

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 15th April 2024 at 7.00pm

PLACE: Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP

S. Marshman

Dr S. Marshman, PSLCC, Clerk to the Council

9th April 2024

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 4th March 2024](#)
5. To discuss any matters arising from the previous meeting
6. To receive a report from the District Councillor
7. To review the minutes and recommendations from the following committees:

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

8. To receive an update and review recommendations from the following working parties:
 - 8.1 Burial Ground
 - 8.2 Village Enhancement
 - 8.3 Digital
 - 8.4 Street lighting
 - 8.5 Sports Pavilion
 - 8.6 Allotments
9. Planning Applications
 - 9.1 To consider the following new planning applications:
 - [24/00380/HOUSE Marlborough Oaks, High Street, Compton, RG20 6NL](#) - Proposed loft conversion with rear dormer, single storey rear extension and associated internal and external alterations
 - [24/00542/HOUSE 36 Shepherds Mount, Compton, Newbury, RG20 6QZ](#) - Garage conversion to study room includes replacing garage door with window.
 - 9.2 To consider whether to request the District Councillor calls in any planning applications to the Western Area Planning Committee
 - 9.3 To consider whether to refer any planning applications for further response from the Council's planning consultants
 - 9.4 To receive a [report on recent planning decisions taken by West Berkshire Council](#)
10. Finance:
 - 10.1 To consider approving the payments listed on the [Finance Report](#)
 - 10.2 To note the most recent [Bank Reconciliation](#)
 - 10.3 To receive any reports from the Internal Controller
 - 10.4 To note the [Quarterly Budget Report](#) *(if applicable)*
11. To consider providing reimbursement for recharging the SID batteries
12. To consider quotes for gate repairs
13. To review the Grazing Land Agreement
14. To consider activities for D-Day 80
15. To receive an update on vandalism and anti-social behaviour (ASB) in the village
16. To receive reports on the following:
 - 16.1 Recreation Ground
 - 16.2 Rights of Way
 - 16.3 Village Hall
 - 16.4 Downland Practice Patient Participation Group
 - 16.5 Communications
17. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:

Annual Meeting of the Parish Council: Monday 13th May 2024 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

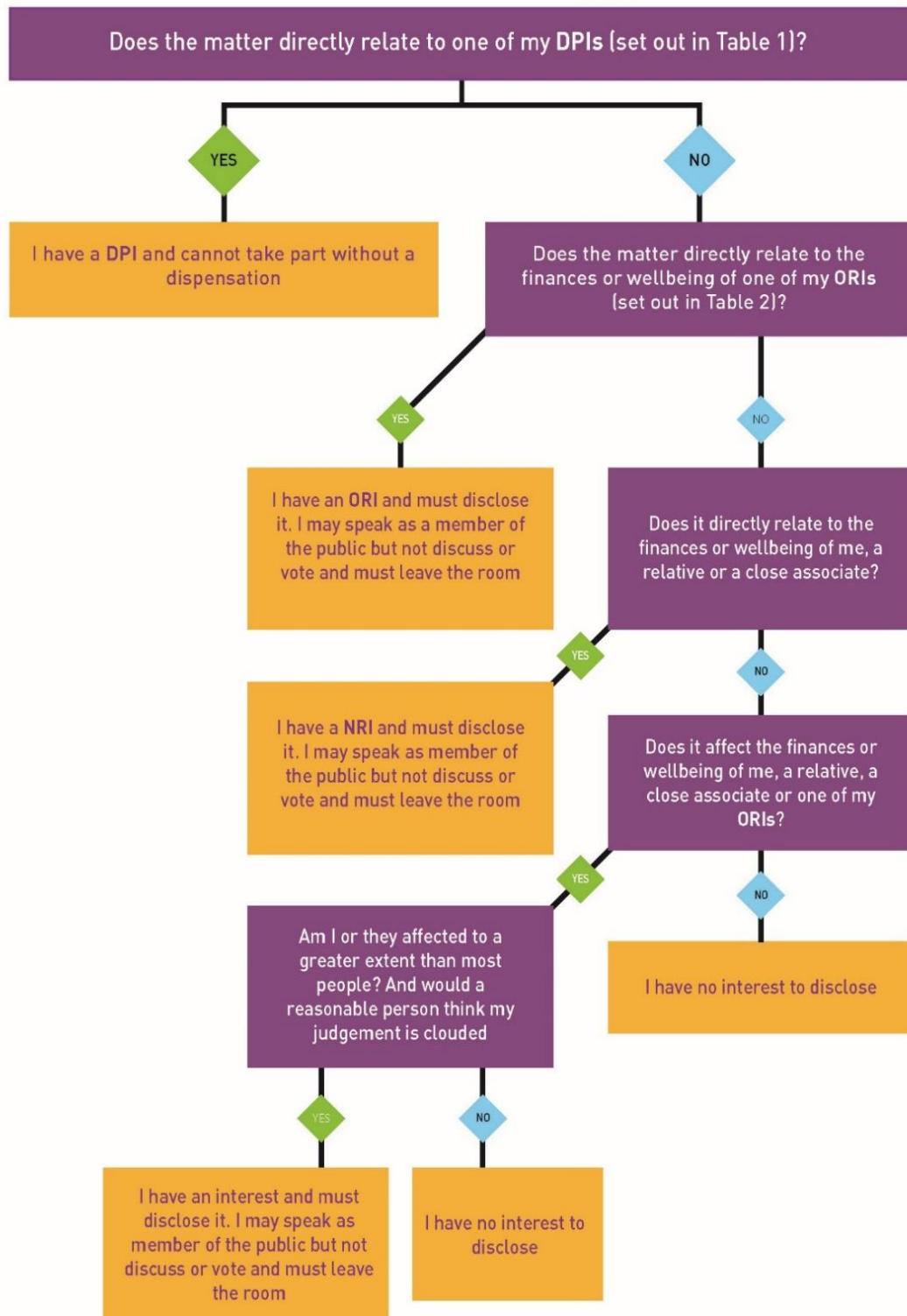


Table 1: Disclosable Pecuniary Interests

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	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 — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and property	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.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (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.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or

	(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
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9.4 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:

- 24/00077/CERTP 36 Shepherds Mount, Compton, RG20 6QZ - Garage Conversion. Certificate of Lawfulness refused.

10. Finance:

Finance Report

Stat+A2:E48us at last bank reconciliation 31st March 2024

Account	Amount
Unity Trust Current Account	£5,473.71
Unity Trust Savings Account	£83,457.20
Lloyds Multipay Corporate Card	-£104.65
Total	£88,826.26

Income received 26th February - 8th April 2024

Account	Income Detail	Amount
Current	Compilations advertising	£271.25
Current	Compilations contribution	£69.00
Current	Grant for Sports Pavilion flooring	£600.00
Current	Allotment rent	£87.50
Savings	Interest	£639.39
Total		£1,667.14

Payments made on Lloyds Corporate Card to be approved

Method	Date	Payee	Payment Detail	Amount
CC	04-Mar-24	Lloyds	Monthly card fee	£3.00
CC	07-Mar-24	Screwfix	Ladder	£89.99
CC	08-Mar-24	Microsoft	Software	£12.36
CC	11-Mar-24	Royal Mail	Postage	£2.30
CC	04-Apr-24	Lloyds	Monthly card fee	£3.00
CC	07-Apr-24	Microsoft	Software	£12.36
				£123.01

Payments from Unity Trust Current Account to be approved

Method	Date	Payee	Payment Detail	Amount
DD	28-Feb-24	Castle Water	Sports Pavilion water	£10.83
DD	04-Mar-24	SSE Energy Solutions	Lighting electricity Jan	£649.17
BACS	13-Mar-24	Triangle Management	Refuse disposal Q4	£91.20
BACS	15-Mar-24	CCB	CBAS membership	£180.00
DD	15-Mar-24	Hugo Fox	Website hosting	£23.99
DD	20-Mar-24	Vodafone	Phone	£26.20
BACS	27-Mar-24	Gardner Leader	Burial Ground legal fees	£1,020.00
BACS	28-Mar-24	Fowler Architecture	Burial Ground architect fees	£1,020.60
DD	28-Mar-24	SSE Energy Solutions	Sports Pavilion electricity	£506.85
DD	28-Mar-24	SSE Energy Solutions	Lighting electricity Feb	£149.17
DD	28-Mar-24	Castle Water	Sports Pavilion water	£10.83
BACS	31-Mar-24	Unity Trust Bank	Bank charges	£18.00
BACS	08-Apr-24	Staff Costs	Staff costs/expenses Mar	£1,923.09

BACS	15-Apr-24	CPRE	Membership 24/25	£36.00
BACS	15-Apr-24	West Berkshire Council	Compilations April	£492.00
BACS	15-Apr-24	BALC	Subscription 24/25	£371.75
BACS	15-Apr-24	Parish Online	Website	£462.00
BACS	15-Apr-24	Starboard Systems Ltd	Scribe finance software	£673.92
Total				£2,035.67

Transfers

Method	Date	From Account	To Account	Amount
DD	16-Feb-24	Unity Current	Lloyds Corporate Card	£15.36
DD	22-Jan-24	Unity Savings	Unity Current	£10,000.00
Total				£10,015.36

Bank Reconciliation

Bank Reconciliation at 31/03/2024

	Cash in Hand 01/04/2023	104,027.19
ADD		
	Receipts 01/04/2023 - 31/03/2024	84,529.50
	Subtotal	188,556.69
SUBTRACT		
	Payments 01/04/2023 - 31/03/2024	99,730.43
A	Cash in Hand 31/03/2024	88,826.26
	(per Cash Book)	
	Cash in hand per Bank Statements	
	Petty Cash	0.00
	1 Unity Current	5,473.71
	2 Unity Savings	83,457.20
	3 Lloyds Corporate Card	-104.65
	Subtotal	88,826.26
	Less unrepresented payments	0
	Subtotal	88,826.26
	Plus unrepresented receipts	0
B	Adjusted Bank Balance	88,826.26

A = B Checks out OK

Quarterly Budget Report – to 31st March 2024

Income

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
1	Precept	57,000.00	57,000.00					(0%)
2	Interest	580.00	2,512.81	1,932.81				1,932.81 (333%)
4	Grants		1,000.00	1,000.00				1,000.00 (N/A)
5	Other Income		305.88	305.88				305.88 (N/A)
57	CIL Receipts		7,575.33	7,575.33				7,575.33 (N/A)
SUB TOTAL		57,580.00	68,394.02	10,814.02				10,814.02 (18%)

Administration

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
6	Staff Costs				20,500.00	21,199.51	-699.51	-699.51 (-3%)
7	Staff Expenses				170.00	202.68	-32.68	-32.68 (-19%)
8	Office				960.00	1,056.00	-96.00	-96.00 (-10%)
9	Office Supplies/Equipment				150.00	15.89	134.11	134.11 (89%)
10	Phone				240.00	261.96	-21.96	-21.96 (-9%)
11	Website				350.00	119.94	230.06	230.06 (65%)
12	Bank Charges				108.00	108.00		(0%)
13	Subscriptions				850.00	911.52	-61.52	-61.52 (-7%)
14	Software				1,250.00	1,052.51	197.49	197.49 (15%)
15	Insurance				1,100.00	1,057.81	42.19	42.19 (3%)
16	Election Fees				320.00	80.00	240.00	240.00 (75%)
17	Audit Fees				600.00	740.00	-140.00	-140.00 (-23%)
18	Chairman's Allowance				80.00		80.00	80.00 (100%)
19	Training				500.00	508.40	-8.40	-8.40 (-1%)
20	Meeting Rental				360.00	450.00	-90.00	-90.00 (-25%)

21	Other Expenses				52.48	-52.48	-52.48	(N/A)
48	Professional Advice			3,000.00	4,468.85	-1,468.85	-1,468.85	(-48%)
SUB TOTAL				30,538.00	32,285.55	-1,747.55	-1,747.55	(-5%)

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	5,445.18	554.82	554.82 (9%)
23	Recreation Ground				300.00	475.67	-175.67	-175.67 (-58%)
24	Play Equipment Maintenance				1,500.00	6,798.80	-5,298.80	-5,298.80 (-353%)
25	Tree Maintenance				1,000.00	10,725.00	-9,725.00	-9,725.00 (-972%)
26	Refuse Disposal				2,500.00	3,317.64	-817.64	-817.64 (-32%)
27	Vandalism Repair							(N/A)
28	War Memorial Maintenance				150.00		150.00	150.00 (100%)
63	Memorial Garden		500.51	500.51		397.43	-397.43	103.08 (N/A)
SUB TOTAL			500.51	500.51	11,450.00	27,159.72	-15,709.72	-15,209.21 (-132%)

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	642.50	142.50				142.50 (28%)
30	Allotment Rent - School Road	450.00	442.75	-7.25				-7.25 (-1%)
31	Newbury Lane Water				300.00	89.85	210.15	210.15 (70%)
32	Newbury Lane Capital							(N/A)
33	Newbury Lane Other Expenses							(N/A)
34	School Road Water				250.00	245.41	4.59	4.59 (1%)
35	School Road Capital							(N/A)
36	School Road Other Expenses					340.00	-340.00	-340.00 (N/A)
37	Allotment Skips							(N/A)

SUB TOTAL	950.00	1,085.25	135.25	550.00	675.26	-125.26	9.99	(0%)
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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	510.00	60.00				60.00 (13%)
39	SP Building Maintenance				1,000.00	100.00	900.00	900.00 (90%)
40	SP Running Costs				500.00	1,788.00	-1,288.00	-1,288.00 (-257%)
41	Pitch Marking / Maintenance				400.00	1,464.08	-1,064.08	-1,064.08 (-266%)
62	Pavilion/Rec Hire Income (non-football)		150.00	150.00				150.00 (N/A)
SUB TOTAL		450.00	660.00	210.00	1,900.00	3,352.08	-1,452.08	-1,242.08 (-52%)

Lighting

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
42	Electricity				8,000.00	3,137.15	4,862.85	4,862.85 (60%)
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	12,602.00	22,398.00	22,398.00 (63%)
SUB TOTAL					46,300.00	16,363.31	29,936.69	29,936.69 (64%)

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	3,104.83	895.17	895.17	(22%)
	SUB TOTAL				4,000.00	3,104.83	895.17	895.17	(22%)

Compilations

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
49	Compilations Income	2,000.00	2,416.75	416.75				416.75	(20%)
50	Compilations Advertising				2,300.00	2,596.39	-296.39	-296.39	(-12%)
64	Compilations Contributions		69.00	69.00				69.00	(N/A)
	SUB TOTAL	2,000.00	2,485.75	485.75	2,300.00	2,596.39	-296.39	189.36	(4%)

Grants

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
51	Grants				1,000.00	685.00	315.00	315.00	(31%)
	SUB TOTAL				1,000.00	685.00	315.00	315.00	(31%)

Events

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
54	Christmas Events				200.00	147.42	52.58	52.58	(26%)
55	Christmas Day Lunch Room Hire				50.00		50.00	50.00	(100%)
59	Other Events					83.33	-83.33	-83.33	(N/A)
60	Greening Campaign				50.00		50.00	50.00	(100%)
61	Coronation		50.00	50.00	400.00	475.00	-75.00	-25.00	(-6%)

SUB TOTAL	50.00	50.00	700.00	705.75	-5.75	44.25	(6%)
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Reserves

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
56	Reserves					4,706.77	-4,706.77	(N/A)
58	CIL Expenditure							(N/A)
SUB TOTAL						4,706.77	-4,706.77	(N/A)

Summary

	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
NET TOTAL	60,980.00	73,175.53	12,195.53	98,738.00	91,634.66	7,103.34	19,298.87
V.A.T.		11,353.97			8,095.77		(12%)
GROSS TOTAL		84,529.50			99,730.43		