

Compton Parish Council

Minutes of the Parish Council Meeting

Held on Monday 1st October 2018 at 7:00pm in the Wilkins Centre, Compton

Councillors present: Councillors David Aldis (Chair), Mark Birtwistle, Michael Pinfold, Rebecca Pinfold, Keith Simms and Alison Strong.

Councillors not present: Councillors Patricia Burnett, Linda Moss and Ian Tong.

In attendance: Sarah Marshman (Clerk).

- 18/19-102 To receive apologies for absence**
Apologies were received from Councillors Patricia Burnett, Linda Moss and Ian Tong.
- 18/19-103 To receive any declarations of pecuniary interests by members or the Clerk and to consider any requests for dispensation**
There were no declarations of pecuniary interest.
All members of the Parish Council present at the meeting completed a request for dispensation to discuss the grant allocation in minute 18/19-111. It was resolved to grant dispensation for all members of the Parish Council present to discuss the grant allocation in minute 18/19-111.
- 18/19-104 To receive: Questions or comments from members of the public
Representations from any member who has declared a pecuniary interest**
There were none.
- 18/19-105 To approve the minutes of the Parish Council Meeting held on 3rd September 2018**
It was resolved that the minutes be accepted as a true record. They were then signed by the Chairman.
- 18/19-106 To discuss any matters arising from the minutes of the Council Meeting on 3rd September 2018**
There were none.
- 18/19-107 To receive a report from our District Councillor**
District Councillor Virginia von Celsing sent her apologies.
- 18/19-108 To receive the Clerk's report**
The repairs to the Play Area and the installation of the new surfacing under the basket swing have been completed.
A freedom of information request for information on the cost of cutting verges and other grounds maintenance in Compton has been submitted to West Berkshire Council as requested in minute 18/19-091.
- 18/19-109 Planning Applications**
a) To review the minutes of any planning committee meeting occurring since the previous Full Council Meeting
The minutes of the planning meeting on 11th September 2018 were reviewed.
b) To consider the following new applications

App. Ref.	Location	Proposed Work	Recommendation
18/02108/ HOUSE	31 Manor Crescent, Compton, RG20 6NU	Single storey front extension and two storey rear extension	Object
Comments: Plans submitted show three car parking spaces provided, however no details have been submitted on how the spaces will be accessed to the carriageway, taking into account the grass verge.			
18/02198/ HOUSE	17 Whitewalls Close, Compton, RG20 6QG	Extension to existing house to provide relocation of existing conservatory to allow extension to lounge at ground floor. New main bedroom and en-suite formed at first floor.	No objections
18/02264/ HOUSE	3 Shepherds Mount, Compton, RG20 6QY	Two storey rear extension to replace existing conservatory and internal alterations	No objections

- 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
18/01687/ HOUSE	10 Manor Crescent, Compton, RG20 6NR	Existing loft is currently converted to a habitable room with velux roof lights. Conversion of loft space to form habitable room, incorporating flat roof dormer to rear and 4no velux roof lights to the front.	Object	Refused
18/01743/ COND1	Bray Cottage, Cheap Street, Compton, RG20 6QH	Application for approval of details reserved by Conditions (6) - Cycle storage and (7) - Remediation confirmation of planning permission 17/01293/FULD.	Not consulted	Approved
18/01895/ FUL	Compton C.E. Primary School, School Road, Compton, RG20 6QU	Regulation 3. Section 73: Variation of Condition 3 - Schedule of Materials, of planning permission reference 17/00931/FUL (Regulation 3: To remove existing toilet block behind the main school building and replace with a single classroom and toilets building).	No objections	Approved

18/02185/ DEMO	Roden Farm, Compton, RG20 7PY	Application for prior notification of proposed demolition of existing house (apart from two elements approved for retention under 18/01293/FULMAJ), existing barn, stable block, various small outbuildings.	No objections	Prior approval is not required
18/02230/ NONMAT	Old Station Business Park, Wilson Close, Compton, RG20 6NE	Non-material amendment to planning permission 17/03285/FUL (AMENDMENT): Two additional windows to be added at first floor level	-	Approved

18/19-110

To review the external audit report for 2017/18

The external auditors, PKF Littlejohn, made the following comment on the AGAR: On the basis of our review of Sections 1 & 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 & 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The council thanked for Clerk for her efforts in completing the audit.

18/19-111

To consider the allocation of the grant funding for 2018/19

It was resolved to provide the following grants in response to the applications received:

Organisation	Amount	Power
Friends of Compton Primary School	£225.00	LGA 1972 s.137
Compton Scout and Guide Hut	£225.00	LGA 1972 s.137
Pang Valley Flood Forum	£100.00	LGA 1972 s.137
1st Compton Scout Group	£225.00	LGA 1972 s.137
Compton Rainbows, Brownies and Guides	£225.00	LGA 1972 s.137
Compton Pre-school	£200.00	LGA 1972 s.137
Autumn Group	£225.00	LGA 1972 s.137
St Mary and St Nicholas Church, Compton	£350.00	LGA 1972 s.214(6)
	<u>£1,775.00</u>	
Amount available in budget	S137	£1,500.00
	Other power	£400.00
Spend agreed	S137	£1,425.00
	Other power	£350.00

18/19-112

To consider adopting terms of reference and delegated powers for the personnel committee

It was resolved to adopt the terms of reference and delegated powers for the personal committee, but that the committee should review the document further at their first meeting and, if needed, bring any changes back to full council.

- 18/19-113 To consider quotes to install the memorial bench**
It was resolved to accept a quote from Volker Highways of £472.65 + VAT.
- 18/19-114 To consider the responsible persons for health and safety checks of the Football Pavilion**
This was deferred to the next meeting.
- 18/19-115 To consider a budget for any activities to commemorate the anniversary of the end of WW1**
It was resolved to purchase three wreaths, one for the memorial service, one for the Compton war memorial and one for the memorial plaque on the High Street.
The Clerk was requested to find out how long the memorial benches will be available for as it is likely they will wish to install one in the new burial ground once it is complete.
- 18/19-116 To consider the draft specification for the burial ground tender**
It was requested the tender document refers to the site as Compton Burial Ground and not as an extension of the current church yard.
The Clerk and Chair were requested to meet with the architects to discuss possible alternatives to using grasscrete and to request that the tender document include two options, for full completion and for two stage completion.
It was resolved to accept the tender document once the above changes had been made.
- 18/19-117 To consider setting a budget for the Christmas events**
It was resolved to set a budget of £100 and, should more funds be required, a further request would be considered at a future meeting.
- 18/19-118 To consider quotes for printing Compilations**
The Clerk was requested to contact West Berkshire Council to request a revised quote, looking at ways to cut the current cost of printing.
- 18/19-119 To consider quotes for tree works**
This item was deferred.
- 18/19-120 To receive an update on vandalism and anti-social behaviour (ASB) in the village**
Police exercises with guns have taken place up Church Road, with members of the public being stopped by the officers. Concerns have already been raised with Thames Valley Police. The Clerk was requested to write to the Police Crime Commissioner to highlight the unacceptable behaviour and to request that the community is informed when exercises are due to take place in future.
- 18/19-121 To receive reports on the following:**
- c) Rights of Way**
Some signs have fallen down on Beeswax Dyson land. AS will contact them to request reinstatement.
 - d) Village Hall**
Concerns were raised with the accuracy of the Secretary's report printed in the recent issue of Compilations.
The Parish Council are currently awaiting a response from the Secretary regarding lease of the land on which the car park is sited.

The Parish Council's representative on the Village Hall Management Committee (VHMC) was not re-elected as the Chairman of the VHMC but is still prepared to stay on the committee.

e) Allotments

A car has started parking in front of the gates on Wilson Close to the School Road allotment site. The gate does have a sign stating access is required at all times. The Clerk was requested to contact the PCSO and request they contact the owner of the vehicle.

j) Neighbourhood Development Plan

There was a good response to the drop-in sessions with a number of people asking to be kept informed and some volunteers to join the working parties. There is a meeting arranged with Homes England soon.

18/19-122 To receive the finance report and approve payments made/due

It was resolved to approve the payments listed on the Finance Report, which is at Attachment 1. It was also resolved to make the grant payments agreed in minute 18/19-111 and to report them at the next meeting.

18/19-123 To receive the correspondence report

Notification has been received of the consultation on the North Wessex Downs Management Plan 2019-24 Draft.

18/19-124 To discuss matters for future consideration and for information

The residents of the house on Manor Crescent that has access over Parish Council land is consistently parking on the access tarmac. The Clerk was requested to send a recorded delivery letter to highlight that they do not have permission to park on the tarmac drive and that they should contact the Parish Council if they wish to arrange formal access.

The Parish Assets and Management Committee will contact the Football Club regarding the Football Pavilion facilities.

Meeting closed 8:25pm.

Date and time of next scheduled meeting:

Parish Council Meeting: Monday 5th November 2018 at 7pm in the Wilkins Centre

Chairman:

Date:

Attachment 1: Finance Report

Status at bank as at 24th September 2018

Unity Trust	Current Account	£29,512.72
HSBC	Current Account	£708.00
Unity Trust	Deposit Account	£121,678.53
Pockit	Pre-paid Debit Card	£210.80
Total		£152,110.05

Income received 27th August - 24th September 2018

Unity Trust	Current Account	VAT refund 2017/18	£4,976.51
Unity Trust	Current Account	Compilations advertising	£27.00
Total			£5,003.51

Payments made on pre-paid debit card to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Minute	Amount
POCKIT	03-Sep-18	064	Amazon	£1 authorisation charge		£1.00
Total						£1.00

Payments to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Minute	Amount
BACS	01-Oct-18	065	CJM Services	Repairs and installation of surfacing for play area	18/19-078	£8,475.50
BACS	01-Oct-18	066	A.D. Clark	Grounds maintenance Aug	4411	£538.57
BACS	01-Oct-18	067	PKF Littlejohn LLP	External audit fee 2017/18		£240.00
BACS	01-Oct-18	068	West Berkshire Council	Compilations Jun/Jul		£608.29
BACS	01-Oct-18	069	Andrews Handyman Services	Create and fit doors at Footbll Pavilion		£300.00
BACS	01-Oct-18	070	West Berkshire Council	Compilations Aug/Sep		£608.29
BACS	01-Oct-18	071	Came & Company	Insurance 2018/19		£1,562.92
DD	12-Oct-18	072	SSE	Electricity quarter 2		£832.50
BACS	06-Oct-18	073	Clerk	Salary/expenses Sep		£780.79
BACS	06-Oct-18	074	HMRC	PAYE		£70.42
BACS	19-Oct-18	075	LGPS	Pension contributions		£211.53
Total						£14,228.81

Transfers

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