

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 26th April 2021 at 7.00pm

PLACE: Online via Zoom - Meeting ID: 857 7734 7966, Passcode: 433337, [Meeting link](#)

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

S. Marshman

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

20th April 2021

Agenda

1. To receive, and consider for acceptance, apologies for absence from Members of the Council
2. [To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation](#)
3. To receive:
 - 3.1 Questions or comments from members of the public regarding items on the agenda
 - 3.2 Representations from any member who has declared a personal interest
4. To approve the [minutes of the Parish Council Meeting held on 16th March 2021](#)
5. To discuss any matters arising from the [minutes of the Council Meeting held on 16th March 2021](#)
6. To receive a report from the District Councillor
7. To review the minutes and recommendations from the following committees:

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

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

Working Party	Meeting Date	Recommendations
Parish Assets and Management	No meeting	
Recreation Ground and Waste Management	No meeting	• Request to be renamed the “Village Enhancement Working Party”
Digital	No meeting	
Queen’s Platinum Jubilee	No meeting	
Street lighting	No meeting	

9. Planning Applications

- 9.1 To consider the following new planning applications:

- [21/00780/HOUSE 11 Manor Crescent, Compton, RG20 6NR](#) - Part single-storey and part two-storey side and rear extensions; insertion of rooflights

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

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

- 9.4 To receive a report on [recent planning decisions taken by West Berkshire Council](#)

10. To receive the Clerk’s report

11. Finance:

- 11.1 To consider approving the payments listed on the [Finance Report](#)

- 11.2 To note the most recent bank reconciliations

- 11.3 To note the [Quarterly Budget Report](#)

- 11.4 To receive any reports from the Internal Controller

12. To consider applications for co-option to the Council for one vacancy

13. To consider accepting the [pre-submission Compton Neighbourhood Development Plan](#) and agree that the pre-submission NDP and its supporting documents can be submitted to West Berkshire Council for the Regulation 16 Consultation

14. To consider making a request to West Berkshire Council to reduce the speed limit on Mayfield/Warnham Lane

15. To consider whether the Chairman should sign the minutes from all meetings held from April 2020 onwards

16. To review the [report on the possible return of face-to-face meetings](#) and

- 16.1. To consider which option the Council wishes to take, and

- 16.2. If required, to consider adopting the scheme of delegation

17. To consider a response to the [settlement boundary review](#)

18. To consider making an application for funding through West Berkshire Council’s Member’s Bid

19. To consider quotes or to set a budget for a risk assessment of the plumbing works in the Sports Pavilion
20. To consider what action to take with regards to plot 2 at Newbury Lane allotments to include considering solicitors costs if required
21. To consider setting up a working party for the Remembrance Sunday parade
22. To update the bank mandate
23. To consider the [purchase of finance software](#)
24. To consider the purchase of some mobile, relocatable signs to encourage civil responsibility on clearing up after your dog
25. To receive an update on vandalism and anti-social behaviour (ASB) in the village
26. To receive reports on the following:
 - 26.1 Recreation Ground
 - 26.2 Sports Pavilion
 - 26.3 Rights of Way
 - 26.4 Village Hall
 - 26.5 Allotments
 - 26.6 Downland Practice Patient Representation Group
 - 26.7 Communications
 - 26.8 Neighbourhood Development Plan
 - 26.9 Burial Ground
 - 26.10 GDPR
27. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:

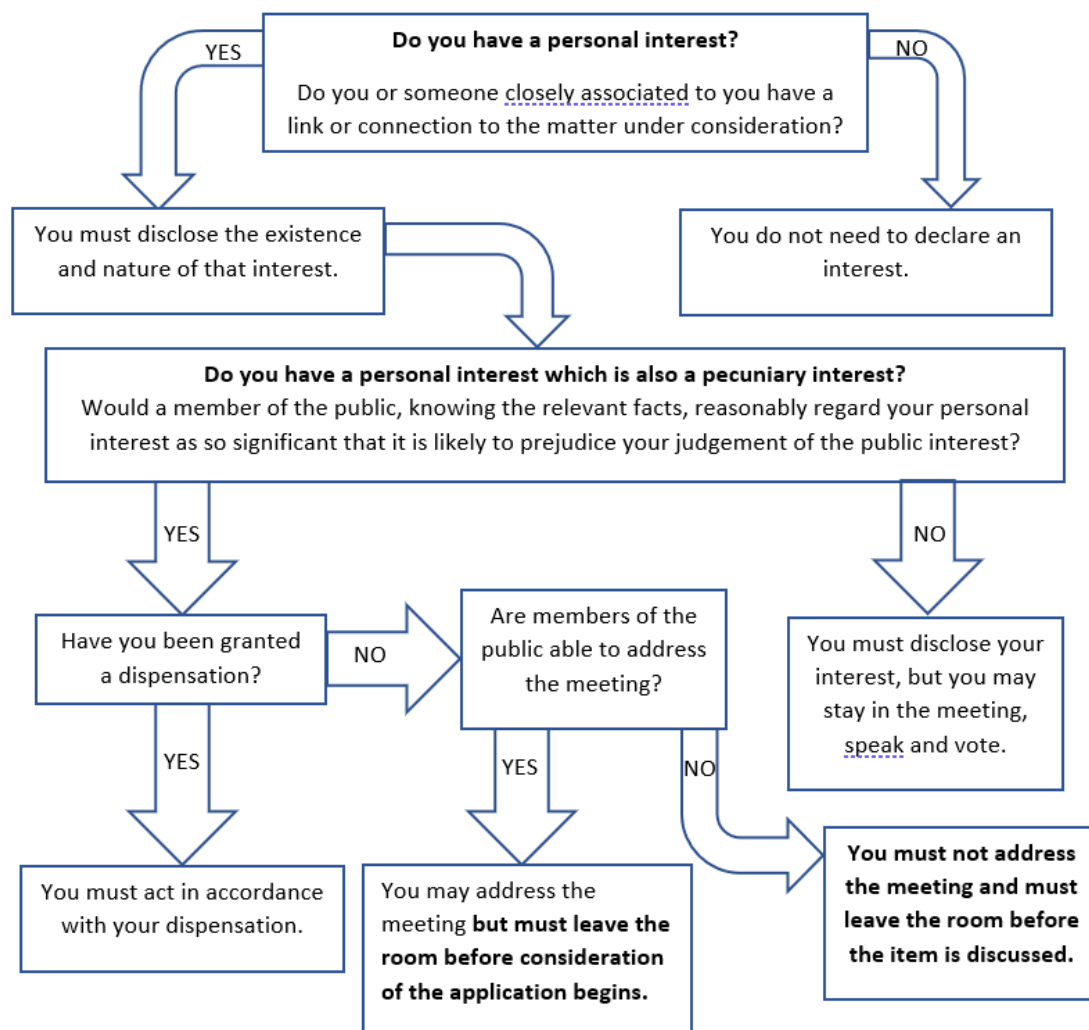
Parish Council Meeting: Monday 10th May 2021 at 7pm

Supporting Documentation

2. To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation

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

The following is provided for guidance:



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

The following decisions have been reported by West Berkshire Council since the last Parish Council meeting:

- 21/00262/FUL Units 1 - 3, Old Station Business Park, Compton, Newbury RG20 6NE - Installation of temporary Portakabin PK202 building to be used as additional canteen/break out space to allow for safe social distancing. Temporary permission for 1 year was granted.
- 21/00274/HOUSE 1 Lowbury Gardens, RG20 6NN - Single storey wooden cabin with side store. Application withdrawn.
- 21/00271/HOUSE 14 Tithe Barn Close, RG20 6AA - Conversion of one half of existing double garage into living space. Application approved.

11. Finance:

Finance Report

Status at last bank reconciliation 31st March 2021

Account	Amount
Unity Trust Current Account	£40,807.48
Unity Trust Deposit Account	£122,634.57
Lloyds Multipay Corporate Card	-£14.18
Total	£163,427.87

Income received 15th March - 19th April 2021

Account	Income Detail	Amount
Unity Current	Allotment Rent	£269.25
Unity Current	Compilations advertising	£90.00
Unity Current	Member's Bid grant for Sports Pavilion	£2,220.00
Total		£2,579.25

Payments made on Lloyds Corporate Card to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
Financial Year 2020/21					
CC	18-Mar-21	177	Amazon	Stationery	£2.90
CC	25-Mar-21	178	Microsoft	Office 365	£11.28
Financial Year 2021/22					
CC	06-Apr-21	1	Lloyds Bank	Monthly fee for corporate card	£3.00
Total					£17.18

Payments to be approved

Method	Payment Date	Voucher No	Payee	Payment Detail	Amount
Financial Year 2020/21					
DD	18-Mar-21	179	Vodafone	Mobile phone March	£15.75
Financial Year 2021/22					
BACS	13-Apr-21	2	Staff Costs	Including salary, expenses, PAYE and pension contributions Mar	£1,596.14
DD	15-Apr-21	3	Southern Electric	Electricity Q4	£1,217.23
DD	18-Apr-21	4	Vodafone	Mobile phone April	£15.97
BACS	20-Apr-21	5	West Berkshire Council	Refuse bin emptying 20/21	£462.64
BACS	20-Apr-21	6	SSE Contracting	Street light maintenance Q4	£682.69
BACS	20-Apr-21	7	West Berkshire Council	Compilations Feb	£365.93
Total					£1,511.26

Transfers

Method	Payment Date	Voucher No	From Account	To Account	Amount
DD	20-Apr-21	8	Unity Current	Lloyds Corporate Card	£17.18
Total					£17.18

Quarterly Budget Report

12/04/2021

Compton Parish Council Current Year

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Detailed Receipts & Payments by Budget Heading 31/03/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Administration							
Other Income	10	0	(10)			0.0%	
Interest	122	350	228			34.9%	
Precept	49,050	49,050	0			100.0%	
VAT Refund	2,448	3,000	552			81.6%	
Grants	7,220	0	(7,220)			0.0%	4,500
Scout Hall Loan Repayment	0	150	150			0.0%	
Administration :- Receipts	58,850	52,550	(6,300)			112.0%	4,500
Staff Salaries/PAYE/NI/Pension	17,184	17,400	216		216	98.8%	
Staff Costs	79	220	141		141	36.0%	
Office	940	960	20		20	97.9%	
Office Supplies	161	130	(31)		(31)	124.0%	
Mobile Phone	163	150	(13)		(13)	108.4%	
Website Development	38	0	(38)		(38)	0.0%	
Bank Charges	111	108	(3)		(3)	102.8%	
Subscriptions	589	550	(39)		(39)	107.0%	
Software Fees	414	1,500	1,086		1,086	27.6%	
Insurance	923	1,900	977		977	48.6%	
Election Fees	75	320	245		245	23.4%	75
Audit Fees	530	600	70		70	88.3%	
General Data Protection Regs	568	1,600	1,032		1,032	35.5%	
Chairmans Allowance	0	120	120		120	0.0%	
Training	85	500	415		415	17.0%	
Other Expenses	247	200	(47)		(47)	123.5%	
Meeting Rental	430	600	170		170	71.7%	
Administration :- Indirect Payments	22,537	26,858	4,321	0	4,321	83.9%	75
Net Receipts over Payments	36,313	25,692	(10,621)				
plus Transfer from EMR	75						
less Transfer to EMR	4,500						
Movement to/(from) Gen Reserve	31,888						
Events							
Christmas Events	34	200	166		166	17.2%	
Xmas Day Lunch Room Hire	0	50	50		50	0.0%	
Events :- Indirect Payments	34	250	216	0	216	13.8%	0
Net Payments	(34)	(250)	(216)				

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Detailed Receipts & Payments by Budget Heading 31/03/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Grounds Maintenance</u>							
Grounds Maintenance	5,427	4,800	(627)		(627)	113.1%	
Grounds Maintenance :- Indirect Payments	5,427	4,800	(627)	0	(627)	113.1%	0
Net Payments	(5,427)	(4,800)	627				
<u>Allotments</u>							
Allotment Rent - Newbury Lane	457	300	(157)			152.3%	
Allotment Rent - School Road	529	350	(179)			151.1%	
Allotments :- Receipts	986	650	(336)			151.7%	0
Newbury Lane Expenses	227	200	(27)		(27)	113.6%	
Newbury Lane Capital	250	200	(50)		(50)	125.0%	
School Road Expenses	808	400	(408)		(408)	202.1%	
School Road Capital	0	200	200		200	0.0%	
Allotments Skips	398	400	2		2	99.5%	
Allotments :- Indirect Payments	1,683	1,400	(283)	0	(283)	120.2%	0
Net Receipts over Payments	(698)	(750)	(52)				
<u>Village Scene</u>							
Football Clubs	0	400	400			0.0%	
Village Scene :- Receipts	0	400	400			0.0%	0
Recreation Ground	4,535	500	(4,035)		(4,035)	907.0%	4,350
Play Equipment Maintenance	2,494	1,500	(994)		(994)	166.3%	
Sports Pavilion Maintenance	18,251	15,200	(3,051)		(3,051)	120.1%	12,956
Sports Pavilion Running Costs	383	0	(383)		(383)	0.0%	
Tree Works	0	900	900		900	0.0%	
Litter/dog Bins	380	480	100		100	79.1%	
Vandalism Repair	0	300	300		300	0.0%	
Village Scene :- Indirect Payments	26,042	18,880	(7,162)	0	(7,162)	137.9%	17,306
Net Receipts over Payments	(26,042)	(18,480)	7,562				
plus Transfer from EMR	17,306						
Movement to/(from) Gen Reserve	(8,736)						
<u>Compilations</u>							
Compilations (Inc)	1,983	2,400	418			82.6%	
Compilations :- Receipts	1,983	2,400	418			82.6%	0

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Detailed Receipts & Payments by Budget Heading 31/03/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Compilations (Exp)	2,833	3,100	267		267	91.4%	
Compilations :- Indirect Payments	2,833	3,100	267	0	267	91.4%	0
Net Receipts over Payments	(851)	(700)	151				
Grants							
Grants (GPC)	820	1,900	1,080		1,080	43.2%	
Donation to WBC Mobile Library	150	500	350		350	30.0%	
Grants :- Indirect Payments	970	2,400	1,430	0	1,430	40.4%	0
Net Payments	(970)	(2,400)	(1,430)				
Street Lighting							
Electricity	3,997	3,600	(397)		(397)	111.0%	
Street Light Routine Maintenan	1,927	2,000	73		73	96.4%	
Street Light Chargable Repairs	429	650	221		221	66.0%	
Street Light Replacement	1,251	3,000	1,749		1,749	41.7%	
Street Lighting :- Indirect Payments	7,604	9,250	1,646	0	1,646	82.2%	0
Net Payments	(7,604)	(9,250)	(1,646)				
Reserves							
Reserves	635	0	(635)		(635)	0.0%	
Reserves :- Indirect Payments	635	0	(635)	0	(635)		0
Net Payments	(635)	0	635				
Cemetery							
Burial Ground	2,050	4,000	1,950		1,950	51.3%	
Cemetery :- Indirect Payments	2,050	4,000	1,950	0	1,950	51.2%	0
Net Payments	(2,050)	(4,000)	(1,950)				
Professional Advice							
Professional Advice	1,975	2,000	25		25	98.8%	
Professional Advice :- Indirect Payments	1,975	2,000	25	0	25	98.8%	0
Net Payments	(1,975)	(2,000)	(25)				

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Compton Parish Council Current Year
Detailed Receipts & Payments by Budget Heading 31/03/2021
Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Neighbourhood Development Plan</u>							
NDP Funding	4,500	3,000	(1,500)			150.0%	
Neighbourhood Development Plan :- Receipts	<u>4,500</u>	<u>3,000</u>	<u>(1,500)</u>			<u>150.0%</u>	<u>0</u>
Neighbourhood Development Plan	5,290	3,000	(2,290)		(2,290)	176.3%	4,725
Neighbourhood Development Plan :- Indirect Payments	<u>5,290</u>	<u>3,000</u>	<u>(2,290)</u>	<u>0</u>	<u>(2,290)</u>	<u>176.3%</u>	<u>4,725</u>
Net Receipts over Payments	<u>(790)</u>	<u>0</u>	<u>790</u>				
plus Transfer from EMR	4,725						
Movement to/(from) Gen Reserve	<u>3,936</u>						
<u>VAT Data</u>							
VAT on Payments	4,425	2,800	(1,625)		(1,625)	158.1%	
VAT Data :- Indirect Payments	<u>4,425</u>	<u>2,800</u>	<u>(1,625)</u>	<u>0</u>	<u>(1,625)</u>	<u>158.1%</u>	<u>0</u>
Net Payments	<u>(4,425)</u>	<u>(2,800)</u>	<u>1,625</u>				
Grand Totals:- Receipts	66,318	59,000	(7,318)			112.4%	
Payments	81,506	78,738	(2,768)	0	(2,768)	103.5%	
Net Receipts over Payments	<u>(15,188)</u>	<u>(19,738)</u>	<u>(4,550)</u>				
plus Transfer from EMR	22,106						
less Transfer to EMR	4,500						
Movement to/(from) Gen Reserve	<u>2,418</u>						

13. To consider accepting the pre-submission Compton Neighbourhood Development Plan and agree that the ore-submission NDP and its supporting documents can be submitted to West Berkshire Council for the Regulation 16 Consultation

The following documentation can be reviewed on the Compton Parish Council website. Please click on the relevant links:

[Compton NDP Basic Conditions Statement](#)

[Compton NDP Consultation Statement](#)

[Compton NDP Submission Plan](#)

[Compton NDP Evidence Report](#)

16. To review the report on the possible return of face-to-face meetings and

- 16.1 To consider which option the Council wishes to take, and
- 16.2 If required, to consider adopting the scheme of delegation

Preparing for the Return of Face-to-Face Meetings

Summary

The regulations that currently allow local authorities to hold meetings remotely until 6th May 2021 will not be extended by the Government, and so face-to-face meetings will need to resume from 7th May.

The Association of Democratic Services Officers (ADSO), Lawyers in Local Government (LLG) and Hertfordshire County Council have lodged a legal challenge in the High Court that seeks a continuation of local authority remote meetings beyond 6th May 2021. The date for this challenge to be heard in the courts has been set as 21st April 2021.

There is also still much uncertainty around how legislation or COVID-19 risks and restrictions may change over the coming weeks and months.

NALC's position remains that all local councils should continue to meet remotely while the regulations are in force. The guidance in Annex 1 has been written to help local councils prepare for remote council meetings being unlawful from 7th May 2021.

Options

The Council has several options available to it:

Option 1 - Continue to meet virtually.

Although, technically not permitted, this route is being suggested by some other Councils. Although the risk of legal challenge is low, decisions could be challenged in the courts as ultra-vires.

The 1960 Admission to Meetings Act and the Local Government Act 1972 are understandably silent on the matter of online meetings. In the most recent correspondence from Government they have advised that public attendance at Council meetings should continue to happen online for the time being where possible. In other words, online openness to the public is neither prohibited nor enabled by the 1960 or 1972 Acts.

There is existing case law that says that "a valid meeting normally consist of people who can both see and hear each other" (Byng v London Life Association (1989) 1 All ER 560) and back in March 2012 the government acknowledged this in their advice to charities about attendance at meetings.

<https://www.gov.uk/government/publications/charities-and-meetings-cc48/charities-and-meetings#the-definition-and-forms-of-a-meeting>

Option 2 - Temporary Scheme of Delegation to the Clerk.

This would be backed up by the meetings plan as usual. This would mean that Committee and Full Council meetings could go ahead virtually and instead of making decisions, would recommend decisions to the Parish Clerk, who would then enact those recommendations under the temporary delegation (draft Scheme of Delegation in Appendix 2.) The scheme would remain in place until Councillors decided that a return to face-to-face meetings was safe, or that the delegation should cease for any other reason.

A meeting would need to be held on 5th May 2021 for the only two items for the meeting planned for 10th May 2021 that cannot be delegated to the Clerk – the election of Chair and the election of Vice-Chair.

The only other item that is in the forward plan that cannot be delegated to the Clerk is the signing off of the Annual Governance and Audit statements. This needs to be done by 30th June and we will need to think of a route for this. Possibly a single item meeting with a pre-agreed quorate in attendance, or an outdoor meeting if a larger venue is not available or is too expensive.

Option 3 - Hold face-to-face meetings

This would be in line with the advice from NALC, as detailed in Appendix 1.

The Health Protection (Coronavirus, Restrictions) (Steps) (England) Regulations 2021 includes an exception (exception 3) that a gathering is allowed where it is necessary for certain purposes which include "for work purposes or the provision of voluntary or charitable services." Members/officers attending a meeting would fall under this. Additionally, in the letter dated 25 March 2021, from Luke Hall MP recommendations are given on how to hold safe Council meetings, which infers that it would be legal to hold them.

However, provision should be made to enable the public to view the meeting on Facebook and currently the Council does not have the technology in place to allow this to happen to a high enough quality.

The holding of face-to-face meetings could pose a reputational risk to the Council if public perception is that these should not be held until restrictions are lifted.

The Council will also need to take into account the fears and concerns of both Councillors and Officers over returning to face-to-face meetings whilst restrictions are still in place. Particularly those who are unvaccinated, have been shielding, or have other health concerns.

Option 4 – Cancel meetings until restrictions are lifted or online meetings are legislated for

The Council is required to meet four times in the year and councillors are required to attend a meeting or act in their capacity as a councillor at least once in every six months.

The Council may resolve to suspend meeting until such time as all covid restrictions are lifted or until virtual meetings are legislated for.

Recommendation

That the Council resolves Option 2 for continuation of council meetings and business.

Appendix 1 – NALC Advice

The regulations that allow local authorities to hold meetings remotely apply to local authority meetings that are required to be held, or held, before 7 May 2021. This means that, without any further action from the government, all local authorities including local councils must return to face-to-face meetings from 7 May. NALC is working with a number of national bodies to press the government to extend these regulations beyond this date and will continue to stress the urgency and importance of this issue. However, at this time government has no plans to extend these regulations and so councils should start preparing for the real possibility of face-to-face meetings from May.

NALC's position remains that all local councils should continue to meet remotely while the regulations are in force. The guidance below has been written to help local councils prepare for the scenario that remote council meetings cannot lawfully take place from 7 May 2021. There is still much uncertainty around how legislation or COVID-19 risks may change over the coming weeks and months. NALC will update this guidance as the situation evolves. Each council will have to decide which course of action will best fit their needs and manage risks.

To help local councils prepare for this possibility some advice and suggestions are below:

- Consider what council business can be conducted before May so that the council can dedicate time to those issues in remote meetings. The more discussion and decisions you can conduct in remote meetings means the council can aim to hold fewer and shorter face to face meetings after May.
- This may require more meeting time than is currently planned, so the council should look at the meeting schedule in the run-up to May and see if more time or more meetings are required. Where possible, consider holding the annual council meeting and the parish meeting while the current Regulations permit for them to be held remotely (see also NALC's Legal Briefing L01-20).
- Consider when the council does need to meet face to face, and whether meetings can be delayed to later in the year when the potential COVID-19 risk may be further reduced.
- The council might consider holding a remote meeting as late as possible in April so that councillors who are unable to attend face-to-face meetings will have as much time as possible before disqualification by virtue of s.85 of the Local Government Act 1972 becomes an issue.
- It may help the council's business continuity to implement (or review) a scheme of delegation. This would allow the clerk to make certain decisions for the council, which would be especially important if the council were unable to hold meetings due to COVID-19 risks. In reviewing/adopting a scheme of delegation the council should ensure there is clarity around which decisions are delegated and which are not, for how long the scheme of delegation is in place, and when the scheme of the delegation will end or be reviewed.

From May 2021, as face-to-face council meetings resume there will still be the risk to attendees of COVID-19 exposure. Councils should conduct a risk assessment in advance of a face to face meeting which should give consideration to what the council can do to reduce risk to councillors, staff and public including:

- Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself
- Staggering arrival and exit times for staff, councillors and members of the public
- Placing seating at least 2-metres apart

- Ensuring everyone wears face masks
- Holding paperless meetings
- If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers
- Arranging seating so people are not facing each other directly
- Choosing a venue with good ventilation, including opening windows and doors where possible
- Choosing a large enough venue to allow distancing – this may mean choosing a different venue to what the council used before.
- The council (or venue owner/operator) will need to identify the venue's maximum capacity in their risk assessment, taking into account the need for social distancing. Consider how the council will ensure this capacity is not exceeded and how it will manage the situation if more people wish to attend than capacity allows. For example, could meetings be live-streamed or could members of the public submit questions via email?
- If the venue has an NHS QR code to support test and trace then all attendees should register using that app, for those without access to the app they should register attendance in line with the venue's test and trace procedure. NB all venues in hospitality, the tourism and leisure industry, close contact services, community centres and village halls must have a test and trace procedure
- Venues must conform with the government guidance for multi-purpose community facilities and for council buildings. If the venue is run by the council then the council must take responsibility for this, otherwise, the council can ask the venue to provide confirmation that they do conform to this guidance
- The council must understand and ensure it is acting in compliance with the latest government safer workplaces guidance

Managing staff:

- It would be advisable to inform the clerk and any other staff whose role involves supporting or attending council meetings, as soon as possible that the council will need to prepare to return to face to face meetings from May onwards. This will allow them to make the necessary preparations as described above, and also to allow time to engage with staff to alleviate any concerns they may have related to attending physical meetings again.
- Councils should consult with staff (ask for and consider their views to try and reach an agreement) about returning to work as part of their preparations for face to face meetings.
- The council must make the workplace (including council meetings) as safe as possible for staff, this includes undertaking a risk assessment, taking reasonable steps to reduce risks identified in the risk assessment, and ensure it is acting in compliance with the latest Government safer workplaces guidance
- ACAS have produced useful guidance for employers and employees related to COVID-19, including advice on how to support staff to return to the workplace and how to manage situations where staff may be worried or not wish to return.

Appendix 2 – Temporary Scheme of Delegation

Temporary Scheme of Delegation

1. Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
 - A Committee may delegate its powers to an officer.
2. Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.
3. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
4. In an emergency the Proper Officer is empowered to carry out any function of the Council
5. Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

Delegation to The Proper Officer

6. As a temporary measure, to allow for effective decision making whilst Covid-19 restrictions and considerations are in place, the Proper Officer may be empowered to take any and all decisions recommend to them by the relevant Committee or Full Council
7. This empowerment does not affect the delegations already in place via Standing Orders or Financial regulations.
8. The Proper Officer may not take additional decisions that would normally be taken by a Committee or Full Council unless that Committee or Full Council has met in a meeting suitably convened under the requirements of the Local Government Act 1972, and made available to the public to view (where not covered by confidentiality) and expressly agreed for that decision to be enacted via this temporary delegation.

Full Council Matters

9. The following items are reserved for Full Council decision only and cannot be delegated to an Officer.
 - To appoint the Chairman and Vice-Chairman in May each year
 - To sign off the Governance Statement by 30th June each year
 - To set the Precept
 - To appoint the Head of Paid Service (Parish Clerk)
 - To make byelaws
 - To borrow money
 - To consider any matter required by law to be considered by Council

17. To consider a response to the settlement boundary review

The following information has been provided by West Berkshire Council.

Settlement Boundary Review Criteria

The Council will take a landscape led approach to the drawing of settlement boundaries.

When reviewing the boundary for any given settlement the Council will consult the following sources, where relevant:

- Landscape Character Assessment for West Berkshire (2019)
- North Wessex Downs AONB Landscape Character Assessment (2002)
- Landscape Sensitivity Studies (2009) for Newbury, Thatcham, Hungerford and West Reading
- Landscape Sensitivity Assessments (2011) for the rural service centres and service villages in the North Wessex Downs Area of Outstanding Natural Beauty (AONB).
- Landscape Capacity Assessments (2014 and 2015) for potential housing sites in the AONB
- Historic Landscape Characterisation and Historic Environment Character Zoning
- Historic Environment Record
- Settlement character studies such as Village, Town and Parish Design Statements
- Conservation Area Appraisals
- Adopted Parish Plans and Neighbourhood Development Plans

In conjunction with any relevant recommendations from the above studies the Council will also apply the following principles in the revision of settlement boundaries:

Principles of inclusion of land uses

Settlement boundaries identify the main built up area of a settlement within which development is considered acceptable in principle, subject to other policy considerations. While allowing for development, settlement boundaries protect the character of a settlement and prevent unrestricted growth into the countryside. They create a level of certainty about whether or not the principle of development is likely to be acceptable.

Where practicable and barring the exceptions set out below, boundaries will usually follow clearly defined features such as walls, hedgerows, railway lines and roads. Where possible, preference will be given to using features that are likely to have a degree of permanence as some features can change over time. Where development is on one side of the road only, the settlement boundary will be drawn along the edge closest to the settlement. Some boundaries may also follow along the rear of built development in order to prevent inappropriate development, for instance where dwellings have large back gardens.

Boundaries will include:

- The main settlement area. i.e. the area of close knit physical character
- Sites allocated through the Local Plan and Neighbourhood Development Plan processes
- Curtilages which are contained, are visually part of the built up area and are separated from the open or wider countryside

- Recreational or amenity open space which is physically surrounded by the settlement (or adjoined on three sides by the settlement)
- Existing community facilities (such as churches, schools and village halls) which are physically and visually related to the settlement
- Single plots or other similar small scale development opportunities which would provide infill and rounding off opportunities that are physically, functionally and visually related to the existing built up area, taking account of any environmental development constraints.

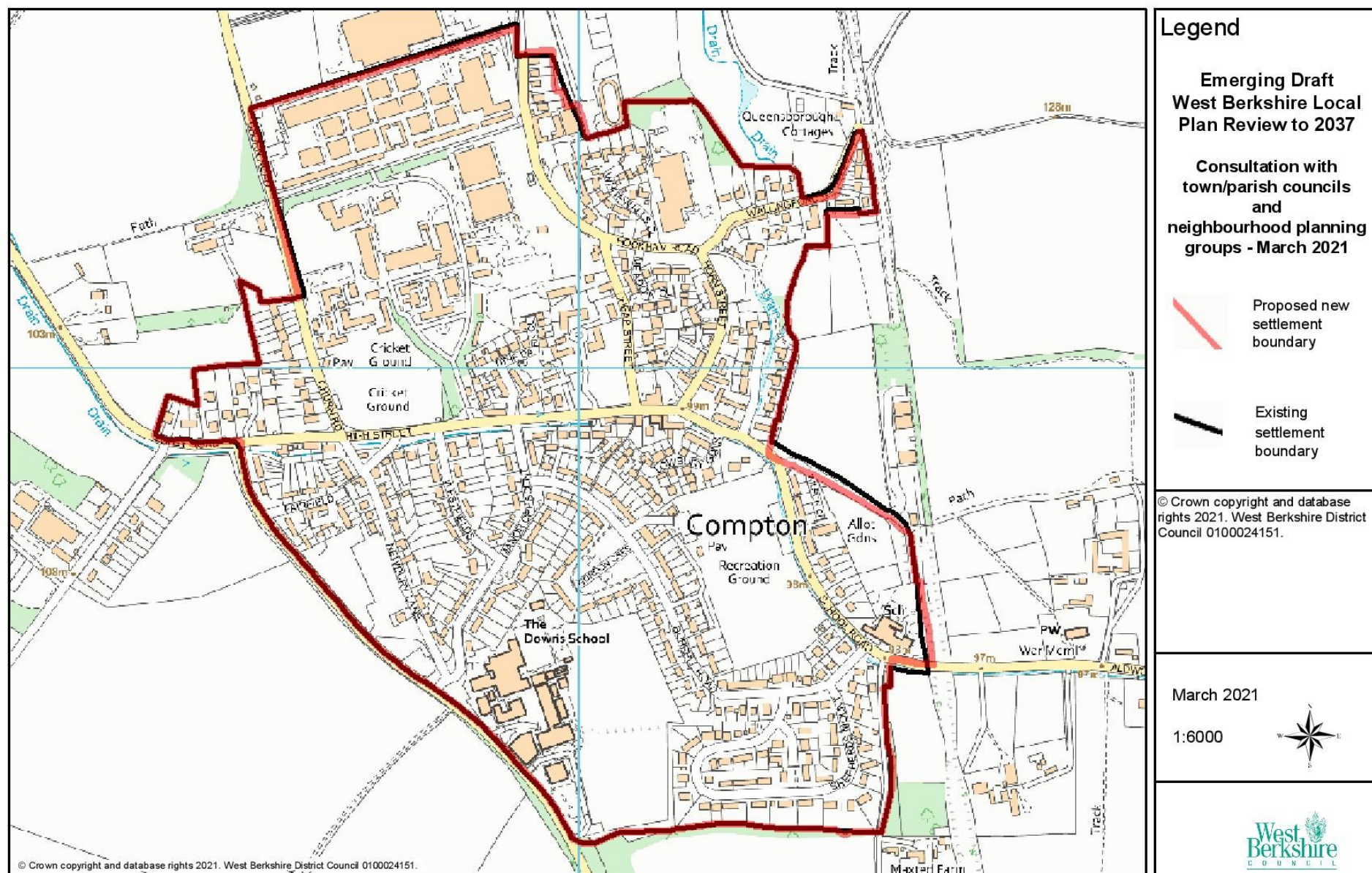
Boundaries will exclude:

- Highly visible areas such as exposed ridges, land forms or open slopes on the edge of settlements
- Open undeveloped parcels of land on the edges of settlements which are not either functionally or physically or visually related to the existing built up area
- Recreational or amenity open space which extends into the countryside or primarily relates to the countryside in form and nature. This includes designated Local Green Space.
- Tree belts, woodland areas, watercourses and other features which help to soften, screen existing development and form a boundary to the settlement
- Areas of isolated development which are physically or visually detached from the settlement and areas of sporadic, dispersed or ribbon development
- Large gardens or other areas, such as orchards, paddocks, allotments, cemeteries and churchyards, which visually relate to the open countryside rather than the settlement
- The extended curtilages of dwellings where future development has the capacity to harm the structure, form and character of the settlement
- Loose knit arrangements of buildings on the edge of a settlement
- Farmsteads, agricultural buildings, or converted agricultural buildings on the edge of a settlement which relate more to the rural context
- Horse related development, minerals extraction, landfill, water features, public utilities (sewage treatment plants, substations) on the edge of a settlement
- Important gaps between developed areas in fragmented settlements. Settlement boundaries do not need to be continuous. It may be appropriate, given the nature and form of a settlement, to define two or more separate elements of it.
- Roads, tracks and public rights of way running along the edge of a settlement.

Specific issues to be considered on a site by site basis:

- The wider setting and important views both into and out of the settlement will, where appropriate, be taken into account
- School playing fields
- Garden centres and plant nurseries
- Employment and leisure uses located on the edge of settlements will be considered according to their scale, functionality, visual and physical relationship to the settlement.
- Existing commitments for built development where development is underway and built out or substantially built out will be considered according to their scale and physical relationship with the settlement.

Settlement Boundary Review - Compton



23. To consider the purchase of finance software

Current Software: RBS Alpha

The software is a desktop application and is accessible to the Clerk only. Manual backups are required.

Updates are required to access new features – these are often chargeable when they are considered add-ons to the main package (e.g. Asset Management).

Alpha does not include invoicing software, which would be particularly useful for Compilations, or purchase orders.

Use of the Asset Management package has been approved by the Council but is not yet in use.

Online training costs £185.

Proposed Software: Scribe

The software is cloud based, which means we will always be accessing the most up to date version. Scribe is hosted in Amazon's ISO27001 certified data centre in London and data is automatically backed up each day.

Scribe regularly includes updates at no extra cost.

Scribe includes the following features not currently available with our current RBS Alpha package:

- Invoicing
- Purchase Orders
- Asset Register

It is possible to have multiple users so, for example, the Internal Controller could access the data directly rather than having to be provided with paper files. This could potentially significantly improve the timeliness of internal checks.

Scribe provides online training for free, with a library of explanation videos available.

Cost

Package	RBS Alpha Cost per Year	Scribe Cost per Year
Finance	£124	£348
Asset Management	£119	Included in Finance
Total Finance Costs per Year	£243	£348

As the Council is likely to need to purchase Cemetery Management Software in the near future, costs for this software are also given for information. Please note this information is based on current costs and is subject to change prior to the purchase of the software.

	RBS Alpha Cost*	Scribe Cost
Cemetery Software Purchase and Set Up	£975	£0
Cemetery Software Training	£399 plus expenses	£0
Cemetery Yearly Cost	£193	£348

*RBS Alpha set up and training costs were advised previously and may be subject to change.