

Stratfield Mortimer Parish Council

Minutes of the Full Council Meeting

held on 14th June 2018 @ 7.30 pm

at Mortimer Methodist Church, West End Road, Mortimer



Present:

Councillors: Cllr. T. Reade (Chairman), Cllr. M. Dennett, Cllr. J. Bull, Cllr. S. Hill, Cllr. D. Ives, Cllr. K. Johnson, Cllr. N. Kiley, Cllr. D. Kilshaw, Cllr. M. Lock, Cllr. A. Richardson, Cllr. P. Wingfield.

Clerk: Lynn Hannawin

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

18/334	<p>Public Questions:</p> <p>JW enquired as to why Agenda Item 18/357 was being discussed under Part II. Cllr. Reade confirmed it was because the Council would be considering confidential advice on the matter and this needed to be done in a private (Part II) session.</p>	
18/335	<p>To receive any apologies for absence:</p> <p>Cllr. N. Carter, Cllr. P. Challis, Cllr. L. Jones, Cllr. C. Lewis</p>	
18/336	<p>To receive any declarations of interest and dispensations:</p> <p>Cllrs. M. Dennett and P. Wingfield declared an interest in Agenda Item 18/350.</p>	
18/337	<p>To resolve to approve the Minutes of the Parish Council Meeting of 10th May 2018:</p> <p>Proposed by Cllr. T. Reade, seconded by Cllr. J. Bull, it was voted unanimously, by those present at the meeting, that the minutes should be APPROVED for signature as a true record of the meeting.</p>	
18/338	<p>To receive an update on actions taken from the previous Parish Council meetings.</p> <p>Each action was reviewed and updated accordingly.</p>	
18/339	<p>To receive and approve the Asset Register reviewed by F&GP Committee 5th June 2018:</p> <p>The Clerk summarised aspects of the Asset Register. The Asset Register will be reviewed to ensure it both fully reflects the costs of assets in use and that adequate reserves are held for asset maintenance/replacement. Proposed by Cllr. M. Dennett, seconded by Cllr. A. Richardson, the Asset Register was received and APPROVED unanimously.</p>	Clerk
18/340	<p>To receive and approve the Risk Register reviewed by F&GP Committee 5th June 2018:</p> <p>Cllr. A. Richardson summarised the review of the Risk Register that had been carried out by the Working Party to date. Further work will be undertaken to progress the identified actions.</p>	AR

	Proposed by Cllr. A. Richardson, seconded by Cllr. N. Kiley, the Risk Register was received and APPROVED unanimously.	
18/341	<p>To receive and consider the Internal Audit Report for the year ended 31 March 2018 reviewed by F&GP Committee 5th June 2018:</p> <p>The auditor's report was received and considered. It was confirmed that the minor issue highlighted with the minutes, which has now been addressed, was included in order to draw this to the attention of the Council and will not affect the Annual Return.</p>	
18/342	<p>To receive and approve 2017 - 2018 Annual Governance and Accountability Return Section 1 – Annual Governance Statement reviewed by F&GP Committee 5th June 2018:</p> <p>Cllr. T. Reade recapped on the 3 areas of the Governance Statement 2016/17, in which SMPC didn't comply and reminded Councillors that that these had all been addressed at the time. Each part of the Section 1 - Annual Governance Statement 2017/18 was reviewed and compliance discussed and confirmed.</p> <p>Proposed by Cllr. T. Reade, seconded by Cllr. M. Dennett, Section 1 - Annual Governance Statement was received and APPROVED unanimously for signing.</p>	
18/343	<p>To receive and approve 2017 - 2018 Annual Governance and Accountability Return Section 2 – Accounting Statements and supporting documents reviewed by F&GP Committee 5th June 2018:</p> <p>Cllr. T. Reade presented Section 2 and summarised the reasons for the differences in figures between 2016/17 and 2017/18. It was noted that the figures have been audited and approved both by the Internal Auditor and the Finance and General Purposes Committee.</p> <p>Proposed by Cllr. T. Reade, seconded by Cllr. M. Dennett, Section 2 - Accounting Statements was received and APPROVED unanimously for signing.</p>	
18/344	<p>To receive the Clerk's report on "General Data Protection Regulations (GDPR) – Actions for Councillors" and to agree to their implementation.</p> <p>The Clerk outlined the various steps that Councillors needed to take in order to ensure compliance with GDPR. Also, that a new email footer and email passwords would be implemented soon.</p> <p>Cllr. P. Wingfield questioned the scope of matters on which it was necessary to include the Parish Office on email correspondence as a requirement of the ICO registration. This will be followed up outside of the meeting.</p> <p>Proposed by Cllr. S. Hill, seconded by Cllr. D. Ives, the Actions for Councillors was received and AGREED.</p>	PW Clerk
18/345	<p>To receive District Councillors' Reports:</p> <p>The written reports were received and noted.</p> <p>In addition, Cllr. M. Lock reported that the issue of charging for green bin collection had been discussed at the recent West Berkshire Council (WBC) meeting and charges for green bins will be implemented shortly. Households not wishing to pay the additional cost for the green bin service, will have the choice of taking green waste to Padworth Recycling or putting it in the black bin. Cllr. G. Bridgman confirmed that in other areas, the uptake of this paid service had been greater than expected. The revenue that WBC receives from composting offsets only a portion of the cost of a green bin service collection.</p>	

	Cllr. G. Bridgman said that with regards to GDPR, WBC publish the addresses and phone numbers of all councillors. He also reported that the recent Members' Bid to buy two Speed Indicator Devices (SID) machines had been successful with the caveat that the machines are shared with other parish councils.																													
18/346	<p>To receive the minutes from the Annual Parish Meeting and decide upon actions to be taken:</p> <p>Further to highlighting the main points from the Annual Parish Meeting (APM), proposed by Cllr. P. Wingfield and seconded by Cllr. Mollie. Lock, it was AGREED unanimously to ask the Roads, Footpaths and Commons Committee to investigate the potential outcomes identified at the APM and to prepare proposals for Full Council.</p>	Clerk																												
18/347	<p>To note the meetings that have taken place of the following committees and to receive the draft minutes:</p> <p>Planning Committee 22nd May 2018 Finance and General Purposes Committee 5th June 2018</p> <p>The minutes were received and noted.</p>																													
18/348	<p>To receive planning decisions and information from West Berkshire Council:</p> <p>Cllr. M. Dennett presented the planning decisions received and stated that application 18/00916/HOUSE was approved but only after WBC followed up on SMPC's comments and requested a plan showing the required three parking spaces. The Planning Committee objected to application 18/00476/FULD on several grounds and this was refused.</p> <p>In addition to those on the agenda, the following decisions were received:</p> <table border="1"> <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>17/003353/HOUSE</td> <td>14 Stephens Road, Mortimer, RG7 3TU</td> <td>Approved</td> <td>07/06/18</td> </tr> <tr> <td colspan="4"><u>SMPC Comments</u></td> </tr> <tr> <td colspan="4">No objections in principal but it was noted that the depth of the proposed garage space does not quite meet the 6-metre internal dimension set out under Stratfield Mortimer NDP Policy GC2.</td> </tr> <tr> <td>18/00523/FULD</td> <td>Horse and Groom, The Street, Mortimer Common, RG7 3RD</td> <td>Approved</td> <td>13/06/18</td> </tr> <tr> <td colspan="4"><u>SMPC Comments</u></td> </tr> <tr> <td colspan="4">Further to the letter of 25th April 2018 from WYG, the Committee notes with thanks the confirmation that the site design will now be Building for Life¹² compliant (NDP Policy GD1) and that there will be no street lighting (NDP Policy GD4). Regarding NDP Policy GD2, the Committee is now satisfied there is adequate parking for residents on site. However, the design and access statement (Section 4.1) states that the Horse and Groom 'will continue to be served by 28 car parking spaces within the Parish Council owned car park on the opposite side of The Street'. The Council points out that the developer does not have the right to make such a statement. Residents of the proposed dwelling and the pub flat should park on site and not in the Council car park. The Committee is also concerned that the provision for waste storage from the public house has not been adequately addressed (NDP Policy GD5). Currently, the waste bins are at the side of the public house which will</td> </tr> </tbody> </table>	<u>Application</u>	<u>Address</u>	<u>Decision</u>	<u>Date</u>	17/003353/HOUSE	14 Stephens Road, Mortimer, RG7 3TU	Approved	07/06/18	<u>SMPC Comments</u>				No objections in principal but it was noted that the depth of the proposed garage space does not quite meet the 6-metre internal dimension set out under Stratfield Mortimer NDP Policy GC2.				18/00523/FULD	Horse and Groom, The Street, Mortimer Common, RG7 3RD	Approved	13/06/18	<u>SMPC Comments</u>				Further to the letter of 25th April 2018 from WYG, the Committee notes with thanks the confirmation that the site design will now be Building for Life ¹² compliant (NDP Policy GD1) and that there will be no street lighting (NDP Policy GD4). Regarding NDP Policy GD2, the Committee is now satisfied there is adequate parking for residents on site. However, the design and access statement (Section 4.1) states that the Horse and Groom 'will continue to be served by 28 car parking spaces within the Parish Council owned car park on the opposite side of The Street'. The Council points out that the developer does not have the right to make such a statement. Residents of the proposed dwelling and the pub flat should park on site and not in the Council car park. The Committee is also concerned that the provision for waste storage from the public house has not been adequately addressed (NDP Policy GD5). Currently, the waste bins are at the side of the public house which will				
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	<p>become the access road for the new dwellings. NDP Policies GD3 and GD6, covering the issue of surface and storm water drainage must be met. If the application is recommended for approval, SMPC strongly requests that these policy requirements are covered by a planning condition.</p> <p>Application 18/00523 has been approved with conditions with regards to drainage and waste provision as requested by the Planning Committee. Cllr. M. Dennett reported that West Berkshire Council do now seem to be taking note of the comments made by the Planning Committee.</p>	
18/349	<p>To receive and note a summary of payments made with authorisation of Chairman or Vice-Chairman:</p> <p>1 Salaries & Wages – Tax Month 2 – May 2018 £4754.57</p> <p>These were received and noted.</p>	
18/350	<p>Finance - To resolve to agree accounts for payment:</p> <p>1. HMRC – Mth 2 2018/2019 PAYE/NIC £1,250.44</p> <p>2. Englefield Estate – Quarterly rent 24.06.18-28.09.18 £62.50 St. Mary's Mortimer burial ground</p> <p>3. Warner Surveys – Topological survey of cemetery and proposed extension – inc. VAT £600.00</p> <p>4. Society of Local Council Clerks – 2018/2019 Subscription and joining fee £200.00</p> <p>5. C&D Facilities – Grass cutting at cemetery – inc. VAT £417.89</p> <p>6. C&D Facilities – Grass cutting at all other sites – inc. VAT £773.59</p> <p>7. C&D Facilities – Grass cutting to uncollected grazing area – inc. VAT £309.00</p> <p>8. C&D Facilities – Grass cutting Fairground & cemetery -month May 2018 – inc. VAT £720.33</p> <p>9. KOMPAN – Repair and installation of parts for second Spica – inc. VAT £705.10</p> <p>10. Stanley Electrical Services – First instalment for electrics to tennis courts – inc. VAT £1,800.00</p> <p>11. L. Hannawin – Black & Cyan Toner Cartridges £133.00</p> <p>12. P. Wingfield – Gift Card for Clerk's Retirement £50.00</p> <p>13. Castle Water – April 2018 charge for Mortimer Fairground (DD) £8.98</p> <p>14. Dad's Shop – Maintenance sundries (wire netting, brushwood killer & nails) - inc. VAT £38.07</p> <p>15. BHIB Insurance Brokers – SMPC Annual Insurance Renewal 2018/2019 £517.11</p> <p>16. Pro Vision – Mortimer Station Car Park Survey (to 30 May 2018) – inc. VAT £2,238.65</p>	

	<p>17. Rialtas Business Solutions – Alpha (accounting) Software Maintenance (Single User) – inc. VAT £142.80</p> <p>18. Proludic – Supply and installation of Hip Hop swing in Fairground – inc. VAT £3,556.63</p> <p>19. SUEZ Recycling & Recovery – Fairground Car Park: May fees inc. VAT (DD) £119.60</p> <p>20. The Methodist Church – Rental of premises April 2017-March 2018 £420.00</p> <p>21. Unit Trust Bank – Bank charges 05.03.18-03.06.18 (DD) £28.80</p> <p>22. M. Dennett – Refuse Sacks inc. VAT £18.90</p> <p>23. M. Dennett – 2x HDMI cables for projector inc. VAT £19.00</p> <p>24. M. Dennett – Petrol for hedge strimmer £6.39</p> <p>25. M. Dennett – Phone top-up for Custodian £20.00</p> <p>26. C&D Facilities – Cutback Holy bush on Fairground entrance – inc. VAT £192.00</p> <p>The accounts were received and AGREED for payment.</p>	
18/351	<p>To receive Correspondence (for information only): In addition to those on the agenda, the following items of correspondence were received and noted:</p> <ul style="list-style-type: none"> • NALC Annual Conference – 30/31st October 2018, Milton Keynes • WBC Community Workshop re Landscape Character Assessment – 3rd July 2018. Cllrs. P. Wingfield and N. Kiley to attend. • Hills Public Open Day at Mortimer Quarry • Information on the Consultation on the draft Sustainable Drainage Systems Supplementary Planning Document for which comments can be made to WBC by the 21st July. Cllr. P. Wingfield will draft a response to be presented at the Full Council meeting in July. 	PW
18/352	<p>Items for Communicating and newsletter: All relevant topics have been included in the next newsletter which is currently being produced.</p>	
18/353	<p>To receive Minor Matters (for information only): The Clerk reported on the following:</p> <ul style="list-style-type: none"> • The concrete base for the tennis court entry system had been laid. The cabinet was expected to arrive on Tuesday 12th June but was now expected on Tuesday 19th June. • The fencing work for Hammonds Heath and the conservation area will commence on Monday 18th June. • The MUGA is currently being painted and this will be followed by the painting of the equipment in the children's play area. • The plaque commemorating the Queen's 90th birthday will shortly be in place. <p>Cllr. D. Ives reported on the following:</p> <ul style="list-style-type: none"> • The two paths between Victoria Road and West End Road have been cut. • SID training will take place on the 15th August 2018. 	

	<ul style="list-style-type: none"> In light of the successful Members Bid to purchase two SIDs, one with automatic number plate recognition capabilities, a meeting with the police should be arranged. <p>Cllr. S. Hill reported that the bridge on the footpath along West End Road has been repaired by WBC.</p> <p>Cllr. P. Wingfield asked for an update on the Library Working Party. The Clerk reported that all contact details had been forwarded to Paul James at WBC. Cllr. M. Lock will follow this up.</p> <p>Cllr. N. Kiley reported on the following:</p> <ul style="list-style-type: none"> WBC have agreed to provide specification for the required works for the public rights of way in the conservation area. The Parish Council can then obtain quotes and WBC will contribute towards the cost of the works. The foliage along Hammonds Heath on the eastern side needs cutting back. The Clerk will follow this up. 	Clerk
18/354	To receive any future Agenda Items: Clerks Update	
18/355	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 18/356 and 18/357.	
Part II		
18/356	To receive a paper on the proposed Green Spaces Habitat Survey, Development and Conservation and agree the appointment of a contractor to undertake the work. Cllr. P. Wingfield summarised the process for the invitation to tender and the proposals received, which had been reviewed by members of the Community Projects Committee. Proposed by Cllr. N. Kiley, seconded by Cllr. D. Kilshaw, it was AGREED unanimously, to place a contract with Acorn Ecology Ltd, to undertake the "Green Spaces Habitat Survey, Development and Conservation Plan".	
18/357	To receive an update from the Garth Hall Working Party and agree the next action(s). The meeting considered confidential advice from various bodies on the future of Garth Hall. The Parish Council resolved to take forward discussions with the Charities Commission and The Royal British Legion with a view to ensuring that the original trust objectives were met in some way within the village.	

The meeting closed at 9:30pm

The next meeting will be on Thursday July 12th