

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 4<sup>th</sup> December 2023 at 7.00pm

**PLACE:** Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP

*S. Marshman*

Dr S. Marshman, PSLCC, Clerk to the Council

28<sup>th</sup> November 2023

**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, Other Registerable Interests or Non-Registerable Interests](#) and to consider any requests for dispensation from Members declaring a [Disclosable Pecuniary Interest](#)  
*Councillors should use the [flow-chart](#) below to identify which type of interest they have and what action should be taken. Please declare what type of interest you have in the meeting.*
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 an [Other Registerable Interest or a Non-Registerable Interest](#)
4. To approve the [Minutes of the Full Council Meeting held on 20<sup>th</sup> November 2023](#)
5. To discuss any matters arising from the previous meeting
6. To receive a report from the District Councillor
7. To review the minutes and recommendations from the following committees:

Committee	Date	Minute Numbers	Recommendations to Full Council
Planning	None		
Personnel	None		

8. To receive an update and review recommendations from the following working parties:
  - 8.1 Burial Ground
  - 8.2 Village Enhancement
  - 8.3 Digital
  - 8.4 Street lighting
  - 8.5 Sports Pavilion
  - 8.6 Allotments
  
9. Planning Applications
  - 9.1 To consider the following new planning applications:
    - [23/02590/FUL Oakwood House, Coombe Road, Compton, RG20 6RQ](#) - Erection of stable, External lighting and creation of new access as part of existing planning curtilage.
    - [23/02686/HOUSE Staff Cottage 1, Roden Farm, Wallingford Road, Compton, RG20 7PY](#) - Internal alterations to infill the existing living room atrium ceiling with first floor structure to create an additional bedroom at first floor level, including the addition of a rooflight on the eastern roofslope
  - 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. Finance:
  - 10.1 To consider approving the payments listed on the [Finance Report](#)
  - 10.2 To note the most recent [Bank Reconciliation](#)
  - 10.3 To receive any reports from the Internal Controller
  - 10.4 To note the [Quarterly Budget Report](#) *(if applicable)*
  
11. To consider [grant requests](#)
  
12. To consider investing funds in the [CCLA Public Sector Deposit Fund](#)
  
13. To review website providers
  
14. To review the [draft budget](#)
  
15. To receive an update on vandalism and anti-social behaviour (ASB) in the village
  
16. To receive reports on the following:
  - 16.1 Recreation Ground
  - 16.2 Rights of Way
  - 16.3 Village Hall
  - 16.4 Downland Practice Patient Participation Group
  - 16.5 Communications

17. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:

Full Council: Monday 8<sup>th</sup> January 2024 at 7 pm

## Supporting Documentation

### 3. To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any requests for dispensation

Members are invited to declare Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests in items on the agenda as required by the Compton Parish Council [Code of Conduct](#) for Members, as adopted on 5<sup>th</sup> July 2021, Minute 21/22-087, and by the [Localism Act 2011 Chapter 7](#).

Please use the flow chart below to ascertain the type of interest you have and what action you are required to take.

DPI = Disclosable Pecuniary Interest

ORI = Other Registerable Interest

NRI = Non-Registerable Interest

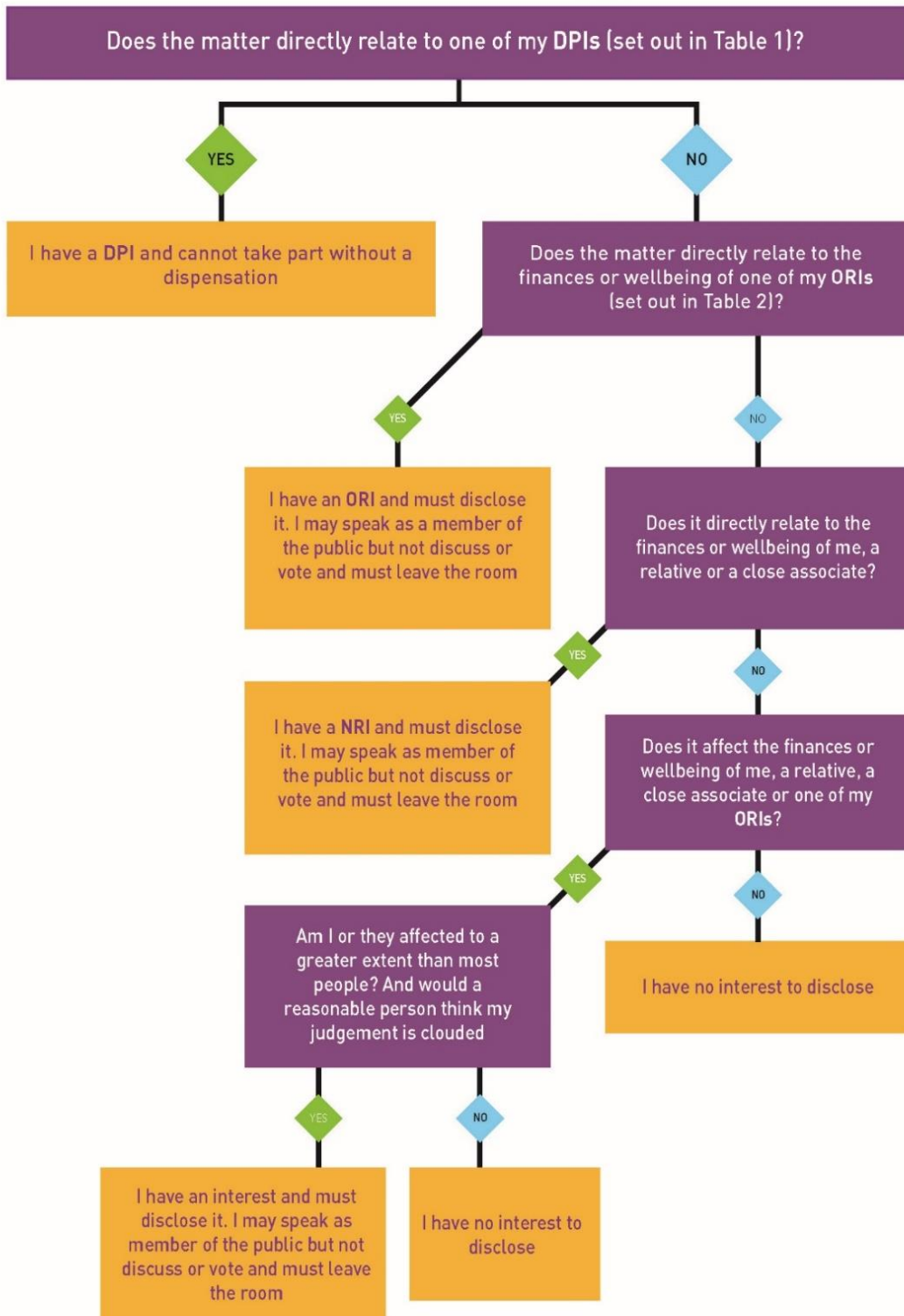


Table 1: Disclosable Pecuniary Interests

Subject	Description
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
<b>Contracts</b>	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and property</b>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate tenancies</b>	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or</p>

	<p>land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
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\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## Table 2: Other Registerable Interest

You must register as an Other Registerable Interest :

1. any unpaid directorships
2. any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
3. any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

## 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:

- 23/02286/CERTP Staff Cottage 1 Roden Farm Wallingford Road Compton - Internal alterations to infill existing living room atrium ceiling with first floor structure to create an additional bedroom at first floor level, including the addition of a rooflight on the eastern roofslope. Certificate of lawfulness refused.



## 10. Finance:

### Finance Report

#### Status at last bank reconciliation 31st October 2023

Account	Amount
Unity Trust Current Account	£35,792.19
Unity Trust Savings Account	£97,144.45
Lloyds Multipay Corporate Card	-£72.45
<b>Total</b>	<b>£132,864.19</b>

#### Income received 29th October - 26th November 2023

Account	Income Detail	Amount
Current	CIL 15/00154/FULD	£4,200.00
<b>Total</b>		<b>£4,200.00</b>

#### Payments made on Lloyds Corporate Card to be approved

Method	Date	Payee	Payment Detail	Amount
CC	02-Oct-23	Lloyds	Monthly card fee	£3.00
CC	02-Nov-23	Lloyds	Monthly card fee	£3.00
CC	08-Nov-23	Microsoft	Software	£12.36
CC	13-Nov-23	Bowcom	Line marking paint	£114.04
CC	20-Nov-23	Ebay	LED fingerlights (Christmas events)	£11.95
CC	20-Nov-23	Ebay	Glitter tattoos (Christmas events)	£25.98
CC	20-Nov-23	Ebay	Chocolate (Christmas events)	£14.99
CC	20-Nov-23	Ebay	Haribo (Christmas events)	£19.38
CC	20-Nov-23	Trophy Store	Trophies (Christmas events)	£23.49
CC	22-Nov-23	Ebay	Raffle	£5.10
CC	27-Nov-23	Ebay	Padlock	£4.99
<b>Total</b>				<b>£238.28</b>

#### Payments from Unity Trust Current Account to be approved

Method	Date	Payee	Payment Detail	Amount
DD	15-Nov-23	Hugo Fox	Website	£23.99
DD	16-Nov-23	Castle Water	Pavilion water	£89.85
DD	17-Nov-23	Castle Water	Water School Road allotments	£127.99
DD	20-Nov-23	Southern Electric	Water Newbury Lane allotments	£173.16
DD	20-Nov-23	Vodafone	Phone	£26.20
BACS	04-Dec-23	Starboard Systems Ltd	Scribe finance software	£417.60
BACS	04-Dec-23	Geosphere Ltd	Parish Online mapping software	£120.00
BACS	06-Dec-23	Staff Costs	Staff Costs Nov	£2,605.40
<b>Total</b>				<b>£3,584.19</b>

#### Transfers

Method	Date	From Account	To Account	Amount
DD	16-Nov-23	Unity Current	Lloyds Corporate Card	£75.45
<b>Total</b>				<b>£75.45</b>

## Bank Reconciliation

### Bank Reconciliation at 31/10/2023

Cash in Hand 01/04/2023		104,027.19
<b>ADD</b>		
Receipts 01/04/2023 - 31/10/2023		76,894.36
Subtotal		180,921.55
<b>SUBTRACT</b>		
Payments 01/04/2023 - 31/10/2023		48,057.36
<b>A Cash in Hand 31/10/2023</b>		<b>132,864.19</b>
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	0.00	
3 Lloyds Corporate Card	-72.45	
2 Unity Savings	97,144.45	
1 Unity Current	35,792.19	
Subtotal		<b>132,864.19</b>
Less unrepresented payments		0.00
Subtotal		132,864.19
Plus unrepresented receipts		0.00
<b>B Adjusted Bank Balance</b>		<b>132,864.19</b>

**A = B Checks out OK**

## 11. To consider grant requests

<b>Name of organisation</b>	Compton Parochial Church Council
<b>How many members/users do you have?</b>	Approximately 49
<b>What percentage of your members are residents of the Parish of Compton?</b>	98%
<b>How much funding are you applying for?</b>	£150
<b>What is the total cost of your project?</b>	£3,000
<b>Briefly describe the project for which you require a grant, giving a breakdown of what the funding will be spent on.</b>	Church Yard grass cutting and Church cleaning

15. To review the draft budget

Income		Last Year 2022-2023				Current Year 2023-2024						Next Year 2024-2025	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
1	Precept	51,000.00	51,000.00			57,000.00	57,000.00					66,544.00	
2	Interest		1,235.73			580.00	1,200.06	1,000.00				1,400.00	
4	Grants		5,031.24					1,428.00					
5	Other Income						12.00						
57	CIL Receipts		4,505.64				7,575.33						
	<b>SUB TOTAL</b>	<b>51,000.00</b>	<b>61,772.61</b>			<b>57,580.00</b>	<b>65,787.39</b>	<b>2,428.00</b>				<b>67,944.00</b>	

Administration		Last Year 2022-2023				Current Year 2023-2024						Next Year 2024-2025	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
6	Staff Costs			18,900.00	19,162.53				20,500.00	11,555.72	8,254.09		23,000.00
7	Staff Expenses			200.00	353.70				170.00	103.68	74.06		200.00
8	Office			960.00	808.00				960.00	616.00	440.00		1,056.00
9	Office Supplies/Equipment			250.00	1,314.87				150.00	8.60	50.00		150.00
10	Phone			200.00	230.28				240.00	152.81	109.15		290.00
11	Website			350.00					350.00	19.99	99.95		350.00
12	Bank Charges			108.00	108.00				108.00	57.00	51.00		108.00
13	Subscriptions			802.00	771.58				850.00	492.79	430.00		960.00
14	Software			900.00	981.60				1,250.00	559.59	500.00		1,200.00
15	Insurance			950.00	946.87				1,100.00	1,057.81			1,300.00
16	Election Fees			320.00					320.00		100.00		320.00
17	Audit Fees			550.00	542.50				600.00	740.00			800.00
18	Chairman's Allowance			80.00					80.00				60.00
19	Training			500.00	242.75				500.00	301.00	200.00		500.00
20	Meeting Rental			360.00	300.00				360.00		400.00		450.00
21	Other Expenses				352.36					52.48			

48	Professional Advice		3,000.00	2,875.30		3,000.00	4,468.85	1,500.00		4,000.00
64	Training - Councillors									500.00
	<b>SUB TOTAL</b>		<b>28,430.00</b>	<b>28,990.34</b>		<b>30,538.00</b>	<b>20,186.32</b>	<b>12,208.25</b>		<b>35,244.00</b>

### Village Maintenance

#### Last Year 2022-2023

#### Current Year 2023-2024

#### Next Year 2024-2025

Code	Title	Receipts		Payments		Receipts			Payments			Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
22	Grounds Maintenance			5,000.00	6,933.54				6,000.00	2,794.34	3,492.90		6,500.00
23	Recreation Ground			300.00	175.00				300.00	475.67			500.00
24	Play Equipment Maintenance			2,000.00	105.00				1,500.00	6,798.80			2,000.00
25	Tree Maintenance			1,000.00	5,982.33				1,000.00	1,355.00	7,200.00		1,000.00
26	Refuse Disposal			400.00	560.77				2,500.00	1,882.97	1,457.80		3,000.00
27	Vandalism Repair			400.00									
28	War Memorial Maintenance			150.00					150.00				150.00
63	Memorial Garden						315.44						100.00
	<b>SUB TOTAL</b>			<b>9,250.00</b>	<b>13,756.64</b>		<b>315.44</b>		<b>11,450.00</b>	<b>13,306.78</b>	<b>12,150.70</b>		<b>13,250.00</b>

### Allotments

#### Last Year 2022-2023

#### Current Year 2023-2024

#### Next Year 2024-2025

Code	Title	Receipts		Payments		Receipts			Payments			Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
29	Allotment Rent - Newbury Lane	500.00	267.00			500.00	642.50					500.00	
30	Allotment Rent - School Road	350.00	465.75			450.00	442.75					440.00	
31	Newbury Lane Water			250.00	301.56				300.00		200.00		250.00
32	Newbury Lane Capital												
33	Newbury Lane Other Expenses												
34	School Road Water			200.00	166.70				250.00	117.42	60.00		250.00
35	School Road Capital												

36	School Road Other Expenses				60.00						75.00		
37	Allotment Skips			250.00									
	<b>SUB TOTAL</b>	<b>850.00</b>	<b>732.75</b>	<b>700.00</b>	<b>528.26</b>	<b>950.00</b>	<b>1,085.25</b>		<b>550.00</b>	<b>192.42</b>	<b>260.00</b>	<b>940.00</b>	<b>500.00</b>

### Sports Pavilion

		Last Year 2022-2023				Current Year 2023-2024						Next Year 2024-2025	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
38	Football Club - Income	450.00	410.00			450.00	460.00				200.00	450.00	
39	SP Building Maintenance			600.00	1,436.16				1,000.00	100.00	4,967.65		1,500.00
40	SP Running Costs			500.00	1,056.59				500.00	986.63	600.00		1,500.00
41	Pitch Marking / Maintenance			920.00	90.85				400.00	1,133.61			1,200.00
62	Pavilion/Rec Hire Income (non-football)						150.00						
	<b>SUB TOTAL</b>	<b>450.00</b>	<b>410.00</b>	<b>2,020.00</b>	<b>2,583.60</b>	<b>450.00</b>	<b>610.00</b>		<b>1,900.00</b>	<b>2,220.24</b>	<b>5,767.65</b>	<b>450.00</b>	<b>4,200.00</b>

### Lighting

		Last Year 2022-2023				Current Year 2023-2024						Next Year 2024-2025	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
42	Electricity			4,400.00	9,603.71				8,000.00	652.89	700.00		4,000.00
43	Lighting Routine Maintenance			2,500.00	1,833.83				2,800.00	624.16			
44	Lighting Repairs			500.00	65.46				500.00		300.00		3,000.00
45	Lighting Replacement			35,000.00	23,198.70				35,000.00		15,175.00		15,000.00
	<b>SUB TOTAL</b>			<b>42,400.00</b>	<b>34,701.70</b>				<b>46,300.00</b>	<b>1,277.05</b>	<b>16,175.00</b>		<b>22,000.00</b>

### Burial Ground

		Last Year 2022-2023				Current Year 2023-2024						Next Year 2024-2025	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
46	Burial Ground - Income												

47	Burial Ground		4,000.00	5,863.50		4,000.00	284.33	1,120.00		4,000.00
	<b>SUB TOTAL</b>		<b>4,000.00</b>	<b>5,863.50</b>		<b>4,000.00</b>	<b>284.33</b>	<b>1,120.00</b>		<b>4,000.00</b>

<b>Compilations</b>		<b>Last Year 2022-2023</b>				<b>Current Year 2023-2024</b>					<b>Next Year 2024-2025</b>		
<b>Code</b>	<b>Title</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Forecast</b>	<b>Budget</b>	<b>Actual</b>	<b>Forecast</b>	<b>Budget</b>	<b>Budget</b>
50	Compilations			2,300.00	1,829.65				2,300.00	1,240.39	1,296.00		2,700.00
	<b>SUB TOTAL</b>	<b>1,800.00</b>	<b>2,812.50</b>	<b>2,300.00</b>	<b>1,829.65</b>	<b>2,000.00</b>	<b>215.00</b>		<b>2,300.00</b>	<b>1,240.39</b>	<b>3,581.00</b>	<b>2,200.00</b>	<b>2,700.00</b>

<b>Grants</b>		<b>Last Year 2022-2023</b>				<b>Current Year 2023-2024</b>					<b>Next Year 2024-2025</b>		
51	Grants				1,479.97				1,000.00	535.00	150.00		1,000.00
	<b>SUB TOTAL</b>				<b>1,479.97</b>				<b>1,000.00</b>	<b>535.00</b>	<b>150.00</b>		<b>1,000.00</b>

<b>Events</b>		<b>Last Year 2022-2023</b>				<b>Current Year 2023-2024</b>					<b>Next Year 2024-2025</b>			
<b>Code</b>	<b>Title</b>	<b>Receipts</b>		<b>Payments</b>		<b>Budget</b>	<b>Actual</b>	<b>Forecast</b>	<b>Receipts</b>		<b>Payments</b>		<b>Budget</b>	<b>Budget</b>
		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>				<b>Budget</b>	<b>Actual</b>	<b>Forecast</b>	<b>Budget</b>		
54	Christmas Events			200.00	78.18				200.00		100.00		150.00	
55	Christmas Day Lunch Room Hire			50.00	20.00				50.00		50.00		40.00	
59	Other Events			200.00	658.10						83.33			
60	Greening Campaign			200.00	25.00				50.00				50.00	
61	Coronation							235.07	400.00	475.00			400.00	
	<b>SUB TOTAL</b>			<b>650.00</b>	<b>781.28</b>			<b>235.07</b>	<b>700.00</b>	<b>558.33</b>	<b>150.00</b>		<b>640.00</b>	

<b>Reserves</b>		<b>Last Year 2022-2023</b>				<b>Current Year 2023-2024</b>					<b>Next Year 2024-2025</b>			
<b>Code</b>	<b>Title</b>	<b>Receipts</b>		<b>Payments</b>		<b>Budget</b>	<b>Actual</b>	<b>Forecast</b>	<b>Receipts</b>		<b>Payments</b>		<b>Budget</b>	<b>Budget</b>
		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>				<b>Budget</b>	<b>Actual</b>	<b>Forecast</b>	<b>Budget</b>		
56	Reserves				5,212.86						4,171.78		3,000.00	
58	CIL Expenditure				5,614.17									
	<b>SUB TOTAL</b>				<b>10,827.03</b>						<b>4,171.78</b>		<b>3,000.00</b>	

**Summary**

<b>TOTAL</b>	<b>54,100.00</b>	<b>65,727.86</b>	<b>89,750.00</b>	<b>101,341.97</b>	<b>60,980.00</b>	<b>68,248.15</b>	<b>2,428.00</b>	<b>98,738.00</b>	<b>43,972.64</b>	<b>51,562.60</b>	<b>71,534.00</b>	<b>86,534.00</b>
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