

Stratfield Mortimer Parish Council



Minutes of the Full Council Meeting

held on 13th September 2018 @ 7.30 pm

at Mortimer Methodist Church, West End Road, Mortimer

Present:

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

Clerk: Lynn Hannawin

Public/Press: There was 1 member of the public and no members of the press present.

18/379	Public Questions: None	
18/380	To receive any apologies for absence: Cllr. D. Ives	
18/381	To receive any declarations of interest and dispensations: None.	
18/382	To resolve to APPROVE the Minutes of the Parish Council Meeting of 12th July 2018: With the abstention of one Councillor who was not present at the meeting, it was Resolved that the minutes of the meeting of the Parish Council held on 12 th July 2018 be approved as a true and correct record and signed by the Chairman.	
18/383	To receive an update on actions taken from the previous Parish Council meetings. Each current action was reviewed and updated accordingly.	
18/384	To RESOLVE to adopt the 2018/19 Itemised Committee Budgets which form part of the delegations to Committees, as recommended by the Finance & General Purposes Committee: The total budgets allocated to committees remain the same as those agreed by Full Council in January 2018. Itemising these budgets further, against activities, will enable committees to spend within their Terms of Reference and in accordance with Financial Regulations. As agreed by Full Council in July, the budget for traffic management and the Heritage Trail has been transferred from Community Projects Budget to Roads, Footpaths and Commons. In addition, there is a further sum of £11k in the Budget for Roads, Footpaths and Commons which will be specified against activities in due course. Proposed by Cllr. C. Lewis, seconded by Cllr. M. Dennett, the itemised budgets were APPROVED unanimously.	
18/385	To RESOLVE to adopt the proposed Reserves Policy and adjustments, as recommended by the Finance & General Purposes Committee:	

	<p>Further to the advice of the Internal Auditor, changes can be made to reserves as appropriate. The proposed policy removes several small reserves which are not required and establishes a more substantial reserve which is targeted to represent 9 months spend. The statutory S106 and CIL reserves are retained along with reserves for the Cemetery extension and tennis courts. It was noted that the replacement cycle for the tennis courts needs to be reduced from 20 to 15 years due to the proposed increased activity.</p> <p>The importance of estimating the time scale for CIL Monies coming was raised and the method for achieving this has been identified.</p> <p>Proposed by Cllr. D. Kilshaw and seconded by Cllr. J. Bull, the Reserves Policy and adjustments were APPROVED unanimously.</p>	
18/386	<p>To receive and APPROVE the Income and Expenditure Report for the four months to 31st July 2018 and the Balance Sheet as of that date:</p> <p>The RFO presented the Balance Sheet and Income and Expenditure Report, as produced directly from Rialtas, and the spreadsheet, which shows a breakdown of payments and receipts on a month by month basis. It was confirmed that the accounts are run on a "Receipts and Payments" method with accruals being made at year end.</p> <p>Monthly reports will be sent to committee chairs.</p> <p>Proposed by Cllr. A. Richardson and seconded by Cllr. C. Lewis, the Income and Expenditure Report and Balance Sheet as of the four months to 31st July 2018, were APPROVED unanimously.</p>	
18/387	<p>To receive and note the Bank Reconciliation report for the period 1st April – 30th June 2018:</p> <p>Cllr. J. Bull provided a verbal report that he had inspected and confirmed the Bank Reconciliations in full accordance with the Financial Regulations, which was received and noted.</p>	
18/388	<p>To RESOLVE to agree that the signatories for the Unity Trust Bank Account shall be the Chairman and Vice-Chairman of the Council and the Chairman of each of the Council's committees, (namely Cllrs. T. Reade, M. Dennett, N. Kiley, D. Kilshaw, C. Lewis and P. Wingfield) and that the key contact for the account be changed from Cllr. M. Dennett to Parish Clerk Mrs L. Hannawin:</p> <p>It was confirmed that a new resolution will be passed as the Chairman, Vice-Chairman and Chairman of Committees change.</p> <p>Proposed by Cllr. N. Kiley and seconded by Cllr. M. Dennett, the signatories and key contact for the Unity Trust Bank Account, were AGREED unanimously.</p>	Clerk
18/389	<p>To RESOLVE to adopt the Code of Conduct, the Disciplinary, Grievance, Sickness and Absence, Expenses, Equal Opportunities and Complaints policies, as recommended by the Finance & General Purposes Committee:</p> <p>Cllr. P. Wingfield confirmed that Finance and General Purposes Committee had made slight wording changes to the Complaints Policy. The Code of Conduct Policy needs reformatting, and this has a target date of November.</p> <p>Proposed by Cllr. P. Wingfield and seconded by Cllr. T. Reade, it was AGREED to adopt the policies with one abstention.</p>	Clerk
18/390	<p>To RESOLVE to implement the Acorn Ecology Limited recommendations for the Biodiversity and Green Spaces (BaGS) Project by:</p> <ul style="list-style-type: none"> • Referring the Acorn Fairground Report and BaGS recommendations to the Fairground and Cemetery Committee for implementation: 	

	<ul style="list-style-type: none"> • Approving the implementation of the BaGS recommended immediate actions and associated budget: • Accepting the Acorn report and BaGS recommendations regarding the 3ha of green space at the southern edge of the new (MOR006) development and to approve Cllr Wingfield supported by a member(s) of the BaGS, on behalf of the Parish Council, to undertake discussions with TA Fisher (or their agents) and West Berkshire Council. This is to agree the nature and design of that green space, develop a conservation/maintenance plan, and funding for the development and on-going maintenance: <p>Cllr. P. Wingfield summarised the work that had been undertaken and outlined the findings of the report. It was confirmed that the proposed work should cost £3000 but an additional contingency sum of £500 has been allowed. The budget has already been allocated, but agreement is required to transfer the work and budget to Fairgrounds and Cemetery for implementation. Cllr. P. Wingfield confirmed that it is only the shorter list of recommendations that is currently being considered. The longer list will be reviewed and implemented by the Fairground and Cemetery Committee at a future date.</p> <p>Proposed by Cllr. P. Wingfield and seconded by Cllr. T. Reade, it was AGREED to implement the recommendations for the Biodiversity and Green Spaces (BaGS) Project with one abstention.</p>	Clerk NK PW
18/391	<p>To RESOLVE to establish a Youth Focus Group by -</p> <p>a) commissioning Berkshire Youth to establish and run a Youth Focus Group.</p> <p>b) delegating the arrangement of exact details of this proposal to Cllr Wingfield and the Chair of the Council.</p> <p>c) appointing a member of the council to be the ongoing parish council representative on the focus group:</p> <p>Cllr. P. Wingfield summarised the work that had been undertaken as part of the youth consultations. From the findings, a Focus Group of Willink pupils will give youth members a voice in the community, whilst managing expectations. Berkshire Youth would run 12 full sessions alongside a Parish Council representative. Cllr. D. Kilshaw has offered to undertake this role.</p> <p>Proposed by Cllr. P. Wingfield and seconded by Cllr. T. Reade, it was unanimously AGREED to establish a Youth Focus Group and for Cllr. D. Kilshaw to be the Parish Council representative.</p>	PW TR DK
18/392	<p>To receive a report on the signwriting for the St John's Hall boards and AGREE on how the boards should be updated:</p> <p>The options and costs involved of either removing the boards altogether, updating the inscriptions with vinyl lettering or using traditional sign writing were discussed.</p> <p>Following a vote, it was AGREED to update the boards with traditional sign writing. Cllr. J. Bull will remove the boards for transportation to the sign writers in Midhurst.</p>	JB Clerk
18/393	<p>To receive an update report on GDPR and AGREE for Councillor's phone numbers to be added to the SMPC website:</p> <p>The Clerk reported that a less comprehensive Privacy Notice is now available for the website. Email footers for use by both Officers and Councillors are being reviewed. To ensure cover under the SMPC's registration with the Information Commissioner's Office (ICO) councillors must use their SMPC email addresses for Council business but do not have to copy in the dedicated office email address.</p>	Clerk

	It was AGREED that councillor's phone numbers would be provided on the SMPC website along with their council email addresses.	
18/394	<p>To receive an update on the installation of the Fairground tennis court gate access system, and to RESOLVE to progress discussions with Mortimer Tennis Club with the aim of partnering with them to broaden tennis participation and promote the use of the courts:</p> <p>Cllr. T. Reade reported that the electrical supply for the gates is ready, but the gate installation depends on whether it will be linked to SMPC or Mortimer Tennis Club's (MTC) booking system. There is an additional cost of £500.00 which is a software fee. Extra funding for this project has been received from The Good Exchange of £3778.00. SMPC have met with MTC and R. Hill to explore ways of promoting tennis and increasing the usage of the courts, which includes additional coaching and making all tennis court bookings free during the half term holiday. The availability of access to toilets from the courts remains an issue to be addressed.</p> <p>Proposed by Cllr. T. Reade and seconded by Cllr. P. Wingfield, it was AGREED to progress discussions with MTC with one abstention.</p>	
18/395	<p>To RESOLVE to take part in the National lighting of Beacons on Remembrance Day 2018 and to set up a working group to organise this event.</p> <p>Cllr. M. Dennett presented the planned nationwide events for commemorating the World War 1 centenary, for which the initial cost was budgeted to be £400.00. In addition, there is the option to obtain "Silent Silhouettes" from the Royal British Legion. for a donation of £250.00 per silhouette. The silhouettes represent members of the armed forces and would be placed around the village from now through until 31st December.</p> <p>Proposed by Cllr. N. Kiley and seconded by Cllr. P. Challis, it was AGREED to take part in the Remembrance Day 2018 events and obtain 3 silhouettes, with one abstention.</p> <p>Cllrs. M. Dennett, N. Kiley, K. Johnson, S. Hill, C. Lewis will form a working party.</p> <p>Cllr. M. Dennett confirmed the names on the War Memorial are also now on the website.</p>	<p>Clerk MD NK KJ SH CL</p>
18/396	<p>To receive District Councillors' Reports:</p> <p>It was noted that Cllr. G. Bridgman's report has been received by email.</p>	
18/397	<p>To note the meetings that have taken place of the following committees and to receive the draft minutes -</p> <p>Fairground and Cemetery 19th July 2018</p> <p>Planning Committee 26th July 2018</p> <p>Communications 28th August 2018</p> <p>Finance and General Purposes Committee 4th September 2018:</p> <p>The minutes were received and noted.</p>	
18/398	<p>To receive planning decisions and information from West Berkshire Council:</p> <p>The planning decisions on the agenda were received and noted. Cllr. M. Dennett reported the following:</p> <ul style="list-style-type: none"> • The appeal for 6 Laneswood had been dismissed and the car port had been dismantled. • The decision for Fairwinds consisted of minor changes to the access road and the layout of four plots. • The decision for Strawberry Fields (18/01337/COND1) was on an application from the developer to discharge conditions on the 	

	<p>Strawberry Field development put in place in 2002. Several conditions were not removed and remain in place for the life of the development; these include the removal of permitted rights (implying that planning permission is required for all additions, ancillary buildings etc) and that garage accommodation should be kept available for the parking of vehicles at all times.</p> <ul style="list-style-type: none"> • A planning application, to which the Planning Committee had strong objections, has been approved by West Berkshire Council (WBC); it appears WBC did not receive the comments. Comments on another application, refused by WBC, were also not received. Changes in procedures have been made and submissions of comments to WBC are now copied in to the Chairman and the Parish office will check that comments are promptly posted on the WBC website. <p>No additional decisions had been received.</p>																																			
18/399	<p>To receive and note a summary of payments made with authorisation of Chairman or Vice-Chairman:</p> <table> <tr> <td>1. HMRC – Mth 4 2018/2019 PAYE/NIC</td> <td>£804.86</td> </tr> <tr> <td>2. Salaries & Wages – Mth. 4 – 2018 (July) Note: this figure includes a Direct Debit for the pension element</td> <td>£3,370.64</td> </tr> <tr> <td>3. Salaries & Wages – Mth. 5 – 2018 (August) Note: this figure includes a Direct Debit for the pension element</td> <td>£3,229.45</td> </tr> <tr> <td>4. Oliver Signs – printing 3 A0 Correx boards for survey – inc. VAT</td> <td>£122.40</td> </tr> <tr> <td>5. Mortimer Maintenance – supply and fitting 2 x kissing gates</td> <td>£1,456.00</td> </tr> <tr> <td>6. BALC – Fundamental Councillor Training Course fee – inc. VAT (S. Hill)</td> <td>£51.60</td> </tr> <tr> <td>7. Southern Asbestos Solutions – asbestos waste collection from Fairground – inc. VAT</td> <td>£300.00</td> </tr> <tr> <td>8. Proludic – engineer call out for installation – inc. VAT</td> <td>£300.00</td> </tr> <tr> <td>9. SUEZ Recycling –Fairground waste collection June 2018 – inc. VAT (DD)</td> <td>£119.60</td> </tr> <tr> <td>10. C & D Facilities – watering trees on Fairground (5 days) - inc. VAT</td> <td>£510.00</td> </tr> <tr> <td>11. Claire Connell (Accountant) – meeting on 3rd July at SMPC</td> <td>£50.00</td> </tr> <tr> <td>12. Stanley Electrics –electrical fittings for tennis entry gate - inc. VAT</td> <td>£3,439.20</td> </tr> <tr> <td>13. Dads Shop – top soil, netting and bag of concrete - inc. VAT</td> <td>£55.55</td> </tr> <tr> <td>14. L. Hannawin – Title registration & plan for 4 Windmill Road</td> <td>£6.00</td> </tr> <tr> <td>15. L. Hannawin – magenta printer cartridge</td> <td>£72.00</td> </tr> <tr> <td>16. L. Hannawin – staples, scissors, Sellotape & envelopes</td> <td>£21.99</td> </tr> <tr> <td>17. Vision ICT – Data Back Up (07.2018-09.2019) & set up – inc. VAT</td> <td>£204.00</td> </tr> </table> <p>Received and noted.</p>	1. HMRC – Mth 4 2018/2019 PAYE/NIC	£804.86	2. Salaries & Wages – Mth. 4 – 2018 (July) Note: this figure includes a Direct Debit for the pension element	£3,370.64	3. Salaries & Wages – Mth. 5 – 2018 (August) Note: this figure includes a Direct Debit for the pension element	£3,229.45	4. Oliver Signs – printing 3 A0 Correx boards for survey – inc. VAT	£122.40	5. Mortimer Maintenance – supply and fitting 2 x kissing gates	£1,456.00	6. BALC – Fundamental Councillor Training Course fee – inc. VAT (S. Hill)	£51.60	7. Southern Asbestos Solutions – asbestos waste collection from Fairground – inc. VAT	£300.00	8. Proludic – engineer call out for installation – inc. VAT	£300.00	9. SUEZ Recycling –Fairground waste collection June 2018 – inc. VAT (DD)	£119.60	10. C & D Facilities – watering trees on Fairground (5 days) - inc. VAT	£510.00	11. Claire Connell (Accountant) – meeting on 3 rd July at SMPC	£50.00	12. Stanley Electrics –electrical fittings for tennis entry gate - inc. VAT	£3,439.20	13. Dads Shop – top soil, netting and bag of concrete - inc. VAT	£55.55	14. L. Hannawin – Title registration & plan for 4 Windmill Road	£6.00	15. L. Hannawin – magenta printer cartridge	£72.00	16. L. Hannawin – staples, scissors, Sellotape & envelopes	£21.99	17. Vision ICT – Data Back Up (07.2018-09.2019) & set up – inc. VAT	£204.00	
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18/400	<p>Finance - To resolve to agree accounts for payment:</p> <table border="0"> <tr> <td>1. HMRC – Month 5 2018/2019 PAYE/NIC</td> <td style="text-align: right;">£804.86</td> </tr> <tr> <td>2. SUEZ Recycling –Fairground waste collection July 2018 – inc. VAT (DD)</td> <td style="text-align: right;">£119.60</td> </tr> <tr> <td>3. St. John’s Hall – venue hire for 23rd October 2018</td> <td style="text-align: right;">£44.00</td> </tr> <tr> <td>4. Acorn Ecology – amended invoice 180247 for survey and report – inc. VAT</td> <td style="text-align: right;">£2,460.00</td> </tr> <tr> <td>5. Englefield Estate - Invoice SI10527 - quarterly rent for burial ground 29/09/18-24/12/18</td> <td style="text-align: right;">£62.50</td> </tr> <tr> <td>6. ACLA Ltd – Landscape Consultancy Services for cemetery extension (meeting & submission of plan)</td> <td style="text-align: right;">£512.15</td> </tr> <tr> <td>7. C&D Facilities – Watering trees on Fairground 23rd July to 10th August – inc. VAT (9 visits at £85 per visit)</td> <td style="text-align: right;">£918.00</td> </tr> <tr> <td>8. C&D Facilities – Watering trees on Fairground 13th & 15th August – inc. VAT</td> <td style="text-align: right;">£204.00</td> </tr> <tr> <td>9. C&D Facilities – Watering trees on Fairground 20th & 24th August – inc. VAT (final)</td> <td style="text-align: right;">£204.00</td> </tr> <tr> <td>10. C&D Facilities – Grounds Maintenance Fairground & Cemetery (July & August) inc. VAT</td> <td style="text-align: right;">£1,440.67</td> </tr> <tr> <td>11. Dad’s Shop – Refuse bags – inc. VAT</td> <td style="text-align: right;">£5.99</td> </tr> <tr> <td>12. Lynn Hannawin – printer ink cartridges (3)</td> <td style="text-align: right;">£188.00</td> </tr> <tr> <td>13. Lynn Hannawin – EE mobile phone top-up for Custodian</td> <td style="text-align: right;">£20.00</td> </tr> <tr> <td>14. Lynn Hannawin – 5 reams of A4 copy paper</td> <td style="text-align: right;">£21.99</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">£229.99</td> </tr> <tr> <td>15. Bernise O’Reilly – 2 x display holders (A5)</td> <td style="text-align: right;">£13.42</td> </tr> <tr> <td>16. Bernise O’Reilly – Stationery tags</td> <td style="text-align: right;">£1.99</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">£15.73</td> </tr> <tr> <td>17. Stratfield Mortimer Fairground Charity Trust – Annual lease (S/O)</td> <td style="text-align: right;">£2,000.00</td> </tr> <tr> <td>18. Fit4Sports – Taste of Tennis coaching sessions</td> <td style="text-align: right;">£120.00</td> </tr> </table> <p>The Clerk reported there was a query with payment 10 which was still being resolved.</p> <p>Apart from payment 10, the accounts were received and AGREED for payment.</p>	1. HMRC – Month 5 2018/2019 PAYE/NIC	£804.86	2. SUEZ Recycling –Fairground waste collection July 2018 – inc. VAT (DD)	£119.60	3. St. John’s Hall – venue hire for 23 rd October 2018	£44.00	4. Acorn Ecology – amended invoice 180247 for survey and report – inc. VAT	£2,460.00	5. Englefield Estate - Invoice SI10527 - quarterly rent for burial ground 29/09/18-24/12/18	£62.50	6. ACLA Ltd – Landscape Consultancy Services for cemetery extension (meeting & submission of plan)	£512.15	7. C&D Facilities – Watering trees on Fairground 23 rd July to 10 th August – inc. VAT (9 visits at £85 per visit)	£918.00	8. C&D Facilities – Watering trees on Fairground 13 th & 15 th August – inc. VAT	£204.00	9. C&D Facilities – Watering trees on Fairground 20 th & 24 th August – inc. VAT (final)	£204.00	10. C&D Facilities – Grounds Maintenance Fairground & Cemetery (July & August) inc. VAT	£1,440.67	11. Dad’s Shop – Refuse bags – inc. VAT	£5.99	12. Lynn Hannawin – printer ink cartridges (3)	£188.00	13. Lynn Hannawin – EE mobile phone top-up for Custodian	£20.00	14. Lynn Hannawin – 5 reams of A4 copy paper	£21.99		£229.99	15. Bernise O’Reilly – 2 x display holders (A5)	£13.42	16. Bernise O’Reilly – Stationery tags	£1.99		£15.73	17. Stratfield Mortimer Fairground Charity Trust – Annual lease (S/O)	£2,000.00	18. Fit4Sports – Taste of Tennis coaching sessions	£120.00	
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18/401	<p>To receive the Clerk’s report:</p> <p>The Clerk gave an update on the following matters:</p> <ol style="list-style-type: none"> 1. Annual Governance and Accountability Return (AGAR) and exercise of public rights. 2. Management of Cash Received. 3. Speed Indicator Devices Complaint. 4. Gigaclear Wayleaves and Pound and Heath Elm Pond Remedial Work. 5. Hammonds Heath Hedges/Brewery Common. 																																									

	<p>6. Fairground and Cemetery Maintenance.</p> <p>7. Electronic Entry System and Portable Lights.</p> <p>8. Christmas Tree and Christmas Event.</p>	
18/402	<p>To receive Correspondence (for information only)</p> <p>Further to the invitation from Tadley Citizens Advice Bureau to become a member organisation, Cllr. L. Jones agreed to be the SMPC representative.</p> <p>The Neighbourhood Action Group (NAG) meetings need promoting as attendance is poor. The next meeting has been advertised on the SMPC website and Facebook page.</p> <p>A report from WBC on library usage has been received and a meeting of the Library Working Party is being convened.</p> <p>An email has also been received from WBC on its Annual County Champion Awards. There are four categories including Junior Citizen, Volunteer, Community Group and Lifetime Achievement Award. Specific criteria for each category have to be met and further information can be found on the WBC website. The closing date for nominations is October 26th and Councillors will forward ideas for potential nominees to the Clerk.</p>	<p>Clerk</p> <p>All Clerk</p>
18/403	<p>Items for Communicating and newsletter:</p> <p>The October newsletter will be ready for proof reading and printing next week.</p> <p>Cllr. P. Wingfield requested that a description of the photo on the front cover is added to the inside cover.</p>	DK
18/404	<p>To receive Minor Matters (for information only):</p> <p>Cllr. N. Kiley reported on the following:</p> <ul style="list-style-type: none"> • The results of the Needs Survey have been received and these will be circulated via the office. 460 people responded and 90% of 427 thought there was a need for a new car park. • The cost of the Transport Statement has now been agreed at £2300. • Fairgrounds and Cemetery Committee will arrange a meeting to discuss the requirements of the biodiversity report. <p>Cllr. A. Richardson reported that the village cricket match is being held on Saturday 15th September at 1pm on the Fairground.</p> <p>Cllr. S. Hill reported that staff at Triangle Travel waited 2 hours for the police to attend following a break-in. Cllr D. Kilshaw will mention this at the NAG meeting.</p> <p>Cllr. P. Challis reported that drivers continue to cut through St John's car park. This was discussed at the Roads, Footpaths and Commons meeting on September 11th and if purchased, the Automatic Number Plate Recognition Device will be used to capture evidence.</p> <p>Cllr. D. Kilshaw reported on the success of the recent speeding campaign which will result in 34 drivers, who travelled along St Catherine's Hill at more than the speed limit, receiving letters.</p> <p>Cllr. C. Lewis reported that the plan to replace the village noticeboards will be brought to Full Council for October's meeting.</p>	<p>DK</p> <p>Clerk JB</p>
18/405	<p>To receive any future Agenda Items:</p> <p>None</p>	

The meeting closed at 8:55pm

The next meeting will be on Thursday October 11th