



Stratfield Mortimer Parish Council

Minutes of the Full Council Meeting held on 8th November 2018 @ 7.30 pm at Mortimer Methodist Church, West End Road, Mortimer.

Present:

Councillors:

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

Clerk:

Mrs. L. Hannawin

Public/Press:

There were 6 members of the public and District Cllr. G. Bridgman present. There were no members of the press

Part I

Cllr. T. Reade proposed that agenda item 18/439 be discussed first, given the interest of members of the public present at the meeting, and this was **AGREED**

18/439 APMF Trustees

To **RESOLVE** to support the APMF trustees in:

- a. **submitting a planning pre-application to West Berkshire**
- b. **assisting the Mortimer Football Club (MFC) to remove the permanent flood lights**

Cllr. P. Wingfield presented the paper and the following points were noted:

- The estimate for removing the lights is £500.00
- If additional mobile lights are required, the APMF Trustees don't envisage having to approach SMPC for assistance with their purchase.

Proposed by Cllr. P. Wingfield and seconded by Cllr. J. Bull, it was **AGREED** to support the APMF trustees with the proposed projects, with 9 votes in favour and 5 abstentions.

18/431 Public Questions

The following were all in relation to 18/439:

Mr. J. Wells expressed concern over the health and safety issues posed by portable lights, the potential noise from the generators and security issues.

Mr. J. Hannawin confirmed that the portable lights, which are specifically for playing football, are already in use and enable training to take place on half a pitch. The lights are stored securely. The generators are quiet, but it is the aim of the Trustees to convert the power supply of the static lights to a source for the portable lights and the Trust has the financial means to achieve this.

Mrs. S. Smith confirmed the use of portable lights preserves the playing surface because there is less wear and tear in any one area.

Mr. M. Gabb stated that the static lights are fit for purpose. The aim of Mortimer Football Club (MFC) is to build a better relationship between the club, the Trustees and the villagers. The static lights do have a monetary value which needs to be recouped by the club in addition to finding the money to remove them

18/432 To receive any apologies for absence

Cllr. N. Carter

18/433 To receive any declarations of interest

Cllr. M. Dennett declared an interest in 18/449

18/434 Minutes of Last Meeting

To resolve to APPROVE the Minutes of the Parish Council Meeting of 11th October 2018.

The following changes to the minutes were noted:

- 18/412 paragraph 2 now reads - 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.
- 18/412 paragraph 4, 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.
- 18/417 paragraph 3 should read - 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.

With the abstention of three Councillors who were not present at the meeting, it was **RESOLVED** that the minutes of the meeting of the Parish Council held on 11th October 2018 be approved as a true and correct record and signed by the Chairman.

ACTION: Clerk

18/435 Update on Action(s) from the Previous Full Council Meeting

To receive an update on actions taken from the previous Parish Council meetings.

Each current action was reviewed and updated accordingly.

18/436 Income and Expenditure Report and Balance Sheet for September 2018

To receive and APPROVE the Income and Expenditure Report and Balance sheet for August 2018:

The accounts were presented, and it was noted that the Reserves now correctly reflect the Reserve Policy as agreed at Full Council in September 2018.

Proposed by Cllr. T. Reade and seconded by Cllr. A. Richardson, the Income and Expenditure Report and Balance Sheet for September 2018, were **APPROVED** unanimously.

18/437 Bank Reconciliation

To receive and note the Bank Reconciliation report for the period 1st July – 30th September 2018:

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.

18/438 Internal Auditor

To receive and consider the Internal Auditor's Mid-Year Report

The observations raised by the Internal Auditor were noted.

- CIL payments have been reviewed and a register has been established to monitor the balance and deadline for spending monies received to date. A similar register for s106 monies is being created.
- HMRC had been underpaid by 60p and this is being paid this month.
- At the start of the year, cemetery fees had been charged at the old rate but this has been rectified.
- Budget tracking spreadsheets have been introduced.
- Overall, the Internal Auditor is happy with the progress being made.

The report was received and noted.

18/439 Discussed and minuted above

18/440 Electric Car Charging-Points

To RESOLVE to investigate the installation of electric car charging points in the village:

Cllr. P. Wingfield presented the paper and the following points were noted:

- Several grants are currently available for different types of car charging schemes.
- One potential issue of non-electric cars parking in the bays although the bays are obviously marked as a charging point.
- Car charging points are much quicker than charging a car at home.
- Cllr. N. Carter has agreed to oversee this project.

Proposed by Cllr. P. Wingfield and seconded by Cllr. N. Kiley, it was **AGREED** to investigate the installation of electric car charging points in the village, unanimously.

18/441 Purchase of SID

To RESOLVE to approve an additional budget of up to £6400 for Roads, Footpaths and Commons for the purchase of the ANPR SID:

Cllr. C. Lewis reported that the approval of the additional budget for the SID would ensure that the Roads, Footpaths and Commons Committee could proceed with the order when ready.

Proposed by Cllr. C. Lewis and seconded by Cllr. D. Kilshaw, the additional budget for the purchase of the ANPR SID was **AGREED** with 2 abstentions.

ACTION: Clerk

18/442 Library Working Party

To receive an update on the Library Working Party and to:

- 1. AGREE the next steps.**
- 2. RESOLVE to approve the payment of £3735.00 as SMPC's Library contribution for 2018/2019:**

Cllr. P. Wingfield presented the paper and the following points were noted:

- Reports received show that library usage is down. The Library Working Party met and identified actions to increase footfall.
- Further to a meeting with the library staff, it was agreed to promote the activities and services offered by the library via social media. Other suggestions for increasing library footfall were positively received by the library staff and management.
- Through devolution, Hungerford Town Council have taken over their library building with a 99 year lease. WBC continue to run the library service, but the building is now subleased to a charity which saves on costs and enables a greater use of the building. SMPC could look to following a similar scheme under devolved powers.
- It could be expected that a loss of contributions to the library service would result in cuts to the service to the same extent.
- Proposed by Cllr. P. Wingfield and seconded by Cllr. M. Locke, it was unanimously **AGREED** to establish a working party to further investigate the library plans and make the payment of £3735.00, as agreed as a s137 payment in the 2018/19 budget

ACTION: Clerk

18/443 Annual CIL Report

To receive and APPROVE the annual CIL report for publication on the SMPC website:

The Clerk presented a copy of the CIL report for the year 2017/2018. This showed CIL income of £3240.62 and CIL expenditure of £0.00.

Proposed by Cllr. J. Bull and seconded by Cllr. T. Reade, it was **AGREED** for the report to be published on the SMPC website, unanimously.

ACTION: Clerk

18/444 Risk Management

To receive an update on Risk Management and agree next steps:

Cllr. A. Richardson reported that the Risk Management Working Party had met and explained the framework used to review the 42 items on the risk register.

It was **AGREED** that the document, including risk ownership and clarity on actions required, would be circulated to councillors for review at the Full Council meeting in January. Additional risks will be added as necessary and a further review undertaken in 6 months time. Consideration will be given to the management of confidential items.

ACTION: Clerk

18/445 District Councillor's Reports

To receive District Councillor's Reports:

Cllr. M. Locks report was received and noted. In addition, Cllr. M. Lock reported that residents no longer wanting their green bin must let WBC know within 2 months, although it is hoped that the bins will continue to be used for food recycling.

Cllr. G. Bridgman's report will be available next week, but the following points were noted:

- The Adult Social Care in-year (2018/19) overspend is in the region of £2.5m, not £200k as stated in Cllr. M. Lock's report.
- The £240m in-year (2018/19) Adult Social Care funding for delayed transfers of care (DTC), or "bed blocking", announced previously has produced just over £500k for WBC. The £650m Social Care funding for 2019/20 announced in the budget is comprised of a further £240m for DTC, plus £410m for social care generally. If the same distribution formula is used (but the funding includes children's social care so it may not be) WBC will get about £1.35m.
- WBC's budget consultation will begin shortly and conclude before Christmas. The main budget driver will be the Government's local authority financial settlement announced on the 6th December.
- A Theale Lakes planning application was turned down by the planning inspector in the main due to WBC's five year land supply (ie housing number) being judged as adequate.
- A further comprehensive response on the Fairfield Park is awaited from WBC Planning. Cllr. M. Dennett reported that SMPC Planning Committee agreed to write a further letter to WBC. Members of the public will be kept informed via Mr. P. Seward.

18/446 Committee Meetings

To note the meetings that have taken place of the following committees and to receive the draft minutes:

- **Fairground and Cemetery 23rd October 2018**
- **Planning 25th October 2018**
- **Finance and General Purposes 1st November 2018**

Cllr. T. Reade reported the following from the Finance and General Purposes Committee meeting:

Agenda Item 18/143

- A working party will progress the ideas of the planning session held on the 23rd October and suggest ways forward, for presentation to Full Council in January. The working party currently consists of Cllrs. T. Reade, P. Wingfield, A. Richardson, D. Kilshaw and N. Carter. Other councillors may join should they so wish.

Agenda Item 18/144

- Further to identifying potential committee spend for 2019/2020 and establishing admin costs, a draft Budget will be drawn up at the F&GP meeting on the 6th December. This will be circulated to all councillors in December, for agreement at Full Council in January.

The minutes were received and noted.

18/447 Planning Decisions

To receive planning decisions and information from West Berkshire Council:

The planning decisions on the agenda were received and noted. Cllr. M. Dennett reported the following:

- The Certificate for “Tangling”, for a small brick wall, was considered to be lawful. SMPC had not been notified of the original application.
- The development on the Land to the Rear of the Victoria Arms was refused due to the loss of parking spaces for the pub.

No additional decisions had been received.

18/448 Summary of Payments

To receive and note a summary of payments made with authorisation of Chairman or Vice-Chairman:

Item	Payee Details	Amount
1.	Salaries & Wages – Mth. 7 – 2018 (October) Note: this figure includes a Direct Debit for the pension element	£3367.81

The payments were received and noted.

18/449 Accounts for Payment

To resolve to agree accounts for payment:

Item	Payee Details	Amount
1.	HMRC – Month 7 (October) 2018/2019 PAYE/NIC. This includes an underpayment of 60p from Month 5	£806.06
2.	Burghfield Parish Council – hall hire for November NAG	£30.00
3.	ACLA Ltd – cemetery consultancy work and landscape and ecological plan	£602.15
4.	Claire Connell – Internal Interim Audit fee	£240.00
5.	M. Dennett – Refuse sacks for Fairground	£28.35

6.	L. Hannawin – stationary, planning session supplies, travel and printer cartridges	£147.39
7.	St John’s Hall – hall hire for the 19th November Forum	£44.00
8.	Dads Shop – refuse sacks, padlocks, bark, barrier tape – inc. VAT	£112.48
9.	SUEZ Recycling – Fairground Car Park October 2018 – inc. VAT	£119.60
10.	C&D Facilities – Grasscutting Fairground/Cemetery October 2018 – inc. VAT	£766.39
11.	C&D Facilities – Cutting of newt corridor – inc. VAT	£1,728.50
12.	West Berkshire Council – rental uplift due since new lease took effect on 1st April 2018	£125.00
13.	Stanley Electrical – supply & fit 4 double sockets to cabinet by tennis courts – inc. VAT	£190.80
14.	L. Hannawin – stationery, land registry documents, and SMPC Remembrance wreath	£60.01

The accounts were received and **AGREED** for payment

18/450 Beacon Lighting

To receive an update on the Beacon Lighting Working Party:

Cllr. Cllr. M. Dennett reported the following:

- Everything is in place for the morning ceremony.
- The beacon lighting commemoration will start at 6.35pm
- Cllr. T. Reade will read the tribute, Cllr. N. Kiley the roll of honour and Air Vice Marshall B. Newton the Exhortation.
- The beacon lighting will be followed by the ringing of muffled bells and then music appropriate to the time.
- The beacon has been tested and the fire brigade will be in attendance.

18/451 Clerk’s Report

To receive the Clerk’s report:

The Clerk gave an update on the following matters:

1. Tennis Court – Free Bookings for Half Term
 - 6 sessions of free tennis were booked
2. Safeguarding Course
 - The Clerk has undertaken a safeguarding course
 - A further training session for “Prevent” duty, which aims to prevent people being drawn into terrorism, has to be completed. This can be done online.
 - Undertaking this training will meet the requirements of the Lawn Tennis Association (LTA). Venues providing tennis and using the LTA’s ClubSpark system, which enables the electronic entry system to operate, are required to have a Welfare Officer.
3. Draft Vision for West Berkshire 2036
 - Comments have been submitted
4. West Berkshire Community Champions

- Nominations have been submitted
5. Norway Spruce Christmas Tree
- This has been ordered and will be being delivered w/b 26th November.

The report was received and noted.

18/452 Correspondence

To receive Correspondence (for information only)

- Email from WBC: West Berkshire Lottery
- Email to confirm the next NAG meeting is Wednesday 14th November at 5pm
- Email from WBC: Winter Service Plan

The correspondence was received and noted.

18/453 Communications

Items for Communicating and Newsletter

Information to be provided to Cllr. D. Kilshaw on the following:

- Agreed support for the APMF
- Investigation of the installation of electronic car charging points
- Continued financial support for Mortimer Library and additional plans.
- The donation of two trees for the Queen's Commonwealth Tree Canopy Scheme.
- The additional picnic benches on the Fairground

ACTION: PW, NK,

18/454 Minor Matters

To receive Minor Matters (for information only):

- Cllr. G. Bridgman reported that the potential meeting date for the AWE Plans for Burghfield Long Term Development and Exclusion Zone is Tuesday 20th November.
- Cllr. D. Kilshaw reported that parking for the Bonfire Night caused chaos and future events may benefit from having access to the Fairground for parking. This will be taken to Fairground Committee.
- Cllr. G. Bridgman confirmed that at the moment there has been no additional funds for Members Bids.
- Cllr. T. Reade reported that there will be two further WBC Consultations: Budget Cuts and Local Plan 2036. These will be distributed to councillors and comments should be returned to the Clerk, who will coordinate the SMPC response.

ACTION: Clerk, All

18/455 Future Agenda Items

To receive any future Agenda Items:

None.

18/456 Exclusion of Press and Public

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

Proposed by Cllr. T. Reade and seconded by Cllr. A. Richardson this motion was **AGREED** by 12 votes. Cllrs. M. Locke and L. Jones were absent from the room.

Part 2

18/457 Nominations for WBC Annual Community Champion Awards

To receive an update on Garth Hall and AGREE future actions:

Cllr. M. Dennett reported back on the correspondence received from The Royal British Legion and the Charities Commission. It was **AGREED** to seek further advice on the next steps.

ACTION: MD, TR, Clerk

Close

The meeting closed at 8.55 pm

The next meeting will be on Thursday January 10th