



Minutes of the Annual Meeting of the Parish Council

Held on Monday 22nd May 2023 in the Wilkins Centre, Compton. Commencing at 7:00 pm.

Members Present: Councillor Dave Aldis, Chair
Councillor Rebecca Pinfold, Deputy Chair
Councillor Stephen Dearn (from 7:06 pm)
Councillor Linda Moss
Councillor Alison Strong (until 8:21 pm)
Councillor Sharon Tiller
Councillor Ian Tong (from 7:29 pm)

Members Absent: None

Officers Present: Sarah Marshman, Clerk/RFO

In Attendance: District Councillor Carolyne Culver
2 Members of the Public

Minutes

- 23/001 To consider the election of Chair of the Council for 2023/24 and for the elected Chair to sign the declaration of acceptance of office**
Resolved: To elect Dave Aldis as Chair of the Council for 2023/24. The Chair signed the declaration of acceptance of office.
- 23/002 To consider the election of Deputy Chair of the Council for 2023/24 and for the elected Deputy Chair to sign the declaration of acceptance of office**
Resolved: To elect Rebecca Pinfold as Deputy Chair of the Council for 2023/24. The Deputy Chair signed the declaration of acceptance of office.
- 23/003 To receive, and consider for acceptance, apologies for absence from Members of the Council**
There were no apologies.

- 23/004 To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any requests for dispensation from Members declaring a Disclosable Pecuniary Interest**
Councillor Dearn declared a non-registerable interest in planning application 23/01000/HOUSE.
- 23/005 To receive:
Questions or comments from members of the public regarding items on the agenda
Representations from any member who has declared an Other Registerable Interest or a Non-Registerable Interest**
A member of public spoke about planning application 23/01000/HOUSE. Councillor Dearn left the room for the duration.
- 23/006 To approve the Minutes of the Full Council Meeting held on 17th April 2023**
Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Chair signed the minutes.
- 23/007 To discuss any matters arising from the previous meeting**
There were no matters arising.

Councillor Tong joined the meeting.
- 23/008 To receive a report from the District Councillor**
Carolyn Culver has been re-elected. CC sent her apologies.
- 23/009 To consider co-opting to fill one vacancy**
There were no applications for co-option.
- 23/010 To review the minutes and recommendations from the following committees:**

Committee	Meeting Date	Minute Numbers	Recommendations
Planning	None		
Personnel	None		

- 23/011 To receive an update and review recommendations from the following working parties:**
Burial Ground – the council’s planning application has been processed by West Berkshire Council and is awaiting being assigned to a case officer.
Allotments – the council discussed the need a clause regarding bonfires for next year’s agreements.
- 23/012 Planning Applications :**
- 23/012.1 To consider the following new planning applications:**

Councillor Dearn left the meeting.

23/01000/HOUSE 34 Shepherds Mount, Compton, RG20 6QZ - First-floor extension over garage, single-storey extensions to front and rear.

Resolved: To submit a response of no objections.

Councillor Dearn re-joined the meeting.

23/012.2 To consider whether to request the District Councillor calls in any planning applications to the Western Area Planning Committee

There were no applications requiring call in.

23/012.3 To consider whether to refer any planning applications for further response from the Council's planning consultants

There were no applications requiring referral.

23/012.4 To receive a report on recent planning decisions taken by West Berkshire Council

There have been no decisions reported by West Berkshire Council since the last Parish Council meeting.

23/013 Finance:

23/013.1 To consider approving the payments listed on the Finance Report

Resolved: To approve the payments listed in the Finance Report in Appendix 1.

23/013.2 To note the most recent bank reconciliations

Resolved: To note the bank reconciliation figures as provided in the Finance Report in Appendix 1.

23/013.3 To receive any reports from the Internal Controller

The Internal Controller has reviewed the accounts up to the end of March 2023.

23/013.4 To note the Quarterly Budget Report

The quarterly budget report to 31st March 2023 was noted.

23/014 To resolve from 22nd May 2023, until the next relevant Annual Meeting of the Council in May 2027, that the Council is eligible to use and adopt the General Power of Competence (Localism Act 2011 sections 1-8) as the number of members elected at the 2023 ordinary elections is equal to or greater than two thirds of the total number of seats on the Council and that the Council has a qualified Clerk, as defined in section 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (Statutory Instrument 2012 No. 965)

Resolved: To adopt the General Power of Competence until after the next ordinary election in May 2027 as the council meets the relevant criteria.

23/015 Committees:

23/015.1 To review the terms of reference and delegation arrangements for the following committees:

Personnel Committee

Resolved: To continue with the terms of reference for the Personnel Committee.

Planning Committee

Resolved: To adopt the revisions to the Planning Committee terms of reference.

23/015.2 To appoint members to the following committees:

Personnel Committee

Planning Committee

Resolved: To appoint the following members to the committees:

Personnel Committee – Councillors Rebecca Pinfold, Alison Strong and Ian Tong with Councillor Sharon Tiller as reserve.

Planning Committee – Councillors Dave Aldis, Rebecca Pinfold, Stephen Dearn, Linda Moss, Alison Strong and Sharon Tiller.

23/015.3 To appoint any new committees in accordance with standing order 4

Resolved: No new committees are required at this time. However, it was noted that there will be a need to appoint a committee to oversee the construction of the Burial Ground.

23/016 To consider adopting a Scheme of Delegation for staff and to review whether any delegation arrangements are required for other local authorities

Resolved: To adopt the Scheme of Delegation.

23/017 To review the inventory of land and assets including buildings and office equipment

Resolved: That the inventory of land and assets is correct.

23/018 To confirm the arrangements for insurance cover in respect of all insured risks

Resolved: The documentation was reviewed, and the Council confirmed the insurance cover was appropriate.

23/019 To review the Standing Orders

To review the Financial Regulations

To review the Complaints Procedure

To review the Code of Conduct

To review the procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

To review the Media Policy

To review and consider the Grant Allocation Policy

To review the Training and Development Policy

To review the Temporary Scheme of Delegation

To review the Internal Controls Policy and Procedure

Resolved: To continue with the policies listed above.

Councillor Tong will review the procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998, and the Clerk will review adapting the Temporary Scheme of Delegation to include emergency situations.

23/020 To review the Council's and/or Staff Subscriptions to other bodies

Resolved: To continue with subscriptions to the following organisations: Berkshire Association of Local Councils (BALC) / Hampshire Association for Local Councils (HALC), Campaign to Protect Rural England (CPRE), Community Council for Berkshire (CCB), Community Buildings Advice Service, National Allotment Society, and Society of Local Council Clerks (SLCC).

23/021 To review the direct debits approved by the Council

Resolved: To continue with the following direct debits:
Castle Water - water at School Road allotments, Newbury Lane allotments, and the Sports Pavilion; Information Commissioners' Office - Registration fee; Lloyds Bank - pay credit card balance in full; SSE - electricity for street lighting and Sports Pavilion; Vodafone – council mobile phone.

23/022 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

Resolved: To set the following meeting dates and times. Meetings are to be held in the Wilkins Centre. Planning Committee Meetings will be scheduled as and when required.

Date of Meeting	Time	Type of Meeting
Monday 5th June 2023	7pm	Full Council
Tuesday 27th June 2023	7:30pm	Personnel Committee
Monday 3rd July 2023	7pm	Full Council
No meeting scheduled for August		-
Monday 4th September 2023	7pm	Full Council
Monday 2nd October 2023	7pm	Full Council
Tuesday 17th October 2023	7:30pm	Personnel Committee
Monday 6th November 2023	7pm	Full Council
Monday 4th December 2023	7pm	Full Council
Monday 8th January 2024	7pm	Full Council
Monday 5th February 2024	7pm	Full Council
Tuesday 20th February 2024	7:30pm	Personnel Committee
Monday 4th March 2024	7pm	Full Council
Tuesday 19th March 2024	7pm	Annual Parish Meeting
Monday 15th April 2024	7pm	Full Council
Monday 13th May 2024	7pm	Annual Parish Council Meeting

23/023 To consider Parish Council areas of responsibility and representation on outside bodies

Resolved: To continue with the current areas of responsibility and representation on outside bodies as listed below. This is to be reviewed when the two vacancies are filled.

Role	Role Holder
Allotments	The council has decided not to assign the role currently.
Burial Ground Working Party	Dave Aldis Rebecca Pinfold Alison Strong
Digital Working Party	Linda Moss Stephen Dearnis Ian Tong
Downland Practice Patient Representation Group representative	Alison Strong Linda Moss
Electronic Documentation	Ian Tong
Footway Lighting Working Group	Rebecca Pinfold Alison Strong
Footpaths and Rights of Way	Alison Strong Linda Moss
GDPR	Ian Tong
Internal Controller	To be determined
Neighbourhood Action Group / Police Liaison	Linda Moss
Neighbourhood Development Plan	Dave Aldis
Play Area & Inspections	Rebecca Pinfold
Sports Pavilion Working Party	Rebecca Pinfold Alison Strong Sharon Tiller
Social Media	Rebecca Pinfold
Village Enhancement Working Party	Linda Moss Rebecca Pinfold Alison Strong
Village Hall Representative	Sharon Tiller

- 23/024 To consider the Risk Assessment for 2023/24**
Resolved: To adopt the Risk Register for 2023/24.
- 23/025 To receive a report from the Council's internal auditor and to consider any actions required**
The report was reviewed. No further actions were required.
- 23/026 Annual Governance Review 2022/23: To consider, approve, and sign and date the Annual Governance Statement**
Resolved: That the Council had met its obligation in the Annual Governance Statement. The Annual Governance Statement was approved and was then signed by the Chairman and the Clerk.
- 23/027 Accounting Statements 2022/23: To consider, approve, and sign and date the Accounting Statements**
Resolved: To approve the Accounting Statements. The Accounting Statements were signed by the Chairman.

- 23/028 To consider appointing an internal auditor for the 2023/24 accounts and to agree the scope of audit**
Resolved: To appoint Heelis & Lodge and agree the scope of audit.
- 23/029 To review the Earmarked Reserves**
Resolved: To transfer funds of £253.03 from the Parish Grant Funding earmarked reserve to general reserves and to maintain the remaining earmarked reserve funds.
- 23/030 To consider a request from Gigaclear to access council owned land**
Resolved: To allow Gigaclear access to council owned land.
- 23/031 To consider whether to reincorporate East Ilsley into Compilations, including the associated costs**
Resolved: To reincorporate East Ilsley into Compilations to be invoiced after each issue at the cost per copy plus a 15% administration fee. The Clerk is to draft an agreement which Councillor Tong will review.
- 23/032 To consider the installation of a dog waste bin to be installed near the entrance to footpath 16A near The Downs School**
This was deferred to the July meeting.
- Councillor Strong left the meeting.
- 23/033 To consider adopting a revised CCTV Policy, Privacy Impact Assessment and Subject Access Request Form**
Resolved: To adopt the CCTV Policy, Privacy Impact Assessment and Subject Access Request Form.
- 23/034 To receive an update on vandalism and anti-social behaviour (ASB) in the village**
There were no updates.
- 23/035 To receive reports on the following**
Coronation Event – the event was a success! The council wished to record its thank to all involved in the preparation and running of the event.
- 23/036 To discuss matters for future consideration and for information**
A request for a BBQ in the Recreation Ground was discussed. The Council confirmed that it is policy that only formally organised BBQs with insurance and a risk assessment are allowed.
- There being no further business, the meeting was closed at 8:31 pm.

Date and time of next scheduled meeting:
Full Council Meeting: Monday 5th June 2023 at 7 pm

Chairman: _____

Date: _____

Appendix 1: Finance Report

Status at last bank reconciliation 30th April 2023

Account	Amount
Unity Trust Current Account	£11,680.74
Unity Trust Savings Account	£95,944.39
Lloyds Multipay Corporate Card	-£335.27
Total	£107,289.86

Income received 11th April - 11th May

Account	Income Detail	Amount
Current	Precept	£28,500.00
Current	VAT refund	£8,646.21
Current	CIL	£3,375.33
Current	Pitch/Pavilion hire	£205.00
Current	Donations towards Coronation event	£365.44
Current	Compilations advertising	£150.00
Current	Allotment rent	£121.75
Total		£41,363.73

Payments made on Lloyds Corporate Card to be approved

Method	Date	Payee	Payment Detail	Amount
CC	03-Apr-23	Lloyds	Monthly card fee	£3.00
CC	23-Apr-23	The Metal Foundry	Memorial Plaque for garden	£69.95
CC	25-Apr-23	Corido	Memorial bench plaques	£140.00
CC	26-Apr-23	Bowcom	Line marking paint	£114.04
CC	26-Apr-23	Microsoft	Software	£11.28
CC	02-May-23	Lloyds	Monthly card fee	£3.00
CC	03-May-23	Planning Portal	Planning application fee	£295.00
CC	15-May-23	B&Q	Replacement showerhead	£8.99
				£645.26

Payments from Unity Trust Current Account to be approved

Method	Date	Payee	Payment Detail	Amount
DD	19-Apr-23	Vodafone	Phone charges	£26.20
DD	28-Apr-23	Nexus	Software	£11.28
BACS	02-May-23	CJM Services	Creation of memorial garden	£2,565.60
BACS	04-May-23	West Berkshire Council	Refuse disposal	£737.88
BACS	04-May-23	Hop Till You Drop	Coronation event entertainment	£475.00
BACS	05-May-23	GM Electrics	Installation of sockets in Sports Pavilion	£260.00
BACS	05-May-23	Thrings LLP	Legal advice re Institute planning applications	£1,710.00
BACS	05-May-23	Castle Water	Water at Sports Pavilion	£212.79

BACS	09-May-23	Staff Costs	Staff Costs Apr	£1,764.15
DD	16-May-23	Castle Water	Water at School Road Allotments	£108.40
DD	18-May-23	Vodafone	Phone charges	£26.20
BACS	22-May-23	AD Clark	Grounds maintenance April	£698.58
BACS	22-May-23	BALC	Subscription 23/24	£361.79
BACS	22-May-23	Heelis & Lodge	Internal Audit 22/23	£320.00
BACS	22-May-23	Playsafety Ltd	Play area annual safety inspection	£132.00
BACS	22-May-23	Traffic Technology	Half cost of SID	£1,605.50
Total				£11,015.37

Transfers

Method	Date	From Account	To Account	Amount
DD	17-Apr-23	Unity Current	Lloyds Corporate Card	£124.00
BACS	26-Apr-23	Unity Savings	Unity Current	£3,000.00
BACS	16-May-23	Unity Current	Lloyds Corporate Card	£338.27
Total				£3,462.27