

Compton Parish Council

Chairman: Dave Aldis

Clerk: Sarah Marshman

MINUTES of the ANNUAL PARISH COUNCIL MEETING

Held on Monday 11th May, 2015 at 7pm in the Welstead Room, Compton Village Hall.

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

In attendance: District Councillor Virginia von Celsing and the Parish Clerk.

The meeting started at 7pm.

3535 Election of Chairman of the Council for the year 2015/16

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

3536 Election of Vice-Chairman of the Council for the year 2015/16

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

3537 To receive declarations of acceptance of office of Chairman and Vice-Chairman for the year 2015/16

Declarations of acceptance of office were signed by D. Aldis and M. Birtwistle.

3532 To receive declarations of acceptance of office for all elected councillors

Declarations of acceptance of office were received from all members of the council prior to the start of the meeting.

3533 Apologies for absence

Apologies were received from Councillors P. Burnett and I. Tong.

3534 Any declarations of pecuniary interests by members or the Clerk

There were none.

3538 To receive: Questions or comments from members of the public

Representations from any member who has declared a pecuniary interest

There were none.

3539 To approve the minutes of the Parish Council Meeting held on 13th April, 2015

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

3540 Matters arising from the minutes of the Council Meeting on 13th April, 2015

It was requested the review of the grant allocation policy be placed on the agenda for the next meeting.

3541 To receive a report from our District Councillor

VvC had notified the council she would be attending towards the end of the meeting so this item was deferred until she arrived (see after minute 3567).

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Chairman

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- 3542 **To receive and consider the minutes of the last meeting of any committees**
The minutes of the previous meeting of the planning committee had already been agreed and signed.
- 3543 **To review delegation arrangements to committees, sub-committees, staff and other local authorities**
The delegation arrangements were reviewed and it was resolved that the council would continue with the current arrangements.
- 3544 **To review the terms of reference for committees**
The terms of reference were reviewed and it was resolved that the council would continue with the current arrangements.
- 3545 **To appoint members to existing committees**
Councillor I. Tong was appointed to the planning committee.
- 3546 **To appoint any new committees in accordance with standing order 4**
It was resolved that no new committees were required.
- 3547 **To review and adopt appropriate standing orders and financial regulations**
The standing orders and financial regulations were reviewed and it was resolved that the council would continue with the current documents.
- 3548 **To review the inventory of land and assets including buildings and office equipment**
The Clerk was requested to add in two benches currently being stored by Cllr. Birtwistle and the plaque purchased to commemorate WW1.
- 3549 **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.
- 3550 **To review the council's and/or staff subscriptions to other bodies**
It was agreed to continue with the current subscriptions to CPRE, CCB, SLCC and BALC.
- 3551 **To review the council's complaints procedure**
This policy was recently adopted in January 2015. The complaints procedure was reviewed and it was resolved that the council would continue with the current procedure.
- 3552 **To review the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**
This policy was recently adopted in January 2015. The procedure for handling requests was reviewed and it was resolved that the council would continue with the current procedure.
- 3553 **To review the council's policy for dealing with the press/media**
This policy was recently adopted in January 2015. The policy for dealing with the press/media was reviewed and it was resolved that the council would continue with the current procedure.
- 3554 **To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council**
The following dates were agreed:
2015: June 1st, July 6th, September 7th, October 5th, November 2nd and December 7th

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Chairman

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2016: January 4th, February 1st, March 7th, April 11th, May 9th (APCM)
The next Annual Parish (Electors) meeting is scheduled to take place on 18th May, 2016

3555 To agree Parish Council representation and areas of responsibility

In addition to the previous list, electronic documentation was assigned to IT, KS and MB; internal audits were assigned to MB and KS and social media was assigned to KS and RP.

3556 Clerk's report

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

3557 To approve and sign the 2014/15 audit accounting and annual governance statements

It was resolved to approve and sign the accounting and annual governance statements. The Chairman then signed both sections.

3558 To consider the job description for the allotment manager

The Clerk was requested to change this item to the 'role description for the allotment manager' on future agendas. MB has researched the role description and is currently writing a document for the council to consider. This was deferred to the next meeting.

3559 To consider the response to the Drainage Strategy for Compton drafted by Thames Water

The council resolved that the flood warden should submit any comments he deemed were appropriate.

3560 To consider quotes to clean the noticeboard

Further quotes were required. This item was deferred.

3561 To consider purchasing finance software

It was resolved to purchase the RBS alpha financial software package. It was suggested that the council could vire the funds budgeted for an election to cover the purchase. This will be placed on the next agenda.

3562 To consider quotes to clean the play area, treat the timbers and repair the wet pour

On the basis it has been difficult to obtain more than one quote for this work, the council resolved to accept a quote from Vitaplay and use funds earmarked for the skate park/MUGA and funds received from Sovereign. It was resolved to make provision of £250 to get the MUGA cleaned also.

3563 To consider activities commemorating World War I

It was resolved to accept a quote from Jon Evans for installation of a post to the front of the noticeboard on which to mount to WW1 memorial plaque, using earmarked funds from the estate of Dr Mackenzie. A plaque will be placed on the post to register where the funds came from.

3564 To consider suggestions for the enhancement programme

The shelter should be ready for installation in approximately 4 weeks.

3565 To receive an update on the Cemetery

The flood warden has produced an excellent report which should clear all the concerns raised the West Berkshire Council during the preapplication process. DA met with the benefactor and an extra 70m of land from the previous boundary has now been agreed, leading to a site that stretches 150m from the inner tarmac.

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Chairman

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Date

3566 **To receive an update on vandalism and anti-social behaviour (ASB) in the village**

There have been no incidents reported recently. The PCSO is keeping a close eye on Compton.

3567 **Planning Applications**

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

App. Ref.	Location	Proposed Work	Recommendation
15/01092/ HOUSE	Pussywillows, Churn Road, Compton, RG20 6PP	Single storey and two storey miono pitched to side and two storey extnsion to the back. (sic).	OBJECT
Comments: Whilst understanding they have made changes in an attempt to alleviate concerns, we object on the basis of building up to the boundary line, even though it is set back from the road this will have a terracing effect which goes against the Village Design Statement, guideline 7.			
15/00668/ FUL	Lower Hamilton Stables, Hockham Road, Compton, RG20 6QJ	Temporary mobile home	NO OBJECTIONS
Comments: No objections but this is subject to an agreed removal date as a condition.			
15/00669/ FUL	Hamilton Stables, Hockham Road, Compton, RG20 6QJ	Temporary mobile home	NO OBJECTIONS
Comments: No objections but this is subject to an agreed removal date as a condition.			
15/00989/ HOUSE	Coombe House, Coombe Road, Compton, RG20 6RQ	Installation of sliding doors to side elevation at ground floor level.	NO OBJECTIONS

b) **To consider whether any planning applications should be called in to the Western Area Planning Committee**

The council did not wish to request VvC call in any of the above planning applications.

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

App. Ref.	Location	Proposed Work	Response from CPC	WBC Decision
14/00926/ RESMAJ	Greens Yard, High Street, Compton	Approval of Reserved Matters following Outline planning permission 11/01159/XOUTMA - Matters to be considered layout, appearance, landscaping and scale. For 25 residential units.	OBJECT	Granted

District Councillor Virginia von Celsing gave a brief report. She had been re-elected to the role of District Councillor for Compton Ward.

Concerns with the handling of planning application 14/00926/RESMAJ Greens Yard, High Street, Compton, were raised by the council to VvC. They highlighted the short timescale on the notification that the application would be considered by the Western Area Planning Committee. The parish council also raised that the relevant engineers from the Sustainable Drainage Methods (SuDs) team should have been present considering the application being for a site that has experienced flooding.

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Chairman

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Date

3568 **To receive reports on the following:**

c) Rights of Way

MB has cleared the area where the caravan had burnt out as the site has not been cleared by WBC as requested

e) Allotments

A tree came down at School Road allotments during the recent gale.

g) Communications

Website renewal is due in June. Superfast broadband is expected by October.

h) Groundwater

The Flood Warden provided the following report:

I think we can declare the 2014/15 season over as the downward trend in groundwater level at the observation boreholes up valley has continued and the level below Compton has recently peaked roughly 1 m below the bottom of the watercourse.

WBC report that the trash screen at the Fairfield/Ilsey Road culvert entrance has been approved by the Environment Agency and should have been constructed by the end of the summer. The Aldworth Road bridges have been surveyed and I have reminded WBC about the timescale in relation to the grant received.

A report on the groundwater ramifications of the proposed graveyard extension has been issued.

I will be attending a Pang Valley Flood Forum meeting at Tidmarsh Village Hall on May 6th and report back as appropriate.

3569 **To receive the finance report and approve payments due**

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

3570 **Correspondence**

The Correspondence Report was presented and is at Attachment 3.

In addition to the correspondence listed on the report, a letter had been received from the Pensions Regulator giving a staging date of May 2017.

A request was received from Compton Preschool to hold their bike ride in the recreation ground. The council approved this use as long as the preschool had the appropriate insurance for the event.

3571 **Matters for consideration and information**

There were none.

Meeting closed 9:30pm.

Date and time of next scheduled meeting:

➤ **Parish Council Meeting:** **Monday 1st June, 2015 at 7pm** in the Village Hall

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Chairman

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Date