

Compton Parish Council

FULL COUNCIL MINUTES

Minutes of the Full Council meeting held Online via Zoom on Monday 6th July 2020 commencing at 7:00pm.

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

Members Absent: Peter McGeehin

Officers Present: Sarah Marshman, Parish Clerk/RFO

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

Minutes

20/21-045 To receive, and consider for acceptance, apologies for absence from Members of the Council

No apologies for absence were received.

20/21-046 To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation

Councillor Simms declared an interest on planning application 20/01226/FUL Land at Old Station Business Park, High Street, Compton.

20/21-045 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.

20/21-046 To approve the minutes of the Parish Council Meeting held on 1st June 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.

- 20/21-047 To discuss any matters arising from the minutes of the Council Meeting on 1st June 2020**
The need to establish the boundary of the Newbury Lane allotments was highlighted.
- 20/21-048 To receive a presentation on the Neighbourhood Development Plan Draft Version 7**
Aaron Smith from Fowler Architecture and Planning, who is the consultant engaged to assist with the production of the Neighbourhood Development Plan, spoke and answered queries with regards to the draft plan.
- 20/21-049 To consider making recommendations for inclusions and alterations with regards to the Neighbourhood Development Plan Draft Version 7**
Resolved: Members with comments on the Neighbourhood Development Plan should send these comments direct to Aaron Smith for consideration for incorporation in the plan.
- 20/21-050 To receive a report from the District Councillor**
Carolyne Culver has made an application to the Member's Bid process to obtain grant funding for the work on the Sports Pavilion.
The orange notice for the planning application on the Institute site is yet to be displayed. CC has followed up on this with the planning officer.
CC has submitted questions to the Executive of West Berkshire Council regarding the recent comments by the Prime Minister on changing planning regulations.
- 20/21-051 To receive the Clerk's report**
The Clerk has worked in conjunction with Councillors Aldis and Pinfold to carry out a risk assessment of reopening the play area after the closure due to COVID-19. The play equipment has been inspected in advance of opening and safety posters have been displayed in and outside the play area, outside the MUGA and by the table tennis tables in order to meet the requirements to allow reopening. The play equipment was reopened on 4th July.
- 20/21-052 To note the Minutes and Recommendations from any Committees that have met since the last Full Council Meeting:**
- a) Personnel Committee Minutes**
The minutes of the Personnel Committee meeting held on 15th June 2020 were noted.
Recommendation: That Full Council adopts a Safeguarding Policy and assigns a Member to act as Safeguarding Office.
- b) Planning Committee Minutes**
There have been no Planning Committee meetings since the last Full Council meeting.

20/21-053 Planning Applications

a) To consider the following new planning applications:

[20/01335/HOUSE Roden Farm, Compton, RG20 7PY](#) - Erection of domestic studio building (in place of approved stables)

Resolved: To submit a response of 'no objections'.

[20/01226/FUL Land at Old Station Business Park, High Street, Compton](#) -

External works, m/e works to include ductwork, steel gantry, external plant, external enclosure (fencing), retaining walls, air handling unit and chiller, gas bottle store, solvent stores all concerning unit 10, 11, 12 (existing building). Building alterations include modifications to internal space planning, revised external door design to fire escape doors, omitting roof lights + glazed top and side panel to entrance doors (front elevation) + two windows on the east elevation at first floor and adjusted soil vent pipes (SVP) positions.

Resolved: To submit a response of 'object' as there is insufficient noise reduction provided.

b) To consider whether to request the District Councillor call 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

Resolved: To refer planning application 20/01226/FUL to the consultant to create a formal response taking into account the Council's views.

Resolved: Power was delegated to the Clerk to request the District Councillor refers this application to the Western Area Planning Committee based on the response provided by the planning consultant.

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

- 20/00974/HOUSE 21 Fairfield, Compton, Newbury, RG20 6PJ - Replacement of existing privet hedge with a feather board fence. The Parish Council had no objections. The application was approved
- 20/00968/ FUL Land South Of Danetree West Of, Coombe Road, Compton, Newbury - Creation of Access and Construction of Stables. The Parish Council had no objections. The application was approved

20/21-054 To receive a report for the Council's external auditor and to consider any actions required

The report was reviewed by the Council. No recommendations were made by the internal auditor. The Council thanked the Clerk for all her work on the audit.

20/21-055 To consider the Annual Governance Review 2019/20

Resolved: To respond 'yes' to questions 1 to 8 and N/A to question 9. The Annual Governance review was completed and signed by the Clerk. The Clerk will arrange for the Chairman to sign it as soon as possible.

- 20/21-056 To consider the Accounting Statements 2019/20**
Resolved: That the Accounting Statements are correct.
The Accounting Statement was completed by the Clerk. The Clerk will arrange for the Chairman to sign it as soon as possible.
- 20/21-057 To consider adopting the Risk Register for 2020/21**
This was deferred to the next meeting.
- 20/21-058 To consider whether to proceed with seeking quotes for the installation of water troughs at both allotment sites**
Resolved: Councillor Neate will contact the allotment holders to establish whether they would prefer the introduction of troughs or the possibility of a rent increase to cover water costs.
- 20/21-059 To consider quotes to remove two trees at School Road allotments**
Resolved: To accept a quote from Almond Arborists for a total of £610.
- 20/21-060 To consider allocating additional funds to the Sports Pavilion refurbishment**
Resolved: To cover the additional costs required from the 10% contingency fund.
These additional costs are £386 to create a porch entrance area inside the doorway and £120 for repairs to the soffit.
- 20/21-061 To consider covering the Sports Pavilion refurbishment funding with Community Infrastructure Levy (CIL) funding**
Resolved: Any funding required above the amount received in grants should use CIL funding.
- 20/21-062 To consider quotes to replace the streetlight on the corner of Churn Road and Ilsley Road**
Resolved: To accept the quote from SSE Contracting for a total of £1,251.10 + VAT.
- 20/21-063 To consider a request to provide shielding on the streetlight outside the Wilkins Centre**
Resolved: Not to provide shielding on this or any other streetlights within the village.
- 20/21-064 To consider adopting an Abusive, Persistent or Vexatious Complaints Policy**
Resolved: To adopt the Abusive, Persistent or Vexatious Complaints Policy.
- 20/21-065 To consider adopting a Safeguarding Policy and to appoint a Member as Safeguarding Officer**
Resolved: To adopt the Safeguarding Policy and to appoint Councillor Moss as Safeguarding Officer.
- 20/21-066 To consider setting up a Conservation Area Appraisal Group**
This was deferred in order to seek further information from West Berkshire Council.

20/21-067 To receive an update on vandalism and anti-social behaviour (ASB) in the village
There have been a lot of reports of anti-social behaviour. The Council will encourage residents to report this on 101 through Compilations, the website and social media.

20/21-068 To receive reports on the following:
Sports Pavilion: work is progressing well on the Sports Pavilion.
Rights of Way: A query has been received as to whether there was ever a right of way to Perborough Castle. Councillor Strong will contact the Rights of Way Officer at West Berkshire Council.

20/21-069 Finance:

a) 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.

b) To note the bank reconciliations to 31st May 2020
Resolved: To note the bank reconciliations to 31st May 2020.
The bank reconciliation totals can be viewed on the Finance Report in Appendix 1.

c) To receive any reports from the Internal Controller
The documentation has not been reviewed since lockdown began. The Clerk will deliver the finance files for this year so far to the Internal Controller as soon as is practicable.

20/21-070 To discuss matters for future consideration and for information
A query was received to hold an event in the Recreation Ground on 19th September. The Council agreed permission could be granted provided that the COVID-19 guidelines permit this type of event to happen on the specified date.

The Parish Council wished to record thanks to Compton Village Store, The Foinavon, the Downland Practice and to the volunteer coordinators and all the volunteers they managed for everything they have done through the COVID-19 crisis.

There being no further business, the meeting was closed at 9:30pm.

Appendix 1: Finance Report

Status at bank at last bank reconciliation 31st May 2020

Unity Trust Current Account	£75,224.88
Unity Trust Deposit Account	£122,512.39
Pockit Pre-paid Debit Card N.B. Account now closed	£0.00
Lloyds Multipay Corporate Card	-£503.27
Total	£197,234.00

Income received 25th May - 28th June 2020

Unity Trust Current Account	Allotment rent	£42.00
Unity Trust Current Account	Grant for NDP consultant fees	£4,500.00
Total		£4,542.00

Payments made on pre-paid debit card to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
POCKIT	29-May-20	44	Pockit	Fee for transferring final balance	£0.99
Total					£0.99

Payments made on Lloyds Corporate Card to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
CC	31-May-20	45	Zoom	Monthly fee for video conferencing service	£14.39
CC	02-Jun-20	46	Lloyds Bank	CC monthly fee	£3.00
CC	25-Jun-20	47	Microsoft	Microsoft Office Business subscription monthly	£11.28
CC	30-Jun-20	48	Zoom	Monthly fee for video conferencing service	£14.39
Total					£43.06

Payments to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
DD	02-Jun-20	49	Castle Water	School Rd allotments water 1/3-28/8	£49.38
DD	18-Jun-20	50	Castle Water	Newbury Lane allotments water 1/3-28/8	£49.38
DD	18-Jun-20	51	Vodafone	Mobile phone monthly charge	£15.75
BACS	30-Jun-20	52	Unity Trust Bank	Service charge June qtr	£18.00
BACS	06-Jul-20	53	Fowler Architecture and Planning	NDP draft plan	£1,890.00
BACS	06-Jul-20	54	Fowler Architecture and Planning	NDP pre-submission	£1,890.00
BACS	06-Jul-20	55	AD Clark	Grounds maintenance May	£669.00
BACS	06-Jul-20	56	Heelis & Lodge	Internal audit 2019/20	£230.00
BACS	06-Jul-20	57	SLCC	Training fee	£12.00
BACS	06-Jul-20	58	SSE Contracting Ltd	Street lighting maintenance charge June qtr	£682.69
BACS	06-Jul-20	59	SSE Contracting Ltd	Street lighting chargeable repairs June qtr	£352.84
BACS	06-Jul-20	60	Clerk	Salary/expenses Jun	£1,060.63

BACS	06-Jul-20	61	HMRC	PAYE	£172.59
BACS	06-Jul-20	62	Berks Pension Fund	Pension contributions	£321.22
Total					£7,413.48

Transfers

Method	Payment Date	Voucher No	From Account	To Account	Amount
DD	16-May-20	63	Pockit pre-paid debit card	Unity Current	£7.48
DD	16-May-20	64	Unity Current	Lloyds Multipay Corporate Card	£506.27
Total					£513.75