

Stratfield Mortimer Parish Council

Minutes of the Full Council Meeting

held on 9th November 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. P. Challis, Cllr. D. Ives, Cllr. K. Johnson, Cllr. N. Kiley, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. T. Reade, Cllr. A. Richardson, Cllr. P. Wingfield.

Clerk: Haydn Selwyn-Jones – Parish Clerk, Lynn Hannawin – Admin. Assistant

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

Part I										
17/170	Public Questions: None									
17/171	To receive any apologies for absence: Cllr. N. Carter, Cllr. L. Jones, Cllr. M. Lock.									
17/172	To receive any declarations of interest and dispensations: Cllr. C. Lewis and Cllr. N. Kiley declared a non-pecuniary interest in Agenda item 17/189 as they are members of Mortimer Cricket Club and would not take part in discussion and voting on that item.									
17/173	To resolve to approve the Minutes of the Parish Council Meeting of 12th October 2017 Proposed by Cllr J. Earl, seconded by Cllr. D. Kilshaw, 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.									
17/174	To resolve to approve the Minutes of the Extraordinary Parish Council Meeting of 23rd October 2017 Proposed by Cllr J. Earl, seconded by Cllr. M. Dennett it was voted it was voted 11 votes for and 1 abstention that the minutes should be APPROVED for signature as a true record of the meeting.									
17/175	Committee members who were present at the meeting to approve minutes of the Planning Committee meeting of 13th October 2017 and Council to receive them Proposed by Cllr. M. Dennett, seconded by Cllr. T. Reade, 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. The minutes were then received and noted by Council.									
17/176	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: center;"><u>Application</u></th> <th style="text-align: center;"><u>Address</u></th> <th style="text-align: center;"><u>Decision</u></th> <th style="text-align: center;"><u>Date</u></th> </tr> </thead> <tbody> <tr> <td>17/01734/HOUSE</td> <td>27 Groves Lea, Mortimer, RG7 3SS SMPC had no objections</td> <td>Approved</td> <td>20/10/17</td> </tr> </tbody> </table>	<u>Application</u>	<u>Address</u>	<u>Decision</u>	<u>Date</u>	17/01734/HOUSE	27 Groves Lea, Mortimer, RG7 3SS SMPC had no objections	Approved	20/10/17	
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	<p>17/02402/CERTP Wendover, The Street, Granted 16/10/17 Mortimer, RG7 3PB</p> <p>No papers received as this was a Certificate of lawfulness</p> <p>17/02452/HOUSE 5 Groves Lea, Mortimer, Approved 26/10/17 RG7 3SS</p> <p><u>SMPC Comments</u></p> <p>No objections but the Committee noted that parking spaces are not shown. The Committee believe there should be at least 3 parking spaces with appropriate access to all 3 spaces.</p> <p>Received and noted</p> <p>The following decisions were made following date of Agenda, which were received and noted:</p> <table border="1" data-bbox="335 828 1292 1144"> <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>16/03015/FUL</td> <td>Mortimer Police Station Victoria Road Mortimer RG7 3XQ</td> <td>Appeal allowed</td> <td>08/11/17</td> </tr> <tr> <td>17/02530/HOUSE</td> <td>7 Mortimer Lane Mortimer RG7 3PP SMPC had no objections</td> <td>Approved</td> <td>09/11/17</td> </tr> </tbody> </table>	<u>Application</u>	<u>Address</u>	<u>Decision</u>	<u>Date</u>	16/03015/FUL	Mortimer Police Station Victoria Road Mortimer RG7 3XQ	Appeal allowed	08/11/17	17/02530/HOUSE	7 Mortimer Lane Mortimer RG7 3PP SMPC had no objections	Approved	09/11/17	
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17/177	<p>Committee members who were present at the meeting to approve minutes of the Finance & General Purposes Committee meeting of 6th November 2017 and Council to receive them</p> <p>Proposed by Cllr. A. Richardson, seconded by Cllr. J. Bull, 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.</p> <p>The minutes were then received and noted by Council.</p>													
17/178	<p>Committee members who were present at the meeting to approve minutes of the NDP Community Projects Committee meeting of 2nd November 2017 and Council to receive them</p> <p>Proposed by Cllr. P. Wingfield, seconded by Cllr. D. Ives, 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.</p> <p>The minutes were then received and noted by Council.</p>													
17/179	<p>To consider and agree the proposed motion: “That the NDP Community Projects committee be permitted to commission further professional bodies to provide necessary surveys to facilitate the progress and establish the viability of the Station Car Park Project, the Bio Diversity Project and the Provision of a Footpath and Cycleway connecting Mortimer and Burghfield Project up to a total cost of £10,000”</p> <p>Cllr. P. Wingfield summarised the need to streamline and establish the viability of projects by employing professional bodies to work alongside the Council on three specific projects;</p> <p>1 <u>Station Car Park Project:</u> To provide two surveys to answer questions raised by West Berkshire Council to facilitate a speedy pre-app planning response so that the project can proceed.</p>													

	<p>2 <u>Provision of a Footpath and Cycleway connecting Mortimer and Burghfield Project:</u> To establish the viability of the project by checking the available widths alongside the roads and other safety aspects.</p> <p>3 <u>Bio Diversity Project:</u> To develop a base line of wishes and needs and to support a survey of flora and fauna of back gardens.</p> <p>Cllr. C. Lewis raised a question of the Terms of Reference and devolved powers of expenditure in line with the Financial Regulations for the NDP Community Projects Committee and was assured that any such spending would be strictly in the terms laid out in these documents.</p> <p>Cllr. J. Bull asked when this work would be needed and was advised that it needed to be started as soon as possible.</p> <p>Cllr. N. Kiley gave a brief summary of the current situation with proposed Station Car Park pre-application discussions with West Berkshire Council and the need to start this progressing quickly so that the project can move forward, which the two proposed surveys would enable.</p> <p>The motion: "That the NDP Community Projects committee be permitted to commission further professional bodies to provide necessary surveys to facilitate the progress and establish the viability of the Station Car Park Project, the Bio Diversity Project and the Provision of a Footpath and Cycleway connecting Mortimer and Burghfield Project up to a total cost of £10,000", proposed by Cllr. P. Wingfield, seconded by Cllr. T. Reade, was AGREED by 11 votes for and 1 abstention.</p>	
17/180	<p>To receive District Councillors' Reports</p> <p>Cllr. M. Lock was not present and her report had not been issued due to illness.</p> <p>Cllr. G. Bridgman's report had been distributed and was received and noted.</p> <p>In addition to his report, Cllr. G. Bridgman advised that two of the three planning applications for the Sandleford development had been refused.</p> <p>Cllr. P. Wingfield asked if this would affect West Berkshire Council's core plans for housebuilding and was advised that this was unlikely.</p> <p>Cllr. G. Bridgman then advised that the District Parish Conference had gone well.</p> <p>Cllr. J. Earl then thanked Cllr. P. Wingfield for all his hard work in preparing and delivering the keynote talk on SMPC's NDP to the District Parish Conference.</p>	
17/181	<p>To receive Clerk's Financial Report on September 2017 Financial A/Cs</p> <p>The Clerk presented the Financial Report on the September 2017 Financial A/Cs, which were received and AGREED.</p> <p>Cllr. P. Wingfield congratulated the Clerk on the year to-date expenditure total being marginally ahead of the budgeted year to-date expenditure total.</p> <p>Cllr. C. Lewis asked about the CIL payment and was advised that it would be shown in the October A/Cs.</p>	
17/182	<p>To receive and approve the annual Standing Order payment made in August to the Stratfield Mortimer Fairground Charity for the annual lease for the use of the Fairground:</p> <p>Cllrs. J. Earl, N. Kiley and T. Reade declared a pecuniary interest as they were the Council's Representative Trustees for the Stratfield Mortimer Fairground Charity and would not speak or vote on this item.</p>	

	The payment of the annual lease by Standing Order to the Stratfield Mortimer Fairground Charity, proposed by Cllr. M. Dennett, seconded by Cllr. J. Bull was AGREED by 9 votes, unanimously by those able to vote.	
17/183	<p>To receive the update report on a Parish Youth Leader:</p> <p>Cllr. P. Wingfield gave a verbal update advising that:</p> <ol style="list-style-type: none"> 1 A meeting had been arranged with Berkshire Youth w/c 13th November 2017. 2 Approximate costs needing to be considered as being £23,000 - £37,000 per annum, although there may well be funding available towards this cost. 	
17/184	<p>Members Bid update:</p> <p>Cllr. T. Reade expressed her thanks to District Cllr. G. Bridgman for getting all the paperwork in in time and advised that a decision could be expected after 17th November 2017</p>	
17/185	<p>Update on Community Projects:</p> <p>Already covered in NDP Community Projects Committee minutes presented in Agenda Item 17/178</p>	
17/186	<p>Update regarding The Fairground Car Park re-surfacing:</p> <p>The work is in progress and due to be finished Friday 10th November 2017. The Clerk was requested to liaise with the contractor once finished to ensure that work had been completed properly and according to the technical brief.</p> <p>Cllr. A. Richardson raised the question of retention and was advised that in a project of this sort it was normally the case and had not been specifically included in the Purchase Order.</p> <p>District Cllr. G. Bridgman raised the MVP Facebook comments on the lack of white-lining of car parking spaces and The Clerk, together with Cllrs. C. Lewis and P. Wingfield were requested to put together wording to be posted on Facebook explaining why car parking spaces had not been undertaken.</p>	
17/187	<p>SMPC Vision Day – Outputs and Next Steps</p> <p>To receive an update paper and to agree the following motion:</p> <p>“The Parish Council is asked to note the key areas identified for action from this work, and to agree that the working group continues to progress with them.”</p> <p>All proposals for change will be brought to full Parish Council for decision, and progress reports will be provided at each Parish Council meeting:</p> <p>Cllr. T. Reade presented a paper on “Feedback and Next Steps”, outlining the steps taken in moving forward the Gap Analysis that took place at the Vision morning.</p> <p>Cllr. D. Ives expressed his concern about the proposals being too radical in too short a time, especially with regard to the make-up of the working structures of the Council.</p> <p>Cllr. J. Earl proposed that the two work streams should be tasked to develop the action plans and bring them back for approval at the next meeting of the Full Council. The two work groups made up of:</p> <p>Planning & Organisation – Cllrs. T. Reade, P. Wingfield and K. Johnson Communication & Engagement – Cllrs. D. Kilshaw, N. Carter, N. Kiley and A. Richardson.</p> <p>with the involvement of the Clerk in both streams.</p>	

	The motion that the "Parish Council is asked to note the key areas identified for action from this work, and to agree that the working group continues to progress with them" proposed by Cllr. J. Earl, seconded by Cllr. K. Johnson was AGREED by 11votes for and 1 abstention.	
17/188	Willink JAG update: Cllr. M. Dennett presented a written report which was received and noted.	
17/189	Mortimer Cricket Club update on request for permission to allow other clubs to use the Fairground cricket pitch: The Clerk advised that no detailed proposal, as requested, had been received.	
17/190	Update on Garth Hall: The Clerk advised that no further progress had been made and would chase up and report back at the next Council meeting.	Clerk
17/191	Update on speeding in the Village: Cllr. D. Ives summarised the reports received and advised that these reports had still to be sent to Thames Valley Police by West Berkshire Council. Attention had been paid to the speeds along The Street by the Horse & Groom due to concerns about speeding past the School and the entrance to The Site. It was requested that Cllr. D. Ives with the help of Cllr. D. Kilshaw should draft informative and news worthy posts for Facebook.	DI/DK
17/192	To receive Parish Office Update (for information only): 1 Managed Fairground Car Park re-surfacing 2 Rolled out Councillor emails and responded to comments and issues. 3 Ordered Christmas Tree and lights. 4 Started process with WBC of renewing the Parish Office lease. 5 Organised facilities and food for and attended the SMPC Vision morning. 6 Worked with Cllr. D. Ives on arrangements for Remembrance Sunday. 7 Usual emails and phone calls to respond to. 8 Agendas, minutes and papers for 6 council meetings. 9 Posted items to website and Facebook. Following questions regarding the date of the putting up of the Christmas Tree, which was given as 28 th November 2017 and the Carol Service, which was given as 16 th December 2017 this was received and noted.	
17/193	To receive and note a summary of payments made with authorisation of Chairman or Vice-Chairman 1 Salaries & Wages – Mth. 7. 2017 £2,619.85 Received and noted	
17/194	Finance - To resolve to agree accounts for payment: 1 Vision ICT – Councillor email set up inc VAT £302.40 2 Viking Direct – Printer Cartridges inc VAT £303.00 3 WCTD Limited – Sports & Leisure project consultant – engagement fee inc VAT £1200.00 4 GT & GR Gilbert T/A Woods Farm Christmas Trees – Fairground Christmas Tree £220.00 5 HM Revenue & Customs – Mth 7 PAYE & NIC 731.00	

	<p>6 H Selwyn-Jones – M&S and Tesco – lunches for SMPC vision morning £71.48</p> <p>H Selwyn-Jones – Mortimer Royal British Legion – poppy wreath £30.00</p> <p style="text-align: right;"><u>£101.48</u></p> <p>7 Suez – The Street waste collection – September 2017 inc VAT D.D. £107.35</p> <p>8 C & D Facilities – GM & grass cutting – October 2017 inc VAT £823.26</p> <p>9 Festive Lights – Christmas tree lights – inc VAT £177.53</p> <p>10 West Berkshire – Contribution towards Mortimer Library £3735.00</p> <p>11 Sign Wise UK – Correx board inc VAT £24.00</p> <p>The accounts were received and proposed for approval by Cllr. M Dennett, seconded by Cllr. C. Lewis, were AGREED unanimously.</p>	
17/195	<p>To receive Correspondence (for information only):</p> <ol style="list-style-type: none"> 1 Pension Regulator – Workplace Pension update 2 WBC – Notification of CIL payment of £3240.62 - re 16/02171/FULD 3 Gigaclear – Draft Wayleave Agreement GWA2319/STM01 for Brewery Common access. 4 WBC – Copy of current lease for the Parish Office 5 Sundry Invoices, Planning Applications and Decisions 6 Email received from a Parish Councillor requesting access to documents relating to the Clerk’s report, that informed the resolution 17/021 passed by the Full Council on 13th April 2017, to enable a forensic examination by this Parish Councillor. 7 A Parish Councillor, using a personal email address, has submitted a Freedom of Information request for all correspondence and file notes of telephone conversations to and from the External Auditor for the 2015/2016 financial year and all correspondence and file notes of telephone conversations to and from The Royal County of Berkshire Pension Fund which is administered by RBWM after April 2015. <p>Received and noted.</p> <p>Cllr. J. Earl advised that items 6 & 7 would be discussed at an Extraordinary Full Council meeting to be called for Thursday 16th November 2017</p>	
17/196	<p>To receive Minor Matters (for information only):</p> <p>Cllr. D. Ives requested one further volunteer to assist with traffic management at the Remembrance Service this coming Sunday and Lynn Hannawin volunteered to assist.</p> <p>Cllr. K. Johnson commented on the need to check what the Youth really want regarding a Youth Leader.</p> <p>Cllr. J. Bull requested the provision of a group calendar meetings, events and actions.</p> <p>Cllr. P. Challis commented on the recent Newbury Weekly News report on The Site not mentioning the provision of any bungalows and was advised that there would 22 on The Site.</p> <p>Cllr. P. Challis expressed his strong concerns over the state of the roadside field hedge on The Street between Kiln Lane and The Avenue.</p>	Clerk

	<p>This needs to be taken up with Mr Lambton urgently by the Clerk. The Clerk requested that he and Cllr. P. Challis walk the line of the hedge to clearly identify what is needed.</p> <p>The state of the roadside adjoining Mr Lambton's land along Hammonds Heath was also and this would be taken up with West Berkshire Council.</p> <p>Cllr. A. Richardson raised the issue of Fly Tipping along the roads and footpaths and stressed the need for this to be reported to the Parish Office for monitoring and onward reporting to West Berkshire Council.</p>	
17/197	<p>To receive any future Agenda items:</p> <p>None.</p>	
17/198	<p>Exclusion of Press and Public:</p> <p>To pass a resolution to exclude members of the press and public from the meeting at Part II, item 17/199 on the Agenda, due to the confidential nature of the information being discussed was proposed by Cllr. J. Earl, seconded by Cllr. D. Kilshaw and was AGREED unanimously.</p>	
<u>Part II</u>		
17/199	<p>The Clerk's Appraisal process:</p> <p>Cllr. J. Earl summarised the current Clerk's contract content and the necessary role changes needed to bring in the new Clerk equipped to take over as Clerk at the end of May 2018.</p> <p>A formal meeting was proposed for 16th November to discuss and plan this between the Clerk and Cllrs. J. Earl, M. Dennett and P. Wingfield.</p>	

The next meeting is on 14th December 2017.

The meeting closed at 9:15 pm.