

**Compton Parish Council**

Chairman: Dave Aldis

Clerk: Sarah Marshman

**MINUTES of the ANNUAL PARISH COUNCIL MEETING**

**Held on Monday 8<sup>th</sup> May, 2017 at 7:30pm** in the Welstead Room, Village Hall, Burrell Road.

Those present: Councillors D. Aldis (Chair), P. Burnett, L. Moss, M. Pinfold, R. Pinfold, K. Simms, A. Strong and I. Tong.

In attendance: The Parish Clerk.

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**4135 Election of Chairman of the Council for the year 2017/18**

It was resolved to elect Cllr. D. Aldis to the role of Chairman.

**4136 Election of Vice-Chairman of the Council for the year 2017/18**

It was resolved to elect Cllr. M. Birtwistle to the role of Vice-Chairman.

**4137 To receive declarations of acceptance of office of Chairman and Vice-Chairman for the year 2017/18**

The declaration of acceptance of office was signed by Cllr. D. Aldis. The declaration of acceptance of office for M. Birtwistle will be signed at the next meeting.

**4138 Apologies for absence**

Apologies were received from Cllr. M. Birtwistle. District Councillor Virginia von Celsing also sent apologies that she would be late to the meeting.

**4139 Any declarations of pecuniary interests by members or the Clerk**

There were none.

**4140 To receive: Questions or comments from members of the public  
Representations from any member who has declared a pecuniary interest**

There were none.

**4141 To approve the minutes of the Parish Council Meeting held on 25<sup>th</sup> April, 2017**

It was resolved that the minutes be accepted as a true record and they were signed by the Chairman.

**4142 Matters arising from the minutes of the Council Meeting on 25<sup>th</sup> April, 2017**

The broken post on the handrail on the steps leading down from the Old Station was discussed. West Berkshire Council do not think it is a risk. AS will monitor the handrail.

**4143 To receive a report from our District Councillor**

This item was deferred until VVC joined the meeting.

**4144 To receive and consider the minutes of the last meeting of any committees**

There are currently no committees.

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Chairman

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- 4145 **To review delegation arrangements to committees, sub-committees, staff and other local authorities**  
 There are currently no committees. The delegation arrangements to the Clerk were reviewed and it was resolved to continue with the current arrangements.
- 4146 **To review the terms of reference for committees**  
 There are currently no committees.
- 4147 **To appoint members to existing committees**  
 There are currently no committees.
- 4148 **To appoint any new committees in accordance with standing order 4**  
 It was resolved that no new committees were required.
- 4149 **To review and adopt appropriate standing orders and financial regulations**  
 Both the standing orders and financial regulations were reviewed and it was resolved that the council would continue with the current documents
- 4150 **To review the inventory of land and assets including buildings and office equipment**  
 It was then resolved to adopt the inventory of land and assets.
- 4151 **To confirm the arrangements for insurance cover in respect of all insured risks**  
 The insurance cover was reviewed and it was agreed that the council would continue with the current arrangements.
- 4152 **To review the council's and/or staff subscriptions to other bodies**  
 It was agreed to continue with the current subscriptions to CPRE, CCB, SLCC and BALC and to Rialtas Business Solutions for the finance software package.
- 4153 **To review the council's complaints procedure**  
 The document was updated to reflect the new address used by the parish council. It was resolved to adopt the revised version of the complaints procedure.
- 4154 **To review the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**  
 The document was updated to reflect the new address used by the parish council. It was resolved to adopt the revised version of the document.
- 4155 **To review the council's policy for dealing with the press/media**  
 The policy for dealing with the press/media was reviewed and it was resolved that the council would continue with the current procedure.
- 4156 **To consider the council's risk assessment**  
 It was resolved to adopt the risk assessment.
- 4157 **To review and consider the grant policy**  
 Some suggestions for changes were made. The document will be revised and considered at the next meeting.
- 4158 **To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council**  
 2017: June 5<sup>th</sup>, July 3<sup>rd</sup>, September 4<sup>th</sup>, October 2<sup>nd</sup>, November 6<sup>th</sup> and December 4<sup>th</sup>

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 Chairman

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2018: January 8<sup>th</sup>, February 5<sup>th</sup>, March 5<sup>th</sup>, April 16<sup>th</sup>, May 14<sup>th</sup> (APCM)  
 The next Annual Parish (Electors) meeting is scheduled to take place on Monday 19<sup>th</sup> March, 2018.

**4159 To agree Parish Council representation and areas of responsibility**

All councillors agreed to continue with their current responsibilities. In addition to this, it was resolved that IT should act as the council's internal controller.

**4160 Clerk's report**

The Clerk went through her report, which is at Attachment 1.

**4161 Planning Applications**

**a) To consider the following new applications:**

App. Ref.	Location	Proposed Work	Recommendation
17/00989/ HOUSE	Winx, Newbury Lane, Compton, RG20 6PB	Two storey rear extension	<b>NO OBJECTIONS</b>

**b) 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.

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

There were none.

**4162 To consider quotes for additional items of play equipment in the Recreation Ground and applying for funding under the Member's Bid process**

RP is meeting a company this week and will report to the next meeting. The council agreed that a quote should be obtained to install a zip wire.

**4163 To consider quotes for the street lighting maintenance contract**

This item was deferred in order to obtain further quotes.

**4164 To consider the adoption of a damage restitution policy**

It was resolved to adopt the damage restitution policy.

LM was requested to obtain an update on the results of the last incident in the play area.

**4165 To consider whether to create an emergency plan**

IT volunteered to draft a plan based on documentation he received at the recent District/Parish Conference

**4166 To consider paying the Flood Warden's expenses for attendance at events related to the Pang Valley Flood Forum**

It was resolved to reimburse the Flood Warden's expenses.

**4167 To consider the use of email addresses for councillors and to consider quotes to obtain parish council email addresses for members of the council**

The Clerk was requested to carry out some additional research. This item was deferred.

The domain renewal is due in June however the costs have increased and the current website keeps dropping out. The Clerk has created a free website on Hugo Fox. A friend of KS has agreed to host the website and is also will also create a domain name for the Neighbourhood Development Plan at cost, which is approximately £10 per year per site. KS therefore declared an interest in the decision. It was agreed to change the domain name provider.

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 Chairman

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**4143 To receive a report from our District Councillor**

VvC will make enquiries about the report made to the planning enforcement officer. Graham Jones has been re-elected as leader of the council. The Housing Site Allocation DPD is complete and the inspector upheld West Berkshire Council’s policies. WBC are now calling for new sites for the next report.

VvC addressed a query regarding the merger of two doctor’s surgeries in to the Strawberry Hill Medical Centre. She stated the merger had taken place over a number of years to form a central hub in Newbury and it was not related to a lack of doctors.

**4168 To receive an update on vandalism and anti-social behaviour (ASB) in the village**

It was reported that someone has been riding a moped without using a helmet on the roads.

**4169 To receive reports on the following:**

**b) Football Pavilion**

The builder is beginning the first stage of the work this week. The driers will then have to be used before the second stage of work can take place.

**e) Allotments**

A complaint had been received regarding a tree encroaching on a fence at the School Road allotments. MB will check this.

**g) Communications**

The council highlighted that Pam is doing a very good job as editor of Compilations.

**i) Parish Assets & Management**

A draft report has been issued by the solicitors. The working party will arrange a meeting to discuss it.

**4170 To receive the finance report and approve payments due**

It was resolved to approve the payments listed on the finance report, which is at Attachment 2.

**4171 Correspondence**

The Correspondence Report was presented and is at Attachment 3.

**4172 Matters for future consideration and information**

DA has a meeting arrange with Glyn Davies from West Berkshire Council to view the traffic in the vicinity of the school at the start of the school day. They will also discuss the possibility of installing some VAS signs as s106 funds are available and the suggestion of a 20mph limit running from the Surgery to the School and encompassing Horn Street . Issues with people from the new development parking on the High Street were highlighted, along with the speed of the road outside Thorndown. DA will ensure these are all discussed.

There are grey tubes sticking up out of the pavement opposite the Greens Yard development. As the developers will not be installing street lighting, the Clerk will contact them to request they be made safe.

It was reported that some home owners are throwing garden waste over the fence at the far end of the Recreation Ground. The Clerk will write about this in Compilations.

PB thanked the council for the grant given to the Autumn Group.

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Chairman

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The Clerk is attending a course run by the SLCC on Cemetery Legal Compliance this week.

Meeting closed 8:45pm.

Date and time of next scheduled meeting:

- **Additional Parish Council Meeting:** Wednesday 17<sup>th</sup> May, 2017 at 7:20pm in the Wilkins Centre
- **Annual Parish Meeting:** Wednesday 17<sup>th</sup> May, 2017 at 7:30pm in the Wilkins Centre
- **Parish Council Meeting:** Monday 5<sup>th</sup> June, 2017 at 7pm in the Wilkins Centre

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Chairman

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Date