

Stratfield Mortimer Parish Council

Minutes of the Full Council Meeting

held on 12th October 2017 @ 7.30 pm

at Mortimer Methodist Church, West End Road, Mortimer



Present:

Councillors: Cllr. J. Earl (Chairman), Cllr. M. Dennett, Cllr. J. Bull, Cllr. N. Carter, Cllr. P. Challis, Cllr. D. Ives, Cllr. K. Johnson, Cllr. L. Jones, Cllr. N. Kiley, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. M. Lock, Cllr. T. Reade, Cllr. A. Richardson, Cllr. P. Wingfield.

Clerk: Haydn Selwyn-Jones – Parish Clerk

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

Part I										
17/140	Public Questions: None									
17/141	To receive any apologies for absence: None									
17/142	To receive any declarations of interest and dispensations: Cllr. C. Lewis and Cllr. N. Kiley declared a non-pecuniary interest in Agenda item 17/155 as they are members of Mortimer Cricket Club and would not take part in discussion and voting on that item.									
17/143	To resolve to approve the Minutes of the Parish Council Meeting of 14th September 2017 Following a brief discussion 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. Following on from Agenda Item 17/118, Cllr. K. Johnson volunteered to become a member of the following committees; Roads, Footpaths and Commons, Communications and Cemetery, and District Councillor G. Bridgman was co-opted to become a member of the Roads, Footpaths and Commons and Communications committees.									
17/144	To receive minutes of the Planning Committee meeting of 28th October 2017: It was noted that the Agenda item should have read "...28 th September" not"28 th October". The minutes were received and noted and signed as a true record of the meeting by the Chairman of the Planning Committee.									
17/145	To receive planning decisions and information from West Berkshire Council <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Application</u></th> <th style="text-align: left;"><u>Address</u></th> <th style="text-align: left;"><u>Decision</u></th> <th style="text-align: left;"><u>Date</u></th> </tr> </thead> <tbody> <tr> <td>17/01982/HOUSE</td> <td>Sylvanway West End Road Mortimer RG7 3TP SMPC had no objections</td> <td>Approved</td> <td>18/09/17</td> </tr> </tbody> </table>	<u>Application</u>	<u>Address</u>	<u>Decision</u>	<u>Date</u>	17/01982/HOUSE	Sylvanway West End Road Mortimer RG7 3TP SMPC had no objections	Approved	18/09/17	
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	<p>17/02053/FUL Mortimer Police Station Refused 19/09/17 Victoria Road Mortimer RG7 3XQ <u>SMPC Comments</u> Concerns expressed over sufficient onsite parking; associated offsite parking due to the proximity of the roundabout, bus stops and driveways; build-up of traffic as cars attempt to enter/exit the car park; 5.30am start on a Sunday; most of the letters of support are mainly from outside the Parish</p> <p>17/02105/HOUSE Orchard House Approved 18/09/17 The Street Mortimer RG7 3RD SMPC had no objections</p> <p>17/02448/NONM Fairwinds and Land at Tower Approved 28/09/17 AT House The Street Mortimer No Papers Received</p> <p>Received and noted The following decisions were made following date of Agenda, which were received and noted:</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>17/02274/CERTP</td> <td>42 West End Road, Mortimer, RG7 3TF</td> <td>It was recommended that a Lawful Development Certificate be issued.</td> <td>04/10/17</td> </tr> </tbody> </table> <p><u>SMPC Comments</u> As Planning Authority, the Certificate of Lawfulness needs to be ascertained by West Berkshire, however the Committee has concerns that the design of the building is not in keeping with a workshop and that the use of the building will be changed to domestic premises. Such concerns are founded on the basis that 2 previous applications for 2 residential properties on this plot were rejected. The Committee would have deep concerns if a future planning application was submitted to change the usage to residential. In addition, it appears that part of the building is less than 2 meters away from the boundary fence and therefore a height limit of 2.5 meters applies. The Committee note that the proposed back and east elevations refer to a property with an address of "Powder Mill Lane, Dartford, Kent DA1 1NT.</p> <p>17/02294/HOUSE 39 Groves Lea, Approved 05/10/17 Mortimer, RG7 3SS SMPC had no objections</p>	<u>Application</u>	<u>Address</u>	<u>Decision</u>	<u>Date</u>	17/02274/CERTP	42 West End Road, Mortimer, RG7 3TF	It was recommended that a Lawful Development Certificate be issued.	04/10/17
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17/02274/CERTP	42 West End Road, Mortimer, RG7 3TF	It was recommended that a Lawful Development Certificate be issued.	04/10/17						
17/146	<p>To receive minutes of the Finance & General Purposes Committee meeting of 2nd October 2017:</p>								

	<p>Received and noted and signed as a true record of the meeting by the Chairman of the Finance and General Purposes Committee.</p> <p>Under Standing Order 10 a (ii) it was AGREED to move to a vote on Agenda item 17/19 of the above minutes to approve the updated Terms of Reference for the NDP Community Projects Committee. Following discussion during which comment was made about the general format of the Terms of Reference, the motion was AGREED by 14 votes for and 1 abstention.</p>	
17/147	<p>To receive minutes of the Roads, Footpaths and Amenities Committee meeting of 3rd October 2017:</p> <p>Received and noted and signed as a true record of the meeting by the Chairman of the Roads, Footpaths and Amenities Committee.</p>	
17/148	<p>To receive minutes of the NDP Community Projects Committee meeting of 5th September 2017:</p> <p>These had already been brought to Full Council on 14th September 2017 and had been received, noted and signed then.</p>	
17/149	<p>Community Project proposals from Committees:</p> <p>These were briefly discussed and it was requested that a list is created and distributed to Councillors.</p>	Clerk
17/150	<p>To receive District Councillors' Reports:</p> <p>Both District Councillors' reports had been distributed and were deemed received and noted.</p> <p>Cllr. M. Lock added to her report by advising that:</p> <ul style="list-style-type: none"> • The TadRed bus service would be closing on 24th November due to lack of use. • WBC had not charged anybody on Fly Tipping • The Croft Rd. – Victoria Rd. footpath had been added to the WBC grassing cutting schedule. <p>Cllr. G. Bridgman reminded the Council on the deadline for Members Bids and the opportunity they offered for obtaining matched funding of up to £10K for Sports & Active Leisure projects and summarised the structure and timing of the bid, which was noted.</p> <p>This was discussed and several projects were raised and it was decided that Cllr. T. Reade should set up working group made up of Cllrs. N. Kiley, P. Wingfield and K. Johnson to produce a report for an Extraordinary Full Council meeting to discuss and decide on Monday 23rd October at 6:00pm in the Library.</p> <p>Cllr. G. Bridgman also reminded the Council of Parish Plan Bids as another possible bid opportunity.</p>	TR/ Clerk
17/151	<p>To receive Clerk's Financial Report on August 2017 Financial A/C:</p> <p>Cllr. C. Lewis raised the question of a breach of Standing Orders and Financial Regulations, in that the Standing Order bank payment for the annual payment for the Fairground Lease had not been declared on the payments for authorisation at the September Full Council meeting and the Standing Order had not been presented to Full Council for approval.</p> <p>The Clerk advised that he had not been aware of the Standing Order as it only showed up on the Bank Statement, which had not been seen at the time of the last Full Council meeting resulting in the payment not being presented for approval. This had now been noted so that it would be listed next year when it is presented for payment. It was, however, pointed out that a Standing Order cannot be refused until it is formally annulled.</p> <p>Regarding the general approval for the Standing Order along with other Direct Debits, which should have been presented to Full Council for</p>	Clerk

	<p>approval at the beginning of the year, the Clerk advised that he had not noted that a Standing Order existed and had therefore not been aware of the Standing Order when the list of such payments had been presented to Full Council for approval at the beginning of the year. This would be brought to the next Full Council Meeting for approval.</p> <p>The August 2017 Financial A/C were received and AGREED.</p>	Clerk
17/152	<p>To consider and approve the motion that The Parish Council should pay for a Parish Youth Leader:</p> <p>Cllr. P. Wingfield opened the discussion by summarising the proposal as not being about money but is about the support for a Youth Worker working with groups in the village.</p> <p>Discussion then took place and resulted in a very positive response from Councillors.</p> <p>Cllr. M. Lock advised that contacting David Seward of BAC would be a very positive step.</p> <p>On being asked how he would proceed further with this Cllr. P. Wingfield suggested finding an existing Youth Worker to flesh this concept out and to report back to next Full Council.</p>	
17/153	<p>To receive a report on the Grazeley Briefing meeting with WBC on 5th October 2017:</p> <p>Cllr. M. Dennett presented his report for information only which was received and noted.</p>	
17/154	<p>To consider and approve the motion to a permit time extension for use of the CIC on the Fairground until 2am on New Year's Day:</p> <p>Cllr. J. Earl explained that the Council rules for the Fairground strictly state that all events have to abide by an 11:00pm closure and the CIC are requesting an extension for a New Year's Eve event extension to 2:00am.</p> <p>Cllr. M. Lock reminded the Council that this would be in line with the special event extension that took place on the Millennium.</p> <p>It was proposed by Cllr. J. Earl, seconded by Cllr. D. Ives, to permit a time extension for use of the CIC on the Fairground until 2:00am on New Year's Day subject to there being no restrictions in the CIC lease with the Council.</p>	Clerk
17/155	<p>To consider and approve the motion to permit the request by the Mortimer Cricket Club to allow other teams to use the Fairground Cricket pitch when it is not being used by them:</p> <p>Cllr. J. Earl opened by advising that the Mortimer had been approached at the request of the League by another team requesting to use the Fairground Cricket Pitch on Sundays when the pitch is not being used.</p> <p>After discussion the Council was minded, by 12 votes for and 3 abstentions, to accept the proposal, subject to a formal proposal of what is required is presented by the Cricket Club for consideration and approval at a future meeting, and subject to a new draft of the current agreement is drawn up with an appropriate codicil and that insurances are properly covered.</p>	Clerk
#	<p>Proposed by Cllr. J. Earl, seconded by Cllr. N. Kiley, it was AGREED unanimously to extend the meeting by ½ hour to complete the business.</p>	
17/156	<p>To appoint a new SMPC nominated Fairground Trustee:</p> <p>It was proposed by Cllr. J. Earl, seconded by Cllr. N. Kiley, to appoint Cllr. T. Reade to replace Cllr. J. Earl as the Council nominated Fairground Trustee.</p>	

	Cllr. M. Lock volunteered to replace ex Cllr. A. Butcher as the Council representative on the Willink Joint Action Group.																											
17/157	<p>To receive Parish Office Update (for information only):</p> <ol style="list-style-type: none"> 1 Clerk on Holiday 25/9/17 – 29/9/17 2 Sent off SMPC Comments regarding Mortimer Police Station planning refusal Appeal 3 Ordered SMPC Poppy Wreath for Remembrance Sunday to be placed 4 Completed MVP Survey for final completion by MVP 5 Organisation of Pedestrian Crossing opening 6 Arranged meeting with contractor for final details for the resurfacing of the Fairground Carpark 7 Arranged for correct completion of Fairground Tree, Fencing and ditching work. 8 Organised and sent out invitations for SMPC Vision morning -14th October 2017 9 Organised 10th October meeting for SMPC Sports & Leisure Project 10 Usual emails and phone calls to respond to 11 Agendas, minutes and papers for 5 council meetings <p>Received and noted</p>																											
17/158	<p>To receive and note a summary of payments made with authorisation of Chairman or Vice-Chairman</p> <ol style="list-style-type: none"> 1 Salaries & Wages – Mth. 6. 2017 £2,640.05 <p>Received and noted</p>																											
17/159	<p>Finance - To resolve to agree accounts for payment:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1 Suez – The Street waste collection – September 2017 inc VAT D.D.</td> <td style="text-align: right; width: 20%;">£107.35</td> </tr> <tr> <td>2 Oliver Signs Ltd – 2000 copies of newsletter – inc VAT</td> <td style="text-align: right;">£347.33</td> </tr> <tr> <td>3 B.T. – phone and broadband services - 21st July – 30th November 2017 inc VAT D.D.</td> <td style="text-align: right;">£349.50</td> </tr> <tr> <td>4 C & D Facilities – GM & grass cutting – September 2017 inc VAT</td> <td style="text-align: right;">£823.26</td> </tr> <tr> <td>C & D Facilities – tree and ditch works and repairs to fencing and replacement of bollards – inc VAT</td> <td style="text-align: right;">£8296.48</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">9119.74</td> </tr> <tr> <td>5 HMRC – PAYE & NIC for September</td> <td style="text-align: right;">£731.20</td> </tr> <tr> <td>6 Rialtas – Alpha Software Maintenance annual fee – inc VAT</td> <td style="text-align: right;">£139.20</td> </tr> <tr> <td>7 Burghfield Parish Council – Hall Hire – NAG - 19/09/17</td> <td style="text-align: right;">£30.00</td> </tr> <tr> <td>8 Dads Shop – Custodian Supplies – Sept '17 inc VAT</td> <td style="text-align: right;">£26.33</td> </tr> <tr> <td>9 SLCC Enterprises Ltd – ILCA Online Training Course inc VAT</td> <td style="text-align: right;">£118.80</td> </tr> <tr> <td>10 WBC – Parish Office Quarterly Rental -</td> <td style="text-align: right;">£750.00</td> </tr> <tr> <td>11 H. Selwyn-Jones – Viking Direct – Table top Flip Charts for SMPC Vision morning inc VAT</td> <td style="text-align: right;">£31.18</td> </tr> </table> <p>Received and, proposed by Cllr. J. Earl, seconded by Cllr. M. Lock, AGREED unanimously.</p>	1 Suez – The Street waste collection – September 2017 inc VAT D.D.	£107.35	2 Oliver Signs Ltd – 2000 copies of newsletter – inc VAT	£347.33	3 B.T. – phone and broadband services - 21 st July – 30 th November 2017 inc VAT D.D.	£349.50	4 C & D Facilities – GM & grass cutting – September 2017 inc VAT	£823.26	C & D Facilities – tree and ditch works and repairs to fencing and replacement of bollards – inc VAT	£8296.48		9119.74	5 HMRC – PAYE & NIC for September	£731.20	6 Rialtas – Alpha Software Maintenance annual fee – inc VAT	£139.20	7 Burghfield Parish Council – Hall Hire – NAG - 19/09/17	£30.00	8 Dads Shop – Custodian Supplies – Sept '17 inc VAT	£26.33	9 SLCC Enterprises Ltd – ILCA Online Training Course inc VAT	£118.80	10 WBC – Parish Office Quarterly Rental -	£750.00	11 H. Selwyn-Jones – Viking Direct – Table top Flip Charts for SMPC Vision morning inc VAT	£31.18	
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17/160	To receive Correspondence (for information only):																											

	1 Sundry invoices, Planning Applications and Decisions Received and noted.	
17/161	<p>To receive Minor Matters (for information only):</p> <p>Cllrs. J. Earl, M. Lock and M. Dennett to arrange a meeting with Burghfield, Sulhampstead and Ufton Nervet Parish Councils to discuss Sulhampstead's proposal to withdraw from the Willink Leisure Centre Contribution once formal details are received as to the actions they are taking.</p> <p>Cllr. A. Richardson asked for an update on the Councillor emails and the Clerk advised that they were in progress and would distributed very shortly.</p> <p>Cllr. P. Wingfield advised that the Newt Corridor need cutting.</p> <p>Cllr. P. Challis advised that the Queen's Birthday Tree on the Fairground is sagging and needs staking up again.</p> <p>Cllr. N. Carter volunteered to organise the SMPC Christmas meal and would look at the Elm Tree and other local venues.</p> <p>Cllr. D. Kilshaw advised that T. K. Travel could be contacted, if a coach was needed to provide transport to the Elm Tree.</p>	
17/162	<p>To receive any future Agenda items:</p> <p>Cllr. D. Ives requested an item on speeding in the village.</p> <p>Cllr. N. Carter requested an update item on the Garth Hall.</p>	
17/163	<p>Exclusion of Press and Public:</p> <p>A resolution to exclude members of the press and public from the meeting at Part II, item 17/164 & 17/165 on the Agenda, due to the confidential nature of the information being discussed was proposed by Cllr. J. Earl, seconded by Cllr. M. Lock and was AGREED unanimously.</p>	
<u>Part II</u>		
17/164	<p>To receive an update report on the Fairground Car Park re-surfacing and approve the recommendation to proceed:</p> <p>A meeting had been held with the possible preferred contractor to discuss some potential issues and all issues raised had been clarified and confirmed.</p> <p>Proposed by Cllr. J. Earl, seconded by Cllr. C. Lewis, it was AGREED unanimously to confirm the recommendation to proceed with Inlay Management Services Ltd for the re-surfacing of the Fairground Car Park.</p>	
17/165	<p>To receive an update report on Admin Assistant's appraisal and training:</p> <p>The Clerked briefed the Council on the satisfactory Admin Assistant appraisal, which had been carried out using an approved format and that Clerk's training was now in place with SLCC.</p>	

The next meeting is on 9th November 2017.

The meeting closed at 9:40 pm.