

Stratfield Mortimer Parish Council



Minutes of the Full Council Meeting

held on 11th October 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. D. Ives, Cllr. N. Kiley, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. M. Lock, Cllr. A. Richardson, Cllr. P. Wingfield.

Clerk: Lynn Hannawin

Public/Press: District Cllr. G. Bridgman was present and no members of the public nor press.

18/406	Public Questions: None	
18/407	To receive any apologies for absence: Cllr. K. Johnson, Cllr. L. Jones, Cllr. S. Hill.	
18/408	To receive any declarations of interest and dispensations: Cllr. M. Dennett declared an interest in 18/412.	
18/409	To resolve to APPROVE the Minutes of the Parish Council Meeting of 13th September 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 13 th September 2018 be approved as a true and correct record and signed by the Chairman.	
18/410	To receive an update on actions taken from the previous Parish Council meetings. Each current action was reviewed and updated accordingly.	
18/411	To receive and APPROVE the Income and Expenditure Report and Balance sheet for August 2018. The accounts were presented and discussed. Administration costs for 5 months are 47% of budget, and this high run rate was due to additional staff costs at the beginning of the financial year during the transition. The negative figure showing for August for Fairground Maintenance / Expense is due to re-coding of an item to Fairground grass cutting. Proposed by Cllr. A. Richardson, seconded by Cllr. J. Bull, the Income and Expenditure Report and Balance Sheet for August 2018, were APPROVED unanimously.	
18/412	To receive a report on the pavement outside the Café and Estate Agents on Victoria Road and RESOLVE to agree to progress with one of the following options:- a) Do nothing,	

	<p>b) Reduce the length of the lowered pavement/layby at the eastern end and enter into negotiations to construct a dropped kerb at the western end or</p> <p>c) Raise the existing pavement/layby up to the height of the surrounding pavements.</p> <p>Cllr. C. Lewis explained the nature of the ongoing problem. The issue has previously been raised with West Berkshire Council but raising the kerb as a solution has not been deemed to be a priority. A search on Land Registry shows that ownership is not clear for part of the area behind the bollards. Highways are only responsible for the pavement side of the bollards.</p> <p>Regarding Option C, Cllr. Lewis queried whether there would be sufficient height at the new kerb to stop the problem of cars mounting it; this would be raised with the designer.</p> <p>Alternative options such as moving the bollards, installing a metal fence and using signage to discourage parking on the pavement were discussed, but these were not deemed to be practical or viable solutions.</p> <p>Further to a discussion about the proposed options, the resolution was amended as follows: To RESOLVE to progress the proposal to raise the existing pavement/layby up to the height of the surrounding pavements.</p> <p>Proposed by Cllr. N. Kiley, seconded by Cllr. M. Lock, it was AGREED to progress with raising the existing pavement/layby, with 2 votes against and 2 abstentions.</p>	CL Clerk
18/413	<p>To receive a report on the village noticeboards and RESOLVE to agree the purchase as recommended by the Roads, Footpaths and Commons Committee on the 11th September 2018:</p> <p>Cllr. J. Bull reported, that due to the nature of the current boards, it would be impractical to replace like for like. It has not been possible to obtain 3 quotes for replacement boards because most suppliers only provide enclosed notice boards with locked doors. These are priced at approximately £1000 + VAT.</p> <p>One alternative board has been identified, which is open, with a weatherproof, pinnable surface and costs £525.00 + VAT. The supplier has offered a further discount on the purchase of 6 notice boards and provides an installation service which includes disposing of the old boards.</p> <p>Two locations for additional noticeboards were identified as West End Road Car Park and towards the Turners Arms.</p> <p>Proposed by Cllr. J. Bull and seconded by Cllr. M. Lock, it was unanimously AGREED to reallocate £5,500.00 from the unallocated budget of Roads, Footpaths and Commons, for the purchase of up to 8 boards and for Cllrs. Bull and Lewis and the Clerk, to decide on the final location of the two additional boards.</p>	JB CL Clerk
18/414	<p>To RESOLVE to agree that up to £3600.00 of the unallocated budget of Roads, Footpaths and Commons Committee is transferred to a separate budget item under that committee, for the purchase of a basic SID as agreed at the Roads, Footpaths and Commons committee meeting on the 11th September 2018:</p> <p>It was noted that the basic SID may be able to be converted to an ANPR type of SID and this will be taken into consideration when the purchase is made.</p> <p>Proposed by Cllr. C. Lewis and seconded by Cllr. D. Kilshaw, it was AGREED that £3600.00 of the unallocated budget of Roads, Footpaths</p>	Clerk

	and Commons Committee is transferred to a separate budget item for the purchase of a basic SID, with one abstention.	
18/415	<p>To RESOLVE to agree an additional budget of £500 for Cemetery general maintenance to cover boundary and fence work and a replacement noticeboard:</p> <p>Cllr. J. Bull reported that 3 hedges in the cemetery which aren't part of the regular maintenance schedule need cutting and the compound fencing needs replacing along with the lockable cemetery noticeboard.</p> <p>It was NOTED that the budget for cemetery grass cutting is likely to be underspent whilst the cemetery maintenance will be overspent, taking into account the additional work and purchases required. Taken together, these budgets should prove sufficient.</p>	
18/416	<p>To RESOLVE that the Clerk, in conjunction with a nominated Councillor, be delegated to respond to the draft West Berkshire 2036 Vision:</p> <p>The West Berkshire 2036 Vision is a draft document which sets out the sort of place that West Berkshire is now and what sort of place it can be. Views are required from a wide range of stakeholders to further shape the vision. This will be presented to WBC Full Council on the 5th March to be adopted by the Health and Wellbeing Board.</p> <p>Proposed by Cllr. T. Reade and seconded by Cllr. N. Carter, it was unanimously AGREED for Cllr. A. Richardson and the Clerk to respond to the draft West Berkshire 2036 Vision.</p> <p>Parish councillors should send any comments to be included in the response to the Clerk and Cllr. A. Richardson by Friday 19th October.</p>	AR Clerk All
18/417	<p>To RESOLVE to agree that Stratfield Mortimer Parish Council will hold a Public Forum in November 2018, on footpaths and public rights of way within the Parish of Stratfield Mortimer:</p> <p>Cllr. D. Kilshaw reported that the planned date for the forum is Monday 19th November, with the aim of informing the wider public of the work being done within the Council and to seek resident's views.</p> <p>Discussion points would include the proposed registration of 3 footpaths, and a definitive map of Mortimer footpaths will be displayed.</p> <p>The heritage trail will also be featured, and District Cllr G. Bridgman will talk about the walking groups and seek the presence of a representative of the WBC footpath registration team.</p> <p>Proposed by Cllr. D. Kilshaw and seconded by Cllr. A. Richardson, it was unanimously AGREED that Stratfield Mortimer Parish Council will hold a Public Forum in November 2018, on footpaths and public rights of way within the Parish of Stratfield Mortimer.</p>	DK KJ
18/418	<p>To RESOLVE to agree to agree to buy a Christmas Tree to be placed on The Fairground:</p> <p>The main options for purchasing a tree were discussed and it was agreed to buy a Norway Spruce which is purpose grown and sufficiently robust for the height required.</p> <p>Proposed by Cllr. J. Bull and seconded by Cllr. N. Carter, it was unanimously AGREED for the Clerk to proceed with the purchase of a Norway Spruce.</p>	Clerk
18/419	<p>To review potential nominees for the WBC Annual Community Champion Awards and AGREE on SMPC nominations:</p> <p>Due to the confidential nature of this agenda item, Cllr. T. Reade moved for this to be discussed under Part II, after 18/430.</p>	
18/420	To receive District Councillors' Reports:	

	<p>The District Councillor reports were received and noted.</p> <p>Cllr. G. Bridgman reported that the work to upgrade the M4 to a smart motorway is a substantial project and Highways are available to give a presentation if required.</p> <p>Cllr. M. Lock gave a further explanation about the Clarke Education Foundation.</p>																	
18/421	<p>To note the meetings that have taken place of the following committees and to receive the draft minutes:</p> <p>Roads, Footpaths and Commons 11th September 2018</p> <p>Planning 13th September 2018</p> <p>The minutes were received and noted.</p>																	
18/422	<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"> • Planning Application 18/00477/FULD, Land Adjacent to 1A King Street, Mortimer has been refused, mainly on the grounds of loss of amenity for the occupiers of 21 - 24 Badgers Croft and 1 King Street and for the creation on an unsatisfactory living environment for the future residents of the proposed dwellings. The proposed delivery arrangements were deemed to be suitable by Highways subject to conditions. <p>No additional decisions had been received.</p>																	
18/423	<p>To receive and note a summary of payments made with authorisation of Chairman or Vice-Chairman:</p> <table> <tr> <td>1. Salaries & Wages – Mth. 6 – 2018 (September) Note: this figure includes a Direct Debit for the pension element</td> <td>£3,452.40</td> </tr> <tr> <td>2. PBL Poppy Appeal – 3 x Silhouettes for Remembrance Day 2018</td> <td>£750.00</td> </tr> <tr> <td>3. C & D Facilities – Grounds Maintenance (July & August) - inc. VAT</td> <td>£1440.67</td> </tr> </table> <p>The payments were received and noted.</p>	1. Salaries & Wages – Mth. 6 – 2018 (September) Note: this figure includes a Direct Debit for the pension element	£3,452.40	2. PBL Poppy Appeal – 3 x Silhouettes for Remembrance Day 2018	£750.00	3. C & D Facilities – Grounds Maintenance (July & August) - inc. VAT	£1440.67											
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18/424	<p>Finance - To resolve to agree accounts for payment:</p> <table> <tr> <td>1. HMRC – Month 6 2018/2019 PAYE/NIC</td> <td>£805.66</td> </tr> <tr> <td>2. SUEZ Recycling –Fairground waste collection August 2018 – inc. VAT (DD)</td> <td>£119.62</td> </tr> <tr> <td>3. SSE – Southern Electric – Fairground Plot 1 inc. VAT (5%) DD</td> <td>£14.47</td> </tr> <tr> <td>4. SSE – Southern Electric – Fairground Plot 2 inc. VAT (5%) DD</td> <td>£337.82</td> </tr> <tr> <td>5. SSE – Southern Electric – Fairground Car Park inc. VAT (5%) DD</td> <td>£14.93</td> </tr> <tr> <td>6. Oliver Signs – Printing Autumn newsletter inc. VAT</td> <td>£350.78</td> </tr> <tr> <td>7. BALC – Course fee for ‘The Knowledge for Clerks’ inc. VAT</td> <td>£81.60</td> </tr> <tr> <td>8. British Telecom – telephone charges 3rd Quarter inc. VAT DD</td> <td>£366.45</td> </tr> </table>	1. HMRC – Month 6 2018/2019 PAYE/NIC	£805.66	2. SUEZ Recycling –Fairground waste collection August 2018 – inc. VAT (DD)	£119.62	3. SSE – Southern Electric – Fairground Plot 1 inc. VAT (5%) DD	£14.47	4. SSE – Southern Electric – Fairground Plot 2 inc. VAT (5%) DD	£337.82	5. SSE – Southern Electric – Fairground Car Park inc. VAT (5%) DD	£14.93	6. Oliver Signs – Printing Autumn newsletter inc. VAT	£350.78	7. BALC – Course fee for ‘The Knowledge for Clerks’ inc. VAT	£81.60	8. British Telecom – telephone charges 3 rd Quarter inc. VAT DD	£366.45	
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	<p>9. Pro Vision – Mortimer Station (period 31.05.18 to 31.09.18) inc. VAT £1,728.50</p> <p>10. M. Dennett – Fencing rails for Fairground £19.44</p> <p>11. Pro Vision – Mortimer Station (period 31.5.18-21.9.18) inc. VAT £1,728.50</p> <p>12. PKF Accountants – Annual Governance & Accountability Return for year end 31 March 2018 – inc. VAT £480.00</p> <p>13. C&D Facilities – cutting gorse alongside Badger’s Croft – inc. VAT £78.00</p> <p>14. C&D Facilities – grass cutting for September (Fairground & Cemetery) inc. VAT £720.33</p> <p>15. Dad’s Shop – top soil, seeds & dustpan set inc. VAT £35.49</p> <p>16. SUEZ Recycling –Fairground waste collection September 2018 – inc. VAT (DD) £119.60</p> <p>17. West Berkshire Council – quarterly rent for Mortimer Library £812.50</p> <p>18. Mortimer Maintenance – clean and repaint Tennis Court shelter £550.00</p> <p>The accounts were received and AGREED for payment.</p>	
18/425	<p>To receive an update on the Beacon Lighting Working Party:</p> <p>Cllr. M. Dennett reported that the usual Remembrance Day service will take place at the War Memorial and in St John’s Church in the morning, with an additional service of thanksgiving taking place at 6pm. This will finish at 6.45pm ready for the Last Post and beacon lighting. There are plans for a short tribute to be read out before the Last Post and muffled bells will be rung at 7.05.</p> <p>The equipment required for the beacon lighting has been located and the Working Party is meeting on Monday 15th October to finalise the details and the Risk Assessment.</p> <p>Cllr. J. Bull requested the help of two further volunteers for the morning commemorations. Cllr. M. Dennett agreed to help and Cllr. N. Carter will confirm his availability.</p>	MD NC
18/426	<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: further to the receipt of an interim External Auditor Report and Certificate, the final “clean” External Auditor’s Report and Certificate has now been received. 2. Members’ Bid Renewal Request: an extension of 6 months has been requested due to delays in the electrical installation work. 3. Tennis Court – Free bookings for Half Term: this has been discussed with Budgens and is being promoted on village noticeboards and on the SMPC website and Facebook page. 4. SSE Wayleave 2017/2018: this has been received 5. Clerk’s Training: the Clerk has completed the course “Introduction to Local Council Administration” (ILCA) and has undertaken a one day training course - “The Knowledge”. Cllr T. Reade congratulated the clerk on achieving the ILCA qualification, which is an important achievement. 	

	The report was received and noted	
18/427	<p>To receive Correspondence (for information only)</p> <ol style="list-style-type: none"> 1 Email from West Berkshire Council: invitation and agenda for the District Parish Conference being held on the 6th November. 2 Email from GWR: Invitation to apply for Customer and Communities Improvement funding. 3 Email from West Berkshire Library Service: request for contributions. Further to the receipt of the recent correspondence from WBC on libraries, the Library Working Party met on Tuesday 9th October. Footfall to Mortimer Library has dropped by a third over 2 years, which is a greater reduction than for libraries in some other parishes. The Working Party identified several ideas that may increase footfall and will discuss these with the library services prior to updating Full Council in November. <p>The following correspondence has also been received:</p> <ol style="list-style-type: none"> 1. Email re the BALC AGM on the 14th November at 7.45pm 2. Email from the Charities Commission on Garth Hall <p>The correspondence was received and noted.</p>	PW Clerk
18/428	<p>Items for Communicating and newsletter:</p> <p>The latest newsletter has been delivered.</p> <p>Cllr. D. Kilshaw requested that councillors and chairs of committees start producing articles for the next newsletter to include topics explaining the role of the councillor and current projects and how they are progressing.</p> <p>Cllr. M. Lock raised the issue of the need for large print versions of the newsletter – this will be taken to Communications Committee.</p>	
18/429	<p>To receive Minor Matters (for information only):</p> <p>Cllr. T. Reade reported that an agenda for the SMPC Planning Meeting, to be held on the 23rd October, will be sent out shortly along with a summary of the progress made on actions agreed at last year's Vision Day.</p> <p>Cllr. N. Carter reported that the Clarkes Educational Foundation meeting coincides with the Planning Session.</p>	
18/430	<p>To receive any future Agenda Items:</p> <p>None</p>	
#	<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 18/419 on the Agenda, due to the confidential nature of the information being discussed</p> <p>Proposed by Cllr. P. Wingfield, seconded by Cllr. M Dennett this motion was AGREED unanimously.</p>	
18/419	<p>To review potential nominees for the WBC Annual Community Champion Awards and AGREE on SMPC nominations:</p> <p>The categories were reviewed, and the potential nominees were identified and chosen. Prior to submitting the nominations to WBC, the Clerk will contact the nominees and confirm they are willing to be nominated.</p>	Clerk

The meeting closed at 9.00pm

The next meeting will be on Thursday November 8th