

Compton Parish Council

Chairman: Dave Aldis

Clerk: Ron Palmer

MINUTES of the ANNUAL GENERAL MEETING

Held on **Monday 14th May 2012 at 7pm** in the Welstead Room, Compton Village Hall.

Those present: Councillors D Aldis (chair), P Whitworth, P Shanks, P Burnett, M Birtwistle, K Simms, L Moss, A Strong and M Pinfold

In attendance: The Parish Clerk

The meeting started at 7.00pm.

2678 **Apologies for absence** had been received from District Councillor V von Celsing

2679 **Any declarations of personal or prejudicial interest by members or the Clerk**

Personal interests were declared by:

- DA in item 2692: chairman's allowance
- The Clerk in item 2705: appointment of new Clerk
- PS in item 2707: planning application 12/00988/HOUSE
- KS in item 2709: cheques

2680 **Election of Chairman of Council for the year 2012/13**

PS nominated D Aldis, who agreed to stand again. This was seconded by MP and was carried unanimously. As there were no other candidates proposed D Aldis was therefore elected as Chairman for 2012/13.

2681 **Election of Vice-Chairman of Council for the year 2012/13**

DA nominated M Birtwistle, who was willing to stand again. This was seconded by PW and was carried unanimously. As there were no other candidates proposed M Birtwistle was therefore elected as Vice-Chairman for 2012/13

2682 **Declarations of acceptance of office of Chairman for the year 2012/13**

DA signed the Declaration of Acceptance of Office which is at Attachment 1

2683 **To receive:**

- **Questions or comments from members of the public**
- **Representations from any member who has declared a prejudicial interest**

There were none

2684 **To approve the minutes of the Council Meeting held on 2 April 2012**

Proposed by MB, seconded by PS and carried. They were then signed by the Chairman.

2685 **Matters arising from the minutes of the Council Meeting on 2 April 2012**

There were none

2686 **To approve the minutes of the Council Meeting held on 23 April 2012**

Proposed by LM, seconded by AS and carried. They were then signed by the Chairman.

2687 **Matters arising from the minutes of the Council Meeting on 23 April 2012**

There were none

2688 **To consider the need for a Planning Committee and appoint Committee representatives**

DA proposed that all 9 Councillors should sit on a planning committee and Mr G Evans also be co-opted onto the committee, which would meet on as 'as required' basis. This was seconded by MB and was carried.

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Chairman

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- 2689 **To confirm the Terms of Reference and Delegated Responsibilities (v2 April 2009)**
The Clerk read these out. AS proposed they be confirmed; this was seconded by MP and was carried.
- 2690 **To agree Parish Council representation and areas of responsibility**
The previous list was updated. This is shown at Attachment 2 and is also displayed on the Parish Council website and notice board.
- 2691 **To agree dates of forthcoming meetings in 2012/13**
The following dates of future meetings were proposed by MB and seconded by KS:
2012 11 June, 9 July, 3 September, 1 October, 5 November and 3 December
2013 7 January, 4 February, 4 March, 1 April, 13 May (AGM)
The next Annual Parish (Electors) meeting is scheduled to take place on 20 May 2013
- 2692 **To agree that the Chairman be given an allowance of £100 for 2012/13**
DA left the meeting and MB assumed the chair. KS proposed the allowance be increased by 5% to £105 for 2012/13. This was seconded by KS and was carried.
- DA returned to the meeting and took the chair.
- 2693 **To consider the Clerk's report**
The Clerk went through his report, which is at Attachment 3.
- 1 The Downs School Science Block planning application: a reply had been received from West Berkshire Council (WBC) to our second letter. Members asked the Clerk to put on the next agenda consideration of referring this to the Local Government Ombudsman.
 - 5 Annual village fete: The Clerk would confirm the Recreation Ground could be used.
 - 9 Double yellow lines near The Downs School: Item for the next agenda
 - 13 Play area safety report: Item for the next agenda
- 2694 **To receive a report from our District Councillor, Virginia von Celsing**
VvC had sent her apologies to the meeting. No report was presented.
- 2695 **To accept the quotation of £185 for Heelis and Lodge to act as Internal Auditor for 2011/12**
Proposed by DA, seconded by AS and carried.
- 2696 **To approve and sign the 2011/12 accounting statements and section 1 of the Annual Return**
Following an explanation from the Clerk and approval by members, the Chairman signed the 2011/12 accounting statements and section 1 of the Annual Return
- 2697 **To approve and sign the Annual Governance Statement – section 2 of the Annual Return**
Following an explanation from the Clerk and approval by members, the Chairman signed the Annual Governance Statement – section 2 of the Annual Return
- 2698 **To receive an update on vandalism and anti-social behaviour (ASB) in the village**
LM reported there had been no response from the police following her report of the registration numbers of 2 motor cycles damaging the Recreation Ground. Litter still continued to be a problem, especially at weekends. The Clerk had taken a call from our new PCSO, Paul Smith.
- 2699 **To receive an update on the current churchyard situation**
DA said he intended to call an initial meeting of the working party in June.
- 2700 **To receive a report from the group set up to consider possible celebrations / events in Compton to mark the Diamond Jubilee of Her Majesty the Queen in 2012**
LM updated members on the organisation of the picnic on 4 June. A risk assessment was nearing completion. The take-up of mugs was slow and the date had been extended for names to be submitted. Notices were ready for display around the village shortly.

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Chairman

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Date

AS proposed that the 3 winners of the design competition each be given £20, an inscribed copy of 'The Story of Compton' book and a card in a gift bag, the money to be taken from the £500 set aside by Council - see minute 2590. This was seconded by PW and was carried. KS also proposed that the winning design be framed.

2701 **Diamond Jubilee mugs:**

a) **To agree procedures for distributing the mugs on 4th June**

It was agreed that a master list of children be prepared and LM agreed to add names to the list KS was using. Councillors would be needed to set up a table and help distribute.

b) **To agree procedures for selling spare mugs and the price for each mug**

PW proposed that spare mugs be sold at £1.50 each. This was seconded by KS and was carried.

2702 **To discuss the procedures for parking in the car park between the Village Hall and the Recreation Ground**

It was agreed that this was not now a major concern and procedures were not currently needed.

2703 **To receive quotes for clearing brambles at Newbury Lane allotments and agree which should be accepted**

The Clerk said he had obtained 3 quotes. KS proposed that the cheapest - £295 + VAT - from our existing grounds maintenance contractor be accepted. This was seconded by MB and was carried..

2704 **To discuss the funding of Compilations and agree action concerning payment from East Ilsley Parish Council**

DA said he had spoken to the Chairman of East Ilsley Parish Council who had agreed in principle to contribute on a 'pro rata' basis according to the number of households. DA would try to obtain this information from the Compilations Editor and asked the Clerk to put this on the next agenda.

2705 **To receive an update on a New Clerk and agree the interviewing procedure and panel**

The Clerk had produced an advert which would appear in the next issue of Compilations at the end of this week. Anyone interested would be asked to contact the Clerk for an Application Form which he had designed. They would be asked to complete this and return it to the Council Chairman with a CV and a covering letter.

It was agreed the interviewing panel would be DA, MB, AS and KS and interviews would take place at the Scout Hut from 8pm on Tuesday 12 June.

2706 **To consider the Annual Parish meeting to be held on 21 May**

The agenda had been agreed and posted on the notice board and website.

The Clerk reminded Councillors that their reports were required by Wednesday evening, if possible.

KS asked if a representative of the Downlands Sports Centre Management Committee could be invited, as suggested at the meeting on 28 November last year when the JAC was disbanded. The Clerk would ask the Committee Chairman to submit a Report and attend the meeting if he was free.

DA said he hoped to copy the reports from Councillors and some other groups to avoid the need for all reports to be read out at the meeting.

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2707 **Planning Applications**

- a) **To consider the following planning applications and agree that recommendations should be sent to West Berkshire Council:**

App. Ref.	Location	Proposed Work	Recommendation
12/00988/HOUSE	1 Lowbury Gardens, Compton RG20 6NN	Erection of new conservatory.	NO OBJECTION Proposer: DA Seconder: MB Carried
12/01019/HOUSE	Uplands Cottage, Downs Road, Compton, RG20 6RE	Single and two storey rear extension to detached dwelling following demolition of rear parts of the house.	NO OBJECTION Proposer: AS Seconder: LM Carried

- b) **To receive a report on West Berkshire Council recent planning decisions**

App. Ref.	Location	Proposed Work	Compton PC Recommendation	WBC Decision
12/00301/FULD	20 Manor Crescent, RG20 6NR	New 2 storey dwelling	OBJECTION	Withdrawn
12/00413/FUL	Compton Stores, High Street, RG20 6NL	Single storey side extension, internal refurbishment to increase shop area.	SUPPORT	GRANTED
12/00498/HOUSE	Oak Cottage, Aldworth Road, RG20 6RD	Bay window to dining room	NO OBJECTION	GRANTED
12/00642/HOUSE	33 Manor Crescent, RG20 6NU	Proposed conversion of loft space to bedrooms, with 2 dormer windows	NO OBJECTION	GRANTED

Members asked the Clerk to write to West Berkshire Council complaining about the debris on Aldworth Road deposited by vehicles of the contractors demolishing and rebuilding a dwelling at The Lodge, High Elms (planning application 10/03044/FUL).

2708 **To receive reports on the following:**

- a) **Recreation Ground:** PS said he was intending to repair the 2 damaged MUGA gates shortly, but warned members that, if he was not successful, new gates would be needed.
- e) **Allotments:** MB said that Peter Clark had now taken over as School Road allotments manager
- g) **Patient Representation:** AS said that a new Practice Manager had been appointed and a meeting had been scheduled for 15 June.

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Date

2709 To approve cheques due for payment

DA proposed that the following cheques be approved. This was seconded by LM and was carried.

Invoice Date	Cheque No.	Payee	Amount	Description
18-Apr	102231	Community Council for Berkshire	£30.00	CCB membership 2012/3
26-Apr	102232	SSE Contracting	£162.00	Street lighting rechargeable repairs for March 2012 quarter
27-Apr	102233	Norfolk China	£813.60	504 Durham Diamond Jubilee mugs
05-May	102234	K Simms	£46.99	Web site domain annual renewal (Webhosting UK)
08-May	102235	West Berkshire Council	£230.40	Supply of 1 salt bin
08-May	102236	Playsafety Ltd	£90.00	Annual RoSPA inspection of play equipment
30-Apr	102237	D Moss	£55.00	Litter picking - April
30-Apr	102238	Ron Palmer	£606.70	Clerk's salary and expenses for 5 weeks to 6th May

2710 Correspondence

- The Correspondence Report is at Attachment 4.
- PB gave a report on the initial meeting of the District Association of Local Councils (DALC) she had attended on 2 May. She was a member of the Steering Group which would meet on 29 May
- DA said he had received correspondence from an organisation called 'Changing Faces' which he handed to PB

2711 Matters for consideration and information

- The Clerk was asked to write to WBC Streetcare to ask for clarification on what could now be included in the roadside plastics recycling bags.
- PW said that 1 of the 4 trees – a silver birch - he had planted last year had died, as had one of the trees at The Downs School. DA asked him to remind the Clerk to include an agenda item at the July meeting to fund the purchase of replacement trees.
- MB had attended a Royal British Legion meeting at which donations were discussed. The Clerk apologised that he had omitted to include in the list of cheques this month a donation of £30 agreed at the last meeting.
- KS asked why S137 grants agreed at each annual budget meeting were not sent automatically. The Clerk replied that requests from groups for their donations provided an audit trail. It was agreed that an article should be included in a future edition of Compilations

The meeting closed at 8.50pm.

Dates and times of next meetings:

Annual Parish Meeting	Monday 21 May at 7.30pm	In the Downs School Dining Room
Council Meeting	Monday 11 June at 7pm	In the Wellstead Room, Village Hall

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Chairman

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Date