

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 4<sup>th</sup> April 2022 at 7.00pm  
**PLACE:** Online via Zoom - Meeting ID: 836 6601 6059, Passcode: 654603, [Meeting Link](#)

*S. Marshman*

Dr S. Marshman, PSLCC, Clerk to the Council

29<sup>th</sup> March 2022

## 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
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 28<sup>th</sup> March 2022](#)
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	Meeting Date	Minute Numbers	Recommendations
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 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 amendments to the following application and to agree on representation at the Western Area Planning Committee meeting:
    - [21/02271/FULD Land North Of 31 Horn Street, Compton](#) - New 2 bedroom house
  - 9.2 To consider the following new planning applications:
    - [22/00170/FUL Oakwood House, Coombe Road, Compton, RG20 6RQ](#) - Change of use of agricultural/paddock to be part of domestic curtilage.
    - [22/00539/HOUSE 31 Burrell Road, Compton, RG20 6NP](#) - Single storey rear extension. Front porch. New pitched roof to existing flat roof extension to side
    - [22/00614/FULD 23 Tithe Barn Close, Compton, RG20 6AA](#) and [22/00615/LBC 23 Tithe Barn Close, Compton, RG20 6AA](#) - Section 73a Variation of Condition 2 (Approved Plans) of previously approved application 17/02861/FULD: Demolition of Manor Barn and construction of a pair semi-detached dwellings with associated parking, landscaping and amenity space.
    - [22/00627/FUL Units 1 – 3, Old Station Business Park, Compton, RG20 6NE](#) - Retention of Portakabin building used as a canteen/break out area as well as office space for a period of 5 years.
  - 9.3 To consider whether to request the District Councillor calls in any planning applications to the Western Area Planning Committee
  - 9.4 To consider whether to refer any planning applications for further response from the Council's planning consultants
  - 9.5 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 quotes for a tree survey on CPC land
14. To consider adopting [Terms of Reference for the Digital Working Party](#)
15. To discuss the proposed 20mph speed limit
16. To consider any actions required related to planning application [20/01336/OUTMAJ Institute For Animal Health, High Street, Compton](#)
17. To receive an update on vandalism and anti-social behaviour (ASB) in the village

18. To receive reports on the following:

18.1 Recreation Ground

18.2 Rights of Way

18.3 Village Hall

18.4 Downland Practice Patient Representation Group

18.5 Communications

19. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:

Annual Meeting of the Parish Council: Monday 9<sup>th</sup> May 2022 at 7pm

## Supporting Documentation

### 2. 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 5<sup>th</sup> 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

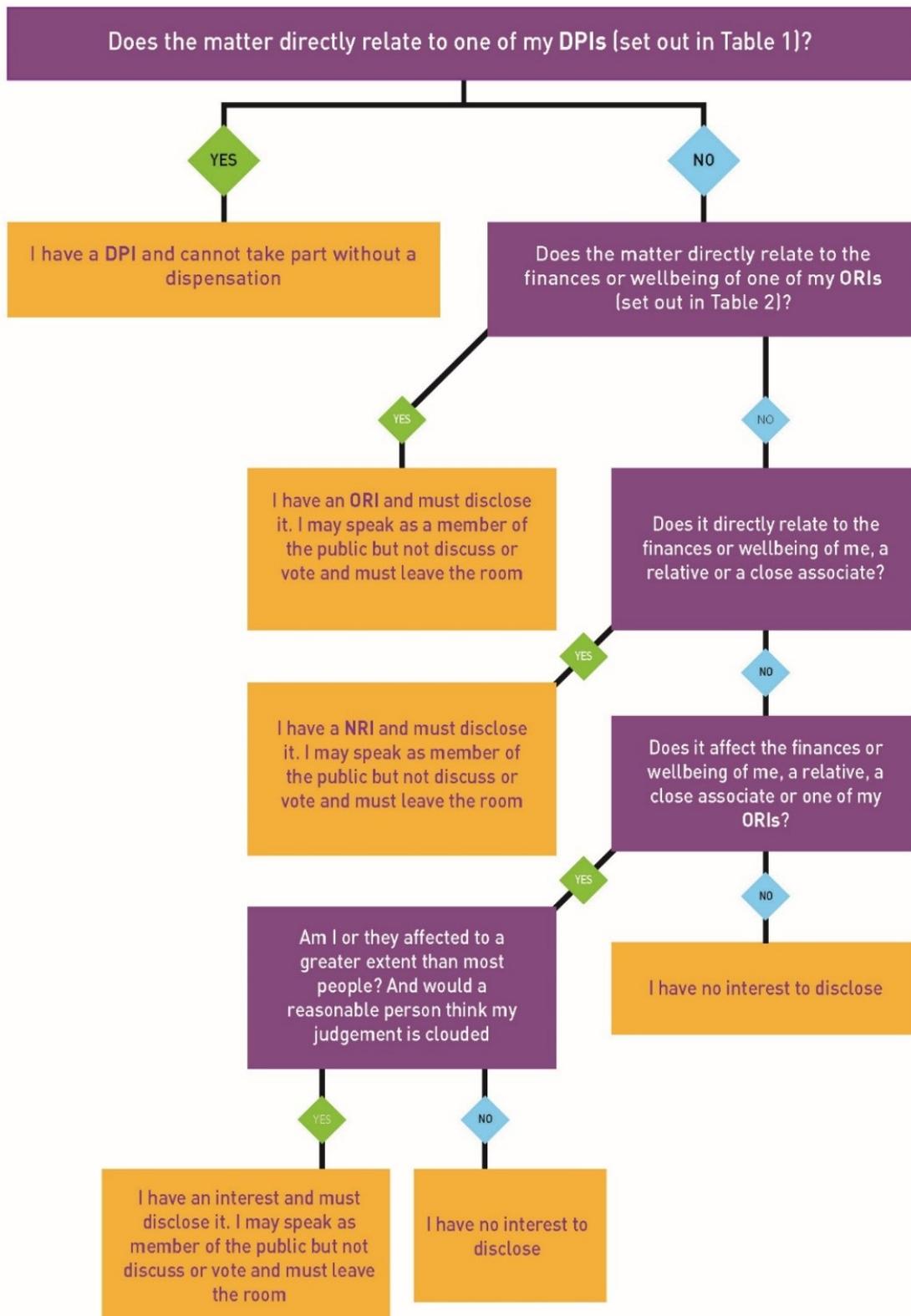


Table 1: Disclosable Pecuniary Interests

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

	<p>capital of that body; or</p> <p>(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.</p>
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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"> <li>1. any unpaid directorships</li> <li>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</li> <li>3. any body <ol style="list-style-type: none"> <li>(i) exercising functions of a public nature</li> <li>(ii) directed to charitable purposes or</li> <li>(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</li> </ol> </li> </ol>
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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:

- 21/03248/HOUSE Meadow Farm, Wallingford Road, Compton, RG20 6PU - Partial removal of existing dwelling and erection of single storey rear extension. Replacement porch. Application approved.

## 11. Finance:

### Finance Report

#### Status at last bank reconciliation 28th February 2022

	Amount
Unity Trust Current Account	£26,337.83
Unity Trust Deposit Account	£122,642.13
Lloyds Multipay Corporate Card	-£11.28
<b>Total</b>	<b>£148,968.68</b>

#### Income received 1st March - 27th March 2022

Account	Income Detail	Amount
None		£0.00
<b>Total</b>		<b>£0.00</b>

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

Method	Date	Payee	Payment Detail	Amount
CC	03-Mar-22	Lloyds	Monthly card fee	£3.00
CC	26-Mar-22	Microsoft	Software	£11.28
<b>Total</b>				<b>£14.28</b>

#### Payments to be approved

Method	Date	Payee	Payment Detail	Amount
DD	18-Mar-22	Vodafone	Mobile phone	£21.29
DD	26-Mar-22	Southern Electric	Sports Pavilion Electricity Q4	£134.28
BACS	29-Mar-22	CJM Services	Replacement parts for basket swing	£1,760.40
<b>Total</b>				<b>£1,915.97</b>

#### Transfers

Method	Date	From Account	To Account	Amount
DD	16-Mar-22	Unity Current	Lloyds	£14.28
<b>Total</b>				<b>£14.28</b>

## Bank Reconciliation

### Bank Reconciliation at 28/02/2022

Cash in Hand 01/04/2021		£163,302.67
ADD Receipts 01/04/2021 - 28/02/2022		£63,301.88
SUBTRACT Payments 01/04/2021 - 28/02/2022		£77,635.87
<b>A = Cash in Hand 28/02/2022 (per cash book)</b>		<b>£148,968.68</b>
Cash in hand per Bank Statements		
Petty Cash	28/02/2022	£0.00
3 Lloyds Corporate Card	28/02/2022	-£11.28
2 Unity Deposit	28/02/2022	£122,642.13
1 Unity Current	28/02/2022	£26,337.83
		<b>£148,968.68</b>
Less unrepresented payments		£0.00
Plus unrepresented receipts		£0.00
<b>B = Adjusted Bank Balance</b>		<b>£148,968.68</b>

**A = B Checks out OK**

## 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

## 14. To consider adopting Terms of Reference for the Digital Working Party

### Terms of Reference for Digital Working Party

1. To assess IT related problems and capabilities then make budget and usage recommendations to the Full Council.
2. To facilitate the resolution of any identified IT problems and the delivery of any approved IT changes
3. The main areas of responsibility to include:
  - a) Conversion of old paper records to searchable electronic documents.
  - b) Redaction of documents for Freedom of Information requests.
  - c) Resolving problems with the Council's IT equipment.
  - d) Optimising the value for money from the Council's software licences.
  - e) Providing digital content for use on web sites and social media.
4. Meetings to be regular as needed.
5. The working party will be responsible for organising its own meetings and must provide a summary progress report to the Full Council.
6. Any financial expenditure must be approved by the Full Council.
7. Invoices and receipted expenses for reimbursement should be passed to the Clerk as soon as possible with description of the reason for the expenditure clearly given.
8. There is no current need to log time spent on Working Party activities.