



MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Minutes of the Full Council Meeting held in the Wilkins Centre on Monday 9th May 2022.
Commencing at 7:01 pm.

Members Present: Councillor Dave Aldis, Chair
Councillor Rebecca Pinfold, Vice-Chair
Councillor Jude Cunningham
Councillor Stephen Dearn
Councillor Linda Moss
Councillor Alison Strong
Councillor Sharon Tiller (from 8:27 pm)

Members Absent: Councillor Tracy Brown
Councillor Ian Tong

Officers Present: Sarah Marshman, Clerk/RFO

In Attendance: District Councillor Carolyne Culver

Minutes

- 22/23-001 To consider the election of Chair of the Council for 2022/23 and for the elected Chair to sign the declaration of acceptance of office**
Resolved: To elect Councillor Dave Aldis as Chair for 2022/23. The declaration of acceptance of office was signed.
- 22/23-002 To consider the election of Vice-Chair of the Council for 2022/23 and for the elected Vice-Chair to sign the declaration of acceptance of office**
Resolved: To elect Councillor Rebecca Pinfold as Vice-Chair for 2022/23. The declaration of acceptance of office was signed.
- 22/23-003 To receive, and consider for acceptance, apologies for absence from Members of the Council**
Apologies were received and accepted from Councillors Tracy Brown and Ian Tong, and also from Councillor Sharon Tiller who would be late.

- 22/23-004** **To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests by Members or the Clerk and to consider any requests for dispensation**
There were no declarations of interests or requests for dispensation.
- 22/23-005** **To receive:**
Questions or comments from members of the public regarding items on the agenda
Representations from any member who has declared a personal interest
There were no questions, comments or representations.
- 22/23-006** **To approve the Minutes and ratify the decisions made at the Full Council Meeting held on 4th April 2022**
Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Chair signed the minutes.
- 22/23-007** **To discuss any matters arising from the previous meeting**
There were no matters arising.
- 22/23-008** **To receive a report from the District Councillor**
Carolyn Culver gave an update on the activities of West Berkshire Council.
- 22/23-009** **To ratify decisions taken at the following meetings held online:**
- **Full Council 7th February 2022**
 - **Full Council 7th March 2022**
 - **Full Council 28th March 2022**
 - **Full Council 4th April 2022**
 - **Planning Committee 24th January 2022**
 - **Planning Committee 14th February 2022**
- Resolved: To ratify the decisions taken at the listed meetings. The minutes of these meetings were signed by the Chair.
- 22/23-010** **To review the minutes and recommendations from the following committees:**
The following minutes were reviewed:

Committee	Meeting Date	Minute Numbers	Recommendations
Planning	None		
Personnel	None		

- 22/23-011** **To receive an update and review recommendations from the following working parties:**
- Burial Ground** The arboricultural surveys are being completed and the application is close to submission.
- Queen’s Platinum Jubilee** The event takes place on 2nd June. The Jubilee lamppost signs have been displayed throughout the village.
- Allotments** The Council discussed the clause regarding allotment tenants needing to be residents of the village and confirmed this should be invoked as necessary.

- 22/23-012 Planning Applications :**
- 22/23-012.1 To consider the following new planning applications:**
There were no new planning applications.
- 22/23-012.2 To consider whether to request the District Councillor calls in any planning applications to the Western Area Planning Committee**
No applications were requested to be referred to the Western Area Planning Committee.
- 22/23-012.3 To consider whether to refer any planning applications for further response from the Council's planning consultants**
No applications were requested to be referred to the Council's planning consultants.
- 22/23-012.4 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:
- 21/01853/FUL 1 High Elms North, Aldworth Road, Compton, RG20 6RD - Change of use from agricultural to equestrian and construction of a 30m x 25m all weather surface outdoor riding arena. Application approved.
 - 21/02271/FULD Land North Of 31 Horn Street, Compton - New 2 bedroom house. Application approved.
 - 22/00170/FUL Oakwood House, Coombe Road, Compton, RG20 6RQ - Change of use of agricultural/paddock to be part of domestic curtilage. Application refused.
 - 22/00348/HOUSE 7 Horn Street, Compton, RG20 6QS - Single storey rear extension. Application approved.
 - 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. Application approved.
 - 22/00614/FULD & 22/00615/LBC 23 Tithe Barn Close, Compton, RG20 6AA - Section 19a Variation of Condition 2 (Approved Plans) of previously approved application 17/02860/LBC: Demolition of Manor Barn and construction of a pair semi-detached dwellings with associated parking, landscaping and amenity space. Application approved.
- 22/23-013 To receive the Clerk's report**
No CIL payments were due in the past six months.
- 22/23-014 Finance:**
- 22/23-014.1 To consider approving the payments listed on the Finance Report**
Resolved: To approve the payments listed on the Finance Report in Appendix 1.
- 22/23-014.2 To note the most recent bank reconciliations**
Resolved: To note the bank reconciliation figures as provided on the Finance Report in Appendix 1.

- 22/23-014.3 To note the Quarterly Budget Report**
Resolved: To note the quarterly budget report to 31st March 2022.
- 22/23-015 To review the Temporary Scheme of Delegation**
Resolved: Whilst the Council has returned to face-to-face meetings, the Temporary Scheme of Delegation will remain in place so it can be implemented if covid rates increase again. This will continue to be reviewed each month.
- 22/23-016 Committees:**
- 22/23-016.1 To review the terms of reference and delegation arrangements for the following committees:**
Personnel Committee
Resolved: To continue with the terms of reference for the Personnel Committee.
Planning Committee
Resolved: To continue with the terms of reference for the Planning Committee.
- 22/23-016.2 To appoint members to the following committees:**
Personnel Committee
Resolved: To appoint Councillors Rebecca Pinfold, Alison Strong and Ian Tong to the Personnel Committee
Planning Committee
Resolved: To appoint Councillors Dave Aldis, Jude Cunningham, Steve Dearn, Linda Moss, Rebecca Pinfold and Alison Strong to the Planning Committee.
- 22/23-016.3 To appoint any new committees in accordance with standing order 4**
Resolved: To appoint no new committees.
- 22/23-017 To review delegation arrangements for staff and other local authorities**
Resolved: To continue with the delegation arrangements.
- 22/23-018 To review the inventory of land and assets including buildings and office equipment**
Resolved: That the inventory of land and assets is correct.
- 22/23-019 To confirm the arrangements for insurance cover in respect of all insured risks**
The documentation was reviewed, and the Council confirmed the insurance cover was correct.
- 22/23-020 Policies:**
To review the Standing Orders
To review the Financial Regulations
To review the Complaints Procedure
To review the Code of Conduct
To review the procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

To review the Media Policy

To review and consider the Grant Allocation Policy

To review the Training and Development Policy

Resolved: To continue with the policies listed above.

22/23-021 To review the Council's and/or Staff Subscriptions to other bodies

Resolved: To continue with subscriptions to the following organisations: Berkshire Association of Local Councils (BALC) / Hampshire Association for Local Councils (HALC), Campaign to Protect Rural England (CPRE), Community Council for Berkshire (CCB), Community Buildings Advice Service, National Allotment Society, and Society of Local Council Clerks (SLCC).

22/23-022 To review the direct debits approved by the Council

Resolved: To continue with the following direct debits:

Castle Water - water at School Road allotments, Newbury Lane allotments, and the Sports Pavilion; Information Commissioners' Office - Registration fee; Lloyds Bank - pay off the credit card; SSE - electricity for street lighting and Sports Pavilion.

The Clerk will cancel the direct debit for The Good Exchange as this funding platform is now fee-free.

22/23-023 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

Resolved: To set the following meeting dates. Meetings are to be held in the Wilkins Centre.

Date of Meeting	Time	Type of Meeting
Monday 6th June 2022	7 pm	Full Council
Tuesday 21st June 2022	7:30 pm	Personnel Committee
Monday 4th July 2022	7 pm	Full Council
No meeting is scheduled for August	-	-
Monday 5th September 2022	7 pm	Full Council
Monday 3rd October 2022	7 pm	Full Council
Tuesday 18th October 2022	7:30 pm	Personnel Committee
Monday 7th November 2022	7 pm	Full Council
Monday 5th December 2022	7 pm	Full Council
Monday 9th January 2023	7 pm	Full Council
Monday 6th February 2023	7 pm	Full Council
Tuesday 21st February 2023	7:30 pm	Personnel Committee
Monday 6th March 2023	7 pm	Full Council
Tuesday 21st March 2023	7pm	Annual Parish Meeting
Monday 17th April 2023	7 pm	Full Council
Monday 8th May 2023	7 pm	Annual Parish Council Meeting

22/23-024 To consider Parish Council areas of responsibility and representation on outside bodies

Resolved: To set the following areas of responsibility and representation on outside bodies:

Role	Role Holder
Allotments	Council have decided not to assign the role at this time.
Burial Ground Working Party	Dave Aldis Rebecca Pinfold Alison Strong
Digital Working Party	Linda Moss Stephen Dearn Ian Tong
Downland Practice Patient Representation Group representative	Alison Strong Linda Moss
Electronic Documentation	Ian Tong
Footway Lighting Working Group	Jude Cunningham Rebecca Pinfold Alison Strong
Flooding	To be assigned at the next meeting
Footpaths and Rights of Way	Alison Strong Linda Moss Jude Cunningham
GDPR	Ian Tong
Internal Controller	Jude Cunningham
Neighbourhood Action Group / Police Liaison	Linda Moss Jude Cunningham
Neighbourhood Development Plan	Dave Aldis
Play Area & Inspections	Rebecca Pinfold
Queen's Platinum Jubilee Working Group	Jude Cunningham Linda Moss
Sports Pavilion Working Party	Rebecca Pinfold Alison Strong Sharon Tiller
Social Media	Rebecca Pinfold
Village Enhancement Working Party	Jude Cunningham Linda Moss Rebecca Pinfold Alison Strong
Village Hall Representative	Sharon Tiller

22/23-025 To consider the Council's Risk Assessment for 2022/23

Resolved: To adopt the Risk Register for 2022/23.

22/23-026 To set a budget for the purchase of a laptop

Resolved: To set a budget of £1,000 for the Clerk to purchase a laptop with assistance from the Digital Working Party.

- 22/23-027 To consider making an application for SSEN funding**
The Council felt that an emergency plan should be developed first, and a funding application should be made next year following its completion.
- 22/23-028 To consider using the previously purchased dog waste bins to replace current bins**
Resolved: To use the two remaining dog waste bins to replace the final two old-style dog waste bins.
- 22/23-029 To consider becoming members of the Institute of Cemetery and Crematorium Management (ICCM) and to purchase the book 'Essential Law For Cemetery & Crematorium Managers'**
Resolved: To become a member of the ICCM and to purchase the book 'Essential Law for Cemetery & Crematorium Managers'.
- 22/23-030 To set a budget for materials to pot the hedging plants**
Resolved: To set a budget of £100.
- 22/23-031 To consider any actions required related to planning application 20/01336/OUTMAJ Institute For Animal Health, High Street, Compton**
The Secretary of State for Levelling Up, Housing and Communities will not be calling in the planning application. This item will be removed from the agenda for future meetings.

Councillor Sharon Tiller arrived 8:27pm.

- 22/23-032 To receive an update on vandalism and anti-social behaviour (ASB) in the village**
There have been no reports of anti-social behaviour.
- 22/23-033 To receive reports on the following:**
Downland Practice Patient Representation Group The structure of the group has changed, and Councillor Strong has been nominated to the committee.
- 22/23-034 To discuss matters for future consideration and for information**
It was suggested the council purchase a tree and surrounding bench to commemorate the Jubilee. This will be included on the next agenda.

There being no further business, the meeting was closed at 9:04 pm.

Date and time of next scheduled Full Council Meeting: Monday 6th June 2022 at 7 pm.

Chairman: _____ Date: _____

Appendix 1: Finance Report

Status at last bank reconciliation 31st March 2022

	Amount
Unity Trust Current Account	£19,673.90
Unity Trust Deposit Account	£122,708.66
Lloyds Multipay Corporate Card	-£145.34
Total	£142,237.22

Income received 28th March - 2nd May 2022

Account	Income Detail	Amount
Current	Precept	£25,500.00
Current	Allotment Rent	£230.00
Current	Refund from Southern Electric	£48.65
Current	Compilations	£45.00
Deposit	Interest	£66.53
Total		£25,890.18

Payments made on Lloyds Corporate Card to be approved

Method	Date	Payee	Payment Detail	Amount
CC	14-Mar-22	RBL	Jubilee lamppost signs and flag	£134.06
CC	26-Mar-22	Microsoft	Software	£11.28
CC	04-Apr-22	Lloyds	Monthly card fee	£3.00
CC	25-Apr-22	Microsoft	Software	£11.28
				£159.62

Payments to be approved

Method	Date	Payee	Payment Detail	Amount
BACS	07-Apr-22	Thrings	Solicitors Fees RE Institute Planning Application	£720.00
BACS	07-Apr-22	West Berkshire Council	Compilations April	£365.93
BACS	07-Apr-22	West Berkshire Council	Refuse disposal 21/22	£465.32
BACS	07-Apr-22	CJM Services	Installation of bins	£732.00
BACS	07-Apr-22	Enerveo Ltd	Street light maintenance Q4	£702.61
BACS	07-Apr-22	Starboard Systems	Finance software 22/23	£489.60
BACS	07-Apr-22	Staff Costs	Includes salaries, PAYE, pension contributions for March	£1,573.34
DD	19-Apr-22	Southern Electric	Electricity street lights Q4	£2,126.56
DD	21-Apr-22	Vodafone	Mobile phone	£23.03
BACS	03-May-22	AD Clark	Grounds maintenance March	£642.06
BACS	03-May-22	Playsafety Ltd	Playground safety inspection	£126.00

BACS	03-May-22	Staff Costs	Includes salaries, PAYE, pension contributions for April	£1,584.84
Total				£9,551.29

Transfers

Method	Date	From Account	To Account	Amount
DD	19-Apr-22	Unity Current	Lloyds	£148.34
Total				£148.34

