



Compton Parish Council

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

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<https://comptonparishcouncil.gov.uk/>

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 3rd November 2025 at 7:00 pm

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

S. Marshman

Dr S. Marshman, PSLCC, Clerk to the Council

25th October 2025

Agenda

The Executive Portfolio Holder for Culture, Leisure, Sport and Countryside at West Berkshire Council will attend to discuss the Compton Pop-Up Library

1. To receive apologies for absence from Council Members and consider their acceptance
2. To receive declarations of Disclosable Pecuniary Interests, Other Registerable Interests, or Non-Registerable Interests, and consider requests for dispensation from Members with a Disclosable Pecuniary Interest
Councillors must use the [flowchart and tables](#) below to determine the precise type of interest they hold and the required course of action. During the meeting, you must clearly declare the applicable type of interest.
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 6th October 2025](#)
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	Minutes	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 Institute
- 8.3 Planning
- 8.4 Sports Pavilion
- 8.5 Village Enhancement

9. To consider applications for co-option - *to fill up to three vacancies*

10. Planning Applications

10.1 To consider the following new planning applications:

- [25/01628/FUL 1 High Elms North, Aldworth Road, Compton, RG20 6RD](#) - Retrospective approval of detached stables
- [25/02178/HOUSE Bray Cottage, Cheap Street, Compton, RG20 6QH](#) - Removal and rebuilding of unstable garden wall.
- [25/02310/HOUSE Woodview, Newbury Road, Compton, Newbury RG20 7RJ](#) - Replacement garage for existing garaging and carport

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

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

10.4 To receive a [report on recent planning decisions](#)

11. Finance:

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

11.2 To note the most recent [Bank Reconciliation](#)

11.3 To receive any reports from the Internal Controller

11.4 To note the [Quarterly Budget Report](#) (*if applicable*)

12. To receive an [update on compliance for Assertion 10 of the 25/26 AGAR](#)

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

14. To receive reports on the following:

- 14.1 Recreation Ground
- 14.2 Rights of Way
- 14.3 Village Hall
- 14.4 Downland Practice Patient Participation Group

15. To discuss matters for future consideration or information

Date and time of next scheduled meeting:

Full Council: Monday 1st December 2025 at 7 pm

Supporting Documentation

2. 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 5th 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

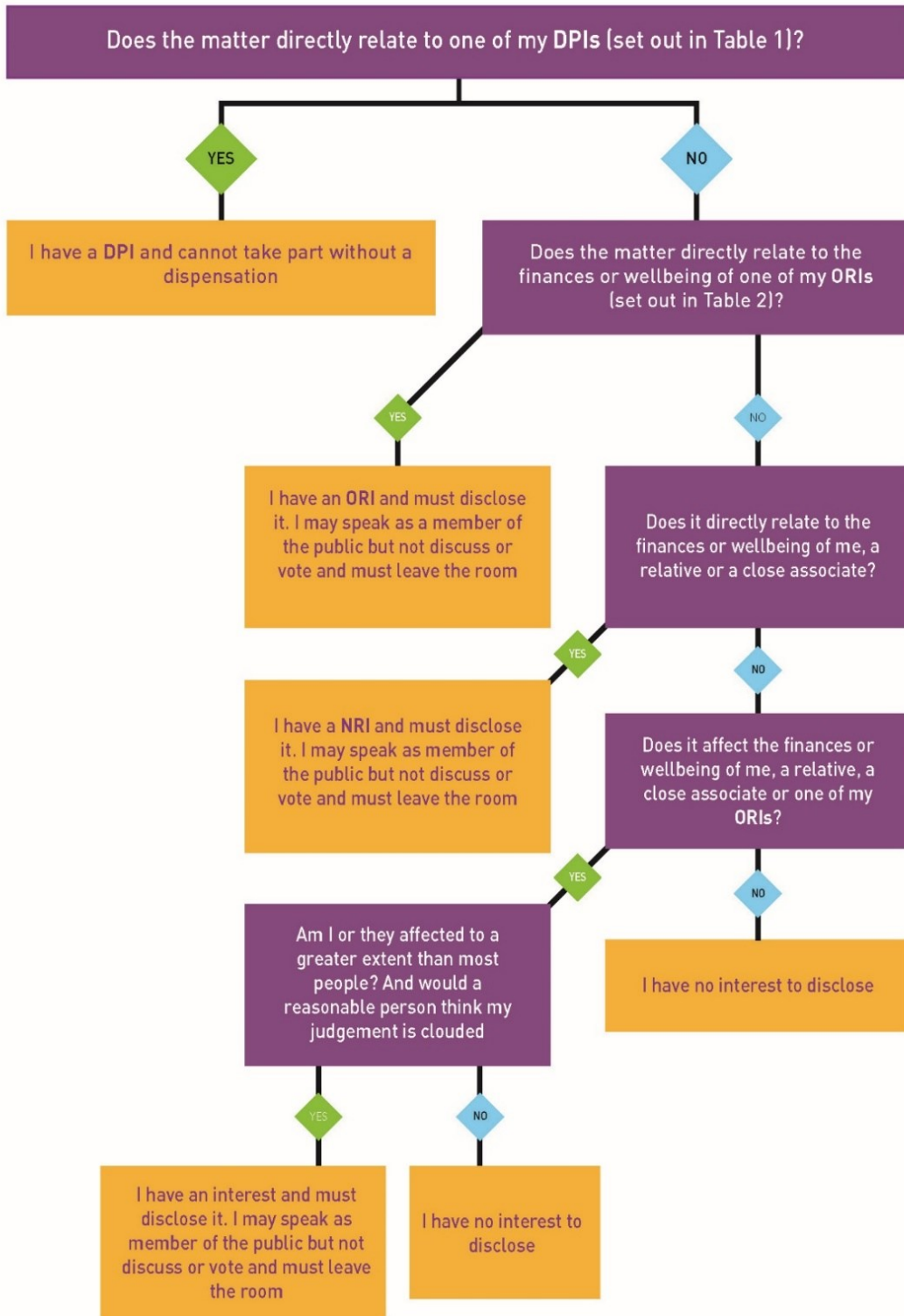


Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	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. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	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 — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and property	Any beneficial interest in land which is within the area of the council. '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.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (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.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (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.

* '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**

10.4 To receive a report on recent planning decisions

West Berkshire Council has reported the following decisions since the last Parish Council meeting:

- 25/01963/FUL Unit 4 - 6, Old Station Business Park, Compton, Newbury RG20 6NE - Installation of handling units, discharge stacks and associated works. Approved.
- 25/01945/HOUSE Speranza, Downs Road, Compton, Newbury RG20 6RE - Construction of a 3-bay, timber framed detached garage. Approved.

11. Finance:

Status at last bank reconciliation 30th September 2025	
Account	Balance
Unity Trust Current Account	£47,152.79
Unity Trust Savings Account	£78,203.17
Lloyds Multipay Corporate Card	£0.00
CCLA Public Sector Deposit Fund	£25,000.00
Total	£150,355.96

Income received 1st October - 22nd October 2025		
Account	Income Detail	Amount
Current	Interest from CCLA account	£82.74
Current	Pitch hire	£180.00
Current	Refund	£24.00
Total		£286.74

Payments made on Lloyds Corporate Card to be approved				
Method	Date	Payee	Payment Detail	Amount
CC	04-Sep-25	Lloyds Bank	Card fee	£3.00
CC	19-Sep-25	Ebay	Line marking paint	£32.50
CC	25-Sep-25	Amazon	Line marking paint	£53.99
Total				£89.49

Payments from Unity Trust Current Account to be approved				
Method	Date	Payee	Payment Detail	Amount
FEE	30-Sep-25	Unity Trust Bank	Account fees	£6.00
BACS	03-Oct-25	SLCC Enterprises	Training - Practitioners' Conference	£280.80
DD	06-Oct-25	SSE Energy Solutions	Pavilion electricity 01/08/25-14/09/25	£123.25
BACS	10-Oct-25	Staff Costs	Staff Costs/Expenses September	£2,109.94
DD	17-Oct-25	Castle Water	Newbury Lane allotments water Sep	£28.86
DD	17-Oct-25	Castle Water	School Road allotments water Sep	£57.34
DD	17-Oct-25	Castle Water	Pavilion water Sep	£22.20
BACS	17-Oct-25	Volker Highways	Balance of replacement street lights	£301.39
DD	20-Oct-25	Vodafone Ltd	Phone	£27.09
FEE	31-Oct-25	Unity Trust Bank	Account fees	£6.00
BACS	03-Nov-25	A Councillor	Reimburse training fees	£16.00
Total				£2,978.87

Transfers				
Method	Date	From Account	To Account	Amount
DD	03-Oct-25	Unity Current	Unity Savings	£25,000.00
DD	16-Oct-25	Unity Current	Lloyds	£101.59
Total				£101.59

Bank Reconciliation

Bank Reconciliation at 30/09/2025			
	Cash in Hand 01/04/2025		105,611.76
	ADD Receipts 01/04/2025 - 30/09/2025		89,816.51
	Subtotal		195,428.27
	SUBTRACT Payments 01/04/2025 - 30/09/2025		45,072.31
A	Cash in Hand 30/09/2025 (per Cash Book)		150,355.96
	Cash in hand per Bank Statements		
	1 Unity Current	48,648.43	
	2 Unity Savings	78,203.17	
	3 Lloyds Corporate Card	0.00	
	4 CCLA Public Sector Deposit Fund	25,000.00	
	Subtotal		151,851.60
	Less unrepresented payments		1,495.64
	Subtotal		150,355.96
	Plus unrepresented receipts		
B	Adjusted Bank Balance		150,355.96
A = B Checks out OK			

19: To receive an update on compliance for Assertion 10 of the 25/26 AGAR

The actions for compliance are given below:

Number	Compliance Area	Requirement	Status	Evidence/Notes
1	Email Management	Authority-owned email account in use (e.g. clerk@yourcouncil.gov.uk)	Complete	contact@comptonparishcouncil.gov.uk
2	Email Management	Domain is owned by the authority	Complete	comptonparishcouncil.gov.uk is owned by the council.
3	Website Compliance	Website meets legal requirements	Complete	Statements 4, 5, 6, and 7 have been met and therefore this statement is complete.
4	Website Compliance	WCAG 2.2 AA standards met	Complete	The website template provided by Parish Online meets WCAG 2.2 AA and will be updated should this requirement change, as per the commitment by Parish Online .
5	Website Compliance	Accessibility statement published and reviewed regularly. This must include contact, limitations, and alternatives	Complete	The accessibility statement has been generated by Parish Online (website provider) and reviewed by the Clerk: Accessibility Statement
6	Transparency & FOI	ICO model publication scheme adopted, and documents published	Complete	The Model Publication Scheme was adopted on 6 th October 2025, Minute 25/102 .
7	Transparency & FOI	Local Government Transparency Code followed (if turnover > £25k)	Complete	The council has followed the Local Government Transparency Code since its introduction and ensures all the documentation listed in the code is displayed on its website.
8	Data Protection	GDPR and DPA 2018 compliance confirmed	Ongoing	To meet these requirements, statements 9, 10, 11, and 12 must be met. The Clerk will undertake further analysis to identify and address any additional requirements.
9	Data Protection	Data audit conducted (records, lawful basis, retention)	Completed	Adopted 01/09/2025, Minute 25/077. The Clerk is to ensure this is scheduled for review on an annual basis, unless a change in legislation occurs or the addition of a service which incurs additional data processing.

10	Data Protection	Data Protection Policy implemented	On hold	Awaiting a new model template document from NALC before the council can adopt the policy.
11	Data Protection	Staff and members trained on data protection	Ongoing	<p>The Clerk and Councillors JC and RP have completed the NALC Data Protection Essentials training.</p> <p>Councillors still to complete training: DA, LM, AS, ST.</p> <p>Any Councillors co-opted before the end of the financial year will also need to ensure this training is completed.</p> <p>It should be noted that this training should be updated once per election term.</p>
12	Data Protection	Technical and organisational measures in place to secure data	Ongoing	<ul style="list-style-type: none"> • Data is securely backed up to cloud storage. ✓ • Anti-virus and anti-malware software is installed on council machines. ✓ • Secure disposal of documentation is required. ✓ • Paper documentation stored in a lockable filing cabinet. ✓ • IT policy adopted. ✓ • Data protection training is to be completed by all. ✘ • Data audit to be adopted and regularly reviewed. ✓
13	IT Policy	IT Policy adopted. This policy must cover use of authority and personal devices, and mandate the use of authority-owned email accounts	Complete	The IT Policy was adopted on 07/07/25, Minute 25/060 .
14	Internal Oversight	Internal auditor to review transparency and data compliance	Complete	The internal auditor updates the list of documentation it reviews based on the Practitioners' Guide, which is reviewed and updated annually. They will review both transparency and data compliance as part of their review and will confirm this on the AGAR.