

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 8th February 2021 at 7.00pm

PLACE: Online via Zoom - Meeting ID: 849 9771 7553, Passcode: 415518, [Meeting link](#)

Please note, due to the current Covid-19 situation and as permitted by The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting will be conducted online via zoom.

S. Marshman

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

2nd February 2021

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 11th January 2021
5. To discuss any matters arising from the minutes of the Council Meeting on 11th January 2021
6. To receive a report from the District Councillor
7. To receive the Clerk's report

8. To note the Minutes and Recommendations from any Committees that have met since the last Full Council Meeting:
 - a) Personnel Committee Minutes
 - b) Planning Committee Minutes
9. Planning Applications
 - a) To consider the following new planning applications:
 - None
 - 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
10. To consider costs for legal advice relating to plot 2 at Newbury Lane allotments
11. To consider appointing an internal auditor for the 2020/21 internal audit and to agree the scope for audit
12. To consider adopting a revised Council structure, and, if agreed:
 - a) To consider adopting terms of reference for the following Committees and Working Parties:
 - i. Operations Committee
 - ii. Personnel Committee
 - iii. Planning Committee
 - iv. Policy and Finance Working Party
 - v. Access and Mobility Working Party
 - vi. Well Being / Communications Working Party
 - b) To consider assigning Members to each Committee and Working Party
13. To consider appointing a working party in relation to the Queen's Platinum Jubilee in 2022
14. To review the quantity and positioning of dog bins within the parish
15. To consider adopting a Council logo
16. To consider whether to retain the trees planted by West Berkshire Council on CPC land on the corner of Manor Crescent and Burrell Road
17. To consider the purchase of IT equipment for Councillors to assist within online meetings
18. To receive an update on vandalism and anti-social behaviour (ASB) in the village

19. To receive reports on the following:

- a) Recreation Ground
- b) Sports Pavilion
- c) Rights of Way
- d) Village Hall
- e) Allotments
- f) Downland Practice Patient Representation Group
- g) Communications
- h) Parish Assets and Management Working Party
- i) Neighbourhood Development Plan
- j) Burial Ground
- k) GDPR

20. Finance:

- a) To consider approving payments to be made or made between meetings
- b) To note the most recent bank reconciliation
- c) To receive any reports from the Internal Controller

21. To discuss matters for future consideration and for information

22. To resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw.

23. To consider tenders for the replacement of the council owned footway lighting in Compton

24. To review funding available for the replacement of the footway lighting and to consider whether the Council should apply for a loan

Date and time of next scheduled meeting:

Parish Council Meeting: Monday 1st March 2021 at 7pm

Supporting Documentation

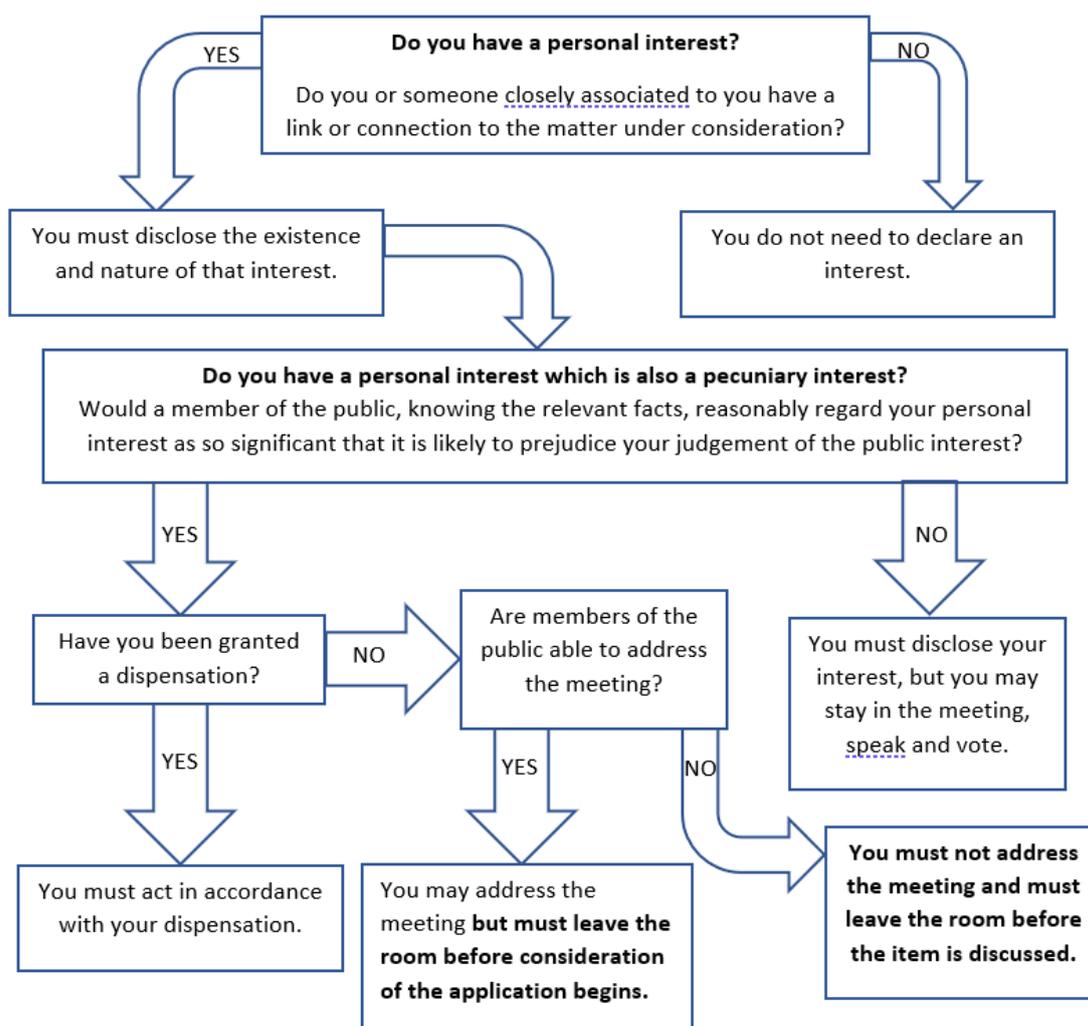
1. To receive, and consider for acceptance, apologies for absence from Members of the Council

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](#).

The following is provided for guidance:



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 11th January 2021

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 11th January 2021 (below).

FULL COUNCIL MINUTES

Minutes of the Full Council meeting held Online via Zoom on Monday 11th January 2021 commencing at 7:00pm.

Members Present:

Dave Aldis, Chairman	Mark Birtwistle	Jude Cunningham
Linda Moss	Dan Neate	Rebecca Pinfold
Keith Simms	Alison Strong (7:05pm)	Ian Tong

Members Absent: None

Officers Present: Sarah Marshman, Clerk/RFO

In Attendance: Carolyne Culver, District Councillor

Minutes

20/21-186 To receive, and consider for acceptance, apologies for absence from Members of the Council

All members were present so no apologies for absence were received.

20/21-187 To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation

No declarations of interests or requests for dispensation were received.

20/21-188 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.

20/21-189 To approve the minutes of the Parish Council Meeting held on 7th December 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.

20/21-190 To discuss any matters arising from the minutes of the Council Meeting on 7th December 2020

There were no matters arising.

20/21-191 To receive a report from the District Councillor

The following planning application has been refused: 20/01002/COMIND Ilsley Barn Farm, Sunrise Hill, East Ilsley - Change of use and redevelopment of agricultural research buildings to workspace units (Class B1).

The COVID vaccination programme through the Downland Practice is due to begin the following week.

AS joined the meeting.

20/21-192 To receive the Clerk's report

Several of the footway lights in Compton have failed and the maintenance contractor is unable to obtain the correct bulbs. The Clerk has prepared a tender document for the replacement of all CPC owned lighting that has not already been replaced by LED.

20/21-193 To note the Minutes and Recommendations from any Committees that have met since the last Full Council Meeting:

c) Personnel Committee Minutes

The Minutes of the Personnel Committee meeting held on 14th December 2020 were noted. The following recommendation was made to Full Council: The Council website should move to a gov.uk domain name.

d) Planning Committee Minutes

There have been no meetings of the Planning Committee since the last Full Council meeting.

20/21-194 Planning Applications

a) To consider the following new planning applications:

There were no applications to consider.

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

No applications were requested to be referred to the Western Area Planning Committee.

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.

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

There were no decisions to review.

- 20/21-195 To consider responding to the Regulation 14 consultation on the Compton Neighbourhood Development Plan**
Resolved: Not to comment on the Regulation 14 consultation.
- 20/21-196 To consider quotes for the grounds maintenance contract for 2021-2023**
Resolved: To accept a quote from AD Clark from March 2021 – February 2024 at a total cost of £4,471 plus £285 for total weed control for year 1 with increases for years 2 and 3 in line with inflation.
- 20/21-197 To consider costs associated with the development of the new website**
Resolved: Not to include additional costs associated with a payment page or development of a Council logo.
KS, AS and LM will work on the development of a Council logo.
IT, MB and the Clerk will research the use of emails and obtaining a gov.uk website address for consideration at a future meeting.
- 20/21-198 To consider the draft budget and set the precept for 2021/2022**
Resolved: To adopt the budget for 2021/22 and to keep the precept at £49,050.
- 20/21-199 To consider responding to the consultation by West Berkshire Council on the emerging draft Local Plan Review 2020-2037**
Resolved: Not to respond to the consultation.
- 20/21-200 To consider responding to the consultation on the West Berkshire Proposed Submission Minerals and Waste Local Plan (MWLP)**
Resolved: Not to respond to the consultation.
- 20/21-201 To consider responding to the consultation by West Berkshire Council on proposed term dates for 2022/23**
Resolved: Not to respond to the consultation.
- 20/21-202 To discuss the council structure**
The Council Structure will be discussed further before a final proposal is considered at the March meeting.
- 20/21-203 To receive an update on vandalism and anti-social behaviour (ASB) in the village**
An incident had occurred at the shop related to the requirement to wear a face mask.
- 20/21-204 To receive reports on the following:**
Sports Pavilion: The painting of the floors has been completed and so all works are now complete.

Neighbourhood Development Plan: The public consultation close on 21st December. The responses will be collated and circulated to the Council.

GDPR: The use of WhatsApp needs to be added to the Council's communications policy and data retention policy.

20/21-205 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 is on the Finance Report in Appendix 1.

b) To note the bank reconciliations to 30th November 2020

Resolved: To note the bank reconciliation figures as provided on the Finance Report.

20/21-206 To discuss matters for future consideration and for information

Three trees have been planted on the land owned by Compton Parish Council on Manor Crescent by the corner to Burrell Road. The Clerk will contact the tree officer at West Berkshire Council.

It was agreed to move the meeting date for February to the 8th.

The Clerk was requested to contact Sovereign for an update on vehicles driving across the Parish Council land at Gordon Crescent.

There being no further business, the meeting was closed at 8:32pm.

Appendix 1: Finance Report

Status at last bank reconciliation 30th November 2020

Account	Amount
Unity Trust Current Account	£62,584.20
Unity Trust Deposit Account	£122,634.57
Lloyds Multipay Corporate Card	-£52.62
Total	£185,166.15

Income received 30th November 2020 – 3rd January 2021

Account	Income Detail	Amount
Unity Current	Compilations advertising 2021	£1,290.00
Total		£1,290.00

Payments made on Lloyds Corporate Card to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
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CC	02-Dec-21	137	Lloyds Bank	Monthly fee for corporate card	£3.00
CC	25-Dec-21	138	Microsoft	Office 365 subscription	£11.28
Total					£14.28

Payments to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
DD	16-Dec-21	139	The Good Exchange	Fee for grant received	£300.00
DD	18-Dec-21	140	Vodafone	Mobile phone monthly charge	£15.75
DD	31-Dec-21	141	Unity Trust Bank	Service charge	£18.00
DD	10-Jan-21	142	SSE	Electricity Q3	£1,192.10
BACS	11-Jan-21	143	Compton Parochial Church Council	Grant	£285.00
BACS	11-Jan-21	144	Chris Bolt Property Maintenance	Painting of referee room/kitchen in sports pavilion	£395.00
BACS	11-Jan-21	145	Lexis Nexis	Arnold Baker Book	£119.99
BACS	11-Jan-21	146	Staff Costs	Including salary, expenses, PAYE and pension contributions Nov	£1,485.81
DD	04-Feb-21	147	Information Commissioner's Office	Registration fee 2021	£35.00
Total					£3,846.65

Transfers

Method	Payment Date	Voucher No	From Account	To Account	Amount
DD	16-Dec-21	148	Unity Current	Lloyds Corporate Card	£55.62
Total					£55.62

5. To discuss any matters arising from the minutes of the Council Meeting on 11th January 2021

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, Carolyne Culver.

7. To receive the Clerk's report

A verbal report will be invited from the Clerk to provide an update on actions taken since the previous meeting.

8. To note the Minutes and Recommendations from any Committees that have met since the last Full Council Meeting:

- a) Personnel Committee Minutes**
 - b) Planning Committee Minutes**
-

There have been no meetings of the Personnel Committee since the last Full Council meeting.
There have been no meetings of the Planning Committee since the last Full Council meeting.

9. Planning Applications

- a) To consider the following new planning applications:**
 - None
 - 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:
 - 20/03093/CERTP 14 Tithe Barn Close Compton Newbury RG20 6AA - Conversion of one half of existing double garage into habitable living space. The Parish Council was not consulted on this application. West Berkshire Council refused the certificate of lawfulness.
 - 20/02632/FULD and 20/02634/LBC2 The Manor Barn, Tithe Barn Close, Compton - Conversion of The Manor Barn into two dwellings. The Parish Council submitted a response of 'no objections' to both applications. West Berkshire Council has advised that both applications were withdrawn.
 - 20/03094/AGRIC Church Farm House, Aldworth Road, Compton, Newbury - Application to determine if prior approval is required for a proposed Modern Steel portable Frame with green exterior cladding. The building will be used to store 2 different types of Grain, Hay, Straw, Fertiliser Machinery and other general Farm materials. The building will have both individual man doors and larger doors for machinery but will mostly be enclosed with walls due to prevent the weather, and items needed to be kept dry. West Berkshire Council has determined that prior approval is not required for the proposal.

10. To consider costs for legal advice relating to plot 2 at Newbury Lane allotments

Members are requested to consider a quote for legal advice relating to plot 2 at Newbury Lane allotments.

11. To consider appointing an internal auditor for the 2020/21 internal audit and to agree the scope for audit

Members are requested to consider appointing an internal auditor for the 2020/21 internal audit and to agree the scope of audit below.

Scope for Internal Audit

The check list below is drawn from the 'Annual Internal Audit Report 2019/20' section of the 'Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2019/20'.

This check list is designed to assist you in identifying the areas that should be covered during the audit; you are, of course, at liberty to include any other checks you consider necessary in addition to these.

- A. Appropriate accounting records have been properly kept throughout the financial year.
- B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
- C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
- E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
- F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
- G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.
- H. Asset and investments registers were complete and accurate and properly maintained.

- I. Periodic and year-end bank account reconciliations were properly carried out.
- J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.
- K. IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt.
- L. The authority has demonstrated that during summer 2020 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

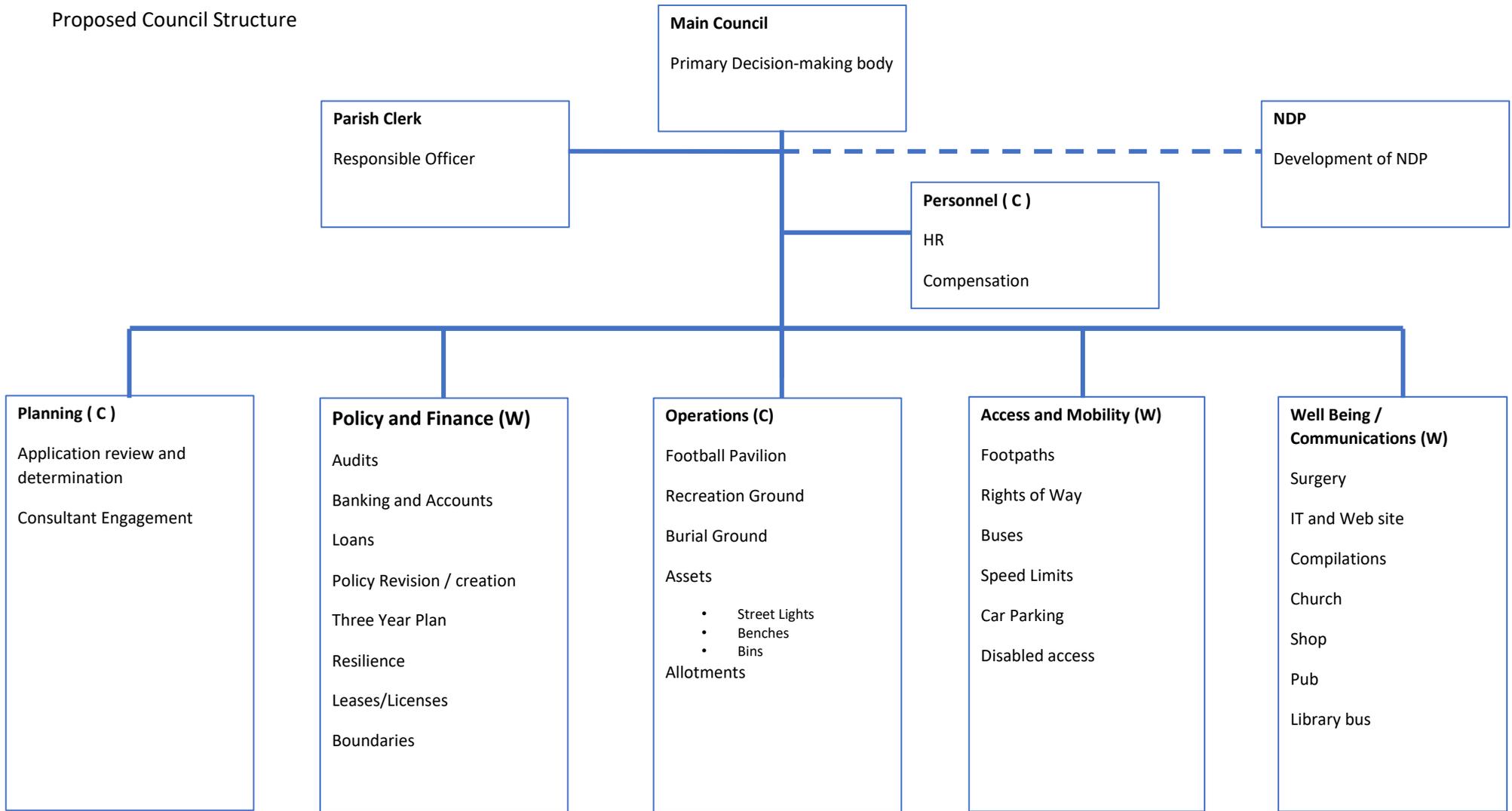
12. To consider adopting a revised Council structure, and, if agreed:

- a) **To consider adopting terms of reference for the following Committees and Working Parties:**
 - i. **Operations Committee**
 - ii. **Personnel Committee**
 - iii. **Planning Committee**
 - iv. **Policy and Finance Working Party**
 - v. **Access and Mobility Working Party**
 - vi. **Well Being / Communications Working Party**
- b) **To consider assigning Members to each Committee and Working Party**

The following proposal has been received for the structure of the Council. Members are requested to consider whether to adopt this structure.

Should the proposal be adopted, Members are requested to consider adopting terms of reference for the Committees and Working Parties listed above, as given below, and assigning Members to each newly formed Committee and Working Party.

Proposed Council Structure



Operations Committee Terms of Reference

These rules are supplemental to, and do not in any way override, the Parish Council's standing orders &/or financial regulations.

Membership of the Operations Committee

- a) Except in the circumstances outlined in "Chair/Vice Chair" c below, the committee shall comprise no more than five members of the Parish Council, to be confirmed every year at the Annual Parish Council meeting, in addition to the Parish Council chair and vice-chair.
- b) Any changes in membership of the committee after the Annual Parish Council meeting shall be subject to approval at the next Full Council meeting.
- c) The quorum of the committee shall be three of its members.

Chair/Vice Chair

- a) The chair of the committee shall be the chair of the Parish Council, unless the chair of the Parish Council declines in which case the chairman of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.
- b) The vice-chair of the committee shall be the vice-chair of the Parish Council.
- c) Upon election of a new Parish Council chair, the outgoing chair shall remain a member of the Operations committee for a period of six months from the date of the meeting at which the new Parish Council chair was elected, provided that the outgoing chair is still a member of the Parish Council.

Conduct of Meetings

- a) All meetings of the committee shall be public meetings, convened in accordance with the Parish Council's standing orders.
- b) Meetings will be minuted by the Finance Officer, another member of staff or a member of the committee.

Powers of the Operations Committee

- a) The committee shall be empowered to make any financial decisions on behalf of the Parish Council subject to the following exceptions:
 - 1) Determination of the Council's overall borrowing limit.
 - 2) Determination of the Council's short-term borrowing limit.
 - 3) Determination of the amount of interest payable by the Parish Council at rates variable by a lender or which are controlled by external factors.
 - 4) Issue of a precept.
 - 5) Final approval of the Council's overall budget and reserves policy
 - 6) Approval of a lottery scheme.
 - 7) Amendment of the Council's financial regulations or standing orders.
 - 8) Any single item of expenditure (including aggregated stage payments) in excess of the figure agreed by the Full Council at the Annual Parish Council meeting, or £7,500 if no figure has been agreed; any project budget in excess of the figure agreed by the Full Council at the Annual Parish Council meeting, or £7,500 if no figure has been agreed; or any contract, order or agreement leading to such expenditure, unless already provided for by way of an agreed maximum approved by Full Council, or an overall project-specific budget or earmarked reserve approved by Full Council.

- 9) Any expenditure which would result in the sum total of the Council's overall net expenditure budget and any additional expenditure approved by Full Council being exceeded by more than £10,000, or which would deplete uncommitted reserves to a level more than £10,000 below the minimum level specified in the Council's reserves policy.
 - 10) Any other restrictions or financial constraints imposed by Full Council.
- b) The committee shall be empowered to approve legal documents on behalf of the Parish Council subject to the proviso that the sale, disposal, acquisition or transfer of title of any land or buildings regardless of value, or any other assets valued in excess of the figure agreed by the Full Council at the Annual Parish Council meeting, or £7,500 if no figure has been agreed, shall be pre-authorised by Full Council.
 - c) The committee shall be empowered to act on behalf of the Parish Council in respect of tenders, quotations, contracts and appointment of contractors, subject always to the expenditure restrictions outlined in 4a (8) and (9) above, and to compliance with relevant standing orders and financial regulations.
 - d) To prepare and issue communications to residents of the Parish in relation to planning matters.

Notes:

- I. Provided Full Council has approved the maximum amount and purpose of the expenditure, approval of a quotation or tender, or appointment of a contractor, shall be at the discretion of the committee.
- II. Where an existing contract is being renewed or awarded to a different contractor or contractors, Full Council approval shall only be required if costs will increase by more than the figure agreed by the Full Council at the Annual Parish Council meeting, or £7,500 if no figure has been agreed, as a result.
- III. The committee shall be empowered to determine fees to be charged by the Council.
- IV. Subject to compliance with standing orders and financial regulations, the committee shall be empowered to approve risk assessments, method statements and policies and procedures for controlling risk on the Parish Council's behalf in relation to its area of responsibility.
- V. The committee shall be empowered to approve and/or amend Burial Ground regulations, the conditions of hire of Council premises and other regulations or policy documents relating to Parish Council facilities.

Responsibilities and Areas of Operation of the Operations Committee

- a) The committee shall be responsible for ensuring that the following (see below) Council assets and resources are managed in a responsible and prudent manner, and assessing financial, contractual and organisational risk and the impact of expenditure on the Parish Council's long-term plans on an ongoing basis.
 1. Sports Pavilion
 2. Recreation Ground
 3. Burial Ground
 4. Assets
 5. Street Lights
 6. Benches
 7. Bins
 8. Allotments

- b) The committee shall monitor the income and expenditure of the Parish Council's assets detailed in (a) above throughout the year, ensuring that the amounts concerned are consistent with approved budgets and that any income shortfalls or expenditure in excess of budgets will not adversely affect the Council's overall financial position.
- c) The committee shall consider budget proposals from the Responsible Financial Officer &/or the Facilities Manager(s) &/or Working Groups, and agree upon an overall budget as input to the precept requirement every year subject to final approval by Full Council.
- d) The committee shall ensure that outside funding opportunities have been explored in relation to spending proposals as and when appropriate.
- e) For each financial year, the committee shall, by 30th November in the previous year, agree scales of fees for the Burial Ground and the hire of Council premises, with due regard to any significant changes in overheads.
- f) The committee shall ensure that concessions in respect of fees (i.e. fees reduced or waived) are monitored and reviewed periodically.
- g) The committee shall examine the reports of internal and external auditors of the facilities and in relation to Health and Safety, ensuring that any recommendations are complied with and that any shortcomings highlighted in the reports are addressed as soon as possible.
- h) The committee shall be responsible for: overseeing the risk assessments, health & safety checks and maintenance inspections carried out, and (in the case of risk assessments) reviewed annually, by the Facilities Manager(s); satisfying itself that they are comprehensive, fully documented and up to date; ensuring that steps are taken to remedy any shortcomings, defects or problems arising; and carrying out at least annually formal (minuted) annual reviews including:
 1. The RoSPA inspections relating to the Children's Play Area, Recreation field, Multi Games Use Area and Zip Wire.
 2. A sample of risk assessments.
 3. A sample of safety and maintenance inspection records.
 4. The Council's health safety and welfare policy and child protection policy.
 5. Conditions of hire of Council premises.
 6. Keyholding procedures and security of Council premises.
 7. The Council's smoking policy relating to Council staff and premises.
 8. The Council's food safety policy relating to food served on Council premises.
 9. Burial Ground regulations.
- i) In addition to the responsibilities outlined in h above, the committee shall carry out a formal overall review of all risk and risk assessment at least annually, ensuring that any unacceptable risks or shortcomings in assessment are addressed as soon as possible, and that suitable risk assessments are in place covering all Council facilities and activities.
- j) The committee shall ensure that the Parish Council maintains adequate levels of insurance cover, reviewing the schedule of cover at least annually.
- k) The committee shall ensure that proper records are kept of the Parish Council's properties and significant assets.
- l) In addition to all of the above, the committee shall put in place whatever internal controls it considers necessary to ensure that the Council's resources are properly managed and that rules and regulations are complied with.
- m) Make recommendations to Full Council on how CIL may be used to enhance the Parish.

Personnel Committee Terms of Reference

These rules are supplemental to, and do not in any way override, the Parish Council's standing orders &/or financial regulations.

Membership of the Personnel Committee

- d) Except in the circumstances outlined in 2c below, the committee shall comprise no more than one member of the Parish Council, to be confirmed every year at the Annual Parish Council meeting, in addition to the Parish Council chair and vice-chair.
- e) Any changes in membership of the committee after the Annual Parish Council meeting shall be subject to approval at the next Full Council meeting.
- f) The quorum of the committee shall be three of its members.

Chair/Vice Chair

- a) The chair of the committee shall be a member of Full Council who is not the chair of the Parish Council.
- b) The vice-chair of the committee shall be the vice-chair of the Parish Council.
- c) Upon election of a new Parish Council chair, the outgoing chair shall remain a member of the Personnel committee for a period of six months from the date of the meeting at which the new Parish Council chair was elected, provided that the outgoing chair is still a member of the Parish Council.

Conduct of Meetings

- c) All meetings of the committee shall be public meetings, convened in accordance with the Parish Council's standing orders.
- d) Meetings will be minuted by the Clerk, another member of staff or a member of the committee.

Powers of the Personnel Committee

- e) The committee shall be empowered to make any financial decisions on behalf of the Parish Council subject to the following exceptions:
 - 1) Determination of the Council's overall borrowing limit.
 - 2) Determination of the Council's short-term borrowing limit.
 - 3) Determination of the amount of interest payable by the Parish Council at rates variable by a lender or which are controlled by external factors.
 - 4) Issue of a precept.
 - 5) Final approval of the Council's overall budget and reserves policy
 - 6) Approval of a lottery scheme.
 - 7) Amendment of the Council's financial regulations or standing orders.
 - 8) Any single item of expenditure (including aggregated stage payments) in excess of the figure agreed by the Full Council at the Annual Parish Council meeting, or £7,500 if no figure has been agreed; any project budget in excess of the figure agreed by the Full Council at the Annual Parish Council meeting, or £7,500 if no figure has been agreed; or any contract, order or agreement leading to such expenditure, unless already provided for by way of an agreed maximum approved by Full Council, or an overall project-specific budget or earmarked reserve approved by Full Council.
 - 9) Any expenditure which would result in the sum total of the Council's overall net expenditure budget and any additional expenditure approved by Full Council being

exceeded by more than £10,000, or which would deplete uncommitted reserves to a level more than £10,000 below the minimum level specified in the Council's reserves policy.

10) Any other restrictions or financial constraints imposed by Full Council.

- f) The committee shall be empowered to approve legal documents on behalf of the Parish Council subject to the proviso that the value is not in excess of £2,500, unless pre-authorised by Full Council.
- g) The committee shall be empowered to act on behalf of the Parish Council in all matters concerning staff pay and conditions of employment, office procedures and record keeping, subject only to the restrictions in 4a (8) and (9) above.

Notes:

- i. Subject to compliance with standing orders and financial regulations, the committee shall be empowered to approve risk assessments, method statements and policies and procedures for controlling risk on the Parish Council's behalf.
- ii. The committee shall be empowered to act on the Council's behalf in respect of the Freedom of Information Act (in accordance with standing order 20), the Data Protection Act and General Data Protection Regulations.
- iii. The committee shall be empowered to act in respect of alleged breaches in the Code of Conduct in accordance with standing order 14.

Responsibilities and Areas of Operation of the Personnel Committee

- n) The committee shall be responsible for ensuring that the Council's staff are managed in a responsible and prudent and caring manner, and assessing financial, contractual and organisational risk and the impact of expenditure.
- o) For each financial year, the committee shall, by 30th November in the previous year, agree and salary, pension or other staff related adjustments, with due regard to any significant changes in overheads.
- p) The committee shall examine the reports of internal and external auditors, ensuring that any personnel/staffing recommendations are complied with and that any shortcomings highlighted in the reports are addressed as soon as possible.
- q) The committee shall ensure that the Council has in place formal grievance and disciplinary procedures for its staff, and an equal opportunities policy, and that these are reviewed periodically as appropriate.
- r) The committee shall consider whether meetings of the Parish Council and its committees are conducted in accordance with standing orders, financial regulations and terms of reference, and with due regard to National Association of Local Councils (NALC) guidelines, referring any shortcomings in this respect to Full Council if appropriate.
- s) The committee shall take whatever advice it deems necessary to ensure that the Council is fully aware of its legal rights and obligations.

Planning Committee Terms of Reference

These rules are supplemental to, and do not in any way override, the Parish Council's standing orders &/or financial regulations.

Membership of the Planning Committee

- a) Membership of the committee will be as decided at the Annual Parish Council meeting each year, subject to the proviso that the chairman and vice chairman of the Parish Council shall, in any event, be ex officio members.
- b) The committee shall be subject to a quorum of three of its members.

Chairman

- a) The chairman of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.
- b) The vice-chairman of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.

Conduct of Meetings

- a) All meetings of the Planning committee will be convened in accordance with the Parish Council's standing orders.
- b) Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the committee.

Powers of the Planning Committee

The Planning committee shall be empowered to:

- a) The committee shall be empowered to make any financial decisions on behalf of the Parish Council subject to the following exceptions:
 1. Determination of the Council's overall borrowing limit.
 2. Determination of the Council's short-term borrowing limit.
 3. Determination of the amount of interest payable by the Parish Council at rates variable by a lender or which are controlled by external factors.
 4. Issue of a precept.
 5. Final approval of the Council's overall budget and reserves policy
 6. Approval of a lottery scheme.
 7. Amendment of the Council's financial regulations or standing orders.
 8. Any single item of expenditure (including aggregated stage payments) in excess of the figure agreed by the Full Council at the Annual Parish Council meeting, or £7,500 if no figure has been agreed; any project budget in excess of the figure agreed by the Full Council at the Annual Parish Council meeting, or £7,500 if no figure has been agreed; or any contract, order or agreement leading to such expenditure, unless already provided for by way of an agreed maximum approved by Full Council, or an overall project-specific budget or earmarked reserve approved by Full Council.
 9. Any expenditure which would result in the sum total of the Council's overall net expenditure budget and any additional expenditure approved by Full Council being exceeded by more than £10,000, or which would deplete uncommitted reserves to a level more than £10,000 below the minimum level specified in the Council's reserves policy.
 10. Any other restrictions or financial constraints imposed by Full Council.

- b) Authorise expenditure provided such expenditure is:
 - 1. Consistent with the responsibilities and areas of operation of the Planning committee;
 - 2. Within the budget set for Planning as part of the Council's overall budget or within any additional budget for planning authorised by Full Council during the course of the financial year.
- c) To act on behalf of the Parish Council in respect of any planning issues and, in particular, to:
 - 1. Support or object to planning applications on the Parish Council's behalf as appropriate taking into account the size and scale of any Planning issue and where appropriate bring to Full Council for wider consideration and determination.
 - 2. To seek advice/support from the Councils Planning Consultants as appropriate
 - 3. Submit comments and recommendations regarding planning applications to West Berkshire Council on the Parish Council's behalf.
- d) To respond on the Parish Council's behalf to consultations regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning.
- e) To prepare and issue communications to residents of the Parish in relation to planning matters.
- f) To delegate powers to the Clerk in relation to planning responses where this is appropriate and guidance has been provided to the Clerk.

Responsibilities and Areas of Operation of the Planning Committee

- a) To consider planning applications in respect of properties and developments in Compton and to:
 - 1. Decide whether to support, object or have no objection on the Parish Council's behalf.
 - 2. Submit comments and recommendations on the Parish Council's behalf to West Berkshire Council as required.
 - 3. Decide whether to request the Parish Ward Member to "Call in" an application.
- b) To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding whether to submit comments or recommendations of support or objection.
- c) To ensure that any objections or recommendations are based solely on planning criteria.
- d) To consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning at local, regional or national level, and to respond on the Parish Council's behalf as appropriate.
- e) To take note of decision notices in respect of planning applications received from West Berkshire Council.
- f) To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
- g) To provide updates on the CIL budgets held by the Council and to make recommendations to Full Council on how these may be used to enhance the Parish.
- h) To liaise with West Berkshire Council, the Village Neighbourhood Plan Development group and any other groups, sub groups or organisations regarding planning issues and other issues, including the infrastructure of the village and environmental improvement scheme which might have an impact on planning.

- i) Subject to the budgetary constraints outlined in “Powers of the Planning Committee – (a)” [above], to purchase heritage plaques for the Conservation area on the Parish Council’s behalf.
- j) To bid or apply for grants to finance any initiatives which are consistent with the responsibilities and Areas of Operation of the Planning Committee.

Policy and Finance Working Party Terms of Reference

Membership

Members of the working party will be appointed every year at the Annual Parish Council meeting.

Leader

A leader will be appointed for the working party every year at the Annual Parish Council meeting. The leader will be the main point of contact for Council staff, Council members and members of the public, and will also be a member of the Operations committee unless otherwise agreed by Full Council.

Powers

Working parties cannot make decisions on behalf of the Parish Council, and any recommendations made by working parties will be subject to approval by the Council or suitably authorised committees or members of staff.

Responsibilities and Areas of Operation

- a) The committee review the Council's finances and resources to ensure that they are managed in a responsible and prudent manner, and assessing financial, contractual and organisational risk and the impact of expenditure on the Parish Council's reserves and long-term plans on an ongoing basis.
 - 1) The Working Party shall examine the Council's accounts and the annual return, ensuring that any significant irregularities are reported to Full Council without undue delay.
 - 2) The Working Party shall monitor the income and expenditure of the Parish Council and its committees throughout the year, ensuring that the amounts concerned are consistent with approved budgets and that any income shortfalls or expenditure in excess of budgets will not adversely affect the Council's overall financial position.
 - 3) The Working Party shall consider budget proposals from the Responsible Financial Officer &/or the Facilities Manager &/or committees, and comment upon the overall budget, reserves policy and precept requirement every year subject to final approval by Full Council.
 - 4) The Working Party shall check that outside funding opportunities have been explored in relation to spending proposals as and when appropriate.
 - 5) The Working Party shall examine the reports of internal and external auditors, ensuring that any recommendations are complied with and that any shortcomings highlighted in the reports are addressed as soon as possible.
- b) The Working Party shall oversee all Council Policies, making recommendations on any changes necessary to Full Council
- c) The Working Party shall ensure review the levels of insurance cover, reviewing the schedule of cover at least annually and making recommendations to Full Council as required.
- d) The Working Party shall ensure that the Parish Council's standing orders and financial regulations are reviewed periodically, submitting any amendments to Full Council for approval.
- e) The committee shall consider whether meetings of the Parish Council and its committees are conducted in accordance with standing orders, financial regulations and terms of reference, and with due regard to National Association of Local Councils (NALC) guidelines, referring any shortcomings in this respect to Full Council if appropriate.

- f) The committee shall review periodically any regulations or policies which do not need to be reviewed by Full Council and which are not listed elsewhere in this document.
- g) In addition to all of the above, the Working Party shall put in place whatever internal controls it considers necessary to ensure that the Council's resources are properly managed and that rules and regulations are complied with.
- h) The Working Party shall review the effectiveness of the Council's internal control at least annually
- i) The leader of the working party, if unable to attend a meeting of the Full Council will nominate another member of the working party to attend and deliver the report. (The working party member standing in for the leader in such circumstances will not be entitled to vote at the meeting unless already confirmed as a member of the committee by Full Council.)

Access and Mobility Working Party Terms of Reference

Membership

Members of the working party will be appointed every year at the Annual Parish Council meeting.

Leader

A leader will be appointed for the working party every year at the Annual Parish Council meeting.

The leader will be the main point of contact for Council staff, Council members and members of the public, and will also be a member of the Facilities committee unless otherwise agreed by Full Council.

Powers

Working parties cannot make decisions on behalf of the Parish Council, and any recommendations made by working parties will be subject to approval by the Council or suitably authorised committees or members of staff.

Responsibilities and Areas of Operation

The working party will arrange informal inspections of the Footpaths and Rights of Way on a random but at least monthly basis, drawing any perceived shortcomings in weed or hedge ingress, litter and maintenance, security or health and safety to the attention of the Clerk.

The working party will ensure that at least one inspection is carried out within the fortnight prior to any meetings of the Full Council and the leader of the working party will report on the outcome at the meeting.

The leader of the working party, if unable to attend a meeting of the Full Council, will nominate another member of the working party to attend and deliver the report. (The working party member standing in for the leader in such, circumstances will not be entitled to vote at the meeting unless already confirmed as a member of the committee by Full Council.)

The leader of the working party will liaise with West Berkshire Council regarding the design and wording of signage and general upkeep as appropriate.

Wellbeing and Communications Working Party Terms of Reference

Membership

Members of the working party will be appointed every year at the Annual Parish Council meeting.

Leader

A leader will be appointed for the working party every year at the Annual Parish Council meeting.

The leader will be the main point of contact for Council staff, Council members and members of the public.

Powers

Working parties cannot make decisions on behalf of the Parish Council, and any recommendations made by working parties will be subject to approval by the Council or suitably authorised committees or members of staff.

Responsibilities and Areas of Operation

The working party will setup formal or informal liaison meetings with the following organisations and groups as appropriate to gain feedback and understanding of the village and its Resident's needs.

1. Surgery
2. Compilations
3. Church
4. Shop
5. Pub
6. Library (i.e. Library bus)

It should consider how the Council may support and encourage improvement in our facilities, capabilities, amenities and open spaces to improve overall village wellbeing.

The Working party will consider the effectiveness of the Councils communication with the residents of the village and wider (e.g. Walkers and users of the Ridgeway). The use by Councillors of IT and the management of the Web Site fall within this remit.

Any expenditure in support of these aims should be brought to Full Council for discussion and approval.

The leader of the working party, if unable to attend a meeting of the Full Council, will nominate another member of the working party to attend and deliver the report. (The working party member standing in for the leader in such, circumstances will not be entitled to vote at the meeting unless already confirmed as a member of the committee by Full Council.)

13. To consider appointing a working party in relation to the Queen's Platinum Jubilee in 2022

The Queen's Platinum Jubilee will take place in 2022. The May Bank Holiday Weekend will be moved to Thursday 2 June and an additional Bank Holiday on Friday 3 June will see a four-day weekend to celebrate Her Majesty The Queen's Platinum Jubilee - the first time any British monarch has reached this historic milestone.

Members are requested to consider appointing a working party to plan Compton's celebrations, and to appoint Members to this working party.

14. To review the quantity and positioning of dog bins within the parish

The following dog waste bins are logged on the West Berkshire Council online map.



Members are requested to review the quantity and positioning of the dog bins in the parish.

15. To consider adopting a Council logo

The working party will give an update.

Members are requested to consider adopting a logo and any costs involved in designing the logo.

16. To consider whether to retain the trees planted by West Berkshire Council on CPC land on the corner of Manor Crescent and Burrell Road

West Berkshire Council (WBC) has planted three trees on CPC owned land on Manor Crescent at the corner with Burrell Road.

Members are requested to consider whether the Council should take on the responsibility for these trees or to request they be moved to WBC owned land within the parish.

17. To consider the purchase of IT equipment for Councillors to assist within online meetings

It has been ascertained that some Members of the Council need better IT equipment in order to be able to effectively participate in Parish Council meetings that are currently held online due to the pandemic.

Members are requested to consider whether to purchase some IT equipment that would enable those affected to participate more effectively.

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

For information only.

19. To receive reports on the following:

- a) **Recreation Ground**
 - b) **Sports Pavilion**
 - c) **Rights of Way**
 - d) **Village Hall**
 - e) **Allotments**
 - f) **Downland Practice Patient Representation Group**
 - g) **Communications**
 - h) **Parish Assets and Management Working Party**
 - i) **Neighbourhood Development Plan**
 - j) **Burial Ground**
 - k) **GDPR**
-

Members are invited to give verbal reports on the above.

20. Finance:

- a) To consider approving payments to be made or made between meetings
b) To note the bank reconciliations to 30th November 2020
-

- a) Members are asked to agree the payments listed on the Finance Report below.
b) Members are asked to note the bank reconciliations to 30th November 2020 as listed on the Finance Report below.

Finance Report February 2021

Status at last bank reconciliation 31st December 2020

Account	Amount
Unity Trust Current Account	£57,040.77
Unity Trust Deposit Account	£122,634.57
Lloyds Multipay Corporate Card	-£11.28
Total	£179,664.06

Income received 4th January - 29th January 2021

Account	Income Detail	Amount
Unity Current	Compilations advertising 2021	£630.00
Total		£630.00

Payments made on Lloyds Corporate Card to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
CC	02-Jan-21	149	Lloyds Bank	Monthly fee for corporate card	£3.00
CC	25-Jan-21	150	Microsoft	Office 365 subscription	£11.28
Total					£14.28

Payments to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
DD	20-Jan-21	151	Vodafone	Mobile phone monthly charge	£15.75
BACS	08-Feb-21	152	SLCC	Membership fees 21/22	£115.56
BACS	08-Feb-21	153	Staff Costs	Including salary, expenses, PAYE and pension contributions Jan	£1,419.21
BACS	08-Feb-21	154	Fowler Architecture and Planning	NDP Consideration of Representations and Modifications	£630.00
BACS	08-Feb-21	155	Fowler Architecture and Planning	NDP Submission of Plan Proposal	£1,260.00

BACS	08-Feb-21	156	SSE Contracting	Street lighting maintenance Q3	£682.69
BACS	08-Feb-21	157	SSE Contracting	Street light chargeable repairs	£26.51
BACS	08-Feb-21	158	SSE Contracting	Installation of replacement street light	£1,501.32
Total					£5,651.04

Transfers

Method	Payment Date	Voucher No	From Account	To Account	Amount
DD	18-Jan-21	159	Unity Current	Lloyds Corporate Card	£14.28
Total					£14.28

21. To discuss matters for future consideration and for information

For information or inclusion on a future agenda only.

22. To resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw.

Members are requested to resolve to exclude members of the press and public from agenda item 21 due to the confidential nature of the business to be transacted.

23. To consider tenders for the replacement of the council owned footway lighting in Compton

A link to the tender documents has been circulated to Members of the Council.

Members are requested to consider tenders for the replacement of the council owned footway lighting in Compton.

24. To review funding available for the replacement of the footway lighting and to consider whether the Council should apply for a loan

Members are requested to consider what earmarked funds should be used for the replacement of the footway lighting, and to consider whether the Council needs to apply for a loan to cover a proportion of this cost.