

# Compton Parish Council

Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP

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[www.comptonparishcouncil.org](http://www.comptonparishcouncil.org)

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 7<sup>th</sup> December at 7.00pm

**PLACE:** Online via Zoom - Meeting ID: 832 1515 9185 Passcode: 614744

<https://us02web.zoom.us/j/83215159185?pwd=YnFJM0xBRFNJbTdrRmhoNmxxwYWgzdz09>

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

1<sup>st</sup> December 2020

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## 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:
  - a) Questions or comments from members of the public regarding items on the agenda
  - b) Representations from any member who has declared a personal interest
4. To approve the minutes of the Parish Council Meeting held on 2<sup>nd</sup> November 2020
5. To discuss any matters arising from the minutes of the Council Meeting on 2<sup>nd</sup> November 2020
6. To receive a report from the District Councillor
7. To receive the Clerk's report

8. 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
  
9. Planning Applications
  - a) To consider the following new planning applications:
    - [20/02632/FULD The Manor Barn, Tithe Barn Close, Compton](#) - Conversion of Manor Barn into two dwellings
    - [20/02634/LBC2 The Manor Barn, Tithe Barn Close, Compton](#) - Conversion of Manor Barn into two dwellings
  - b) To consider whether to request the District Councillor calls in any planning applications to the Western Area Planning Committee
  - c) To consider whether to refer any planning applications for further response from the Council's planning consultants
  - d) To receive a report on recent planning decisions taken by West Berkshire Council
  
10. To consider responding to the Regulation 14 consultation on the Compton Neighbourhood Development Plan
  
11. To consider responding to a consultation run by West Berkshire Council on the Proposed development of additional resourced provision in West Berkshire as part of the SEND Strategy 2018-2023
  
12. To consider quotes to replace Waste and Dog Bins and provide Additional Picnic tables for all users in the Recreation Ground, plus improve the seating in the Youth Shelter
  
13. To consider quotes to produce a Written Scheme of Investigation for the Burial Ground
  
14. To consider ratifying the purchase of Arnold-Baker on Local Council Administration
  
15. To consider grant applications
  
16. To consider accepting the offer of a free website from Aubergine (with ongoing costs)
  
17. To consider the costs of the Clerk attending the SLCC Practitioners' Conference
  
18. To review the draft budget for 2021/22
  
19. To receive an update on vandalism and anti-social behaviour (ASB) in the village
  
20. To receive reports on the following:
  - a) Recreation Ground
  - b) Sports Pavilion
  - c) Rights of Way

- d) Village Hall
- e) Allotments
- f) Downland Practice Patient Representation Group
- g) Communications
- h) Parish Assets and Management Working Party
- i) Neighbourhood Development Plan
- j) Burial Ground
- k) GDPR

21. Finance:

- a) To consider approving payments to be made or made between meetings
- b) To note the bank reconciliations to 30<sup>th</sup> September 2020
- c) To note the quarterly budget report

22. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:

Parish Council Meeting: Monday 11<sup>th</sup> January 2020 at 7pm

## Supporting Documentation

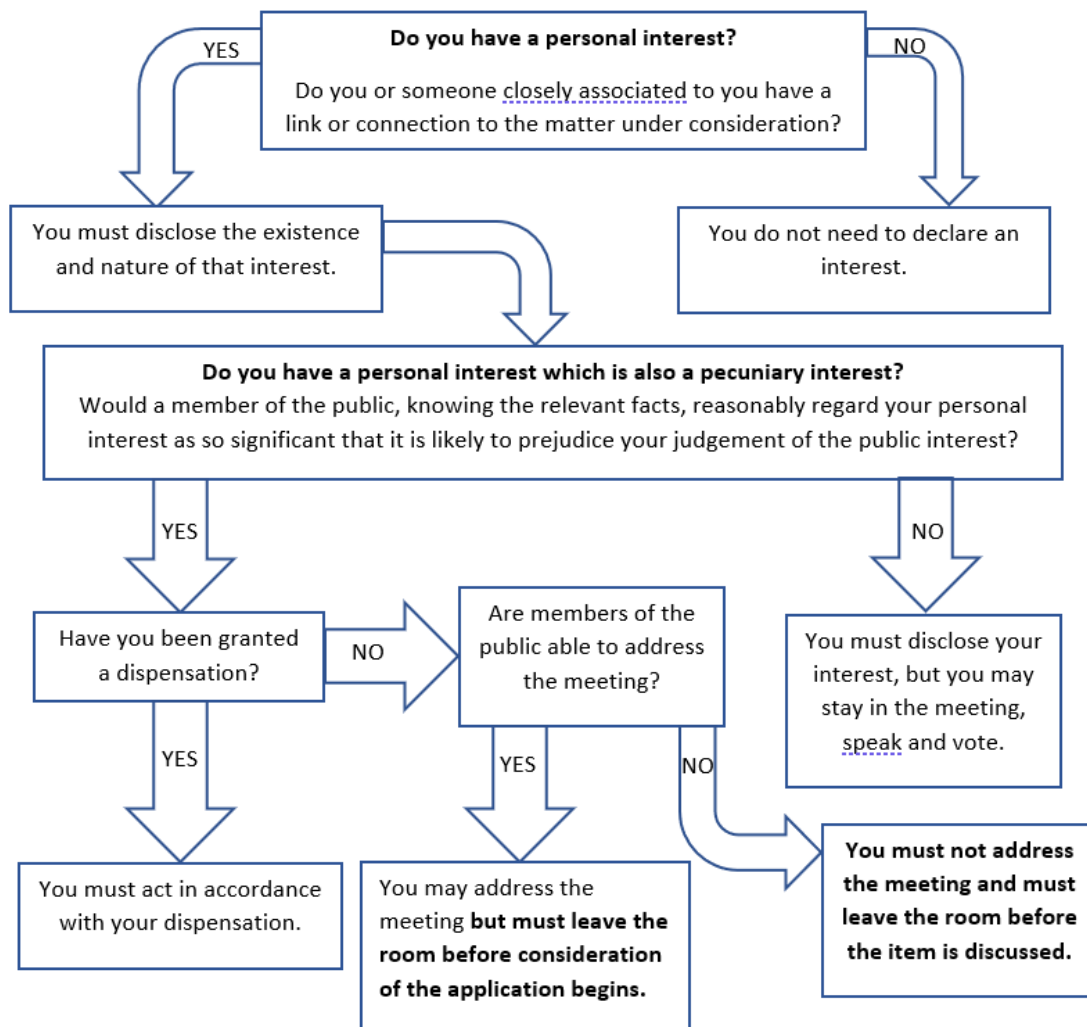
### 1. To receive, and consider for acceptance, apologies for absence from Members of the Council

The Council (including committees) should approve (or not) the reason for apologies given by absent councillors.

### 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 4<sup>th</sup> June 2018, minute 18/19-404, and by the [Localism Act 2011 Chapter 7](#).

The following is provided for guidance:



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**3. To receive:**

- a) Questions or comments from members of the public regarding items on the agenda
  - b) Representations from any member who has declared a personal interest
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This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. Time for this session is limited to 12 minutes (3 minutes per person). [Public Bodies \(Admission to Meetings\) Act 1960 s1](#) extended by the [Local Government Act 1972 s 100](#).

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**4. To approve the minutes of the Parish Council Meeting held on 2<sup>nd</sup> November 2020**

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LGA 1972 Sch 12 para 41(1) Minutes of the proceedings of a meeting of a local authority shall be signed at the next meeting of the Council by the person presiding.

Members are asked to consider the Minutes of the Full Council Meeting held on 2<sup>nd</sup> November 2020 (below).

## FULL COUNCIL MINUTES

Minutes of the Full Council meeting held Online via Zoom on Monday 2<sup>nd</sup> November 2020 commencing at 7:04pm.

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

**Members Absent:** None

**Officers Present:** Sarah Marshman, Clerk/RFO

**In Attendance:** 2 members of the public

### Minutes

**20/21-100 To receive, and consider for acceptance, apologies for absence from Members of the Council**

No apologies for absence were received.

**20/21-101 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 declaration of interests or requests for dispensation were received.

**20/21-102 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.

- 20/21-103 To approve the minutes of the Parish Council Meeting held on 20<sup>th</sup> October 2020**  
Minute 20/21-140 was changed to read "IT and MB declared a prejudicial interest in 20/21-144 application 20/02215/COMIND."  
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.
- 20/21-104 To discuss any matters arising from the minutes of the Council Meeting on 20<sup>th</sup> October 2020**  
There were no matters arising.
- 20/21-105 To receive a report from the District Councillor**  
CC sent her apologies.
- 20/21-106 To receive the Clerk's report**  
The Clerk had no matters to report.
- 20/21-107 Planning Applications**
- a) To consider the following new planning applications:**
- [20/02409/HOUSE 25 Meadow Close, Compton, RG20 6QQ](#) - Single storey rear extension and garage conversion**  
Resolved: To submit a response of 'no objections'.
- [20/02445/HOUSE 39 Burrell Road, Compton, RG20 6NP](#) - The construction of single and two storey rear extensions and a front entrance porch, together with internal alterations and ancillary works**  
Resolved: To submit a response of 'no objections'.
- 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**  
No planning decision had been notified since the last meeting.
- 20/21-108 To consider co-opting to the Council to fill one vacancy**

Resolved: To co-opt Jude Cunningham to the Council.

**20/21-109 To review progress on changes to the Bins and Seating in the Recreation Ground**

The working group are looking at youth seating, picnic benches and changing the bins.

**20/21-110 To consider quotes to replace a streetlight on Newbury Lane**

It was suggested this street-light needs relocating before it is replaced. Quotes will be sought.

**20/21-111 To receive an update on vandalism and anti-social behaviour (ASB) in the village**

There have been concerns raised with youths sitting on the steps of the Sports Pavilion.

**20/21-112 To receive reports on the following:**

**Neighbourhood Development Plan:** The Regulation 14 Consultation is due to start on 9<sup>th</sup> November and finish on 21<sup>st</sup> December.

**20/21-113 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 30th September 2020**

Resolved: To note the bank reconciliation figures as provided on the Finance Report.

**20/21-114 To discuss matters for future consideration and for information**

Notification was received from West Berkshire Council that there was no CIL payable between 1<sup>st</sup> April and 30<sup>th</sup> September.

A request was received from Laura Farris' office for her to attend a future meeting of the Parish Council. The Clerk will write back to invite her to attend at a future meeting.

There being no further business, the meeting was closed at 8:55pm.

## Appendix 1: Finance Report

Status at last bank reconciliation 30th September 2020

Account	Amount
Unity Trust Current Account	£67,241.71
Unity Trust Deposit Account	£122,634.57
Lloyds Multipay Corporate Card	-£488.89
<b>Total</b>	<b>£189,387.39</b>

Income received 28th September - 25th October 2020

Account	Income Detail	Amount
Unity Current	Compilation advertising	£115.00
<b>Total</b>		<b>£115.00</b>

Payments made on Lloyds Corporate Card to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
CC	02-Oct-20	116	Lloyds Bank	Monthly fee for corporate card	£3.00
CC	25-Oct-20	117	Microsoft	Office 365 subscription	£11.28
<b>Total</b>					<b>£14.28</b>

Payments to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
DD	20-Oct-20	118	Vodafone	Mobile phone monthly charge	£15.75
BACS	02-Nov-20	119	West Berkshire Council	Compilations Aug	£365.93
BACS	06-Nov-20	120	Staff Costs	Including salary, expenses, PAYE and pension contributions Oct	£1,599.08
<b>Total</b>					<b>£1,980.76</b>

Transfers

Method	Payment Date	Voucher No	From Account	To Account	Amount
DD	16-Oct-20	121	Unity Current	Lloyds Corporate Card	£491.89
<b>Total</b>					<b>£491.89</b>



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**5. To discuss any matters arising from the minutes of the Council Meeting on 2<sup>nd</sup> November 2020**

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For information or inclusion on a future agenda only.

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**6. To receive a report from the District Councillor**

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A verbal report will be invited from the District Councillor for the Ridgeway Ward,Carolyn Culver.

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**7. To receive the Clerk's report**

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A verbal report will be invited from the Clerk to provide an update on actions taken since the previous meeting.

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**8. 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
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There have been no meetings of the Personnel Committee since the last Full Council meeting.  
There have been no meetings of the Planning Committee since the last Full Council meeting.

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**9. Planning Applications****a) To consider the following new planning applications:**

- [20/02632/FULD The Manor Barn, Tithe Barn Close, Compton](#) - Conversion of Manor Barn into two dwellings
- [20/02634/LBC2 The Manor Barn, Tithe Barn Close, Compton](#) - Conversion of Manor Barn into two dwellings

- a) To consider whether to request the District Councillor calls in any planning applications to the Western Area Planning Committee
  - b) To consider whether to refer any planning applications for further response from the Council's planning consultants
  - c) To receive a report on recent planning decisions taken by West Berkshire Council
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- a) Members are requested to review the planning applications listed above and agree any comments to be forwarded to West Berkshire Council.
- b) Members are requested to consider whether any current planning applications within the Parish should be referred to the District Councillor for call in to the Western Area Planning Committee.
- c) Members are requested to consider whether any current planning applications within the Parish should be referred to the Council's Planning consultants.
- d) Members are requested to note the following planning decisions made by West Berkshire Council:

- 20/02195/HOUSE 3 Shepherds Rise, Compton, Newbury, RG20 6RA - Convert bungalow into house with first floor extension. The Parish Council objected. West Berkshire Council approved the application.
- 20/02199/HOUSE 1 Whitewalls Close, Compton, RG20 6QG – Construction of utility with opening through to new re-configured kitchen. The Parish Council submitted a response of ‘no objections’. West Berkshire Council approved the application.
- 20/02293/FUL Nielia, Downs Road, Compton, Newbury RG20 6RE - Demolition of existing dwelling, erection replacement dwelling and garage. (Resubmission 17/02914FULD)
- 20/02409/HOUSE 25 Meadow Close, Compton, Newbury, RG20 6QQ - Single storey rear extension and garage conversion

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## **10. To consider responding to the Regulation 14 consultation on the Compton Neighbourhood Development Plan**

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The Compton NDP & supporting documents can be accessed using the following links:

- [Compton Neighbourhood Development Draft Plan \(Regulation 14 Pre-submission\)](#)
- [Comments Form](#)
- [Compton NDP Evidence Document](#)
- [Compton NDP Green Space Topic Paper](#)
- [SEA & HRA Screening Decision Notice](#)
- [SEA & HRA Screening Report](#)

This public consultation period will run from 9<sup>th</sup> November to 21<sup>st</sup> December 2020.

Members are requested to consider their response, if required, to this consultation.

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## **11. To consider responding to a consultation run by West Berkshire Council on the Proposed development of additional resourced provision in West Berkshire as part of the SEND Strategy 2018-2023**

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The following documentation has been received from West Berkshire Council:

### **Formal consultation to establish a new specialist resourced provision for secondary age learners with SEND**

#### **Purpose:**

The purpose of this consultation is to seek views on the proposed development of a 42 place SEND specialist resourced provision for secondary age learners from Year 7 – Year 13 with complex needs in relation to Social Emotional and Mental Health (SEMH) difficulties, who may also have a diagnosis of Autism. This consultation gives all stakeholders a chance to ask

questions and submit comments, which will all be considered as the Local Authority develop this proposal further.

**Summary information:**

The total number of children and young people requiring an Education Health and Care Plan (EHCP) has risen in recent years. The number of children and young people with an EHCP where social, emotional and mental health (SEMH) needs and/or Autism is stated as the primary need is also rising, as are the number of children and young people identified as SEN Support (requiring additional support, but from within resources already delegated to schools in their SEN budget) with a primary need of SEMH and/or Autism. The picture in West Berkshire reflects the national picture.

The number of children and young people whose needs cannot be met by existing local provision has increased. This means that more children and young people are needing to be placed in out of area and independent/non maintained provision. Following careful review of data and patterns, and consultations with all key stakeholders, it was identified as a priority in the SEND Strategy 2018-2020 to develop more local provision to allow the majority of children and young people to be educated in their local community, and to make the most effective use of resources.

**The Local Authority proposes to develop specialist resourced provision to cater for up to 42 secondary aged learners with complex social, emotional and mental health (SEMH) needs, who may also have a diagnosis of Autism.**

The facilities provided would be a suite of well-equipped classrooms, smaller teaching rooms for 1:1 sessions, dedicated space for therapists and other professionals to use, a sensory room, a quiet and calm space for learners to withdraw to if they need to, a well-appointed and welcoming social area and a large secure outside space.

Learners would be able to spend up to 100% of their time in the resource if necessary, in groups of a maximum of six. There would be carefully planned opportunities to maximise inclusion in mainstream learning and social activities wherever possible.

The resource would be developed and operate in line with Therapeutic Thinking principles, an approach designed to support the SEMH needs of young people, and provide a sustained positive and prosocial experience.

Learners would receive a full time broad, balanced, flexible and personalised curriculum, and a high level of support from a team of qualified and experienced teaching and support staff. There would be a focus on high aspirations for learners, achieving meaningful qualifications, building positive community links and preparing for adulthood so that young people leave the resource well equipped for further or higher education and training, employment and living independently.

The resource would benefit from multi-agency input from an Educational Psychologist, Mental Health Worker and Family Support Worker, and from an Occupational Therapist and Speech and Language Therapist. Direct therapy would be provided as outlined in learners' EHCPs.

We would hope to open this resource in September 2022, with a phased admission to increase steadily to a full capacity of 42 places.

All requests for placements would initially be considered by West Berkshire Council's SEN Panel, and then by a specialist resource admissions panel facilitated by West Berkshire Council and the Head Teacher of the school. The proposed admissions criteria for placement at the resource are:

- Have an Education, Health and Care Plan
- Have complex needs in relation to SEMH difficulties
- May have a diagnosis of Autism
- Despite appropriate interventions, reasonable adjustments and support over time (a 'graduated response'), may have been excluded from school, or are at very high risk of exclusion from mainstream school
- Require a highly personalised and flexible timetable and a very high level of specialist adult support that cannot be provided in a mainstream school or other local resourced provision
- Likely to have had, and require ongoing, multi-agency support
- Have a level of academic ability and language skills to be able to access a suitably differentiated mainstream curriculum

As with all placements named on an EHCP, placement would be subject to review every year through the Annual Review process.

It is proposed that the resource would be managed by an existing West Berkshire School. The building would be nearby, but not on the school site. A site and host school have not yet been confirmed and a further consultation will be undertaken when potential host schools have been identified.

The following questions are included in the online consultation response form:

- a) Do you agree with our proposals to ...?  
Increase local provision for learners with complex needs in relation to SEMH and Autism Yes/No  
Develop a 42 place specialist resource for secondary aged pupils Yes/No
- b) Please tell us the reasons for your responses to the question above.
- c) Do you have any comments or suggestions that you would like us to consider when planning this project? Yes/No  
If Yes: Please tell us what you would like us to consider.
- d) Do you have any further comments or questions about this proposal?

Members are requested to consider the answers to the questions given above.

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## 12. To consider quotes to replace Waste and Dog Bins and provide Additional Picnic tables for all users in the Recreation Ground, plus improve the seating in the Youth Shelter

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### Bins & Seating Working Party Proposal

Objective : Look into options to replace general waste and dog bins within the recreation ground. Also to provide additional picnic tables for all users, plus improve the youth shelter seating.

### Waste & Dog Bins

Currently many of the bins are in a state of disrepair and need replacing. It was suggested that instead of replacing like for like, this could be an opportunity to upgrade the bins to a standard more sympathetic to an area of green open space. This also allows us to increase the capacity of the dog waste bins and source a more user friendly design.

We looked at a range of timber fronted and hardwood bins varying from £500-£1000 each.

We propose all general waste bins to be removed and replaced with green 105 litre timber fronted bins from Wybone. A total of 5 bins, one for each corner, including an extra bin to replace the open top bin near the MUGA. £419.98 + VAT per bin.



## **Picnic Tables**

Outside of the children's play area there are currently no picnic tables and aside from the youth shelter there is no 'group' seating. With the table tennis tables and pavilion doorway frequently being used as seating it was felt that the recreation ground would benefit from additional seating.

We looked at a range of straight and oval hardwood picnic tables varying from £1400 - £3400.

We propose to purchase two oval picnic tables for the recreation ground that can be used by all users.



Orchard Street Furniture, Iroko oval picnic table, finished with two coats of extra durable Sadolin teak stain. £2100 each + VAT. Approximately 1800mm long table.

Concrete base with curved edges £695 each. CJM Services.

Delivery £150 + VAT.

Installation...

## **Youth Shelter**

There have been several comments that the current youth shelter seating was uncomfortable and causing the shelter to be under-utilised.

Most economical option is to have hardwood timber planks fixed to current seating. Cost £895. CJM Services.

To have current seating replaced with flat seating from original supplier would be £3425 + VAT.

## Total Proposed Cost

	Price	VAT	Total
<b>Bins</b>			
5 x General Waste	£2099.90	£419.98	£2519.88
3 x Dog Waste	£1510.44	£302.09	£1812.53
8 x Installation	£240.00	£48.00	£288.00
Youth Shelter Seating	£895.00	£0.00	£895.00
<b>Picnic Tables</b>			
2 x Picnic Table Set	£4200.00	£840.00	£5040.00
Delivery-	£150.00	£30.00	£180.00
2 x Concrete Base	£1390.00	£0.00	£1390.00
Installation	-	-	-
<b>Total</b>	<b>£10485.34</b>	<b>£1640.07</b>	<b>£12125.41</b>

We propose to use EMR as follows:

Sovereign Housing Grant  
Estate Dr A MacKenzie  
s106 Pangside  
s106 Former Bank  
CIL Uplands Farm  
CIL 6 Mayfield 17/02029

Costs still to be determined:

Installation of picnic tables.

Disposal of old bins.

New waste emptying contract.

Also to be noted that we intend to use the current dog waste bin near the table tennis tables to replace the bin on Wallingford Road.

Members are requested to consider the proposal and funding from specified Earmarked Reserves.

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### 13. To consider quotes to produce a Written Scheme of Investigation for the Burial Ground

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A Written Scheme of Investigation is required for the Burial Ground in order to meet one of the conditions for development of the site.

Members are requested to consider quotes to carry out the Written Scheme of Investigation.

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### 14. To consider ratifying the purchase of Arnold-Baker on Local Council Administration

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The twelfth edition of Arnold-Baker on Local Council Administration is due for publication on 9<sup>th</sup> December 2020. In order to take advantage of a reduced price of £119.99, the Clerk consulted with the Council and placed an advance order.

Members are requested to ratify the purchase of this book.

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### 15. To consider grant applications

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A request for a grant has been received from St Mary and St Nicholas Church for £285 to assist with the maintenance of the churchyard.

The current list of grants for this financial year is:

Organisation	Project	Members	Percentage of Members Residents of Compton	Requested	Amount Agreed
Royal British Legion	Wreaths plus donation	-	-	-	£125.00
Compton Archery	Replacing the archery netting	89	40%	£285.00	£285.00
Autumn Group	Pedalo exercise machines	40	60%	£250.00	£250.00
St Mary & St Nicholas Church	Maintenance of the churchyard	42	99%	£285.00	
<b>Total</b>				<b>£820.00</b>	<b>£660.00</b>

Total budget available for grants 2020/21	£1,900.00
Total budget still available 1st Dec 2020	£1,240.00

Members are requested to consider the grant request.



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**16. To consider accepting the offer of a free website from Aubergine (with ongoing costs)**

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Aubergine has offered to create Compton Parish Council a free WCAG 2.1AA compliant website as a competition prize.

Ongoing costs associated with the website are £199+VAT each year for annual hosting and support.

For more information on the [WCAG 2.1AA compliant Parish Council websites Aubergine create](#) please follow the link.

[Pricing of optional extras can be viewed on the Aubergine website.](#)

Particular highlighted options are:

- Optional Planning Portal integration with Open Data format Planning Portals: £50 + VAT per year
- Email: Set up £200 + VAT then £10 + VAT per mailbox

The following example websites can be viewed:

- [Eaton Bray Parish Council](#)
- [Leighton-Linslade Town Council](#)

Members are requested to consider whether to accept this offer.

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**17. To consider the costs of the Clerk attending the SLCC Practitioners' Conference**

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The SLCC Practitioners' Conference takes place on 23-25 February 2021. This conference is taking place online at a cost of £75+VAT for members.

Members are requested to consider the cost of the Clerk attending this conference.

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**18. To review the draft budget for 2021/22**

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The following draft budget (v1) has been generated using the finance software used by the Council.

Members are requested to review the draft budget (v1) and provide suggestions for alterations to the budget so that v2 can be considered at the January meeting.

## Annual Budget - By Centre

Note: 2021/22 Draft Budget v1

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>100 Administration</b>									
1060 Interest	250	490	350	122	209	0	0	0	0
1076 Precept	45,850	45,850	49,050	49,050	49,050	0	51,500	0	0
1081 CIL	0	27,562	0	0	0	0	0	0	0
1085 VAT Refund	3,000	3,467	3,000	2,448	3,000	0	3,000	0	0
1090 Grants	0	3,000	0	0	7,220	0	0	0	0
1150 Village Hall Loan Repayment	480	480	0	0	0	0	0	0	0
1155 Scout Hall Loan Repayment	150	750	150	0	0	0	0	0	0
<b>Total Income</b>	<b>49,730</b>	<b>81,599</b>	<b>52,550</b>	<b>51,620</b>	<b>59,479</b>	<b>0</b>	<b>54,500</b>	<b>0</b>	<b>0</b>
4000 Staff Salaries/PAYE/NI/Pension	10,000	12,265	17,400	10,133	17,368	0	17,900	0	0
4005 Staff Costs	200	909	220	50	86	0	200	0	0
4010 Office	720	720	960	540	960	0	960	0	0
4050 Office Supplies	150	161	130	39	67	0	90	0	0
4052 Mobile Phone	150	151	150	95	162	0	150	0	0
4055 Website Development	20	0	0	0	0	0	350	0	0
4058 Bank Charges	72	135	108	60	103	0	108	0	0
4060 Subscriptions	500	565	550	438	550	0	570	0	0
4062 Software Fees	350	285	1,500	367	600	0	400	0	0
4065 Insurance	1,750	1,704	1,900	923	923	0	1,000	0	0
4068 Election Fees	750	0	320	75	75	0	320	0	0
4070 Audit Fees	350	790	600	230	530	0	550	0	0
4072 General Data Protection Regs	0	0	1,600	0	0	0	0	0	0
4075 Chairmans Allowance	200	70	120	0	0	0	80	0	0
4085 Training	500	235	500	85	146	0	500	0	0

Continued on next page

## Annual Budget - By Centre

Note: 2021/22 Draft Budget v1

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4090 Other Expenses	1,000	8	200	247	247	0	250	0	0
4100 Meeting Rental	600	402	600	430	430	0	200	0	0
<b>Overhead Expenditure</b>	<b>17,312</b>	<b>18,400</b>	<b>26,858</b>	<b>13,711</b>	<b>22,247</b>	<b>0</b>	<b>23,628</b>	<b>0</b>	<b>0</b>
<b>100 Net Income over Expenditure</b>	<b>32,418</b>	<b>63,199</b>	<b>25,692</b>	<b>37,909</b>	<b>37,232</b>	<b>0</b>	<b>30,872</b>	<b>0</b>	<b>0</b>
6000 plus Transfer from EMR	0	0	0	75	75	0	0	0	0
6001 less Transfer to EMR	0	27,562	0	4,500	4,500	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>32,418</b>	<b>35,637</b>	<b>25,692</b>	<b>33,484</b>	<b>32,807</b>		<b>30,872</b>		
<b>110 Events</b>									
4130 Christmas Events	200	114	200	0	100	0	200	0	0
4132 Xmas Day Lunch Room Hire	50	0	50	0	0	0	50	0	0
<b>Overhead Expenditure</b>	<b>250</b>	<b>114</b>	<b>250</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>250</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(250)</b>	<b>(114)</b>	<b>(250)</b>	<b>0</b>	<b>(100)</b>		<b>(250)</b>		
<b>120 Grounds Maintenance</b>									
4150 Grounds Maintenance	5,000	4,970	4,800	4,758	5,427	0	5,600	0	0
<b>Overhead Expenditure</b>	<b>5,000</b>	<b>4,970</b>	<b>4,800</b>	<b>4,758</b>	<b>5,427</b>	<b>0</b>	<b>5,600</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(5,000)</b>	<b>(4,970)</b>	<b>(4,800)</b>	<b>(4,758)</b>	<b>(5,427)</b>		<b>(5,600)</b>		
<b>130 Allotments</b>									
1100 Allotment Rent - Newbury Lane	300	533	300	265	445	0	400	0	0
1105 Allotment Rent - School Road	300	227	350	404	404	0	380	0	0
<b>Total Income</b>	<b>600</b>	<b>760</b>	<b>650</b>	<b>669</b>	<b>849</b>	<b>0</b>	<b>780</b>	<b>0</b>	<b>0</b>
4200 Newbury Lane Expenses	200	248	200	122	209	0	0	0	0

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## Annual Budget - By Centre

Note: 2021/22 Draft Budget v1

		<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4201	Newbury Lane Water	0	0	0	0	0	0	200	0	0
4205	Newbury Lane Capital	200	0	200	250	250	0	150	0	0
4210	School Road Expenses	300	493	400	659	1,130	0	0	0	0
4211	School Road Water	0	0	0	0	0	0	150	0	0
4212	School Road Other Expenses	0	0	0	0	0	0	150	0	0
4215	School Road Capital	350	0	200	0	0	0	0	0	0
4218	Allotments Skips	0	0	400	398	398	0	400	0	0
	<b>Overhead Expenditure</b>	<b>1,050</b>	<b>741</b>	<b>1,400</b>	<b>1,429</b>	<b>1,987</b>	<b>0</b>	<b>1,050</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(450)</b>	<b>19</b>	<b>(750)</b>	<b>(760)</b>	<b>(1,138)</b>		<b>(270)</b>		
<b>140</b>	<b><u>Village Scene</u></b>									
1170	Football Clubs	100	0	400	0	0	0	0	0	0
	<b>Total Income</b>	<b>100</b>	<b>0</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4305	Recreation Ground	1,000	275	500	0	200	0	200	0	0
4308	Play Equipment Maintenance	2,500	104	1,500	134	2,650	0	3,000	0	0
4310	Sports Pavilion Maintenance	200	96	15,200	17,856	17,856	0	0	0	0
4311	Sports Pavilion Running Costs	0	216	0	150	250	0	0	0	0
4312	Tree Works	750	0	900	0	900	0	1,000	0	0
4315	Litter/dog Bins	750	427	480	380	380	0	0	0	0
4318	Vandalism Repair	0	0	300	0	0	0	300	0	0
4325	War Memorial Maintenance	220	0	0	0	0	0	300	0	0
	<b>Overhead Expenditure</b>	<b>5,420</b>	<b>1,118</b>	<b>18,880</b>	<b>18,519</b>	<b>22,236</b>	<b>0</b>	<b>4,800</b>	<b>0</b>	<b>0</b>
	<b>140 Net Income over Expenditure</b>	<b>-5,320</b>	<b>-1,118</b>	<b>-18,480</b>	<b>-18,519</b>	<b>-22,236</b>	<b>0</b>	<b>-4,800</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	0	0	7,703	7,702	0	0	0	0

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## Annual Budget - By Centre

Note: 2021/22 Draft Budget v1

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>	<u>(5,320)</u>	<u>(1,118)</u>	<u>(18,480)</u>	<u>(10,816)</u>	<u>(14,534)</u>		<u>(4,800)</u>		
<b>145 Sports Pavilion</b>									
1171 Football Club Income - Senior	0	0	0	0	0	0	825	0	0
<b>Total Income</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>825</u>	<u>0</u>	<u>0</u>
4330 Sports Pavilion Building Maint	0	0	0	0	0	0	250	0	0
4331 Sports Pavilion Running Costs	0	0	0	0	0	0	500	0	0
4335 Football Pitch Marking/Mainten	0	0	0	0	0	0	1,150	0	0
<b>Overhead Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,900</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>(1,075)</u>		
<b>150 Compilations</b>									
1160 Compilations (Inc)	2,500	2,459	2,400	153	2,100	0	1,800	0	0
<b>Total Income</b>	<u>2,500</u>	<u>2,459</u>	<u>2,400</u>	<u>153</u>	<u>2,100</u>	<u>0</u>	<u>1,800</u>	<u>0</u>	<u>0</u>
4350 Compilations (Exp)	3,650	2,007	3,100	1,736	2,975	0	2,300	0	0
<b>Overhead Expenditure</b>	<u>3,650</u>	<u>2,007</u>	<u>3,100</u>	<u>1,736</u>	<u>2,975</u>	<u>0</u>	<u>2,300</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(1,150)</u>	<u>452</u>	<u>(700)</u>	<u>(1,583)</u>	<u>(875)</u>		<u>(500)</u>		
<b>160 Grants</b>									
4370 Grants (GPC)	1,900	1,883	1,900	535	750	0	1,900	0	0
4375 Donation to WBC Mobile Library	0	0	500	0	500	0	500	0	0
<b>Overhead Expenditure</b>	<u>1,900</u>	<u>1,883</u>	<u>2,400</u>	<u>535</u>	<u>1,250</u>	<u>0</u>	<u>2,400</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(1,900)</u>	<u>(1,883)</u>	<u>(2,400)</u>	<u>(535)</u>	<u>(1,250)</u>		<u>(2,400)</u>		

Continued on next page

## Annual Budget - By Centre

Note: 2021/22 Draft Budget v1

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
<b><u>170</u></b>	<b><u>Street Lighting</u></b>									
4400	Electricity	3,500	3,475	3,600	3,003	5,147	0	4,200	0	0
4405	Street Light Routine Maintenan	2,000	1,211	2,000	1,359	2,329	0	2,500	0	0
4410	Street Light Chargable Repairs	400	548	650	407	697	0	750	0	0
4415	Street Light Replacement	3,000	0	3,000	0	3,000	0	3,000	0	0
	<b>Overhead Expenditure</b>	<b>8,900</b>	<b>5,233</b>	<b>9,250</b>	<b>4,769</b>	<b>11,173</b>	<b>0</b>	<b>10,450</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(8,900)</b>	<b>(5,233)</b>	<b>(9,250)</b>	<b>(4,769)</b>	<b>(11,173)</b>		<b>(10,450)</b>		
<b><u>180</u></b>	<b><u>Reserves</u></b>									
4500	Reserves	2,000	3,410	0	385	385	0	0	0	0
	<b>Overhead Expenditure</b>	<b>2,000</b>	<b>3,410</b>	<b>0</b>	<b>385</b>	<b>385</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(2,000)</b>	<b>(3,410)</b>	<b>0</b>	<b>(385)</b>	<b>(385)</b>		<b>0</b>		
<b><u>190</u></b>	<b><u>Cemetery</u></b>									
4600	Burial Ground	5,000	2,756	4,000	0	2,000	0	4,000	0	0
	<b>Overhead Expenditure</b>	<b>5,000</b>	<b>2,756</b>	<b>4,000</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>4,000</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(5,000)</b>	<b>(2,756)</b>	<b>(4,000)</b>	<b>0</b>	<b>(2,000)</b>		<b>(4,000)</b>		
<b><u>200</u></b>	<b><u>Professional Advice</u></b>									
4700	Professional Advice	2,000	0	2,000	1,575	3,000	0	3,200	0	0
	<b>Overhead Expenditure</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>1,575</b>	<b>3,000</b>	<b>0</b>	<b>3,200</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(2,000)</b>	<b>0</b>	<b>(2,000)</b>	<b>(1,575)</b>	<b>(3,000)</b>		<b>(3,200)</b>		
<b><u>210</u></b>	<b><u>Neighbourhood Development Plan</u></b>									

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## Annual Budget - By Centre

Note: 2021/22 Draft Budget v1

		<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1180	NDP Funding	3,000	0	3,000	4,500	4,500	0	5,000	0	0
	<b>Total Income</b>	3,000	0	3,000	4,500	4,500	0	5,000	0	0
4650	Neighbourhood Development Plan	3,000	1,908	3,000	3,502	5,000	0	5,000	0	0
	<b>Overhead Expenditure</b>	3,000	1,908	3,000	3,502	5,000	0	5,000	0	0
	<b>210 Net Income over Expenditure</b>	0	-1,908	0	999	-500	0	0	0	0
6000	plus Transfer from EMR	0	0	0	3,150	3,150	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	(1,908)	0	4,148	2,650		0		
<b>999</b>	<b>VAT Data</b>									
515	VAT on Payments	4,000	2,448	2,800	2,278	3,894	0	2,800	0	0
	<b>Overhead Expenditure</b>	4,000	2,448	2,800	2,278	3,894	0	2,800	0	0
	<b>Movement to/(from) Gen Reserve</b>	(4,000)	(2,448)	(2,800)	(2,278)	(3,894)		(2,800)		
	<b>Total Budget Income</b>	55,930	84,818	59,000	56,942	66,928	0	62,905	0	0
	<b>Expenditure</b>	59,482	44,988	78,738	53,195	81,674	0	67,378	0	0
	<b>Net Income over Expenditure</b>	-3,552	39,830	-19,738	3,746	-14,746	0	-4,473	0	0
	plus Transfer from EMR	0	0	0	10,928	10,927	0	0	0	0
	less Transfer to EMR	0	27,562	0	4,500	4,500	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(3,552)	12,268	(19,738)	10,174	(8,319)		(4,473)		

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

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For information only.

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**20. To receive reports on the following:**

- a) **Recreation Ground**
  - b) **Sports Pavilion**
  - c) **Rights of Way**
  - d) **Village Hall**
  - e) **Allotments**
  - f) **Downland Practice Patient Representation Group**
  - g) **Communications**
  - h) **Parish Assets and Management Working Party**
  - i) **Neighbourhood Development Plan**
  - j) **Burial Ground**
  - k) **GDPR**
- 

Members are invited to give verbal reports on the above.

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**21. Finance:**

- a) **To consider approving payments to be made or made between meetings**
  - b) **To note the bank reconciliations to 31<sup>st</sup> October 2020**
- 

- a) Members are asked to agree the payments listed on the Finance Report below.
- b) Members are asked to note the bank reconciliations to 31<sup>st</sup> October 2020 as listed on the Finance Report below.



## Finance Report December 2020

Status at last bank reconciliation 31st October 2020

Account	Amount
Unity Trust Current Account	£59,613.65
Unity Trust Deposit Account	£122,634.57
Lloyds Multipay Corporate Card	-£11.28
<b>Total</b>	<b>£182,236.94</b>

Income received 26th October - 29th November 2020

Account	Income Detail	Amount
Unity Current	Allotment rent	£213.00
Unity Current	Compton book	£10.00
Unity Current	Grant from The Good Exchange	£5,000.00
<b>Total</b>		<b>£5,223.00</b>

Payments made on Lloyds Corporate Card to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
CC	02-Nov-20	122	Lloyds Bank	Monthly fee for corporate card	£3.00
CC	17-Nov-20	123	Trophy Store	Xmas event trophies	£41.34
CC	25-Nov-20	124	Microsoft	Office 365 subscription	£11.28
<b>Total</b>					<b>£55.62</b>

Payments to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
DD	13-Nov-20	125	Castle Water	Water Newbury Lane allotments Aug-Feb	£105.54
DD	17-Nov-20	126	Castle Water	Water School Road allotments Aug-Feb	£148.87
DD	18-Nov-20	127	Vodafone	Mobile phone monthly charge	£18.75
BACS	01-Dec-20	128	SSE	Electricity Sports Pavilion Q3	£119.40
BACS	07-Dec-20	129	Member of NDP steering group	Printing costs for Reg 14 consultation	£213.00
BACS	07-Dec-20	130	AD Clark	Grounds maintenance Oct	£669.00
BACS	07-Dec-20	131	PKF Littlejohn	External audit 2019/20	£360.00
BACS	07-Dec-20	132	West Berkshire Council	Compilations Oct	£365.93
BACS	07-Dec-20	133	CJM Services	Play area repairs	£2,545.40

BACS	07-Dec-20	134	Ian Sharland Limited	Review of planning application documents & report	£480.00
BACS	07-Dec-20	135	Staff Costs	Including salary, expenses, PAYE and pension contributions Nov	£1,601.33
<b>Total</b>					<b>£6,627.22</b>

#### Transfers

Method	Payment Date	Voucher No	From Account	To Account	Amount
DD	16-Nov-20	136	Unity Current	Lloyds Corporate Card	£14.28
<b>Total</b>					<b>£14.28</b>

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## **22. To discuss matters for future consideration and for information**

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For information or inclusion on a future agenda only.