



Minutes of the Annual Meeting of the Full Council

Held on Monday 13th May 2024 in the Wilkins Centre, Compton. Commencing at 7:02 pm.

Members Present: Councillor Dave Aldis, Chair
Councillor Rebecca Pinfold, Deputy Chair
Councillor Jude Cunningham
Councillor Stephen Dearn
Councillor Linda Moss (from 7:50 pm)
Councillor Alison Strong
Councillor Ian Tong (from 7:05 pm)

Members Absent: Councillor Sharon Tiller

Officers Present: Sarah Marshman, Clerk/RFO

In Attendance: District Councillor Carlyne Culver
0 Members of the Public

Minutes

24/001 To consider the election of Chair of the Council for 2024/25 and for the elected Chair to sign the declaration of acceptance of office

Resolved: To elect Councillor Dave Aldis as Chair of the Council for 2024/25. The Chair signed the declaration of acceptance of office.

24/002 To consider the election of Deputy Chair of the Council for 2024/25 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 2024/25. The Deputy Chair signed the declaration of acceptance of office.

24/003 To receive, and consider for acceptance, apologies for absence from Members of the Council

Resolved: To accept apologies from Councillor Sharon Tiller for the reasons provided to the council.

24/004 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

There were no declarations or requests for dispensation.

**24/005 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**

There were no questions, comments or representations.

24/006 To approve the Minutes of the Full Council Meeting held on 15th April 2024

Resolved: Members agreed the minutes of the last meeting be accepted as a true record.
The Chair signed the minutes.

24/007 To discuss any matters arising from the previous meeting

There were no matters arising.

Councillor Tong arrived.

24/008 To receive a report from the District Councillor

Environmental Health has visited Compton and other local villages to check for evidence of sewage discharge. West Berkshire Council has stated that it found no grounds to issue an abatement notice as no statutory nuisance was being caused.

The council requested the Clerk write a letter of protest in the strongest possible terms to West Berkshire Council, highlighting the evidence of sewage discharge in Aldworth Road.

Project Groundwater had met with Carlyne and also with the Compton Flood Warden. The need to look at the impact on planning, and provide education about what can be flushed down the toilet was discussed.

24/009 To review the minutes and recommendations from the following committees:

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

24/010 To receive an update and review recommendations from the following working parties:

Burial Ground – Work on the land transfer and on the development of the burial ground itself are ongoing.

Sports Pavilion – Two requests for use have been received – for a memorial football match and for a football club family fundraising day. The council confirmed it would provide the facility for free for these events.

24/011 Planning Applications:

24/011.1 To consider the following new planning applications:

24/00676/HOUSE Church House, Aldworth Road, Compton, RG20 6RD - Removal of existing oil tank. Installation of Vaillant Arotherm Plus 10kw heat pump in place of old oil tank. Heat pump dimensions: 0.49M x 1.1M x 1.565M height (0.843 cubic metres)
Resolved: To submit a response of no objections.

24/00572/HOUSE Redhaven, Cheap Street, Compton, RG20 6NH – Two Storey Side Extension

Resolved: To submit a response of no objections and to include the following comment: The council notes the concerns raised by a neighbour and requests the Planning Officer considers whether a condition requiring privacy glass would be appropriate.

24/011.2 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.

24/011.3 To consider whether to refer any planning applications for further response from the Council's planning consultants

There were no applications requiring referral.

24/011.4 To receive a report on recent planning decisions taken by West Berkshire Council

- 24/00410/PASOL Church House, Aldworth Road, Compton, Newbury RG20 6RD - Application to determine if prior approval is required for a proposed Installation or alteration of solar equipment on domestic premises: removal of old solar thermal panels from, and installation of new solar photovoltaic (PV) panels to, Church House's Annex and Garage flat roofs. Planning permission is not required.

24/012 Finance:

24/012.1 To consider approving the payments listed on the Finance Report

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

24/012.2 To note the most recent Bank Reconciliation

It was noted the bank reconciliation has not been updated since the previous meeting.

24/012.3 To receive any reports from the Internal Controller

The Internal Controller has been unable to check any further accounts since the April meeting.

24/013 Committees and working parties:

24/013.1 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 continue with the terms of reference for the Planning Committee.

24/013.2 To appoint any new committees in accordance with standing order 4

Resolved: No new committees are required.

24/013.3 To appoint members to the following committees

Personnel Committee

Planning Committee

Resolved: To appoint Councillors to the Committees as listed below:

Committee	Current Members
Personnel Committee	Rebecca Pinfold Alison Strong Ian Tong Reserve: Sharon Tiller
Planning Committee	Dave Aldis Jude Cunningham Stephen Dearn Linda Moss Rebecca Pinfold Alison Strong Sharon Tiller

24/013.4 To review current working groups and consider appointing any new working groups required

Resolved: To appoint Councillors to the Working Groups as listed below:

Role	Role Holder
Burial Ground Working Group	Dave Aldis Rebecca Pinfold Alison Strong Clerk
Digital Working Group	Linda Moss Stephen Dearn Ian Tong
Footway Lighting Working Group	Rebecca Pinfold Alison Strong
Institute Working Group	Dave Aldis Jude Cunningham Rebecca Pinfold Alison Strong
Planning Working Group	This consists of the members of the Planning Committee: Dave Aldis Jude Cunningham Stephen Dearn Linda Moss Rebecca Pinfold

	Alison Strong Sharon Tiller
Sports Pavilion Working Group	Rebecca Pinfold Alison Strong Sharon Tiller
Village Enhancement Working Group	Jude Cunningham Linda Moss Rebecca Pinfold Alison Strong

24/014 To review the Scheme of Delegation for staff and to review whether any delegation arrangements are required for other local authorities

Resolved: To continue with the Scheme of Delegation.

Councillor Linda Moss arrived.

24/015 To review the inventory of land and assets including buildings and office equipment

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

24/016 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.

The Clerk was requested to review the insurance value of all assets.

24/017 Policies: To review the following policies

Standing Orders

Financial Regulations

Complaints Procedure

Code of Conduct

Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

Media Policy

Grant Allocation Policy

Training and Development Policy

Internal Controls Policy and Procedure

Resolved: To continue with the policies listed above.

24/018 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).

24/019 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; Microsoft – software; SSE - electricity for street lighting and Sports Pavilion; Vodafone – council mobile phone.

24/020 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

Date of Meeting	Time	Type of Meeting
Monday 3 rd June 2024	7pm	Full Council
Monday 17 th June 2024	7:30pm	Personnel Committee
Monday 1 st July 2024	7pm	Full Council
No meeting scheduled for August	-	-
Monday 2 nd September 2024	7pm	Full Council
Monday 7 th October 2024	7pm	Full Council
Monday 21 st October 2024	7:30pm	Personnel Committee
Monday 4 th November 2024	7pm	Full Council
Monday 2 nd December 2024	7pm	Full Council
Monday 13 th January 2024	7pm	Full Council
Monday 3 rd February 2025	7pm	Full Council
Monday 24 th February 2025	7:30pm	Personnel Committee <i>(if required)</i>
Monday 3 rd March 2025	7pm	Full Council
Monday 10 th March 2025	7pm	Annual Parish Meeting
Monday 7 th April 2025	7pm	Full Council
Monday 12 th May 2025	7pm	Annual Parish Council Meeting

24/021 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.

Role	Role Holder
Allotments	Jude Cunningham
Downland Practice Patient Participation Group	Alison Strong Linda Moss Sharon Tiller
Electronic Documentation	Ian Tong
Footpaths and Rights of Way	Alison Strong Linda Moss
GDPR	Ian Tong
Internal Controller	Ian Tong
Neighbourhood Action Group / Police Liaison	Linda Moss
Play Area & Inspections	Steve Dearn
Social Media	Rebecca Pinfold
Village Hall Representative	Sharon Tiller

- 24/022 To consider the Risk Assessment for 2024/25**
Resolved: To adopt the Risk Register for 2024/25.
- 24/023 To receive the internal audit report from the Council's internal auditor and to consider any actions required**
The report was reviewed. No further actions were required.
- 24/024 Annual Governance Review 2023/24: 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.
- 24/025 Accounting Statements 2023/24: To consider, approve, and sign and date the Accounting Statements**
Resolved: To approve the Accounting Statements. The Accounting Statements were signed by the Chairman.
- 24/026 To consider appointing an internal auditor for the 2024/25 accounts and to agree the scope of audit**
Resolved: To appoint Heelis & Lodge and agree the scope of audit as those items listed on the Annual Internal Audit Report of the Annual Governance and Accountability Return.
- 24/027 To review the Earmarked Reserves**
Resolved: To move the £245 flood grant funding to the general reserves.
- 24/028 To consider quotes for a water main installation for the memorial garden**
The council will review fundraising opportunities and discuss the possibility of reimbursing a neighbour to the site for access to water.
- 24/029 To receive an update on vandalism and anti-social behaviour (ASB) in the village**
There were no reports.
- 24/030 To receive reports on the following:**
Rights of Way – the presence of metal and other impurities has been detected in the new surfacing on byway 2. This will be reported to the Rights of Way team at West Berkshire Council.
- 24/031 To discuss matters for future consideration and for information**
The Downs School will be carrying out litterpicking in the village once a fortnight.

24/032 To resolve under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable that the Public and Press be temporarily excluded from this meeting, and they are herewith instructed to withdraw

Resolved: To exclude the Public and Press from Minute 24/033 due to the confidential nature of the business to be transacted.

24/033 To consider a legal request from Sovereign

Resolved: The Clerk is to confirm whether the expected £2,000+VAT legal costs will be covered by Sovereign regardless of whether the parish council is advised to proceed. If confirmation is received, the Clerk will instruct Thrings LLP to proceed.

There being no further business, the meeting was closed at 8:59 pm.

Date and time of next scheduled meeting:

Full Council: Monday 3rd June 2024 at 7 pm

Chairman: _____

Date: _____

Appendix 1: Finance Report

Status at last bank reconciliation 31st March 2024	
Account	Amount
Unity Trust Current Account	£5,473.71
Unity Trust Savings Account	£83,457.20
Lloyds Multipay Corporate Card	-£104.65
Total	£88,826.26

Income received 9th April - 3rd May 2024		
Account	Income Detail	Amount
Current	Allotment rent	£331.25
Current	Pavilion/pitch hire	£100.00
Current	Precept	£33,272.00
Current	CCLA Interest	£7.16
Total		£33,710.41

Payments made on Lloyds Corporate Card to be approved				
Method	Date	Payee	Payment Detail	Amount
CC	08-Apr-24	Microsoft	Software	£12.36
CC	02-May-24	Lloyds	Monthly card fee	£3.00
Total				£15.36

Payments from Unity Trust Current Account to be approved				
Method	Date	Payee	Payment Detail	Amount
DD	18-Apr-24	Vodafone	Phone	£10.83
DD	26-Apr-24	SSE Energy Solutions	Lighting electricity Mar	£695.78
BACS	13-May-24	Heelis & Lodge	Internal audit 23/24	£260.00
BACS	13-May-24	ICCM	Membership 24/25	£100.00
BACS	13-May-24	Playsafety Ltd	Play equipment safety inspection	£141.60
BACS	13-May-24	Tactical Facilities Management	Refuse disposal April	£289.02
Total				£1,497.23

Transfers				
Method	Date	From Account	To Account	Amount
BACS	27-Mar-24	Unity Savings	Unity Current	£5,000.00
DD	16-Apr-24	Unity Current	Lloyds	£107.65
BACS	25-Apr-24	Unity Savings	Unity Current	£25,000.00
BACS	25-Apr-24	Unity Current	CCLA	£25,000.00
Total				£55,107.65

