

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 1<sup>st</sup> November 2021 at 7.00pm

**PLACE:** Online via Zoom - Meeting ID: 846 7894 3765, Passcode: 737664, [Meeting Link](#)

*S. Marshman*

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

26<sup>th</sup> October 2021

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## 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:
  - 3.1 Questions or comments from members of the public regarding items on the agenda
  - 3.2 Representations from any member who has declared a personal interest
4. To approve the Minutes of the Full Council Meeting held on 4<sup>th</sup> October 2021
5. To discuss any matters arising from the meeting held on 4<sup>th</sup> October 2021
6. To receive a report from the District Councillor
7. To review the minutes and recommendations from the following committees:

Committee	Meeting Date	Minute Numbers	Recommendations
Planning	11/10/2021	PLN21/22-007 to PLN21/22-012	None
Personnel	12/10/2021	PER21/22-014 to PER21/22-024	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 Queen's Platinum Jubilee

- 8.5 Street lighting
  - 8.6 Sports Pavilion
  - 8.7 Allotments
  - 8.8 Outdoor Gym
9. Planning Applications
- 9.1 To consider the following new planning applications:
    - [21/02516/HOUSE 7 Newbury Lane, Compton, RG20 6PB](#) - Rear mono pitched single storey extension to existing house. Demolition of existing Asbestos Garage store replaced by one and a half timber clad Studio (store ,garden room and office) and modifications to increase parking.
  - 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. To receive the Clerk's report
11. Finance:
- 11.1 To consider approving the payments listed on the [Finance Report](#)
  - 11.2 To note the most recent [Bank Reconciliation](#)
  - 11.3 To note the [Quarterly Budget Report](#) *(if applicable)*
12. To review the [Temporary Scheme of Delegation](#)
13. To consider accepting the examiner's recommendations and modifications to the [Neighbourhood Development Plan](#) and submitting it to West Berkshire Council for consideration and subsequently referendum  
*(Please see the tracked changes version of the Neighbourhood Development Plan by clicking on the link above.)*
14. To consider quotes for external works to the Sports Pavilion
15. To consider purchasing wreaths and making a donation to the Royal British Legion
16. To receive an update on vandalism and anti-social behaviour (ASB) in the village
17. To receive reports on the following:
- 17.1 Recreation Ground
  - 17.2 Sports Pavilion
  - 17.3 Rights of Way
  - 17.4 Village Hall
  - 17.5 Allotments
  - 17.6 Downland Practice Patient Representation Group
  - 17.7 Communications
  - 17.8 Neighbourhood Development Plan

## 17.9 Burial Ground

18. To discuss matters for future consideration and for information
19. 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
20. To consider actions to be taken relating to Newbury Lane allotments
21. To consider a revised agreement for use of a section of the allotments as part of the playing fields at Compton Primary School

Date and time of next scheduled meeting:

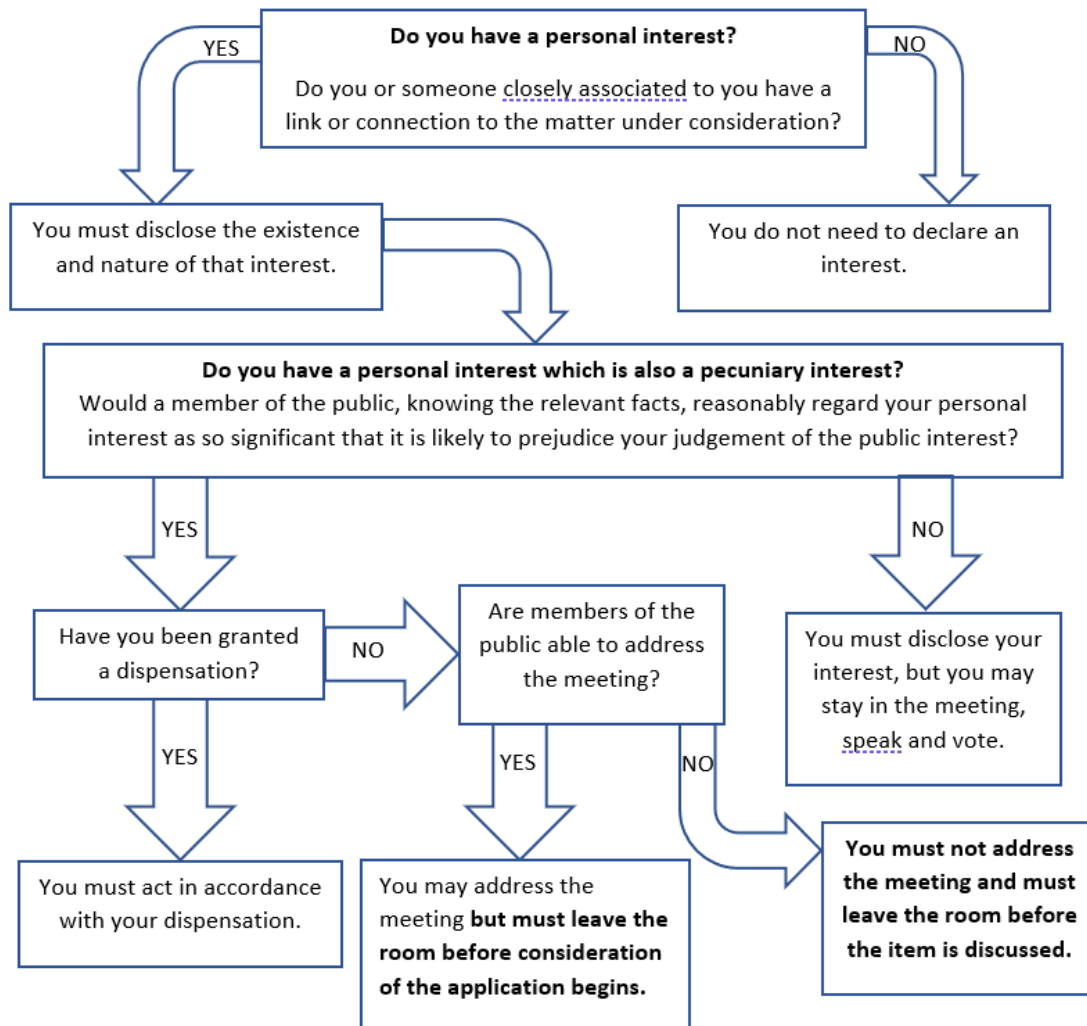
Full Council: Monday 6<sup>th</sup> December 2021 at 7pm

## Supporting Documentation

### 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 4<sup>th</sup> June 2018, minute 18/19-404, and by the [Localism Act 2011 Chapter 7](#).

The following is provided for guidance:



## 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:

- 21/02357/COND1 Units 7 - 9, Old Station Business Park, Compton – Application for approval of details reserved by condition 4 (materials) of approved 21/01403/FUL - Erection of ancillary storage building. Application approved.

## 11. Finance:

### Finance Report

#### Status at last bank reconciliation 30th September 2021

Account	Amount
Unity Trust Current Account	£61,134.18
Unity Trust Deposit Account	£122,634.57
Lloyds Multipay Corporate Card	-£930.60
<b>Total</b>	<b>£182,838.15</b>

#### Income received 27th September - 26th October 2021

Account	Income Detail	Amount
Unity Current	CIL payment	£5,133.89
<b>Total</b>		<b>£5,133.89</b>

#### Payments made on Lloyds Corporate Card to be approved

Method	Date	Payee	Payment Detail	Amount
CC	29-Sep-21	Zoom	Software (yearly fee)	£143.88
CC	03-Oct-21	Lloyds	Monthly card fee	£3.00
CC	08-Oct-21	Amazon	Cable ties	£5.59
CC	12-Oct-21	Bowcom	White line paint	£104.22
CC	25-Oct-21	Microsoft	Software	£11.28
<b>Total</b>				<b>£267.97</b>

#### Payments to be approved

Method	Date	Payee	Payment Detail	Amount
BACS	01-Oct-21	BHIB	Insurance	£945.75
BACS	11-Oct-21	The Good Exchange	Donation towards Scout Hut roof repairs	£5,250.00
BACS	20-Oct-21	Vodafone	Mobile phone	£21.29
BACS	01-Nov-21	AD Clark	Grounds maintenance Sep and football pitch marking	£999.00
BACS	01-Nov-21	CJM Services	Concrete pad and drainage	£4,459.00
BACS	01-Nov-21	A resident	Payment for bin for ditch clearance	£36.00
BACS	08-Nov-21	Staff Costs	Including salary, expenses, PAYE and pension contributions Oct	£1,540.83
<b>Total</b>				<b>£13,251.87</b>

#### Transfers

Method	Date	From Account	To Account	Amount
DD	16-Oct-21	Unity Current	Lloyds	£933.60
<b>Total</b>				<b>£933.60</b>

## Bank Reconciliation September

### Bank Reconciliation at 30/09/2021

Cash in Hand 01/04/2021	£163,302.67
ADD Receipts 01/04/2021 - 30/09/2021	£56,161.43
Subtotal	£219,464.10
SUBTRACT Payments 01/04/2021 - 30/09/2021	£36,625.95
<b>A - Cash in Hand 30/09/2021 (per cash book)</b>	<b>£182,838.15</b>
Cash in hand per Bank Statements	
Petty Cash	£0.00
3 Lloyds Corporate Card	-£930.60
2 Unity Deposit	£122,634.57
1 Unity Current	£61,134.18
Subtotal	£182,838.15
Less unrepresented payments	£0.00
Plus unrepresented receipts	£0.00
<b>B - Adjusted Bank Balance</b>	<b>£182,838.15</b>

**A = B Checks out OK**

# Quarterly Budget Report

## Compton Parish Council Summary of Receipts and Payments All Cost Centres and Codes

26 October 2021 (2021 - 2022)

### Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	49,050.00	49,050.00					(0%)
2	Interest							(N/A)
3	VAT Refund							(N/A)
4	Grants							(N/A)
5	Other Income							(N/A)
57	CIL Receipts		1,655.76	1,655.76				1,655.76 (N/A)
<b>SUB TOTAL</b>		<b>49,050.00</b>	<b>50,705.76</b>	<b>1,655.76</b>				<b>1,655.76 (3%)</b>

### Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Staff Costs				17,900.00	9,285.41	8,614.59	8,614.59 (48%)
7	Staff Expenses				200.00	120.50	79.50	79.50 (39%)
8	Office				960.00	400.00	560.00	560.00 (58%)
9	Office Supplies				90.00	11.57	78.43	78.43 (87%)
10	Phone				150.00	96.38	53.62	53.62 (35%)
11	Website				350.00		350.00	350.00 (100%)
12	Bank Charges				108.00	54.00	54.00	54.00 (50%)
13	Subscriptions				570.00	405.05	164.95	164.95 (28%)
14	Software				400.00	842.66	-442.66	-442.66 (-110%)
15	Insurance				1,000.00		1,000.00	1,000.00 (100%)
16	Election Fees				320.00		320.00	320.00 (100%)
17	Audit Fees				550.00	242.50	307.50	307.50 (55%)
18	Chairman's Allowance				80.00		80.00	80.00 (100%)
19	Training				500.00	75.00	425.00	425.00 (85%)
20	Meeting Rental				200.00		200.00	200.00 (100%)
21	Other Expenses				250.00	6.00	244.00	244.00 (97%)
48	Professional Advice				3,200.00	1,559.50	1,640.50	1,640.50 (51%)
<b>SUB TOTAL</b>					<b>26,828.00</b>	<b>13,098.57</b>	<b>13,729.43</b>	<b>13,729.43 (51%)</b>

### Village Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
22	Grounds Maintenance				5,600.00	2,719.00	2,881.00	2,881.00 (51%)
23	Recreation Ground				200.00	249.70	-49.70	-49.70 (-24%)
24	Play Equipment Maintenance				3,000.00	828.50	2,171.50	2,171.50 (72%)
25	Tree Maintenance				1,000.00		1,000.00	1,000.00 (100%)
26	Refuse Disposal					385.53	-385.53	-385.53 (N/A)
27	Vandalism Repair				300.00	400.00	-100.00	-100.00 (-33%)
28	War Memorial Maintenance				300.00		300.00	300.00 (100%)
<b>SUB TOTAL</b>					<b>10,400.00</b>	<b>4,582.73</b>	<b>5,817.27</b>	<b>5,817.27 (55%)</b>



**Compton Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

26 October 2021 (2021 - 2022)

**Allotments**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Allotment Rent - Newbury Lane	400.00	568.50	168.50				168.50 (42%)
30	Allotment Rent - School Road	380.00	281.75	-98.25				-98.25 (-25%)
31	Newbury Lane Water				200.00	141.66	58.34	58.34 (29%)
32	Newbury Lane Capital							(N/A)
33	Newbury Lane Other Expenses				150.00		150.00	150.00 (100%)
34	School Road Water				150.00	117.48	32.52	32.52 (21%)
35	School Road Capital							(N/A)
36	School Road Other Expenses				150.00		150.00	150.00 (100%)
37	Allotment Skips				200.00	235.00	-35.00	-35.00 (-17%)
<b>SUB TOTAL</b>		<b>780.00</b>	<b>850.25</b>	<b>70.25</b>	<b>850.00</b>	<b>494.14</b>	<b>355.86</b>	<b>426.11 (26%)</b>

**Sports Pavilion**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Football Club - Income	825.00		-825.00				-825.00 (-100%)
39	SP Building Maintenance				250.00	244.15	5.85	5.85 (2%)
40	SP Running Costs				500.00	1,014.47	-514.47	-514.47 (-102%)
41	Pitch Marking				825.00	712.45	112.55	112.55 (13%)
<b>SUB TOTAL</b>		<b>825.00</b>		<b>-825.00</b>	<b>1,575.00</b>	<b>1,971.07</b>	<b>-396.07</b>	<b>-1,221.07 (-50%)</b>

**Lighting**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
42	Electricity				4,200.00	2,091.68	2,108.32	2,108.32 (50%)
43	Lighting Routine Maintenance				2,500.00	1,154.42	1,345.58	1,345.58 (53%)
44	Lighting Repairs				750.00		750.00	750.00 (100%)
45	Lighting Replacement							(N/A)
<b>SUB TOTAL</b>					<b>7,450.00</b>	<b>3,246.10</b>	<b>4,203.90</b>	<b>4,203.90 (56%)</b>

**Burial Ground**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Burial Ground - Income							(N/A)
47	Burial Ground				4,000.00		4,000.00	4,000.00 (100%)
<b>SUB TOTAL</b>					<b>4,000.00</b>		<b>4,000.00</b>	<b>4,000.00 (100%)</b>

**Compilations**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend

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**Compton Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

26 October 2021 (2021 - 2022)

49 Compilations - Income	1,800.00	180.00	-1,620.00				-1,620.00 (-90%)
50 Compilations				2,300.00	1,097.79	1,202.21	1,202.21 (52%)
<b>SUB TOTAL</b>	<b>1,800.00</b>	<b>180.00</b>	<b>-1,620.00</b>	<b>2,300.00</b>	<b>1,097.79</b>	<b>1,202.21</b>	<b>-417.79 (-10%)</b>

**Grants**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51 Grants							(N/A)
<b>SUB TOTAL</b>							<b>(N/A)</b>

**Neighbourhood Development**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
52 NDP - Income	5,000.00		-5,000.00				-5,000.00 (-100%)
53 NDP				5,000.00		5,000.00	5,000.00 (100%)
<b>SUB TOTAL</b>	<b>5,000.00</b>		<b>-5,000.00</b>	<b>5,000.00</b>		<b>5,000.00</b>	<b>(0%)</b>

**Events**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54 Christmas Events				200.00	28.32	171.68	171.68 (85%)
55 Christmas Day Lunch Room Hire				50.00		50.00	50.00 (100%)
<b>SUB TOTAL</b>				<b>250.00</b>	<b>28.32</b>	<b>221.68</b>	<b>221.68 (88%)</b>

**Reserves**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
56 Reserves					3,622.29	-3,622.29	-3,622.29 (N/A)
58 CIL Expenditure					5,434.90	-5,434.90	-5,434.90 (N/A)
<b>SUB TOTAL</b>					<b>9,057.19</b>	<b>-9,057.19</b>	<b>-9,057.19 (N/A)</b>

**Summary**

<b>NET TOTAL</b>	<b>57,455.00</b>	<b>51,736.01</b>	<b>-5,718.99</b>	<b>58,653.00</b>	<b>33,575.91</b>	<b>25,077.09</b>	<b>19,358.10 (16%)</b>
<b>V.A.T.</b>		<b>4,425.42</b>			<b>3,050.04</b>		
<b>GROSS TOTAL</b>		<b>56,161.43</b>			<b>36,625.95</b>		

## 12. To review the Temporary Scheme of Delegation

### Temporary Scheme of Delegation

1. Section 101 of the Local Government Act 1972 provides:
  - That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
  - A Committee may delegate its powers to an officer.
2. Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.
3. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
4. In an emergency the Proper Officer is empowered to carry out any function of the Council
5. Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

### *Delegation to The Proper Officer*

6. As a temporary measure, to allow for effective decision making whilst Covid-19 restrictions and considerations are in place, the Proper Officer may be empowered to take any and all decisions recommend to them by the relevant Committee or Full Council
7. This empowerment does not affect the delegations already in place via Standing Orders or Financial regulations.
8. The Proper Officer may not take additional decisions that would normally be taken by a Committee or Full Council unless that Committee or Full Council has met in a meeting suitably convened under the requirements of the Local Government Act 1972, and made available to the public to view (where not covered by confidentiality) and expressly agreed for that decision to be enacted via this temporary delegation.

### *Full Council Matters*

9. The following items are reserved for Full Council decision only and cannot be delegated to an Officer.
  - To appoint the Chairman and Vice-Chairman in May each year
  - To sign off the Governance Statement by 30<sup>th</sup> June each year

- To set the Precept
- To appoint the Head of Paid Service (Parish Clerk)
- To make byelaws
- To borrow money
- To consider any matter required by law to be considered by Council