

Compton Parish Council

Minutes of the Annual Parish Council Meeting

Held on Monday 14th May 2018 at 7:00pm in the Wilkins Centre, Burrell Road, Compton

Councillors present: Councillors David Aldis (Chair), Mark Birtwistle (from 7:20pm), Patricia Burnett, Linda Moss, Michael Pinfold, Keith Simms and Ian Tong.

Councillors not present: Councillors Rebecca Pinfold and Alison Strong

In attendance: Sarah Marshman (Clerk).
2 members of the public.

- 18/19-001** | **To consider the election of Chairman of the Council for 2018/19 and to receive the signed declaration of acceptance of office**
It was resolved to elect David Aldis. DA completed the declaration of acceptance of office.
- 18/19-002** | **To consider the election of Vice-Chairman of the Council for 2018/19 and to receive the signed declaration of acceptance of office**
It was resolved to elect Mark Birtwistle. The declaration of acceptance of office will be completed as soon as possible.
- 18/19-003** | **To receive apologies for absence**
Apologies were received from Councillors Rebecca Pinfold and Alison Strong, and from Mark Birtwistle who would be late.
- 18/19-004** | **To receive any declarations of pecuniary interests by members or the Clerk**
There were none.
- 18/19-005** | **To receive: Questions or comments from members of the public**
Representations from any member who has declared a pecuniary interest
There were none.
- 18/19-006** | **To approve the minutes of the Parish Council Meeting held on 16th April 2018**
It was resolved that the minutes be accepted as a true record. They were then signed by the Chairman.
- 18/19-007** | **To discuss any matters arising from the minutes of the Council Meeting on 16th April 2018**
There were none.
- 18/19-008** | **To receive a report from our District Councillor**
District Councillor Virginia von Celsing sent her apologies.
- 18/19-009** | **Committees:**
a) To receive and consider the minutes of the last meeting of any committees
b) To review the terms of reference and delegation arrangements for any committees
c) To appoint members to existing committees
There are currently no committees.

- d) To appoint any new committees in accordance with standing order 4**
It was resolved to appoint a planning committee and a staffing committee.
- 18/19-010 To review delegation arrangements for staff and other local authorities**
The delegation arrangements were reviewed, and it was resolved to continue with the current arrangements.
- 18/19-011 To review the inventory of land and assets including buildings and office equipment**
It was resolved to adopt the 2017/18 assets register.
- 18/19-012 To confirm the arrangements for insurance cover in respect of all insured risks**
The insurance cover was reviewed, and it was agreed that the council would continue with the current arrangements.
- 18/19-013 Policies:**
- a) To consider the adoption of revised standing orders**
The adoption of the revised standing orders was deferred to the next meeting.
- b) To review the financial regulations**
It was resolved to continue with the current financial regulations.
- c) To review the complaints procedure**
This document will be revised for the next meeting.
- d) To review the procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**
It was resolved to continue with the current policy.
- e) To review the policy for dealing with the press/media**
It was resolved to continue with the current media policy.
- f) To review and consider the grant policy**
It was resolved to continue with the current grants policy.
- 18/19-014 To review the council's and/or staff subscriptions to other bodies**
It was agreed to continue with the current subscriptions to CPRE, CCB, SLCC and BALC and to Rialtas Business Solutions for the finance software package.
- 18/19-015 To consider the risk assessment for 2018/19**
It was resolved to adopt the risk assessment.
- MB arrived 7:20pm.
- 18/19-016 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council**
The following meeting dates were agreed:
2018: June 4th, July 2nd, September 3rd, October 1st, November 5th and December 3rd
2019: January 7th, February 4th, March 4th, April 1st, May 13th (APCM)
The next Annual Parish Meeting is scheduled to take place on Monday 18th March 2018.
- 18/19-017 To consider Parish Council representatives and areas of responsibility**
The following representatives and areas of responsibility were agreed:

David Aldis	Cemetery extension; Neighbourhood Development Plan; Planning committee
Mark Birtwistle	Allotments; Parish Burial Ground; Football Pavilion; Internal audit; Parish Assets & Management working party; Planning committee
Patricia Burnett	Sovereign Housing Association; District / Parish Liaison; Village Agent; Patient representative (NHS/surgery); Planning committee
Linda Moss	Neighbourhood Action Group / Police; Footpaths; Planning committee
Michael Pinfold	Village Hall; Football; Recreation Ground
Rebecca Pinfold	Play Area & Inspections Social Media Planning committee
Keith Simms	Social Media; Internal audit; Electronic Documentation; Parish Assets & Management working party; Planning committee
Alison Strong	Patient representative (NHS/surgery); Footpaths; Planning; Parish Burial Ground; Parish Assets & Management working party; Planning committee
Ian Tong	Planning; Electronic Documentation; Internal Controller; Parish Assets & Management working party; GDPR

- 18/19-018** **To consider designs and quotes for a village sign**
The artist provided some sketches containing ideas for the sign. The Parish Council agreed they would like a stylised stag in iron at the top of the sign, with a representation of the Institute gates at the base. The artist will now mock up some options for the council to consider.
- 18/19-019** **To receive the Clerk's report**
The Clerk reported that an application had been made to the member's bid grant process at West Berkshire Council (WBC) for a grant towards the cost of the zip wire. The Clerk had also approached WBC regarding installing a memorial bench near the noticeboard. WBC had confirmed what checks were required and the Parish Council confirmed they were happy for these to be carried out.
- 18/19-020** **Planning Applications**
a) To consider the following new applications:

App. Ref.	Location	Proposed Work	Recommendation
18/00881/ HOUSE	6 Whitewalls Close, Compton, RG20 6QG	Two storey rear extension and single storey side extension	No objections

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

App. Ref.	Location	Proposed Work	Response from CPC	Decision
18/00122/ FUL	The Downs School, Compton, RG20 6AD	Removal of existing temporary classroom. Erection of new modular classroom.	No objections	Approved
18/00490/ FUL	Mayfield Farm, Ilsley Road, Compton, RG20 7BR	Change of use of land and agricultural buildings no longer needed for modern agriculture, to self-storage units (use class B8), with associated parking, landscaping and boundary treatment, erection of three 6 metre-high "poles" to support CCTV cameras for on-site security purposes.	No objections	Approved
18/00524/ HOUSE	35 Manor Crescent, Compton, RG20 6NU	Removal of existing pre-fabricated garage and construction of new two storey side extension with associated internal alterations.	No objections	Approved
18/01052/ NONMAT	The Laurels, Ilsley Road, Compton, RG20 7PG	Non material amendment to approved application 17/03156/HOUSE - Two single storey extensions to rear of existing house with pitched/flat roofs. Amendment - Change proposed roof to flat.	Not consulted	Approved

- 18/19-021** | **To consider the appointment of the BALC Data Protection Officer service**
The full details of the service have not yet been received so the Council resolved to give an expression of interest to BALC and to defer the decision to the next meeting.
- 18/19-022** | **To consider purchasing a wreath for the Grand Pilgrimage to commemorate WW1**
It was resolved to purchase a wreath.
- 18/19-023** | **To consider quotes for the street lighting maintenance contract**
The Clerk is to ascertain the validity of the quotes.
- 18/19-024** | **To receive an update on vandalism and anti-social behaviour (ASB) in the village**
A cockerel was killed on one of the allotment sites. The theft of water at the School Road allotment site has occurred.
- 18/19-025** | **To receive reports on the following:**
a) Recreation Ground
One of the bins has been displaced. The Clerk will contact WBC to refit.
j) Neighbourhood Development Plan
It was noted that 414 responses were received to the recent survey and not 429 as reported to the previous meeting.
- 18/19-026** | **To receive the finance report and approve payments made/due**
It was resolved to approve the payments listed on the Finance Report, which is at Attachment 1.

- 18/19-027** | **To receive the correspondence report**
 The Correspondence Report was presented and is at Attachment 2.
 It was resolved to nominate Peter McGeehin to act as the representative to a Steering Group to help update and refresh the Historic Environment Action Plan (HEAP).
- 18/19-028** | **To discuss matters for future consideration and for information**
 The verges around the village look in need of cutting. As the verge between the Unnamed Road and Warnham Lane are scheduled for a rural cut, the signs are covered over by vegetation very quickly. It was requested that the Parish Council discuss the possibility of taking over the responsibility for the cutting of the verges in the village.
- The salt bin by the bus stop is full of salt. DA will arrange for this bin to be swapped with the empty one on Shepherds Mount.
- A street light near the Downs School entrance has been damaged. The Clerk will report this to WBC.
- KS has approached Beeswax Dyson about implementing a community orchard which the Scouts would assist with. The Council were happy for KS to continue looking at this suggestion.
- Meeting closed 8:20pm

Date and time of next scheduled meeting:

Parish Council Meeting: Monday 4th June 2018 at 7pm in the Wilkins Centre

Chairman: Date:

Attachment 1: Finance Report

Status at bank as at 8th May 2018

Unity Trust	Current Account	£31,461.36
HSBC	Current Account	£708.00
Unity Trust	Deposit Account	£121,617.89
Pockit	Pre-paid Debit Card	£246.58
Total		£154,033.83

Income received 1st April - 8th May 2018

Unity Trust	Current Account	Refund of payment 17/18-102	£73.98
Unity Trust	Current Account	Village Hall loan repayment	£480.00
Unity Trust	Current Account	Precept	£21,000.00
Unity Trust	Current Account	CIL	£4,139.13
Total			£25,693.11

Payments to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Minute	Amount
BACS	14-May-18	014	Mursell & Company	Cemetery - EA permit application	4376	£525.00
BACS	14-May-18	015	SSE Contracting	Street lighting maintenance		£637.08
BACS	14-May-18	016	West Berks Council	Compilations Apr/May		£608.29
BACS	14-May-18	017	BALC	Subscription fee 2018/19		£408.93
BACS	14-May-18	018	BALC	Training fee (1/3) financial year end		£17.22
BACS	14-May-18	019	BALC	Training fee (1/3) GDPR		£17.19
BACS	14-May-18	020	Clerk	Salary/expenses Apr		£665.60
BACS	14-May-18	021	HMRC	PAYE		£14.00
BACS	14-May-18	022	LGPS	Pension contributions		£167.04
DD	18-May-18	023	Southern Electric	Electricity qtr 4		£259.96
Total						£3,320.31

Payments made on pre-paid debit card 1st April - 8th May

Method	Payment Date	Voucher No	Payee	Payment Detail	Minute	Amount
POCKIT	11-Apr-18	024	Amazon	Printer paper		£17.99
POCKIT	12-Apr-18	025	Surveymonkey	NDP survey monthly fee		£35.00
POCKIT	17-Apr-18	026	Amazon	Month dividers		£2.05
Total						£55.04

Transfers

Method	Payment Date	Voucher No	Payee	Payment Detail	Minute	Amount
-	-	-	-	-	-	-
Total						£0.00

Attachment 2: Correspondence Report

Training/events

Please advise the Clerk if you wish to attend

	<u>Event</u>	<u>Run By</u>	<u>Date and Time</u>	<u>Venue</u>	<u>Cost</u>
A1	Chairmanship Skills	BALC	Tue 3rd July 18:30-21:30	The Calcot Centre, Highview, Calcot, Reading RG31 4XD	£43
A2	Fundamental Councillor Training	BALC	Tue 17th July – 18:30-21:30	The Calcot Centre, Highview, Calcot, Reading RG31 4XD	£43
A3	Setting Your Council's Budget for the 2019/2020 Financial Year	BALC	Tue 6th November - 18:30-21:30	The Calcot Centre, Highview, Calcot, Reading RG31 4XD	£43
A4	District Parish Conference	WBC	Tue 6 th November	Council Offices, Market Street, Newbury, RG14 5LD	-

For information and general interest

	<u>Document</u>	<u>From</u>
B1	Letter confirming a CIL payment of £4,139.13 will be received from West Berkshire Council in respect of the CIL collected on 17/01293/FULD Bray Cottage and 17/02029/FULD 6 Mayfield Cottages.	Development and Planning Department, West Berkshire Council
B2	Clerks and Councils Direct	
B3	Countryside Voice and Field Work	CPRE

For comment or consideration

	<u>Document</u>	<u>From</u>	<u>Comments by</u>
C1	Letter requesting the Parish Council nominates a representative to a Steering Group to help update and refresh the Historic Environment Action Plan (HEAP).	West Berkshire Heritage Forum	14 th May
C2	Information on applying for a grant for up to 10x WW1 memorial (seated) silhouettes. A community event must be held to apply.	There *But Not There	14 th May