee**
There were no applications requiring call in.
- d) **To consider whether to refer any planning applications for further response from our planning consultants**
There were no applications requiring referral.
- e) **To receive a report on West Berkshire Council recent planning decisions**

App. Ref.	Location	Proposed Work	Response from CPC	WBC Decision
19/02760/ HOUSE	4 Great Coombe Cottages, Coombe Road, Compton, RG20 6RG	Single storey extension to rear of property.	No objection	Approved
19/03106/ COND2	Kemtronix UK Ltd, Churn Road, Compton	Application for approval of details reserved by Condition (6) - External lighting of approved 19/01528/FUL - Change of Use of an existing redundant building which was formerly used by the Institute for Animal Health for research and development purposes in connection with agriculture (Class B1 (b)) to an indoor leisure facility/yoga studio (Class D2) including modifications to the existing access, car parking and pedestrian walkways.	Not consulted	Approved

- 19/20-223 To consider co-opting to the Council to fill one vacancy**
It was resolved to co-opt Keith Simms to the Parish Council.
- 19/20-224 To discuss Compilations**
The Council has been informed that East Ilsley Parish Council no longer wishes to contribute to Compilations. The Clerk was requested to obtain a quote from West Berkshire Council, who currently print Compilations, for a reduced number of copies.
- 19/20-225 To consider the allotment rental charges for 2020/21**
It was resolved to increase the cost for a full-size plot by £1 to £21 for 2020/21.
- 19/20-226 To consider quotes for the grounds maintenance contract for 2020**
It was resolved to accept a quote from AD Clark.
- 19/20-227 To consider the specification for the tender document for a parking survey for Compton**
It was resolved to defer this to the next meeting.
- 19/20-228 To consider quotes for an independent traffic consultant to advise on the proposed 20mph speed limit and associated traffic calming on School Road/High Street**
It was resolved to defer this to the next meeting.

- 19/20-229 To consider quotes for the refurbishment of the Sports Pavilion**
It was resolved to accept the combined quote from Chris Bolt Property Maintenance and SJS Plumbing and Gas Services Ltd and hold a 10% contingency fund in case it is required.
- 19/20-230 To consider requests for grant funding**
It was resolved to award the following grants:
1st Compton Rainbows £222; Autumn Group £165; Pang Valley Flood Forum £100; Compton Primary School £199.96 and Compton Pre-school £199.95.
- 19/20-231 To consider a response to West Berkshire Council's draft Environment Strategy consultation**
It was resolved to send a response to the consultation. The Chairman would draft a response.
- 19/20-232 To receive an update on vandalism and anti-social behaviour (ASB) in the village**
No reports had been received.
- 19/20-233 To receive reports on the following:**
c) Rights of Way
There have been several reports of dog waste on rights of way and pavements throughout the village.
i) Parish Assets & Management Working Party
The licenses for garages is progressing.
- 19/20-234 Finance:**
a) To receive the finance report and approve payments made/due
It was resolved to approve the payments listed on the Finance Report, which is at Attachment 1.
b) To note the bank reconciliations to 31st December 2019
The bank reconciliation to 30th November 2019 were noted.
d) To note the quarterly budget report where applicable
The quarterly budget report for Oct-Dec was noted.
- 19/20-235 To receive the correspondence report**
Emails regarding dog fouling on School Road had been received. Information on how to report dog fouling to West Berkshire Council will be publicised.
- 19/20-236 To discuss matters for future consideration and for information**
There were none.
- Meeting closed 8:50pm.

Date and time of next scheduled meeting:

Parish Council Meeting: Monday 2nd March 2020 at 7pm in the Wilkins Centre

Chairman:

Date:

Attachment 1: Finance Report

Status at bank at last bank reconciliation 31st December 2019

Unity Trust	Current Account	£58,301.28
Unity Trust	Deposit Account	£122,390.33
HSBC	Current Account	£748.50
Pockit	Pre-paid Debit Card	£50.79
Total		£181,490.90

Income received 20th December 2019 - 26th January 2020

Unity Trust	Current Account	Compilations advertising	£1,350.00
Unity Trust	Current Account	East Ilsley Parish Council contribution to Compilations 2019	£330.72
Unity Trust	Deposit Account	Interest	£123.27
Total			£1,803.99

Payments made on pre-paid debit card to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
POCKIT	16-Jan-20	132	Pockit	Monthly fee		£0.99
Total						£0.99

Payments to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
DD	30-Dec-19	133	Unity Trust Bank	Bank charges Q3		£18.00
DD	20-Jan-20	134	Castle Water	Water School Road allotments Oct		£20.35
DD	20-Jan-20	135	Castle Water	Water Newbury Lane allotments Oct		£20.09
DD	20-Jan-20	136	Vodafone	Mobile phone Oct		£15.37
BACS	27-Jan-20	137	SSE Contracting Ltd	Street lighting maintenance Qtr3		£264.86
BACS	27-Jan-20	138	SSE Contracting Ltd	Chargeable repairs Qtr3		£154.90
BACS	03-Feb-20	139	SLCC	Training fee - Cloud Computing		£36.00
BACS	03-Feb-20	140	SLCC	Subscription 20/21		£99.67
BACS	06-Feb-20	141	Clerk	Salary/expenses Jan		£899.00
BACS	06-Feb-20	142	HMRC	PAYE		£114.48
BACS	19-Feb-20	143	Berks Pension Fund	Pension contributions		£261.06
Total						£1,845.34

Transfers

Method	Payment Date	Voucher Number	From Account	To Account	Minute	Amount
-	-	-	-	-	-	-
Total						£0.00

West Berkshire Council's Recent Planning Decisions

App. Ref.	Location	Proposed Work	Response from CPC	WBC Decision
19/02737/ COND1	Roden Farm, Compton, Newbury, RG20 7PY	Application for approval of details reserved by Condition (16) - Fire hydrants of approved 18/01293/FULMAJ - Demolition of existing house (retaining a small section to become a self contained annexe), demolish existing barn, stable block and various outbuildings, erect replacement dwelling with basement, erect stables and garage, provision of tennis court, new driveway.	Not consulted	Approved
20/00039/ HOUSE	31 Shepherds Mount, Compton, RG20 6QY	Side single storey extension.	No objections	Approved

**Compton Parish Council
Finance Report 2nd March 2020**

Status at bank at last bank reconciliation 31st December 2019

Unity Trust Current Account	£58,301.28
Unity Trust Deposit Account	£122,390.33
HSBC Current Account	£748.50
Pockit Pre-paid Debit Card	£50.79
Total	£181,490.90

Income received 27th January - 23rd February 2020

Unity Trust	Current Account	Compilations advertising	£90.50
Unity Trust	Current Account	Allotment rent	£105.00
Unity Trust	Current Account	Repayment of Scout loan	£150.00
Total			£345.50

Payments made on pre-paid debit card to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
POCKIT	16-Feb-20	144	Pockit	Monthly fee		£0.99
Total						£0.99

Payments made on Lloyds Corporate Card to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
POCKIT	03-Feb-20	145	Lloyds Bank plc	Monthly fee		£3.00
Total						£3.00

Payments to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
DD	03-Feb-20	146	SSE	Electricity		£1,192.40
DD	04-Feb-20	147	ICO	Data protection fee		£35.00
DD	17-Feb-20	148	Lloyds Bank plc	Payment of transactions on Corporate Card		£3.00
DD	19-Feb-20	149	Vodafone	Mobile phone		£15.37
DD	20-Jan-20	150	Castle Water	Water Newbury Lane allotments		£20.09
BACS	02-Mar-20	151	Member of the NDP Committee	Printing for NDP		£63.70
BACS	02-Mar-20	152	Volunteer	Expenses for litter picking event		£36.64
BACS	02-Mar-20	153	IJ Agricultural and Equestrian Fencing	Replacement bollard at Recreation Ground		£36.00
BACS	02-Mar-20	154	1st Compton Rainbows	Grant		£222.00
BACS	02-Mar-20	155	Autumn Group	Grant		£165.00
BACS	02-Mar-20	156	Pang Valley Flood Forum	Grant		£100.00

Agenda Item 21(a)

BACS	02-Mar-20	157	Compton Primary School	Grant		£199.96
BACS	02-Mar-20	158	Compton Pre-school	Grant		£199.95
BACS	02-Mar-20	159	Chris Bolt Property Maintenance	50% deposit on Sports Pavilion works		£2,302.50
BACS	06-Mar-20	160	Clerk	Salary/expenses Feb		£798.32
BACS	06-Mar-20	161	HMRC	PAYE		£51.30
BACS	19-Feb-20	162	Berks Pension Fund	Pension contributions		£221.36
					Total	£4,396.73

Transfers

Method	Payment Date	Voucher Number	From Account	To Account	Minute	Amount
-	-	-	-	-	-	-
					Total	£0.00

Date: 23/02/2020	Compton Parish Council Current Year	Page 1
Time: 16:51	Bank Reconciliation Statement as at 31/01/2020 for Cashbook 1 - Unity Current A/C	User: SLM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank Current	31/01/2020	78	56,132.19
			<hr/> 56,132.19
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			56,132.19
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			56,132.19
		Balance per Cash Book is :-	56,132.19
		Difference is :-	0.00

Date: 23/02/2020

Compton Parish Council Current Year

Page 1

Time: 16:52

Bank Reconciliation Statement as at 31/01/2020
for Cashbook 2 - Unity Deposit A/C

User: SLM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank Deposit	31/01/2020	65	122,390.33
			<u>122,390.33</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			122,390.33
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			122,390.33
		Balance per Cash Book is :-	122,390.33
		Difference is :-	0.00

Date: 23/02/2020	Compton Parish Council Current Year	Page 1
Time: 17:43	Bank Reconciliation Statement as at 31/01/2020 for Cashbook 3 - HSBC Current A/C	User: SLM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current	31/01/2020	488	748.50
			<hr/> 748.50
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			748.50
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			748.50
		Balance per Cash Book is :-	748.50
		Difference is :-	0.00

Date: 23/02/2020

Compton Parish Council Current Year

Page 1

Time: 17:47

Bank Reconciliation Statement as at 31/01/2020
for Cashbook 5 - Pockit Pre-Paid Debit Card

User: SLM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Pockit Pre-paid Debit Card	31/01/2020		49.80
			<hr/> 49.80
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			49.80
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			49.80
		Balance per Cash Book is :-	49.80
		Difference is :-	0.00

Date: 23/02/2020	Compton Parish Council Current Year	Page 1
Time: 18:31	Bank Reconciliation Statement as at 31/01/2020 for Cashbook 6 - Lloyds Corporate Card	User: SLM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Corporate Card	31/01/2020		0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Compton Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 January 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

31/01/2020	Unity Bank Current	56,132.19	
31/01/2020	Unity Bank Deposit	122,390.33	
31/01/2020	HSBC Current	748.50	
30/09/2016	Alto prepaid debit card	0.00	
31/01/2020	Pockit Pre-paid Debit Card	49.80	
31/01/2020	Lloyds Corporate Card	0.00	
			179,320.82

Other Cash & Bank Balances

0.00

179,320.82

Receipts not on Bank Statement

0.00

Closing Balance

179,320.82

All Cash & Bank Accounts

Alto Pre-Paid Debit Card	0.00
HSBC Current A/C	748.50
Lloyds Corporate Card	0.00
Pockit Pre-Paid Debit Card	49.80
Unity Current A/C	56,132.19
Unity Deposit A/C	122,390.33
Other Cash & Bank Balances	0.00
Total Cash & Bank Balances	179,320.82

Correspondence List – Council Meeting on 2nd March 2020

Training/events		Please advise the Clerk if you wish to attend			
	Event	Run By	Date and Time	Venue	Cost
A1	District Parish Conference	WBC	Thu 12 th March 6-8pm	Council Offices, Market Street, Newbury, RG14 5LD	-
A2	NALC Spring Conference	NALC	Tue 17 th March	Aviva Auditorium, St Helen's, 1 Undershaft, London, EC3P 3DQ	£210 + VAT prior to 1/3
A3	District Parish Conference	WBC	Tue 20 th Oct 6-8pm	Council Offices, Market Street, Newbury, RG14 5LD	-