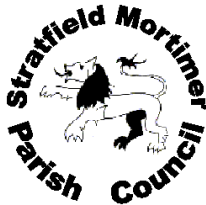


# Stratfield Mortimer Parish Council

## Minutes of the Full Council Meeting

held on 12<sup>th</sup> April 2018 @ 7.30 pm

at Mortimer Methodist Church, West End Road, Mortimer



### Present:

Councillors: Cllr. P. Wingfield (Chairman), Cllr. M. Dennett, Cllr. J. Bull, Cllr. N. Carter, Cllr. P. Challis, Cllr. S. Hill, Cllr. D. Ives, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. T. Reade, Cllr. A. Richardson.

Clerk: Lynn Hannawin – Deputy Clerk

Public/Press: There was 1 member of the public and District Cllr. G. Bridgman present and no members of the press present.

18/285	<b>Public Questions:</b> None.	
18/286	<b>To receive any apologies for absence:</b> Cllr. K. Johnson, Cllr. L. Jones, Cllr. N. Kiley,	
18/287	<b>To receive any declarations of interest and dispensations:</b> None.	
18/288	<b>To resolve to approve the Minutes of the Parish Council Meeting of 8<sup>th</sup> March 2018.</b> Further to the amendments read, the minutes were <b>APPROVED</b> for signature as a true record of the meeting.	
18/289	<b>To RESOLVE to adopt the Committee Structure and Meeting Schedule for the 2018/19 council year:</b> Cllr.P. Wingfield presented the proposed Committee Structure and Meeting Schedule. Further to the points raised by councillors, it was confirmed that: <ul style="list-style-type: none"> <li>• The schedule consists of 10 Full Council meetings a year, but Extraordinary meetings can be called should the need arise</li> <li>• Only a minimum number of member places has been stated for Finance and General Purposes and not a maximum.</li> <li>• The Chair and Vice-Chair do not have a veto on which councillors serve on which committee(s), but councillors need to submit their preferred choices to the Chair and Vice-Chair in order that a proposal can be put forward.</li> <li>• It states that co-opted members are only co-opted for a particular task to reflect the wording that is used in the regulations, but tasks can be open ended. It is not necessarily desirable for co-opted members to remain on a committee once the original need has been met.</li> <li>• A quorum of 4 does not necessarily include the Chair of the committee or the Chair or Vice-Chair of the Council.</li> </ul>	

	<ul style="list-style-type: none"> <li>It is envisaged that more work will be undertaken in working groups who report back to a committee or Full Council.</li> </ul> <p>Proposed by Cllr. T. Reade and seconded by Cllr. D. Kilshaw, it was <b>AGREED</b> unanimously to adopt the Committee Structure and meeting schedule for the 2018/19 council year.</p> <p>Councillors are requested to send their committee preferences to the Deputy Clerk by Friday 20<sup>th</sup> April 2018.</p>	<b>ALL</b>
<b>18/290</b>	<p><b>To RESOLVE to adopt the proposed revised Standing Orders and Financial Regulations:</b></p> <p>Cllr. T. Reade presented the proposed revised Standing Orders and Financial Regulations which are based on both NALC's current template; SMPC's original template; how they relate to the way the Council works and how the Council wants to work. There are formatting issues that will be resolved, and a final reading will be undertaken by Cllr. T. Reade. Any typos should be forwarded to Cllr. T. Reade and the Deputy Clerk. The following points were made/confirmed:</p> <ul style="list-style-type: none"> <li>The RFO will be decided at a future meeting but the wording is such that the Clerk and the RFO can be either the same or different people.</li> <li>Other parishes will be interested in the finished documents and District Cllr. G. Bridgman can forward them on.</li> <li>As per the NALC template, once amended, the motion being dealt with is an amended original motion and becomes a substantive motion, upon which further amendments can be made.</li> </ul> <p>Proposed by Cllr. P. Wingfield and seconded by Cllr. D. Kilshaw, it was <b>AGREED</b> unanimously to adopt the proposed revised Standing Orders and Financial Regulations.</p> <p>Cllr. P. Wingfield thanked Cllr. T. Reade for her work in this matter.</p>	<b>ALL</b>
<b>18/291</b>	<p><b>To consider Members' Bids for this round which closes on the 30<sup>th</sup> April 2018:</b></p> <p>Cllr. P. Wingfield listed the ideas that had been considered for the Members' Bids and reported that the final recommendation of the Finance and General Purposes Committee was for a Speed Indication Device (SID). Further to a discussion about the possible options and various prices of SIDs, it was <b>AGREED</b> that SMPC would be willing to match fund the Members' Bid up to £5000.00 in total and that this matter should now be delegated to the Roads, Footpaths and Commons Committee meeting on Tuesday 17<sup>th</sup> April.</p>	
<b>18/292</b>	<p><b>The Parish Council to consider writing to Thames Valley Police (TVP) expressing its concern that Reading Buses may withdraw the late night Burghfield and Mortimer service after the spate of vandal attacks.</b></p> <p>Cllr. C. Lewis explained that following a series of attacks on Reading Buses, the late night service may be withdrawn, creating a no-go area. Following a brief discussion, it was <b>AGREED</b> for Cllr. C. Lewis and the Deputy Clerk to write a letter of concern to the police.</p>	<b>CL/ Deputy Clerk</b>
<b>18/293</b>	<p><b>To receive District Councillors' Reports:</b></p> <p>District Cllr. G. Bridgman's report was received and noted.</p>	
<b>18/294</b>	<p><b>To note the meetings that have taken place of the following committees and to receive the draft minutes:</b></p>	

	<p><b>Planning Committee 8<sup>th</sup> March 2018</b>  <b>Planning Committee 20<sup>th</sup> March 2018</b>  <b>Extraordinary Fairground, Trees and Amenities 20<sup>th</sup> March 2018</b>  <b>NDP Community Projects Committee 20<sup>th</sup> March 2018</b>  <b>Cemetery Committee 27<sup>th</sup> March 2018</b>  <b>Finance and General Purposes Committee 5<sup>th</sup> April 2018:</b></p> <p>The minutes were received and noted.</p>																																													
18/295	<p><b>To receive an update report on Garth Hall:</b></p> <p>Cllr. M. Dennett reported that he had sent out all of the reports from the previous Garth Hall project to the Working Party, who are hoping to meet next week.</p>																																													
18/296	<p><b>To receive planning decisions and information from West Berkshire Council:</b></p> <p>In addition to those on the agenda, the following decisions were received:</p> <table border="0"> <thead> <tr> <th><u>Application</u></th> <th><u>Address</u></th> <th><u>Decision</u></th> <th><u>Date</u></th> </tr> </thead> <tbody> <tr> <td>18/00249/FULD</td> <td>42 West End Road, Mortimer, RG7 3TF</td> <td>Refused</td> <td>06/04/18</td> </tr> <tr> <td colspan="4"><b><u>SMPC Comments</u></b></td> </tr> <tr> <td colspan="4">Strongly objected - overdevelopment of the plot; site design brief has not been undertaken; plans have not been designed to deliver the Building for Life 12 principles (NDP Policy GD1); (NDP Policy GD5) the proposed plans do not fit in with the local vernacular (NDP Policy GD5).</td> </tr> <tr> <td>18/00469/HOUSE</td> <td>2 Sweetzers Piece, Mortimer, RG7 3UX</td> <td>Granted</td> <td>05/04/18</td> </tr> <tr> <td colspan="4"><b><u>SMPC Comments</u></b></td> </tr> <tr> <td colspan="4">NDP Policy GD2: the plans do not show the proposed dimensions and therefore it is unclear as to whether the plans meet the criteria. If the plans fail to meet the criteria them SMPC object.</td> </tr> <tr> <td>18/00090/HOUSE</td> <td>27 Groves Lea, Mortimer, RG7 3SS</td> <td>Granted</td> <td>06/04/18</td> </tr> <tr> <td colspan="4"><b>No objections</b></td> </tr> <tr> <td>18/00487/HOUSE</td> <td>11 King Street, Mortimer, RG7 3RS</td> <td>Granted</td> <td>12/04/18</td> </tr> <tr> <td colspan="4"><b>No objections</b></td> </tr> </tbody> </table> <p>Cllr. M. Dennett reported that when making planning decisions, West Berkshire Council are not always taking into account the NDP. Cllr. Dennett is creating a portfolio of examples and is planning on meeting with WBC to discuss this further.</p>	<u>Application</u>	<u>Address</u>	<u>Decision</u>	<u>Date</u>	18/00249/FULD	42 West End Road, Mortimer, RG7 3TF	Refused	06/04/18	<b><u>SMPC Comments</u></b>				Strongly objected - overdevelopment of the plot; site design brief has not been undertaken; plans have not been designed to deliver the Building for Life 12 principles (NDP Policy GD1); (NDP Policy GD5) the proposed plans do not fit in with the local vernacular (NDP Policy GD5).				18/00469/HOUSE	2 Sweetzers Piece, Mortimer, RG7 3UX	Granted	05/04/18	<b><u>SMPC Comments</u></b>				NDP Policy GD2: the plans do not show the proposed dimensions and therefore it is unclear as to whether the plans meet the criteria. If the plans fail to meet the criteria them SMPC object.				18/00090/HOUSE	27 Groves Lea, Mortimer, RG7 3SS	Granted	06/04/18	<b>No objections</b>				18/00487/HOUSE	11 King Street, Mortimer, RG7 3RS	Granted	12/04/18	<b>No objections</b>				
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18/297	<p><b>To receive Clerk's Financial Report on the February 2018 Financial A/Cs</b></p>																																													

	<p>The Deputy Clerk reported that the following points need to be considered for the February Accounts:</p> <ul style="list-style-type: none"> <li>• In the Clerk's Financial Report, the comment for item 1301 actually refers to 1300.</li> <li>• There is no figure showing for income for the annual Tennis Club hire agreement 2017/2018, because this was not paid into the bank until the 2<sup>nd</sup> March 2018.</li> <li>• The difference in the actual and budgeted figures for salaries is due to the increased hours and rate of pay and Employers NIC liability for the Deputy Clerk.</li> </ul>																																							
<b>18/298</b>	<p><b>To receive and note a summary of payments made with authorisation of Chairman or Vice-Chairman:</b></p> <table> <tr> <td>1 Salaries &amp; Wages – Mth. 12 – 2017</td> <td>£4428.96</td> </tr> <tr> <td>2 Haydn Selwyn-Jones – Computer screen &amp; cables</td> <td>£164.97</td> </tr> </table> <p>These were received and noted.</p>	1 Salaries & Wages – Mth. 12 – 2017	£4428.96	2 Haydn Selwyn-Jones – Computer screen & cables	£164.97																																			
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<b>18/299</b>	<p><b>Finance - To resolve to agree accounts for payment:</b></p> <p>Cllr. M. Dennett declared an interest.</p> <table> <tr> <td>1 Berkshire Youth – Consultation 15 Jan-30<sup>th</sup> April 2018</td> <td>£2673.90</td> </tr> <tr> <td>2 SSE – Southern Electric – Fairground Plot 1 inc. VAT DD</td> <td>£12.56</td> </tr> <tr> <td>3 SSE – Southern Electric – Fairground Plot 2 inc. VAT DD</td> <td>£12.56</td> </tr> <tr> <td>4 SSE – Southern Electric – Fairground Car Park inc. VAT DD</td> <td>£12.56</td> </tr> <tr> <td>5 HMRC – Mth 12 2017/2018 PAYE/NIC</td> <td>£1349.43</td> </tr> <tr> <td>6 West Berkshire Council – Leisure Centre Contribution</td> <td>£10553.78</td> </tr> <tr> <td>7 West Berkshire Council – Annual Re-Charge for Grounds Maintenance Services – inc. VAT</td> <td>£562.63</td> </tr> <tr> <td>8 Burghfield Parish Council – Hire charge West Wing on 17/04/18</td> <td>£30.00</td> </tr> <tr> <td>9 Dads Shop – Extra Strong Tie Refuse bags – inc. VAT</td> <td>£2.29</td> </tr> <tr> <td>10 Dads Shop – Aluminium Alloy Blind Rivets &amp; Carlube Grease – inc. VAT</td> <td>£9.89</td> </tr> <tr> <td>11 C&amp;D Facilities – Clearance of fallen branch – inc. VAT</td> <td>£60.00</td> </tr> <tr> <td>12 C&amp;D Facilities – Removal of self-set trees around memorial – inc. VAT</td> <td>£492.00</td> </tr> <tr> <td>13 Arcforce – Repair loose panels in MUGA – inc. VAT</td> <td>£471.07</td> </tr> <tr> <td>14 Arcforce – Fairground car park rail fencing repairs – inc. VAT</td> <td>£1137.29</td> </tr> <tr> <td>15 Cllr. M. Dennett – Custodian mobile top up</td> <td>£20.00</td> </tr> <tr> <td>16 L. Hannawin – 2 x replacement handle units for sheds – inc. VAT</td> <td>£39.00</td> </tr> <tr> <td>17 L. Hannawin – Optoma UHD550X projector – inc. VAT</td> <td>£1599.99</td> </tr> <tr> <td>18 Suez Recycling &amp; Recovery – March fees – inc. VAT</td> <td>£119.62</td> </tr> <tr> <td>19 BT – Quarter 21 Jan-31 May 2018 – inc. VAT DD</td> <td>£362.70</td> </tr> </table>	1 Berkshire Youth – Consultation 15 Jan-30 <sup>th</sup> April 2018	£2673.90	2 SSE – Southern Electric – Fairground Plot 1 inc. VAT DD	£12.56	3 SSE – Southern Electric – Fairground Plot 2 inc. VAT DD	£12.56	4 SSE – Southern Electric – Fairground Car Park inc. VAT DD	£12.56	5 HMRC – Mth 12 2017/2018 PAYE/NIC	£1349.43	6 West Berkshire Council – Leisure Centre Contribution	£10553.78	7 West Berkshire Council – Annual Re-Charge for Grounds Maintenance Services – inc. VAT	£562.63	8 Burghfield Parish Council – Hire charge West Wing on 17/04/18	£30.00	9 Dads Shop – Extra Strong Tie Refuse bags – inc. VAT	£2.29	10 Dads Shop – Aluminium Alloy Blind Rivets & Carlube Grease – inc. VAT	£9.89	11 C&D Facilities – Clearance of fallen branch – inc. VAT	£60.00	12 C&D Facilities – Removal of self-set trees around memorial – inc. VAT	£492.00	13 Arcforce – Repair loose panels in MUGA – inc. VAT	£471.07	14 Arcforce – Fairground car park rail fencing repairs – inc. VAT	£1137.29	15 Cllr. M. Dennett – Custodian mobile top up	£20.00	16 L. Hannawin – 2 x replacement handle units for sheds – inc. VAT	£39.00	17 L. Hannawin – Optoma UHD550X projector – inc. VAT	£1599.99	18 Suez Recycling & Recovery – March fees – inc. VAT	£119.62	19 BT – Quarter 21 Jan-31 May 2018 – inc. VAT DD	£362.70	
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	<p>20 West Berkshire – Quarterly Rent for Library £750.00</p> <p>21 ICCM – Council Membership subscription (cemetery) £90.00</p> <p>22 Oliver Signs – A0 Correx advertisement for Annual Parish Meeting – inc. VAT £48.00</p> <ul style="list-style-type: none"> <li>• Cllr. C. Lewis asked if the contribution for Willink Leisure Centre is for 2017/2018 and if so should it not appear in the 2017/2018 accounts. It was confirmed that the contribution was for 2017/18 but payment was made in 2018/19</li> <li>• It was confirmed that “Burghfield Parish Council – Hire charge West Wing” is the hall hire fee for the NAG meeting.</li> </ul> <p>The accounts were received and <b>AGREED</b> for payment unanimously.</p>	
<b>18/300</b>	<p><b>To receive Correspondence (for information only):</b></p> <p>Received and noted.</p>	
<b>18/301</b>	<p><b>Items for Communicating and newsletter:</b></p> <ol style="list-style-type: none"> <li>1. The appointment of Cllr. S. Hill.</li> <li>2. The new SMPC Committee Structure</li> <li>3. That SMPC will be writing to the police with regards to the concerns over the late night bus service.</li> <li>4. SID – once the APM has taken place.</li> </ol> <p>In addition:</p> <ul style="list-style-type: none"> <li>• All Councillors were reminded, to forward ideas for the next newsletter to Cllrs. A. Richardson and D. Kilshaw and the office.</li> <li>• All Councillors to let Cllr. A. Richardson know their availability for helping with the SMPC Fun Day Stall on Saturday 7<sup>th</sup> July.</li> </ul>	<p><b>PW</b></p> <p><b>CL</b></p> <p><b>DI</b></p> <p><b>All</b></p> <p><b>All</b></p>
<b>18/302</b>	<p><b>To receive Minor Matters (for information only)</b></p> <p>Annual Parish Meeting (APM):</p> <ul style="list-style-type: none"> <li>• Cllr. C. Lewis agreed to take the Minutes.</li> <li>• Cllrs. J. Bull, D. Kilshaw and S. Hill will open the hall and set up at 6.30pm.</li> <li>• Cllr. D. Kilshaw explained that the exhibition will consist of 8 Correx boards providing information and facts on aspects of speeding. Councillors are requested to help by being available from 7 – 7.30pm, to answer questions about the boards. Cllr. D. Kilshaw will send out a copy of the information to all Councillors but requested that information is not disclosed prior to the APM.</li> <li>• The Assistant to the Clerk will purchase and oversee the refreshments.</li> </ul> <p>Other points:</p> <ul style="list-style-type: none"> <li>• The Deputy Clerk enquired if any Councillors wanted a training session on the Governance Statement but no one was forthcoming.</li> <li>• Cllr. S. Hill will attend the Roads, Footpaths and Commons Committee meeting on Tuesday 17<sup>th</sup> April.</li> <li>• Cllr. P. Challis asked for an update on the area around the pond, which Gigaclear need to address, but there has been no communication with Gigaclear to date. The Deputy Clerk will follow this up. He also reported that the drain running under the road between Hammonds Heath and Strawberry Fields may be blocked. The Deputy Clerk will ask the Custodian to investigate.</li> <li>• Cllr. A. Richardson reported that the padlock for the tennis court is difficult to operate. The Deputy Clerk reported that the Custodian has been asked to apply WD40 and a new lock is in the process of being obtained. Cllr. A. Richardson also reported that the Tennis</li> </ul>	<p><b>CL</b></p> <p><b>JB/DK/SH</b></p> <p><b>DK</b></p> <p><b>Asst. Clerk</b></p> <p><b>Deputy Clerk</b></p> <p><b>Deputy Clerk</b></p>

	<p>Club would like to buy a tennis ball machine which they would like to store in the Parish council shed. The Deputy Clerk will ascertain if this is possible with regards to insurance.</p> <ul style="list-style-type: none"> <li>• Cllr. N. Carter reported that he now has the posters and the Correx fence board for advertising the APM.</li> </ul>	<b>Deputy Clerk</b>
<b>18/303</b>	<p><b>To receive any future Agenda Items:</b></p> <ul style="list-style-type: none"> <li>• Review of the APM.</li> </ul>	

The meeting closed at 9:00pm

The next meeting is on 10<sup>th</sup> May 2018.