



Stratfield Mortimer Parish Council

Minutes of the Annual Full Council Meeting

held on 11th May 2017 @ 7.30 pm

at Mortimer Methodist Church, West End Road, Mortimer

Present:

Councillors: Cllr. M. Dennett (Chairman), Cllr. J. Earl, Cllr. J. Bull, Cllr. A. Butcher, Cllr. N. Carter, Cllr. P. Challis, Cllr. D. Ives, Cllr. N. Kiley, Cllr. C. Lewis, Cllr. M. Lock, Cllr. A Richardson, Cllr. P. Wingfield.

Clerk: Haydn Selwyn-Jones – Parish Clerk

Public/Press: There were 3 members of the public, District Councillor G. Bridgman and no members of the press present.

17/22	<p>Public Questions:</p> <p>Mrs. D. Morsley Expressed her disappointment at the lack of progress made with regard to the Clerk's help in delivering Mortimer Village Partnership's questionnaire via the Council's Survey Monkey application and the lack of response to emails. This was noted and would be responded to.</p> <p>Mr. Goodly Raised a question regarding the process for the NDP Referendum and was advised that West Berkshire Council would be providing all the papers and information.</p>	
17/23	<p>To Elect Chairman for 2017/2018 - Chairman to sign Declaration of Office:</p> <p>Cllr. J. Earl proposed by Cllr. M. Dennett, seconded by Cllr. N. Kiley was elected unanimously and signed his declaration of Office.</p>	
17/24	<p>To Elect Vice-Chairman for 2017/2018 - Vice-Chairman to sign Declaration of Office:</p> <p>Cllr. M. Dennett, proposed by Cllr. J. Earl, seconded by Cllr. D. Ives was elected unanimously and signed his declaration of Office.</p> <p>District Cllr. G. Bridgman commented, with a vote of thanks, on all the hard work that Cllr. M. Dennett had done over a difficult period for the Council, which was warmly endorsed by the Councillors present.</p>	
17/25	<p>To receive any apologies for absence:</p> <p>Apologies were received from Cllr. L. Jones.</p>	
17/26	<p>To receive any declarations of interest and dispensations:</p> <p>None</p>	
17/27	<p>To resolve to approve the Minutes of the Parish Council Meeting of 13th April 2017:</p> <p>Cllr. J. Earl proposed, seconded by Cllr. M. Dennett to approve and sign the minutes, as a true record of the meeting, which was AGREED unanimously.</p>	
17/28	<p>To receive minutes of the Planning Committee meeting of 13th April 2017:</p> <p>Received and noted</p>	
17/29	<p>To receive Clerk's Financial Report on March 2017 Financial A/Cs:</p> <p>Received and noted</p>	

17/30	<p>To Appoint Committee Members for 2017/2018: Councillors were appointed to Committees as follows:</p> <ul style="list-style-type: none"> a) Planning – Cllr. A. Butcher, Cllr. D. Ives, Cllr. N. Kiley, Cllr. C. Lewis, Cllr. P. Wingfield. b) Roads, Footpaths & Commons - Cllr. A Butcher, Cllr. N. Carter, Cllr. D. Ives, Cllr. C. Lewis, Cllr. M. Lock. c) Fairground, Trees & Amenities - Cllr. J. Bull, Cllr. P. Challis, Cllr. N. Kiley, Cllr. C. Lewis, Cllr. M. Lock, Cllr. A. Richardson, Cllr. P. Wingfield. d) Cemetery – Cllr. J. Bull, Cllr. P. Challis, Cllr. C. Lewis, Cllr. N. Kiley. e) Communications - Cllr. N. Carter, Cllr. L. Jones, Cllr. A. Richardson. f) NDP Community Projects - Cllr. N. Carter, Cllr. D. Ives, Cllr. N. Kiley, Cllr. P. Wingfield. g) Finance & General Purposes - this Committee has fixed membership 	
17/31	<p>To Elect Committee Chairmen for 2017/2018: Councillors were elected to Chair Committees as follows:</p> <ul style="list-style-type: none"> a) Planning - Cllr. A Butcher b) Roads, Footpaths & Commons - Cllr. D. Ives c) Fairground, Trees & Amenities - Cllr. N. Kiley d) Cemetery - Cllr. J. Bull e) Communications - Cllr. A. Richardson f) NDP Community Projects - Cllr. P. Wingfield 	
17/32	<p>To Appoint Parish Council Representatives: Annual Appointments: Councillors were appointed as follows:</p> <ul style="list-style-type: none"> a) Willink Leisure Centre Joint Advisory Committee - Cllr. A. Butcher b) Relief in Need Charity - Cllr. M. Lock or Cllr. C. Lewis if Cllr. L. Jones unable to carry on. c) Burghfield & Mortimer Neighbourhood Action Group (BMNAG) - Cllr. D. Ives, Cllr. N. Kiley <p>Continuing fixed term of office: Councillors were confirmed as follows:</p> <ul style="list-style-type: none"> a) Clarke’s Educational Foundation - Mr. R. Peters until May 2019 b) Stratfield Mortimer Fairground Trust - Cllr. N. Kiley until July 2017 c) Stratfield Mortimer Fairground Trust - Cllr. J. Earl until October 2019 d) Wokefield Common Advisory Committee - Cllr J. Bull 	
17/33	<p>Parish Councillor volunteers to sit on the following outside committees: Councillors volunteered as follows:</p> <ul style="list-style-type: none"> a) St John’s Hall Management Committee - Cllr. J. Bull b) Burghfield & Mortimer Volunteer Bureau - Cllr. P. Wingfield c) AWE Local Liaison Committee - Cllr. M. Lock 	
17/34	<p>To receive District Councillors’ Reports:</p>	

	<p>District Councillor G. Bridgman's report had been read and was noted.</p> <p>Cllr. N. Carter asked whether Gigaclear would be installing their superfast broadband in Mortimer before or after WBC had re-surfaced the roads.</p> <p>District Cllr. G. Bridgman advised that all work was to be done before the planned date for the re-surfacing of the roads in Mortimer.</p> <p>Cllr. M. Lock's report had been read was noted and there were no comments or questions.</p> <p>Cllr. M. Lock advised that the reason for her abstaining on the WBC vote to submit SMPC's NDP for Referendum was due to her concerns over what would happen if the proposed school was not built and would prefer there to be no time limit on this being actioned.</p>																																									
17/35	<p>To receive planning decisions and information from West Berkshire Council</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>17/00059/HOUSE</td> <td>61 The Avenue, Mortimer Common SMPC had no objections</td> <td>Approved</td> <td>12/04/17</td> </tr> <tr> <td>17/00456/HOUSE</td> <td>10 Stephens Close, Mortimer Common SMPC had no objections</td> <td>Approved</td> <td>11/04/17</td> </tr> <tr> <td>17/00769/NONMAT</td> <td>16 Stephens Close, Mortimer Common SMPC not seen</td> <td>Approved</td> <td>21/04/17</td> </tr> <tr> <td>17/00308/HOUSE</td> <td>28 Longmoor Lane, Mortimer Common SMPC had no objections on planning grounds but recommended objection from 26 Longmoor Lane, should be taken into consideration by WBC.</td> <td>Approved</td> <td>18/04/17</td> </tr> <tr> <td>17/00539/CERTP</td> <td>7 Windmill Road, Mortimer Common SMPC had no objections</td> <td>Approved</td> <td>25/04/17</td> </tr> <tr> <td>17/00470/CERTP</td> <td>4 Spring Lane, Mortimer Common SMPC not seen</td> <td>Approved</td> <td>28/04/17</td> </tr> </tbody> </table> <p>Further decisions made following date of Agenda:</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>17/00513/HOUSE</td> <td>Pound House, Kiln Lane Mortimer SMPC had no objections</td> <td>Approved</td> <td>04/05/17</td> </tr> <tr> <td>17/00704/HOUSE</td> <td>3 West End Road Mortimer Common SMPC had no objections</td> <td>Approved</td> <td>04/05/17</td> </tr> </tbody> </table> <p>Received and noted</p> <p>Questions were asked as to why SMPC had not seen some decisions and the Clerk advised that notification has not been delivered and this had been</p>	<u>Application</u>	<u>Address</u>	<u>Decision</u>	<u>Date</u>	17/00059/HOUSE	61 The Avenue, Mortimer Common SMPC had no objections	Approved	12/04/17	17/00456/HOUSE	10 Stephens Close, Mortimer Common SMPC had no objections	Approved	11/04/17	17/00769/NONMAT	16 Stephens Close, Mortimer Common SMPC not seen	Approved	21/04/17	17/00308/HOUSE	28 Longmoor Lane, Mortimer Common SMPC had no objections on planning grounds but recommended objection from 26 Longmoor Lane, should be taken into consideration by WBC.	Approved	18/04/17	17/00539/CERTP	7 Windmill Road, Mortimer Common SMPC had no objections	Approved	25/04/17	17/00470/CERTP	4 Spring Lane, Mortimer Common SMPC not seen	Approved	28/04/17	<u>Application</u>	<u>Address</u>	<u>Decision</u>	<u>Date</u>	17/00513/HOUSE	Pound House, Kiln Lane Mortimer SMPC had no objections	Approved	04/05/17	17/00704/HOUSE	3 West End Road Mortimer Common SMPC had no objections	Approved	04/05/17	
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	taken up with WBC and it should be noted that the numbers not seen are very small as this was not a regular occurrence.	
17/36	<p>To resolve to approve renewal of SMPC Annual Insurance from 1st June with AON UK Ltd: -</p> <p>Proposed by Cllr. J. Earl, seconded by Cllr. A. Richardson, it was AGREED unanimously to renew the Insurance with AON UK Ltd at the premium of £574.57 for the third year of a three year agreement. (2.3% increase due to rise in Premium Tax)</p>	
17/37	<p>Update Report on Referendum:</p> <p>Cllr. P. Wingfield gave an update report on the progress regarding the NDP Referendum summarised as follows:</p> <ol style="list-style-type: none"> WBC had agreed to call the referendum for 22nd June 2017. Needs to be 28 days between announcement and the referendum. WBC publishing an information statement on 12th May 2017 Postal and Proxy votes will be organised by WBC. Now referendum has been called SMPC cannot campaign for a Yes Vote, although individual Councillors can, but only on a personal basis. Campaigning leaflets had already been sent out as planned and arrangements are now in hand for leaflets, posters, banners, Newsletter articles and Facebook and Website coverage to promote the actual referendum. The limit of spend for all materials used is £2,544.96, but it is fully expected that SMPC will spend within the budget of £1,500 agreed at the last Full Council meeting. 	
17/38	<p>To receive Clerk's Update (for information only):</p> <ol style="list-style-type: none"> Arranged Community Consultation paperwork and publicity for MOR006 Site Design Brief Supported NDP Referendum campaign paperwork Advised Pro Vision and T.A. Fisher on and arranged time for a public meeting regarding their MOR006 SDB before the Annual Parish Meeting in St John's Hall Supported arrangements for and attended the Annual Parish Meeting in St John's Hall <p>Organised contractor access to the Fairground Grazing Area for the installation of the new electrical supply facilities for events on the Grazing Area</p> <p>Posted on-line VAT Return for Jan-March 2017</p> <p>Posted items on Facebook and sorted out security block on access to SMPC Facebook pages.</p> <p>Dealt with day-to-day public enquiries/emails</p> <p>The report was received and noted.</p> <p>Cllr. C. Lewis asked when the Fairground Car Park would be re-surfaced and was advised that this would be actioned and reported back on.</p>	
17/39	<p>To receive update on MOR006 Site Design Brief:</p> <p>Cllr. P. Wingfield gave an update report on the Council's response to the MOR006 Site Design Brief.</p> <p>The informal group appointed by the Council to consider this, without Cllr A. Butcher, who considered that his role as Chairman of Planning made</p>	

	<p>this inappropriate, had met and had produced a matrix of comments on the SDB's level of meeting the NDP. It was proposed that there should be two additions to the matrix relating to the ownership of the footpath/driveway alongside the Horse & Groom garden and to request examples of what is meant by "creating as sense of place".</p> <p>It was also proposed that Mr. T. Barber should join the informal group. This was received and AGREED, proposed by Cllr. P. Wingfield and seconded by Cllr. N. Kiley, by 10 votes for, 1 vote against and 1 abstention.</p> <p>Cllr. M. Lock asked if the 5 year limit for the School to be built could be amended in the NDP and was advised that after 5 years the situation would be reviewed and it was entirely possible that the time that the land would be available would be extended.</p>																					
17/40	<p>To receive update on the Mortimer Library proposals:</p> <p>Cllr. M. Dennett gave an update on a meeting he and the Clerk had held with Paul James of WBC, which had been very helpful and confirmed the ability for the proposed grant paid by SMPC to be visibly restricted to activities for the Mortimer Community.</p> <p>A fresh drive for urgently needed volunteers was underway and the structure and purpose of the Local Library Working Group had been explained.</p> <p>It was recommended that MVP should be invited to be part of the LLWG or to actually drive it forward, which was noted.</p>																					
17/41	<p>Garth Hall:</p> <p>The Clerk advised that the appointed Structural Engineer would be visiting the Garth Hall on Wednesday 17th May 2017 to produce his report.</p>																					
17/42	<p>To receive an update on the SMPC Business Continuity Risk Management Plan:</p> <p>The Clerk presented the updated SMPC Business Continuity Risk Management Plan which was received and noted.</p> <p>It was requested that there should be key to the numbers used and that the Risk column should be shown as Inherent Real Risk.</p>																					
17/43	<p>Finance - To resolve to agree accounts for payment:</p> <table border="0"> <tr> <td>1 Suez – Fairground waste collection – Apr 2017 inc VAT</td> <td>£107.35</td> </tr> <tr> <td>2 Castle Water – Fairground water charge – 15/11/2016 – 20/02/2017</td> <td>£28.18</td> </tr> <tr> <td>3 AES Ltd – Playground repairs to SMP Titan inc VAT</td> <td>£4,042.44</td> </tr> <tr> <td>4 AON – Council insurance renewal for year 01/06/2017</td> <td>£574.57</td> </tr> <tr> <td>5 Burghfield Parish Council – Hire charge of hall for NAG meeting no VAT</td> <td>£30.00</td> </tr> <tr> <td>6 Dads Shop – Custodian sundries – April 2017 inc VAT</td> <td>£11.49</td> </tr> <tr> <td>7 Oakdale Services – Referendum flyers</td> <td>£195.00</td> </tr> <tr> <td>8 Signwise – Referendum posters inc VAT</td> <td>£48.00</td> </tr> <tr> <td>9 C&D Facilities – Fairground and Cemetery grass cutting – April 2017 inc VAT</td> <td>£823.26</td> </tr> <tr> <td>10 HMRC – PAYE & NIC – month 1 2017-2018</td> <td>£730.80</td> </tr> </table> <p>The motion to agree the finances was proposed by Cllr. A. Richardson, seconded by Cllr. M. Dennett and was AGREED unanimously.</p>	1 Suez – Fairground waste collection – Apr 2017 inc VAT	£107.35	2 Castle Water – Fairground water charge – 15/11/2016 – 20/02/2017	£28.18	3 AES Ltd – Playground repairs to SMP Titan inc VAT	£4,042.44	4 AON – Council insurance renewal for year 01/06/2017	£574.57	5 Burghfield Parish Council – Hire charge of hall for NAG meeting no VAT	£30.00	6 Dads Shop – Custodian sundries – April 2017 inc VAT	£11.49	7 Oakdale Services – Referendum flyers	£195.00	8 Signwise – Referendum posters inc VAT	£48.00	9 C&D Facilities – Fairground and Cemetery grass cutting – April 2017 inc VAT	£823.26	10 HMRC – PAYE & NIC – month 1 2017-2018	£730.80	
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17/44	<p>To receive Correspondence (for information only):</p> <ul style="list-style-type: none"> i. Castle Water acting for Thames Water letter re payment profiles ii. Emails from WBC re updates on Library proposals iii. AON re Insurance renewal 1/6/17 iv. Notification from WBC of precept payment v. Thank you letter from Burghfield & Mortimer Handybus for the “generous grant” received from SMPC. vi. SDB Community Consultation feedback emails and letters <p>Received and noted.</p>	
17/45	<p>To receive Minor Matters (for information only):</p> <p>Cllr. P. Wingfield expressed his thanks for all that P. Blagden had contributed for the Community in all his years as a Councillor and that he would be missed now he had resigned. This was the unanimous feeling of the Council and a formal vote of thanks was agreed.</p> <p>Cllr. A. Richardson advised that the Newsletter was being planned for publication on 17th June and articles were needed.</p> <p>The Clerk advised that he would be taking the necessary actions to fill the 2 x Casual Vacancies following the resignations of Cllr P. Blagden and Cllr. M. Johnson.</p> <p>Cllr. J. Earl advised that the Parish Plan bid for tools to work on footpaths would not be followed through due to lack of time.</p>	
17/46	<p>To receive any future Agenda items</p> <p>Cllr. D. Ives asked that the Police be invited to attend and speak to a future Full Council meeting.</p> <p>Cllr. P. Wingfield requested an Agenda item for the review of administration of meetings and how the Council could do things differently to improve outcomes.</p> <p>Cllr. A. Richardson asked for an Agenda item to formalise Councillor communications by providing Councillor email addresses.</p>	

The next meeting is on 8th June 2017.

The meeting closed at 9:30 pm.