

Compton Parish Council

Chairman: Dave Aldis

Clerk: Sarah Marshman

MINUTES of the ANNUAL PARISH COUNCIL MEETING

Held on **Monday 13th May, 2013 at 7pm** in the Welstead Room, Compton Village Hall.

Those present: Councillors D. Aldis (Chair), M. Birtwistle, P. Burnett, M. Pinfold, P. Shanks, L. Moss, P. Whitworth, K. Simms and A. Strong (from 7:07pm).

In attendance: The Parish Clerk.

The meeting started at 7.00pm.

2961 **Apologies for absence** were received from District Councillor Virginia von Celsing.

2962 **Any declarations of pecuniary interest by members or the Clerk**

Were received from K. Simms for item 2988: planning application 13/00699/HOUSE

2963 **Election of Chairman of the Council for the year 2013/14**

KS nominated D. Aldis, who agreed to stand again. This was seconded by MP and carried.

2964 **Election of Vice-Chairman of the Council for the year 2013/14**

DA nominated M. Birtwistle, who agreed to stand again. This was seconded by KS and carried.

2965 **Declarations of acceptance of office of Chairman and Vice-Chairman for the year 2013/14**

DA and MB signed their declarations of office.

2966 **To receive: Questions or comments from members of the public**

Representations from any member who has declared a pecuniary interest

There were none.

2967 **To approve the minutes of the Council Meeting held on 8th April, 2013**

Proposed by MB, seconded by LM and carried. They were then signed by the Chairman.

2968 **Matters arising from the minutes of the Council Meeting on 8th April, 2013**

There were none.

2969 **To confirm the Terms of Reference and Delegated Responsibilities (v2 April 2009)**

It was agreed this be added to the next agenda for further discussion.

2970 **To agree Parish Council representation and areas of responsibility**

PW's were amended to cover horticulture and arboriculture.

PB's were amended to include Patient Representation (NHS/surgery).

2971 **To agree dates of forthcoming meetings in 2013/14**

2013: June 3rd, July 1st, September 2nd, October 7th, November 4th, December 2nd

2014: January 6th, February 3rd, March 3rd, April 7th, May 12th (Annual Parish Council Meeting - APCM)

The next Annual Parish (Electors) Meeting (APM) is scheduled to take place on 19th May 2014.

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Chairman

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Date

AS arrived at this point.

DA left the room for item 2972

2972 To agree that the Chairman be given an allowance of £100 for 2013/14

Proposed by PS, seconded by KS and carried.

DA re-entered the room.

2973 To receive a report from our District Councillor, Virginia von Celsing

Apologies were received from VvC.

2974 Clerk's report

The Clerk went through her report, which is at Attachment 1.

Item 5: If the PC were to install LED lighting, due to the need to replace the concrete columns, replacement lights were estimated to cost around £1600 per light. It was discussed that the Parish Council could consider a policy to replace with LED lighting when existing lights fail.

Item 4: DA will speak to Elaine Cox about Byway 2 and request further information on the future plan for the byway surface.

Item 9: Forms were completed to allow the Clerk telephone and internet banking access.

2975 To discuss the recent review of internal control

MB had recently carried out a spot check of internal controls with the Clerk. The following items were identified for consideration:

1. The updated asset register required agreement;
2. An expenses policy is required;
3. Standing orders and financial regulations both require updates;
4. The addition of the minute number to the planning record spreadsheet;
5. A new folder was required in order to file estimates/quotes;
6. A log of correspondence from parishioners is required.

MB provided a written report for the file. DA proposed this report be accepted, seconded by PS and carried.

2976 To agree the updated asset register (v7 Nov 2012)

A minor correction to the location of the petrol strimmer is required. This will be signed at the next meeting.

2977 To approve and sign the 2012/13 accounting statements and Section 1 of the annual return

Following an explanation from the Clerk, KS proposed Section 1 be signed, seconded by MP and carried. The Chairman signed the 2012/13 accounting statements and section 1 of the Annual Return.

2978 To approve and sign the Annual Governance Statement – Section 2 of the annual return

Following an explanation from the Clerk, KS proposed Section 2 be signed, seconded by MB and carried. The Chairman signed the Annual Governance Statement – section 2 of the Annual Return.

2979 To consider actions required as a result of the recent play area RoSPA safety inspection

The safety inspection of the play area was recently conducted. Everything was rated as low or very low risk apart from some medium risk trip zones identified at the edges of the surfacing. The Clerk is to contact our Grounds Maintenance contractors for a quote to repair these trip zones.

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Chairman

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- 2980 **To discuss the licence for the grazing land around Newbury Allotments**
The agreement for this land ran out in 2005. The PC need to update the agreement and review the rent.
- 2981 **To consider carrying out repairs to the football pitch**
The goal areas need attention. The Clerk to request a quote for repair of these areas.
- 2982 **To consider the agreement for use of the Recreation Ground football pitches**
Minor amendments were suggested to the current contract and payment in advance will be requested from some hirers.
- 2983 **To discuss potential s.106 highway improvements and agree priorities**
The PC is still awaiting a copy of the report from Sovereign.
MB has contacted the homeowners of the bungalow on the corner of Down's Road about the possible installation of a pathway in front of the property and they are happy to enable this to happen. Clerk to contact Highways to arrange a meeting to discuss potential costs.
- 2984 **To consider providing a shelter for teenagers to use at the Recreation Ground**
The Clerk has now received three quotes for the shelter. It was agreed to follow the quote provided by Broxap.
The PC discussed making the shelter available for use by all. The potential siting will require further discussion. The Clerk will now look in to grant funding.
- 2985 **To receive an update on the Churchyard**
The test hole dig has been scheduled for the 20th May.
- 2986 **To receive an update on vandalism and anti-social behaviour (ASB) in the village**
There has been a large quantity of litter in the Recreation Ground lately and there have been a lot of older teenagers using the children's play area.
- 2987 **To receive an update on Superfast Broadband**
The tender has gone out and will be awarded at the end of July. KS to provide some information on this to Compilations.

2988 **Planning Applications**

a) **To consider the following new applications:**

App. Ref.	Location	Proposed Work	Recommendation
13/00699/ HOUSE	6 Yew Tree Stables, Compton, RG20 6NG	Conversion of double garage into living space.	NO OBJECTIONS
13/00816/ HOUSE	6 Lowbury Gardens, Compton, RG20 6NN	Conservatory.	NO OBJECTIONS
13/00858/ HOUSE	1 Sidcot Villas, Church Road, Compton, RG20 6PP	Two storey side extension and addition of a front porch.	OBJECT
Comments: The plans supplied do not show the dimensions, the height of the roof line or the distance from the new property to the boundary.			

b) **To receive a report on West Berkshire Council recent planning decisions**

App. Ref.	Location	Proposed Work	Compton PC Recommendation	WBC Decision

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Chairman

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13/00096/ FUL	Towyn, High Street, Compton RG20 6NL	Replacement dwelling, double cartshed garaging	No objections.	Granted
11/01159/ XOUTMA	Greens Yard, High Street, Compton	Renewal of planning permission 02/00317/OUT - Development of 25 residential units with ancillary buildings and access from the High Street, Compton.	No objections.	Granted

2989 **To receive reports on the following:**

a) Recreation Ground

A new padlock has been installed on the play area. PS will require reimbursement for the purchase of a lock and 6 spare keys.

d) Village Hall

A recent article in Compilations highlighted that more support is needed in running the village fete, which is the main source of income for the village hall.

e) Allotments

The rent will stay the same for the 2012/14 year.

f) Patient Representation

The surgery wish to encourage people to come to them sooner with problems as it can result in earlier diagnosis which can help save money. Enquiries have been made about s106 money for healthcare and this is put into a central Newbury Health Centre pot and not distributed to the affected surgery.

g) Parish Council Web Site

The hosting is due for renewal. It was proposed by AS that the subscription level be increased one level at a cost of £60, seconded by MB and carried.

2990 **To approve cheques due for payment**

Invoice Date	Cheque No.	Payee	Amount	Description
30 Apr	102319	Scofell Landscapes Ltd	£534.85	Monthly grounds maintenance for April
18 Apr	102320	IJ Agricultural Fencing Services Ltd	£477.00	Installation of gate at Newbury Lane allotments (minute 2951)
17 Apr	102321	Playsafety Limited	£92.40	Annual safety inspection of play equipment
31 Mar	102322	Veolia ES (UK) Ltd	£5.04	Rental of bin at Daycare Centre for April
7 Apr	102323	BALC	£289.24	Subscription for 2013/14
6 May	102324	S. Marshman	£549.09	Clerk's salary and expenses for 5 weeks to 5 th May
1 May	102325	CPRE	£30.00	Yearly subscription for 2013/14
13 May	102326	D. Moss	£55.00	Litterpicking April
19 Dec	102327	West Berkshire Citizen's Advice Bureau	£100.00	S137 donation (from budget agreed in minute 2883. N.B. cheque 102315 cancelled)

2991 **Correspondence**

The Correspondence Report was presented and is at Attachment 2.

2992 **Matters for consideration and information**

DA – The tree survey on the Recreation Ground has highlighted there is a lime tree with power cables growing through it. Clerk to contact SSE.

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Chairman

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Date

PW – Highlighted strimmer damage occurring on young trees on Station Road. Clerk to contact Highways to request more care is taken.

MB – Contacted Berkshire Volunteers to paint the railings in the village white.

AS – The bench opposite the bus shelter has become unusable due to the growth of the bushes surrounding it. Clerk to contact the Farm Manager at the IAH.

DA – The Council may need to request more land for the graveyard. The gullies in Churn Road have been dug out.

Date and time of next scheduled meeting:

Parish Council Meeting	Monday 3rd June, 2013 at 7pm	In the Wellstead Room, Village Hall
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Chairman

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Date