

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 5th October 2026 at 7:00 pm

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

S. Marshman

Dr S. Marshman, PSLCC, Clerk to the Council

29th September 2026

Agenda

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 7th September 2026](#)
5. To receive an update on previous decisions
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. Planning Applications
 - 9.1 To consider the following new planning applications:
 - [26/01979/FUL Pumping Station, Downs Road, Compton](#) - Layby for operational vehicles.
 - 9.2 To consider requesting that the District Councillor refer any relevant planning applications to the Western Area Planning Committee
 - 9.3 To consider referring any planning applications for further comment from the Council's planning consultants
 - 9.4 To receive a [report on recent planning decisions](#)
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 [quotes for a fire risk assessment of the Sports Pavilion](#)
12. To consider [grant applications](#)
13. To review the [speed limit survey and agree on a budget for the survey costs](#)
14. To consider the [purchase of football goals](#), including applying for funding
15. To consider the [purchase of a storage container](#), including applying for funding
16. To consider quotes for an [arboricultural method statement](#) for the installation of the storage container
17. To consider adopting an updated [Scheme of Delegation](#)
18. To review [councillor training requirements](#)
19. To consider the [requirement for lighting](#) around the junction of the High Street and the Institute site
20. To consider a response to the consultation on the [West Berkshire Local Plan Integrated Impact Assessment Scoping Report](#)

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

22. To receive reports on the following:

22.1 Recreation Ground

22.2 Rights of Way

22.3 Village Hall

22.4 Downland Practice Patient Participation Group

23. To discuss matters for future consideration or information

Date and time of next Full Council meeting: Monday 2nd November 2026 at 7 pm

Supporting Documentation

Agenda Item 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

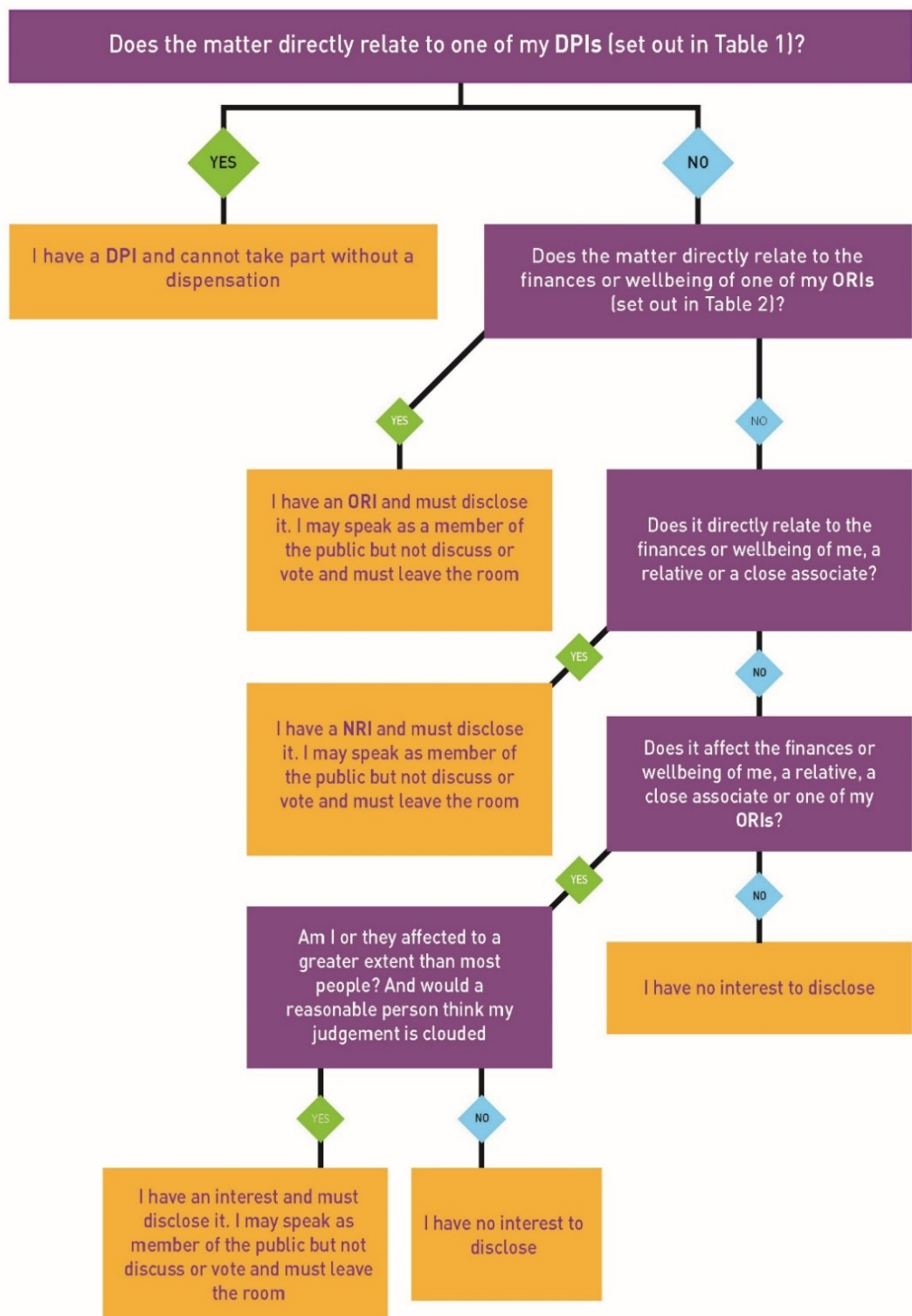


Table 1: Disclosable Pecuniary Interests

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

Agenda Item 9.4: To receive a report on recent planning decisions

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

Application Reference	Location	Proposed Work	West Berkshire Council Decision
26/01523/ FUL	2 Church Farm Barns, Aldworth Road, Compton	The proposal seeks to construct a single-storey detached wooden garage building in a barn-style form with a concrete base and leveled setting in front to accommodate domestic vehicle storage and electric vehicle charging.	Refused
26/01650/ CERTE	6 Church Farm Barns, Aldworth Road, Compton	Installation of 6no additional rooflights to barn and the window into the kitchen.	Lawful

Agenda Item 10: Finance:

Finance Report

Status at the last bank reconciliation, 31st August 2026	
Account	Balance
Unity Trust Current Account	£7,335.19
Unity Trust Savings Account	£114,812.44
Lloyds Multipay Corporate Card	£0.00
CCLA Public Sector Deposit Fund	£25,000.00
Total	£147,147.63

Income received 1st September - 28th September 2026		
Account	Income Detail	Amount
Current	Precept	£44,722.00
Current	Allotment rent	£203.15
Current	Compilations contribution	£69.00
Current	Pitch/Pavilion hire	£175.00
Current	Interest from CCLA account	£81.75
Total		£528.90

Payments made on Lloyds Corporate Card to be approved				
Method	Date	Payee	Payment Detail	Amount
CC	02-Sep-26	Lloyds Bank	Card fee	£3.00
CC	09-Sep-26	Net World Sports Ltd	Net pegs	£7.84
CC	17-Sep-26	Poppy Shop	Remembrance wreaths	£64.00
CC	18-Sep-26	Planning Portal	Planning Application submission	£408.00
CC	28-Sep-26	Net World Sports Ltd	Net pegs	£21.17
Total				£504.01

Payments from Unity Trust Current Account to be approved				
Method	Date	Payee	Payment Detail	Amount
BACS	16-Sep-26	Clear Councils	Insurance 26/27	£1,272.35
BACS	16-Sep-26	Tactical Facilities Management Ltd	Public bin emptying Aug	£407.52
BACS	16-Sep-26	AD Clark	Grounds maintenance Aug	£911.17
DD	18-Sep-26	Vodafone	Phone	£29.59
DD	21-Sep-26	Castle Water	Water at NL Allotments Aug	£46.03
DD	21-Sep-26	Castle Water	Water at SR Allotments Aug	£17.41
DD	21-Sep-26	SSE Energy Solutions	Lighting electricity Aug	£356.10
DD	22-Sep-26	Castle Water	Pavilion water Aug	£10.58
BACS	29-Sep-26	SLCC Enterprises Ltd	Training	£23.10

BACS	06-Oct-26	Staff Costs	Staff costs/expenses Sep	£2,434.63
Total				£5,508.48

Transfers				
Method	Date	From Account	To Account	Amount
DD	16-Sep-26	Unity Current	Lloyds Multipay Corporate Card	£279.04
Total				£279.04

Bank Reconciliation

Bank Reconciliation at 31/08/2026			
	Cash in Hand 01/04/2026		£128,972.80
	ADD Receipts 01/04/2026 - 31/08/2026		£56,457.92
	Subtotal		£185,430.72
	SUBTRACT Payments 01/04/2026 - 31/08/2026		£38,283.09
A	Cash in Hand 31/08/2026 (per Cash Book)		£147,147.63
	Cash in hand per Bank Statements		
	1 Unity Current	£7,335.19	
	2 Unity Savings	£114,812.44	
	3 Lloyds Corporate Card	£0.00	
	4 CCLA Public Sector Deposit Fund	£25,000.00	
	Subtotal		£147,147.63
	Less unrepresented payments		£0.00
	Subtotal		£147,147.63
	Plus unrepresented receipts		£0.00
B	Adjusted Bank Balance		£147,147.63
	A = B Checks out OK		

Agenda Item 11: To consider quotes for a fire risk assessment of the Sports Pavilion

A fire risk assessment is required to ensure the Sports Pavilion meets current fire-safety obligations and that appropriate mitigation measures are identified. Three quotes have been obtained for this work: £395, £480 and £495, all exclusive of VAT (which is reclaimable).

The assessment can be funded from the Sports Pavilion - Building Maintenance budget. The original allocation for 2026/27 is £3,000, of which £1,439.95 has already been spent, leaving £1,560.05 available.

The council is asked to consider the quotes and agree on a contractor so that the assessment can proceed.

Agenda Item 12: To consider grant applications

Application 1	
Aims and objectives of your organisation. What does your organisation do and how does it benefit the residents of the Parish of Compton?	The objective of the Nature and Climate Network is to engage West Berkshire residents to make positive choices for climate and nature - primarily reducing their carbon footprint and taking action to support our natural environment. Everyone across West Berkshire - including those in Compton - will benefit from action on climate and nature, and if they get involved themselves then they will also feel more positive about our shared future. The more people who take action, the closer the tipping point for a better world. We can supply GreenFest 2026 leaflets for all households in your parish, to encourage people to attend and engage. Free Carbon Literacy training is offered to West Berks residents as part of GreenFest 2026 - if any councillors or other parish residents would like to take part in this we would be delighted to offer them places. The GreenFest 2026 project benefits all West Berkshire residents and all are invited. We would be delighted to welcome councillors to GreenFest as part of the civic dignitaries opening at the start of the day. If residents would like support with their sustainability projects, or talks around this subject then we would be pleased to try and help. If local schools would like “Sustainability” assemblies or visits we can also help with that as we have School Climate Ambassadors in our team (part of the National scheme run for the South East from Reading University). As part of GreenFest we are showing films: FUTURE COUNCIL and the People’s Emergency Briefing Councillors and residents are all invited to attend. If the parish wishes to explore how Community Energy projects can help residents with cheaper bills and really making a difference on progress to Net-Zero then we can help with this. Our website has a complete list of all Nature and Climate groups in West Berks which may be of interest to residents

	(do let us know if we have missed any!) We will of course publicise the support that we receive from Parish councils on social media, in our press releases and on the day itself. If the council has a roller banner or other materials then these can be displayed at the main GreenFest community event on Saturday 24th October at St Barts School.
How many members/users do you have?	We are a small group of about 6 volunteers running Nature and Climate Network. We expect to have 3,000 contacts with people right across West Berks through the GreenFest project this year.
What percentage of your members/users are residents of the Parish of Compton?	We have advertised in Compilations already, and a major advertising campaign from 1st September will of course include Compton. An important film about climate and nature is being shown free of charge by Nature and Climate Network in Compton Village Hall on Monday 14 September (councillors particularly welcome). Free Carbon Literacy training is offered to West Berks residents as part of GreenFest 2026 - if any councillors or other parish residents would like to take part in this we would be delighted to offer them places.
How much funding are you applying for? (Maximum £150)	£300 Compton parish has 1% of the population of West Berks and 1% of the GreenFest budget is £300. We realise that the usual maximum is £150 so would be grateful for that amount, if that's what councillors feel is appropriate.
What is the total cost of your project?	Total project costs is £30,000, and we have raised £25,000 already (£20,000 lottery grant, £2000 from Newbury Town Council, £500 other donations, £2500 match funding from Greenham Trust - here is the link to our application on the Good Exchange. https://app.thegoodexchange.com/project/21300/nature-and-climate-network---working-together-for-a-sustainable-west-berkshire/greenfest-2026---positive-actions-for-people-nature-and-climate
If your application is for greater than the maximum amount given above (£150) please give full details of the exceptional circumstance related to your request.	Compton parish has 1% of the population of West Berks and 1% of the GreenFest budget is £300. We realise that the usual maximum is £150 so would be grateful for that amount, if that's what councillors feel is appropriate. We would be delighted to welcome councillors to GreenFest as part of the civic dignitaries opening at the start of the day. If residents would like support with their sustainability projects we would be pleased to try and help.

Briefly describe the project for which you require a grant, giving a breakdown of what the funding will be spent on. Please be aware that the Council do not normally give grants for running costs....	GreenFest 2026 is back and bigger than ever, inviting everyone to come together for a whole year of inspiring events, hands-on activities, learning and fun. After welcoming over 1,000 people in 2025, this year we're aiming to reach 3,000 local residents with workshops, festivals, film nights, community conversations and practical climate action for individuals and businesses. Throughout 2026, you'll find GreenFest popping up across West Berkshire with friendly Nature and Climate stalls, interactive demonstrations, accessible advice on sustainable living and plenty of opportunities to get involved. From carbon-saving tips to creative upcycling, from food-growing to fixing things rather than throwing them away, and with lots of opportunities to engage with local organisations, we'll help you take simple, positive steps for people, nature and the planet. The highlight of the year is the GreenFest one-day festival – a vibrant, family-friendly celebration packed with over 60 stalls, expert talks, pedal-powered smoothie bikes, repair and food-waste workshops, children's activities, sustainable food, live music and so much more. It's your chance to chat with local groups, meet people doing amazing things for wildlife and climate, and discover practical ways to live more sustainably. GreenFest is shaped by your ideas. With deep community roots, strong links to over 60 environmental groups, and partnerships with schools, councils and local organisations and businesses, we make sure everyone has a voice – including those most impacted by climate change. Whether you want to learn how to cut energy bills, explore electric vehicles, plant seeds, go on a bat walk, try Mediterranean cooking, ask a heat-pump owner, join citizen-science projects, or just enjoy great food and a welcoming atmosphere, GreenFest 2026 has something for you. Budget <table border="0"> <tr> <td>Hire of St Barts School £5k</td><td>Marquee hire £1k</td></tr> <tr> <td>Royal Mail leaflet drop £3k</td><td>Advertising £4k</td></tr> <tr> <td>Admin& marketing support £5k</td><td>Stall going to events across West Berks £2k</td></tr> <tr> <td>Film/Talks events across West Berks £2k</td><td>Carbon Literacy Training £8k</td></tr> <tr> <td>Total = £30k</td><td></td></tr> </table>	Hire of St Barts School £5k	Marquee hire £1k	Royal Mail leaflet drop £3k	Advertising £4k	Admin& marketing support £5k	Stall going to events across West Berks £2k	Film/Talks events across West Berks £2k	Carbon Literacy Training £8k	Total = £30k	
Hire of St Barts School £5k	Marquee hire £1k										
Royal Mail leaflet drop £3k	Advertising £4k										
Admin& marketing support £5k	Stall going to events across West Berks £2k										
Film/Talks events across West Berks £2k	Carbon Literacy Training £8k										
Total = £30k											

Application 2	
Aims and objectives of your organisation. What does your organisation do and how does it benefit the residents of the Parish of Compton?	Berkshire Vision is the county's local sight loss charity. We support over 1,700 blind and visually impaired children, adults and their families. Our services are designed to give people the skills, confidence and independence to live fulfilling lives. We offer telephone befriending, social activities, adapted sports, equipment & technology support, employability help, Sight Loss Support visits and a children's programme. Our services are available to anyone living with sight impairment, including those living in the Parish of Compton.
How many members/users do you have?	1,715
What percentage of your members/users are residents of the Parish of Compton?	Less than 1% (2 of our members live in the Parish of Compton)
How much funding are you applying for? (Maximum £150)	150
What is the total cost of your project?	£43,500
If your application is for greater than the maximum amount given above (£150) please give full details of the exceptional circumstance related to your request.	Not applicable
Briefly describe the project for which you require a grant, giving a breakdown of what the funding will be spent on. Please be aware that the Council do not normally give grants for running costs....	The project we are asking for funding towards is a combination of two of our core services that help people experiencing loneliness and isolation: telephone befriending and social activities. Losing one's sight can be a very difficult and isolating experience. Our telephone befrienders offer regular friendly calls, so everyone has someone to speak to. And our social activities - which are adapted for people with sight loss - give people regular face-to-face activities for people to look forward to. Our minibuses offer accessible door-to-door transport, further reducing barriers to people enjoying activities. The costs of the project quoted above include partial salaries of the teams providing the service, transport costs of our accessible minibuses, venue hire, refreshments, activity costs and entertainment. We have some match funding from national organisations such as Awards for All, and some funding from several parish councils however these do not cover the whole cost.

Agenda Item 13: To review the speed limit survey and agree on a budget for the survey costs

West Berkshire Council has advised that the Parish Council will need to demonstrate clear majority support from households in Compton before it can take forward the proposed speed limit changes to a formal public consultation. To do this, the Parish Council will need to carry out a survey of residents specifically on the speed-limit proposals within the village.

The survey can be delivered to all households alongside Compilations, ensuring full coverage. However, councillors will need to agree how survey returns will be coordinated, as achieving a high return rate is essential in order to evidence majority support.

Several return options are available:

- Drop-off at the Wilkins Centre - residents could post completed surveys through the door.
- Returns box at the village shop - subject to the shop's agreement.
- Door-to-door collection - councillors could volunteer to collect completed surveys from households.
- Royal Mail Business Reply service - this would allow residents to return surveys by post without needing a stamp.

If the Business Reply service is used, costs would include:

- Annual registration fee - starting at £99 (exact cost confirmed upon application).
- Postage for each returned envelope - currently £1.16 for second-class returns.
 - With approximately 651 households in the parish, the maximum cost would be £755.16 if every household used this method.
- Purchase of return envelopes - additional cost to be confirmed.

These costs would be in addition to the printing cost of the survey, currently estimated at £300 (subject to final confirmation).

Councillors are asked to consider which return options should be offered to residents and whether the Business Reply service should be used, noting the potential costs and the need to make returning the survey as easy as possible to maximise participation.

Agenda Item 14: To consider the purchase of football goals, including applying for funding

The Council is asked to consider the purchase of a pair of movable football goals for use on the Recreation Ground. The Council owns and maintains the football pitch, and movable goals would allow the playing area to be repositioned periodically. This would help reduce wear in the goalmouths and extend the life of the playing surface.

Movable goals would also support improved long-term maintenance. The ability to rotate the pitch layout reduces compaction and deterioration in high-use areas, helping to maintain a more even playing surface and lowering future repair requirements. Fixed posts are also subject to accelerated deterioration at ground level, partly due to exposure to moisture and other environmental factors. Relocating the goals would help minimise this issue and prolong the equipment's lifespan.

1. Funding – Football Foundation

The Football Foundation offers grants of up to £1,440 for a pair of goalposts. As part of the grant conditions, applicants must purchase equipment from one of the Foundation's preferred suppliers. Any award would reduce the overall cost to the Council.

2. Additional Funding – The Good Exchange

To further support project costs, the Council may also apply to The Good Exchange. Any funds secured would reduce the Council's contribution. If external funding does not meet the full cost, the remaining balance would be met by the Council.

3. Supplier Quotes

The table sets out three of the preferred suppliers, the full purchase cost for each option, and an illustration of the net cost to the Council if the Football Foundation grant is awarded at the maximum level and no additional external funding is secured.

Supplier	Total Cost excluding VAT	Cost to Council
Mark Harrod	£3,063.71	£1,623.71
MH Goals	£3,050.00	£1,610.00
Live 4 Soccer	£2,000.00	£ 560.00

Recommendation

That the Council:

1. Approves the purchase of movable football goals for the Recreation Ground.
2. Authorises applications to the Football Foundation and The Good Exchange to support project costs.
3. Notes that any remaining balance, after external funding has been secured, will be met by the Council.

Agenda Item 15: To consider the purchase of a storage container, including applying for funding

Rooms within the Sports Pavilion are currently being used for general storage, which prevents them from being used for their intended purposes. To bring the pavilion back into proper use, these stored items need to be relocated to suitable external storage. A planning application for a storage container on the Recreation Ground has been submitted, and a decision is expected before the Council meeting. The project can only proceed if permission is granted.

1. Planning Position

The planning application decision is anticipated prior to the meeting. If permission is granted, the Council will be able to move to the funding stage. Cost information is currently being gathered and will be reported once quotes are available.

2. Funding Approach

To deliver the project, external funding will be required. The Football Foundation provides capital grants covering up to 75% of eligible costs, with the remaining 25% match funding needing to be met by the applicant.

3. Football Foundation Application

If planning permission is granted, the next step will be to submit an application to the Football Foundation as the primary funding route. This will require confirmation that the Council is willing to meet the 25% contribution if other grants do not cover it.

4. Additional Grant Opportunities

Further grant applications may be possible to reduce the Council's contribution. These opportunities are not guaranteed and may only provide partial support. Applications can be made alongside the Football Foundation bid.

5. Recommendation

That the Council:

- Agrees that, if planning permission is granted, an application will be submitted to the Football Foundation for up to 75% of the project costs.
- Confirms that the Council will meet the 25% match-funding requirement if external grants do not fully cover it.
- Supports the submission of additional grant applications to reduce the Council's contribution where possible.

Agenda Item 16: To consider quotes for an arboricultural method statement for the installation of the storage container

The planning officer has advised that an arboricultural method statement (AMS) is required to support the Council's planning application for the proposed storage container at the Recreation Ground. The AMS must set out how the installation will be carried out without causing harm to nearby trees and must be prepared by a qualified arboricultural consultant.

This requirement was confirmed as the agenda was being finalised, and there was not sufficient time to obtain quotes in advance of publication. Quotes are now being sought and will be presented to the Council once received so that a consultant can be appointed.

Agenda Item 17: To consider adopting an updated Scheme of Delegation

Introduction

- 1.1 The powers and duties set out in this scheme are delegated to the Parish Clerk. The Parish Clerk is the Council's Responsible Financial Officer and the Proper Officer and is responsible for the management of the organisation.

Extent of Delegation

- 2.1 All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.
- 2.2 The Parish Clerk will exercise these powers in accordance with:
- approved budgets
 - the Council's Standing Orders and Financial Regulations
 - the Council's Policy Framework and other adopted policies of the Council
 - all statutory common law and contractual requirements
- 2.3 The Parish Clerk may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.

Delegations to the Parish Clerk

The Parish Clerk is authorised to:

- 3.1 Sign, or where appropriate, have sealed on behalf of the Parish Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Parish Council.
- 3.2 Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
- 3.3 Institute and appear in any legal proceedings authorised by the Council.
- 3.4 To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of Compton).
- 3.5 Alter the date or time of a Full Council, Committee or Working Group meeting but, before doing so, shall consult the Chair of the Council or Chair of the Committee concerned about the need for the change and about convenient alternative dates and times.
- 3.6 Manage the Council's records, document retention, publication arrangements and responses to routine requests for information, in accordance with the Council's adopted policies and any relevant legal requirements.

- 3.7 The Parish Clerk may also take such administrative action as is necessary to ensure compliance with the Council's duties under data protection, freedom of information and publication requirements in relation to matters falling within their delegated authority.
- 3.8 Maintain the Council's asset register and insurance records, and deal with routine matters arising under the Council's insurance arrangements, including the notification and administration of claims, renewals and amendments, provided that any material issue, claim or change in cover is reported to the Council.
- 3.9 Negotiate and enter into contractual arrangements for artistes and promoters in relation to events held in Compton organised by the Parish Council.
- 3.10 Manage all of the Council's services including:
- Events
 - Recreation Ground and Sports Pavilion
 - Burial Ground
 - Services agreed under contract for other authorities and bodies
 - Websites and social media accounts relating to the council and council activities
- 3.11 Manage the day-to-day hiring, booking and operational use of the Council's facilities, including the football pitch, pavilion and any associated rooms, land or amenities. This will involve:
- taking and administering bookings;
 - issuing and enforcing standard hire terms and conditions approved by the Council;
 - setting or varying routine charges and fees in accordance with any approved scale of charges;
 - refusing, suspending or cancelling bookings where necessary for operational, safeguarding, maintenance, legal or health and safety reasons; and
 - arranging routine opening, closing, cleaning, inspection and other operational matters connected with the hire of the facilities.
- Any non-standard hire arrangement, long-term licence, major concession or matter involving a significant policy or financial commitment shall be referred to Full Council.
- 3.12 Manage the routine health and safety arrangements for the Council's facilities, including the commission of inspections, risk assessments and any minor remedial works within approved budgets and in accordance with the Council's Standing Orders and Financial Regulations.
- 3.13 Where the Parish Clerk considers that a facility, or any part of it, should be temporarily closed or its use restricted in the interests of safety, the Parish Clerk may take such action as is reasonably necessary, provided that the matter is reported to the next meeting of the Council or relevant committee.

- 3.14 In consultation where appropriate with the relevant Chair, introduce, set and vary as necessary fees and charges for the delivery of Council services and for the issue of any license, registration, consent or approval.
- 3.15 To act as the Council's designated Officer for the purposes of the Freedom of Information Act 2000.
- 3.16 To apply for planning consent for the carrying out of development by the Council.
- 3.17 To respond to consultations on planning applications and licensing applications subject to the comments by Full Council or the Planning Committee.
- 3.18 To refer planning applications to the Council's planning consultants and/or planning solicitor following consultation with the Council Chair or Deputy Chair.
- 3.19 To respond to complaints made under the Council's complaints procedure.
- 3.20 To manage, monitor and review the Council's internal control procedures.
- 3.21 To manage, monitor and review the Council's Risk Register.

Financial Matters

- 4.1 The Parish Clerk is authorised to:
- 4.2 Be the Responsible Financial Officer for the purposes of Section 151 of the Local Government Act 1972.
- 4.3 Operate the Council's banking arrangements including arranging overdrafts.
- 4.4 Incur expenditure up to a maximum of £1,000 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution and Financial Regulations. The clerk may also incur expenditure more than £1,000 and up to £5,000 in consultation with the Chair or, in their absence, the Deputy Chair of the Council, as per Financial Regulations.
- 4.5 Pay all accounts properly incurred.
- 4.6 Pay all subscriptions to organisations to which the Council belongs.
- 4.7 Make all necessary arrangements for the provision of an internal and external audit service for the Council.
- 4.8 Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate.
- 4.9 Incur expenditure on revenue items within the approved estimates and budgets.
- 4.10 Incur expenditure on capital schemes within the Council's approved capital programme.
- 4.11 Authorise the maintenance, replacement or repair of existing equipment.

- 4.12 Accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
- The cost not exceeding the approved estimate.
 - The tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation.
 - All the requirements of the Council's Financial Regulations being complied with.
- 4.13 Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.
- 4.14 Manage investments and raise and repay loans as appropriate and obtain such other sources of credit as are required in accordance with the Financial Regulations.
- 4.15 Authorise action for the recovery of debts.
- 4.16 Write-off debts up to the level set by the Council.
- 4.17 Maintain a Register of Assets and Inventory of Equipment.
- 4.18 Determine the Parish Council's insurance requirements on the Council's behalf.
- 4.19 Make all necessary arrangements for the Council's insurances.

Staffing Matters

- 5.1 The Parish Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:
- 5.2 Appointments to posts including apprentices.
- 5.3 Employment of temporary employees.
- 5.4 Preparation of the job description and person specification, placing of the advertisement and short-listing of applicants.
- 5.5 Management of staff performance.
- 5.6 Control of discipline and performance, including the power of suspension and dismissal.
- 5.7 Exercise of disciplinary and grievance procedures in accordance with the Council's procedures.
- 5.8 Determine approved duties for the payment of travel and subsistence expenses to Members and Officers where they represent the Council outside of the Parish Council area.
- 5.9 Approve or refuse applications for re-grading, remove any bars in salary scales and to authorise salary increments and accelerated increments.
- 5.10 Approve payment of overtime.
- 5.11 Agree minor variations to the condition of employment.
- 5.12 Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the Council's policies.

- 5.13 Authorise training in line with the Council's policies.
- 5.14 Authorise the provision of uniforms or protective clothing.
- 5.15 Approve payment of claims from employees for compensation for loss of or damage to personal property.
- 5.16 Negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal.
- 5.17 Agree to premature retirement on the grounds of duly certified ill health.
- 5.18 Terminate employment during probation and to review salary on completion of probationary periods.
- 5.19 Commission legal and professional advice on staffing matters.

Property Matters

- 6.1 The Parish Clerk is given authority to manage the land and property of the Council including:
- 6.2 Agreeing the terms of any lease, licence, conveyance or transfer.
- 6.3 The granting or refusal of the Council's consent under the terms of any lease.
- 6.4 Variations of restrictive covenants of a routine nature.
- 6.5 The granting of easements, wayleaves and licences over Council land.
- 6.6 Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land.
- 6.7 Directing the custody of Parish Council property and documents in accordance with the provisions of Local Government Act 1972 S226.

Burial Ground Project

- 7.1 The Parish Clerk is authorised, in relation to the burial ground project, to incur expenditure against the earmarked reserves established for that purpose, provided that such expenditure is:
 - within the approved earmarked reserve and any approved project budget;
 - in accordance with the Council's Standing Orders, Financial Regulations and procurement requirements; and
 - reported to the next available meeting of the Council.
- 7.2 The Parish Clerk is authorised to commission and instruct any surveys, investigations, reports, assessments, technical advice or other preparatory work reasonably required to:
 - satisfy conditions imposed by the Local Planning Authority;
 - progress the burial ground project through the planning and pre-construction stages; and

- obtain such specialist, professional or technical expertise as is necessary for the proper delivery of the project.

7.3 The Parish Clerk is authorised to appoint consultants, advisers and other professionals required for the purposes of clause 7.2, subject always to the Council's Standing Orders, Financial Regulations and any applicable procurement thresholds.

7.4 All decisions relating to the award of quotations or tenders for the actual creation of the burial ground, including the appointment of a contractor for the main works, shall be reserved to Full Council.

7.5 No decision under this clause shall authorise expenditure beyond the amount available in the earmarked reserve or any other limit approved by Full Council.

Urgency

8.1 The Parish Clerk is authorised to act on behalf of the Council in cases of urgency or emergency.

8.2 Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group. The Chair, or in their absence the Deputy Chair, and the Chairs of any relevant Committee or Working Group are to be consulted where possible before such action is taken.

Emergency Planning

9.1 The Parish Clerk is authorised to implement the Council's Emergency Plan and to incur any necessary expenditure in accordance with the Council's Standing Orders and Financial Regulations.

9.2 Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group. The Chair and the Chair of any relevant Committee are to be consulted where possible before such action is taken.

Procedural

10.1 The Parish Clerk can:

10.2 Authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control.

10.3 Serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control.

10.4 Appoint consultants and other professionals to carry out any function and provide any service under their control, subject to the Council's Constitution and Financial Regulations.

Health and Safety at Work Act 1974

- 11.1 The Parish Clerk is authorised to oversee the discharge of the Council's responsibilities under the Act.

Legal Proceedings

- 12.1 The Parish Clerk is authorised to:
- 12.2 Take and discontinue legal proceedings in any Court or at any Tribunal.
- 12.3 Take Counsel's advice or instruct Counsel to represent the Council.
- 12.4 Seek injunctions and commence proceedings for the purposes of:
- enforcement in accordance with the Council's policies
 - recovering money due to the Council
 - recovering or otherwise preserving possession of the Council's land or property
 - defending the interests of the Council
 - appealing against a decision affecting the interests of the Council and responding to appeals against action taken by the Council.
- 12.5 Represent the Council at Court or any Tribunal or to make arrangements for appropriate representation.
- 12.6 Negotiate and settle the terms of documents to give effect to a decision of the Council or any of the Committees or of any Officer acting under delegated powers.
- 12.7 Apply the affixing of the Common Seal of the Council to documents in accordance with Standing Orders.
- 12.8 Be the responsible Officer for the co-ordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act.
- 12.9 Serve Requisitions for Information.
- 12.10 Prepare a draft budget for consideration by the Council.
- 12.11 Prepare the final accounts for each financial year.

Agenda Item 18: To review councillor training requirements

The Personnel Committee has recommended that the Council carry out a full review of councillor training requirements. The [Training and Development Policy](#) sets out the training that councillors are expected to attend.

Mandatory Training

Section 2.1.1 Required Training states that all councillors are expected to complete the following modules within twelve months of taking office (or within twelve months from the adoption of the revised policy on 1st December 2025 for existing councillors):

- **Knowledge and Core Skills** (HALC/BALC) *or* **Introduction to Local Councils** (NALC e-learning)
- **Standards in Public Life** (NALC e-learning)
- **Introduction to Local Planning for Local Councils** (HALC/BALC) *or* **Introduction to Planning for Local Councils** (NALC e-learning)
- **Cyber Security Awareness: Basic** (NALC e-learning or equivalent)

At present, no councillor has completed the Cyber Security Awareness module, so this will need to be prioritised.

In addition, the following must be completed once every election period (4 years):

- **Data Protection Essentials** (NALC e-learning)

A summary of completed and outstanding modules for each councillor will be reviewed at the meeting.

Optional Training

Section 2.1.2 Optional Training identifies further modules that councillors may find beneficial, including:

- Local Council Governance – Understanding Your Responsibilities
- Local Council Finance for Councillors
- Budgeting for Councillors
- Making Effective Planning Representations

These may be considered where councillors wish to strengthen knowledge in specific areas.

Role-Specific Training

Section 2.1.3 Role Specific Training requires councillors undertaking committee or role-specific duties to complete relevant training within three to six months of appointment. Examples include:

- Managing Employees in Local Councils – Personnel Committee
- Chairing Skills – Chair/Deputy Chair

Any outstanding role-specific training should be identified as part of the review.

Training Availability and Booking

Councillors are asked to review the current [BALC/HALC training programme](#), along with the [NALC e-learning modules](#), many of which can be completed online at your convenience. Councillors should advise the Clerk which courses they wish to attend so that bookings can be made and training needs met within the expected timeframes.

Full-Council Online Training Session

Councillors may also wish to consider commissioning a **full-council online training session**, delivered by an external provider at a cost of **£495 + VAT per session**. Topics currently available include:

- *Turning Your New Council's Ambition into a Practical Plan*
- *Defining Your Vision, Purpose and Priorities*

If councillors wish to explore this option, the Clerk can obtain further details and arrange a booking.

[Link to provider](#)

Additional Training Needs

Councillors are invited to consider whether any further training would be helpful so that any additional training can be sourced and included in the training plan and future budget setting.

Agenda Item 19: To consider the requirement for lighting around the junction of the High Street and the Institute site

The District Council has asked the Parish Council to provide comments on potential lighting at the new junction between the High Street and the Institute site. Their request highlights the village's Dark Skies Policy and the absence of local-authority street lighting.

They advise that an illuminated "Give Way" sign is likely to be installed at the junction with High Street. If the Parish Council were to support further illumination, the District Council notes that standard junction lighting practice typically involves three lighting columns: one on each side of the junction and one positioned opposite.