

Compton Parish Council

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 3rd June 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: 28th May 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 13th May 2019
5. To discuss any matters arising from the minutes of the Council Meeting on 13th May 2019
6. To receive a report from our 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:
 - [19/01105/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
 - [19/01140/HOUSE Crossing Cottage, Coombe Road, Compton, RG20 6RQ](#) - Erection of shed, garden studio and greenhouse and construction of small garden pond
 - [19/01186/HOUSE The Old Mill, High Street, Compton, RG20 6NJ](#) - Rear extension
 - 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 review the [feedback](#) from our internal auditors on the 2018/19 accounts and consider any actions required
 10. 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
 11. To:
 - a) consider the [Accounting Statements](#);
 - b) approve the Accounting Statements; and
 - c) ensure the Accounting Statements are signed and dated
 12. To consider events for the [75th anniversary of VE Day](#)
 13. To receive a report on [traffic calming](#)
 14. 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
 15. To consider installing a plaque on the Churn Railway Bridge to recognise the significance of Churn Camp
 16. To receive an update on vandalism and anti-social behaviour (ASB) in the village
 17. To receive reports on the following:

a) Recreation Ground	h) Groundwater
b) Football Pavilion	i) Parish Assets & Management Working Party
c) Rights of Way	j) Neighbourhood Development Plan
d) Village Hall	k) Burial Ground
e) Allotments	l) GDPR
f) Patient Representation	m) Personnel Committee
g) Communications	
 18. Finance:
 - a) To receive the [finance report](#) and approve payments made/due
 - b) To note the [bank reconciliations](#) to 30th April 2019
 - c) To receive any reports from the Internal Controller
 - d) To note the [quarterly budget report](#) where applicable
 19. To receive the [correspondence report](#)
 20. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:

Parish Council Meeting: **Monday 3rd June at 7pm** in the Wilkins Centre

Compton Parish Council

Minutes of the Parish Council Meeting

Held on Monday 13th May at 7:00pm in the Wilkins Centre, Compton

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

Councillors not present: None.

In attendance: Sarah Marshman (Clerk).
6 members of the public.

- | | |
|------------------|---|
| 19/20-001 | To consider the election of Chairman of the Council for 2019/20 and to receive the signed declaration of acceptance of office
It was resolved to elect David Aldis. DA completed the declaration of acceptance of office. |
| 19/20-002 | To consider the election of Vice-Chairman of the Council for 2019/20 and to receive the signed declaration of acceptance of office
It was resolved to elect Mark Birtwistle. MB signed the declaration of acceptance of office. |
| 19/20-003 | To receive apologies for absence
There were none. |
| 19/20-004 | To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation
PM submitted a request for dispensation to speak and vote on traffic calming. The Council resolved to grant a dispensation to PM regarding traffic calming for a period of one year. |
| 19/20-005 | To receive: Questions or comments from members of the public
Representations from any member who has declared a personal interest
There were none. |
| 19/20-006 | To approve the minutes of the Parish Council Meeting held on 24th April 2019
It was resolved that the minutes be accepted as a true record. They were then signed by the Chairman. |
| 19/20-007 | To discuss any matters arising from the minutes of the Council Meeting on 24th April 2019
There were none. |
| 19/20-008 | To receive a report from our District Councillor
The newly elected District Councillor, Carolyne Culver, sent her apologies. |

19/20-009	In accordance with Standing Order 1a, the Chairman varied the order of the agenda.
19/20-010	<p>To receive a presentation on the proposal for a Community Interest Company in relation to the proposed development of the Pirbright site A presentation was given regarding the proposal.</p>
19/20-011	<p>Committees:</p> <p>a) To review the terms of reference and delegation arrangements for any committees The terms of reference for the Planning Committee and the Personnel Committee were reviewed. It was resolved to continue with these terms of reference.</p> <p>b) To appoint members to existing committees It was resolved to appoint the following Councillors to the Planning Committee: David Aldis, Mark Birtwistle, Patricia Burnett, Linda Moss, Michael Pinfold, Rebecca Pinfold and Alison Strong. It was resolved to appoint the following Councillors to the Personnel Committee: David Aldis, Mark Birtwistle and Ian Tong.</p> <p>c) To appoint any new committees in accordance with standing order 4 It was resolved not to appoint any new committees.</p>
19/20-012	<p>To review delegation arrangements for staff and other local authorities It was resolved to continue with the current delegation arrangements, with a view to reviewing the arrangements as soon as possible.</p>
19/20-013	<p>To review the inventory of land and assets including buildings and office equipment It was resolved to adopt the 2018/19 assets register.</p>
19/20-014	<p>To confirm the arrangements for insurance cover in respect of all insured risks The insurance cover was reviewed, and it was resolved that the council would continue with the current arrangements. PM will complete a risk assessment for his role of Flood Warden as per the requirements of the insurance company.</p>
19/20-015	<p>Policies:</p> <p>a) To review the standing orders It was resolved to continue with the current standing orders.</p> <p>b) To review the financial regulations It was resolved to continue with the current financial regulations.</p> <p>c) To review the complaints procedure It was resolved to continue with the current complaints procedure.</p> <p>d) To review the procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 It was resolved to continue with the current procedures for handling request made under the Freedom of Information Act 2000 and the Data Protection Act 1998.</p> <p>e) To review the policy for dealing with the press/media It was resolved to continue with the current media policy.</p> <p>f) To review and consider the grant policy It was resolved to continue with the current grants policy.</p> <p>g) To review the document retention policy It was resolved to continue with the current document retention policy.</p>

	<p>h) To consider adopting a social media policy This was deferred to the next meeting.</p>
19/20-016	<p>To review the council's and/or staff subscriptions to other bodies It was resolved to continue with the current subscriptions to BALC/NALC, SLCC, CCB and CPRE.</p>
19/20-017	<p>To review the direct debits approved by the Council It was resolved to continue with the current direct debits to Castle Water, Information Commissioner's Office, SSE and Vodafone.</p>
19/20-018	<p>To consider the risk assessment for 2019/20 Some alterations were made to the risk assessment. It was resolved to adopt the revised risk assessment for 2019/20.</p>
19/20-019	<p>To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council It was resolved to set the following meeting dates: Full Council meetings: 3rd June, 1st July, 2nd September, 7th October, 4th November, 2nd December 2019 6th January, 3rd February, 2nd March, 6th April 2020 The Annual Parish Meeting will take place on 16th March 2020. The Annual Meeting of the Parish Council will take place on 11th May 2020 A meeting will be scheduled in August if required.</p>
19/20-020	<p>To consider Parish Council areas of responsibility and representation on outside bodies It was resolved to appoint the following areas or responsibility and representation: Allotments: Mark Birtwistle Electronic documentation: Ian Tong Flooding: Peter McGeehin Footpaths: Alison Strong GDPR: Ian Tong Internal controller: Ian Tong Neighbourhood Action Group/Police Liaison: Linda Moss Neighbourhood Development Plan: David Aldis, Peter McGeehin Parish Assets and Management Working Party: Mark Birtwistle, Peter McGeehin, Rebecca Pinfold and Alison Strong. Patient Representation group representative: Patricia Burnett, Alison Strong Play area inspections: Rebecca Pinfold Recreation Ground: Michael Pinfold Social media: Rebecca Pinfold Sovereign Housing Association Liaison: Patricia Burnett Village Hall representative: Ian Tong The Chairman thanked MP for his past service as the Village Hall Representative.</p>
19/20-021	<p>To receive the Clerk's report The Clerk noted she would be attending an SLCC training course on Health, Safety and Wellbeing.</p>

- 19/20-022 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**
There were none.
 - 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
19/00560/ HOUSE	6 Shepherds Mount, Compton, RG20 6QZ	Demolition of existing garage and erection of timber framed annexe for use by family member	Application withdrawn before response could be made	Withdrawn
19/00642/ FULD	Lower Hamilton Stables, Hockham Road, Compton, RG20 6QJ	Section 73: Removal of Condition (6) of approved application 15/00154/FULD: Change of use from redundant stables to a single dwelling.	Object	Approved

- 19/20-023 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.
- 19/20-024 To consider quotes for a skip at Newbury Lane allotments**
It was resolved to accept the quote from Chilton Skips.
- 19/20-025 To consider quotes to replace fencing at Newbury Lane allotments**
More quotes are required so this decision was deferred.
- 19/20-026 To consider revising the bank mandate**
It was resolved to remove KS from the bank mandate and to add Peter McGeehin, to include online banking.
- 19/20-027 To consider whether to allow parking on the land at Gordon Crescent for the Friends of Compton Primary School event in the Recreation Ground on 8th June 2019**
It was resolved that parking should not be allowed on the land at Gordon Crescent, but instead an area of the Recreation Ground could be used provided it was suitably fenced off from the area in which events are taking place.
The Clerk was requested to write to the Friends of Compton Primary School to advise them of the decision, and to also write to the Village Hall Management Committee to advise them of the same arrangements for the Fete.

19/20-028	<p>To consider installing a plaque on the Churn Railway Bridge to recognise the significance of Churn Camp</p> <p>This was deferred.</p>
19/20-029	<p>To receive an update on vandalism and anti-social behaviour (ASB) in the village</p> <p>The PCSO had received a report of fuel being stolen from a vehicle. Fire hydrant signs have been removed from along School Road. The Clerk will contact Highways.</p>
19/20-030	<p>To receive reports on the following:</p> <p>a) Recreation Ground The Clerk was requested to ascertain when the selective weed control treatment was expected to be carried out.</p> <p>b) Football Pavilion A spec of the requirements for the football league had now been received from the football club.</p> <p>f) Patient Representation A new path has been laid at the Compton surgery. The new pharmacist has now started at Chieveley.</p> <p>h) Groundwater Currently the groundwater is low. The aquifer is approximately 1/3 full (at this time last year it was 2/3 full). PM had walked the watercourse with Stuart Clarke from WBC, who will raise the issues with the High Street culvert with the Environment Agency.</p> <p>i) Burial Ground The geophysical survey needs to be sent to West Berkshire Council's planning department.</p> <p>j) Neighbourhood Development Plan Some members of the steering group attended a second site visit at the Pirbright Institute.</p>
19/20-031	<p>To receive the finance report and approve payments made/due</p> <p>It was resolved to approve the payments listed on the Finance Report, which is at Attachment 1.</p>
19/20-032	<p>To receive the correspondence report</p> <p>It was noted that the following items of correspondence had been received:</p> <ul style="list-style-type: none"> • An email from a member of the public regarding poor parking on Manor Crescent, preventing access to larger vehicles; • A Freedom of Information Request from a resident on 5th April and has been responded to; • An email highlighting concerns regarding the proposed 20mph speed limit and associated traffic calming features from a resident; • An email from the North Wessex Downs Landscape Trust requesting the council make an annual donation of £75 towards their grant pot. The Council noted that this did not meet the criteria given in the grants policy; • A letter outlining the plans for VE Day 75 as arranged by the SSAFA (The Armed Forces Charity); • Notification the Council will be receiving CIL funds of £9,646.63 relating to 18/01293/FULMAJ Roden Farm from the CIL team at West Berkshire Council;

19/20-033

- Traffic calming discussion document from Cllr McGeehin.

To discuss matters for future consideration and for information

It was noted that a Councillor had received an email from a resident regarding the bin shelter in Wilson Close that has been filled by residents with bags of waste.

Date and time of next scheduled meeting:

Parish Council Meeting: Monday 3rd June 2019 at 7pm in the Wilkins Centre

Chairman:

Date:

Item 6

Attachment 1: Finance Report

Status at bank at last bank reconciliation 31st March 2019

Unity Trust	Current Account	£15,757.14
Unity Trust	Deposit Account	£122,022.22
HSBC	Current Account	£748.50
Pockit	Pre-paid Debit Card	£132.62
Total		£138,660.48

Income received 15th April - 5th May 2019

Unity Trust	Deposit Account	Interest	£120.23
Unity Trust	Current Account	Precept	£22,925.00
Unity Trust	Current Account	Village Hall loan repayment	£480.00
Unity Trust	Current Account	CIL	£9,646.63
Total			£33,171.86

Payments made on pre-paid debit card to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
Pockit	24-Apr-19	018	Amazon	Rubber stamp	-	£9.95
Pockit	25-Apr-19	019	St John Ambulance Supplies	First aid kit and accident book	-	£34.00
Pockit	02-May-19	020	Amazon	Dividers	-	£2.12
Total						£46.07

Payments to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
DD	18-Apr-19	021	Vodafone	Mobile phone charges		£11.66
DD	23-Apr-19	022	Castle Water	Water at Newbury Lane allotments 1-31 Mar		£30.80
BACS	13-May-19	023	BALC	Subscription 2019/20		£362.75
Total						£405.21

Transfers

Method	Payment Date	Voucher No	Payee	Payment Detail	Minute	Amount
-	-	-	-	-	-	-
Total						£0.00

Annual Internal Audit Report 2018/19

Compton Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ NO PETTY CASH HELD
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

01/05/19

Name of person who carried out the internal audit

Dr Crimmins (on BEHALF OF HEELIS + LODGE)

Signature of person who carried out the internal audit

Date

01/05/19

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

HEELIS&LODGE

Local Council Services • Internal Audit

Internal Audit Report for Compton Parish Council - 2018/19

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £62,841 Expenditure: £56,341 Reserves: £138,660

AGAR Completion:

Section One: No - blank

Section Two: No - blank

Annual Internal Audit Report 2018/19: Yes

Certificate of Exemption: No - outside criteria.

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

All were found to be in order. LGAs137 and VAT payments are tracked and identified within the year end accounts. The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes
Reviewed: 4th June 2018 - Minute 18/19-040
Reviewed: 4th February 2019 - Minute 18/19-191
Financial Regulations in place: Yes
Reviewed: 14th May 2018 - Minute 18/19-013b

VAT reclaimed during the year: Yes Registered: No

General Power of Competence: No

There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: Yes
Data Protection registration: Yes - ZA097171 - Expiry 4th February 2020.

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. It is advised that, due to the financial risk associated with the new Data Protection Regulations, this should form part of the Council's Risk Assessment.

Recommendation (1): To include reference to GDPR in the Council's Risk Assessment.

Privacy Policy published: Yes

Insurance was in place for the year of audit. The Risk Assessment was reviewed on 14th May 2018 - Minute18/19-015. Internal controls were reviewed on 14th May 2018 - Minute18/19-015.

CJM Services appointed at meeting held on 3rd December 2018 - Minute 18/19-156 to undertake annual inspection of the play equipment.

The Council have satisfactory internal financial controls in place. Cheque stubbs and invoices are initialled by signatories. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

Fidelity Cover: £150,000

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

Transparency Code

Compliance for smaller councils with income/expenditure under £25,000.
Smaller authorities should publish on their website from 1 April 2015:

Smaller Council: No - but still provides information on the Parish Council website to enhance transparency.

Website: www.comptonparishcouncil.org

The Council is not subject to the requirements of the Transparency Code for smaller Councils.

Budgetary controls	<p>Verifying the budgetary process with reference to council minutes and supporting documents</p> <p>Precept: £42,000 (2018/2019) Date: 8th January 2018 - Minute 4350. Precept: £45,850 (2019/2020) Date: 7th January 2019 - Minute 18/19-177.</p> <p><i>Satisfactory budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.</i></p>
Income controls	<p>Precept and other income, including credit control mechanisms</p> <p><i>All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.</i></p>
Petty Cash	<p>Associated books and established system in place</p> <p><i>No Petty Cash held</i></p> <p><i>A satisfactory expenses system is in place with supporting paperwork.</i></p>
Payroll controls	<p>PAYE and NIC in place where necessary. Compliance with Inland Revenue procedures Records relating to contracts of employment</p> <p>PAYE System in place: Yes</p> <p><i>The Council continue to operate RTI in accordance with HMRC regulations. All supporting paperwork is in place and a P60 has been produced as part of the year end process. The Council has joined the LGPS pension scheme.</i></p>
Asset control	<p>Inspection of asset register and checks on existence of assets Cross checking on insurance cover</p> <p><i>A separate asset register is in place. Values are recorded at cost value. The total value of assets are recorded at £233,466.52. Unable to verify that the figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR, as Section 2 is not completed.</i></p>

Bank Reconciliation Regularly completed and cash books reconcile with bank statements

All were in order. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts. Bank balances as at 31st March 2019 were confirmed as:

Unity Bank	£ 15,757.14
Unity Trust Bank	£122,022.22
HSBC	£ 748.50
Pockit	£ 132.62

Reserves General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

The Council have adequate general reserves and a number of earmarked reserves in their nominal accounts.

Year-end procedures Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

End of year accounts are prepared on a Receipts & Payments basis

Sole Trustee The Council has met its responsibilities as a trustee

The Council is not a sole trustee.

Internal Audit Procedures

The Council reviewed the effectiveness of the internal audit at a meeting held on 3rd December 2018 - Minute 18/19-155.

The Internal Audit report was considered by the Council at a meeting held on 4th June 2018 - Minute 18/19-037.

Heelis & Lodge were appointed Internal Auditor at a meeting held on 3rd December 2018 - Minute 18/19-155.

External Audit *The External Auditor's report was considered by the Council at a meeting held on 1st October 2018 - Minute 18/19-110.*

There were no matters raised by the External Auditor in relation to the 2017-2018 External Audit.

Period of Exercise of Public Rights Start Date 8th June 2018 End Date 19th July 2018

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

COMPTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage these risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		engaged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charities. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
		✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute references:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

Section 2 – Accounting Statements 2018/19 for

COMPTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	133,708	132,160	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	31,320	42,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	16,972	20,841	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	10,248	10,923	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	39,592	45,418	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	132,160	138,660	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	132,160	138,660	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	220,414	233,467	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including FWL6).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute references:

Signed by Chairman of the meeting where the Accounting Statements were approved



Dear Town and Parish Clerk,

TOWN & PARISH COUNCILS - VE DAY 75

I have pleasure in outlining plans for VE Day 75, being organised to celebrate and commemorate the 75th Anniversary of VE Day as mentioned in my last communication to you last year.

The 8th May 1945 was the day peace emerged after nearly six years of war, so the 75th anniversary on 8th May 2020 represents an important milestone in our history. I am sure you will agree that we cannot let this day pass without reflecting on the enormous sacrifice, courage and determination of people from all walks of life who saw us through this dark period. Our celebration, VE Day 75, will cover the weekend of 8th - 10th May 2020, and will be an international celebration of peace – a time to remember, reflect and pay tribute to the millions who played such a vital part in achieving it.

This includes the Armed Forces personnel from many countries who gave their lives, and those who returned home injured in body and mind; the hard-working women and men who kept the factories, mines, shipyards and farms operating throughout the years of turmoil; the ARP wardens, police officers, doctors, nurses, firemen, local defence volunteers and many others who put their lives on hold to safeguard the home front.

The official, exclusive charity for VE Day 75 is SSaFA, the Armed Forces Charity, which also supports the Merchant Navy.

The planned activities over the weekend are as follows:

- The Playing of Battle's O'er & VE 75 Years
- The Nation's Toast to the Heroes of WW2
- The Cry for Peace, around the World
- Churches & cathedrals Ringing out for Peace
- Street parties and parties in pubs, clubs, Hotels, on town and village greens and in halls etc
- Services of commemoration and celebration in churches, including the reading of the Tribute to the Millions and the playing of the Last Post

Registration for all participants will be solely through www.veday75.org. As well as adding your details you will also be able to download important documents, including a commemorative certificate, and view messages of support from individuals and organisations.

FRIDAY 8TH MAY 2020

3pm – Battle's O'er & VE 75 Years

3pm is the time Winston Churchill officially announced the end of WW2 from the Cabinet Office at 10 Downing Street, London.

Pipers from around the world will open VE Day 75 by playing Battle's O'er and VE 75 Years at 3pm local time in the country they are in, paying tribute to the millions who gave so much to earn our freedom today. Battle's O'er is the traditional tune played by pipers at the end of a battle, and VE 75 Years has been specially written for this occasion by Pipe Major Roger Bayes of the City of Norwich Pipe Band.

Battle's O'er will be played by pipers from the top of the four highest Peaks in the UK - Ben Nevis, Scotland; Scafell Pike, England; Mount Snowdon, Wales, and Slieve Donard, Northern Ireland – and also at the five furthest points in the UK. This has never been undertaken before.

We are encouraging pipers working that day to pause at 3pm to play the tune in their workplace. It will provide pipers throughout the world the opportunity to participate without having to take time off work. We are already aware that a nurse will be playing the pipes on her hospital ward, and that others will be playing at a railway company, in a field and outside a bakery. Those pipers taking part can register their involvement at the VE Day 75 website – www.veday75.org.

3pm – The Nation's Toast to the Heroes of WW2

To coincide with the playing of Battle's O'er thousands of pubs throughout the UK, Channel Islands and the Isle of Man will encourage customers to raise a glass at 3pm and take part in The Nation's Toast to the Heroes of WW2. All pubs taking part can register their involvement on the VE Day 75 website – www.veday75.org.

6.55pm – A Cry for Peace Around the World

Town Criers around the world will be undertaking A Cry for Peace Around the World, kindly written for this occasion by Crier Peter Taunton. The 'Cry', which can be downloaded from the website, will be performed at 7pm local time in locations around the world, starting in New Zealand. Those Town Criers and others undertaking this 'Cry' can register their involvement on the VE Day 75 website – www.veday75.org.

7pm – Ringing out for Peace

Bells in churches and cathedrals will ring out at 7pm in a collective celebration of VE Day 75. The sound of church bells is deeply rooted in British culture. They provide the grand soundtrack to our historic moments, calling us to wake, to pray, to work, to arms, to feast, to celebrate and, in times of crisis, to come together. This aspect of VE Day 75 could not be more appropriate, ringing out around the world to celebrate the peace we share today. Those churches taking part can register their involvement on the VE day website – www.veday75.org.

7pm onwards – Parties and Celebration

Parties and celebrations will take place in pubs, clubs and hotels, on town and village greens and in our streets, bringing the communities of the nation together in common friendship. Those town and cities twinned with others around the world will be encouraged invite them to join in this joyous occasion. We know that many of those taking part will be organising firework displays over the weekend too. Those taking part in this celebratory element of the event can register their involvement on the VE day 75 website – www.veday75.org.

SATURDAY 9TH MAY 2020

Parties and celebrations continue.

SUNDAY 10TH MAY 2020

10.30am – Church Services of Celebration and Commemoration

Services will take place in cathedrals and churches throughout the UK, Channel Islands and the Isle of Man to celebrate the peace we share today and remember those who lost their lives or returned home dreadfully wounded. The services will also recognise the sacrifices of those who kept the nation fed and the factories, mines and hospitals working during the most challenging of times. Churches wishing to take part should register their involvement on the VE Day 75 website – www.veday75.org.

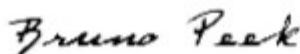
Tribute to the Millions & the Last Post

Those planning services will be encouraged to ask a representative from their local community to read out the Tribute to the Millions, which can be downloaded at www.veday75.org, and involve a local bugler or trumpeter to play the Last Post and Reveille. Their participation can also be registered on the VE DAY 75 website – www.veday75.org.

We do hope that you will take part in VE Day 75 especially as many of those that served at home and abroad came from the Towns and Parishes of England, so your involvement will be a perfect 'tribute' to the sacrifices made by so many of them.

Please be kind enough to register your involvement in one or more of the events by going to the VE Day 75 Website - www.veday75.org as soon as possible to enable us to keep in touch with you and update you on progress.

My warmest regards,



Bruno Peek LVO OBE OPR

Discussion Document – Traffic Calming in Compton

Peter McGeehin¹

Summary

The background to West Berkshire Council Traffic Calming Proposal TM19 has been reviewed and consideration given to the underlying statutory framework and the relevant documentary records of both West Berkshire Council and Compton Parish Council. It is surprisingly the case that traffic speed in Compton (measured on High Street by the new remembrance bench and by the steps on School Road) conforms to that required for the existing 30mph speed limit: that is to say, this speed limit is, in statutory terms, self-enforcing. At the measurement location on High Street there is negligible statistical evidence of any speeding. There is however a hint in the School Road data that some vehicles (~15%) are speeding to some degree. Residents perceive this, and some are uncomfortable about it. This also seems to be the case regarding Ilsley Road and the west end of, and elsewhere on, High Street. Current traffic calming arrangements at the Primary School are considered by West Berkshire Council to be satisfactory. What this suggests is that moderate traffic calming is justified throughout the village, but that severe traffic calming along a rather arbitrary 600m run as embodied by the TM19 response to the Parish Council request is not justified, not least because residents most affected by the speed cushions proposed are opposed to them.

It is recommended that Compton Parish Council establishes a Committee to take matters forward. A firm of traffic calming consultants should be retained to survey the whole village, advise on appropriate traffic calming measures and assist in discussions with West Berkshire Council. These measures might be designed to help and encourage pedestrians. As a courtesy Compton Parish Council should forthwith advise West Berkshire Council that a course of further consultations is to be embarked upon regarding TM19 and that there should be a meeting with them to consider possible amendments to TM19 and perhaps alternative traffic calming scenarios in late June.

1. Introduction

This document is written to stimulate further consideration of traffic calming by Compton Parish Council (CPC), perhaps when deferred item 18/19-235 returns to the Agenda. The motivation for writing it is three-fold. Firstly, to educate myself to work out how we have arrived at the position we now find ourselves in. Secondly, we are a new Parish Council, and it is appropriate that we review significant legacy issues to ensure we remain comfortable with the position handed down. The source of this legacy issue is the previous Parish Council, that for

¹ Document dated 3rd May 2019

convenience will be identified as 'pPC' in the remainder of this document. Finally, traffic calming is the most prominent issue presently under consideration and it is important CPC achieves an optimum solution for the village as a whole.

The perceived need for some traffic calming in Compton is not in doubt, rather the issue for discussion is the degree of calming and the means by which it is achieved. The justification for considering this further is provided by the mixed response in the village to West Berkshire Council (WBC) Proposal CJV/TM19 (TM19) and most notably by the residents of the most affected streets, the east end of High Street and along School Road. There are 22 dwellings and I have personally spoken to householders in 14 of them. There are two enthusiasts for the proposal (though one amenable to alternatives), two that are neutral, one resident who is resigned but would prefer another approach and the rest (~70%) are opposed to speed cushions in varying degrees. I have spoken with two residents of Wilson Close fronting on School Road. One is strongly opposed to speed cushions on School Road, the other less dogmatically so and particularly anxious about silent hours joy-riders. Both support traffic calming in Wilson Close itself. Concerns expressed about speed cushions include the effectiveness of speed cushions for the specific problems we face, pollution and noise.

I believe that it is a particular responsibility of CPC to consider the opinions of residents directly affected by any proposal – in a national policy context this can be thought of as localised localism. In the present case the most directly affected residents are those living at the east end of High Street, on Wilson Close with a School Road frontage and along School Road. In the present consultation Wilson Close residents have been disenfranchised as they did not receive letter CJV/TM19 from WBC, so CPC should represent their concerns. Also, some residents along School Road feel doubly oppressed because they consider that recent additions to the recreation ground (rotating swing and zip-wire) have been sited insensitively.

Before moving on I want to address the imputation that this document is being drafted because I have a pecuniary or other beneficial interest in proposal TM19. Nothing could be further from the truth. I am acting because - having lived here for 44 years - I have the interests of the village as a whole in mind and feel that TM19 is ill-thought out, divisive, disproportionate and attacks the soul of the rural village that is Compton. So far as my property in Compton is concerned TM19 is neutral in affect. The nearest speed cushion is well away from the pedestrian entrance, there will perhaps be a marginal decrease in traffic speed on School Road, no effect on (school) parking congestion and a slight increase in traffic going up Burrell Road (~25% is suggested in research studies): our drive exits onto Burrell Road and is the closest driveway to School Road.

2. *West Berkshire Council Perspective*

The relevant Government policy document is Department for Transport (DfT) Circular 01/2013 "Setting Local Speed Limits"². A particular point needs to be made in the Compton context. There is in traffic management regulations a clear distinction between a 20mph limit

² I think it would be very useful for a copy of this document to be placed on the CPC website.

and a 20mph zone. In the latter, vehicle speed has to be calmed to be below a legislated speed (24mph), whilst a 20mph limit is a gentler, more aspirational approach, based on the characteristics of the road. This distinction between a 20mph limit and a 20mph zone is quite important and significant in terms of the drafting of PC minutes. Sometimes in what follows however I deliberately combine these separate concepts as a '20mph area'.

In DfT Circular 01/2013 village and urban streets are considered separately, having different policy emphases. The default speed limit for a village is 30 mph. Other main points for villages are:

1. 20 mph areas are for built-up village streets that are primarily residential with high pedestrian and cycle movements and not for use on roads where the movement of motor vehicles is the primary function.
2. Limits should be set to reduce pollution and make cycling and walking more attractive
3. Limits should not be set unrealistically low.
4. Speed limits should not be used to solve problems of isolated hazards.
5. Collision history gives guidance on speed limit appropriateness. If there is a low collision rate a C road as in Compton should be treated as a through traffic road.
6. 20 mph limits lead to a small reduction in traffic speed and work better in association with on road parking or other engineering measures. They do not require traffic calming but can have it. The successful ones are self-enforcing.
7. Alternative measures should be considered before setting a new speed limit.
8. Village gateway treatments can be used if vehicle entry speeds are high.
9. Appropriate traffic calming measures include (in approximate decreasing order of use): humps, speed tables, cushions, rumble devices, narrowings (chicanes, pinch points), gateways and road markings.

A second important document is the case presented to West Berkshire Speed Review Committee in October 2017 by WBC Highways. This is appended as Annex 1.A. The most important point to emphasise is that the traffic speed survey shows that the speed by the pub and along School Road is in compliance with the existing 30mph speed limit, as the average speed - below 30 mph in both cases - is the governing statutory criterion. Thus, a defensible response by pPC to this information would have been to say that no action is required because the speed limit is being complied with. However, there is a hint of an issue along School Road in that the 85th percentile speed of 34mph suggests that 15% of vehicles are technically

speeding. Almost certainly, this will be when there are no vehicles parked alongside the pavement, as such parked cars have been observed to moderate vehicle speed when congested conditions particularly related to the school run are not being experienced. At the pub, fewer than 15% of vehicles are technically speeding.

In Annex 1.B. I have included an extract of the (draft) minutes of the October 2017 Speed Review Committee meeting. The highlighted section reads first: GD noted that speeds by the school are already low. It should be noted therefore that a 20mph limit by the Primary School is not considered necessary because the existing pinch-points calm the traffic adequately. It is doubtful that TM19 is consistent with the (also highlighted) desire to keep traffic calming features to a minimum; that they should be self-enforcing was requested by the Thames Valley Police representative. Furthermore, it was noted that if this scheme is approved it can only proceed should all stakeholders agree to the traffic calming and that it will be funded from Section 106 funds. Surely our residents are 'stakeholders'? The WBC Individual Executive Member Decision ID3398 of 18/12/2017 that gave effect to this measure was agreed on provision that the traffic calming measures are 'agreed with both the Parish Council and the public'.

From these documents it is clear that WBC Highways has taken the lead from CPC: CPC is in the policy driving seat. Consideration of the above points in a Compton context reveals that in traffic management policy terms, TM19 is right at the extreme of compliance with DfT Circular 01/2013. When challenged about this, WBC Highways respond that there is sufficient discretion allowed in the legislation to permit this, though the primary justification for proceeding with TM19 is the request from pPC. I have spoken for almost an hour with Chris Vidler (CV) on the telephone and reported this conversation to pPC on 2nd March 2019. I spent 2.5 hours with Glyn Davis (GD) on 11th April 2019 and was struck by his rather vague knowledge of Compton and lack of familiarity with some of the details of TM19. It is rather unfortunate that both the engineers involved at WBC Highways appear urban in their thinking, relatively dogmatic and inflexible. Thus, only at the very end of the conversation with GD did it emerge that TM19 could be amended as regards the actual traffic calming measures at specific locations so long as the start and end points approved by the October 2017 Speed Limit Review are not changed: variation of these end points would require another case to be made at a forthcoming Speed Limit Review (these are annual events). The bureaucratic inflexibility of the process was illustrated to pPC by the refusal³ of WBC to contemplate an eminently sensible revision of the starting point in the High Street to be moved west to include the Surgery entrance in the 20mph zone. Of course, the corollary is that this requirement should have been made evident to WBC when pPC was planning the request to WBC to create what has resulted in TM19. The general inflexibility of WBC can be contrasted with what appears to be a more enlightened approach elsewhere, for example, in South Oxfordshire, as illustrated by the arrangements in Goring.

³ This refusal is curious as it is denying something that in road safety terms has considerable merit.

Finally during a survey on 2/5/2019 of the watercourse throughout the village with Stuart Clark, Principal Engineer WBC Highways and Transport I mentioned in passing proposal TM19. He was horrified, wondering what Glyn Davis was thinking about as it represents in his opinion a gross urbanisation of the village.

3. *Compton Perspective*

We know from the NDP survey and conversations with residents that perception of excessive road traffic speed is an issue for the village, but we also know that formally the 30mph speed limit (the nationally appropriate limit for a village) is complied with. The Minutes of pPC illustrate that the first traffic speed concerns related to the area between shop and pub. There is a natural pinch point emphasised when vehicles are parked outside the shop, but not effective when irresponsible motorists speed through during otherwise 'silent hours. Residents of Wilson Close and on School Road are also concerned about this - probably the same irresponsible motorists - again primarily but not exclusively in silent hours particularly when there are no cars parked alongside the pavement of School Road. The roads are not unsafe, there have not been accidents, it is rather that the perception makes residents uncomfortable. It is essentially a quiet time problem, and it is thus ideally quiet time speed that needs to be moderated to reduce the incidence of 'race-track' driving.

I mentioned earlier the distinction between areas subjected to a 20mph limit in contrast to a 20mph zone. I accept that WBC Highways like to blur this distinction but in Highways legislation they are differentiated. Since 4th January 2016 there have been 16 references in CPC Minutes to the 20mph issue and the distinction between 'zone' and 'limit' is not recognised, 'limit' being the term generally used. Only on 4th February 2019 is there the first and only reference to a 20mph zone. This is troubling because resident familiar with the distinction have been misled by the Minutes into thinking that the more moderate speed limit was in planning when a zone is what emerged. Indeed, the Resolution of 5th June 2017 makes reference to a 20mph speed limit with traffic calming. This is a perfectly consistent request, but TM19 is not compliant with it. On 4th February 2018 CPC agreed to write to WBC supporting the zone proposal but the Minutes suggest that this was a vote on a question and not a Resolution. Thus, CPC does not appear to have a Resolution that supports TM19.

I think it likely that pPC failed to differentiate between limits and zones because it didn't appreciate the distinction. The first reference to traffic calming in 2016 is, for example, linked specifically to 20mph. This appears to be somewhat arbitrary, initiated without any attempt to consider alternative measures as recommended by DfT Circular 01/2013. I believe this is a significant oversight by pPC as only we residents know the detail regarding the vehicle speed perception of residents. The oversight is amplified by the rather inflexible and dogmatic approach of WBC Highways. An obvious point for discussion with open minded experts would have been to consider what might be accomplished appropriately to calm speed throughout the village within the existing 30mph envelope.

4. *Options going forward*

The concerns of residents regarding TM19 point to the wisdom of CPC revisiting the issue of traffic calming.

So far as WBC is concerned CPC has a degree of control. We have the attention of WBC Highways on the issue of traffic calming in the village, with in principle access to s106 funds for implementation, so we have a once-in-a-generation opportunity to get it right for the village as a whole, in the knowledge that if all else fails, we have TM19 'in the bank'. We should not be intimidated by WBC. It is clear that any well-argued request from CPC carries much weight: if it didn't, we would not be in the present position regarding TM19. CPC can ask for the current administrative process to be suspended whilst we conduct further consultations. I suggest that these further consultations should address the following with a view to identifying an optimum traffic calming solution (or scenarios) for the whole village:

- i. More considered feedback from village residents;
- ii. Discussions with WBC Highways about amendments to TM19 that might be more sympathetic for residents and enhance the position of pedestrians;
- iii. Discussions with WBC about traffic calming options for the village as a whole (including Ilsley Road and the west end of High Street);
- iv. Retention of a firm of traffic calming consultants to advise CPC on (a) what might reasonably be accomplished regarding traffic calming for the village as a whole and (b) to assist in discussions with WBC (points ii. and iii. above).

Initially these further consultations would have in the foreground identifying the preferable engineering options, with consideration of who pays what not ignored, but in the background.

With regard to iv. above I have approached four specialist traffic calming/highways engineering consultancies located within 100 miles of Compton requesting an indication of approach and fees. The correspondence with these firms is given in Annex 2. Several requested supplementary information and this is given in Annex 3, drafted by me but closely following Annex 1.A. I have been careful to explain my relationship with CPC, not to make any commitments, not to give any indication of the state of play with WBC or the existence of TM19, requesting rather that we need a second opinion from an expert with an open mind. Some have made assumptions about the status of relations with the highways authority and most have had experience of working with parish councils and the highways authority on traffic calming. The firms are listed below in my order of preference. Cole Easdon's fees are the most realistic for a parish council and the firm does work with WBC on highways planning whilst 2020 Consultancy responded most comprehensively.

- a. Cole Easdon (Swindon) – initial fee £500 + VAT but the supplementary fee of an additional £900 + VAT is likely to be required.
- b. 2020 Consultancy (Portsmouth) – Comprehensive response, fee of £1,600 + VAT
- c. Ian Gittens (Wallingford) – initial recommendation fee £1.5k (+ VAT)
- d. TMS Consultancy (Warwick Science Park) – indication of fees £2k-£4k

I have spoken on the telephone with (i) Kevin Archard, Associate Director at Cole Easdon primarily to see if he was familiar with Glyn Davis' work in Swindon (where Glyn used to work): he wasn't and (ii) Ian Gittens, who is a very approachable individual but he is a one-man-band with relatively wide interests. I indicated a possible start date perhaps in mid-May and all these firms are available to begin work promptly on this timescale.

5. *What factors are important in a village-wide approach*

Moving down the village from west to east, my suggested list of topics for consultants to consider are given below. I have noted many comments of residents and consciously linked traffic calming possibilities with improved arrangements for pedestrians as this may open-up potential funding options in addition to s106:

- a. Speed moderation by the 30mph signs on Ilsley Road;
- b. Speed moderation on the High Street straight by two sets of measures, near the junction with Newbury Lane/Churn Road and outside the Surgery;
- c. Calming combined with improved pedestrian crossing arrangements to access the Surgery;
- d. Calming in the vicinity of the junction of High Street with Cheap Street with pedestrian improvements;
- e. Calming in the vicinity of the junction of High Street with Horn Street with pedestrian improvements;
- f. Improved pedestrian road crossing arrangement from the Yew Tree House pavement to the shop-side pavement (perhaps combined with e.);
- g. Speed moderation on School Road after the initial bend by Wilson Close;
- h. Speed moderation and improved pedestrian crossing arrangements for the continuation of Footpath 16 across School Road by the NE corner of the Recreation Ground;

- i. Speed moderation and improved pedestrian crossing arrangements for the continuation of Footpath 16 across Burrell Road from the SE corner of the Recreation Ground to the Downs School;
- j. 20mph areas on tributary roads joining both sides of High Street and School Road;
- k. Review TM19, considering amendments to the calming measures within the existing start/end points including d., e., f., g. and h. above.

6. *Conclusions and recommendations*

This review of the background to West Berkshire Council Traffic Calming Proposal TM19 considers the underlying statutory framework and the relevant documentary records of both West Berkshire Council and Compton Parish Council. It is surprisingly the case that traffic speed in Compton (measured on High Street by the new remembrance bench and by the steps on School Road) conforms to that required for the existing 30mph speed limit: that is to say, this speed limit is, in statutory terms, self-enforcing. At the measurement location on High Street there is negligible statistical evidence of any speeding. There is however a hint in the School Road data that some vehicles (~15%) are speeding to some degree. Residents perceive this, and some are uncomfortable about it. This also seems to be the case regarding Ilsley Road and the west end of, and elsewhere on, High Street. Current traffic calming arrangements at the Primary School are considered by West Berkshire Council to be satisfactory. What this suggests is that moderate traffic calming is justified throughout the village, but that severe traffic calming along a rather arbitrary 600m run as embodied by the TM19 response to the Parish Council request is not justified, not least because residents most affected by the speed cushions proposed are opposed to them.

It is recommended that Compton Parish Council establishes a Committee to take matters forward. A firm of traffic calming consultants should be retained to survey the whole village, advise on appropriate traffic calming measures and assist in discussions with West Berkshire Council. These measures might be designed to help and encourage pedestrians. As a courtesy Compton Parish Council should forthwith advise West Berkshire Council that a course of further consultations is to be embarked upon regarding TM19 and that there should be a meeting with them to consider possible amendments to TM19 and perhaps alternative traffic calming scenarios in late June.

Annex 1

Speed Limit Review 10th October 2017**A. Brief for the meeting****Location:** Compton**Plan No:** SLR /17/03/001**Request / Background:**

Request from Compton Parish Council for a reduction of the speed limit in School Road in the vicinity of the school extending to the village centre including Cheap Street and Horn Street.

Nature of Request: 30 ☐ 40 ☐ 50 ☐ Other ☒

Existing speed limit 30 mph**Description of Road:**

School Road Compton is a two lane carriageway running east to west through the village with junctions on either side of the road. There is a system of Parish lighting installed along it, together with a narrow footway on the east side of the road and a narrow grass verge on the west side.

Cheap Street is a narrow two lane carriageway with a narrow footway in places on one side of the road or the other, only for the first 120 metres from the junction with High Street. The remaining 90 metres has no available footway. There is a road narrowing feature along it's length that is street lit.

Horn Street is somewhat similar although it is a bit wider, with areas on both roads where two way flow is restricted by parked vehicles.

Accident Record:

In the latest three year period to the end of July 2017 there have been no recorded injury collisions.

Speed & Volume Surveys:

Two speed surveys were undertaken during September, one at the public house and another midway along School Road and the results showed that:

- The mean speed of eastbound traffic at the public house was 22.8 mph with an 85th percentile speed of 27.7 mph
- The mean speed of westbound traffic at the public house was 21mph with an 85th percentile speed of 26.8mph

- The mean speed of southbound traffic on School Road was 29.1mph with an 85th percentile speed of 34 mph
- The mean speed of northbound traffic on School Road was 29.8mph with an 85th percentile speed of 34.4 mph

An average two-way daily volume of 3978 vehicles was recorded.

RELEVANT ASSESSMENT INFORMATION

Level of roadside development:

School Road has a well attended school at the southern end. There are domestic properties mainly on the eastern side but these are set well back from the carriageway up a high bank. The recreation ground is located on the opposite side of the road. Cheap Street has domestic properties on both sides of the road, some of which abut it. Horn Street is similar but some of the properties are set well back from the road. There is also a public house, a village shop/Post Office and several commercial properties within the area.

Road used by vulnerable users (walkers, cyclists, horse riders etc)

There is heavy pedestrian traffic at the south end near the school, The village centre also experiences increased pedestrian traffic with the public house, hairdresser and Post Office/shop attracting pedestrian traffic and occasional use by cyclists.

Length of road being assessed:

Approximately 1400 metres.

RECOMMENDATION:

The original request was for two separate 20mph speed limits at the school and village centre. Following discussions between the Parish and Traffic Engineers it was suggested by the engineer that it would be better to submit an application to the Speed Limit Review for a single 20mph zone rather than the two separate limits. It was explained that speeds would need to be controlled at 24mph or below before a limit could be introduced.

Whilst speeds are controlled at the school by the current road layout and traffic calming (chicanes) and also at the centre by the road layout, the section in-between would require extra traffic calming measures. To be effective the traffic calming will need to be the vertical type such as speed humps and cushions.

It is recommended that that a 20mph limit is introduced as per the request, but only if agreement for traffic calming measures to control speeds is gained with the Parish, Member and local community. Current Parish lighting will need to be assessed and if necessary additional lighting will be required to highlight any traffic calming feature introduced. Without traffic calming the speeds will be too high to introduce a 20mph limit and it would be unrealistic to

expect the police to carry out speed enforcement. Section 106 will need to be committed to fund the scheme should it be approved.

B. Speed Review Meeting Minutes (relating to Compton)

Present Councillor Graham Pask (GP)

Councillor Billy Drummond (BD)

Chris Hulme TVP (CH)

Glyn Davis WBC (GD)

Cheryl Evans WBC (CE) (Minutes)

Compton, request by Compton Parish Council to reduce the speed limit to 20mph in School Road by the school and extending the new limit to include Cheap Street and Horn Street

Attendees Cllr Virginia Von Celsing (VC)

Discussion VC explained the Parish Council support the proposal

GD Explained that traffic calming would be required to control speeds below 24mph. Some lighting will be required to highlight the feature changes but this will be kept to a minimum. If this scheme is approved it can only proceed should all stakeholders agree to the traffic calming and that it will be funded from Section 106 funds.

CH commented that any features added needed to ensure the speeds are self enforcing.

GD noted that speeds by the school are already low, traffic calming features will also be kept to a minimum.

Recommendation: Speed limit to be reduced pending agreement, results of consultation and subject to S106 being available to fund the scheme

Annex 2

Correspondence with Traffic Calming Consultancies

1. *Initial approach*

We are in negotiation with West Berkshire Council about traffic calming through the village - about 1 mile in length, C-class road - and getting to the point where I think we need a second opinion. I wonder could you indicate what your fee might be for a one-day walk through with verbal and written report options? If this is an acceptable approach, can you indicate your availability from mid-May onwards?

2. *Cole Easdon*

Many thanks for your enquiry. We are happy to meet with you on site and undertake the walk-through as you describe (say, half a day). Thereafter, we would record our thoughts to you by email and propose a way forward if appropriate. Assuming the site visit and email summary can be undertaken within a day, that would incur a fee of **£500 excluding VAT and disbursements**. Our email summary would provide a professional, objective opinion. We would respectfully request that only one or two village representatives join our site visit.

Should we recommend a way forward in our summary email, and should this entail a formal report with supporting drawings (general arrangement design work) as appropriate, we would estimate our fees to do this would be £900 excluding VAT and disbursements (additional to the £500 fee quoted above). We would confirm this fee in the email summary, having been informed by the site visit and your specific requirements. Disbursements would relate to travel expenses (55p/mile from our Swindon office) and any expenses that may be incurred such as the purchase of OS mapping, accident data or traffic surveys etc. Our standard Terms & Conditions are attached for your information.

We can confirm we have availability in mid-May, but please do check again nearer the time should you contact us nearer the time to instruct. To confirm our appointment, we would send you a Quotation Form for signing by the person or organisation who would be responsible for settling our invoice(s). We invoice monthly in arrears, but for private individuals or organisations we do not have a trading history with we may request 50% upfront payment. If you would like to instruct, please provide your invoicing details in order for us to prepare the Quotation Form for signing.

We trust the above is of interest. If you have any queries, please don't hesitate to contact me at this email address or by telephone.

3. *2020 Consultancy (Adam Bunce, Director)*

Message 15/4/2019

Good Afternoon Peter,

Thank you for your email regarding proposed traffic calming investigation within Compton village. This is certainly something we can assist you with having worked with approximately 15 Parish Councils over the last two years.

The approach you have outlined seems sensible and is something we can work towards. Our fee for this approach would be **£1,600** (excluding VAT) which would include the following:

Background research;

- Site visit;
- Identification of existing issues;
- Investigation of potential improvements;
- Optioneering of potential improvements by comparing cost and effectiveness;
- Collision data review;
- Production of report setting out our findings and recommendations;
- Support dealing with highway authority.

Depending on what progress you have or have not made with the highway authority, it may be worth considering commissioning an Automatic Traffic Count (ATC) survey. This is a survey that you see black strips across the road and collects data on vehicle speed, volume, and classification over seven days. Whilst not essential, they can be very useful to provide the business case for funding.

This is something that is carried out by specialist survey companies rather than ourselves. We can support you through the process if you wish to go ahead with a survey or manage it on your behalf. We have a number of survey companies that would be more suitable for you as a Parish Council.

The cost of a ATC is dependent on the company but is usually around £300 per site. We can analyse the data and include this within the report. We would need to charge an additional £120 for this on top of the quote provided above.

I can confirm that we have the capability of carrying out the require work during May. From the date of the site visit, I would estimate providing the report within a period of two to three weeks.

If you have any queries relating to the above, please do not hesitate to contact me directly. My contact details are shown below.

I look forward to hearing from you.

Message 17/4/2019 (after receiving Annex 3)

That's great. It looks fine for use as part of the project.

Yes, we do. In fact we are currently working with Surrey County Council who have been very inflexible so far in the sense that their approach is completely wrong for what we are proposing with the Parishes. We are working with five Parishes in the Mole Valley area who are after similar requirements.

What should happen is a change in mentality once the study has been carried out. Highway Authorities are inundated with requests relating to various traffic management issues such as speed, parking, pot holes etc. They can always state that they don't know if the problem exists as there is no evidence to suggest otherwise.

Once a professional company presents a report that clearly shows the problem exists, they cannot use that stance. If god forbid a serious or fatal incident occurs within the village that may have been avoided if the proposals we recommended had been implemented, they are liable for prosecution for not fulfilling their duties correctly. Due to this, their mentality can change quickly once the report is presented to them.

We can support you through the "lobbying" process. If needs be, we can endeavour to arrange a meeting with their representatives the Parish and ourselves to progress the matter.

In reality, the proposals we recommend for implementation need to be low cost and effective. It's unrealistic to expect the local authority to allocate £100,000 to address safety. A figure more likely will be in the region of £50,000. That may not seem a lot but a fair bit can be achieved within that budget. It will also be classified as a minor work scheme which means allocating the funding and their internal processes will be far more straight forward meaning a higher likelihood of implementation and quicker delivery.

4. Ian Gittens

Deliverables: Undertake a site visit with Compton Parish Council Members and other Key Stakeholders. Write Traffic Calming Report with recommendations.

5. TMS Consultancy (Hammy Aulak, Technical Director – Engineering Services)

Thank you for contacting TMS Consultancy.

We could advise you on traffic calming measures and typically commissions of this nature can cost between £2,000 and £4,000 + VAT, depending upon complexity and level of detail to be studied. We have Engineers available for this type of study from mid-May onwards. If you would like to discuss further, please contact me at the details below.

Annex 3**Supplementary Brief for Traffic Calming Consultancies****Compton (West Berks) Traffic****Current road/speed limit:**

Through the village Ilsley Road, High Street and School Road are C roads with a 30mph speed limit.

Accident Record:

In the latest three-year period to the end of July 2017 there have been no recorded injury collisions.

Speed & Volume Surveys:

Two speed surveys were undertaken during September 2017, one at the public house (Google Maps: 51.516057, -1.251407) and another midway along School Road (Google Maps: 51.514598, -1.248059) and the results showed that:

- The mean speed of eastbound traffic at the public house was 22.8mph with an 85th percentile speed of 27.7 mph
- The mean speed of westbound traffic at the public house was 21mph with an 85th percentile speed of 26.8mph
- The mean speed of southbound traffic on School Road was 29.1mph with an 85th percentile speed of 34 mph
- The mean speed of northbound traffic on School Road was 29.8mph with an 85th percentile speed of 34.4 mph.

An average two-way daily volume of 3978 vehicles was recorded.

Level of roadside development:

School Road has a well-attended primary school at the southern end. There are domestic properties mainly on the north and eastern side but these are set well back from the carriageway up a high bank. The recreation ground is located on the opposite side of the road. There is also a public house, a village shop/Post Office and several commercial properties within the area.

Road used by vulnerable users (walkers, cyclists, horse riders etc):

There is pedestrian traffic at the south end near the school, higher when pupils are arriving and leaving, when there are also many parked cars. The village centre also experiences increased pedestrian traffic with the public house, hairdresser and Post Office/shop attracting pedestrian traffic and occasional use by cyclists.

Regular use by a few horse riders and mostly weekend cycling pelotons throughout the year.

P.McGeehin

12th April 2019

Finance Report 3rd June 2019

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
Total		£155,528.09

Income received 6th May - 26th May 2019

Unity Trust	Current Account	CIL	£9,646.63
Total			£9,646.63

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
Total						£80.98

Payments to be approved

Method	Payment Date	Voucher No	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
Total						£2,207.37

Transfers

Method	Payment Date	Voucher No	Payee	Payment Detail	Minute	Amount
Total						£0.00

Date: 26/05/2019

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Time: 20:34

Bank Reconciliation Statement as at 30/04/2019
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	30/04/2019	66	32,668.70
			<u>32,668.70</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,668.70
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,668.70
		Balance per Cash Book is :-	32,668.70
		Difference is :-	0.00

Date: 26/05/2019	Compton Parish Council Current Year	Page 1
Time: 20:54	Bank Reconciliation Statement as at 30/04/2019 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	30/04/2019	56	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
		Balance per Cash Book is :-	122,022.22
		Difference is :-	0.00

Date: 26/05/2019

Compton Parish Council Current Year

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Time: 20:55

Bank Reconciliation Statement as at 30/04/2019
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	30/04/2019	479	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
		Balance per Cash Book is :-	748.50
		Difference is :-	0.00

Date: 26/05/2019

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Time: 21:00

Bank Reconciliation Statement as at 30/04/2019
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	30/04/2019		88.67
			<u>88.67</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			88.67
<u>Receipts not Banked/Cleared (Plus)</u>			<u>0.00</u>
		0.00	<u>0.00</u>
			88.67
		Balance per Cash Book is :-	88.67
		Difference is :-	0.00

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Detailed Receipts & Payments by Budget Heading 31/03/2019

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 Administration</u>						
1050 Other Income	20	0	(20)			0.0%
1060 Interest	404	50	(354)			808.7%
1076 Precept	42,000	42,000	0			100.0%
1081 CIL	6,453	0	(6,453)			0.0%
1085 VAT Refund	4,977	5,000	23			99.5%
1090 Grants	4,923	3,000	(1,923)			164.1%
1150 Village Hall Loan Repayment	480	480	0			100.0%
1155 Scout Hall Loan Repayment	150	150	0			100.0%
Administration :- Receipts	59,406	50,680	(8,726)			117.2%
4000 Staff Wages/PAYE/Pension	10,026	9,500	(526)		(526)	105.5%
4005 Staff Costs	176	250	74		74	70.6%
4010 Office	720	720	0		0	100.0%
4050 Office Supplies	101	200	99		99	50.7%
4052 Mobile Phone	55	0	(55)		(55)	0.0%
4055 Website Development	0	20	20		20	0.0%
4060 Subscriptions	538	500	(38)		(38)	107.7%
4062 Software Fees	219	380	161		161	57.6%
4065 Insurance	1,563	1,700	137		137	91.9%
4070 Audit Fees	570	550	(20)		(20)	103.6%
4072 General Data Protection Regs	0	500	500		500	0.0%
4075 Chairmans Allowance	59	200	141		141	29.5%
4085 Training	234	350	116		116	66.8%
4090 Other Expenses	227	1,500	1,273		1,273	15.1%
4100 Meeting Rental	450	500	50		50	90.0%
Administration :- Indirect Payments	14,939	16,870	1,931	0	1,931	88.6%
Net Receipts over Payments	44,467	33,810	(10,657)			
6001 less Transfer to EMR	6,453					
Movement to/(from) Gen Reserve	38,014					
<u>120 Grounds Maintenance</u>						
4150 Grounds Maintenance	3,243	5,850	2,607		2,607	55.4%
Grounds Maintenance :- Indirect Payments	3,243	5,850	2,607	0	2,607	55.4%
Movement to/(from) Gen Reserve	(3,243)					

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Compton Parish Council Current Year

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Detailed Receipts & Payments by Budget Heading 31/03/2019

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
130 Allotments/Footpaths						
1100 Allotment Rent - Newbury Lane	300	300	0			100.0%
1105 Allotment Rent - School Road	336	300	(36)			111.9%
Allotments/Footpaths :- Receipts	636	600	(36)			106.0%
4200 Newbury Lane Expenses	227	100	(127)		(127)	227.0%
4205 Newbury Lane Capital	0	200	200		200	0.0%
4210 School Road Expenses	1,234	100	(1,134)		(1,134)	1234.4%
4215 School Road Capital	0	200	200		200	0.0%
Allotments/Footpaths :- Indirect Payments	1,461	600	(861)	0	(861)	243.6%
Movement to/(from) Gen Reserve	(826)					
140 Village Scene						
1170 Football Clubs	100	100	0			100.0%
Village Scene :- Receipts	100	100	0			100.0%
4305 Recreation Ground	4,915	2,000	(2,915)		(2,915)	245.8%
4310 Football Pavilion Maintenance	743	200	(543)		(543)	371.7%
4315 Litter/dog Bins	669	750	81		81	89.1%
4325 War Memorial Maintenance	0	220	220		220	0.0%
Village Scene :- Indirect Payments	6,327	3,170	(3,157)	0	(3,157)	199.6%
Movement to/(from) Gen Reserve	(6,227)					
150 Compilations						
1160 Compilations (Inc)	2,699	2,000	(699)			134.9%
Compilations :- Receipts	2,699	2,000	(699)			134.9%
4350 Compilations (Exp)	4,745	3,600	(1,145)		(1,145)	131.8%
Compilations :- Indirect Payments	4,745	3,600	(1,145)	0	(1,145)	131.8%
Movement to/(from) Gen Reserve	(2,046)					
160 Grants						
4360 Section 137	1,550	1,500	(50)		(50)	103.3%
4365 Other grants (not s137)	350	400	50		50	87.5%
Grants :- Indirect Payments	1,900	1,900	0	0	0	100.0%
Movement to/(from) Gen Reserve	(1,900)					

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Detailed Receipts & Payments by Budget Heading 31/03/2019

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>170 Street Lighting</u>						
4400 Electricity	2,711	2,600	(111)		(111)	104.3%
4405 Routine Maintenance	2,176	2,500	324		324	87.1%
4410 Chargable Repairs	256	400	144		144	64.0%
4415 Street Light Replacement	0	3,000	3,000		3,000	0.0%
Street Lighting :- Indirect Payments	<u>5,144</u>	<u>8,500</u>	<u>3,356</u>	<u>0</u>	<u>3,356</u>	<u>60.5%</u>
Movement to/(from) Gen Reserve	<u>(5,144)</u>					
<u>180 Reserves</u>						
4500 Reserves	12,807	2,000	(10,807)		(10,807)	640.3%
Reserves :- Indirect Payments	<u>12,807</u>	<u>2,000</u>	<u>(10,807)</u>	<u>0</u>	<u>(10,807)</u>	<u>640.3%</u>
6000 plus Transfer from EMR	9,318					
Movement to/(from) Gen Reserve	<u>(3,489)</u>					
<u>190 Cemetery</u>						
4600 Burial Ground	1,758	5,000	3,243		3,243	35.1%
Cemetery :- Indirect Payments	<u>1,758</u>	<u>5,000</u>	<u>3,243</u>	<u>0</u>	<u>3,243</u>	<u>35.2%</u>
Movement to/(from) Gen Reserve	<u>(1,758)</u>					
<u>200 Planning Matters</u>						
4700 Professional Advice	0	1,500	1,500		1,500	0.0%
Planning Matters :- Indirect Payments	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>	<u>0.0%</u>
Movement to/(from) Gen Reserve	<u>0</u>					
<u>210 Neighbourhood Development Plan</u>						
4650 Neighbourhood Development Plan	550	3,000	2,450		2,450	18.3%
Neighbourhood Development Plan :- Indirect Payments	<u>550</u>	<u>3,000</u>	<u>2,450</u>	<u>0</u>	<u>2,450</u>	<u>18.3%</u>
Movement to/(from) Gen Reserve	<u>(550)</u>					
<u>999 VAT Data</u>						
515 VAT on Payments	3,467	5,000	1,533		1,533	69.3%
VAT Data :- Indirect Payments	<u>3,467</u>	<u>5,000</u>	<u>1,533</u>	<u>0</u>	<u>1,533</u>	<u>69.3%</u>
Movement to/(from) Gen Reserve	<u>(3,467)</u>					

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Detailed Receipts & Payments by Budget Heading 31/03/2019

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Receipts	62,841	53,380	(9,461)			117.7%
Payments	56,341	56,990	649	0	649	98.9%
Net Receipts over Payments	<u>6,500</u>	<u>(3,610)</u>	<u>(10,110)</u>			
plus Transfer from EMR	9,318					
less Transfer to EMR	6,453					
Movement to/(from) Gen Reserve	<u>9,365</u>					

Correspondence List – Council Meeting on 3rd June 2019

Training/events

Please advise the Clerk if you wish to attend

	<u>Event</u>	<u>Run By</u>	<u>Date and Time</u>	<u>Venue</u>	<u>Cost</u>
A1	Speed Indicator Device (SID) training	WBC	Wed 7 th Aug, 6:30-8:30pm	Council Offices, Market Street, Newbury, RG14 5LD	-
A2	District Parish Conference	WBC	Tue 22 nd 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

	<u>Document</u>	<u>From</u>
B1	Zero Carbon West Berkshire - A discussion document to inform West Berkshire Council about the issues around implementing policies to make West Berkshire zero-carbon	West Berkshire Green Exchange

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

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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 www.hampshirealc.org.uk or email lorna.payne@hampshirealc.org.uk</p>				