

# Compton Parish Council

---

Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP  
ComptonParish@gmail.com; 07748 591920  
www.comptonparishcouncil.org

## Meeting of the Parish Council

I hereby give you Notice that the next meeting of Compton Parish Council is to be held on

**Monday 4<sup>th</sup> November 2019 at 7.00pm**

**In the Wilkins Centre, Burrell Road, Compton**

**and all Members of the Council are hereby summoned to attend.**

Dr. Sarah Marshman  
Clerk to the Council  
Dated: 29<sup>th</sup> October 2019

## AGENDA

1. To receive 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: Questions or comments from members of the public regarding items on the agenda<sup>1</sup>  
Representations from any member who has declared a personal interest
4. To approve the [minutes](#) of the Parish Council Meeting held on 7<sup>th</sup> October 2019
5. To discuss any matters arising from the minutes of the Council Meeting on 7<sup>th</sup> October 2019
6. To receive a report from the District Councillor, Carolyn Culver
7. To receive the [Clerk's report](#)
8. Planning Applications

---

<sup>1</sup> Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in this agenda. The designated time will be 12 minutes and no longer than 3 minutes per person. This time may be extended at the discretion of the Chairman.

A question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.

Comments or questions not related to an item on this agenda should be notified to the Clerk for consideration by Council for possible inclusion on a future agenda.

- a) To review the minutes of any planning committee meeting occurring since the previous Full Council Meeting
  - b) To consider the following new planning applications:
    - None.
  - c) To consider whether to request our District Councillor call in any planning applications to the Western Area Planning Committee
  - d) To consider whether to refer any planning applications for further response from our planning consultants
  - e) To receive a report on [West Berkshire Council's recent planning decisions](#)
9. To consider co-opting a new member to the Parish Council
  10. To consider approving an overspend of £659 on the cost of the removal of the garages from the Recreation Ground
  11. To reflect on the Homes England Pirbright Site presentation and to consider follow up actions for the Council on:
    - a) The economic justification of the proposal for 250 dwellings;
    - b) The adoption of ground source district heating;
    - c) Other topics identified by Councillors.
  12. To receive an update on the West Berkshire Council Climate Conference
  13. To consider quotes for an independent traffic consultant to advise on the proposed 20mph speed limit and associated traffic calming on School Road/High Street
  14. To consider setting up a working party to investigate whether to extend the scope of the works to be carried out on the current Football Pavilion
  15. To consider adopting a new [Grant Allocation Policy](#)
  16. To consider allowing a second round of grant applications for the 2019/20 financial year
  17. To consider a request for funding under the Grant Allocation Policy
  18. To consider revising the [fees for advertising in Compilations](#) for 2020
  19. To receive an update on vandalism and anti-social behaviour (ASB) in the village
  20. To receive reports on the following:
    - a) Recreation Ground
    - b) Football Pavilion
    - c) Rights of Way
    - d) Village Hall
    - e) Allotments
    - f) Patient Representation
    - g) Groundwater
    - h) Parish Assets & Management Working Party
    - i) Neighbourhood Development Plan
    - j) Burial Ground
    - k) GDPR
    - l) Personnel Committee
    - m) Communications

21. Finance:
  - a) To receive the [finance report](#) and approve payments made/due
  - b) To note the [bank reconciliations](#) to 31<sup>st</sup> August 2019
  - c) To receive any reports from the Internal Controller
  - d) To note the [quarterly budget report](#) where applicable
22. To receive the [correspondence report](#)
23. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:

**Parish Council Meeting:** **Monday 2<sup>nd</sup> December at 7pm** in the Wilkins Centre

# Compton Parish Council

## Minutes of the Parish Council Meeting

Held on Monday 7<sup>th</sup> October 2019 at 7:00pm in the Wilkins Centre, Compton

Councillors present: Councillors Mark Birtwistle (Chair), Patricia Burnett, Peter McGeehin, Linda Moss, Rebecca Pinfold, Alison Strong and Ian Tong.

Councillors not present: Councillor David Aldis.

In attendance: Sarah Marshman (Clerk).  
Aaron Smith, Fowler Architecture and Planning  
6 members of the public.

- |                  |   |
|------------------|---|
| <b>19/20-121</b> | <b>To receive apologies for absence from members of the Council</b><br>Apologies were received from Councillor David Aldis  |
| <b>19/20-122</b> | <b>To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation</b><br>It was noted that Councillors Mark Birtwistle and Alison Strong have an interest in minute 19/20-132, however they have previously been granted a dispensation to discuss and vote on the matter.  |
| <b>19/20-123</b> | <b>To receive: Questions or comments from members of the public</b><br><b>Representations from any member who has declared a personal interest</b><br>It was noted that the salt bin outside the Village Hall is owned and maintained by West Berkshire Council and is included in their Highway Winter Service Plan.   |
| <b>19/20-124</b> | <b>To approve the minutes of the Parish Council Meeting held on 2<sup>nd</sup> September 2019</b><br>It was resolved that the minutes be accepted as a true record. They were then signed by the Chairman.  |
| <b>19/20-125</b> | <b>To discuss any matters arising from the minutes of the Council Meeting on 2<sup>nd</sup> September 2019</b><br>The library service was contacted regarding an enquiry from some residents regarding the mobile library and the loss of visits that occur on bank holidays due to visits being scheduled on Mondays. The response received confirmed that they would seek to move the day of the visits, however, schedules are currently set until April 2020 so this could not be changed earlier than this date-.  |
| <b>19/20-126</b> | <b>To receive a presentation from representatives of the Neighbourhood Development Plan Steering Committee regarding an interim statement for the Pirbright Site in response to the request from West Berkshire Council's Planning Policy Team</b><br>Aaron Smith presented the interim statement. The interim statement was requested by West Berkshire Council to provide an early and clear view on the planning policies regarding the Pirbright Institute site and has been created by the Neighbourhood Development Plan Group.<br>The Parish Council thanked the Neighbourhood Development Plan Group for all their work so far. |

- 19/20-127** | **To consider adopting the interim statement issued by the Neighbourhood Development Plan Steering Committee**  
 It was resolved to adopt the Interim Policy Statement on the Pirbright Site Issues and Policy Objectives.  
 The Clerk was requested to submit it to West Berkshire Council and to provide a copy to Homes England, the current owners of the site.
- 19/20-128** | **To receive a report from the District Councillor, Carolyne Culver**  
 CC sent her apologies.
- 19/20-129** | **To receive the Clerk's report**  
 The Clerk had attended a meeting for Clerks in Berkshire with Berkshire Youth. Berkshire Youth are looking to develop a scheme to provide youth workers throughout the county and have been requested to provide a short report to be distributed to Parish Councillors.  
 Shepherds Mount will now be added to West Berkshire Council's Secondary Treatment Route in their Highway Winter Service Plan as per a request made by the Parish Council.
- 19/20-130** | **Planning Applications**  
**a) To review the minutes of any planning committee meeting occurring since the previous Full Council Meeting**  
 There were none.  
**b) To consider the following new applications**  
 There were none.  
**c) 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.  
**d) To consider whether to refer any planning applications for further response from our planning consultants**  
 There were no applications requiring referral.  
**e) To receive a report on West Berkshire Council recent planning decisions**

App. Ref.	Location	Proposed Work	Response from CPC	Decision
19/01528/ FUL	Former Kemtronix Building, Churn Road, Compton, RG20 6PP	Change of Use of an existing redundant building which was formerly used by the Institute for Animal Health for research and development purposes in connection with agriculture (Class B1 (b)) to an indoor leisure facility/yoga studio (Class D2) including modifications to the existing access, car parking and pedestrian walkways.	No objections	Approved
19/01918/ HOUSE	Crossing Cottage, Coombe Road, Compton, RG20 6RQ	Erection of garden studio	No objections	Approved

- 19/20-131** | **To consider requests for donations under the Council's Grants Policy**  
 Three grant requests had been received. It was resolved to award the following grants:

	<p>Compton Archery £211</p> <p>1<sup>st</sup> Compton Scout Group £225</p> <p>Compton Scout and Guide Hut £225</p> <p>As a low number of applications had been received this year, the Council will consider whether to allow an additional round of applications during this financial year at the next meeting.</p>
<b>19/20-132</b>	<p><b>To consider quotes to purchase four salt bins for Shepherds Mount/Rise</b></p> <p>It was resolved to purchase 4 (empty) green salt bins from Triangle Management Ltd and to highlight the grant application policy to the neighbouring residents to assist with the purchase of salt.</p> <p>It was noted that this road has now been added to West Berkshire Council's Secondary Treatment Network as the result of a request made by the Parish Council.</p>
<b>19/20-133</b>	<p><b>To consider quotes to purchase a replacement salt bin for Whitewalls Close</b></p> <p>It was resolved to purchase a replacement salt bin. It was resolved the Clerk should contact the organiser of the Whitewalls Close salt bin to confirm whether they would like a yellow or green salt bin installed and order the salt bin in the colour chosen.</p>
<b>19/20-134</b>	<p><b>To consider setting a budget for the tea party event for VE Day 75</b></p> <p>It was resolved to defer until further discussions had taken place as to the nature of the event.</p>
<b>19/20-135</b>	<p><b>To consider quotes for an independent traffic consultant to advise on the proposed 20mph speed limit and associated traffic calming on School Road/High Street</b></p> <p>PM will create a specification to send out for quotes. This item was deferred.</p>
<b>19/20-136</b>	<p><b>To consider whether to extend the scope of the works to be carried out on the current Football Pavilion</b></p> <p>This item was deferred to the next meeting.</p>
<b>19/20-137</b>	<p><b>To consider making alterations to the membership of the planning committee and the working party</b></p> <p>This item was deferred to the next meeting.</p>
<b>19/20-138</b>	<p><b>To consider adopting revised Financial Regulations</b></p> <p>It was resolved to adopt the Financial Regulations 2019.</p>
<b>19/20-139</b>	<p><b>To consider adopting a Training and Development Policy</b></p> <p>It was resolved to adopt the Training and Development Policy.</p>
<b>19/20-140</b>	<p><b>To consider adopting a revised Risk Register for 2019/20</b></p> <p>It was resolved to adopt the revised Risk Register for 2019/20.</p>
<b>19/20-141</b>	<p><b>To consider whether to request funding from West Berkshire Council for the planting of wildflower verges and, if agreed, at what locations within Compton Parish</b></p> <p>This item was deferred to the next meeting.</p>
<b>19/20-142</b>	<p><b>To consider the 'treatment' of the School Road verge running alongside the Pang ditch</b></p>

- It was resolved the Council should take over the maintenance of the verge, cutting it three times per year which takes into account guidelines regarding the cutting of verges and the promotion of wildlife.  
The Clerk will contact West Berkshire Council who currently maintain the verge.
- 19/20-143 To consider installing an information display board/lectern on the Churn Railway Bridge to recognise the significance of Churn Camp**  
This item was deferred.
- 19/20-144 To receive an update on vandalism and anti-social behaviour (ASB) in the village**  
There have been no reports.
- 19/20-145 To receive reports on the following:**
- a) Recreation Ground**  
There has been a significant increase in litter. A litter picking event is scheduled for 19<sup>th</sup> October.
  - d) Village Hall**  
The AGM has taken place. Currently, the Village Hall Rep is trying to set up regular informal meetings with a member of the Management Committee.  
The AGM is scheduled for 16<sup>th</sup> September.
  - e) Allotments**  
There is still a leak in the stainless steel tower that holds the tap in School Road allotments. The Clerk will seek quotes for repair.
  - i) Parish Assets & Management Working Party**  
The old garages in the Recreation Ground have been taken down.  
Conversations have been started regarding licenses for the remaining garages.
- 19/20-146 Finance:**
- a) 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.
  - b) To note the bank reconciliations to 31<sup>st</sup> August 2019**  
The bank reconciliation to 31st August 2019 was noted.
- 19/20-147 To receive the correspondence report**  
A Report from West Berkshire Council (WBC) of concerns from a resident of the parish regarding the speed of vehicles travelling along Right of Way (RoW) COMP/5/1 had been received. This RoW stretches from Wilson Close to the Old Station Business Park. Only the beginning of this RoW is covered by a speed restriction and WBC have suggested the Parish Council discuss this on a local level.  
A representative from WBC had previously met with a representative of the Parish Council to discuss this area and had advised they would ensure white lines were painted at the point where the RoW meets Wilson Close. The Clerk will follow this up with WBC.
- 19/20-148 To discuss matters for future consideration and for information**  
It was noted that Brexit was likely to have little impact on the Council and that the only suppliers likely to be affected were Microsoft, Amazon and Google who all have bases in Ireland.  
It was noted the fire exit from the Wilkins Centre is currently blocked with the exit gate also locked shut. The Clerk was requested to write to the Village Hall Management Committee to request this be resolved immediately.

## Agenda Item 4

The possibility of making a digital version of Compilations available is being looked at.

The alley from the High Street to Burrell Road is becoming very overgrown. The Clerk was requested to report this to WBC.

The Council will hold an internal meeting to discuss the distribution of workload on 18<sup>th</sup> November. All Council Members are required to attend. Any proposals from this meeting will be considered formally by the Council at the December meeting.

Meeting closed 9:31pm.

Date and time of next scheduled meeting:

**Parish Council Meeting: Monday 4<sup>th</sup> November 2019 at 7pm in the Wilkins Centre**

Chairman: .....

Date: .....



**Attachment 1: Finance Report**

**Status at bank at last bank reconciliation 31st August 2019**

Unity Trust	Current Account	£34,266.45
Unity Trust	Deposit Account	£122,143.91
HSBC	Current Account	£748.50
Pockit	Pre-paid Debit Card	£31.69
<b>Total</b>		<b>£157,190.55</b>

**Income received 12th August - 26th September 2019**

None		
<b>Total</b>		<b>£0.00</b>

**Payments made on pre-paid debit card to be approved**

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
POCKIT	16-Sep-19	069	Pockit	Monthly fee		£0.99
<b>Total</b>						<b>£0.99</b>

**Payments to be approved**

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
BACS	18-Sep-19	070	Vodafone	Mobile phone Sep		£15.37
DD	20-Sep-19	071	Castle Water	Water School Road allotments Aug		£20.35
DD	20-Sep-19	072	Castle Water	Water Newbury Lane allotments Aug		£18.38
BACS	19-Sep-19	073	Came and Company	Insurance 19/20	19/20-103	£1,703.84
BACS	30-Sep-19	074	Unity Trust Bank	Bank charges		£18.00
BACS	07-Oct-19	075	AD Clark	Grounds maintenance Aug plus scrub clearance		£647.88
BACS	07-Oct-19	076	Rialtas Business Solutions Ltd	Finance software 19/20		£145.20
BACS	07-Oct-19	077	CJM Services	Bench repairs		£75.00
BACS	07-Oct-19	078	Fowler Architecture and Planning	Preparation of Neighbourhood Development Plan stage 1		£1,890.00
BACS	07-Oct-19	079	SSE Contracting Ltd	Street lighting maintenance Sep qtr		£264.86
BACS	07-Oct-19	080	SSE Contracting Ltd	Street lighting chareable repairs		£66.67
BACS	07-Oct-19	081	CCB	Membership 2019/20		£32.00
BACS	07-Oct-19	082	Clerk	Salary/expenses Sep		£821.76
BACS	07-Oct-19	083	HMRC	PAYE		£65.62
DD	12-Oct-19	084	SSE	Electricity Q2		£974.28
BACS	18-Oct-19	085	Berks Pension Fund	Pension contributions		£230.38
<b>Total</b>						<b>£6,989.59</b>

Transfers

Method	Payment Date	Voucher Number	From Account	To Account	Minute	Amount
-	-	-	-	-	-	-
					<b>Total</b>	<b>£0.00</b>

## **Clerk's Report for Council Meeting on 4<sup>th</sup> November 2019**

### **Neighbourhood Development Plan Interim Statement**

The Interim Statement has been submitted to West Berkshire Council and confirmation of receipt has been received. A copy has also been provided to Homes England, the current owners of the Pirbright Institute Site. The Interim Statement has been publicised on the Council website and Facebook pages as well as on the NDP website.

### **Berkshire Youth Service**

A proposal has now been received from the Berkshire Youth Service and this has been distributed to all Members of the Council. The intention is to split the costs proportionately, however, this has not yet been calculated and it is hard to obtain a clear picture on the predicted costs were the Council to 'buy in' to this programme.

### West Berkshire Council's Recent Planning Decisions

App. Ref.	Location	Proposed Work	Response from CPC	Decision
19/02433/ HOUSE	20 Manor Crescent, Compton, RG20 6NR	Composite cladding to existing single storey section of house. Render to existing two storey area of the house.	-	Cannot be determined

# Compton Parish Council

## Grant Allocation Policy

Version number	6.0	Minute reference	
Adopted by	Full Council	Review due	Annually
Date adopted		Review date	May 2020

1. Compton Parish Council adopted the General Power of Competence at their meeting held on 2<sup>nd</sup> September 2019. The General Power of Competence remains in place until the next ordinary election, scheduled in May 2023. It is the General Power of Competence that will be used to provide grant funding until such a time that the Council assesses it no longer meets the criteria after an ordinary election.
2. Compton Parish Council shall include a budget line for grants each year. A maximum of 15% of the yearly grant budget can be awarded to any group, organisation or charity. Applicants should check the 'Grants' page on the Compton Parish Council website to obtain up-to-date information on this figure before applying.
3. The provision of grants will be divided into a Primary allocation and a Secondary allocation. The Primary allocation will be the larger percentage of 80% unless agreed otherwise by the Council when setting the Precept. The Secondary allocation will be the residual amount. The Primary allocation will be awarded to qualifying groups in October of each year unless otherwise adjusted at the Annual Meeting of the Parish Council (in May). The Secondary allocation will be used to support ad hoc requests from qualifying groups received after October and before the end of the precept year.
4. Financial grants will only be made to charities, voluntary organisations or constituted groups for the benefit of the residents of the Parish of Compton. The Council will only provide funding to assist organisations that are not based in the Parish of Compton on a pro-rata basis for local residents using that service.
5. Grants will not be made to:
  - i. Applicants who have not completed the application form in full;
  - ii. Organisations that do not have a bank account, except where resident(s) of the Parish utilise Council Owned assets to provide a service to their locality (e.g. Street). In this case the resident(s) must provide a full breakdown of the intended expenditure with their application and include a full breakdown of income and expenditure of previous grants made by the Council (if any);
  - iii. Organisations or individuals that discriminate on the grounds of race, age, gender, disability, sexual orientation or religion;
  - iv. Private organisations operated as a business to make a profit or surplus;

- v. 'Upward Funders', i.e. local groups whose fund raising is sent to their central HQ for redistribution;
  - vi. Individuals;
  - vii. Organisations whose activities are statutorily funded.
6. Grants will not normally be made for ongoing running costs. Where an application is for running costs, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.
  7. The Council will only consider grant applications in excess of the value of 15% of the yearly grant budget in exceptional circumstances where a significant and wide-ranging community benefit is clearly demonstrated in the application form.
  8. The Council will only provide one grant per group or organisation in each financial year, unless clear, exceptional circumstances are demonstrated.
  9. The Council will not make grant funding on a retrospective basis.
  10. The Council give preference to organisations that have not received a grant from Compton Parish Council in the previous three financial years.
  11. The Council will give preference to applicants who can demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.
  12. The Council (or an appointed committee) will scrutinise the applications and will agree the successful organisations and the amounts to be awarded. The Council will agree the grants to be awarded in the Primary Allocation at their October meeting. All applications for the Primary Allocation must be received by 15<sup>th</sup> September.
  13. Ad Hoc requests will be considered at normal monthly meetings using the same guidance and process as the Primary Allocation.
  14. The Council will use the following guidance in considering applications:
    - i. Provide opportunities in the village to save travel to other locations;
    - ii. Protect/enhance the AONB and environment;
    - iii. Protect/enhance the community of the Parish of Compton;
    - iv. Support the extension of services into the rural location;
    - v. Support activities across the age spectrum (e.g. Youth and Older generations);
    - vi. Sporting activities;
    - vii. Support specific projects rather than running costs;
    - viii. Start-up grants.
  15. Payments will be made to successful applicants after they have been approved at the next Full Council meeting following the one at which the application has been determined, e.g. applications approved at the October meeting will be approved at the November meeting.

## Agenda Item 15

16. Payments will normally be made by direct transfer to the organisation's bank account.
17. Any monies not allocated will be carried over to the following year and will added to the Grant figures for the new financial year.

# Compton Parish Council

## Grant Application Form

---

Name of organisation:

---

Address of organisation:

Contact name:

---

Position in organisation:

---

Contact email address:

---

Aims and objectives of your organisation. What does your organisation do and how does it benefit the residents of the Parish of Compton?

How many members do you have?

---

What percentage are residents of the Parish of Compton?

---

How much funding are you applying for?

---

Please note Compton Parish Council will only agree allocations over 15% of their yearly grant budget in exceptional circumstances that are clearly detailed below. Please check the grants page on our website to check what this figure is for the current financial year.

What is the total cost of your project?

---

If your application is for greater than 15% of the grants budget for the current financial year, please give full details of the exceptional circumstance related to your request.



## Agenda Item 15

Briefly describe the project for which you require a grant, giving a breakdown of what the funding will be spent on.

Please be aware that the Council do not normally give grants for running costs. If your application contains an element of running costs, please detail your plans to source alternative funding for this in future years.

Please provide details of the bank account that the grant should be paid into if approved.

Name on account: \_\_\_\_\_

Account number: \_\_\_\_\_

Sort code: \_\_\_\_\_

### Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), the Applicant Organisation and the individual completing this form agrees that Compton Parish Council will process and hold the information on this form only in relation to our grant application. We consent to the information supplied for this application, including any personal and organisation information, being stored manually and/or electronically as part of the Council's Public function as a Parish Council. It will be held securely and treated confidentially for 6 years after the financial year in which an application is made. We understand that it will only be accessed by authorised staff members to manage the grant application process.

We also understand that Compton Parish Council will publish the list of organisations who request grants and are successful in their request. Compton Parish Council may pass details onto an official organisation where required to do so by law or contract. We understand that my data will be disposed of securely 6 years after the application and that we have the right to correct the information at any time.

### Declaration

I declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

Signed (electronic signature acceptable): \_\_\_\_\_

Date: \_\_\_\_\_

# Compton Parish Council

## Compilations Advertising Fees Review 2020

### Background

Compilations is produced 6 times a year and 960 copies are delivered to households throughout the parishes of Compton and East Ilsley. The booklet is printed in A5 size in black and white.

Advertising costs were set in 2018 and held for 2019. Current costs are as follows:

Size of advert	Cost
Full Page	£27.00
Half Page	£13.50
Third of a Page	£ 9.00
Quarter of a Page	£ 6.75

### Production Costs

The cost of production of Compilations was renegotiated with West Berkshire Council in February 2019 and agreed at a cost of £547.46 per issue – a total of £3,284.76 per year.

### Cost to the Council

In 2018, the total of advertising income received was £2,146.50, with the cost of printing at £3,649.74. This left an overall deficit of £1,503.24. An invoice is provided to East Ilsley Parish Council each year to cover the cost of 246 copies per issue, leaving the final cost to Compton Parish Council of £1,118.03.

Projected costs for 2019 give a projected total of advertising income of £1,685.05. The cost of printing shall be £3,284.76. Once the fee from East Ilsley Parish Council has been received, the projected final cost to Compton Parish Council shall be £1,189.78.

### Suggested Advertising Fees for 2020

Size of advert	Cost 2019	Cost 2020	Cost for Year at 2020 Suggested Rate
Full Page	£27.00	£30.00	£180
Half Page	£13.50	£15.00	£90
Third of a Page	£ 9.00	£10.00	£60
Quarter of a Page	£ 6.75	£ 7.50	£45

If advertising fees were raised to the values suggested above, based on the current level of advertising, the Council would receive £1947.50 towards the costs of production. The projected final cost to Compton Parish Council for the production of Compilations is £994.59, which will be met through the precept.

### Recommendation

That Compton Parish Council raises the cost for advertising in Compilations in 2020 to £30 for a full-page advert.

# **Compton Parish Council** **Finance Report 4<sup>th</sup> November 2019**

## **Status at bank at last bank reconciliation 30th September 2019**

Unity Trust	Current Account	£30,422.82
Unity Trust	Deposit Account	£122,267.06
HSBC	Current Account	£748.50
Pockit	Pre-paid Debit Card	£130.70
<b>Total</b>		<b>£153,569.08</b>

## **Income received 27th September - 27th October 2019**

Unity Trust	Current Account	Precept (2nd half)	£22,925.00
Unity Trust	Deposit Account	Interest	£123.15
<b>Total</b>			<b>£23,048.15</b>

## **Payments made on pre-paid debit card to be approved**

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
POCKIT	16-Oct-19	086	Pockit	Monthly fee		£0.99
<b>Total</b>						<b>£0.99</b>

## **Payments to be approved**

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
DD	18-Oct-19	087	Vodafone	Mobile phone Oct		£15.37
DD	21-Oct-19	088	Castle Water	Water School Road allotments Aug		£19.70
DD	21-Oct-19	089	Castle Water	Water Newbury Lane allotments Aug		£17.79
CHQ	04-Nov-19	090	Southern Electric	Electricity Sports Pavilion		£16.96
BACS	04-Nov-19	091	Compton Archery	Grant	19/20-131	£211.00
BACS	04-Nov-19	092	1st Compton Scout Group	Grant	19/20-131	£225.00
BACS	04-Nov-19	093	Compton Scout and Guide Hut	Grant	19/20-131	£225.00
BACS	04-Nov-19	094	IJ Agricultural and Equestrian Fencing	Install three bollards in Recreation Ground		£204.00
BACS	04-Nov-19	095	Andrews Handyman Service	Removal of garages from Recreation Ground	19/20-110 + agenda 10	£2,659.95
BACS	04-Nov-19	096	Heelis & Lodge	Internal audit 2018/19	18/19-155	£245.00
BACS	06-Nov-19	097	Clerk	Salary/expenses Oct		£850.32
BACS	06-Nov-19	098	HMRC	PAYE		£97.30
BACS	19-Nov-19	099	Berks Pension Fund	Pension contributions		£250.23
<b>Total</b>						<b>£4,984.76</b>

**Transfers**

<b>Method</b>	<b>Payment Date</b>	<b>Voucher Number</b>	<b>From Account</b>	<b>To Account</b>	<b>Minute</b>	<b>Amount</b>
-	-	-	-	-	-	-
					<b>Total</b>	<b>£0.00</b>

Date: 18/10/2019	Compton Parish Council Current Year	Page 1
Time: 14:50	Bank Reconciliation Statement as at 30/09/2019 for Cashbook 1 - Unity Current A/C	User: SLM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank Current	30/09/2019	73	30,422.82
			<u>30,422.82</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			30,422.82
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			30,422.82
		Balance per Cash Book is :-	<b>30,422.82</b>
		Difference is :-	<b>0.00</b>

Date: 18/10/2019

Compton Parish Council Current Year

Page 1

Time: 14:53

**Bank Reconciliation Statement as at 30/09/2019  
for Cashbook 2 - Unity Deposit A/C**

User: SLM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank Deposit	30/09/2019	61	122,267.06
			<u>122,267.06</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			122,267.06
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			122,267.06
		<b>Balance per Cash Book is :-</b>	<b>122,267.06</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 18/10/2019

Compton Parish Council Current Year

Page 1

Time: 14:55

Bank Reconciliation Statement as at 30/09/2019  
for Cashbook 3 - HSBC Current A/C

User: SLM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current	30/09/2019	484	748.50
			<u>748.50</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			748.50
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			748.50
		Balance per Cash Book is :-	748.50
		Difference is :-	0.00

Date: 18/10/2019

Compton Parish Council Current Year

Page 1

Time: 14:56

**Bank Reconciliation Statement as at 30/09/2019  
for Cashbook 5 - Pockit Pre-Paid Debit Card**

User: SLM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Pockit Pre-paid Debit Card	30/09/2019		130.70
			<u>130.70</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			130.70
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			130.70
		<b>Balance per Cash Book is :-</b>	<b>130.70</b>
		<b>Difference is :-</b>	<b>0.00</b>



---

**Compton Parish Council Current Year**

**Bank - Cash and Investment Reconciliation as at 2 September 2019**

---

Confirmed Bank & Investment Balances

Bank Statement Balances

30/09/2019	Unity Bank Current	30,422.82	
30/09/2019	Unity Bank Deposit	122,267.06	
30/09/2019	HSBC Current	748.50	
30/09/2016	Alto prepaid debit card	0.00	
30/09/2019	Pockit Pre-paid Debit Card	130.70	
			153,569.08

Other Cash & Bank Balances

0.00

---

153,569.08

Receipts not on Bank Statement

0.00

Closing Balance

---

153,569.08

All Cash & Bank Accounts

Alto Pre-Paid Debit Card	0.00
HSBC Current A/C	748.50
Pockit Pre-Paid Debit Card	130.70
Unity Current A/C	30,422.82
Unity Deposit A/C	122,267.06
Other Cash & Bank Balances	0.00
<b>Total Cash &amp; Bank Balances</b>	<b>153,569.08</b>

---

18/10/2019

Compton Parish Council Current Year

Page 1

15:11

Detailed Receipts & Payments by Budget Heading 02/09/2019

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>100 Administration</b>						
1060 Interest	245	250	5			97.9%
1076 Precept	22,925	45,850	22,925			50.0%
1081 CIL	9,647	0	(9,647)			0.0%
1085 VAT Refund	3,467	3,000	(467)			115.6%
1150 Village Hall Loan Repayment	480	480	0			100.0%
1155 Scout Hall Loan Repayment	0	150	150			0.0%
	<b>36,764</b>	<b>49,730</b>	<b>12,966</b>			<b>73.9%</b>
Administration :- Receipts						
4000 Staff Wages/PAYE/Pension	6,547	10,000	3,453		3,453	65.5%
4005 Staff Costs	109	200	91		91	54.7%
4010 Office	360	720	360		360	50.0%
4050 Office Supplies	88	150	62		62	58.5%
4052 Mobile Phone	74	150	76		76	49.2%
4055 Website Development	0	20	20		20	0.0%
4058 Bank Charges	37	72	35		35	51.4%
4060 Subscriptions	399	500	101		101	79.8%
4062 Software Fees	50	350	300		300	14.3%
4065 Insurance	1,704	1,750	46		46	97.4%
4068 Election Fees	0	750	750		750	0.0%
4070 Audit Fees	300	350	50		50	85.7%
4075 Chairmans Allowance	30	200	170		170	15.0%
4085 Training	205	500	295		295	41.0%
4090 Other Expenses	8	1,000	992		992	0.8%
4100 Meeting Rental	402	600	198		198	67.0%
	<b>10,313</b>	<b>17,312</b>	<b>6,999</b>	<b>0</b>	<b>6,999</b>	<b>59.6%</b>
Administration :- Indirect Payments						
	<b>26,451</b>	<b>32,418</b>	<b>5,967</b>			
Net Receipts over Payments						
6001 less Transfer to EMR	9,647					
	<b>16,804</b>					
Movement to/(from) Gen Reserve						
<b>110 Events</b>						
4130 Christmas Events	0	200	200		200	0.0%
4132 Xmas Day Lunch Room Hire	0	50	50		50	0.0%
	<b>0</b>	<b>250</b>	<b>250</b>	<b>0</b>	<b>250</b>	<b>0.0%</b>
Events :- Indirect Payments						
	<b>0</b>					
Movement to/(from) Gen Reserve						

Continued over page

18/10/2019

Compton Parish Council Current Year

Page 2

15:11

Detailed Receipts & Payments by Budget Heading 02/09/2019

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>120 Grounds Maintenance</b>						
4150 Grounds Maintenance	2,719	5,000	2,281		2,281	54.4%
Grounds Maintenance :- Indirect Payments	2,719	5,000	2,281	0	2,281	54.4%
<b>Movement to/(from) Gen Reserve</b>	<b>(2,719)</b>					
<b>130 Allotments/Footpaths</b>						
1100 Allotment Rent - Newbury Lane	0	300	300			0.0%
1105 Allotment Rent - School Road	195	300	105			65.0%
Allotments/Footpaths :- Receipts	195	600	405			32.5%
4200 Newbury Lane Expenses	122	200	78		78	60.8%
4205 Newbury Lane Capital	0	200	200		200	0.0%
4210 School Road Expenses	413	300	(113)		(113)	137.6%
4215 School Road Capital	0	350	350		350	0.0%
Allotments/Footpaths :- Indirect Payments	534	1,050	516	0	516	50.9%
<b>Movement to/(from) Gen Reserve</b>	<b>(339)</b>					
<b>140 Village Scene</b>						
1170 Football Clubs	0	100	100			0.0%
Village Scene :- Receipts	0	100	100			0.0%
4305 Recreation Ground	0	1,000	1,000		1,000	0.0%
4308 Play Equipment Maintenance	104	2,500	2,397		2,397	4.1%
4310 Football Pavilion Maintenance	0	200	200		200	0.0%
4312 Tree Works	0	750	750		750	0.0%
4315 Litter/dog Bins	427	750	323		323	57.0%
4325 War Memorial Maintenance	0	220	220		220	0.0%
Village Scene :- Indirect Payments	531	5,420	4,889	0	4,889	9.8%
<b>Movement to/(from) Gen Reserve</b>	<b>(531)</b>					
<b>150 Compilations</b>						
1160 Compilations (Inc)	101	2,500	2,399			4.0%
Compilations :- Receipts	101	2,500	2,399			4.0%
4350 Compilations (Exp)	1,004	3,650	2,646		2,646	27.5%
Compilations :- Indirect Payments	1,004	3,650	2,646	0	2,646	27.5%
<b>Movement to/(from) Gen Reserve</b>	<b>(903)</b>					

Continued over page

18/10/2019

Compton Parish Council Current Year

Page 3

15:11

Detailed Receipts & Payments by Budget Heading 02/09/2019

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>160 Grants</b>						
4360 Section 137	0	1,500	1,500		1,500	0.0%
4365 Other grants (not s137)	0	400	400		400	0.0%
Grants :- Indirect Payments	0	1,900	1,900	0	1,900	0.0%
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>					
<b>170 Street Lighting</b>						
4400 Electricity	1,669	3,500	1,831		1,831	47.7%
4405 Routine Maintenance	769	2,000	1,231		1,231	38.5%
4410 Chargeable Repairs	363	400	37		37	90.8%
4415 Street Light Replacement	0	3,000	3,000		3,000	0.0%
Street Lighting :- Indirect Payments	2,801	8,900	6,099	0	6,099	31.5%
<b>Movement to/(from) Gen Reserve</b>	<b>(2,801)</b>					
<b>180 Reserves</b>						
4500 Reserves	0	2,000	2,000		2,000	0.0%
Reserves :- Indirect Payments	0	2,000	2,000	0	2,000	0.0%
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>					
<b>190 Cemetery</b>						
4600 Burial Ground	2,698	5,000	2,302		2,302	54.0%
Cemetery :- Indirect Payments	2,698	5,000	2,302	0	2,302	54.0%
<b>Movement to/(from) Gen Reserve</b>	<b>(2,698)</b>					
<b>200 Planning Matters</b>						
4700 Professional Advice	0	2,000	2,000		2,000	0.0%
Planning Matters :- Indirect Payments	0	2,000	2,000	0	2,000	0.0%
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>					
<b>210 Neighbourhood Development Plan</b>						
1180 NDP Funding	0	3,000	3,000			0.0%
Neighbourhood Development Plan :- Receipts	0	3,000	3,000			0.0%
4650 Neighbourhood Development Plan	199	3,000	2,801		2,801	6.6%
Neighbourhood Development Plan :- Indirect Payments	199	3,000	2,801	0	2,801	6.6%
<b>Movement to/(from) Gen Reserve</b>	<b>(199)</b>					

Continued over page

18/10/2019

Compton Parish Council Current Year

Page 4

15:11

Detailed Receipts & Payments by Budget Heading 02/09/2019

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>999 VAT Data</b>						
515 VAT on Payments	1,351	4,000	2,649		2,649	33.8%
VAT Data :- Indirect Payments	<u>1,351</u>	<u>4,000</u>	<u>2,649</u>	<u>0</u>	<u>2,649</u>	<u>33.8%</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(1,351)</u>					
Grand Totals:- Receipts	37,060	55,930	18,870			66.3%
Payments	22,151	59,482	37,331	0	37,331	37.2%
<b>Net Receipts over Payments</b>	<u>14,909</u>	<u>(3,552)</u>	<u>(18,461)</u>			
less Transfer to EMR	9,647					
<b>Movement to/(from) Gen Reserve</b>	<u>5,262</u>					

# **Correspondence List – Council Meeting on 4th November 2019**

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	CCB AGM	CCB	Thurs 7 <sup>th</sup> Nov, 9:20am	Beech Hill Memorial Hall, Wood Ln, Beech Hill, Reading RG7 2BE	-
A2	Environmental Impact Conference	CCB	Thurs 7 <sup>th</sup> Nov, 10:15am-2pm	Beech Hill Memorial Hall, Wood Ln, Beech Hill, Reading RG7 2BE	-
A3	BALC AGM	HALC	Wed 13 <sup>th</sup> Nov, 7:30pm	The Oakwood Centre, Headley Road, Woodley, Reading, RG5 4JZ	-
A4	North Wessex Downs AONB Annual Forum "The Future of our Finest Landscapes"	NWD AONB	Fri 15 <sup>th</sup> Nov, 9am-2:30pm	Englefield House, near Theale, Berkshire	£15
A5	Listening Skills for Community Organising	CCB	Fri 22 <sup>nd</sup> Nov, 9:30am-5pm	Beech Hill Memorial Hall, Wood Ln, Beech Hill, Reading RG7 2BE	£10

For information, comment or inclusion in a future agenda

	<u>Document</u>	<u>From</u>
B1	The Government has announced that it does not propose to set 'referendum principles' for town and parish councils in England for 2020/21. However, the Government 'remains concerned about the pressure placed on taxpayers from thousands of town and parish councils across England' and expects them to exercise 'even greater restraint' for 2020/21. The Government will keep the matter under 'active review' for future years.	SLCC
B2	An email supporting a 20mph speed limit around Cheap Street, Horn Street and Hockham Road but requesting that a one-way system is not considered for implementation around these roads due to a perceived risk of increased speeds and potential accidents.	A resident of the parish
B3	Notification that the Council will be receiving £17,915.18 in CIL funds related to the planning application 18/01293/FULMAJ Roden Farm.	CIL Team, West Berkshire Council