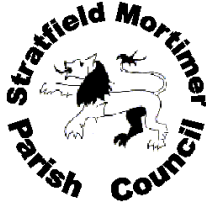


Stratfield Mortimer Parish Council

Minutes of the Full Council Meeting

held on 10th May 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. K. Johnson, Cllr. L. Jones, Cllr. N. Kiley, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. T. Reade, Cllr. A. Richardson.

Clerk: Lynn Hannawin – Deputy Clerk

Public/Press: There was no members of the public and no members of the press present.

18/304	Public Questions: None.	
18/305	To Elect Chairman for 2018/2019 – Chairman to sign Declaration of Office: Cllr. T. Reade was nominated as Chairman by Cllr. N. Kiley and seconded by Cllr. D. Kilshaw. As there were no other nominations, Cllr. T. Reade was duly elected unopposed as Chairman for the ensuing year. The Declaration of Office was signed.	
18/306	To Elect Vice-Chairman for 2018/2019 – Vice-Chairman to sign Declaration of Office: Cllr. T. Reade thanked Cllr. P Wingfield for his work as Chairman over the past 5 months. Cllr. M. Dennett was nominated as Vice-Chairman by Cllr. P. Wingfield and seconded by Cllr. T. Reade. As there were no other nominations, Cllr. M.Dennett was duly elected unopposed as Vice-Chairman for the ensuing year. The Declaration of Office was signed.	
18/307	To receive any apologies for absence: Cllr. M. Lock	
18/308	To receive any declarations of interest and dispensations: Cllr. T. Reade declared an interest in Agenda Item 18/319.	
18/309	To resolve to approve the Minutes of the Parish Council Meeting of 12th April 2018: Further to the amendments read, proposed by Cllr. M. Dennett, seconded by Cllr. A. Richardson and with one abstention, the minutes were APPROVED for signature as a true record of the meeting.	
18/310	To Appoint Committee Members for 2018/2019: Councillors were appointed to Committees as follows: a) Planning – Cllrs. M. Dennett, D. Ives, K. Johnson, L. Jones, N. Kiley, C. Lewis, P. Wingfield.	

	<p>b) Roads, Footpaths & Commons – Cllrs. J. Bull, N. Carter, S. Hill, D. Ives, K. Johnson, L. Jones, D. Kilshaw, C. Lewis, M. Lock.</p> <p>c) Fairground and Cemetery – Cllrs. J. Bull, P. Challis, S. Hill, K. Johnson, L. Jones, N. Kiley, M. Lock.</p> <p>d) Communications – Cllrs. N. Carter, K. Johnson, D. Kilshaw, A. Richardson.</p> <p>e) Community Projects – Cllrs. N. Carter, S. Hill, N. Kiley, D. Kilshaw, T. Reade, P. Wingfield.</p>	
18/311	<p>To Elect Committee Chairmen for 2018/2019: Councillors were elected to Chair Committees as follows:</p> <p>a) Planning – Cllr. M. Dennett</p> <p>b) Roads, Footpaths & Commons – Cllr. C. Lewis</p> <p>c) Fairground and Cemetery – Cllr. N. Kiley</p> <p>d) Communications – Cllr. D. Kilshaw</p> <p>e) Community Projects – Cllr. P. Wingfield</p>	
18/312	<p>To Appoint Committee Members for 2018/2019 for Finance and General Purposes: The following Councillors were appointed to the Finance and General Purposes Committee: Cllrs. J. Bull, N. Carter, M. Dennett, N. Kiley, D. Kilshaw, C. Lewis, T. Reade, A. Richardson, P. Wingfield.</p>	
18/313	<p>To Appoint Parish Council Representatives: <u>Annual Appointments:</u> Councillors were appointed as follows:</p> <p>a) Willink Leisure Centre Joint Advisory Committee – Cllr. N. Kiley</p> <p>b) Relief in Need Charity – Cllr. L. Jones</p> <p>c) Burghfield & Mortimer Neighbourhood Action Group (BMNAG) – Cllrs. N. Carter, D. Kilshaw</p> <p><u>Continuing fixed term of office:</u> Councillors were appointed/confirmed as follows:</p> <p>d) Clarke’s Educational Foundation – Cllr. N. Carter</p> <p>e) Stratfield Mortimer Fairground – Cllr. N. Kiley extended until October 2022</p> <p>f) Stratfield Mortimer Fairground Trust - Cllr. T. Reade until October 2021</p> <p>g) Wokefield Common Advisory Committee - Cllr J. Bull</p>	
18/314	<p>Parish Councillor volunteers to sit on the following outside committees: Councillors volunteered as follows:</p> <p>a) St John’s Hall Management Committee – Cllr. J. Bull</p> <p>b) Burghfield & Mortimer Volunteer Bureau – Cllr. L. Jones</p> <p>c) AWE Local Liaison Committee: - Cllr. M. Lock</p>	
18/315	<p>To AGREE the appointment of the BALC Data Protection Officer service and to note the proposed plan and indicative timescales to achieve compliance with GDPR as considered by the Finance and General Purposes Committee: Cllr. T. Reade summarised the requirements of General Data Protection Regulations (GDPR) as understood by SMPC, with regards to parish councils and the steps SMPC have taken to date to work towards compliance, along with plan of action for achieving full compliance by the</p>	

	<p>autumn. Cllr. T. Reade listed the benefits and associated costs of engaging a Data Protection Office through BALC.</p> <p>The plan and timescale to achieve compliance were noted and proposed by Cllr. A. Richardson, seconded by Cllr. C. Lewis, it was AGREED unanimously to appoint the BALC Data Protection Officer.</p>	Deputy Clerk
18/316	<p>To RESOLVE to adopt the revised Committee Terms of Reference as considered by the Finance and General Purposes Committee:</p> <p>Cllr. P. Wingfield presented a paper on the six SMPC Committees, which included both an introductory Terms of Reference applicable to all Committees and the specific Terms of Reference for each individual Committee. These must be read together.</p> <p>Proposed by Cllr. P. Wingfield, seconded by Cllr. M. Dennett, it was AGREED unanimously to adopt the revised Committee Terms of Reference.</p>	
18/317	<p>To resolve to approve renewal of SMPC Annual Insurance from 1st June:</p> <p>Cllr. P. Wingfield advised that SMPC's current insurers, AON, will no longer be providing insurance for parish councils. This service has been taken on by BHIB, who are offering effectively the same cover for slightly higher cost. Another independent quote obtained was significantly more expensive.</p> <p>Proposed by Cllr. N. Kiley, seconded by Cllr. C. Lewis, it was AGREED unanimously to approve the renewal of the SMPC Annual Insurance with BHIB.</p>	Deputy Clerk
18/318	<p>To AGREE a way forward concerning Risk Management:</p> <p>Further to an update on the current Risk Register, it was AGREED that an initial review would be presented to the Full Council in June. This would then be followed up with any outstanding actions during the course of the year. The following agreed to assist with this process: Cllrs. T. Reade, K. Johnson, S. Hill, A. Richardson and N. Carter and the Deputy Clerk.</p>	TR/KJ/ SH/AR/ NC/ Deputy Clerk
18/319	<p>To AGREE the actions with respect to the application to hold a regular, Sunday morning Car Boot Sale on the Fairground as considered by the Finance and General Purposes Committee:</p> <p>Cllr. N. Kiley advised that the recommendation of the Finance and General Purposes Committee is not to agree to a Sunday morning car boot sale. This is for the following reasons: location of the site in respect of residential properties; early start times; increased traffic; condition of the field; effect on other bookings; an alternative regular car boot sale is held in Grazeley.</p> <p>Proposed by Cllr. M. Dennett, seconded by Cllr. J. Bull and with one abstention, it was AGREED not to let the Fairground to be used for this car boot sale.</p>	Deputy Clerk
18/320	<p>To receive a report on the Berkshire Youth survey:</p> <p>Cllr. P. Wingfield confirmed that the report is the end of the first stage of the Youth Project but the recommendations contained within, need further consideration. It was AGREED for the Community Projects Committee to undertake the review of the report and to formulate options for taking this forward.</p>	PW
18/321	<p>To receive District Councillors' Reports:</p> <p>These were received and noted.</p>	
18/322	<p>To note the meetings that have taken place of the following committees and to receive the draft minutes:</p>	

	<p>Planning Committee 12th April 2018 Planning Committee 24th April 2018 Roads, Footpaths and Commons 17th April 2018 Fairground, Trees and Amenities 26th April 2018 Finance and General Purposes Committee 3rd May 2018</p> <p>The minutes were received and noted.</p>																	
18/323	<p>To receive an update report on Garth Hall:</p> <p>Cllr. M. Dennett reported that the Working Party had met and in reviewing the previous work undertaken with regards to Garth Hall. Following a discussion which highlighted various opinions and options it was AGREED that the Working Party review the feedback and formulate options for taking this forward for presentation to Full Council.</p>																	
18/324	<p>To receive planning decisions and information from West Berkshire Council:</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>18/00689/HOUSE</td> <td>57 Victoria Road, Mortimer, RG7 3SL</td> <td>Approved</td> <td>04/05/18</td> </tr> <tr> <td></td> <td><u>SMPC Comments</u></td> <td></td> <td></td> </tr> <tr> <td></td> <td>No objections</td> <td></td> <td></td> </tr> </tbody> </table>	<u>Application</u>	<u>Address</u>	<u>Decision</u>	<u>Date</u>	18/00689/HOUSE	57 Victoria Road, Mortimer, RG7 3SL	Approved	04/05/18		<u>SMPC Comments</u>				No objections			
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	<u>SMPC Comments</u>																	
	No objections																	
18/325	<p>To receive Clerk's Financial Report on the March 2018 Financial A/Cs noting that the year end adjustments are still to be completed:</p> <p>It was noted that there is an excess of £43k of income over expenditure. The income is £4k above budget and expenditure is below budget due to delays in project spending. The Clerk is working with the Deputy Clerk to prepare the year end accounts/adjustments and the Annual Governance and Accountability Return will be reviewed at the Full Council meeting in June.</p>																	
18/326	<p>To receive and note a summary of payments made with authorisation of Chairman or Vice-Chairman:</p> <table border="0"> <tbody> <tr> <td>1 Salaries & Wages – Mth. 1 – 2018</td> <td>£4851.22</td> </tr> <tr> <td>2 L. Hannawin – Office stationary and printer cartridges and topsoil.</td> <td>£314.88</td> </tr> </tbody> </table> <p>These were received and noted.</p>	1 Salaries & Wages – Mth. 1 – 2018	£4851.22	2 L. Hannawin – Office stationary and printer cartridges and topsoil.	£314.88													
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18/327	<p>Finance - To resolve to agree accounts for payment:</p> <p>Cllr. M. Dennett and Cllr. L. Jones declared an interest.</p> <table border="0"> <tbody> <tr> <td>1 HMRC – Mth 1 2018/2019 PAYE/NIC</td> <td>£1250.24</td> </tr> <tr> <td>2 South East Employers – Associate Membership April 2018-March 2019 – inc. VAT</td> <td>£243.60</td> </tr> <tr> <td>3 Fibrous – H.M. Queen Elizabeth II plaque & spike – inc. VAT</td> <td>£175.55</td> </tr> <tr> <td>4 Dads Shop – Maintenance sundries – inc. VAT</td> <td>£66.83</td> </tr> <tr> <td>5 Castle Water – Fairground supply - inc. VAT (DD)</td> <td>£6.67</td> </tr> <tr> <td>6 C&D Facilities – Cut back on Alfred Palmer Memorial Footpath – inc. VAT</td> <td>£902.40</td> </tr> </tbody> </table>	1 HMRC – Mth 1 2018/2019 PAYE/NIC	£1250.24	2 South East Employers – Associate Membership April 2018-March 2019 – inc. VAT	£243.60	3 Fibrous – H.M. Queen Elizabeth II plaque & spike – inc. VAT	£175.55	4 Dads Shop – Maintenance sundries – inc. VAT	£66.83	5 Castle Water – Fairground supply - inc. VAT (DD)	£6.67	6 C&D Facilities – Cut back on Alfred Palmer Memorial Footpath – inc. VAT	£902.40					
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	<p>7 KOMPAN – Repair and installation of parts for 1 x Spica – inc. VAT £705.10</p> <p>8 Oliver Signs – 8x A0 Correx boards for APM -inc. VAT £364.80</p> <p>9 Ambec – Painting Fairground car park rail fencing & gate £950.00</p> <p>10 Cllr. M. Dennett – Custodian mobile top up £20.00</p> <p>11 Cllr. M. Dennett – Survey Monkey annual subscription £336.00</p> <p>12 Cllr. L. Jones – Biscuits for APM £2.29</p> <p>13 B. O'Reilly – Tea/coffee/sugar/milk and biscuits (APM) £9.10</p> <p>14 Suez Recycling & Recovery – April fees – inc. VAT £119.60</p> <p>15 ROSPA – Annual inspection – inc. VAT £184.80</p> <p>16 BALC – BALC Subscription 2018-2019 (£649.98) and NALC Levy 2018-2019 (£207.22) – inc. VAT £1,028.64</p> <p>17 BALC – GDPR Course Fee 9.5.2018 – inc. VAT £103.20</p> <p>18 L. Hannawin – Stamps £16.08</p> <p>19 L. Hannawin – ICO Data Protection Registration £35.00</p> <p>20 L. Hannawin – HM Land Registry: register and title plan view for Mortimer Café £6.00</p> <p>21 L. Hannawin – M10 Sher security nut £3.50</p> <p>22 L. Hannawin – additional 1TB Dropbox space for Admin. £79.00</p> <p>23 L. Hannawin – additional 1TB Drobox space for Clerk £79.00</p> <p>24 L. Hannawin – 13.4miles Calcot Centre for GDPR training. £6.03</p>	
	The accounts were received and AGREED for payment.	
18/328	<p>To receive Correspondence (for information only):</p> <p>In addition to the items received and noted from the agenda, the Deputy Clerk reported on the follow items of correspondence:</p> <ul style="list-style-type: none"> • An email received from a concerned member of the public about the recent attacks on the buses and vandalism. As a result of this email, Ministry Defence Police (MDP), part of Project Servator at AWE, were contacted and will increase the number of patrols they undertake. • An email from Plastic Free Mortimer requesting the support of the Parish Council to achieve “Plastic Free” status. It is proposed to hold a meeting with a representative of Plastic Free Mortimer to gain a greater understanding of what is required. 	
18/329	<p>Items for Communicating and newsletter:</p> <ul style="list-style-type: none"> • New committee structure • Committee membership • Annual Parish Meeting • Annual Parish Meeting speeding report • Berkshire Youth Survey report <p>In addition, all Councillors are requested to write up a paragraph on an item of interest and forward it to the Communications Committee for inclusion in the newsletter.</p>	All

	Cllr. N. Kiley enquired about including a "Needs Survey" for the station car park in the newsletter and will forward the content to Cllr. D. Kilshaw. The copy deadline for all articles is FRIDAY 25th MAY	NK
18/330	To receive Minor Matters (for information only): <ul style="list-style-type: none"> • Cllr. T. Reade reported that NALC have issued a new template for Standing Orders so SMPC's Standing Orders will be amended later in the year and when in a position to do so, with regards to GDPR • Cllr. T. Reade informed those present that an email will be being sent out requesting Councillors to indicate their availability in order that the day of the Full Council meeting can be agreed. • Cllr. D. Ives reported that West Berkshire Council's Speeding Officer has returned to his post so data from future SID deployments should now be analysed. • Cllr. P. Challis queried the ownership of the footpath that runs from Windmill Road to The Bevers as stated in the Roads, Footpaths and Commons Committee meeting of the 17th April 2018 and will forward any relevant information to Cllr. C. Lewis. • Cllr. A. Richardson raised the issue of updating the Chairman's board in St John's Hall. Cllr. J. Bull will investigate sign writers. • Cllr. K. Johnson raised the question of Community Speedwatch and requested that clarification is sought regarding Thames Valley Police participation in this. Cllr. N. Carter agreed to follow this up. 	PC JB NC
18/331	To receive any future Agenda Items <ul style="list-style-type: none"> • Queries and questions raised at the Annual Parish Meeting must be reported back to the June Full Council meeting. • Devolution – Cllr. A. Richardson to confer with District Cllr. G. Bridgman and propose an agenda item 	AR
18/332	Exclusion of Press and Public: It was AGREED to exclude members of the public and the press due to the confidential and personal information to be discussed under Agenda Items 18/333.	
Part II		
18/333	Cllr. T. Reade reported on the following: <ul style="list-style-type: none"> • Contracts of Employment that complete the transition plan agreed in December 2017 have been drawn up. • Future costs of employment will be similar to the original estimate. • A pension scheme will shortly be in place to meet the obligation of the SMPC with regards to auto enrolment. 	

The meeting closed at 9:09pm

The next meeting will be on Thursday June 14th