



Compton Parish Council

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To: All Members of Compton Parish Council
All Councillors are hereby summoned to attend the following meeting.
Please inform the Clerk if you are unable to attend.

NOTICE OF MEETING

MEETING: Full Council
DATE & TIME: Monday 1st March 2021 at 7.00pm
PLACE: Online via Zoom - Meeting ID: 894 0242 6649, Passcode: 933081
[Meeting link](#)

Please note, due to the current Covid-19 situation and as permitted by The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting will be conducted online via zoom.

S. Marshman

Dr. S. Marshman, CiLCA, Clerk to the Council

23rd February 2021

Agenda

1. To receive, and consider for acceptance, apologies for absence from Members of the Council
2. [To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation](#)
3. To receive:
 - 3.1 Questions or comments from members of the public regarding items on the agenda
 - 3.2 Representations from any member who has declared a personal interest
4. [To approve the minutes of the Parish Council Meeting held on 8th February 2021](#)
5. To discuss any matters arising from the minutes of the Council Meeting on 8th February 2021
6. To receive a report from the District Councillor
7. To review the minutes and recommendations from the following committees:

Committee	Meeting Date	Minute Numbers	Recommendations
Planning	No meeting		
Personnel	No meeting		

8. To receive an update and review recommendations from the following working parties:

Working Party	Meeting Date	Recommendations
Parish Assets and Management	No meeting	
Recreation Ground and Waste Management	11/02/21	<ul style="list-style-type: none"> To purchase dog waste signage.
Digital	23/02/21	
Queen's Platinum Jubilee	No meeting	
Street lighting	11/02/21	<ul style="list-style-type: none"> Recommendations will be made to the Council for consideration under agenda item 25.

9. Planning Applications

- 9.1 To consider the following new planning applications:

- [21/00271/HOUSE 14 Tithe Barn Close, Compton, RG20 6AA](#) - Conversion of one half of existing double garage into living space
- [21/00257/COMIND The Downs School, Compton, RG20 6AD](#) - Installation of 31 new windows on Sixth form block. Solar Panels on 2 buildings. LED lighting across 80% of site.
- [21/00262/FUL Units 1 – 3, Old Station Business Park, Compton, RG20 6NE](#) - Installation of temporary Portakabin PK202 building to be used as additional canteen/ break out space to allow for safe social distancing.
- [21/00274/HOUSE 1 Lowbury Gardens, Compton, RG20 6NN](#) - Single storey wooden cabin with side store.
- [21/00284/FORMB Land North West Of Roden Farm Compton](#) - Section 37 of the Electricity Act 1989 to install and keep installed above ground an electric line of nominal voltage of less than 132

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

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

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

10. To receive the Clerk's report

11. [Finance:](#)

11.1 To consider approving the payments listed on the finance report

11.2 To note the most recent bank reconciliations

11.3 To note the quarterly budget report

11.4 To receive any reports from the Internal Controller

12. To consider electing a Vice-Chairman of the Council

13. To consider electing a Member to the Personnel Committee

14. To consider reapplying for planning permission for the burial ground

15. To consider meeting the costs of the surveyor's fees for the land owner and their solicitor for the transfer of the land for the burial ground
16. To consider supporting the Neighbourhood Development Plan policy for the retention of some facilities on the site of the Institute
17. To consider allotment and grazing land rents for 2021/22
18. To consider the purchase of some mobile, relocatable signs to encourage civil responsibility on clearing up after your dog
19. To consider dissolving the Parish Assets and Management Working Party and creating smaller working parties to handle the various items covered by this working party
20. [To consider adopting a generic terms of reference for working parties that can be adapted on the creation of a working party](#)
21. To receive an update on vandalism and anti-social behaviour (ASB) in the village
22. To receive reports on the following:
 - 22.1 Recreation Ground
 - 22.2 Sports Pavilion
 - 22.3 Rights of Way
 - 22.4 Village Hall
 - 22.5 Allotments
 - 22.6 Downland Practice Patient Representation Group
 - 22.7 Communications
 - 22.8 Neighbourhood Development Plan
 - 22.9 Burial Ground
 - 22.10 GDPR
23. To discuss matters for future consideration and for information
24. To resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw.
25. To consider tenders for the replacement of the council owned footway lighting in Compton
26. To review funding available for the replacement of the footway lighting and to consider whether the Council should apply for a loan

Date and time of next scheduled meeting:

Annual Parish Meeting: Monday 15th March 2021 at 7pm

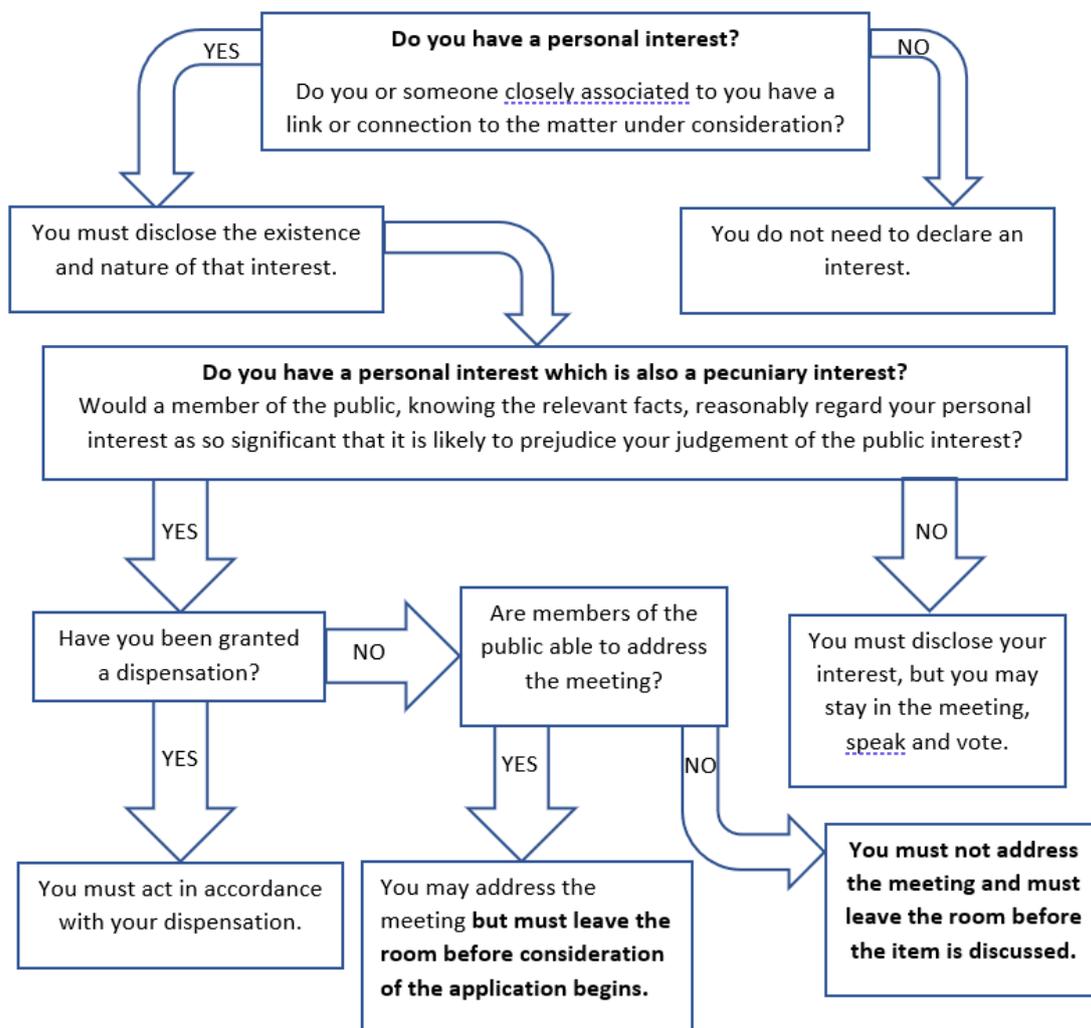
Parish Council Meeting: Monday 19th April 2021 at 7pm

Supporting Documentation

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

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Compton Parish Council [Code of Conduct for Members](#), as adopted on 4th June 2018, minute 18/19-404, and by the [Localism Act 2011 Chapter 7](#).

The following is provided for guidance:



4. To approve the minutes of the Parish Council Meeting held on 8th February 2021

FULL COUNCIL MINUTES

Minutes of the Full Council meeting held Online via Zoom on Monday 8th February 2021.
Commencing at 7:01pm.

Members Present: Dave Aldis, Chairman Mark Birtwistle Jude Cunningham
Linda Moss Dan Neate Rebecca Pinfold
Keith Simms Alison Strong Ian Tong

Members Absent: None

Officers Present: Sarah Marshman, Clerk/RFO

In Attendance: Carolyne Culver, District Councillor

Minutes

20/21-207 To receive, and consider for acceptance, apologies for absence from Members of the Council

All members were present so no apologies for absence were received.

20/21-208 To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation

No declarations of interests or requests for dispensation were received.

20/21-209 To receive:

**Questions or comments from members of the public regarding items on the agenda
Representations from any member who has declared a personal interest**

No questions, comments or representations were received.

20/21-210 To approve the minutes of the Parish Council Meeting held on 11th January 2021

Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The minutes will be signed at the first opportunity the Council has to meet face to face.

20/21-211 To discuss any matters arising from the minutes of the Council Meeting on 11th January 2021

It was suggested a Communications Policy should be drafted.

20/21-212 To receive a report from the District Councillor

The removal of hedging at Coombe Road has been referred to the legal team at West Berkshire Council.

20/21-213 To receive the Clerk's report

There was no update.

20/21-214 To note the Minutes and Recommendations from any Committees that have met since the last Full Council Meeting:

a) Personnel Committee Minutes

b) Planning Committee Minutes

There have been no meetings of the Personnel Committee or the Planning Committee since the last Full Council meeting.

20/21-215 Planning Applications

a) To consider the following new planning applications:

There were no applications to consider.

b) To consider whether to request the District Councillor call in any planning applications to the Western Area Planning Committee

No applications were requested to be referred to the Western Area Planning Committee.

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

No applications were referred to the planning consultant.

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

- 20/03093/CERTP 14 Tithe Barn Close Compton Newbury RG20 6AA - Conversion of one half of existing double garage into habitable living space. The Parish Council was not consulted on this application. West Berkshire Council refused the certificate of lawfulness.
- 20/02632/FULD and 20/02634/LBC2 The Manor Barn, Tithe Barn Close, Compton - Conversion of The Manor Barn into two dwellings. The Parish Council submitted a response of 'no objections' to both applications. West Berkshire Council has advised that both applications were withdrawn.
- 20/03094/AGRIC Church Farm, Aldworth Road, Compton, Newbury - Application to determine if prior approval is required for a proposed Modern Steel portable Frame with green exterior cladding. The building will be used to store 2 different types of Grain, Hay, Straw, Fertiliser Machinery and other general Farm materials. The building will have both individual man doors and larger doors for machinery but will mostly be enclosed with walls due to prevent the weather, and items needed to be kept dry. West Berkshire Council has determined that prior approval is not required for the proposal.
- 20/01002/COMIND Ilsley Barn Farm, Sunrise Hill, East Ilsley - Change of use and redevelopment of agricultural research buildings to workspace units (Class B1). The Parish Council objected to this application. West Berkshire Council refused permission.

20/21-216 To consider costs for legal advice relating to plot 2 at Newbury Lane allotments

Resolved: To allocate a budget of £750 for legal advice on this matter.

20/21-217 To consider appointing an internal auditor for the 2020/21 internal audit and to agree the scope for audit

Resolved: To appoint Heelis and Lodge as the internal auditor for 2020/21 and to adopt the scope for audit.

20/21-218 To consider adopting a revised Council structure, and, if agreed:

a) To consider adopting terms of reference for the following Committees and Working Parties:

- i. Operations Committee**
- ii. Personnel Committee**
- iii. Planning Committee**
- iv. Policy and Finance Working Party**
- v. Access and Mobility Working Party**
- vi. Well Being / Communications Working Party**

b) To consider assigning Members to each Committee and Working Party

The discussion was held regarding the merits of adopting a revised council structure, to include an additional committee and four working parties, (Option A) versus continuing with the current council structure and creating ad hoc working parties when required (Option B).

Councillors Aldis and Simms requested the vote be recorded.

Option A	Councillors Birtwistle, Moss and Tong.
Option B	Councillors Cunningham, Neate, Pinfold, Simms and Strong.
Abstentions	Councillor Aldis.

Resolved: To continue with the current council structure and create ad hoc working parties when needed.

Resolved: To appoint a working party to review council IT, emails and possible use of a gov.uk web domain. Councillors Birtwistle, Moss, Simms and Tong and the Clerk were appointed to the working party.

20/21-219 To consider appointing a working party in relation to the Queen's Platinum Jubilee in 2022

Resolved: To appoint a working party in relation to the Queen's Platinum Jubilee and to appoint Councillors Cunningham and Moss.

20/21-220 To review the quantity and positioning of dog bins within the parish

Resolved: To appoint the Recreation Ground working party to review the dog bins and construct a proposal for the Council to consider.

20/21-221 To consider adopting a Council logo

Resolved: To adopt the Council logo as shown at the beginning of this document and to purchase the full complement of files at a cost of approximately £36 (depending on exchange rate).

- 20/21-222 To consider whether to retain the trees planted by West Berkshire Council on CPC land on the corner of Manor Crescent and Burrell Road**
Further information has been requested from West Berkshire Council. This will be deferred to the next meeting.
- 20/21-223 To consider the purchase of IT equipment for Councillors to assist within online meetings**
Resolved: To allocate a budget of £800 to purchase two laptops and headsets.
- 20/21-224 To receive an update on vandalism and anti-social behaviour (ASB) in the village**
The latch on the lychgate at the church had recently been removed but has now been replaced. Individuals have climbed into the MUGA which is padlocked to meet current lockdown guidelines – additional signage regarding its closure is now on display.
- 20/21-225 To receive reports on the following:**
Recreation Ground: The tree contractor is due to visit in the next few weeks to carry out the require works. A request to clean the play area equipment as discussed. The Council felt it was the wrong time of year and aim to get the equipment cleaned when possible. The suggestion of it being a community activity, COVID permitting, was discussed.
- 20/21-226** Resolved: To suspend Standing Order 3x - a meeting shall not exceed a period of 2.5 hours – in order to continue the meeting.
- 20/21-227 Finance:**
a) To consider approving payments to be made or made between meetings
Resolved: To approve payments to be made and payments made between meetings. The list of payments is on the Finance Report in Appendix 1.
b) To note the bank reconciliations to 31st December 2020
Resolved: To note the bank reconciliation figures as provided on the Finance Report.
- 20/21-228 To discuss matters for future consideration and for information**
The possibility of the return to face-to-face meetings in may was discussed. The Clerk was requested to write to the MP, Laura Farris, to raise their concerns.
- 20/21-229 To resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw**
Resolved: To exclude the Public and Press from Minute 20/21-086 due to the confidential nature of the business to be transacted.

20/21-230 To consider tenders for the replacement of the council owned footway lighting in Compton

Resolved: To defer a decision until the March meeting and to form a working party, consisting of Councillors Pinfold, Simms and Strong, to review the information and make a recommendation to Council.

20/21-231 To review funding available for the replacement of the footway lighting and to consider whether the Council should apply for a loan

Resolved: To defer a decision until the March meeting.

There being no further business, the meeting was closed at 9:59pm.

Appendix 1: Finance Report

Status at last bank reconciliation 31st December 2020

Account	Amount
Unity Trust Current Account	£57,040.77
Unity Trust Deposit Account	£122,634.57
Lloyds Multipay Corporate Card	-£11.28
Total	£179,664.06

Income received 4th – 29th January 2021

Account	Income Detail	Amount
Unity Current	Compilations advertising 2021	£1,290.00
Total		£1,290.00

Payments made on Lloyds Corporate Card to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
CC	02-Jan-21	149	Lloyds Bank	Monthly fee for corporate card	£3.00
CC	25-Jan-21	150	Microsoft	Office 365 subscription	£11.28
Total					£14.28

Payments to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
DD	20-Jan-21	151	Vodafone	Mobile phone monthly charge	£15.75
BACS	08-Feb-21	152	SLCC	Membership fees 21/22	£115.56
BACS	08-Feb-21	153	Staff Costs	Including salary, expenses, PAYE and pension contributions Jan	£1,419.21

BACS	08-Feb-21	154	Fowler Architecture and Planning	NDP Consideration of Representations and Modifications	£630.00
BACS	08-Feb-21	155	Fowler Architecture and Planning	NDP Submission of Plan Proposal	£1,260.00
BACS	08-Feb-21	156	SSE Contracting	Street lighting maintenance Q3	£682.69
BACS	08-Feb-21	157	SSE Contracting	Street light chargeable repairs	£26.51
BACS	08-Feb-21	158	SSE Contracting	Installation of replacement street light	£1,501.32
Total					£5,651.04

Transfers

Method	Payment Date	Voucher No	From Account	To Account	Amount
DD	18-Jan-21	159	Unity Current	Lloyds Corporate Card	£14.28
Total					£14.28

11. Finance:

11.1 To consider approving the payments listed on the finance report

11.2 To note the most recent bank reconciliations

Status at last bank reconciliation 31st January 2021

Account	Amount
Unity Trust Current Account	£54,162.84
Unity Trust Deposit Account	£122,634.57
Lloyds Multipay Corporate Card	-£11.28
Total	£176,786.13

Income received 30th January - 21st February 2021

Account	Income Detail	Amount
None		£0.00
Total		£0.00

Payments made on Lloyds Corporate Card to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
CC	02-Feb-21	160	Lloyds Bank	Monthly fee for corporate card	£3.00
Total					£3.00

Payments to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
DD	18-Feb-21	161	Vodafone	Mobile phone monthly charge	£15.75
BACS	01-Mar-21	162	Foundations Archaeology	Production of WSI	£300.00
BACS	01-Mar-21	163	West Berkshire Council	Compilations Dec	£365.93
BACS	08-Mar-21	163	Staff Costs	Including salary, expenses, PAYE and pension contributions Feb	£1,374.80
DD	08-Mar-21	163	SSE	Electricity Sports Pavilion	£125.20
Total					£2,181.68

Transfers

Method	Payment Date	Voucher No	From Account	To Account	Amount
DD	16-Feb-21	164	Unity Current	Lloyds Corporate Card	£14.28
Total					£14.28

20. To consider adopting a generic terms of reference for working parties that can be adapted on the creation of a working party

Compton Parish Council Working Party Terms of Reference

Full Council may form or disband a Working Party who will carry out tasks as defined by Full Council.

A Working Party will operate to these Terms Of Reference or can define Specific Terms of Reference, including if necessary delegated powers, at its first meeting, for ratification at the next Full Council Meeting following the Working Party being established.

The Role of Working Party for Compton Parish Council

- To tackle issues as directed by the Council.
- To be task specific and time limited.
- To examine an issue in detail, read reports and related materials, examine options, get advice for the Council.
- To act as experts and/or liaise with experts.
- To make recommendations to Council.
- To explain the recommendations, reasons, options to Full Council by way of a written report.
- To answer questions from the Council.
- No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement.

Working Party relationship

- Full Council must direct the Working Party and set clear terms of reference for them regarding objectives, scope and outcome.
- The role of Full Council is to question and challenge the recommendations, in order to be satisfied of the correct decision.
- The Working Party must facilitate the Full Council with as much information as it requires to ensure it can make a properly informed decision on its recommendation.
- The Working Party must provide a report to each Full Council Meeting until it is disbanded.

Operations of the Working Party

- A Working Party will not have a Budget.
- The number of Councillors on a Working Party to be decided on at time of the Working Party appointment.
- The leader of the Working Party to be appointed by the Full Council at the time of the Working Party appointment.
- A Working Party must consist of at least 2 Councillors.
- Quorate: Minimum of 2 Councillors at each meeting.
- Work priorities and co-option of named experts to be approved by Full Council.
- Prepare notes of meetings for Full Council to report on any activity and progress.
- A Working Party do not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies.
- To examine options and make recommendations to Full Council.
- All Members of Council are to be informed of any meetings of any Working Party; and are able to attend and ask for any relevant Working Party documentation.