

To: All Members of Compton Parish Council

All Councillors are hereby summoned to attend the following meeting.

Please inform the Clerk if you are unable to attend.

NOTICE OF MEETING

MEETING: Full Council

DATE & TIME: Monday 4th July 2022 at 7.00pm

PLACE: Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP

S. Marshman

Dr S. Marshman, PSLCC, Clerk to the Council

28th June 2022

Agenda

1. To receive, and consider for acceptance, apologies for absence from Members of the Council
2. To receive any [declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests](#) and to consider any requests for dispensation
3. To receive:
 - 3.1 Questions or comments from members of the public regarding items on the agenda
 - 3.2 Representations from any member who has declared a personal interest
4. To approve the [Minutes of the Full Council Meeting held on 6th June 2022](#)
5. To discuss any matters arising from the previous meeting
6. To receive a report from the District Councillor
7. To review the minutes and recommendations from the following committees:

Committee	Meeting Date	Minute Numbers	Recommendations
Planning	None		
Personnel	None		

8. To receive an update and review recommendations from the following working parties:
 - 8.1 Burial Ground
 - 8.2 Village Enhancement
 - 8.3 Digital
 - 8.4 Street lighting

8.5 Sports Pavilion

8.6 Allotments

9. Planning Applications

9.1 To consider the following new planning applications:

- [22/01158/MDOPO Greens Yard, High Street, Compton](#) - Modification of Planning Obligation of approved application 11/01159/XOUTMA: The Mortgage Exclusion Clause (MEC) in Paragraph (i) of the Fifth Schedule
- [22/01413/LBC2 1 Horn Street, Compton, RG20 6QS](#) - Repointing of the principle elevation to the cottage and forge (former) and boundary wall to the road
- [22/01427/TELE56 Telecommunications Mast 2, Warnham Lane, Compton](#) - Application to determine if prior approval is required for a proposed: Development by or on behalf of an electronic communications code operator for the purpose of the operator's Electronic Communications Network in, on, over or under land controlled by that operator or in accordance with the electronic communications code - The replacement of the existing 22.4m mast and associated antennas with a new 23.5m mast, complete with 3 replacement antennas, associated supporting units 2 relocated 300mm dish antennas and ancillary development works thereto.
- [22/01359/FUL 1 - 2 Ilsley Gardens, Ilsley Road, Compton, RG20 7PF](#) - Rear ground floor extension to No.1 and No.2 Ilsley Gardens. Rear first floor extension to No.2 Ilsley Gardens. General internal alterations to both.

9.2 To consider whether to request the District Councillor calls in any planning applications to the Western Area Planning Committee

9.3 To consider whether to refer any planning applications for further response from the Council's planning consultants

9.4 To receive a report on recent planning decisions taken by West Berkshire Council

10. To receive the Clerk's report

11. Finance:

11.1 To consider approving the payments listed on the [Finance Report](#)

11.2 To note the most recent [Bank Reconciliation](#)

11.3 To note the Quarterly Budget Report (*if applicable*)

12. To consider the creation of an emergency plan

13. To consider adopting an [Internal Controls Policy and Procedure](#)

14. To consider quotes for the remaining street light replacements

15. To consider setting a budget for the purchase of an office chair and laptop accessories

16. To consider the purchase of a metal plaque to commemorate the Jubilee

17. To review the hire charges for the Sports Pavilion

18. To consider quotes to repaint the Sports Pavilion

19. To consider the cost of clearance work at Newbury Lane allotments
20. To receive an update on vandalism and anti-social behaviour (ASB) in the village
21. To receive reports on the following:
 - 21.1 Recreation Ground
 - 21.2 Rights of Way
 - 21.3 Village Hall
 - 21.4 Downland Practice Patient Representation Group
 - 21.5 Communications
22. To discuss matters for future consideration and for information
23. To resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw
24. To consider actions required relating to tenancies at Newbury Lane Allotments

Date and time of next scheduled meeting:

Full Council: Monday 5th September 2022 at 7pm

Supporting Documentation

4. To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any requests for dispensation

Members are invited to declare Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests in items on the agenda as required by the Compton Parish Council [Code of Conduct](#) for Members, as adopted on 5th July 2021, Minute 21/22-087, and by the [Localism Act 2011 Chapter 7](#).

Please use the flow chart below to ascertain the type of interest you have and what action you are required to take.

DPI = Disclosable Pecuniary Interest

ORI = Other Registerable Interest

NRI = Non-Registerable Interest

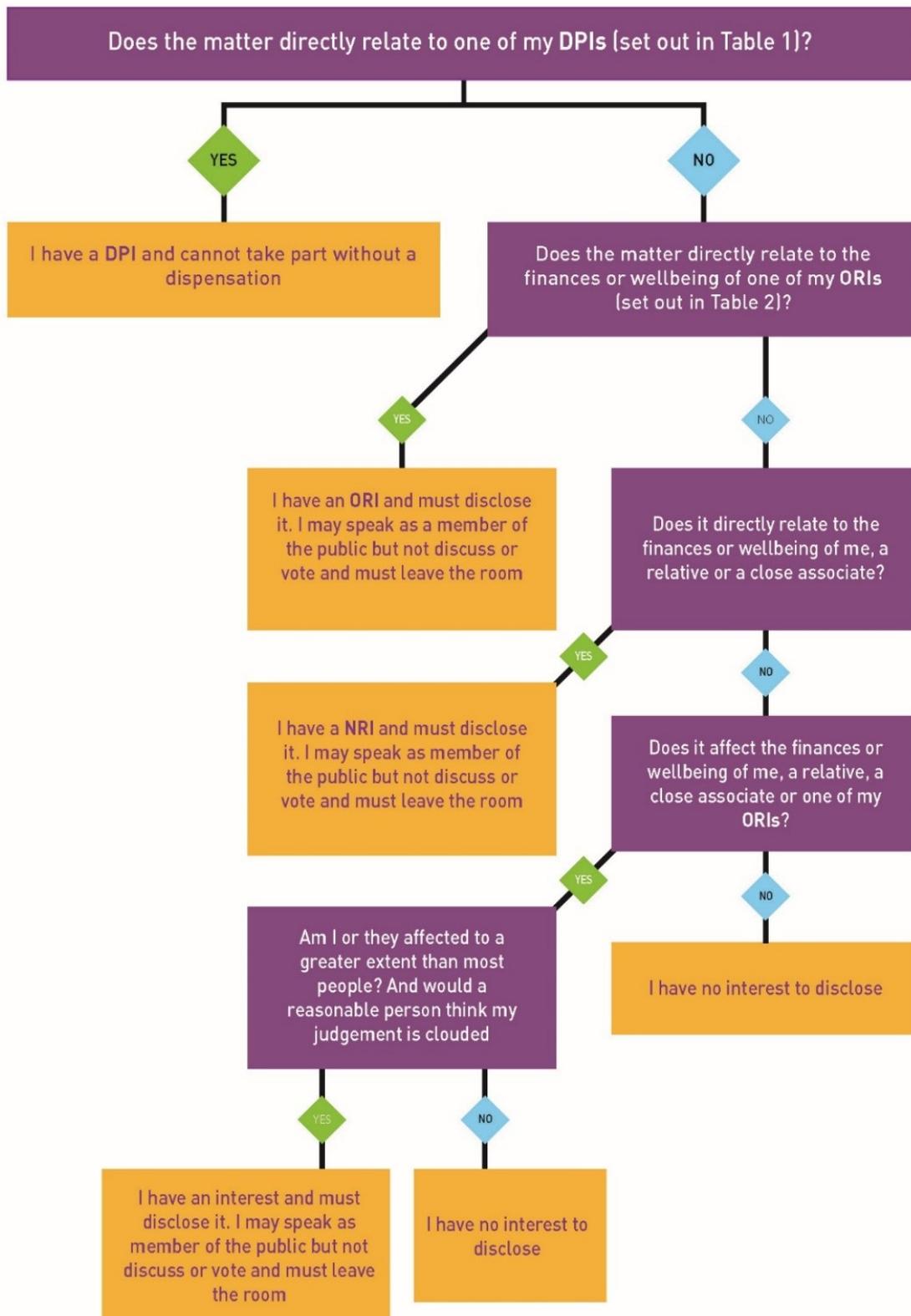


Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and* property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share

	<p>capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interest

<p>You must register as an Other Registerable Interest :</p> <ol style="list-style-type: none"> 1. any unpaid directorships 2. any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority 3. any body <ol style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

9.4 To receive a report on recent planning decisions taken by West Berkshire Council

The following decisions have been reported by West Berkshire Council since the last Parish Council meeting:

- 22/01131/COND2 Mayfield Farm, Ilsley Road, Compton - Application for approval of details reserved by condition 12 'construction method statement' of approved application 20/02215/COMIND: The change of use of land and agricultural buildings no longer needed for modern agriculture, to self-storage units (use class B8), with associated parking. Application approved.
- 22/01504/COND1 7 School Road, Compton, Newbury, RG20 6QU - Application for approval reserved by Condition 6 - Construction Method Statement, of planning permission 19/00586/HOUSE (Two storey side extension with porch). Application approved.

11. Finance:

Finance Report

Status at last bank reconciliation 31st May 2022

	Amount
Unity Trust Current Account	£35,253.94
Unity Trust Deposit Account	£122,708.66
Lloyds Multipay Corporate Card	-£11.28
Total	£157,951.32

Income received 3rd May - 2nd Ma 2022

Account	Income Detail	Amount
Current	Grant from Carbosynth towards Jubilee event costs	£200.00
Current	Allotments rent	£126.50
Current	Compilations advertising	£135.00
Total		£461.50

Payments made on Lloyds Corporate Card to be approved

Method	Date	Payee	Payment Detail	Amount
CC	06-Jun-22	Lloyds	Monthly card fee	£3.00
CC	23-Jun-22	HP	Laptop and monitor	£1,185.40
CC	25-Jun-22	Microsoft	Software	£11.28
Total				£1,199.68

Payments to be approved

Method	Date	Payee	Payment Detail	Amount
DD	13-Jun-22	Southern Electric	Electricity at Sports Pavilion	£139.85
BACS	13-Jun-22	Ligna Consultancy	Tree condition survey	£610.80
BACS	13-Jun-22	Andrews Handyman Services	Tap repair at allotments	£60.00
BACS	13-Jun-22	AD Clark	Grounds maintenance April	£642.06
BACS	13-Jun-22	AD Clark	Grounds maintenance May	£642.06
BACS	20-Jun-22	Vodafone	Mobile phone	£23.03
BACS	22-Jun-22	Impact Design & Print	Banner for jubilee event	£54.00
BACS	22-Jun-22	ESP Music Disco	Equipment hire for jubilee event	£300.00
BACS	22-Jun-22	Greening Campaign	Registration fee	£25.00
BACS	22-Jun-22	ICCM	Corporate membership 22/23	£80.00
DD	29-Jun-22	Nexus	Software	£33.84
DD	30-Jun-22	Unity Trust	Bank Charges	£18.00
BACS	04-Jul-22	Compton Village Hall	Hall hire May 22	£50.00
BACS	04-Jul-22	AD Clark	Grounds Maintenance Aug 21	£679.00

BACS	06-Jul-22	Staff Costs	Includes salaries, PAYE, pension contributions for Jun	£1,601.35
Total				£4,958.99

Transfers

Method	Date	From Account	To Account	Amount
DD	20-Jun-22	Unity Current	Lloyds	£14.28
Total				£14.28

Bank Reconciliation

Bank Reconciliation at 31/05/2022

Cash in Hand 01/04/2022	142,237.22
ADD Receipts 01/04/2022 - 31/05/2022	30,110.75
SUBTRACT 01/04/2022 - 31/05/2022	14,396.65
Cash in Hand 31/05/2022 (per cash book)	157,951.32
Cash in hand per Bank Statements 31/05/22	
Petty Cash	0.00
3 Lloyds Corporate Card	-11.28
2 Unity Deposit	122,708.66
1 Unity Current	35,253.94
Subtotal	157,951.32
Less unrepresented payments	0
Plus unrepresented receipts	0
Adjusted Bank Balance	157,951.32

A = B Checks out OK

13. To consider adopting an Internal Controls Policy and Procedure

Internal Controls Policy and Procedure

Version number	1.0	Minute reference	
Adopted by	Full Council	Review due	APCM May
Date adopted			

The Responsible Financial Officer (RFO) is responsible for ensuring that the Council's day-to-day finances are run properly, however, it falls to Council members to exercise a proper and reasonable degree of control over financial matters.

The Internal Controller, appointed annually by the Council, will complete internal control checks monthly or, if not available, quarterly as a minimum, according to this Internal Controls Checklist given in this document. The Internal Controller will report the completion of the checks, and any anomalies that may require action by the Council, at the next Council meeting.

The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices.

Compton Parish Council carries out the following ongoing internal control procedures:

Monthly:

1. The Clerk/RFO provides the bank reconciliation, cash book, bank statement and payroll details to the internal controller to review. As the Council now operates the accounts on a paperless basis, all documents will be made available to the internal controller via access to the Scribe accounting package and via an Accounts folder on Google Drive.
2. The Clerk/RFO ensures that regular payments and purchases previously agreed by council are made between meetings as appropriate and reported to the next meeting of the council.
3. The Clerk/RFO processes payroll each month. This is reported to the next meeting of the council. This will be reviewed by the Internal Controller.
4. The Internal Controller, appointed annually by the Council, will complete internal control checks monthly or, if not available, quarterly as a minimum. Any anomalies will be reported to Full Council. (See attached Internal Control Checklist). As the Council has now become paperless with regards to accounts, the form will be completed electronically and uploaded to the Accounts folder for the relevant year on the Council's Google Drive.

Each Meeting:

1. The Clerk/RFO provides the most recent bank reconciliation to the council.
2. The Clerk/RFO provides a list of payments requiring approval to the council.
3. The Internal Controller reports on the Internal Control checks that have been completed.

Quarterly:

1. The Clerk/RFO provides a quarterly budget summary to the council showing year-to-date expenditure against the budget.

Annually:

1. The Council must consider appointing an internal auditor for the current financial year each May.
2. The Council will review this policy and that the Council has an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices.
3. The Clerk provides a summary of the year's expenditure to date alongside draft budget figures for the following financial year at the December meeting. Councillors will review the figures and make suggestions for alterations to the draft budget.
4. The Clerk will make the alterations to the draft budget and present a revised draft at the January meeting. Councillors will review the draft budget, make any necessary changes, then agree the draft budget and precept figures for the following financial year.
5. Following the end of the financial year on 31st March, the Clerk will complete the year end finances and prepare the necessary documentation to be provided to the internal auditor.
6. Once the internal audit is complete, the Clerk will ensure that a review of the internal audit report will be included on the agenda prior to the completion of the Annual Governance and Accountability Return (AGAR).

General

1. The Council does not keep any cash. Any received will be banked as soon as is practicable.
2. The Clerk is not a signatory and keeps the chequebook.
3. Where used, cheques are signed by 2 Councillors.
4. Online payments are preferred, are made by the Clerk, as administrator, and are subject to dual authorisation by two appointed signatories.

Internal Controls Checklist

Checks completed by:		Date:	
Month:		Quarter:	Year:

Monthly Checks:

Task	Yes, No, N/A	Comments
Bank statement reviewed		
Bank reconciliation completed		
Bank reconciliation matches bank statement		
All payments and receipts listed		
Monthly payroll completed, pension contribution (Berks Pension Fund) and PAYE (HMRC) paid		
Monthly bank reconciliation presented to council & date of last one		
Monthly payment schedule presented to council & date of last one		
All account transfers reported to council on Finance Report		
Previous Internal Controls check reported to council & date of last one		

Quarterly Checks:

Task	Yes, No, N/A	Comments
Quarterly budget summary reviewed by council & date		

Yearly Checks:

Task	Yes, No, N/A	Comments
Annual VAT refund received		
Annual risk assessment agreed by the council		
Annual review by the Council to ensure that there is an adequate and effective system of internal audit of its		

accounting records, and of its system of internal control in accordance with proper practices.		
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Additional Comments:

17. To review the hire charges for the Sports Pavilion

Sports Pavilion and Pitch Hire Costs 2021

Pavilion & Pitch

£55 non-resident / £50 resident

Covers use of Sports Pavilion facilities, and nets, corner flags & use of line marker with paint.

Pitch Only

£25 non-resident / £20 resident (minimum of 10 bookings a season)

Covers nets, corner flags & use of line marker with paint.