



Stratfield Mortimer Parish Council

Minutes of the Full Council Meeting

held on 13th April 2017 @ 7.30 pm

at Mortimer Methodist Church, West End Road, Mortimer

Present:

Councillors: Cllr. M. Dennett (Chairman), Cllr. J. Earl, Cllr. P. Blagden, Cllr. J. Bull, Cllr. N. Carter, Cllr. P. Challis, Cllr. L. Jones, Cllr. N. Kiley, Cllr. C. Lewis, Cllr. M. Lock, Cllr. P. Wingfield.

Clerk: Haydn Selwyn-Jones – Parish Clerk

Public/Press: There were 3 members of the public and no members of the press present.

| 17/001 | Public Questions Mr. R. Hearn – Reading Gospel Hall Trust. Gave a brief update on the refused Planning Application for the Old Mortimer. | | | | | | | | | | | | | | | | | |
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| 17/002 | To receive any apologies for absence Apologies were received from Cllr. A. Butcher, Cllr. D. Ives, Cllr. M. Johnson and Cllr. A Richardson. | | | | | | | | | | | | | | | | | |
| 17/003 | To receive any declarations of interest and dispensations None | | | | | | | | | | | | | | | | | |
| 17/004 | To resolve to approve the Minutes of the Parish Council Meeting of 9th March 2017 Cllr. M. Dennett proposed, seconded by Cllr. J. Earl to approve and sign the minutes, as a true record of the meeting, which was AGREED unanimously. | | | | | | | | | | | | | | | | | |
| 17/005 | To receive Clerk's Financial Report February 2017 Financial A/Cs The February 2017 Financial Report was received and noted. The Clerk was requested to confirm details of the S106 payment received. | | | | | | | | | | | | | | | | | |
| 17/006 | To receive Committee Meeting minutes of: 1 Planning Committee – 9 th March and 28 th March 2017 2 NDP Community Projects Committee – 6 th March & 3 rd April 2017 3 Communications Committee – 30 th March 2017 All minutes were received and noted. | | | | | | | | | | | | | | | | | |
| 17/007 | To receive planning decisions and information from West Berkshire Council <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>17/00094/HOUSE</td> <td>39 The Avenue Mortimer Common RG7 3QU SMPC had no Objections</td> <td>Approved</td> <td>09/03/17</td> </tr> <tr> <td>17/00119/HOUSE</td> <td>2 Strawberry Fields Mortimer RG7 3WS SMPC had no overall objection but expressed concern over the actual installation of the flue.</td> <td>Approved</td> <td>24/03/17</td> </tr> <tr> <td>17/00239/HOUSE</td> <td>36 Windmill Road Mortimer Common RG7 3RN</td> <td>Approved</td> <td>27/03/17</td> </tr> </tbody> </table> | <u>Application</u> | <u>Address</u> | <u>Decision</u> | <u>Date</u> | 17/00094/HOUSE | 39 The Avenue Mortimer Common RG7 3QU SMPC had no Objections | Approved | 09/03/17 | 17/00119/HOUSE | 2 Strawberry Fields Mortimer RG7 3WS SMPC had no overall objection but expressed concern over the actual installation of the flue. | Approved | 24/03/17 | 17/00239/HOUSE | 36 Windmill Road Mortimer Common RG7 3RN | Approved | 27/03/17 | |
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| | <p style="text-align: center;">SMPC had no Objections</p> <p>Received and noted</p> | |
| 17/008 | <p>To receive an update on Mortimer Library</p> <p>Cllr. M. Dennett reported that SMPC had still not yet received confirmation as to how the proposed Parish contribution payments will be managed in order to ensure the requirements for S137 Grant Funding would be met to ensure that the funding is used solely for the benefit of the local community.</p> <p>In answer to questions it was advised that:</p> <ol style="list-style-type: none"> i. SMPC need to get clarification of what precisely a Local Library Working Group is and what we need to do to set one up. ii. Volunteers need to contact Paul James of WBC to get an update as to what is happening, as, as of today, SMPC have not been notified | |
| 17/009 | <p>To receive any update on the NDP and receive and agree a paper on publicity timelines and proposals on publicity for the possible NDP Referendum</p> <p>Cllr. P. Wingfield advised that the Consultation process closing date was 18th April 2017 and all was on track for WBC Full Council meeting on 9th May 2017. Subject to WBC approval on 9th May, the referendum would be held towards the end of June 2017.</p> <p>A report on a request for NDP Referendum Publicity was then discussed outlining the two stage requirements for publicity:</p> <ol style="list-style-type: none"> i. SMPC publicity pre May 9th WBC decision on SMPC's NDP Referendum is able to campaign positively for a YES vote. ii. SMPC publicity post May 9th WBC decision to hold SMPC's NDP Referendum can only publicise the referendum itself – it cannot actively campaign for a YES vote. Individual Councillors can actively campaign as long as they make it clear that they are not representing the Council. <p>Publicity would entail pre and post referendum action on:</p> <ol style="list-style-type: none"> i. SMPC Facebook and website publicity ii. Advert posters on Fairground Fence and SMPC Notice Boards iii. A hand delivered flyer to every household in the parish. <p>The cost for the 2 rounds of publicity were estimate at no more than £1,500, but very likely to be less.</p> <p>Cllr. C. Lewis asked for clarification that individual Councillors are able to campaign and this was confirmed, subject to it being made clear that they are speaking as individuals and not on behalf of the Council.</p> <p>Cllr. N. Carter offered assistance with the publicity if required.</p> <p>Cllr. J. Earl commented that it was to be applauded that those involved with the NDP had picked all this up and acted on it so early in the process.</p> <p>Cllr. M. Dennett commented that the second paragraph in the Summary section of the report indicated a presumed support from the Councillors and this should be changed to avoid that presumption and that members can respond as they wish as individuals.</p> <p>A motion for funding of no more than £1,500 for referendum publicity, proposed by Cllr. P. Wingfield, seconded by Cllr. N. Kiley, was AGREED unanimously.</p> | |

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| 17/010 | <p>To receive a report on the draft Site Design Brief submitted by T.A. Fisher regarding MOR006 and the proposed process and timelines for consultation with the Parish Council and the Community.</p> <p>The Clerk presented his report on the MOR006 Site Design Brief from Pro Vision, on behalf of T.A. Fisher, which outlined the responses set out within the NDP Policy SDB1, which stated that “A detailed site design brief must be prepared by the developer. This brief must be subject to discussion with Stratfield Mortimer Parish Council and the community within a reasonable period prior to the submission of a planning application to West Berkshire” and advised that:</p> <ul style="list-style-type: none"> i. The Site Design Brief had now been received ii. An informal meeting between Pro Vision and T.A. Fisher and members of the Planning Committee and The Clerk to hear what was being proposed and to discuss the process of giving the Community the opportunity to comment on the SDB had been held and how the Council should respond. <p>It was recommended that action should split into three strands:</p> <ul style="list-style-type: none"> i. To capture the views of the Community by: <ul style="list-style-type: none"> a. Placing the draft SDB on the SMPC Website and in the Library, together with feedback forms by 18th April 2017. b. Advertising this on Facebook and on posters around the village by 18th April 2017 c. Recommending Pro Vision & T.A. Fisher to hold a Public Meeting, presenting their SDB and to answer questions before the Annual Parish Meeting on 26th April 2017. ii. To determine how the SDB relates to the NDP by: <ul style="list-style-type: none"> a. The NDP Steering Group checking the SDB against the NDP policy criteria by 20th April 2017 b. An informal group made up of Parish Councillors from Planning and the NDP Steering Group to consider the findings from the NDP Steering Group, the Public’s and Parish Councillors’ comments by 9th May 2017, to report to Council on 11th May 2017, to discuss their findings with the developer before 30th May 2017 and report Council on 8th June 2017. This informal group to be made up of Cllr. A. Butcher, Cllr. P. Wingfield, Cllr. M. Dennett and Cllr. N. Kiley. | |
| 17/011 | <p>To receive a discussion paper from NDP Community Projects Committee on Traffic Management short term issues and agree a way forward.</p> <p>Cllr. P. Wingfield presented a paper highlighting two potential traffic management issues, namely parking around the Station and traffic management on The Street as a result of access onto The Street from the current 17 house development taking place by the Horse & Groom and MOR006 that will need resolving in the relatively near future and the need to consider how these should be managed by the Council.</p> <p>Following discussion in which:</p> <p>Cllr. N. Carter pointed out the evidence already to-hand against the perceived costs of parking at the Station, resulting in on-street parking.</p> <p>Cllr. N. Kiley commented that GWR are looking for some on-street parking near the Station.</p> <p>It was then proposed by Cllr. M. Dennett, seconded by Cllr. J. Earl that The Street by the Horse and Groom should be handled by a working Group of Planning and Roads & Footpaths and the area around the</p> | |

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| | Station be handled by Roads & Footpaths, which was AGREED unanimously. | |
| 17/012 | <p>To receive District Councillors' Reports and ask questions</p> <p>Cllr. G. Bridgman joined the meeting at 8:10pm</p> <p>Cllr. G Bridgman had submitted a written report, which were received and noted.</p> <p>Cllr. N. Carter raised the St John's Zebra Crossing issue and it was explained that the Council's had not been received, but the matter had not been resolved and the project was progressing.</p> <p>Cllr. G. Bridgman advised that there were two bid opportunities available – Members Bids and Parish Plan Bids.</p> <p>The Council's bid project for tools to clear footpaths was now 'in limbo' as Cllr. M. Johnson had just resigned due to work commitments that would take him away from the village.</p> <p>The Clerk requested help from other Councillors, but without success.</p> <p>Cllr. M. Lock explained that her report has been sent by email, but it had not been received so read her report highlighting:</p> <ol style="list-style-type: none"> i. The development of the Padworth Waste Site had been further delayed. ii. Mortimer would be keeping its retained Fire Station iii. The WBC Housing DPB would going before the WBC meeting on 9th May for approval. <p>Cllr. P. Wingfield asked for an update on the Health and Wellbeing project and was advised that the project had still not been completed, but priority was being given to mental health and bed-blocking.</p> | |
| 17/013 | <p>To receive Clerk's Update (for information only)</p> <ol style="list-style-type: none"> 1 Welcomed and went through induction of Lynn Hannawin as SMPC's new Administrative Assistant 2 Set up the SMPC Office infrastructure needed for our new Administrative Assistant 3 Upgraded our Broadband facility to Infinity and our phone contract with BT to take advantage of saving's offers. 4 Took 4 days holiday 5 Organised the installation of the new Playground area gates and responded to the MVP FaceBook report of an issue resulting from the closure speed of the gates, which had been correctly set to ROSPA recommendations, but needed slowing down even more. 6 Organised the repair of the Titan play equipment following the long delayed receipt of the ordered parts. 7 Completed February 2017 A/Cs 8 Met briefly with Mike Brook to discuss, in general, WBC's Library proposals towards meeting the part-costs for Mortimer Library. 9 Took 4 days leave to complete 2016-2017 leave entitlement 10 Posted items on Website and Facebook 11 Dealt with day-to-day public enquiries 12 Managed all the papers for Parish Council and Committee Meetings | |

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| | The report was received and noted. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17/014 | <p>Garth Hall</p> <p>The Clerk advised that a purchase order had been raised and sent to Alan Barnes of Creative Design and Structure Ltd to prepare a formal structural scheme including supportive calculations for the work necessary to bring the building back into safe use.</p> <p>Cllr. P. Blagden left the meeting at 8:50pm</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17/015 | <p>Report on District Conference 21st March 2017</p> <p>Cllr. J. Earl gave a summary of the overview presented to attendees, highlighting:</p> <ol style="list-style-type: none"> i. The range of Parish devolved services available and the highlighted initial services to be considered. ii. The encouragement for devolved Asset based service projects. iii. That Burghfield PC are helping to establish the proposed portal for devolved services. iv. That the "Sand Bag" policy had not worked well and had produced results that were inferior to other alternatives. v. Planning enforcement processes. <p>The Clerk to send out the recently received District Conference Questions and Answers paper to Councillors.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17/016 | <p>Finance - To resolve to agree accounts for payment:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1 BT – Telephone and Broadband charges for Jan–May 2017 inc VAT D.D.</td> <td style="text-align: right; vertical-align: bottom;">£378.02</td> </tr> <tr> <td>2 Suez – Fairground waste collection – March 2017 inc VAT</td> <td style="text-align: right; vertical-align: bottom;">£107.35</td> </tr> <tr> <td>3 AES Ltd – Installation of 2 x gates to Fairground Playarea inc VAT</td> <td style="text-align: right; vertical-align: bottom;">£2146.80</td> </tr> <tr> <td>4 C&D Facilities – Fairground Gorse clearance work to Area B & D inc VAT</td> <td style="text-align: right; vertical-align: bottom;">£1600.00</td> </tr> <tr> <td>5 Dads Shop – Jan-March 2017 Custodian sundries inc VAT</td> <td style="text-align: right; vertical-align: bottom;">£11.59</td> </tr> <tr> <td>6 Institute of Cemetery & Crematorium Management – Annual subscription 2017/2018</td> <td style="text-align: right; vertical-align: bottom;">£90.00</td> </tr> <tr> <td>7 Thames Valley Police – Part Funding for PCSO Jan-March 2017</td> <td style="text-align: right; vertical-align: bottom;">£1943.09</td> </tr> <tr> <td>8 West Berkshire Council – Contribution to Willink L.C. 2016/17</td> <td style="text-align: right; vertical-align: bottom;">£10342.63</td> </tr> <tr> <td>9 West Berkshire Council – Office Rental Qtr. 1 2017/18</td> <td style="text-align: right; vertical-align: bottom;">£750.00</td> </tr> <tr> <td>10 West Berkshire Council – Annual re-charge for collection of Dog Waste</td> <td style="text-align: right; vertical-align: bottom;">£634.92</td> </tr> <tr> <td>11 H. Selwyn-Jones – Currys/PCWorld IT Systems purchases for Admin Assistant inc VAT</td> <td style="text-align: right; vertical-align: bottom;">£676.46</td> </tr> <tr> <td>12 H. Selwyn-Jones – CastleComms – Clerk's laptop MOT and check to speed up performance</td> <td style="text-align: right; vertical-align: bottom;">£90.00</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">£766.46</td> </tr> </table> <p>The motion to agree the finances was proposed by Cllr. J. Earl, seconded by Cllr. J. Bull and was AGREED 9 votes for and 1 abstention.</p> | 1 BT – Telephone and Broadband charges for Jan–May 2017 inc VAT D.D. | £378.02 | 2 Suez – Fairground waste collection – March 2017 inc VAT | £107.35 | 3 AES Ltd – Installation of 2 x gates to Fairground Playarea inc VAT | £2146.80 | 4 C&D Facilities – Fairground Gorse clearance work to Area B & D inc VAT | £1600.00 | 5 Dads Shop – Jan-March 2017 Custodian sundries inc VAT | £11.59 | 6 Institute of Cemetery & Crematorium Management – Annual subscription 2017/2018 | £90.00 | 7 Thames Valley Police – Part Funding for PCSO Jan-March 2017 | £1943.09 | 8 West Berkshire Council – Contribution to Willink L.C. 2016/17 | £10342.63 | 9 West Berkshire Council – Office Rental Qtr. 1 2017/18 | £750.00 | 10 West Berkshire Council – Annual re-charge for collection of Dog Waste | £634.92 | 11 H. Selwyn-Jones – Currys/PCWorld IT Systems purchases for Admin Assistant inc VAT | £676.46 | 12 H. Selwyn-Jones – CastleComms – Clerk's laptop MOT and check to speed up performance | £90.00 | | £766.46 | |
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| 17/017 | To receive Correspondence (for information only): i. Latest update on Library plans. ii. Questions & Answers re: District Conference 21 st March 2017. Received and noted. | |
| 17/018 | To receive Minor Matters (for information only): Cllr. M. Dennett reminded Councillors of the APM to be held on 26 th April 2017 at 7:00pm for 7:30pm in St John's Hall. Cllr. P. Challis questioned about the Fun Fair noise levels and the Clerk advised that the Fun Fair would be moved further into the Grazing Area, loud speaker volume would be reduced and speakers would be positioned to face away from the dwellings bordering the Grazing Area. | |
| 17/019 | To receive any future Agenda items None | |
| 17/020 | Exclusion of Press and Public To pass a resolution to exclude members of the press and public from the meeting at Part II, item 17/021 on the Agenda, due to the confidential nature of the information being discussed. The motion, proposed by Cllr. M. Dennett, seconded by Cllr. J. Earl was AGREED unanimously | |
| Part II | | |
| 17/021 | To receive a report from the Clerk and agree the Council's position on a potential legal and financial matter. The report was distributed and Councillors were given time to read it through. Discussion then took place on the issues involved and the motion being proposed. The motion that: "An objection to the Parish Council's Financial Controls was lodged with our External Auditor in 2016 that also related to payments into our Local Government Pension scheme. These were ruled by our External Auditor as not needing any further action, having examined all the papers. However the matters raised are still being raised and indications are being made that matters will be taken further legally and contacts made with the Local Government Pension scheme, who, on the information given to them, confirmed that there were no issues with the actions taken. In view of the facts that these matters have been resolved as needing no further action, the Parish Council AGREES that these matters are now closed and will not be taken any further and will not be responsible for any further costs incurred." was then proposed by Cllr. J. Earl, seconded by Cllr. J. Bull and AGREED by 8 votes for, 1 vote against and 1 abstention. | |

The next meeting is on 11th May 2017.

The meeting closed at 9:30 pm.