

Stratfield Mortimer Parish Council



Minutes of the Full Council Meeting

held on 14th September 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. N. Kiley, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. A. Richardson, Cllr. P. Wingfield.

Clerk: Haydn Selwyn-Jones – Parish Clerk

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

17/115	Public Questions: None									
17/116	To receive any apologies for absence: Cllr. L. Jones, Cllr. M. Lock, Cllr. T. Reade.									
17/117	To receive any declarations of interest and dispensations: None.									
17/118	Councillor Co-option to fill the current casual vacancy: Mr. G. H. Bridgman and Mr. K. Johnson were present as candidates for co-option and both were asked to give a brief presentation as to why they should be co-opted as a Stratfield Mortimer Parish Councillor and were asked questions by the Councillors present. The candidates left the room and a secret ballot, which had been requested by two Councillors, was held. Prior to the result being announced, Cllr P. Wingfield proposed, that since both candidates had stood for co-option three times, that the unsuccessful candidate could be co-opted onto committee(s) where he could have positive input. This was AGREED. The candidates returned to the room and this suggestion was made to them and both agreed to this. The result was then announced with 7 votes cast for Mr. K. Johnson and 6 votes for Mr. G. H. Bridgman and Mr. K. Johnson was duly declared as a co-opted Councillor on Stratfield Mortimer Parish Council.									
17/119	To resolve to approve the Minutes of the Parish Council Meeting of 10th August 2017: Following a brief discussion it was proposed by Cllr. D. Ives, seconded by Cllr. A. Richardson and voted unanimously that the minutes should be APPROVED for signature as a true record of the meeting.									
17/120	To receive minutes of the Planning Committee meeting of 10th August 2017 and 22nd August 2017: Received and noted.									
17/121	To receive planning decisions and information from West Berkshire Council <table style="width: 100%; border: none;"> <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>17/01695/HOUSE</td> <td>7 King Street, Mortimer, RG7 3RS</td> <td>Approved</td> <td>24/08/17</td> </tr> </tbody> </table>	<u>Application</u>	<u>Address</u>	<u>Decision</u>	<u>Date</u>	17/01695/HOUSE	7 King Street, Mortimer, RG7 3RS	Approved	24/08/17	
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	<p>17/01697/FULD SMPC had no objections Land at Loves Wood Approved 25/08/17 Mortimer <u>SMPC Comments</u> No objections but it is understood that the planning is for 2 sustainable homes NOT 4.</p> <p>17/01814/HOUSE 20 Windmill Road Approved 23/08/17 Mortimer RG7 3RN <u>SMPC Comments</u> No objections to the proposed infill extension. However, the Committee is confused over the proposed two parking spaces and by WBC's Highways response. (<i>Details available if required.</i>)</p> <p>17/01832/HOUSE 31 King Street Approved 31/08/17 Mortimer RG7 3RS</p> <p>17/01919/FULD SMPC had no objections Land at Approved 30/08/17 Loves Wood Mortimer</p> <p>17/01923/NONM 51 The Avenue, Mortimer, Approved 10/08/17 AT RG7 3QU SMPC had no objections to 17/01355 but no papers received for 17/01923/NONMAT</p> <p>17/02146/CERTP 5 Groves Lea, Mortimer, RG7 Withdrawn 01/09/17 3SS SMPC received no papers</p> <p>Received and noted There were no decisions made following date of Agenda:</p>	
17/122	<p>To receive minutes of the Communications Committee meeting of 29th August 2017:</p> <p>Received and noted and signed as a true record of the meeting by the Chairman of the Communications Committee.</p>	
17/123	<p>To receive minutes of the Fairground, Trees and Amenities Committee meeting of 31st August 2017:</p> <p>Received and noted and signed as a true record of the meeting by the Chairman of the Fairground, Trees and Amenities Committee.</p>	
17/124	<p>To receive minutes of the NDP Community Projects Committee meeting of 5th September 2017</p> <p>Received and noted and signed as a true record of the meeting by the Chairman of the NDP Community Projects Committee.</p> <p>Cllr. N. Kiley commented on minute item 17/101 – Project 9 Mortimer Station Carpark advising that Katherine Miles of ProVision had now received a response from WBC for a meeting to explain why there is a need for a fresh application was being made when the application made 8 years ago had been refused and to explain what has changed.</p>	
17/125	<p>To approve The Clerk's Report's motion to increase the agreed NDP Community Projects Committee's budget for professional outside help to set up and steer through Community Projects, by virement of £25,000 from General Reserves to a new budget line for Community Projects:</p>	

	<p>Cllr. M. Dennett summarised why this approach was necessary in order to quick start the projects that are being considered and Cllr. J. Earl spoke in favour of the proposal.</p> <p>Cllr P. Wingfield raised the question of the Committee now being able to spend the budgeted funding for the NDP Community Projects committee without needing the approval of Full Council.</p> <p>The Clerk advised that it would be necessary to check the Committee's Terms of Reference as to whether devolved spending powers had been granted, but, if they had not been granted, there was no issue in amending the Committee's Terms of Reference at the next Full Council Meeting to grant the necessary devolved authority to spend the Committee's Budget, in accordance with then Financial Regulations.</p> <p>Cllr. A. Richardson raised a question on the process that would be followed to seek the proposed professional outside help to set up and steer through Community Projects, which was responded to by Cllr. N. Kiley and Cllr. J. Earl.</p> <p>Proposed by Cllr. N. Kiley, seconded by Cllr. D. Ives, this proposal was AGREED unanimously.</p>	Clerk
17/126	<p>To approve the scoping document from the NDP Community Projects Committee for a Bio-Diversity and Green Spaces Project:</p> <p>The report was received and, proposed by Cllr. M. Dennett, seconded by Cllr. N. Carter was APPROVED unanimously.</p>	
17/127	<p>Community Project proposals from Committees:</p> <p>Cllr. J. Earl reminded Councillors that the Council had agreed that Committees should propose Community based projects for completion or at least be started before the Council year end.</p>	
17/128	<p>To receive District Councillors' Reports:</p> <p>Both District Councillors reports had been distributed but District Cllr. M. Lock was not present to answer any questions.</p> <p>Cllr. G. Bridgman advised that there could be various funding streams available for Bio-Diversity project and commented on the Old Mortimer Police Station Appeal.</p> <p>He also advised that Bryan Lyttle was planning to attend the Full Council meeting on 10th October to talk about the Grazeley Project but felt that it would be more useful to also involve the other Parishes in the Mortimer Ward and Burghfield.</p> <p>Cllr. N. Kiley asked whether it was likely that the Boundary Commission would change their views if many comments were made. Cllr. G. Bridgman replied that he was not sure and it was requested by the meeting that, if needed, could he help steer comments.</p> <p>Cllr. P. Wingfield proposed that there should be a Parish Council response and it was proposed that there should be a Councillor working group meeting to format the Council Response in 2 weeks' time.</p>	
17/129	<p>To receive Clerk's Financial Report on July 2017 Financial A/C:</p> <p>The July 2017 Financial A/C was received and noted.</p> <p>Cllr. A. Richardson requested that the Invoice for the Tennis Club be raised.</p>	Clerk
17/130	<p>To approve amended Communications Policy from the Communications Committee covering SMPC Councillor Email usage:</p> <p>Following a brief discussion in which Cllr. N. Carter raised his concerns about the wording of clause "2.2.2.3 Personal emails are not to be used</p>	Clerk

	<p>to communicate any Parish Business” it was agreed to change the wording to “Personal email accounts ...”</p> <p>It was also pointed out the example email address format in clause 2.2.2.1 was incorrect and needed to be changed.</p> <p>Proposed by Cllr. J. Earl, seconded by Cllr. M. Dennett, the amended Communications Policy was AGREED by 8 votes for, 1 vote against and 2 abstentions.</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.							
17/131	<p>To receive a report on the Fairground Car Park re-surfacing bids received:</p> <p>Cllr C. Lewis reported that two bids had been received of which one had significant merit, but further questions needed to be clarified.</p> <p>It was proposed that the Clerk should arrange a site meeting to discuss these aspects between the contractor and Cllr. C. Lewis, Cllr. P. Wingfield, Cllr. N. Kiley and the Clerk and to report back to next Full Council meeting, which was AGREED.</p> <p>With regard to start dates Cllr. P. Wingfield commented that Half Term week would be a very busy time for the Fairground and the Car Park, which was noted.</p>							
17/132	<p>To receive Clerk’s Update (for information only):</p> <ol style="list-style-type: none"> 1 Commenced Survey Monkey Consultation survey for MVP Village Plan 2 Worked on the SMPC Special Edition Newsletter for Community Projects publicity to get it print ready and ordered the printing. 3 Conducted our Admin Assistant Appraisal 4 Worked on arranging removal of Crassula helmsii growth from the ponds on the Fairground 5 Obtained quotes, approval from the Fairgrounds, Trees and Amenities Committee and placed orders for necessary maintenance work to the Fairground. 6 Worked on Parish Office IT Infrastructure 7 Prepared a SMPC Full Council and Committee meetings calendar 8 Applied to WBC for registration of 3 footpaths in the Parish <ol style="list-style-type: none"> 1. From Stephens Close to the Alfred Palmer Memorial Field. 2. From Victoria Road to Stephens Firs. 3. From Windmill Road to the Bevers. <p>Received and noted.</p>							
17/133	<p>To receive and note a summary of payments made with authorisation of Chairman or Vice-Chairman</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1 Salaries & Wages – Mth. 5. 2017</td> <td style="text-align: right; vertical-align: bottom;">£2,648.60</td> </tr> </table>	1 Salaries & Wages – Mth. 5. 2017	£2,648.60					
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17/134	<p>Finance - To resolve to agree accounts for payment:</p> <p>Cllr. M. Dennett declared a pecuniary interest and would not discuss of vote on this Agenda item</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1 Suez – The Street waste collection – August 2017 inc VAT D.D.</td> <td style="text-align: right; vertical-align: bottom;">£107.35</td> </tr> <tr> <td>2 Vision ICT – biennial fee for URL .gov.uk Jan ’16 – Dec ’18 - inc VAT</td> <td style="text-align: right; vertical-align: bottom;">£66.00</td> </tr> <tr> <td>3 The Benyon Trust – quarterly miscellaneous rent 29/09/17-24/12/2017</td> <td style="text-align: right; vertical-align: bottom;">£62.50</td> </tr> </table>	1 Suez – The Street waste collection – August 2017 inc VAT D.D.	£107.35	2 Vision ICT – biennial fee for URL .gov.uk Jan ’16 – Dec ’18 - inc VAT	£66.00	3 The Benyon Trust – quarterly miscellaneous rent 29/09/17-24/12/2017	£62.50	
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	<p>4 Stuart Michael Associates – Station Car Park Survey - inc VAT £900.00.</p> <p>5 Viking – office supplies - inc. VAT £158.47</p> <p>6 Dads Shop – Custodian/Councillor sundries – August 2017 inc VAT £62.90</p> <p>7 HMRC – PAYE & NIC for August £730.80</p>	
	<p>8 C & D Facilities – GM & grass cutting – August 2017 inc VAT £823.26</p> <p>9 Mazars LLP – external audit work fee – inc VAT £480.00</p> <p>10 Mike Dennett – Custodian phone top-up £20.00</p> <p>11 SLCC Enterprises Ltd – Finance and Clerk’s guide – inc VAT £43.60</p> <p>12 Information Commissioner – Data Protection Register fee £35.00</p> <p>13 SLCC Enterprises Ltd – Clerk’s SLCC 2017 Membership – late invoice £177.00</p> <p>14 Oliver Signs Ltd – Printing of Special Edition Newsletter inc VAT £336.00</p> <p>The motion, proposed by Cllr. C. Lewis, seconded by Cllr. J. Earl, to agree the finances was AGREED 10 votes for and 1 Abstention.</p>	
17/135	<p>To receive the External Auditors final report on SMPC’s Annual Return</p> <p>Received and noted</p>	
17/136	<p>Councillor Vision morning – 14th October 2017</p> <p>Cllr. J. Earl confirmed that the Councillor Vision morning would take place in The Burghfield Scout Hut on the 14th October from 10:00am to 1:00pm with coffee and tea before, during and with a light lunch afterwards.</p>	
17/137	<p>To receive Correspondence (for information only):</p> <ul style="list-style-type: none"> i. Mazars – SMPC’s External Audit 2016-2017 Certification ii. 2 x Bids for the resurfacing of the Fairground Car Park iii. Communications relating to a Pre-Planning Application meeting iv. Electoral Review of West Berkshires Draft Recommendations Update v. 2 x Casual Vacancy Application Forms vi. PSDF & Unity Trust Bank Statements vii. Acknowledgement of receipt of declaration of Automatic Enrolment Compliance viii. Letter of Complaint relating to handling of Health & Safety issues for Mortimer Riding Club’s Horse Show 10/9/17 ix. Sundry invoices and planning applications and decision notices <p>Received and noted.</p>	
17/138	<p>To receive Minor Matters (for information only):</p> <p>Cllr. P. Wingfield raised the need to communicate on: Councillor Co-option, Bio-Diversity paper, The NDP Community Projects committee’s extra budget funding and The 10th October Sport Leisure meeting.</p> <p>Cllr D. Kilshaw commented about reports being on Facebook.</p> <p>Cllr. D. Ives reported that arrangements for SID deployment were in place and requested 4 Marshalls for Remembrance Sunday 12/11/17.</p> <p>Cllr. N. Carter asked for information on response to The Heritage Trails.</p>	
17/139	<p>To receive any future Agenda items:</p>	

	<p>Cllr. P. Wingfield requested an Agenda item on the Council paying for a Youth Leader for the village.</p> <p>Cllr. A. Richardson again raised his previous request for a future Agenda Item for the constitution of the Finance & General Purposes Committee to be discussed and was advised that this would part of the Vision Morning Agenda for 14th October.</p>	
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The next meeting is on 12th October 2017.

The meeting closed at 9:38 pm.