



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.
Please inform the Clerk if you are unable to attend.

NOTICE OF MEETING

MEETING: Full Council
DATE & TIME: Monday 4th September 2023 at 7.00pm
PLACE: Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP

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

30th August 2023

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 18th July 2023](#)
5. To discuss any matters arising from the previous meeting
6. To receive a report from the District Councillor
7. To consider co-opting to fill one vacancy
8. To review the minutes and recommendations from the following committees:

Committee	Date	Minute Numbers	Recommendations to Full Council
Planning	None		
Personnel	None		

9. To receive an update and review recommendations from the following working parties:
 - 9.1 Burial Ground
 - 9.2 Village Enhancement
 - 9.3 Digital
 - 9.4 Street lighting
 - 9.5 Sports Pavilion
 - 9.6 Allotments

10. Planning Applications
 - 10.1 To consider the following new planning applications:
 - [23/01680/FUL Scout Association, Warnham Lane, Compton, RG20 7PL](#) - Proposed timber framed outdoor classroom and installation of solar panels
 - [23/01888/HOUSE 6 Yew Tree Stables, Compton, RG20 6NG](#)- Solar Panel Installation
 - [23/01470/ADV Compton Swan, High Street, Compton, RG20 6NJ](#) - Installation of replacement signs to include, 2x sets of individual letters and logo, 1x new panels to existing bracket, 4x amenity boards, 2x sign written directional signs, 1x double sided post mounted directional sign and 4x floodlights
 - 10.2 To consider amendments to the following planning application:
 - [23/01229/FUL Units 1-3, Old Station Business Park, Compton](#) – Permanent retention of a portacabin building to be used as storage/office space
It should be noted that the proposal for this application has changed from 'Retention of a Portakabin building to be used as storage/office space for an additional 5 year period' to 'Permanent retention of a portacabin building to be used as storage/office space'
 - 10.3 To consider whether to request the District Councillor calls in any planning applications to the Western Area Planning Committee
 - 10.4 To consider whether to refer any planning applications for further response from the Council's planning consultants
 - 10.5 To receive a [report on recent planning decisions taken by West Berkshire Council](#)

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 receive any reports from the Internal Controller
 - 11.4 To note the [Quarterly Budget Report](#) (if applicable)

12. To review the [external audit report for 2022/2023](#)

13. To consider quotes for a flood risk assessment and drainage strategy for the Burial Ground planning application

14. To consider quotes for insurance for 2023/2024

15. To consider quotes for tree works

16. To consider costs for the website

17. To consider making a donation to the Royal British Legion, to include the costs of wreaths for the Remembrance Parade
18. To consider whether to make an application for grant funding from the West Berkshire Council Members' Bid
19. To review the s106 agreement for the Institute site
20. To discuss the management and maintenance of the Downlands Sports Centre
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 Participation Group
 - 22.5. Communications
23. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:

Full Council: Monday 2nd October 2023 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

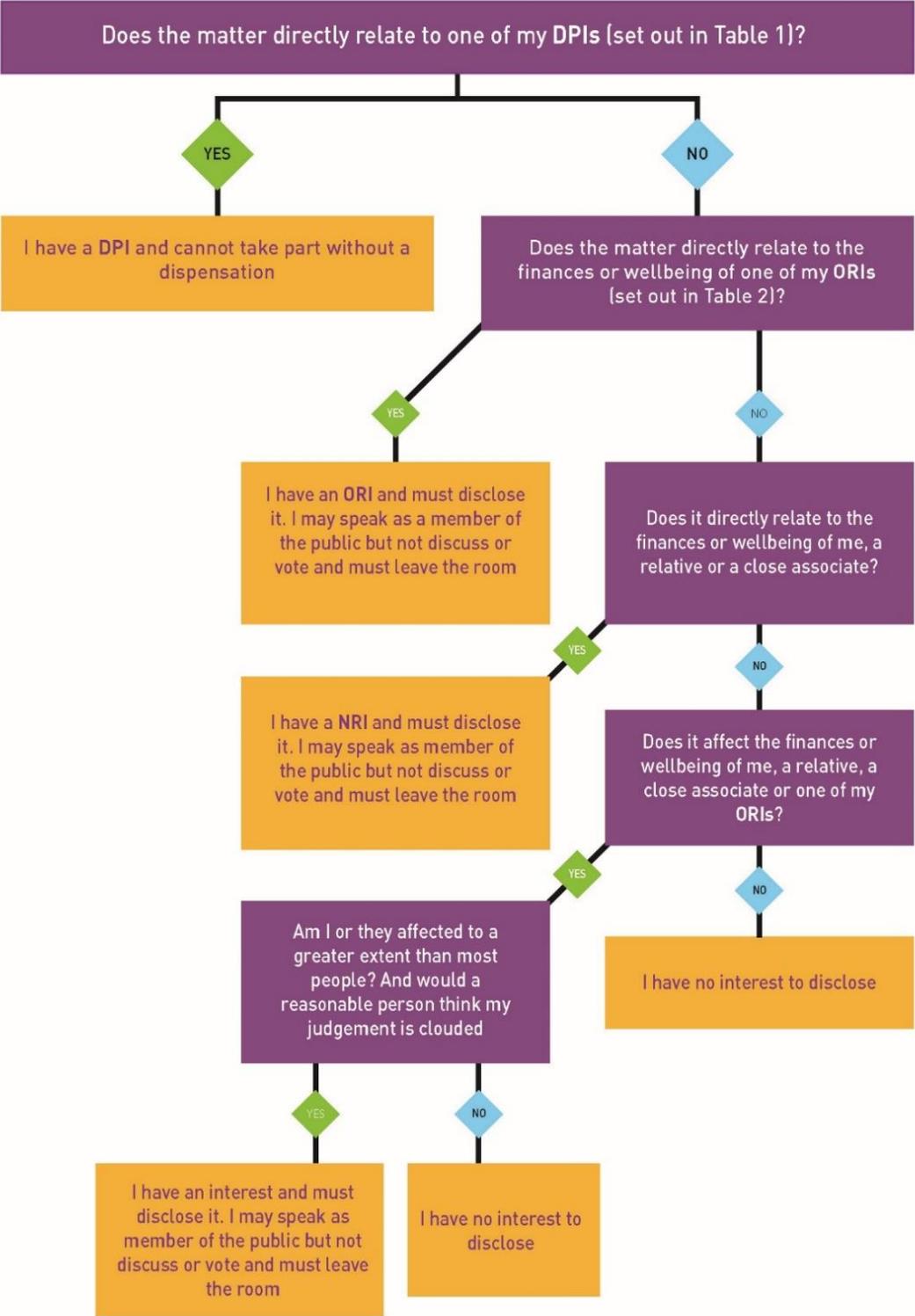


Table 1: Disclosable Pecuniary Interests

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. '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>

	(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

<p>You must register as an Other Registerable Interest :</p> <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> (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

10.4 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:

- 23/01161/NONMAT 11 Manor Crescent, Compton, Newbury, RG20 6NR - Application for a Non-Material Amendment Following a Grant of Planning Permission 21/00780/HOUSE - Single storey rear extension. Amendments: Regularise existing window and roof levels, align new flat roof to match existing. Approved.
- 23/00686/HOUSE 9 Newbury Lane, Compton, RG20 6PB - Proposed two-storey front and side extension and part two-storey part single storey rear extension. Refused.
- 23/00711/COND Institute For Animal Health, High Street, Compton - Application for approval of details reserved by condition 18 Part A (Contaminated Land) of approved 20/01336/OUTMAJ. Approved.
- 23/00713/COND Institute For Animal Health, High Street, Compton - Application for approval of details reserved by Condition 21 (Ecological Mitigation and Enhancement Plan) of planning permission 20/01336/OUTMAJ. Approved.
- 23/00716/COND Institute For Animal Health, High Street, Compton - Application for approval of details reserved by Condition 20 (Construction Environmental Management Plan) of planning permission 20/01336/OUTMAJ. Approved.
- 23/00718/COND Institute For Animal Health, High Street, Compton - Application for approval of details reserved by Condition 19 (Construction Method Statement) of planning permission 20/01336/OUTMAJ. Approved.
- 23/00719/COND Institute For Animal Health, High Street, Compton - Application for approval of details reserved by conditions 16 (Archaeological Supervision) and 17 (Building Recording) of planning permission 20/01336/OUTMAJ. Approved.
- 23/00794/COND Institute For Animal Health, High Street, Compton - Application for approval of details reserved by Condition 18 (Contaminated Land Investigation and Remediation) Part b)-d) of planning permission 20/01336/OUTMAJ. Approved.

11. Finance:

Finance Report

Status at last bank reconciliation 31st July 2023

Account	Amount
Unity Trust Current Account	£24,129.06
Unity Trust Savings Account	£96,489.12
Lloyds Multipay Corporate Card	-£32.50
Total	£120,585.68

Income received 26th June - 28th August

Account	Income Detail	Amount
Current	Compilations advertising	£15.00
Current	Allotment/grazing land rent	£481.50
Current	Recreation ground rent	£100.00
Savings	Interest	£544.73
Total		£1,141.23

Payments made on Lloyds Corporate Card to be approved

Method	Date	Payee	Payment Detail	Amount
CC	03-Jul-23	Lloyds	Monthly card fee	£3.00
CC	26-Jul-23	Amazon	Descaler	£20.14
CC	26-Jul-23	Microsoft	Software	£12.36
CC	02-Aug-23	Lloyds	Monthly card fee	£3.00
CC	08-Aug-23	Microsoft	Software	£12.36
				£50.86

Payments from Unity Trust Current Account to be approved

Method	Date	Payee	Payment Detail	Amount
DD	30-Jun-23	Unity Trust Bank	Bank charges	£18.00
BACS	06-Jul-23	AD Clark	Grounds maintenance	£698.58
BACS	06-Jul-23	Thrings LLP	Planning advice	£1,290.00
DD	19-Jul-23	Vodafone	Phone	£26.20
DD	21-Jul-23	Southern Electric	Pavilion electricity	£105.87
BACS	25-Jul-23	Triangle Management	Refuse disposal	£136.80
DD	28-Jul-23	Castle Water	Pavilion water	£5.00
BACS	07-Aug-23	Staff Costs	Staff Costs July	£1,776.97
BACS	07-Aug-23	Almond Arborists	Stump grinding	£1,335.00
DD	18-Aug-23	Vodafone	Phone charges	£26.20
DD	21-Aug-23	Southern Electric	Street light electricity July	£122.29
BACS	22-Aug-23	AD Clark	Grounds maintenance	£698.58
BACS	22-Aug-23	West Berkshire Council	Compilations Aug	£432.00
BACS	04-Sep-23	A resident	Green bin for clearing Pang trash screen	£44.00

BACS	04-Sep-23	IJ Agricultural and Equestrian Fencing	Installation of bollards in Rec	£462.00
BACS	04-Sep-23	A Councillor	Reimburse training costs	£96.00
BACS	04-Sep-23	PKF Littlejohn	External audit 2022/23	£504.00
BACS	06-Sep-23	Staff Costs	Staff Costs Aug	£1,748.25
DD	15-Sep-23	Southern Electric	Sports Pavilion electricity	£559.24
Total				£10,084.98

Transfers

Method	Date	From Account	To Account	Amount
DD	17-Jul-23	Unity Current	Lloyds Corporate Card	£52.16
DD	16-Aug-23	Unity Current	Lloyds Corporate Card	£35.50
Total				£87.66

Bank Reconciliation

Bank Reconciliation at 31/07/2023

Cash in Hand 01/04/2023	104,027.19
ADD	
Receipts 01/04/2023 - 31/07/2023	43,074.03
	147,101.22
SUBTRACT	
Payments 01/04/2023 - 31/07/2023	26,515.54
A Cash in Hand 31/07/2023 (per Cash Book)	120,585.68

Cash in hand per Bank Statements

Petty Cash	0.00
3 Lloyds Corporate Card	-32.50
2 Unity Savings	96,489.12
1 Unity Current	24,129.06
Subtotal	120,585.68
Less unrepresented payments	0
Subtotal	120,585.68
Plus unrepresented receipts	0
B Adjusted Bank Balance	120,585.68

A = B Checks out OK

Quarterly Budget Report – to 31st July 2023

Income

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
1	Precept	57,000.00	28,500.00	- 28,500.00				- 28,500.00	(-50%)
2	Interest	580.00	544.73	-35.27				-35.27	(-6%)
4	Grants								(N/A)
5	Other Income								(N/A)
57	CIL Receipts		3,375.33	3,375.33				3,375.33	(N/A)
	SUB TOTAL	57,580.00	32,420.06	- 25,159.94				- 25,159.94	(-43%)

Administration

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
6	Staff Costs				20,500.00	6,595.23	13,904.77	13,904.77	(67%)
7	Staff Expenses				170.00	53.15	116.85	116.85	(68%)
8	Office				960.00	352.00	608.00	608.00	(63%)
9	Office Supplies/Equipment				150.00		150.00	150.00	(100%)
10	Phone				240.00	87.32	152.68	152.68	(63%)
11	Website				350.00		350.00	350.00	(100%)
12	Bank Charges				108.00	30.00	78.00	78.00	(72%)
13	Subscriptions				850.00	492.79	357.21	357.21	(42%)
14	Software				1,250.00	517.70	732.30	732.30	(58%)
15	Insurance				1,100.00		1,100.00	1,100.00	(100%)
16	Election Fees				320.00		320.00	320.00	(100%)
17	Audit Fees				600.00	320.00	280.00	280.00	(46%)
18	Chairman's Allowance				80.00		80.00	80.00	(100%)
19	Training				500.00	205.00	295.00	295.00	(59%)
20	Meeting Rental				360.00		360.00	360.00	(100%)
21	Other Expenses								(N/A)

48	Professional Advice				3,000.00	2,925.25	74.75	74.75	(2%)
	SUB TOTAL				30,538.00	11,578.44	18,959.56	18,959.56	(62%)

Village Maintenance

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
22	Grounds Maintenance				6,000.00	3,134.34	2,865.66	2,865.66	(47%)
23	Recreation Ground				300.00	30.67	269.33	269.33	(89%)
24	Play Equipment Maintenance				1,500.00	110.00	1,390.00	1,390.00	(92%)
25	Tree Maintenance				1,000.00		1,000.00	1,000.00	(100%)
26	Refuse Disposal				2,500.00	1,724.97	775.03	775.03	(31%)
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	4,999.98	6,450.02	6,765.46	(59%)

Allotments

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
29	Allotment Rent - Newbury Lane	500.00	297.50	-202.50				-202.50	(-40%)
30	Allotment Rent - School Road	450.00	649.75	199.75				199.75	(44%)
31	Newbury Lane Water				300.00		300.00	300.00	(100%)
32	Newbury Lane Capital								(N/A)
33	Newbury Lane Other Expenses								(N/A)
34	School Road Water				250.00	108.40	141.60	141.60	(56%)
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	947.25	-2.75	550.00	183.40	366.60	363.85	(24%)

Sports Pavilion

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
38	Football Club - Income	450.00	210.00	-240.00				-240.00	(-53%)

39	SP Building Maintenance				1,000.00	100.00	900.00	900.00	(90%)
40	SP Running Costs				500.00	388.62	111.38	111.38	(22%)
41	Pitch Marking				400.00	95.03	304.97	304.97	(76%)
62	Pavilion/Recreation Ground Hire (non-football)	150.00	150.00					150.00	(N/A)
	SUB TOTAL	450.00	360.00	-90.00	1,900.00	583.65	1,316.35	1,226.35	(52%)

Lighting

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
42	Electricity				8,000.00	384.92	7,615.08	7,615.08	(95%)
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	1,009.08	45,290.92	45,290.92	(97%)

Burial Ground

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments 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 Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
49	Compilations - Income	2,000.00	150.00	-1,850.00				-1,850.00	(-92%)
50	Compilations				2,300.00	808.39	1,491.61	1,491.61	(64%)
	SUB TOTAL	2,000.00	150.00	-1,850.00	2,300.00	808.39	1,491.61	-358.39	(-8%)

Grants

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
51	Grants				1,000.00	285.00	715.00	715.00	(71%)
	SUB TOTAL				1,000.00	285.00	715.00	715.00	(71%)

Events

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
54	Christmas Events				200.00		200.00	200.00	(100%)
55	Christmas Day Lunch Room Hire				50.00		50.00	50.00	(100%)
59	Other Events								(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	475.00	225.00	460.07	(65%)

Reserves

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
56	Reserves					4,171.78	-4,171.78	-4,171.78	(N/A)
58	CIL Expenditure								(N/A)
	SUB TOTAL					4,171.78	-4,171.78	-4,171.78	(N/A)

Summary

NET TOTAL	60,980.00	34,427.82	-	98,738.00	24,379.05	74,358.95	47,806.77	(29%)
V.A.T.		8,646.21	26,552.18		2,136.49			
GROSS TOTAL		43,074.03			26,515.54			

12. To review the external audit report for 2022/2023

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **Compton Pariah Council – BE0028**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a limited assurance review is set out by the National Audit Office (NAO). A limited assurance review is not a full statutory audit, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the Information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

25/08/2023