

# Compton Parish Council

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Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP  
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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 1<sup>st</sup> July 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: 25<sup>th</sup> June 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  
Representations from any member who has declared a personal interest
4. To approve the [minutes](#) of the Parish Council Meeting held on 3<sup>rd</sup> June 2019
5. To discuss any matters arising from the minutes of the Council Meeting on 3<sup>rd</sup> June 2019
6. To receive a report from the District Councillor, Carolyne Culver
7. To receive the Clerk's report
8. Planning Applications
  - a) To review the minutes of any planning committee meeting occurring since the previous Full Council Meeting
  - b) To consider the following new applications:
    - [19/01252/HOUSE 6 Westfields, Compton, RG20 6NX](#) - Single storey garden summer house
    - [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.

- 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 recent planning decisions
9. To consider a [request for a donation](#) from West Berkshire Council of £1,560 to the library service
  10. To consider the adoption of the [Burial Ground Regulations](#)
  11. To consider approving funds to demolish the empty sheds and garages on the Recreation Ground
  12. To consider approving funds to include grass cutting of the area in front of the garages on the Recreation Ground
  13. To consider approving funds to engage a solicitor to create a license for use of the remaining garages at the Recreation Ground
  14. To consider whether the Parish Council representative for the Village Hall should apply to become a trustee for the charity
  15. 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
  16. To consider whether to approach Sovereign with regards to residents driving on the grass at Gordon Crescent and possible parking solutions
  17. To consider quotes for an arboricultural consultant to meet the conditions required by the planning permission for the burial ground
  18. If the report on the consultation for the proposed 20mph speed limit has been received, to consider whether to reaffirm the council's support for traffic calming measures proposed within the report to achieve the 20mph speed limit
  19. To consider installing a plaque on the Churn Railway Bridge to recognise the significance of Churn Camp
  20. To receive an update on vandalism and anti-social behaviour (ASB) in the village
  21. 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) Communications
    - h) Groundwater
    - i) Parish Assets & Management Working Party
    - j) Neighbourhood Development Plan
    - k) Burial Ground

- l) GDPR
- m) Personnel Committee

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

Date and time of next scheduled meeting:

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

# Compton Parish Council

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## Minutes of the Parish Council Meeting

Held on Monday 3<sup>rd</sup> June 2019 at 7:00pm in the Wilkins Centre, Compton

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

Councillors not present: Councillors David Aldis and Rebecca Pinfold.

In attendance: Sarah Marshman (Clerk), Carolyne Culver (District Councillor).  
1 member of the public.

- 19/20-034 To receive apologies for absence from members of the Council**  
Apologies were received from Councillors David Aldis and Rebecca Pinfold
- 19/20-035 To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation**  
There were none.
- 19/20-036 To receive: Questions or comments from members of the public**  
**Representations from any member who has declared a personal interest**  
Concerns were highlighted regarding the traffic on Horn Street at the junction with the High Street.  
  
A query was made regarding whether the Council had looked at installing speed cameras on the High Street. The Council confirmed that this had been looked at but, due to the high cost it had not been pursued. It was also highlighted that speed cameras require a certain distance of straight road to operate correctly.  
  
A discussion regarding the use of the Speed Indicator Device (SID) was held. PM will attend the training session in August and provide a report to the Council.
- 19/20-037 To approve the minutes of the Parish Council Meeting held on 13<sup>th</sup> May 2019**  
It was resolved that the minutes be accepted as a true record. They were then signed by the Chairman.
- 19/20-038 To discuss any matters arising from the minutes of the Council Meeting on 13<sup>th</sup> May 2019**  
AS reported that she had spoken with an officer at Oxfordshire County Council regarding the missing footpath signage and they will take the appropriate action.
- 19/20-039 To receive a report from our District Councillor, Carolyne Culver**  
CC reported she had been speaking with Paul Hendry, Countryside Manager at West Berkshire Council, regarding the issue over the ownership of the hedges at Meadow Close. Paul will ensure the overgrowth is cut back. He has referred the issue regarding ownership to the legal team at West Berkshire Council.

The fly tipped trailer left between Compton and East Ilsley has been removed but dumped in another location in the District. The rubbish dumped at Wilson Close has now been cleared. CC has a meeting scheduled with Beeswax Dyson.

CC now sits on the Western Area Planning Committee and the Planning Advisory Group which is a cross party working group looking at planning policy. A cross party working group for climate change has also been established.

The Council gave CC some background on the burial ground and requested clarity regarding the Ward Member's role when speaking on a planning application at the Western Area Planning Committee on behalf of the Parish Council.

19/20-040

**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**

App. Ref.	Location	Proposed Work	Recommendation
19/01105/ FUL	Hill Barn Farm, Warnham Lane, Compton, RG20 7PW	Removal of two agricultural storage barns and the erection of a single agricultural barn for the storage of straw	No objections
19/01140/ HOUSE	Crossing Cottage, Coombe Road, Compton, RG20 6RQ	Erection of shed, garden studio and greenhouse and construction of small garden pond	No objections
19/01186/ HOUSE	The Old Mill, High Street, Compton, RG20 6NJ	Rear extension	No objections

**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
19/00688/ HOUSE	10 Manor Crescent, Compton, RG20 6NR	Rear Conservatory	No objections	Approved

19/20-041

**To review the feedback from our internal auditors on the 2018/19 accounts and consider any actions required**

The auditors had provided two recommendations:

Recommendation 1: To include reference to GDPR in the Council's Risk Assessment. As the risk assessment has already been adopted at the May meeting, the Clerk will amend and resubmit to the Council for adoption at a future meeting during the municipal year.

Recommendation 2: To review Fidelity Cover in line with the recommended guidelines of year end balances plus 50% of the precept.

As the balance of funds held by the Council is not significantly over the current level of Fidelity Cover held of £150,000, the Council resolved they would ensure that the Fidelity Cover was updated when the insurance renewal takes place on 1<sup>st</sup> September.

- 19/20-042 To: a) consider the findings of the Annual Governance review; b) approve the Annual Governance Statement; and c) ensure the Annual Governance Statement is signed and dated**

The findings of the Annual Governance review were considered, and it was resolved to approve the Annual Governance Statement. The Annual Governance Statement was then signed by the Chairman and the Clerk.

- 19/20-043 To: a) consider the Accounting Statements; b) approve the Accounting Statements; and c) ensure the Accounting Statements are signed and dated**

The Accounting Statements were reviewed, and it was resolved to approve the Accounting Statements. The Accounting Statements were then signed by the Chairman.

The Council thanked the Clerk for the work done in completing the audit.

- 19/20-044 To consider events for the 75<sup>th</sup> anniversary of VE Day**

It was resolved to set up a working party to hold a tea party in the park style event on Saturday 9<sup>th</sup> May. The working party will consist of Councillors Patricia Burnett and Linda Moss. They will also contact other residents in the community that may wish to be involved in organising the event to join the working party.

- 19/20-045 To receive a report on traffic calming**

PM gave a summary of his report on traffic calming.

The Council highlighted that the report had not yet been received from West Berkshire Council and that the Council could not make further decisions on this until the report had been received. It was also noted that during the many times the 20mph speed limit had been included on the agenda, the only people to approach the Council about it had been a group of parents from the Primary School who supported the idea.

CC was requested to ascertain more information on the process and when the report is expected.

It was requested that the Council's thanks to PM for producing the report, prior to becoming a Councillor, was recorded in the minutes.

- 19/20-046 If the report on the consultation for the proposed 20mph speed limit has been received, to consider whether to reaffirm the council's support for traffic calming measures proposed within the report to achieve the 20mph speed limit**

The report has not yet been received so this item was deferred.

- 19/20-047 To consider installing a plaque on the Churn Railway Bridge to recognise the significance of Churn Camp**

It was suggested this should be a plaque containing a written history of the site. AS and IT will discuss this further and bring a proposal to the Council.

- 19/20-048 To receive an update on vandalism and anti-social behaviour (ASB) in the village**  
The PCSO had been contacted regarding speeding on Horn Street.
- 19/20-049 To receive reports on the following:**
- b) Football Pavilion**  
This will be discussed by the Parish Assets and Management Working Party at their meeting the following week. It was noted that an action plan should be given in Compilations. It is clear the Council will need to apply for funding to carry out works on the Football Pavilion.
  - h) Groundwater**  
The ground water level is falling. PM is working on a risk assessment for the role as required by the Council insurers.
  - j) Neighbourhood Development Plan**  
The NDP steering group has been discussing the possibility of a rural exception site.
  - k) Burial Ground**  
The draft of the rules and regulations will be presented to Council soon. MB has contacted some companies regarding the planting scheme. The Clerk had sent a copy of the geophysical survey to the planning officer at West Berkshire Council.
- 19/20-050 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 30<sup>th</sup> April 2019**  
The bank reconciliation to 30<sup>th</sup> April 2019 was noted.
  - c) To receive any reports from the Internal Controller**  
There were none.
  - d) To note the quarterly budget report where applicable**  
The quarterly budget report to the end of March 2019 was noted.
- 19/20-051 To receive the correspondence report**  
It was noted that the following items of correspondence had been received:
- Zero Carbon West Berkshire - A discussion document to inform West Berkshire Council about the issues around implementing policies to make West Berkshire zero-carbon from West Berkshire Green Exchange;
  - Notification that West Berks Council has adopted the Council Strategy 2019-2023
  - An email regarding creating a Parish Emergency Plan – IT will look at drafting a plan;
  - An email regarding the Tree line to rear of Meadow Close – the District Councillor is looking at this;
  - An email from the Secretary of the Compton Village Hall Management Committee regarding the appointment of a new PC Rep to the Village Hall advising that the representative will not be able to attend meetings, other than the time required to discuss any Parish Council matters, unless he becomes a trustee of the charity. This will be included on the next agenda.

19/20-052

**To discuss matters for future consideration and for information**

A traffic counting device had recently been in place on Burrell Road. It was not known who had carried out the survey.

It was suggested the Council looks at whether the parking situation for residents of Gordon Crescent could be improved. PM will speak to Sovereign.

Date and time of next scheduled meeting:

**Parish Council Meeting: Monday 1<sup>st</sup> July 2019 at 7pm in the Wilkins Centre**

Chairman: .....

Date: .....

## Attachment 1: Finance Report

## Status at bank at last bank reconciliation 30th April 2019

Unity Trust	Current Account	£32,668.70
Unity Trust	Deposit Account	£122,022.22
HSBC	Current Account	£748.50
Pockit	Pre-paid Debit Card	£88.67
<b>Total</b>		<b>£155,528.09</b>

## Income received 6th May - 26th May 2019

Unity Trust	Current Account	CIL	£9,646.63
<b>Total</b>			<b>£9,646.63</b>

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

Method	Payment Date	Voucher No	Payee	Payment Detail	Minute	Amount
Pockit	07-May-19	024	Amazon	Printer paper 5 reams		£20.99
Pockit	09-May-19	025	Microsoft	Office 365 subscription		£59.99
<b>Total</b>						<b>£80.98</b>

## Payments to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
DD	20-May-19	026	Vodafone	Mobile phone charges		£15.37
DD	22-May-19	027	Castle Water	Water at Newbury Lane allotments 1-30 Apr		£17.79
DD	22-May-19	028	Castle Water	Water at School Road allotments		£270.90
BACS	03-Jun-19	029	SLCC	Training Health, Safety and Wellbeing		£150.00
BACS	03-Jun-19	030	West Berks Council	Compilations Apr/May		£501.84
BACS	06-Jun-19	031	Clerk	Salary/expenses May		£888.84
BACS	06-Jun-19	032	HMRC	PAYE		£106.62
BACS	19-Jun-19	033	Berks Pension Fund	Pension contributions		£256.01
<b>Total</b>						<b>£2,207.37</b>

## Transfers

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
<b>Total</b>						<b>£0.00</b>

## Request for Library Contribution

We are writing to request that all town and parish councils consider a grant or donation towards the cost of the library service in your area so that we can maintain the current level of service – 8 libraries, the Mobile and At Home Services.

The population of West Berkshire is 155,000 and as in previous years we ask that town and parish councils consider a contribution of £1 a head of parish population - or any level of donation they consider appropriate. See Parish Population Statistics attached.

Please note the following:

- The council is the local authority responsible for delivering the statutory library service in West Berkshire. We are not delegating or transferring that responsibility to town and parish councils, nor are we levying a charge on parish councils.
- We are asking town and parish councils to support the service at the local level to help their residents benefit from the library service (library branches, the Mobile and At Home Service, the e-Library) and from the library buildings as community hubs for a range of local activities.
- Contributions are voluntary and ring-fenced within a specific budget - for example: for a specific library branch and/or for the mobile library service – so that they directly benefit your parish residents. To ensure that happens we look at the library usage data for your parish and apportion any donation to the library services your residents use the most. We can provide evidence of how contributions were apportioned within our budget for audit purposes if required.
- We will request contributions each year rather than request a commitment for a number of years at a time.
- **We are also interested in talking to town and parish councils who may wish to explore the possibility of a community asset transfer of a library building** (the parish would control the building, we would provide the library service there under a Service Level Agreement). The Hungerford Hub is a good example of what is possible.

We are most grateful for all the encouragement to use local library services which parishes have given to their residents - such as publishing mobile library timetables on your websites; promoting the Summer Reading Challenge to local families on your social media; and encouraging people to volunteer. It is very much appreciated.

We will be sending you the West Berkshire Library Service Annual report for the last financial year at the end of June. I am glad to say that by working with town and parish councils we are starting to see an increase in library usage.

Parish	Population	Percentage of population by parish		£ Proposed contribution per parish per year based on population
	mid 2014	% calc	rounded	£150,000
Compton	1619	1.0396065	1.04	1560

Financial Year	Yearly Individual Borrower Total	Yearly Issue Total
1/4/17 - 31/3/18	160	7,273
1/4/18 - 31/3/19	156	7,199

# COMPTON PARISH COUNCIL

## REGULATIONS FOR THE MANAGEMENT OF COMPTON PARISH BURIAL GROUND

These Regulations are made by Compton Parish Council under Section 214 of the Local Government Act 1972 and the Local Authorities' Cemeteries Order 1977.

### INTERPRETATION

1. In these Regulations the "Council" means the Compton Parish Council acting as Burial Authority for the Parish of Compton, the "Burial Ground" means the Burial Ground provided on the south side of the Aldworth Road roughly opposite St Mary and St Nicholas, Church, the "Clerk" means the Clerk or other authorized Officer of the Compton Parish Council, and "grave space" means any grave or cremation plot.
2. Anyone who persistently fails to comply with these Regulations may be refused access to the Burial Ground.

### ADMISSION TO BURIAL GROUND

3. The Burial Ground is open to visitors at any time however the Council would request that visits are from 6 am to sunset.
4. Visitors must behave in a manner that shows respect to the deceased and the bereaved, avoid walking on occupied graves and not sit, stand or lean on memorials. Any person behaving in a disorderly or noisy manner may be asked to leave the Burial Ground.
5. Dogs must be kept on leads inside the Burial Ground and must not be allowed to foul any part of it.
6. No recreational activities are allowed in the Burial Ground.
7. A plan showing the position and allocation of grave spaces may be seen by appointment with the Clerk.

### BURIAL RIGHTS & FEES

8. The current fees for all rights relating to burial and memorials and for obtaining certified extracts of registers are listed in Annex B and are subject to the Burial Ground non-resident fee policy in Annex E. These are subject to change without notice by resolution of the Council.
9. Purchasers of grave spaces shall be granted an Exclusive Right of Burial. This Right shall be valid for 99 years from the date of purchase, after which it will revert to the Council.
10. Each burial shall be subject to payment of the appropriate burial fee, as set out in Annex B.
11. A Grant of Exclusive Right of Burial confers no proprietary rights upon the grantee in respect of Burial Ground land and will not affect the Council's right to carry out its obligations under the Local Authorities' Cemeteries Order or its right to enforce these regulations in respect of any grave space for which an Exclusive Right of Burial has been granted.
12. The Grantee of an Exclusive Right of Burial will receive a written grant signed by the Clerk specifying a grave space numbered on the Burial Ground Plan. The grant will be registered in the Register of Exclusive Rights of Burial kept by the Clerk.
13. The owner of an Exclusive Right of Burial may assign that right by deed or will. The assignee must inform the Council in writing giving full details of the assignment and cannot exercise it until this has been registered by the Clerk. If the original Grantee was a resident of Compton Parish and the assignee is not, an additional fee may be payable when the assignment is registered as described in

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Annex E.

14. The Burial Register and Register of Grants of Exclusive Rights of Burial kept by the Clerk may be inspected by prior arrangement with the Clerk and certified extracts obtained, on payment of the prescribed fee.

### BURIALS

15. Burials may not be carried out without the permission of the Clerk.
16. Coffins may not be of any material other than wood, a material derived from wood or other approved biodegradable materials.
17. Before a burial is arranged, the location and number of the grave space or cremation plot must be agreed with the Clerk.
18. Burials shall only take place on working weekdays between 10 am and 4.30 pm unless a certificate is produced to the Clerk that immediate burial is necessary on the grounds of public health, or by special arrangement and at the discretion of the Council.
19. No burial shall take place until the person or firm arranging the burial has delivered the following to the Clerk:
  - (a) A Burial Notice containing the information at Annex A and signed by the applicant relative
  - (b) The Registrar's Certificate for Burial or Cremation *or* a Coroner's Order for Burial (*and* in the case of a stillborn child, a certificate from the Registrar that he has either registered the stillbirth or received official notice of it or received the Coroner's Order for Burial)
  - (c) In the case of a cremation, certification by the crematorium that the Notification of Burial or Cremation has been (or will be) sent to the Registrar
  - (d) The appropriate fees according to the table of fees given in Annex B
  - (e) If the burial is to be made in a plot for which an Exclusive Right of Burial has been granted and the deceased is not the owner of that Exclusive Right, the original grant document *and* the written and signed consent of its owner.
20. Unless immediate burial is required (see Regulation 18 above), the appropriate documents and fees listed in Regulation 19 must be delivered to the Clerk at least two full working weekdays before the burial.
21. The Burial Notice in Regulation 19 (a) must give all the information listed at Annex A. In particular, the Notice must give the full name and address of the grantee (owner) of any Exclusive Right of Burial. The form at Annex A may be used if convenient.

### GRAVE SPACES

22. All grave spaces shall have the dimensions and spacing given in Annex D and shall be positioned and numbered in conformance with the Burial Ground Plan, a copy of which may be inspected by arrangement with the Clerk. For logistical reasons, burial plots will be allocated by the Clerk on a sequential basis at the time of application for burial.
23. All grave spaces must be simple earthen graves. Bricked or vaulted graves, kerbs and chippings or decorative stones are not permitted. The grave should be grassed and levelled when the ground has settled.
24. No grave is to be dug without the permission of the Clerk but permission for a Burial includes

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permission to dig the grave in the space that was agreed with the Clerk.

25. All graves are to be dug or excavated in accordance with the relevant provisions of the Local Authorities' Cemeteries Order 1977.
26. No grave is to be dug more than 12 feet (365 centimetres) deep.
27. All new graves for which Exclusive Right of Burial has been granted (except graves for burial of cremated remains) must be dug to a depth sufficient to allow a second subsequent burial, unless special permission for a single grave has been granted.
28. Graves for burial of cremated remains are to be dug to a sufficient depth to permit complete covering of any receptacle placed in them. A subsequent burial may be made beside the first one, but this must be within the nominal dimensions of the grave space (see Annex D). No more than two burials may be made in a grave for cremated remains unless special permission has been obtained from the Clerk in advance
29. Cremated remains may not be scattered anywhere except beneath the surface of the purchased grave space.
30. Sufficient of the soil removed in digging a grave must be returned to ensure that, after all settlement is complete, the level of the grave does not lie below the level of the ground around it.
31. Any surplus soil remaining (after allowing for future settlement, as required above) is to be removed from the site.

### MEMORIALS & VASES

32. Memorials may not be erected, removed, altered, nor have further inscriptions added to them, without the permission of the Clerk.
33. Memorials may only be erected on graves for which Exclusive Right of Burial has been granted.
34. An application for permission to erect a memorial must contain all the information called for in Annex C and be accompanied by the appropriate fee listed in Annex B.
35. Memorials may not be erected until the ground level has stabilised and in any case not before 6 months have elapsed since the burial. All memorials must meet the NAMM Code of Working Practice and be provided with adequate foundations according to its size and weight.
36. All memorials must be installed so they line up with existing memorials along and across the rows as specified in Annex D.
37. All memorials must be of natural stone.
38. No kerbs or chippings are allowed. The grave should be grassed and levelled when the ground has settled.
39. The maximum dimensions allowed for memorial stones are:
  - (a) On full sized graves: upright stone, height above ground level 3 feet (91 centimetres), width 2 feet (61 centimetres)
  - (b) On graves for cremated remains: a ground level tablet or open book tablet 1½ feet (46 centimetres) by 1¼ feet (38 centimetres)
40. Inscriptions may be:
  - (a) Incised

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- (b) Incised and painted
- (c) Inlaid with lead or bronze
- (d) Carved in relief

41. Headstones on full-sized graves must be placed at the western end of the grave space facing eastwards.
42. Only purpose made natural stone vases not more than 1 foot (30 centimetres) high and intended for use on graves may be placed on graves. Other containers of a type not intended for displaying flowers on graves may be removed. No other forms of decoration or adornment of the grave will be permitted. No breakable or unauthorised items of any description e.g. glass, earthenware, bricks, blocks etc. of any kind will be allowed. Any such items will, in the interest of safety, be immediately removed and disposed of without notification.
43. Maintenance of memorials is the responsibility of the owner and all memorials must be kept safe and in good repair. Any memorial that becomes unsafe or unsightly and is not repaired by the owner will be repaired and made safe by the Council and the costs charged to the owner. Any memorials found to be unstable will be temporarily supported or laid flat. The Council reserves the right to repair or remove unsafe memorials at its discretion if the owner or successor cannot be found or refuses to arrange repairs.
44. The Council does not accept any responsibility or liability for damage to any memorial, however caused.

### WORK IN THE BURIAL GROUND

45. No work is to be done in the Burial Ground without the permission of the Clerk. Permission for a burial or erection or alteration of a memorial includes permission for all necessary work.
46. Notwithstanding the granting of permission, persons responsible for work in the Burial Ground must give the Clerk advance notice of the time and date they propose to carry out such work.
47. Anyone working in the Burial Ground must comply with all relevant provisions of the Local Authorities' Cemeteries Order 1977, the Health and Safety at Work Act 1974, and all reasonable directions and requirements of the Clerk and must make good at their own expense any damage they have caused.
48. All spoil and rubbish must be removed and the site must be left in a clean and tidy condition.
49. The Council does not accept responsibility for or liability in respect of any damage or injury to any person or thing arising from work done in the Burial Ground except that arising from work done by its own employees.

### PLANTING & TENDING OF GRAVE SPACES

50. The Council will maintain the unoccupied areas of the Burial Ground and keep the grass cut between grave spaces.
51. Upkeep of the grave space itself is the responsibility of the person or persons who ordered the burial and/or the owners of the Exclusive Right of Burial. Tributes left at the time of interment will be permitted to remain for two calendar months after which they must be removed unless otherwise agreed by the Clerk. After this, all dead or faded tributes, either natural or artificial should be removed by the person or persons who ordered the burial and/or the owners of the Exclusive Right of Burial. Christmas wreaths that remain on graves must be removed by 31<sup>st</sup> January.

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52. Grave spaces may be planted with bulbs within the grave space, no other planting (such as herbaceous plants, shrubs or trees) is permitted.
53. No electrical items are to be placed within grave space or the Burial Ground, this includes solar powered lights, and battery powered lights
54. The Council reserves the right to cut back or remove any growth higher than 2 feet (61 centimetres) on any grave space and any growth outside the area of the grave space.
55. The Council reserves the right to charge the persons responsible for upkeep of a grave space for any costs it incurs in maintaining or tidying it following their failure to do so.

# COMPTON PARISH COUNCIL

## LIST OF ANNEXES TO THESE REGULATIONS:

<b>ANNEX A</b>	FORM OF BURIAL NOTICE
<b>ANNEX B</b>	TABLE OF FEES
<b>ANNEX C</b>	FORM OF APPLICATION FOR PERMISSION TO ERECT OR INSCRIBE A MEMORIAL
<b>ANNEX D</b>	DIMENSIONS AND SPACING OF GRAVES & MEMORIALS
<b>ANNEX E</b>	BURIAL GROUND NON-RESIDENT POLICY

# COMPTON PARISH COUNCIL

## ANNEX A BURIAL NOTICE

This notice is confirmation of a booking made by telephone at .....am/pm on .....day, date ..... By .....  
.....FUNERAL DIRECTORS

**THIS FORM MUST BE SIGNED BY THE APPLICANT RELATIVE AND MUST BE RECEIVED BY THE CLERK TO COMPTON PARISH COUNCIL<sup>2</sup>, TOGETHER WITH THE APPROPRIATE REGISTRAR'S / CREMATORIUM CERTIFICATE AND ALL MONIES DUE, AT LEAST 2 FULL WORKING DAYS BEFORE THE BURIAL.**

**I/We request permission for the following burial in Compton Parish Burial Ground:**

DAY AND DATE OF BURIAL:					
SERVICE AT:			TIME:		
NAME OF OFFICIATING MINISTER:					
ESTIMATED TIME OF ARRIVAL AT COMPTON BURIAL GROUND: FULL NAME OF					
DECEASED:					
ADDRESS:					
POSTCODE:		AGE AT DEATH:		DATE OF DEATH:	
PLACE WHERE DEATH OCCURRED:					
CREMATED REMAINS?	YES	NO	RE-OPEN?	YES	NO
GRAVE NUMBER:			EXCLUSIVE BURIAL RIGHT GRANT NUMBER <sup>1</sup> :		
DETAILS OF PREVIOUS BURIAL:					
FULL NAME OF GRANTEE (OWNER) OF EXCLUSIVE BURIAL RIGHT (NEW OR EXISTING <sup>1</sup> ):					
ADDRESS:					
POSTCODE:					
SIGNATURE OF APPLICANT (relative or person acting on behalf of			RELATIONSHIP WITH DECEASED PERSON		

## COMPTON PARISH COUNCIL



1 If the deceased is not the grantee of the existing Exclusive Burial Right, details of the assignment of that Right to the deceased and/or the signed authorisation by the grantee for the burial of the deceased in that grave must be enclosed with this application.

2 Clerk to Compton Parish Council, Wilkins Centre, Burrell Road, Compton, RG20 6NP Tel: 07748 591920

# COMPTON PARISH COUNCIL

## REGULATIONS FOR THE MANAGEMENT OF COMPTON PARISH BURIAL GROUND

### ANNEX B

#### TABLE OF FEES

<u>Description</u>	<u>Fees for</u>	
	<u>Residents</u> 1	<u>Non-residents</u>
<i>(Note: fees do not include digging graves or erecting memorials)</i>	£	£
<b><u>Exclusive Right of Burial:</u></b>		
<i>Grant of Exclusive Right of Burial in accordance with Regulations 9 – 13:</i>		
– of the body of a person.	268.00	536.00
– of the body of a child under 12 years of age	160.00	307.00
– of the cremated remains of a person.	115.00	231.00
<b><u>Each Burial in any grave:</u></b>		
– of a person's body	178.00	356.00
– of a person's cremated remains	100.00	198.00
<b><u>Right to Erect and Inscribe a Memorial on a grave for which Exclusive Right of Burial has been purchased:</u> (2)</b>		
– on a <u>full sized</u> grave space	75.00	150.00
– on a grave space for cremated remains	75.00	150.00
– for a subsequent inscription on an existing memorial	50.00	100.00
<b><u>Administration fees :</u></b>		
Search of Burial Register	20.00	40.00
Search of Register of Grants of Exclusive Right of Burial	20.00	40.00
Certified extract of either Register	30.00	60.00

<sup>(1)</sup> Includes holders of Exclusive Right of Burial who were residents at the time of its grant and residents who are temporarily non-resident at the time of their death.

<sup>(2)</sup> Applications containing at least the information listed in Annex C must be submitted to the Council for all memorials and inscriptions

# COMPTON PARISH COUNCIL

## REGULATIONS FOR THE MANAGEMENT OF COMPTON PARISH BURIAL GROUND

# COMPTON PARISH COUNCIL

## REGULATIONS FOR THE MANAGEMENT OF COMPTON PARISH BURIAL GROUND

### ANNEX C



#### APPLICATION FOR PERMISSION TO ERECT OR INSCRIBE A MEMORIAL

<p><i>Name &amp; address of person ordering memorial</i></p>	<p><i>Name and address of person or firm who will be responsible for erecting the memorial</i></p>
<p><i>Signed:</i></p>	<p><i>Phone</i></p>
<p><i>Name of person buried</i></p>	<p><i>Fax</i></p>
<p><i>Date burial took place</i></p>	
<p><i>Grave space number</i></p>	<p><i>All dimensions of headstone, tablet, plinth, base-stone and any vases or similar containers:</i>  <i>(Max dimensions allowed: on full sized graves: height 3 ft (91 cm), width 2 ft (61 cm); on graves for cremated remains: ground level tablet / open book tablet 1½ ft (46 cm) x 1¼ ft (38 cm); vases not to be more than 1 ft (30 cm) high.)</i></p>
<p><i>Picture or sketch of memorial (attach a separate sketch if preferred) – please note that herbs and chipmunks are not permitted</i></p>	<p><i>Full details of inscription, including wording and arrangement</i></p>
<p><i>Full details of lettering (size, type, method of inscription)</i></p>	<p><b>Return completed form to:</b>  <b>Clerk to Compton Parish Council</b>  <b>Wilkins Centre</b>  <b>Burrell Road</b>  <b>Compton</b>  <b>RG20 6NP</b>  <b>Tel: 07748 591920</b>  <b>Email: <a href="mailto:ComptonParish@gmail.com">ComptonParish@gmail.com</a></b></p>
<p><i>Name and address of person or firm to whom this permission should be given:</i></p>	

Approved on behalf of Compton Parish Council:

Clerk

Date:

# COMPTON PARISH COUNCIL

## REGULATIONS FOR THE MANAGEMENT OF COMPTON PARISH BURIAL GROUND

### ANNEX D

#### DIMENSIONS AND SPACING OF GRAVES & POSITIONING OF MEMORIALS

(Regulations to be followed when digging new graves and erecting memorials)

#### GRAVES

1. If markers exist, they must be followed.
2. All new graves must be laid out so they conform to the Burial Ground Plan, a copy of which may be inspected by arrangement with the Clerk.
3. All graves must have the same nominal dimensions at the surface and be in line both along and across the rows.
4. The nominal length of each full-sized grave space including the memorial is 8 feet (244 centimetres) and the nominal width 2½ feet (76 centimetres), but it may be dug appropriately for the coffin or casket size.
5. Each new full-sized grave is to be dug so that the centre-to-centre distance between the rows is 4½ feet (137 centimetres) and the centre-to-centre distance between graves along each row is 9 feet (274 centimetres). Full-sized graves are to be dug from the end opposite the memorial in such a way that any un-dug space is under the memorial.
6. New full-sized graves for which Exclusive Right of Burial has been granted must be dug to a depth sufficient to allow a second burial, unless special permission has been granted for a single grave.
7. Each new grave for burial of cremated remains is to be dug so that the centre-to-centre distance between graves is 4 feet (122 centimetres) and the front edge of the grave space is not more than 3 feet (92 centimetres) from the fence line or front edge of the grave space(s) behind it. The nominal size of each grave space for cremated remains is 1½ feet (46 centimetres) front-to-back and 2 feet (61 centimetres) wide.

#### MEMORIALS

8. If markers exist, they must be followed.
9. Memorials on full-sized graves must be erected so they are in line with others along and across rows. There should be 9 feet (274 centimetres) face-to-face along the row and 4½ feet (137 centimetres) centre-to-centre between the rows.
10. If a memorial is erected on a base or plinth, the base or plinth must not be less than 2½ feet (76 centimetres) wide, so it sits on un-dug ground either side of the grave.

# COMPTON PARISH COUNCIL

## REGULATIONS FOR THE MANAGEMENT OF COMPTON PARISH BURIAL GROUND

### ANNEX E

#### Burial Ground non-resident fee policy

##### General Principles

1. The provision of burial land by the council is discretionary. However, even when all of the land has been used and no further burial income is forthcoming, the council must maintain all of the burial land in the district.
2. Whether directly through the acquisition and development of land, cemeteries in the Parish are supported by the Council general fund.
3. Based on the concept that residents contribute to the Council's funds during their residency and to reflect the ongoing maintenance costs of the Burial Ground to which the deceased has not contributed, any person who is not resident in the district at the time of their death will be charged a premium for their burial.
4. To reflect the scarcity of land for future burials residents of the district and the need to identify new burial grounds any person from outside the district who wishes to purchase an exclusive right of burial will be charged a premium.

##### Fees & Charges:

5. The fees and charges prescribed for the use of the Burial Ground shall be those specified in Annex B, as amended from time to time subject as follows:
  - a) Where two or more interments from one family take place in the same grave at the same time the fee for one interment as prescribed in the table of fees will apply.
  - b) The fee for interment shall be doubled where the deceased, within one year of death, was not ordinarily resident within the area of Compton Parish Council.
6. All fees and charges payable to the Council are due in advance.
7. Fees and charges are payable to the Council's Clerk unless otherwise directed.

##### Specific fee setting principles

8. The non-resident premium, as specified in the Burial Ground regulations and in the table of fees and charges, is double that charged to residents. To reflect there being no exclusive right of burial granted for graves in Compton Parish burial ground the premium has been set at 50% more than that charged to residents, this prevents disproportionately high non-resident fees being charged for natural burial.
9. Any person who resides in the Parish at the time of their death is entitled to burial at single fees, irrespective of their duration of residency in the Parish.
10. Any person of no fixed abode whose death occurred within the Parish and funeral arrangements are made under the Public Health (control of disease) Act 1984 is entitled to burial at single fees, irrespective of previous residency in other districts.
11. Any child under the age of 16, who has one parent (or a person with parental responsibility) residing in the Parish is entitled to burial at single fees, irrespective of that child's residence at the time of their death.
12. Persons who reside outside the Parish at the time of their death are subject to a premium

## COMPTON PARISH COUNCIL

### REGULATIONS FOR THE MANAGEMENT OF COMPTON PARISH BURIAL GROUND

charge for burial fees. Close relatives of the deceased generate no entitlement for the burial of their non-resident relatives.

13. Persons who reside outside the Parish and purchase an exclusive right of burial are subject to a premium charge for the granting of those rights, because owning those rights automatically entitles that person to be buried in that grave. Close relatives (even when it is the deceased person being buried) generate no entitlement for the purchase of the exclusive right of burial by non-resident relatives.
14. Where the exclusive right of burial has been purchased by a resident of the Parish "for future use" and the rights are assigned to a person who resides outside the Parish a premium based on the original purchase price shall be levied.
15. No premium will be levied on the transfer of exclusive right of burial to a non-resident if the transfer is subsequent to the burial of the deceased registered owner in that grave.
16. Where two or more burials take place in the same grave at the same time and where one is a full burial and other(s) are burials of cremated remains the fee charged will reflect the residential status of the full burial.

#### **Exemptions for former residents**

17. Where a person has been resident in the Parish for a period of 10 years or more and during the 5 years prior to their death moved out of the district, they shall be entitled to burial at single fees.
18. Where a person was resident in the Parish at the time they purchased an exclusive right of burial; providing they have during their lifetime been resident in the Parish for a period of 10 years or more they shall be entitled to burial in that grave at single fees, irrespective of the length of time they have left the district.
19. Where two or more full burials take place in the same grave at the same time and only one of the deceased were resident in the district, the residents fee shall apply.
20. The 10 year period of qualifying residency will date from the recorded residence on electoral registers/council tax databases. It is up to the deceased's family members to supply information to support a claim for exemptions for former residents.

**Compton Parish Council  
Finance Report 1st July 2019**

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

Unity Trust	Current Account	£40,856.75
Unity Trust	Deposit Account	£122,022.22
HSBC	Current Account	£748.50
Pockit	Pre-paid Debit Card	£31.69
<b>Total</b>		<b>£163,659.16</b>

**Income received 27th May - 23rd June 2019**

None		£0.00
<b>Total</b>		<b>£0.00</b>

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

Method	Payment Date	Voucher No	Payee	Payment Detail	Minute	Amount
Pockit	29-May-19	034	Fat Buddha Store	Chalk spray paint	4371	£20.89
Pockit	29-May-19	035	Amazon	Plastic wallets		£2.99
<b>Total</b>						<b>£23.88</b>

**Payments to be approved**

Method	Payment Date	Voucher No	Payee	Payment Detail	Minute	Amount
DD	17-Jun-19	036	Castle Water	Water at Newbury Lane allotments		£18.38
DD	19-Jun-19	037	Vodafone	Mobile phone charges		£15.37
DD	30-Jun-19	038	Unity Trust Bank	Service charges qtr 1		£18.00
BACS	01-Jul-19	039	AD Clark	Grounds maintenance April		£537.88
BACS	01-Jul-19	040	AD Clark	Grounds maintenance May		£537.88
BACS	08-Jul-19	041	Clerk	Salary/expenses June		£819.00
BACS	08-Jul-19	042	HMRC	PAYE		£72.45
BACS	19-Jun-19	043	Berks Pension Fund	Pension contributions		£234.76
<b>Total</b>						<b>£2,253.72</b>

**Transfers**

Method	Payment Date	Voucher No	From Account	To Account	Minute	Amount
BACS	29-May-19	044	Unity Current	Pockit		£50.00
<b>Total</b>						<b>£50.00</b>

Date: 10/06/2019

Compton Parish Council Current Year

Page 1

Time: 12:33

**Bank Reconciliation Statement as at 31/05/2019  
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	31/05/2019	67	40,856.75
			<u>40,856.75</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			40,856.75
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			40,856.75
		<b>Balance per Cash Book is :-</b>	<b>40,856.75</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 10/06/2019

Compton Parish Council Current Year

Page 1

Time: 12:37

**Bank Reconciliation Statement as at 31/05/2019  
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	31/05/2019	57	122,022.22
			<u>122,022.22</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			122,022.22
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			122,022.22
		<b>Balance per Cash Book is :-</b>	<b>122,022.22</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 10/06/2019

Compton Parish Council Current Year

Page 1

Time: 12:39

**Bank Reconciliation Statement as at 31/05/2019  
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	31/05/2019	480	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
		<b>Balance per Cash Book is :-</b>	<b>748.50</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 10/06/2019

Compton Parish Council Current Year

Page 1

Time: 13:08

**Bank Reconciliation Statement as at 31/05/2019  
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	31/05/2019		31.69
			<hr/> 31.69
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			31.69
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			31.69
		<b>Balance per Cash Book is :-</b>	<b>31.69</b>
		<b>Difference is :-</b>	<b>0.00</b>

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**Compton Parish Council Current Year**
**Bank - Cash and Investment Reconciliation as at 31 May 2019**


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**Confirmed Bank & Investment Balances**
Bank Statement Balances

31/05/2019	Unity Bank Current	40,856.75
31/05/2019	Unity Bank Deposit	122,022.22
31/05/2019	HSBC Current	748.50
30/09/2016	Alto prepaid debit card	0.00
31/05/2019	Pockit Pre-paid Debit Card	31.69

**163,659.16**
Other Cash & Bank Balances
**0.00**


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**163,659.16**
Receipts not on Bank Statement
**0.00**
**Closing Balance**


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**163,659.16**
All Cash & Bank Accounts

Alto Pre-Paid Debit Card	0.00
HSBC Current A/C	748.50
Pockit Pre-Paid Debit Card	31.69
Unity Current A/C	40,856.75
Unity Deposit A/C	122,022.22
Other Cash & Bank Balances	0.00
<b>Total Cash &amp; Bank Balances</b>	<b>163,659.16</b>

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### Correspondence List – Council Meeting on 1<sup>st</sup> July 2019

Training/events		Please advise the Clerk if you wish to attend			
	Event	Run By	Date and Time	Venue	Cost
A1	Speed Indicator Device (SID) training	WBC	Wed 7 <sup>th</sup> Aug, 6:30-8:30pm	Council Offices, Market Street, Newbury, RG14 5LD	-
A2	District Parish Conference	WBC	Tue 22 <sup>nd</sup> Oct, 6:30-8pm	Council Offices, Market Street, Newbury, RG14 5LD	-

Please see the following page for the calendar of training courses run by BALC.

For information, comment or inclusion in a future agenda

	Document	From
B1	CPRE Berkshire Branch Annual Report 2018	CPRE Berkshire Branch
B2	Emails of complaint regarding a bonfire at the School Road allotments	A resident

Local Council People & Development				
BALC Training & Events Programme 2019				
EVENT TYPE	EVENT/COURSE/SESSION	DATE	LOCATION/TIME	COST
Councillor Development	<u>The Knowledge</u>	03 July 2019	Oakwood Centre, Woodley (10.00-12.00)	FOC
Officer Development	<u>Local Council Finance for Officers</u>	04 July 2019	Oakwood Centre, Woodley (10:00 - 15:00)	£106.87 (incl. a light lunch)
Councillor Development	<u>The Knowledge</u>	17 July 2019	Shaw House, Newbury (18.30-20.30)	FOC
Officer Development	<u>What You Need to Know (Part 1 of 2)</u>	10 September 2019	Shaw House, Newbury (10.00 - 12.00)	£95.62 (Parts 1 & 2)
Councillor Development	<u>Local Council Finance for Councillors</u>	17 September 2019	Shaw House, Newbury (18.30-20.30)	£50.62
Development For All	<u>An Introduction to VAT</u>	18 September 2019	Shaw House, Newbury (10.00 - 13.00)	£67.50
Qualification Preparation	<u>CILCA Portfolio 1</u>	23 September 2019	Oakwood Centre, Woodley (09.30-16.30)	£390 for sessions 1-4 & a Registration Fee of £350
Officer Development	<u>What You Need to Know (Part 2 of 2)</u>	24 September 2019	Shaw House, Newbury (10.00 - 12.00)	£95.62 (Parts 1 & 2)
Councillor Development	<u>The Knowledge</u>	09 October 2019	Shaw House, Newbury (18.30-20.30)	FOC
Councillor Development	<u>The Knowledge</u>	16 October 2019	Oakwood Centre, Woodley (18.30-20.30)	FOC
Officer Development	<u>Budgeting and Financial Control</u>	22 October 2019	Shaw House, Newbury (10.00 - 13.00)	£67.50
Councillor Development	<u>Chairing Skills</u>	13 November 2019	Shaw House, Newbury (10.00-13.00)	£67.50
Qualification Preparation	<u>CILCA Portfolio 2</u>	18 November 2019	Oakwood Centre, Woodley (09.30-16.30)	£390 for sessions 1-4 & a Registration Fee of £350
Qualification Preparation	<u>CILCA Portfolio 3</u>	06 January 2020	Oakwood Centre, Woodley (09.30-16.30)	£390 for sessions 1-4 & a Registration Fee of £350
Qualification Preparation	<u>CILCA Portfolio 4</u>	09 March 2020	Oakwood Centre, Woodley (09.30-16.30)	£390 for sessions 1-4 & a Registration Fee of £350
Information & Networking Event	<u>AGM</u>	tbc	tbc	Free
<p>* All prices apply to Berkshire ALC members only and are subject to VAT</p> <p>You can find out more information and book for all 2019 training and events at  <a href="http://www.hampshirealc.org.uk">www.hampshirealc.org.uk</a> or email <a href="mailto:training@hampshirealc.org.uk">training@hampshirealc.org.uk</a></p>				