

Compton Parish Council

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

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www.comptonparishcouncil.org

To: All Members of Compton Parish Council

All Councillors are hereby summoned to attend the following meeting.

NOTICE OF MEETING

MEETING: Full Council
DATE & TIME: Monday 7th September 2020 at 7.00pm
PLACE: Online via Zoom - Meeting ID: 897 7203 1388 Passcode: 822197
<https://us02web.zoom.us/j/89772031388?pwd=L0RPMWROZStVVDhKWWVia21RTkNGUT09>

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

1st September 2020

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 19th August 2020
5. To discuss any matters arising from the minutes of the Council Meeting on 19th August 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:
 - [20/01866/HOUSE 31 Horn Street, Compton, RG20 6QS](#) - Demolition of existing two storey side extension and front porch, erection of two and single storey side extensions with front canopy
 - 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 employing a consultant to provide advice on planning application 20/01658/FUL
11. To consider a request from Power for People to write to the MP, Laura Farris, to request she writes to the Minister for Business, Energy and Clean Growth in support of the Local Electricity Bill
12. To consider quotes for repairs in the play area, cleaning of the equipment in the play area and the MUGA and remarking lines on the MUGA court
13. To consider adopting the Risk Register for 2020/21
14. To consider quotes for insurance for 2020/21
15. To consider allocating additional funding for another skip at each allotment site during this financial year
16. To consider a request to fund a green bin for the homeowners adjacent to a trash screen in the Pang ditch
17. To consider if, in principle, CCTV should be installed to cover the Recreation Ground and Sports Pavilion
18. To consider if the Council should employ an individual to relation to the Sports Pavilion
19. To consider purchasing poppy wreaths for Remembrance Sunday and making a donation to the Royal British Legion
20. To consider quotes to purchase goal posts, corner flags and a white line marker
21. To consider setting a budget for the purchase of kitchen equipment for the Sports Pavilion

22. To consider informal actions to be included in the NDP

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

24. 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

25. Finance:

- a) To consider approving payments to be made or made between meetings
- b) To receive any reports from the Internal Controller

26. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:

Parish Council Meeting: Monday 5th October 2020 at 7pm

Supporting Documentation

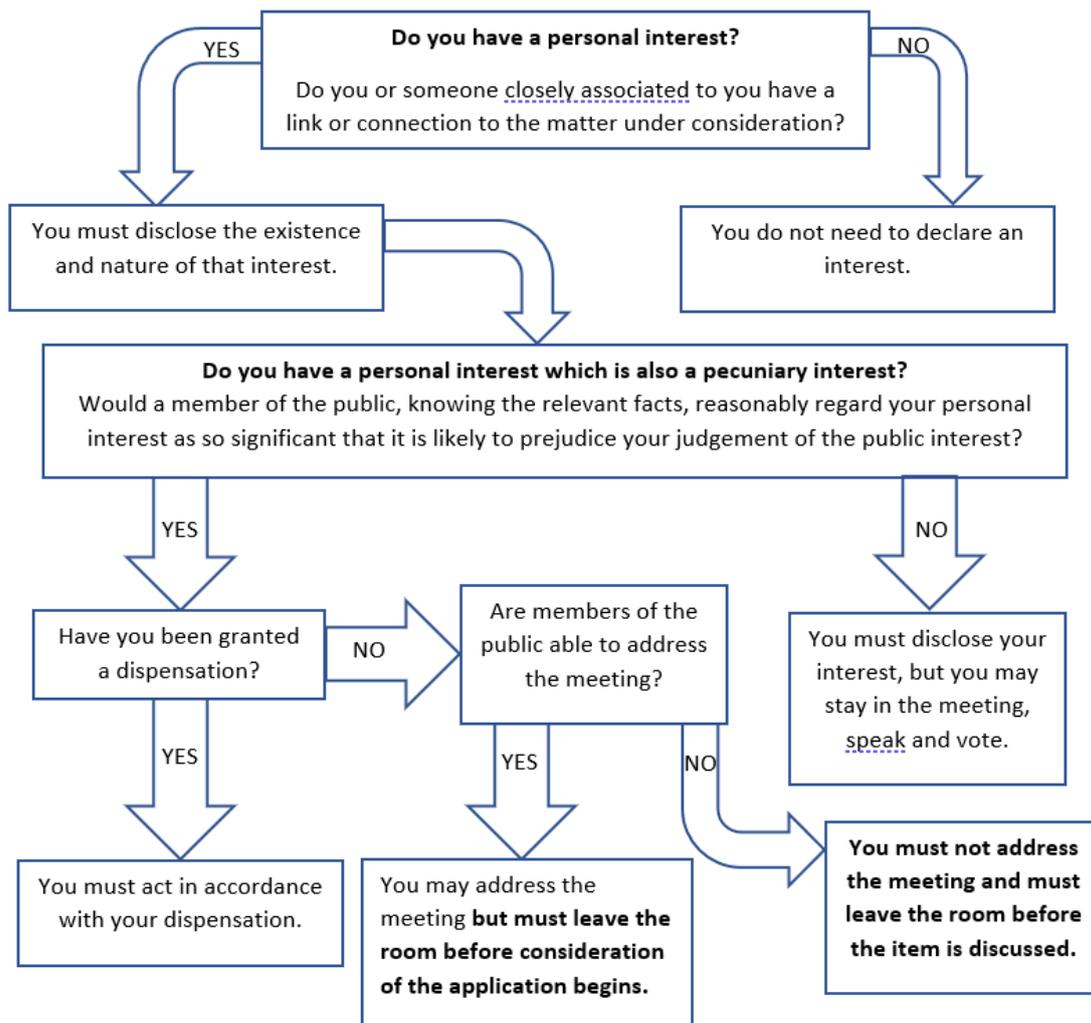
1. To receive, and consider for acceptance, apologies for absence from Members of the Council

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

The following is provided for guidance:



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
-

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](#).

4. To approve the minutes of the Parish Council Meeting held on 19th August 2020

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 19th August 2020 (below).

Compton Parish Council

FULL COUNCIL MINUTES

Minutes of the Full Council meeting held Online via Zoom on Wednesday 19th August 2020 commencing at 7:32pm.

Members Present:	David Aldis, Chairman Dan Neate	Mark Birtwistle Keith Simms	Linda Moss
Members Absent:	Peter McGeehin Ian Tong	Rebecca Pinfold	Alison Strong
Officers Present:	Sarah Marshman, Parish Clerk/RFO		
In Attendance:	Carolyn Culver, District Councillor One member of the public		

Minutes

- 20/21-079** To receive, and consider for acceptance, apologies for absence from Members of the Council
No apologies for absence were received.
- 20/21-080** To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation

KS declared an interest in planning application 20/01658/FUL and 20/01768/HOUSE.

20/21-081 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.

20/21-082 To approve the minutes of the Parish Council Meeting held on 16th July 2020
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.

20/21-083 To discuss any matters arising from the minutes of the Council Meeting on 16th July 2020
There were no matters arising.

20/21-084 To receive a report from the District Councillor
There is currently no indication on when the planning applications for either Ilsley Barn Farm or the Institute site will be considered at committee if either are recommended for approval.
CC highlighted that Government White Paper – Planning for the Future, regarding changes to the planning system.

20/21-085 Planning Applications
a) To consider the following new planning applications:
[20/01658/FUL Units 4, 5, 6, and 7, 8, 9 Old Station Business Park Compton Newbury RG20 6NE](#) - External works to include new external chemstores/storage/chiller containers positioned outside unit 4,5,6 and 7, 8, 9. New adjoining covered walkway/canopy between 4, 5, 6 and 7, 8, 9. Building alterations to include new extraction ductwork, fan and general fittings. New retaining wall to east (outside unit 6), Internal modifications to floor plans, replacement external doors to rear elevation to Unit 4, 5, 6.

Resolved: To object to this application and to provide the following comments:

New extraction vents are proposed; however, the application is not supported by any details on noise and emissions. There is insufficient information to understand the impact on amenity.

An independent noise impact assessment report was carried out in relation to planning application 20/01226/FUL Land at Old Station Business Park High Street Compton Newbury - External works, m/e works to include ductwork, steel gantry, external plant, external enclosure (fencing), retaining walls, air handling unit and chiller, gas bottle store, solvent stores all concerning unit 10, 11, 12 (existing building). Building alterations include modifications to internal space planning, revised external door design to fire escape doors, omitting roof lights + glazed top and side panel to

entrance doors (front elevation) + two windows on the east elevation at first floor and adjusted soil vent pipes (SVP) positions. This application is still being decided. The noise impact assessment report has not been appended to this application, however, it identifies the low vibration noise generated by the chiller units as having a significant impact. There has been no attempt to mitigate the noise nuisance generated by chiller units in this application.

The site plan shows the new storage containers positioned outside and this would result in the loss of 12 car parking spaces, including 1 disabled parking space. This is a significant loss of car parking and presumably contrary to the original planning permission and the West Berkshire parking standards. There is already a significant issue with parking on the site, with employees often parking outside of the car park provided.

**[20/01768/HOUSE 1A Mayfield Villas Warnham Lane Compton Newbury RG20 7PN](#) -
Attic conversion**

Resolved: To submit a response of no objections to this application and to provide the following comments:

Plans show parking for three cars, but as the telegraph pole has not yet been moved there is currently only parking for two cars. This conversion will result in more car parking needed.

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

Resolved: To request the District Councillor call in planning application 20/01658/FUL 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

- 20/01161/ FUL Institute For Animal Health, High Street, Compton, RG20 7NN - To install a Portakabin to be used as offices for a temporary period of 104 weeks. The Parish Council submitted a response of 'no objections'. West Berkshire Council approved the application.

20/21-086 To consider setting a budget to receive professional advice with regards to the land transfer to the Council for the burial ground

Resolved: To set a budget of £2,500 to obtain professional advice on this matter.

20/21-087 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 can be viewed on the Finance Report in Appendix 1.

b) To note the bank reconciliations to 31st July 2020

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

c) To receive any reports from the Internal Controller

There was no report, but the finance files for April-June are now with the Internal Controller to check.

d) To note the quarterly budget report

Resolved: To note the quarterly budget report for the first quarter of 2020/21.

20/21-088 To discuss matters for future consideration and for information

A lack of social distancing has been noted in the Recreation Ground, particularly in the play area. The PCSO is attempting to patrol on a regular basis. The Clerk was requested to publicise reminders about social distancing.

There being no further business, the meeting was closed at 8:16pm.

Appendix 1: Finance Report

Status at bank at last bank reconciliation 31st July 2020

Unity Trust Current Account	£60,215.27
Unity Trust Deposit Account	£122,634.57
Lloyds Multipay Corporate Card	-£25.67
Total	£182,824.17

Income received 29th June - 11th August 2020

Unity Trust Current Account	Allotment rent	£159.25
Unity Trust Current Account	Compilations advertising	£37.50
Total		£196.75

Payments made on Lloyds Corporate Card to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
CC	26-Jul-20	68	Microsoft	Microsoft Office Business subscription monthly	£11.28
CC	31-Jul-20	69	Zoom	Monthly fee for video conferencing service	£14.39
CC	03-Aug-20	70	Lloyds	Monthly fee for corporate card	£3.00
Total					£28.67

Payments to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
DD	20-Jul-20	71	Vodafone	Mobile phone monthly charge	£15.75
BACS	04-Aug-20	72	Castle Water	Sports Pavilion water	£51.64
BACS	06-Aug-20	73	Clerk	Salary/expenses Jul	£1,062.88
BACS	06-Aug-20	74	HMRC	PAYE	£172.59
BACS	19-Aug-20	75	Berks Pension Fund	Pension contributions	£321.22
BACS	19-Aug-20	76	AD Clark	Grounds maintenance July	£669.00
BACS	19-Aug-20	77	CCB	Subscription 20/21	£35.00
BACS	19-Aug-20	78	SSE	Sports Pavilion electricity	£51.21
Total					£2,363.54

Transfers

Method	Payment Date	Voucher No	From Account	To Account	Amount
DD	20-Jul-20	79	Unity Current	Lloyds Multipay Corporate Card	£56.06
DD	17-Aug-20	80	Unity Current	Lloyds Multipay Corporate Card	£28.67
Total					£84.73

5. To discuss any matters arising from the minutes of the Council Meeting on 19th August 2020

For information or inclusion on a future agenda only.

6. To receive a report from the District Councillor

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

7. To receive the Clerk's report

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

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
-

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.

9. Planning Applications

a) To consider the following new planning applications:

- [20/01866/HOUSE 31 Horn Street, Compton, RG20 6QS](#) - Demolition of existing two storey side extension and front porch, erection of two and single storey side extensions with front canopy

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

- 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:
- 20/01335/HOUSE Roden Farm, Compton, Newbury, RG20 7PY - Erection of domestic studio building (in place of approved stables). The Parish Council submitted a response of 'no objections'. West Berkshire Council approved the application.

10. To consider employing a consultant to provide advice on planning application 20/01658/FUL

In Minute 20/21-085 the Council resolved to object to planning application [20/01658/FUL Units 4, 5, 6, and 7, 8, 9 Old Station Business Park Compton Newbury RG20 6NE](#) - External works to include new external chemstores/storage/chiller containers positioned outside unit 4,5,6 and 7, 8, 9. New adjoining covered walkway/canopy between 4, 5, 6 and 7, 8, 9. Building alterations to include new extraction ductwork, fan and general fittings. New retaining wall to east (outside unit 6), Internal modifications to floor plans, replacement external doors to rear elevation to Unit 4, 5, 6.

In Minute 20/21-053 the Council resolved to object to planning application [20/01226/FUL Land at Old Station Business Park, High Street, Compton](#) - External works, m/e works to include ductwork, steel gantry, external plant, external enclosure (fencing), retaining walls, air handling unit and chiller, gas bottle store, solvent stores all concerning unit 10, 11, 12 (existing building). Building alterations include modifications to internal space planning, revised external door design to fire escape doors, omitting roof lights + glazed top and side panel to entrance doors (front elevation) + two windows on the east elevation at first floor and adjusted soil vent pipes (SVP) positions.

The Council also resolved to request both applications were referred to the Western Area Planning Committee by the District Councillor. These applications will be discussed by the Committee should the Planning Officer recommend them for approval.

Discussion with the planning consultant who usually provides advice to the Council on planning applications has highlighted that specialist advice would be required regarding the noise assessment of the application should the Council wish to access it.

Members are requested to decide whether the specialist advice is required to assist with either application should they be recommended for approval and therefore discussed at the Western Area Planning Committee.

11. To consider a request from Power for People to write to the MP, Laura Farris, to request she writes to the Minister for Business, Energy and Clean Growth in support of the Local Electricity Bill

The Council resolved on 11th May 2020, Minute 20/21-014, to support the Local Electricity Bill.

The following correspondence has been received from Power for People:

“Firstly, thank you to you and your Council for your support for the Local Electricity Bill.

I write to update you on the campaign for the Bill. On 10th June it was successfully reintroduced into Parliament following a rousing ten minute speech to the House of Commons by the Bill’s lead sponsor, Peter Aldous MP. The Bill’s reintroduction was unopposed and so there was no vote – an ideal result for the campaign.

Here is a highlights video of Mr Aldous’s speech where he describes the wide-ranging benefits that the Bill would create: <https://www.youtube.com/watch?v=waNfiKSqDzQ>

The impact of Covid-19 means that building local economic strength and resilience is critical. The Bill, if made law, would greatly help with this by empowering local energy suppliers and thus ensuring more of the money we all pay for our electricity circulates in the local economy: investment, local skilled jobs, fuel poverty relief and much more. At the same time, it would create the urgently needed decarbonisation of our energy system by unlocking the huge potential for more community-scale renewable energy generation.

The Bill is co-sponsored by a cross-party group of MPs including Rosie Duffield MP (Labour), Wera Hobhouse MP (Liberal Democrat), Caroline Lucas MP (Green), John McNally MP (SNP Environment Spokesperson), Dame Diana Johnson (Labour), Ben Lake MP (Plaid Cymru), Sir Barry Sheerman MP (Labour and Co-operative Party), Sir Graham Brady MP (Conservative), David Johnston (Conservative), John Penrose MP (Conservative) and Selaine Saxby (Conservative).

187 MPs now support the Local Electricity Bill. This is a strong and encouraging foundation of Parliamentary support, but many more are needed in order for the Bill to become law.

Your MP, Laura Farris, has pledged to support the Bill. So may I ask that you please help our campaign by doing the following:

1. Please write to Laura Farris and ask her to 'Please write to the Minister for Business, Energy and Clean Growth in support of the Local Electricity Bill.' This will help to encourage government support.
2. Please let me know of any reply you receive.

In the closing words of Mr Aldous's speech: "Let's work together to turn the compelling objectives of this Bill into reality. It is now time to deliver power for people."

Members are requested to review the above information and confirm whether the Clerk should write to the MP to request she writes to the Minister for Business, Energy and Clean Growth in support of the Local Electricity Bill.

12. To consider quotes for repairs in the play area, cleaning of the equipment in the play area and the MUGA and remarking lines on the MUGA court

Following the recent inspection of the equipment in the Recreation Ground, a number of repairs were suggested in the report.

Members are requested to review the quotes received and consider which quote to accept.

13. To consider adopting the Risk Register for 2020/21

Assertion 5 of the Annual Governance Statement requires the Council to confirm it "carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required."

Members are asked to review and approve the Risk Register 2020/21 in order to meet these requirements.

Risk Assessment and Management 2020/21

Version number	1	Minute reference	
Adopted by	Full Council	Review due	APCM May 2021
Date adopted		Review date	

1. Introduction to Risk Assessment and Management

The failure to manage risks effectively can be expensive in financial terms and also in terms of service delivery. It is important therefore that Councils have in place a system to help them assess and manage risks. Ultimately risk management is the responsibility of Members because risks threaten a council's ability to achieve its objectives.

Assessment and Management of risk is one of the mandatory areas addressed on Internal Audits. The Risk Assessment system and associated Risk Register will be used by Internal Auditors to assess whether the Council takes seriously its possible exposure to risk and has put in place actions to limit the consequences of potential risks.

For smaller parishes, this system will be relatively simple. It can essentially be broken down into the following 3 main steps:

- Identifying the key risks facing the council
- Evaluating the potential of one of these risks occurring
- Managing the risk: agreeing measures to avoid, reduce or control the risk or its consequence.

2. Risk Identification

Risks can be divided into a number of categories and the following have been used here:

- Physical assets – buildings, equipment, IT hardware etc.
- Finance – banking, loss of income, petty cash etc.
- Injury to the public and/or staff – in halls, playgrounds and recreation grounds, etc
- Complying with legal requirements – agendas and minutes, records, etc
- Councillor propriety – declarations of interest, gifts and hospitality etc

3. Risk Evaluation

Risk Evaluation is essentially a 2-part exercise, answering the questions:

- What is the chance of the risk occurring?
- What is the likely impact if it does occur?

In smaller Parish Councils it is only necessary to classify the answers to each of these questions as Low, Medium or High

4. Risk Management

There are three main ways of managing risks:

- Manage the risk yourself
- Take out insurance to cover the risk
- Agree with another party that they will manage the risk on your behalf; this may include rewarding them for so doing

5. Risk Register

Identified risks are documented in a Risk Register.

It should be noted that Risk Assessment and Management is not a one-off exercise; risks should be constantly kept under review, especially as the business of the Council changes and new projects are undertaken.

6. Risk Assessment Matrix

Identified risks are assessed using the following matrix.

Likelihood	Highly Likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		Impact		

Category 1: Assets

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Damage to – or loss of – fixtures and fittings	M/2	M/2	M/4	The Parish Council insurance policy covers buildings (e.g. football pavilion), office contents, street furniture, playground equipment and the Multi-Use Games Area.	
Loss of data - physical	L/1	L/1	L/1	All important files are held within lockable filing cabinets.	
Loss of data – electronic	M/2	M/2	M/4	Continual back up to cloud storage is made of the Parish Council files. Second source of back up is also used.	
Asset Register is out of date	M/2	M/2	M/4	An inventory of all Council assets is maintained by the Clerk, who arranges appropriate insurance cover. The Asset Register is reviewed regularly by Councillors.	

Category 2: Injury to Public, Members and/or Staff

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Injury to third parties, members and staff on Council premises	L/1	H/3	M/3	Insurance has been taken out to cover Public Liability (£10M), Employers Liability (£10M) and Personal Accident. Users of the Recreation Ground are required to take out separate liability insurance for events (e.g. the fete).	
Injury to third parties using equipment in play areas on Compton Recreation Ground	L/1	L/1	L/1	The Parish Council has a maintenance agreement with a local company to carry out an annual ROSPA inspection on play equipment and goal posts. Also, an identified Parish Councillor carries out regular checks and reports monthly at the Parish Council meetings.	
Injury to third parties and members because of ice, snow etc. on parish council maintained land	M/2	M/2	M/4	Insurance has been taken out to cover Public Liability (£10M).	

Category 3: Finance

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Precept is not adequate	L/1	M/2	L/2	The Council reviews the draft budget, including the amount of Precept, each December, with a final draft being reviewed in January prior to the submission deadline for the Precept amount.	
Council funds are not properly managed	L/1	M/2	L/2	Income is invested in appropriate accounts by a competent Clerk. This is reviewed regularly by members at the Council meeting.	
Loss of cash through theft or dishonesty	L/1	M/2	L/2	No petty cash is maintained by the Council / Clerk. Any necessary expenditure on small items such as stamps is paid for unapproved on a corporate credit card which has an appropriate limit set and is paid off monthly by direct debit. Insurance cover has been taken out to cover a) loss of non-negotiable money and robbery b) misappropriation of funds by staff or Councillors (Fidelity Guarantee sum insured = £200,000)	
Council Financial Regulations are inadequate	L/1	M/2	L/2	Council financial procedures are well tried and tested. A set of Financial Regulations under which the Council operates was formally adopted by members at the Meeting held on 7 th October 2019, minute 19/20-138.	

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Council financial controls and accounting records are inadequate to prevent financial irregularity	L/1	M/2	L/2	<p>The Clerk maintains Council accounting records using RBS Alpha. Members are provided with regular reports covering bank balances, explanatory notes and management accounts. Payments are made electronically wherever possible. All electronic payments are submitted by the Clerk and authorised by two Councillors. A full list of payments for approval is submitted at each Full Council meeting and all invoices are initialled by two Councillors.</p> <p>All cheques are presented to Full Council for approval and invoices and cheque stubs are signed by two Councillors.</p>	
Audit documentation is not submitted within the required timeframe to the internal and external auditors	L/1	M/2	L/2	The Clerk must ensure the documentation from the External Auditors has been received and follow the given timeframes within the documentation.	

Category 4: Insurance

Risk	Chance	Impact	Risk	Management Control	Further Action
Insurance must renewed each year	L/1	L/1	L/1	The insurance renewal must be considered at the September meeting each year in time for the 1 st October renewal date.	
Insurance must cover Public Liability (£10M), Employers Liability (£10M), Personal Accident and Fidelity	L/1	L/1	L/1	The Clerk reviews the insurance policy before presenting to the Council. The Council reviews the insurance policy at the Annual Parish Council Meeting.	

Category 5: Councillor Propriety

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Members do not declare their interests, gifts or hospitality	L/1	L/1	L/1	<p>The Clerk maintains a Register of Interest, which all Councillors are required to keep up to date. An agenda item at each meeting gives members the opportunity to declare personal and/or prejudicial interests.</p> <p>Members are requested to review their Register of Interest at the start of each Municipal Year.</p>	

Category 6: Business Continuity

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Loss of Clerk	L/1	M/2	L/2	All electronic files are backed up to the Cloud. The Chairman possesses a sealed envelope containing the relevant passwords in order to be able to access the files should this be required.	

Category 7: Legal Compliance

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Motions adopted by the Council are not legal	L/1	M/2	L/2	The Clerk advises members if she considers a motion may be illegal. A new set of Standing Orders, based on the NALC standard, were adopted on 4 th February 2019, minute 18/19-191. These are reviewed at each Annual Meeting of the Parish Council. They are updated whenever a new model document is released. The latest version of 'Local Council Administration' by Charles Arnold-Baker is used as a reference.	

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Committees and officers exceed their terms of reference	L/1	M/2	L/2	Committee Terms of Reference and Delegated Powers are reviewed annually at the Annual Meeting of the Parish Council. The Clerk has a detailed Job Description.	
Minutes and agendas are not produced in a timely manner or made available to the public	L/1	L/1	L/1	Signed agendas for all meetings are produced by the Clerk. The agendas are emailed to members at least 3 clear days before each meeting and are posted on the Council notice board in the Parish on the Tuesday before each Monday meeting. Minutes are produced within 4 weeks of the meeting and are posted on the website and the notice board.	
Council documents are not controlled properly	L/1	L/1	L/1	<p>All documentation is produced using version control mechanisms. All important documents received are filed in a Correspondence File available to all members. The Clerk's Report is a standing item on each Council agenda when the Clerk reports on actions taken and work done over the past month. Documents are filed in a lockable filing cabinet via a classification index at the home of the Clerk. Some historical documents are filed in lockable cabinets in the Village Hall.</p> <p>Electronic documents are filed using a folder structure.</p>	

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Effectiveness of internal audit is not considered.	L/1	M/2	L/2	An annual review of the effectiveness of internal audit must be undertaken and recorded in the minutes at the next meeting after the report has been received. Appropriate steps should be taken to deal with matters raised in reports from the internal auditor through agenda items.	
Formal advice is not sought when required.	L/1	M/2	L/2	Continue with memberships of BALC and SLCC.	
Failure to comply with data protection registration	L/1	M/2	L/2	The Council is registered with the Information Commissioner's Office and the registration fee is paid annually by direct debit.	
Failure to comply with Freedom of Information request	L/1	M/2	L/2	The Council has a Model Publication scheme in place. The Parish Council and the Clerk are aware that if a substantial request came in it could create a number of additional hours' work. The Clerk is able to claim overtime should this be required.	
Failure to comply with the General Data Protection Regulations	L/1	M/2	L/2	The Clerk has attended GDPR training. The Councillors complete a GDPR checklist to advise them of the requirements they must meet.	

14. To consider quotes for insurance for 2020/21

The Council insurance policy is due for renewal on 1st October 2020.

Members are requested to review the quotes received and consider which quote to accept.

15. To consider allocating additional funding for another skip at each allotment site during this financial year

Funds were included in the budget for 2020/21 of £400 to obtain the use of a skip for each of the allotment sites. Both of the sites requested and received a skip in May in order to catch up with clearance work that was required. Funds for skip hire have not been included in the budget previously, but it is anticipated that in future, one skip per allotment site will be provided in each financial year.

An allotment manager has requested that in this financial year, another skip be provided at each site at the end of the season in order to allow allotment holders to clear and prepare the land for next year. In future, only one skip per site would be required and so the budget would take this into account.

Members are requested to consider if an additional budget of £400 can be provided from general reserves to provide one additional skip to each allotment site during this financial year.

16. To consider a request to fund a green bin for the homeowners adjacent to a trash screen in the Pang ditch

The following request has been received from the Flood Warden for the Council to provide funds to the homeowner adjacent to the Pang ditch to obtain a green bin.

“When the Pang is flowing debris builds up at the trash screen. As riparian owners the residents next to the trash screen keep it clear to the benefit of the community and this generates a considerable pile of debris that continues to accumulate during the season. The EA or WBC are called in periodically and unreliably or to keep the place looking tidy the residents fill their own green bin, but then it can't be used for their garden debris. A PC funded green bin would make tangible the appreciation of the community in keeping this critical piece of village infrastructure clear (it is the critical point in the watercourse now). An obligation could be placed on the residents to continue doing this as part of a 'deal'.”

The cost for a green bin from West Berkshire Council is currently £40 per year for the service charge, with an additional £27 in the first year for the one off set up payment.

Members are requested to consider making a payment to the residents of £67 for the first year, with additional years being paid at the current cost for receiving the green bin collection as set by West Berkshire Council.

17. To consider if, in principle, CCTV should be installed to cover the Recreation Ground and Sports Pavilion

Members are requested to consider if, in principle, they would like to install CCTV to cover the Recreation Ground and Sports Pavilion in order to instruct the Clerk to seek quotes.

18. To consider if the Council should employ an individual in relation to the Sports Pavilion

The reopening of the Sports Pavilion post refurbishment is likely to result in the need of an individual to carry out the cleaning and inspection duties for the Sports Pavilion. It is possible that inspections of the play area and litter picking could also be included in these duties.

Members are requested to consider whether an employee is required to carry out these duties and to delegate powers to the Personnel Committee to devise a job description, advertise the role, carry out interviews and employ a suitable candidate.

19. To consider purchasing poppy wreaths for Remembrance Sunday and making a donation to the Royal British Legion

Members are requested to make a donation to the Royal British Legion to cover the costs of purchasing three wreaths, for the Compton War Memorial, the Remembrance Plaque on the High Street and for the Annual Remembrance Parade (should this go ahead in any form), with a possible additional donation.

20. To consider quotes to purchase goal posts, corner flags and a white line marker

The refurbishment of the Sports Pavilion has highlighted the need for the Council to obtain goal post, corner flags and a white line marker to provide as part of the rental agreement.

Members are requested to consider quotes for these items.

21. To consider setting a budget for the purchase of kitchen equipment for the Sports Pavilion

The refurbishment of the Sports Pavilion has highlighted the need for the Council to obtain equipment for the kitchen facilities of the Sports Pavilion.

Members are requested to set a budget and delegate powers to the Clerk to purchase the necessary items.

22. To consider informal actions to be included in the NDP

A report by the Neighbourhood Development Plan Steering Group will be circulated to Members.

Members are requested to consider the informal actions recommended in this report.

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

For information only.

24. 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.

25. Finance:

- a) **To consider approving payments to be made or made between meetings**
 - b) **To note the bank reconciliations to 31st July 2020**
 - c) **To receive any reports from the Internal Controller**
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- a) Members are asked to agree the payments listed on the Finance Report below.
- b) The bank balances at the end of July 2020 are listed on the Finance Report. It should be noted these were given previously on the August Finance Report.
Members are asked to note the bank reconciliations to 31st July 2020.
- c) The financial paperwork for April, May and June 2020 has now been passed to the Internal Controller for inspection.
Members are requested to note any report given verbally by the Internal Controller

Finance Report September 2020

Status at bank at last bank reconciliation 31st July 2020

Unity Trust Current Account	£60,215.27
Unity Trust Deposit Account	£122,634.57
Lloyds Multipay Corporate Card	-£25.67
Total	£182,824.17

Income received 12th August - 31st August 2020

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	25-Aug-20	81	Microsoft	Microsoft Office Business subscription monthly	£11.28
CC	31-Aug-20	82	Zoom	Monthly fee for video conferencing service	£14.39
Total					£25.67

Payments to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
DD	19-Aug-20	83	Vodafone	Mobile phone monthly charge	£15.75
BACS	07-Sep-20	84	Staff Costs	Including salary, expenses, PAYE and pension contributions	£1,729.31
Total					£1,745.06

Transfers

Method	Payment Date	Voucher No	From Account	To Account	Amount
None					
Total					£0.00

26. To discuss matters for future consideration and for information

For information or inclusion on a future agenda only.