

# Stratfield Mortimer Parish Council

## Minutes of the Full Council Meeting

held on 14<sup>th</sup> December 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. 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, Lynn Hannawin – Deputy Clerk

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

<b>Part I</b>						
<b>17/200</b>	<p><b>Public Questions:</b></p> <p>Danusia Morsley suggested, further to the recent discussion of the outline planning for MOR006, a competition could be held to name the roads.</p> <ul style="list-style-type: none"> <li>• The gift of naming the site, however, is that of the developers</li> <li>• The gift of naming the roads is that of West Berks</li> <li>• ProVision have been approached about a competition for the naming of the site but, to date, have not responded.</li> </ul>					
<b>17/201</b>	<p><b>To receive any apologies for absence:</b></p> <p>Cllr. N. Carter.</p>					
<b>17/202</b>	<p><b>To receive any declarations of interest and dispensations:</b></p> <p>Cllr. P. Wingfield highlighted the need for all Councillors to declare an interest in 17/212 which will be discussing a parish basic allowance for Councillors. The Clerk granted a dispensation to all Councillors for the purpose of enabling the business to be discussed.</p>					
<b>17/203</b>	<p><b>To resolve to approve the Minutes of the Parish Council Meeting of 9<sup>th</sup> November 2017:</b></p> <p>Proposed by Cllr M. Dennett, seconded by Cllr. D. Ives, it was voted unanimously, by those present at the meeting, that the minutes should be <b>APPROVED</b> for signature as a true record of the meeting.</p>					
<b>17/204</b>	<p><b>Committee members who were present at the meeting to approve minutes of the Planning Committee meeting of 21<sup>st</sup> November 2017 &amp; 11<sup>th</sup> December 2017 and Council to receive them and approve the Committee's comments relating to the outline planning application 17/03004/OUTMAJ for land south of St John's Church of England School, The Street, Mortimer:</b></p> <p>The Minutes from the 21<sup>st</sup> November 2017 were approved at the Planning Meeting on Monday 11<sup>th</sup> December 2017.</p> <p>Further to amendments that have been made to the Minutes for Monday 11<sup>th</sup> December 2017, the Planning Committee will consider the Minutes at the next Planning meeting.</p>					
<b>17/205</b>	<p><b>To receive planning decisions and information from West Berkshire Council:</b></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> </table>	<u>Application</u>	<u>Address</u>	<u>Decision</u>	<u>Date</u>	
<u>Application</u>	<u>Address</u>	<u>Decision</u>	<u>Date</u>			

	<p>17/02596/FUL Unit 15, Butlers Lands Farm, Approved 14/11/17 Mortimer, RG7 2AG <u>SMPC Comments</u> No objections in principle. The Committee note that the supporting letter from Bell Cornwall states that the Parish Council support the application but, as previously stated under Planning Application 17/01387/FUL, concerns are expressed over future permitted development of this property from sui generis to a residential or formal retail outlet. As such this would be against the policies set out under the NDP and the Committee would object. The Committee feel that the above comments should be addressed by the Planning Authority before any decision is taken.</p> <p>17/02637/HOUS 67 The Avenue, Mortimer, Approved 15/11/17 E RG7 3QU SMPC had no objections</p> <p>17/02642/CERT 67 The Avenue, Mortimer, Withdrawn 14/11/17 P RG7 3QU No papers received as this was a Certificate of lawfulness</p> <p>17/02144/FULD 6 Victoria Road, Mortimer, Approved 07/12/17 RG7 3SE <u>SMPC Comments</u> No objections. The Committee considered the application and noted that the use of the building and the addition of another floor is in accordance with the adopted NDP. The height has been managed sensitively, is consistent with Budgens Shop and the old telephone exchange and should not unduly affect the amenity of neighbours. The Committee supported the environmental health comments in respect of the neighbours.</p> <p>Received and Noted. No further decisions had been received.</p>	
17/206	<p><b>Committee members who were present at the meeting to approve minutes of the Finance &amp; General Purposes Committee meeting of 4th December 2017 and Council to receive them:</b></p> <p>Proposed by Cllr. J. Bull, seconded by Cllr. P. Wingfield, it was voted unanimously, by those present at the meeting, that the minutes should be <b>APPROVED</b> for signature as a true record of the meeting.</p> <p>The minutes were then received and noted by Council.</p> <p>Cllr. C. Lewis questioned the timing of the next Finance and General Purposes Committee and the lack of time to review the proposed budget before the Full Council meeting on the 11<sup>th</sup> January 2018. All Councillors were encouraged to attend the Finance and General Purposes meeting on the 8<sup>th</sup> January 2018 to hear discussed the budget proposal. The Clerk was requested to review the precept process and timings.</p> <p>Cllr. J. Bull asked when the budget needed to be submitted to West Berks. This is confirmed as being the end of January.</p>	Clerk
17/207	<p><b>To receive a paper on the proposed Tree Preservation Order to the western edge of MOR006 (The Site) and approve the motion “Stratfield Mortimer Parish council resolves to apply to WBC for an</b></p>	

	<p><b>Area Tree Preservation Order (TPO) on the land shaded yellow on the map submitted:</b></p> <p>Cllr. P Wingfield summarised the paper and outlined how this project came about because of the NDP. The proposed TPO is to protect the existing and future residents in that area.</p> <p>The motion that “Stratfield Mortimer Parish Council resolves to apply to WBC for an Area Tree Preservation Order (TPO) on the land shaded yellow on the map submitted” proposed by Cllr. P. Wingfield, seconded by Cllr. N. Kiley, was <b>AGREED</b> unanimously.</p>	
17/208	<p><b>To receive and consider the paper on the Parish Council Vision – Meetings Proposal and approve the proposal that “The Parish Council is asked to agree this proposal for administration and organisation of meetings, to be implemented for all Council and Committee meetings no later than 1 May 2018, or sooner, by agreement of the Chairman and the Clerk.”:</b></p> <p>Cllr. T. Reade summarised the proposal.</p> <p>Cllr. A. Richardson asked for an amendment to the proposal to consist of a permanent item for “Communication” in each agenda.</p> <p>Cllr. M. Dennett stated that whilst the proposal requires the issuing of agendas to be five clear days in advance of the meeting, the statutory requirement is three clear days and if urgent circumstances arise, then the three clear days should be used.</p> <p>It was agreed that the target will be for agendas to be issued in five clear days unless circumstances dictate otherwise, and the wording will be “Agendas will be issued 5 clear days in advance of meetings, unless exceptional circumstances arise before the meeting, and published on the website at the same time”. This will be reviewed after six months.</p> <p>The motion: “The Parish Council is asked to agree this proposal for administration and organisation of meetings, to be implemented for all Council and Committee meetings no later than 1 May 2018, or sooner, by agreement of the Chairman and the Clerk.”, proposed by Cllr. T. Reade, seconded by Cllr. J. Earl, was <b>AGREED</b> unanimously.</p>	
17/209	<p><b>To receive District Councillors’ Reports:</b></p> <p>Cllr. G. Bridgman’s report had been distributed and was received and noted.</p> <p>Cllr. D. Kilshaw asked for clarification on “Changing generations”. Cllr. G. Bridgman explained that the population of the country is ageing and although the population of the South East will age at a similar rate, the demographic of West Berks means that the ageing population here is predicated to rise at a slower rate. However, there are still implications for health and adult services.</p> <p>Cllr. M. Lock’s report had been distributed and was received and noted.</p> <p>Cllr. M. Lock also reported that West Berks have just made an offer for the role of “Health and Wellbeing Officer”.</p> <p>With regards to the proposed changes for green bin recycling, people can pay to opt in and a sticker will be issued for their bins. Those who opt out, can have a blue caddy for food waste although this will still need to be lined with the bio bags. Consideration is also being given to a paid opt in policy for certain months of the year i.e. for leaf collection.</p> <p>Cllr. A. Richardson asked how the money from the Member’s Bids is claimed back. Cllr. G. Bridgman confirmed this is via an email to him once the purchases had been made.</p>	
17/210	<p><b>To receive an update on the staffing transition arrangements needed to manage the handover and training of the Administration Assistant</b></p>	

	<p><b>between now and the Parish Clerk leaving on May 31<sup>st</sup> 2018 as discussed and approved by the Finance &amp; General Purposes Committee on the 4<sup>th</sup> December 2017:</b></p> <p>Cllr. J. Earl gave an update as follows:</p> <p>As of the 1<sup>st</sup> December, Lynn Hannawin, as Deputy Clerk, is now working 4 days a week, 9.30 – 5pm with one day allocated for training.</p> <p>Over the next 6 months, Haydn Selwyn-Jones, as Clerk, will remain as the RFO and will be overseeing the transition.</p> <p>An Assistant to the Clerk, to support the office, will be employed early in the New Year.</p> <p>The role of RFO may be split off from that of The Clerk. This will be reviewed as of the 1st April and then 1<sup>st</sup> June.</p> <p>A document showing the gross salary payments for December 2017 to June 2018 had been distributed. In answer to a question, it was confirmed that this didn't show NIC or pension commitments.</p> <p>The aim is for the Council to gain General Power of Competence over the next year or when the Deputy Clerk obtains her CiLCA qualification.</p>	
17/211	<p><b>To consider the Council's response to West Berkshires 2018-2019 Budget Consultation:</b></p> <p>The three items under Budget Consultation by West Berks are:</p> <ul style="list-style-type: none"> <li>• Introduction of a £50 annual fee for the collection and removal of green waste – aims to save £90K.</li> <li>• Reduction of payment to Citizens Advice Bureau from £120K to £40K</li> <li>• Cessation of sending out notification of Planning Applications to local properties.</li> </ul> <p>Following a discussion, it was decided to respond to West Berk's proposal to reduce the payment to the CAB.</p> <p>In addition, it was reported that as of 1<sup>st</sup> April 2018, West Berks will be stopping sending out printed plans with planning applications and this needs to be addressed.</p>	MD/ Clerk  Clerk
17/212	<p><b>To consider a paper on the payment of a parish basic allowance to Councillors:</b></p> <p>The Clerk reported that out of eight other Parish Councils consulted and having discussed it with the Auditor, only one Council, at this moment in time, provides a basic allowance to their Councillors. This is paid through the payroll as it is subject to PAYE. The Clerk also made it clear that specific expenses can be claimed by Councillors, although currently there is no budget set for them.</p> <p>Cllr. T Reade stated SMPC wouldn't want to be the second Council to introduce this.</p> <p>Cllr. D. Kilshaw proposed to keep the current system in place.</p> <p>Cllr. N. Kiley said that as Councillors give up a lot of time for councillor duties they should not be out of pocket with regards to printer cartridges and paper.</p> <p>Cllr. D. Ives commented on the fact that the use of personal sundry items for council business does add up over a time.</p> <p>The decision not to introduce a parish basic allowance for Councillors, proposed by Cllr. A. Richardson, seconded by Cllr. D. Kilshaw was <b>AGREED</b> with 11 votes for, one abstention and one against.</p>	
17/213	<p><b>To receive Clerk's Financial Report on the October 2017 Financial A/Cs:</b></p>	

	The Clerk's Financial Report was received and there were no questions.									
17/214	<p><b>To receive an update report on a Parish Youth Leader:</b></p> <p>Cllr. P. Wingfield has been invited to meet the Berkshire Youth Project Team in January. It would be at this time that costs would be initially discussed. He confirmed that the cost of a Youth Worker, noted in the last Minutes, was for a full time not part time position.</p>									
17/215	<p><b>Update regarding The Fairground Car Park re-surfacing:</b></p> <p>All the work has been carried out but there is a minor issue where the path edgings have cracked. Inlay, the contractor, are aware of it and will come and make good.</p> <p>The decision to hold back £500 from the overall payment until the repairs have been undertaken, proposed by Cllr. C. Lewis, seconded by Cllr. M. Lock, was <b>AGREED</b> with 11 votes for and two against.</p>									
17/216	<p><b>Update on Garth Hall:</b></p> <p>The Clerk has requested an indicative price quote for the potential work which may involve a basic cost to provide the indicative price quote needed.</p>									
17/217	<p><b>To receive Parish Office Update (for information only):</b></p> <ol style="list-style-type: none"> <li>1 The Clerk's Appraisal was carried out and The Clerk worked on the proposed transition arrangements required to cover The Clerk leaving at the end of May 2017.</li> <li>2 Prepared the initial draft Budget for discussion by the Finance &amp; General Purposes committee on 4<sup>th</sup> December.</li> <li>3 5 Committee meetings Clerked and 1 Cemetery working group meeting attended.</li> <li>4 Managed the Internal Audit 7<sup>th</sup> December 2017</li> <li>5 Attended a "meet the new External Auditor Session" in Newbury</li> <li>6 Arranged quarterly Bank Reconciliation</li> <li>7 Received and distributed WBC Consultation notice on the Budget for 2018-2019</li> <li>8 Usual emails and phone calls to respond to.</li> <li>9 Agendas, minutes and papers for 5 council meetings and 1 working group meeting.</li> <li>10 Posted items to website and Facebook.</li> </ol> <p>There were no questions.</p>									
17/218	<p><b>To receive and note a summary of payments made with authorisation of Chairman or Vice-Chairman:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1 Salaries &amp; Wages – Mth. 8 - 2017</td> <td style="text-align: right; width: 20%;">£2,518.22</td> </tr> </table> <p>Received and noted.</p>	1 Salaries & Wages – Mth. 8 - 2017	£2,518.22							
1 Salaries & Wages – Mth. 8 - 2017	£2,518.22									
17/219	<p><b>Finance - To resolve to agree accounts for payment:</b></p> <p>Cllr. M. Dennett and Cllr. J. Earl both declared interests.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1 Suez Recycling – Fairground waste Nov. 2017 inc VAT. DD</td> <td style="text-align: right; width: 20%;">£107.35</td> </tr> <tr> <td>2 W. Strang – Hire of trailer 2016 &amp; 2017 to collect Xmas Tree.</td> <td style="text-align: right;">£100.00</td> </tr> <tr> <td>3 The Benyon Trust – Quarterly rent for Cemetery extension.</td> <td style="text-align: right;">£62.50</td> </tr> <tr> <td>4 Inlay Management Services Ltd – Fairground Car Park re-surfacing inc VAT.</td> <td style="text-align: right;">£18,390</td> </tr> </table>	1 Suez Recycling – Fairground waste Nov. 2017 inc VAT. DD	£107.35	2 W. Strang – Hire of trailer 2016 & 2017 to collect Xmas Tree.	£100.00	3 The Benyon Trust – Quarterly rent for Cemetery extension.	£62.50	4 Inlay Management Services Ltd – Fairground Car Park re-surfacing inc VAT.	£18,390	
1 Suez Recycling – Fairground waste Nov. 2017 inc VAT. DD	£107.35									
2 W. Strang – Hire of trailer 2016 & 2017 to collect Xmas Tree.	£100.00									
3 The Benyon Trust – Quarterly rent for Cemetery extension.	£62.50									
4 Inlay Management Services Ltd – Fairground Car Park re-surfacing inc VAT.	£18,390									

	<p>5 Dads Shop – Custodian sundries Oct/Nov 2017 inc VAT. £10.18</p> <p>6 M. Dennett – Custodian phone top up and Refuse Sacks inc VAT £48.35</p> <p>7 H. Selwyn-Jones – Bullguard Internet Security £49.97</p> <p>8 West Berkshire Council – Annual Rental Fee for West End Road Car Park £10.00</p> <p>9 Julian Earl – Mileage to collect Xmas Tree from Solihull – 222 miles @ £0.45 per mileage £99.90</p> <p>10 AB Walker &amp; Sons – Refund of incorrect BACS payment made for a funeral at another Cemetery on 30<sup>th</sup> November 2017. £207.00</p> <p>Apart from the payment to Inlay Management Services, which under 17/215 was reduced by £500.00 to £17890.00, the accounts, proposed by Cllr. A. Richardson, seconded by Cllr. D. Ives were <b>AGREED</b> unanimously.</p> <p>A payment for HMRC, for month 8 PAYE and NIC, proposed by Cllr. J. Earl, seconded by Cllr. J. Bull was <b>AGREED</b> unanimously.</p>	
17/220	<p><b>To receive Correspondence (for information only):</b></p> <ol style="list-style-type: none"> <li>1 Letter of resignation from Cllr. J. Earl as Chair and from the Council as of post the Full Council Meeting 14<sup>th</sup> December 2017.</li> <li>2 Donation of £2770.00 from proceeds of Mortimer Fun Day by Mortimer Village Partnership.</li> <li>3 Gigaclear – Revised Draft Wayleave Agreement GWA2319/STM01 for Brewery Common access.</li> <li>4 WBC – Heads of Terms for renewal of the lease for the Parish Office.</li> <li>5 Sundry Invoices, Planning Applications and Decisions.</li> </ol> <p>In clarification it was advised that: The resignation of Cllr. J. Earl will take effect immediately after the meeting. Thanks was passed onto MVP for the contribution for the electrics on the Fairground. A further contribution is expected from MML. Gigaclear, in their revised Wayleave contract, have still neglected to include an annual payment which is normal. This will be taken up with them. West Berkshire are proposing a small increase for the office rental from the start of the new contract, based on inflation over the last 3 years.</p>	<p>Clerk</p> <p>Clerk</p>
17/221	<p><b>To receive Minor Matters (for information only):</b></p> <p>Cllr. N. Kiley enquired as to the expected date of carrying out the repairs to the big swing on The Fairground. A quote is expected following a site visit with a recommended contractor.</p> <p>Cllr. P. Wingfield requested, if possible, for future Full Council meetings to be held in the Church hall as opposed to The Sanctuary as the acoustics and heating are more efficient.</p> <p>Cllr. P. Wingfield stated that the Council needs to identify what relevant information, from this meeting, should be communicated via Facebook and the website. The following were highlighted:</p> <ol style="list-style-type: none"> <li>1. Change in Chair.</li> <li>2. Synopsis of the budget process.</li> <li>3. Information on the TPO.</li> <li>4. Information on the Vision Day – paving a way for change.</li> </ol>	

	<p>5. A welcome to Lynn Hannawin as Deputy Clerk.  6. A report on Remembrance Sunday and Carols Round the Christmas Tree.</p> <p>Both Cllr. P. Wingfield and Cllr. M. Dennett gave a vote of thanks to the departing Chair, Cllr. J. Earl for work that he has done as a Councillor and Chair.</p> <p>The Clerk to arrange a meeting with Cllr. C. Lewis, Cllr. N. Kiley and Cllr. P. Wingfield to discuss the “feathering” issue in the car park.</p> <p>Cllr. M. Dennett gave a vote of thanks to Cllr. N. Carter and Lynn Hannawin for arranging a successful Christmas meal.</p>	Clerk
17/222	<p><b>To receive any future Agenda Items:</b>  None</p>	

The next meeting is on 11<sup>th</sup> January 2018.

The meeting closed at 9:20 pm.