



## Stratfield Mortimer Parish Council

### **Minutes of the Full Council Meeting held on 12<sup>th</sup> September 2019 @ 7.30 pm at Mortimer Methodist Church, West End Road, Mortimer.**

#### **Present:**

##### **Councillors:**

Cllr. M. Dennett (Chairman), Cllr. S. Beard (arrived at 7.50pm, left at 9.10pm), Cllr. N. Carter (left at 9.00pm), Cllr. K. Field, Cllr. S. Hill, Cllr. D. Ives, Cllr. D. Kilshaw (left at 8.58pm), Cllr. C. Lewis, Cllr. M. Locke, Cllr. D. Morsley, Cllr. J. Wells

##### **Clerk:**

Mrs. L. Hannawin

##### **Public/Press:**

There were 2 members of the public present and no members of the press.

#### **Part I**

##### **19/85 Public Questions**

Mr. P. Wingfield stated he was attending regarding agenda item 19/94 and to ask the Councillors to support the resolution.

##### **19/86 To receive any apologies for absence**

Apologies were received from Cllr. G. Bridgman, Cllr. K. Johnson, and Cllr. L. Jones.

##### **19/87 To receive any declarations of interest**

None.

##### **19/88 Minutes of Last Meeting**

To resolve to **APPROVE** the Minutes of the Parish Council Meeting of 11<sup>th</sup> July 2019.

The minutes were **APPROVED** for signature as a true and correct record of the meeting.

##### **19/89 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.

# It was unanimously **AGREED** that agenda item 19/94 be discussed next.

### **19/94 Library Ownership**

To **RESOLVE** that:

- a. The benefits of the Parish Council effectively taking ownership of the library, outlined in this report, be communicated to WBC.
- b. The proposal to take over the ownership and day to day management of the library building be subject to public consultation.
- c. Expressions of interest be sought to become trustees of a charitable trust that will run the library building on a day to day basis:

Cllr. Lewis presented the paper and the further points were noted:

- In Hungerford, which has a similar set up to the one planned by SMPC, the Town Council are responsible for the outside of the building and have relevant insurance. The building is run by a trust and this is a separate entity form the Council and has its own insurance covering both public liability and the trustee's liability.
- Part c) of the resolution could be covered under the consultation at part b).

On considering the resolution:

a) It was **AGREED** unanimously to communicate to WBC the benefits of the Parish Council taking ownership of the library.

b) and c) It was **AGREED** unanimously for the proposal to take over the ownership and running of the library building be subject to public consultation and to seek expressions of interest for trustees for the charitable trust.

Cllr. Dennett thanked the Library Working Party for taking this forward

**ACTION: Clerk, SWP**

### **19/90 Income and Expenditure Report**

To receive and **APPROVE** the Income and Expenditure Report for the two months to 31st July 2019 and the Balance Sheet as of that date:

The Income and Expenditure Report and Balance Sheet for the two months to 31st July 2019, were **APPROVED** unanimously.

### **19/91 Bank Reconciliation**

To receive and note the Bank Reconciliation report for the period 1st April – 30th June 2019:

Cllr. Lewis confirmed he had signed and approved the Bank Reconciliation figures to the 30th June 2019

### **19/92 Strategy Working Party**

To **RESOLVE** to appoint Cllr. S. Beard and co-opt Mr. P. Wingfield onto the Strategy Working Party.

It was **AGREED** unanimously to appoint Cllr. S. Beard and co-opt Mr. P. Wingfield onto the Strategy Working Party.

## **9/93 Appointment to Committees**

### **To RESOLVE to appoint Cllr. K. Field onto Committees and Working Parties.**

It was **AGREED** to appoint Cllr. K. Field onto the Fairground and Cemetery Committee and VE Day 75, Communications and Strategy Working Parties with 10 votes in favour and 1 abstention.

## **19/94 Minuted above**

### **19/95 MOR006**

#### **To RESOLVE to:**

- a. To write to TA Fisher making the points listed in Appendix 2 of the report of a meeting with TA Fisher.**

Cllr. Morsley reported that a meeting had taken place with TA Fisher to discuss the Acorn Report where it was agreed that some aspects of the report were not viable, but those which are a possibility are covered by Appendix 2.

It was **AGREED** to write to TA Fisher making the points listed in Appendix 2 of the report with 10 votes in favour and 1 abstention.

- b. To write to Englefield Estate requesting a permissive footpath between the SW corner of the Green Space and Summerlug**

**ACTION: DM. Clerk**

Cllr. Morsley reported that an aim of the NDP was for the green space to be connected in both the east and the west, which would be achieved through having a permissive footpath. This has already informally been agreed by Englefield Estate (EE) and TA Fishers (TAF).

Proposed by Cllr. Morsley, seconded by Cllr. Kilshaw, it was **AGREED** to amend the resolution to say "Summerlug Common" instead of "Summerlug" with 10 votes in favour and 1 abstention.

It was **AGREED** to write to Englefield Estate requesting a permissive footpath between the SW corner of the Green Space and Summerlug Common with 10 votes in favour and 1 abstention.

**ACTION: DM, Clerk**

#### **and to RECEIVE an update on a meeting with WBC concerning the Green Space:**

Cllr Morsley reported that a meeting had been held with WBC. It was noted:

- EE and TAF have already signed a s106 agreement with WBC regarding the taking over the green space and its maintenance for 20 years.
- The calculated 20 year maintenance figure of £81,000 is based on regular type park maintenance and not on maintaining a biodiverse/wildlife regime, which is what will be required. This is may be cheaper and some of the work could be done by volunteers. WBC do not have contractors who would easily provide this type of maintenance.
- WBC would support SMPC taking over the green space and the maintenance money, with the option of leasehold or freehold - WBC would prefer freehold. There would be some associated legal costs.

- All 3h must be open to the public by the time 70% of the homes have been occupied. This is estimated to be 2023.
- Initially WBC would adopt the open space and undertake all the necessary checks and if agreed, SMPC would take over the adoption from WBC.
- Further work will be undertaken in order that proposal can be brought to the Council.
- Previously for MOR006 and other applications, SMPC were not consulted on any of the conditions of outline planning – the s106 agreement being an example – but WBC have now agreed to consult SMPC on prospective discharge of condition applications which are received in the future, for both the outline permission and the reserved matters in phases.

### **Station Car Park**

**To APPROVE an additional budget of £4,000 for the Station Car Park project as recommended by Finance and General Purpose:**

Cllr Morsley reported that most of the original work has now been done but additional work regarding the highway's solution, as well as some additional engineering drawing work due to the increase in car park size is required. The extra budget should cover the costs of the additional work along with the costs of the planning application.

Proposed by Cllr. Hill, seconded by Cllr. Lock, it was **AGREED** to amend the motion to say, "full and final additional budget" instead of "an additional budget", with 6 votes in favour and 5 against.

As per the amended motion, it was **AGREED** unanimously to approve an additional budget of £4,000 for the Station Car Park project.

### **19/96 Bell Cornwell**

**To AGREE a reply to the letter received from Bell Cornwell.:**

It was noted:

- In 2005 an application had been made to build houses on the field and this incorporated some station car parking. This was denied due to it being a flood zone.
- WBC's 2016/17 call for sites saw a further application submitted for 12 houses and some additional station parking.
- The latest letter refers to small scale residential development i.e. a minimum 8 character cottages along with station car parking.
- This site remains on a flood plain and is outside the settlement boundary and is against policies RS1 and RS2 of the NDP.

It was **AGREED** unanimously to write to Bell Cornwell stating that this is not currently of interest to SMPC

**ACTION: Clerk**

### **19/97 Review of Policies and Procedures**

**To receive the procedure for reviewing the Financial Regulations, Freedom of Information Policy and Complaints Procedure as recommended by Finance and General Purpose:**

The policies will be reviewed as follows:

- Financial Regulations – Cllr. Lewis and the Clerk
- Freedom of Information Policy – Cllrs. Dennett and Carter and the Clerk

- Complaints Procedure – Cllr. Morsley

The policies will come back to Full Council in due course.

### **19/98 VE Day 75 Commemorations**

**To receive a report on the VE Day 75 Commemorations and AGREE:**

- a. The planned activities for the dates of Friday 8th and Saturday 9th May 2020.**
- b. The budget necessary for the activities identified in a)**
- c. The co-option of members of the public to the VE Day 75 Commemorations Working Group:**

Cllr. Beard presented the report and further to a discussion it was noted:

- The Working Party are looking for seed money from the Council of £20,000 but the aim is for the event to break even, with income from sponsorship, selling of adverts and programmes and revenue from activities on the day.
- Many other organisations have been approached and are willing to be involved.
- The traditional annual Mortimer Fun Day is likely not to run due to the timing of the VE Day 75 events.
- Previous SMPC events have had a much smaller budget but the seed money required reflects the type of event being planned.
- Burghfield May Fair and other associated events are planned for the same weekend, but BRA have been invited to join in with the SMPC plans. A decision is awaited.
- The risk would be with SMPC although this could be share if it is a joint venture with Burghfield Parish Council.
- The revenue for beverages was reached by assuming that each adult attending would spend £7.00.
- SMPC would be responsible for deciding how any profits would be allocated.
- Regular reports and updates will be brought to Full Council.

On considering the resolution:

b) proposed by Cllr. Carter, seconded by Cllr. Hill, it was **AGREED** to amend quoted report figure to “£20,000” as opposed to “£30,000” with 10 votes in favour and 1 abstention.

a) and b) It was **AGREED** to proceed with the proposed planned activities and budget of £20,000 with 9 votes in favour and 1 abstention.

c) It was **AGREED** for Mr. A. Hulley, Mr. A. Bell, Mr. E. Howell, Mr. P. Barton and Mr. D. Overett to be co-opted onto the VE Day 75 Working Group with 9 votes in favour and 1 abstention.

**# At 8.50pm it was AGREED unanimously to pass a resolution to allow the meeting to go past 9.30pm if required.**

### **19/99 District Councillors’ Reports**

**To receive District Councillors’ Reports:**

Dist. Cllr. Bridgman’s report was received and noted.

## 19/100 Committee Meetings

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

**Fairground and Cemetery 23rd July 2019**

**Planning 25th July 2019**

**Planning 8th August 2019**

**Fairground and Cemetery 13th August 2019**

**Finance and General Purposes 3rd September 2019**

The minutes were received and noted.

## 19/101 To receive planning decisions and information from West Berkshire Council:

The planning decisions on the agenda were received and noted.

In addition, the following were noted:

### 19/01824/HOUSE 5 Asparagus Close, Mortimer, Reading, Berkshire RG7 3WY

Approved 10/09/19 Alterations to existing conservatory to create sun room. SMPC

Comments: No objections

### 19/01616/HOUSE 10 Victoria Road, Mortimer Common, Reading, RG7 3SE

Approved 10/09/19 Two new single storey additions: front porch and rear extension

SMPC Comments: No objections

## 19/102 Summary of Payments

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

Item	Payee Details	Amount
1.	HMRC – Month 4 (July) 2019/2020 PAYE/NIC.	£888.76
2.	HMRC – Month 5 (August) 2019/2020 PAYE/NIC	£893.76
3.	Salaries & Wages – Mth. 4 – 2019 (July) Note: this figure includes a Direct Debit for the pension element	£3,540.64
4.	Salaries & Wages – Mth 5. – 2019 (August) – figure includes a Direct Debit for the pension element	£3,716.94
5.	Enforcement Bailiffs t/a Quality Bailiffs – servicing order on Friday, 26th July, re Fairground incursion – inc. VAT	£1,680.00
6.	B. O'Reilly – 12x 2nd Class stamps	£8.02
7.	B. O'Reilly – 3 x colour inkjet toners and 5 x reams white A4 paper	£239.15
8.	JR Bull Construction – supply key safe and install large safe to office floor	£99.94
9.	M. Dennett – 6x rails & posts for Fairground fencing repair	£68.40
10.	Susan Ellis – Retaining fee for Data Protection & Freedom of Information Consultancy Services 2019-2020	£25.00
11.	AES – supply and installation of waterproof pipe to tennis court electrical cabinet – inc. VAT	£438.00

12.	AES – clean and repaint cemetery gates – inc. VAT	£357.60
13.	C&D Ground Maintenance – grass cutting works July 2019 – inc. VAT	£774.00
14.	SUEZ Recycling – Fairground scheduled charges for July – inc. VAT [DD]	£124.39
15.	Dads Shop – Drill pump, refuse ties, pozi screw, wasp killer powder, gloves – inc. VAT	£35.08
16.	Kim Bedford – Councillor Fundamentals evening session and travel	£342.50
17.	EE – monthly telephone charges for August 2019 inc. VAT [DD]	£29.26
18.	L. Hannawin – 50x clear recycling bags for Woodside Recycling	£10.00
19.	L. Hannawin – Land Registry for footpath registration documents	£21.00

Quotes and work by JB Construction are approved by the Chairman before orders are placed.

The payments were received and noted.

### 19/103 Accounts for Payment

To resolve to agree accounts for payment:

Item	Payee Details	Amount
1.	SUEZ Recycling – Fairground scheduled charges for August – inc. VAT [DD]	£124.39
2.	M. Dennett – Expenses: Keep Off signs for concrete blocks on Fairground	£19.74
3.	Dads Shop – mole trap, fencing pliers, refuse bags, seeds – inc. VAT	£35.08
4.	C&D Ground Maintenance – grass cutting works August 2019 – inc. VAT	£774.00
5.	Englefield Estate – Quarterly Rent for Cemetery (Oct-Dec2019)	£62.50
6.	AES – repair to Multiplay – inc. VAT	£450.00
7.	B O'Reilly – Expenses: postage stamps for Parish office	£38.90
8.	J.R. Bull Construction – repair Fairground stile	£140.00
9.	Oliver Signs – printing 2000 copies of SMPC newsletter – inc. VAT	£518.71
10.	Stuart Michael Associates – Station car park drainage survey (site visit and general drawing of impermeable area) – inc. VAT	£937.78
11.	Stuart Michael Associates – Station car park drainage survey (further work on drawing for additional survey information) – inc. VAT	£300.00
12.	C&D Ground Maintenance – hedge reduction at cemetery – inc. VAT	£228.00

<b>13.</b>	SSE – Plot 1 Fairground charges for June to Sept 2019 - inc. VAT [DD]	£15.51
<b>14.</b>	AES – Repairs to ground matting around tennis table - inc. VAT	£450.00
<b>15.</b>	AES – Titan: replacing hinge blocks and block assembly - inc. VAT	£828.00
<b>16.</b>	AES – Entrance gate: level concrete surface - inc. VAT	£108.00
<b>17.</b>	PKF Littlejohn – review of Annual Governance & Accountability Return for year to 31/03/2019 – inc. VAT	£720.00
<b>18.</b>	Stratfield Mortimer Fairground Charity – to cover increase to the annual £2000 Standing Order paid out in August	£455.00

Proposed by Cllr. Dennett, seconded by Cllr. Hill, it was AGREED unanimously to use the amended list of payments.

The accounts were received and AGREED for payment unanimously.

## **19/104 Clerk's Report**

### **To receive the Clerk's report:**

#### **1. Annual Governance and Return (AGAR)**

- On request, an explanation was provided to PKF Littlejohn of the significant variances for Box 9 – Total Fixed Assets.
- The figure for Total Fixed Assets was incorrectly submitted as £151,758. This was restated as £178,963, the correct figure as per the Asset Register.
- The External Auditor Report and Certificate has been received and notes the incorrect figure above.
- The notice of Conclusion of Audit and the Certified AGAR (section 1, 2 and 3) needs to be publicised, including on the SMPC website, before 30th September 2019.
- No requests to inspect and/or make copies of the AGAR and accounting records were received during the period of Public Rights.

#### **2. Internal Auditor**

- The interim internal audit date has been booked for Thursday 24th October 2019.

#### **3. Tennis Court Electronic Entry System**

- The new booking system went live on the 29th July.
- As of the 5th September, 35 people, aged 14 – 72, have registered to use the system and 41 bookings have been made to date.

#### **4. Bank Signatories**

- The mandate for the new bank signatories was successfully submitted online.

#### **5. Newsletter**

- The newsletter is with Burghfield Scouts for delivery.
- The current edition is 24 pages as opposed to the usual 16.

#### **6. Members' Bid**

- The Trustees of Stratfield Mortimer Fairground Charity agreed to support the allocation of an area on the Fairground for the installation of Adult Fitness Equipment, as outlined in a SMPC proposal, subject to:
  - The equipment being installed on grass and not on artificial surface.
  - The Trustees being consulted on the final location. The location should take account of and avoid disturbance to land drains into the ponds.

- The information was submitted to Dist. Cllr. G. Bridgman who has confirmed that the first WBC deadline for Bids was missed, but there should still be funds available and the SMPC request will be reviewed next week by Burghfield and Mortimer District Councillors.

#### **7. Unauthorised Encampment**

- An extra ordinary committee meeting of Fairground and Cemetery was held to review Fairground security.
- Additional security measures, agreed with the Trustees of Stratfield Mortimer Fairground Charity, are being implemented.

#### **8. Youth Services Meeting**

- Organised by Thatcham Town Council, Berkshire Youth were in attendance.
- Berkshire Youth will be submitting information on the provision of youth services to be considered at a future Full Council meeting.

The report was received.

### **19/105 Correspondence**

#### **To receive Correspondence (for information only)**

1. Email – West Berkshire Council (WBC): Confirmation that the Housing and Economic Lane Availability Assessment (HELAA), which will set out the sites submitted to the council, for consideration for development, as part of the local plan process, should be published in September.
2. Email – WBC: Consultation on the West Berkshire draft Revised Statement of Community Involvement (SCI). Forwarded to Planning Committee.
3. Email – Basingstoke and Deane Borough Council: Consultation on the Draft Whitchurch Conservation Appraisal and Management Plan Supplementary Planning Document. Forwarded to Chairman of Planning.
4. Email – WBC: Highway Winter Service Plan 2019/20 – Consultation. Forwarded to Chairs of Roads, Footpaths and Commons and Fairground and Cemetery.
5. Email – NAG: Minutes received from 26/06/19 and adopted constitution.
6. Email – AWE Local Liaison Committee Meeting: Minutes received.
7. Email – WBC: West Berkshire Climate Conference - Monday 28 October, 10am – 4pm, Newbury College.
8. Email – WBC: Eastern Area Site Visit - 19/01038/FULD Land Adjacent to 1A King Street.
9. Email – Citizen Advice Bureau: request for a grant.
10. Email – Gigaclear: Details of new Community Engagement Manager.
11. Email – WBC: Library data for first quarter.
12. Email – NHS: NHS Neighbourhood engagement event – 19th September, 10am-12.30pm, Shaw House.

Additional correspondence received/comments:

- Email – Citizens Advice Bureau: invitation to their AGM which will be taking place on Tuesday 2nd July.
- Regarding 8. it was noted that on seeing SID, drivers tend to break and therefore the data recorded is not a true reflection of speeding in the village. However, to combat this, WBC do covertly deploy sentinel equipment, and this has happened in the last 4 weeks along Hammonds Heath and The Street. The Clerk will request the results.

The correspondence was received and noted.

## **19/106 Communications**

Items for Communicating and Newsletter

- VE Day 75
- Library

The Communications Working Party needs to meet.

**ACTION: SB, Clerk, DK**

## **19/107 Minor Matters**

**To receive Minor Matters (for information only):**

- Cllr. Hill reported that a further suggestion to aid Fairground security is to use fixtures and fittings i.e. benches, picnic tables and youth shelters between to tress and dragon's teeth in the location of the pond near the War Memorial.

## **19/108 Future Agenda Items**

**To receive any future Agenda Items:**

- VE DAY 75
- Update on recent SID deployment
- Update on Fairground security
- Report from the Strategy Working Party

**ACTION: Clerk**

## **19/109 Exclusion of Press and Public**

**To pass a resolution to exclude members of the press and public from the meeting at Part II, items 19/111 and 19/112 on the Agenda, due to the confidential nature of the information being discussed**

It was **AGREED** unanimously to exclude members of the public and press from the meeting at Part II, Items 19/111 and 19/112 on the Agenda, due to the confidential nature of the information being discussed

## **Part 2**

### **19/110 Risk Register**

**To receive the Risk Register as recommended by Finance and General Purposes:**

Cllr. Dennett confirmed a minor change to the Risk Register. It will continue to be reviewed regularly.

### **19/111 Protocol for the Passing of a Senior National Figure**

**To receive a report on the protocol regarding the passing of a senior national figure and the actions as recommended by Finance and General Purposes:**

The report was received, and the planned actions noted.

## **Close**

The meeting closed at 9.27pm

The next meeting will be on Thursday 10<sup>th</sup> October 2019