



Stratfield Mortimer Parish Council
Unadopted Minutes of the
Parish Council Meeting
held on 15 January 2015 @7:30pm
at Mortimer Methodist Church Hall, West End Road Mortimer

Present:

Councillors: M Dennett (Chairman), T Audsley, P Blagden, A Butcher, J Bull, P Challis, J Earl, D Ives, M Lock, A Philips, A Richardson and P Wingfield.

Clerk: Mrs J Kirk

Public & Press: One

15/01 To receive any Apologies for Absence: Cllrs N Kiley.

15/02 To receive any Declarations of Interest and Dispensations and to consider any Applications for the Grant of a Dispensation from Members and whether the Full Council grants itself a Dispensation in accordance with the Localism Act 2011:

Declaration of Interest: Cllrs Blagden, Earl and Richardson declared a Disclosable Pecuniary Interest (DPI) in Agenda Item No. 15/07 and Cllr Audsley declared a DPI in Agenda Item No 15/17.

Dispensations: The Clerk advised that all members present had applied for a Grant of Dispensation. Cllr Dennett proposed that the Council grant itself a Dispensation in relation to Agenda Item No. 15/06. This was seconded by Cllr Audsley and carried unanimously.

15/03 To resolve to Approve Minutes of the Parish Council Meeting of 13.11.2014:

The Parish Council Meeting Minutes of 13 November 2014 were unanimously approved as a true record and signed by the Chairman.

Cllr Dennett moved from the Chair to move to Agenda Item No. 15/17 before Agenda Item 15/04 below:

15/04 To receive Clerk's update (for information only):

- 14/215: Sport England appointed an independent assessor, MSc consultants, who carried out a comprehensive inspection report and concluded that the courts meet SAPCA standards with regards construction on the project. MSc-Consultants also issued a Certificate of Practical Completion and the defects liability/maintenance period expires on 29 September 2015. Following this in early December Sport England released the grant monies to the Parish Council (less the 2½% retention) and asked that the contractor's invoice be settled and this was done. The assessor has arranged for the contractor to attend the site by the 21 January 2015 to fit the centre anchor straps to the tennis nets to complete the project. A letter of gratitude for the reconstruction works of the courts has been received from the Chairman of Mortimer Tennis Club and this was read out.
- 14/216: The Community Plan (formerly Parish Plan) guidelines have been sent to the Refresh Group and they have advised that they will up-date the Council at the February Parish Council Meeting.
- 14/210 West Berkshire Council (WBC) advised that no requests to hold a by-election were received to fill the vacancy following the death of Cllr Morden. As there is only just over two months of the current term remaining there is insufficient time to start a co-option process and therefore the vacancy will stand until the Parish Council Elections on 8 May 2015.

- 14/214: The Clerk confirmed that the agreed works on the Cemetery Extension have been put in hand at a cost of £2,867 plus VAT although these will not be completed until April when the ground is drier and after frosts.

- 15/05 To receive the Finance and General Purposes (F & GP) Committee Minutes (Part 1) of 07.01.2015:** The Minutes of this meeting were approved, endorsed and adopted.
- 15/06 To approve Budget (and Precept requirement figure) as recommended by the F & GP Committee for the year 2015/2016:**
After the proposal (previously circulated) had been discussed and considered by the full Council Cllr Dennett proposed from the Chair to approve the SMPC Budget and a Precept requirement figure of £112,840, as recommended by the F & GP Committee, for the year 2015/2016. This was seconded by Cllr Richardson and unanimously resolved. The Clerk will complete the Local Government Finance Act (Precept request) form and send to WBC.
- 15/07 To receive recommendation from the F & GP Committee that SMPC does not renew its Premises Licence for the Fairground for 2015:** Cllrs Blagden, Earl and Richardson declared a DPI for this item. After a discussion Cllr Dennett proposed the above motion from the F & GP Committee that SMPC does not renew its Premises Licence for the Fairground for 2015, this was seconded by Cllr Audsley and carried by 7 votes in favour, 2 against and 3 abstentions. The Clerk was asked to write as soon as possible to advise the organisations who have previously used the Premises Licence of the position.
- 15/08 To receive Roads, Footpaths & Commons (RF&C) Committee Minutes of 09.12.2014:** The Minutes of this meeting were approved, endorsed and adopted.
- 15/09 To receive Fairground, Trees & Amenities (FT&C) Committee Minutes of 09.12.2014:** The Minutes of this meeting were approved, endorsed and adopted.
- 15/10 To agree that the Clerk can put in place tree work identified in the Tree Works Condition Survey (carried out by Sapling Arboriculture Ltd) for works on Windmill Common, the Fairground and the Cemetery to be completed by 31.03.2015:** Cllr Dennett advised that two quotations had been received for these works and explained these. Cllr Dennett then proposed from the Chair that the Clerk awards the cheapest quote for each section and this was unanimously agreed. **Clerk to action.**
- 15/11 To discuss options for the provision of a Christmas Tree on the Fairground for 2015:** Further to Min No 14/81 of 10 April 2014 (when the Council considered the options regarding the provision of a Parish Council Christmas Tree for 2014) Cllr Bull gave an update on the 2014 tree. The Council thanked the Englefield Estate for kindly supplying the tree and a vote of thanks to Cllr Bull and the Custodian for erecting and managing the tree. Comments from residents regarding the 2014 Christmas Tree and a summary of the posts on the Mortimer Village Partnership Facebook Page were received and these ranged from the worst tree ever to the tree was perfectly fine. There were also offers of help, some financial. This was then discussed and it was agreed that a sub group of Councillors (Cllrs Earl, Audsley, Bull and Richardson) and the Clerk would meet and look into various options for a 2015 tree and report back with more details and costings to the March Full Parish Council Meeting. The Clerk was asked to send a update to the person who had collated and submitted the Facebook comments. **Clerk to action.**
- 15/12 To receive letters of complaint regarding the Hunt Meet held on 27.12.2014:** Cllr Blagden advised that WBC had forwarded three letters of complaint it had received in error regarding the above Meet on the 27 December 2014 which was held in the Parish Council Fairground Car Park and for which a booking had been made with the Parish Council. The complaints were similar and the relevant parts of the complaint which related to the Parish Council were discussed and considered. These were that the horses had fouled the car park and also that the hounds had fouled the area in and around the car park and this had not been addressed by members of the Hunt. It was agreed that this is a breach of the Fairground Hire Agreement and to ask the Clerk to write to the Hunt expressing SMPC's disappointment of this breach and inform them that unless there is prior assurance that the terms of the Hire Agreement will be strictly adhered to any future booking will not be agreed to. **Clerk to action.**

- 15/13 To receive Communications Committee Minutes of 09.12.2014:** The Minutes of this Meeting was received, endorsed and adopted.
- 15/14 To receive Planning Committee Minutes of 09.12.2014:** The Minutes of this Meeting was received, endorsed and adopted.
- 15/15 To receive planning decisions and information from West Berkshire Council (WBC):**
In the absence of Cllr Kiley the Clerk reported that the following decisions had been received from WBC:
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| 14/02674/HOUSE | 2 Church Farm Barns. Replacement garden shed. Granted. |
| 14/02865/CERTP | 36 Victoria Road (previously Amicus). Confirm that the authorised condition of building is for Class A2 (professional services). WBC cannot determine the application as the matters to be considered fall outside the scope of a certificate of proposed development and should have the subject of an application for a certificate of existing use. |
| 14/02701/CERTP | Land adjacent to Lane House Cottage, Mortimer Lane. Construction of a track way. Refused. By seeking to alter the means of access granted in the prior approval 14/01717/PACOU the proposed works would not be in accordance with the prior approval or comply with condition 1. Therefore the change of use from agricultural to residential would not constitute permitted development under Class MB of the Town and Country Planning (General Permitted Development) Order 1995 (as amended). The proposed works would entail the change of use of agricultural land to residential in order to facilitate access to a residential dwelling in such a manner as not to be permitted under the above act. |
| 14/02806/FULD | Land adjacent to 29-30 The Bevers. Section 73 variation of condition 3 to change roof materials with reference to application 10/00407/FULD. Granted. |
| 14/02870/CERTP | 34 Croft Road. New front porch and new rear extension. Refused. The proposal fails to comply with the criteria of Schedule 2 of the Town and Country Planning (General Permitted Development as amended) 2008. |
| 14/02482/FUL | 56 and 56A Victoria Road. Replacement and re-design of external access stair to first floor dwelling and provision of two garages in a detached garage block to rear of property. Granted. |
| 14/02678/CERTP | 77 Victoria Road. Ground floor rear extension and small front infill porch. Split Decision: the single storey rear extension is permitted under General Permitted Development but the front porch is not permitted development and will require planning permission. |
| 14/02348/HOUSE | 52 Victoria Road. Proposed rear and side single storey extension and garage conversion. Granted. |
- 15/16 To receive update and Minutes from the Mortimer Neighbourhood Development Plan (NDP) Steering Group:** Minutes of the NDP Steering Group meetings of 21 November, 5th December and 19 December were received. Cllr Dennett reported that since the last Parish Council meeting that as per Minute No. as Minute 14/218b the NDP Group has entered into a contract for administrative support with Jane Rabbiosi. It did not however proceed with a contract to appoint a planning consultant (as per Minute No. 14/218c), and instead have agreed that planning consultant Bell Cornwell would only be used in an advisory capacity. Representatives of the Group met with the Partners from Mortimer Surgery and Governors and Head teachers of St John's and St Mary's Schools. There has also been several meetings with the group of eight volunteers who are helping with the development of the plan. A consultation, based on the three options (as in minute 14/218c) is being planned and it is hoped that this will be displayed in the premises that Budgen's used as a temporary shop from 14 February 2015 for two weeks. The NDP website is to be launched shortly and the Group offered a vote of thanks to Mr John Hannawin for kindly hosting the site and for providing technical expertise. The group is meeting with representatives from the Planning Policy Department at West Berkshire Council on Friday 16th January 2015. It was

also agreed that all the NDP Steering Group Minutes would be displayed on the Parish Council Website.

- 15/17 To receive a statement from the Alfred Palmer Memorial Field Trustees regarding the current position of the Alfred Palmer Field:** The Clerk advised that the Alfred Palmer Memorial Field (APMF) Trustees had sent the Parish Council a copy of a public statement regarding the APMF and this was read out by the Clerk. The statement gave a brief background to the field and the Trust. It then gave an overview of recent and ongoing problems with the Charity Commission, tenants etc. The Trustees have been reviewing the management and operational procedures and outlined proposed changes and improvements.
- 15/18 To receive update on the review of the SMPC Advertising Policy:** Cllr Earl advised that further to Min No 14/167 from the 11 September 2014 full Parish Council Meeting (to consider options regarding the current Adopted SMPC Advertising Policy) when it was agreed that a working group be set up to look into this. The group met on the 1 October 2014 and started on researching information and is to next meet on 3 October 2015. A further update will be brought to the February full Parish Council Meeting.
- 15/19 Minutes from the Burghfield & Mortimer Neighbourhood Action Group Meeting 16.12.2014:** These were received and noted.
- 15/20 To receive District Councillors' Reports:** Cllr Lock circulated her report and this included Applications for Member Community Bids up to £5,000 (deadline 13 February). It was suggested and agreed that if the Alfred Palmer Memorial Field Trustees had a project it would like to apply for then the Parish Council would give it first refusal, if not then SMPC would put forward a bid for one of its outstanding projects. The report also included that works on the Padworth Bridge are expected to be completed by the end of March and the road to the A4 and the Waste Site would then be re-opened.
- 15/21 Finance – To resolve to agree accounts for payment:**
In accordance with the Council's Financial Regulations all the following items for payment were considered together. Cllr Dennett proposed from the Chair that these be paid which was unanimously agreed.
- December 2014:**
- i. Sita UK Ltd (waste disposal Fairground) D/D £46.02 inc VAT
 - ii. Thames Water (Fairground) D/D 14.26
 - iii. Unity Trust Bank Visa (Post Office) D/D £1.72
 - iv. Co-Op Bank Visa (Card Fee) D/D £2.00
 - v. Burghfield Village Hall (hall hire NAG Meetings) £30.00
 - vi. J E Kirk (reimbursable expenses) £43.90
 - vii. IT QED (new computer and set up) £1,096.80 inc VAT
 - viii. Society of Local Council Clerks (SLCC) annual subscription £237.00
 - ix. The Benyon Trust (quarterly rental Cemetery extension) £62.50
 - x. West Berkshire Council (annual rental West End Road Car Park) £10.00
 - xi. J R Bull (reimbursement for spare parts) £12.97 inc VAT
 - xii. Dads Shop Ltd £18.72 inc VAT
 - xiii. Oakdale Services (printing for carol service) £82.80
 - xiv. Vision ICT (biennial fee for .gov.uk domain name) £66.00 inc VAT
 - xv. Vision ICT data backup and annual fee £174.00 inc VAT
 - xvi. Blakedown Sport and Play Ltd (tennis court refurbishment project – to be reimbursed by Sport England) £49,083.84 inc VAT
 - xvii. Stratfield Mortimer Community Centre CiC (hall hire Carol Service) £25.00
 - xviii. C & D Facilities Ltd (grass cutting Fairground £365.10 inc VAT, Cemetery x 3 £525.00 inc VAT) £1,068.12 inc VAT
- January 2015:**
- xix. Sita UK Ltd (waste disposal Fairground) D/D £46.02 inc VAT
 - xx. Southern Electric (Fairground x 3 £2.58, £1.60 and £1.60) D/D £5.78
 - xxi. BT Plc (quarterly phone charges) D/D £234.91 inc VAT

- xxii. Unity Trust Bank Visa (Post Office £20.00, McColls £12.50, Post Office £1.72) £34.22
- xxiii. J E Kirk (reimbursable expenses) £42.47
- xxiv. Getmapping Plc (annual fee for mapping software) £84.00 inc VAT
- xxv. South East Employers (subscription for associate membership pro rata 1.1.15 to 31.3.15) £58.27 inc VAT
- xxvi. West Berkshire Council (quarterly rental for PC office to 31.3.2015) £750.00

15/22 To receive Correspondence (for information only):

- WBC information on the District Parish Conference for Councillors on 10 March 2015.
- WBC advance notice of a training session on the Code of Conduct for new Town and Parish Councillors on the 17 June 2015 following the elections in May.

15/23 To receive Minor Matters (for information only):

- The Clerk to contact BT Openreach with regards to the poor reinstatement of the seat on the Fairground verge (opposite St John's Church) and the damage to the planted bulbs following work on the BT cabinet in that area. **Clerk to action.**
- The Custodian to check that the rails from the vandalised new fence on the Fairground does not have protruding nails. **Clerk to action.**
- Discussions on the MVP Facebook and Website regarding the poor Broadband coverage in the village, especially the Strawberry Fields area. Cllr Dennett agreed to investigate with a view to including a statement in the next Parish Council newsletter. **Cllr Dennett to action.**
- The Clerk was asked to circulate all Committee Agendas to all Council Members (for information only if they are not a member of that Committee).
- Cllr Wingfield offered to try and source grants for some of the future projects/initiatives to be undertaken by the Parish Council. **Cllr Wingfield to action.**
- Cllr Lock was asked to discuss the overgrown hedge (between the first and second entrances to the Avenue on the South side of The Street) with West Berkshire Council. **Cllr Lock to action.**
- To highlight any actions by named Councillors (in addition to those of the Clerk) in the Meeting Minutes.

15/24 To receive any future Agenda Items:

- Update on the 2015 Christmas Tree.
- Update on the SMPC Advertising Policy.

Date of Next Meeting: Thursday 12 February 2014

The Meeting closed at 10:04pm