

## Stratfield Mortimer Parish Council



### Minutes of the Full Council Meeting

held on 10<sup>th</sup> January 2019 @ 7.30 pm

at Mortimer Methodist Church, West End Road, Mortimer

#### Present:

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

Clerk: Mrs. L. Hannawin

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

<b>Part 1</b>		
<b>18/458</b>	<b>Public Questions:</b> None.	
<b>18/459</b>	<b>To receive any apologies for absence:</b> Cllr. P. Challis, Cllr. N. Kiley.	
<b>18/460</b>	<b>To receive any declarations of interest and dispensations:</b> Cllr. M. Dennett declared an interest in agenda item 18/468 and 18//471. Cllr. S. Hill declared an interest in agenda item 18/471. Cllr. C. Lewis declared an interest in agenda item 18/465.	
<b>18/461</b>	<b>To resolve to APPROVE the Minutes of the Parish Council Meeting of the 11th October 2018:</b> Proposed by Cllr. S. Hill, seconded by Cllr. D. Kilshaw, it was <b>Resolved</b> that the minutes of the meeting of the Parish Council held on 8 <sup>th</sup> November 2018 be approved as a true and correct record and signed by the Chairman.	
#	Cllr. T. Reade proposed that agenda item 18/465 be discussed first, given the interest of a member of the public present at the meeting, and this was <b>AGREED</b> .	
<b>18/465</b>	<b>To receive a report from Mortimer Cricket Club (MCC) on the 2019 season, and the use by Shinfield Cricket Club of the Fairground Cricket pitch and to AGREE a request by MCC to again permit Shinfield 3rd XI cricket team to use the Fairground Cricket pitch on an equivalent number of dates during the summer 2019 season, when not in use by the Mortimer team.</b> Further to the successful ground share between MCC and Shinfield 3 <sup>rd</sup> XI in 2018, both teams are keen to repeat this for the 2019 season. It was noted that: <ul style="list-style-type: none"> <li>• Shinfield 3<sup>rd</sup> XI will require the pitch for approximately 10 matches, from May through to August inclusive.</li> <li>• MCC will receive a fee to compensate for the preparation and maintenance of the pitch.</li> <li>• Shinfield 3<sup>rd</sup> XI will provide copies of their insurance certificate.</li> </ul>	

	Proposed by Cllr. P. Wingfield, seconded by Cllr. D. Kilshaw, it was <b>AGREED</b> to permit Shinfield 3 <sup>rd</sup> XI to use the Fairground Cricket pitch for the 2019 season when not in use by MCC, with one abstention. Cllr. P Wingfield thanked MCC for their comprehensive report.	
18/462	<b>To receive an update on actions taken from the previous Parish Council meetings.</b> Each current action was reviewed and updated accordingly.	
18/463	<b>To receive and APPROVE the Income and Expenditure Report and Balance sheet for the two months to 30th November 2018:</b> The accounts were presented for October and November 2018. Proposed by Cllr. T. Reade, seconded by Cllr. J. Bull, the Income and Expenditure Report and Balance Sheet for the two months to November 2018, were <b>APPROVED</b> unanimously.	
18/464	<b>To receive and APPROVE the draft budget and to DECIDE the precept proposals for 2019/2020:</b> Cllr. T. Reade summarised the budget process that has been followed to date and the following points were noted: <ul style="list-style-type: none"> <li>• Minor amendments have been made to the draft budget since it was circulated in December.</li> <li>• Operating income and operating costs are detailed in the budget and balance each other, ensuring that these ongoing commitments are financed sustainably.</li> <li>• Community Infrastructure Levy income has been ringfenced and will be managed separately, with consultation to be carried out on priorities for its use.</li> <li>• Further to an increase in the number of properties in the parish, a 2.2% increase at Band D is required to cover a precept of £146,580.00. This is less than a £2 increase per Band D property.</li> </ul> Proposed by Cllr. C. Lewis, seconded by Cllr. M. Dennett, the budget and precept, were <b>APPROVED</b> , with one abstention.	
18/465	Discussed and minuted above.	
18/466	<b>To receive District Councillors' Reports.</b> Cllr. G. Bridgman's report was received and noted. Cllr. M. Locke gave a brief outline of her report which will be distributed to councillors.	
18/467	<b>To note the meetings that have taken place of the following committees and to receive the draft minutes:</b> <b>Roads, Footpaths and Commons 4th December 2018</b> <b>Planning 11th December 2018</b> <b>Finance and General Purposes 3rd January 2019</b> The minutes were received and noted.	
18/468	<b>To receive an update on the pavement outside Mortimer Café and David Cliff Estate Agents and to RESOLVE the next action to be taken:</b> Further to the Council's decision in October 2018, to progress the proposal to raise the existing pavement/layby up to the height of the surrounding pavements, West Berkshire Council (WBC) submitted a design and management proposal. WBC have also visited the site and believe raising the pavement is unlikely to produce enough fall to give the required result. An alternative solution would be to re-profile the forecourt, which has been considered before. However, a level survey would be required to establish if a re-profile would be successful; a re-profile is likely to incur large costs	

	<p>and any such project would potentially be further hampered with regards to the issues surrounding ownership.</p> <p>Proposed by Cllr. A. Richardson, seconded by Cllr. D. Kilshaw, the motion to take no further action on this project was <b>REJECTED</b> by 8 votes against and 2 abstentions.</p> <p>It was <b>AGREED</b> for Cllrs. C. Lewis, J. Bull and P. Wingfield and the Clerk to meet and establish all possible solutions for consideration by the Council.</p>	<b>CL, JB, PW, Clerk</b>																																
<b>18/469</b>	<p><b>To receive planning decisions and information from West Berkshire Council:</b></p> <p>The planning decisions on the agenda were received and noted.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> <li>• The decision for 36 Stephens Firs has now been received and this has been refused on the grounds of over development.</li> <li>• The planning application for 22 King Street, on which SMPC objected on parking spaces, has been approved subsequent to a new plan being submitted.</li> </ul>																																	
<b>18/470</b>	<p><b>To receive and note a summary of payments made with authorisation of Chairman or Vice-Chairman:</b></p> <table> <tr> <td>1. Salaries &amp; Wages – Mth. 8 – 2018 (November) Note: this figure includes a Direct Debit for the pension element</td> <td>£3278.55</td> </tr> <tr> <td>2. HMRC – Month 8 (November) 2018/2019 PAYE/NIC.</td> <td>£805.46</td> </tr> <tr> <td>3. Castle Water – Fairground water charges June-November (<b>DD</b>)</td> <td>£10.27</td> </tr> <tr> <td>4. Acorn Ecology – Preliminary Pond Restoration Survey – inc. VAT</td> <td>£1,548.00</td> </tr> <tr> <td>5. LexisNexis – Arnold Baker Local Council Admin Guidebook</td> <td>£111.12</td> </tr> <tr> <td>6. Early Town Council – Universal Safeguarding Course for the Clerk – inc. VAT</td> <td>£24.00</td> </tr> <tr> <td>7. Real Christmas Trees Ltd – supply &amp; delivery of Christmas tree for Fairground – inc. VAT</td> <td>£450.00</td> </tr> <tr> <td>8. Oliver Signs – A0 Correx for Footpaths Forum – inc. VAT</td> <td>£40.80</td> </tr> <tr> <td>9. Oliver Signs – 2x A1 Correx of WB Footpath Map – inc. VAT</td> <td>£40.80</td> </tr> <tr> <td>10. AES – extra works on Fairground (install new grass mats and concrete at entrance gate) – inc. VAT</td> <td>£642.00</td> </tr> <tr> <td>11. Terrain Geomatics – extended topographical survey for Station car park – inc. VAT</td> <td>£648.00</td> </tr> <tr> <td>12. Englefield Estate - quarterly rent for burial ground 25/12/18-24/03/2019</td> <td>£62.50</td> </tr> <tr> <td>13. West Berkshire Council – contribution to Mortimer Library 2018</td> <td>£3,735.00</td> </tr> <tr> <td>14. Mortimer Community Centre Hire – Community Carols on 22<sup>nd</sup> December</td> <td>£25.00</td> </tr> <tr> <td>15. CIA Fire &amp; Security – deposit for supply &amp; installation of access gate system on tennis courts – inc. VAT</td> <td>£3,405.00</td> </tr> <tr> <td>16. C&amp;D Facilities – carry out works on perimeter boundary lines at cemetery – inc. VAT</td> <td>£414.60</td> </tr> </table>	1. Salaries & Wages – Mth. 8 – 2018 (November) Note: this figure includes a Direct Debit for the pension element	£3278.55	2. HMRC – Month 8 (November) 2018/2019 PAYE/NIC.	£805.46	3. Castle Water – Fairground water charges June-November ( <b>DD</b> )	£10.27	4. Acorn Ecology – Preliminary Pond Restoration Survey – inc. VAT	£1,548.00	5. LexisNexis – Arnold Baker Local Council Admin Guidebook	£111.12	6. Early Town Council – Universal Safeguarding Course for the Clerk – inc. VAT	£24.00	7. Real Christmas Trees Ltd – supply & delivery of Christmas tree for Fairground – inc. VAT	£450.00	8. Oliver Signs – A0 Correx for Footpaths Forum – inc. VAT	£40.80	9. Oliver Signs – 2x A1 Correx of WB Footpath Map – inc. VAT	£40.80	10. AES – extra works on Fairground (install new grass mats and concrete at entrance gate) – inc. VAT	£642.00	11. Terrain Geomatics – extended topographical survey for Station car park – inc. VAT	£648.00	12. Englefield Estate - quarterly rent for burial ground 25/12/18-24/03/2019	£62.50	13. West Berkshire Council – contribution to Mortimer Library 2018	£3,735.00	14. Mortimer Community Centre Hire – Community Carols on 22 <sup>nd</sup> December	£25.00	15. CIA Fire & Security – deposit for supply & installation of access gate system on tennis courts – inc. VAT	£3,405.00	16. C&D Facilities – carry out works on perimeter boundary lines at cemetery – inc. VAT	£414.60	
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	17. C&D Facilities – additional work at cemetery (fencing panels) – inc. VAT	£390.70	
	18. L. Hannawin expenses – 1 <sup>st</sup> class stamp book	£8.04	
	19. SUEZ Recycling – Fairground carpark November fees – inc. VAT <b>(DD)</b>	£119.60	
	20. 1 <sup>st</sup> Burghfield Scouts – reissue of payment for Summer newsletter distribution (original cheque missing and not paid in – Unity Trust now cancelled original payment)	£160.00	
	21. Vision ICT – biennial fee for gov.uk domain renewal – inc. VAT	£66.00	
	22. Viking (Office Depot) – replacement office workstation chair – inc. VAT	£119.99	
	23. Dad's Shop – concrete, fence post, lawn rake, refuse bags, nails & washers – inc. VAT	£89.60	
	24. West Berkshire Council – rent for West End car park	£10.00	
	25. B. O'Reilly – phone top up for Custodian	£20.00	
	26. B. O'Reilly – wireless Perixx vertical right-handed mouse	£12.99	
	27. Salaries & Wages – Mth. 9 – 2018 (December) Note: this figure includes a Direct Debit for the pension element	£3500.19	
	The payments were received and noted.		
<b>18/471</b>	<b>Finance - To resolve to agree accounts for payment:</b>		
	1 HMRC – Month 9 (December) 2018/2019 PAYE/NIC.	£981.88	
	2 AES – Fairground Gate repair inc. VAT	£222.00	
	3 AES – Installation of new picnic tables and litter bins on Fairground – inc. VAT	£5,100.00	
	4 Stuart Michaels Associates – fees and expenses for traffic count and boundary search for Mortimer Station Car Park – inc. VAT	£2,130.00	
	5 M. Dennett – Expenses (wooden rail for Fairground)	£19.44	
	6 S. Hill – Expenses – gas cylinder for beacon	£15.99	
	7 B. O'Reilly – Expenses – 50x 2 <sup>nd</sup> Class Stamps and refreshments at Road Forum meeting	£33.58	
	8 Unity Trust Bank – charges for paying-in from Sept 2018 (DD)	£8.70	
	9 BALC – CILCA Course for Clerk – inc. VAT	£408.00	
	10 SSE – Electricity charges to 18 December Plot 1 Fairground – inc. VAT at 5% <b>(DD)</b>	£18.59	
	11 SSE – Electricity charges to 18 December Fairground car park – inc. VAT at 5% <b>(DD)</b>	£18.59	
	12 SSE – Electricity charges to 18 December Plot 2 Fairground – inc. VAT at 5% <b>(DD)</b>	£75.97	
	13 British Telecom – fee and charges for quarter on landline, mobile and broadband – inc. VAT <b>(DD)</b>	£370.30	
	14 Dad's Shop – wooden broom and metal washer/hardware – inc. VAT	£10.04	

	<p>15 L. Hannawin expenses – printer cartridges &amp; tennis diary for Budgens £138.80</p> <p>16 SUEZ Recycling – Fairground carpark November fees – inc. VAT (DD) £119.60</p> <p>With regards to the cost for the Fairground waste management, the Clerk was asked to investigate alternative suppliers and costs.</p> <p>Proposed by Cllr. D. Kilshaw, seconded by Cllr. A. Richardson, the accounts were received and <b>AGREED</b> for payment with two abstentions.</p>	<b>Clerk</b>
<b>18/472</b>	<p><b>To receive the Clerk's report:</b></p> <p>The Clerk gave an update on the following matters:</p> <ol style="list-style-type: none"> <li><b>1 Tennis Court Electronic Entry System</b> <ul style="list-style-type: none"> <li>• The order has been placed with CIA Security for the gate.</li> <li>• Installation should take place towards the end of January.</li> </ul> </li> <li><b>2 West Berkshire Council (WBC) Budget Proposals for 2019/20</b> <ul style="list-style-type: none"> <li>• Comments have been submitted</li> </ul> </li> <li><b>3 West Berkshire Council Local Plan Review to 2036 Regulation Consultation</b> <ul style="list-style-type: none"> <li>• Comments have been submitted</li> </ul> </li> <li><b>4 West Berkshire Council Community Champions</b> <ul style="list-style-type: none"> <li>• Unfortunately SMPC's nominees did not win.</li> <li>• Nominees have been notified and thanked for their contribution to the community.</li> </ul> </li> <li><b>5 Cemetery Update</b> <ul style="list-style-type: none"> <li>• The bridge requirements and design have changed from the original design, which may require a further planning application to be undertaken.</li> <li>• An order has been placed for preparatory bridge works, as an area of the cemetery needs to be cleared.</li> <li>• Further to any planning application, the bridge works will be undertaken in the next financial year, followed by the landscaping work in succeeding years.</li> <li>• Interested councillors can arrange a site visit with Cllr. Bull to discuss the proposed works and view the proposed bridge design.</li> </ul> </li> <li><b>6 2019 Elections</b> <ul style="list-style-type: none"> <li>• The Clerk and Cllr. Reade will be participating in a webinar on "Managing Local Council Elections" on Wednesday 5<sup>th</sup> February.</li> <li>• NALC have published an array of materials to help local (parish and town) councils promote the local elections in 2019. These are available from NALC's website.</li> </ul> </li> <li><b>7 Four Houses Corner Update</b> <ul style="list-style-type: none"> <li>• WBC have to provide suitable sites for gypsies and travellers. WBC lease the Four Houses Corner plot from Engelfield Estate and then lease plots to individual families.</li> <li>• There are currently 16 plots on the site and some of the existing residents have voluntarily gone into housing in the local area. The remaining residents have been given notice that the site will be formally closed for refurbishment and all families have now agreed to leave the site.</li> </ul> </li> </ol>	

	<ul style="list-style-type: none"> <li>• WBC should take vacant possession of the site in March 2019, when the site will be cleared and assessed, and the extent and cost of the work required will be established. It is estimated that the required work will take 18 months.</li> <li>• A planning application will be submitted and will be subject to the usual consultation process for the construction of the refurbished site. New pitches will be built in a circular design which is in line with national standards and is approved by Thames Valley Police. It is proposed that each pitch will have space for a static and travelling caravan, plus a day room and bathroom. There will be a community building with an office area for WBC.</li> <li>• Options are being explored for the future management of the site.</li> </ul> <p>The report was received, and the following additional point were noted:</p> <ul style="list-style-type: none"> <li>• 2019 Elections: Materials are available to help parish councils promote the forthcoming elections and if agreed, councillors will be needed to take this forward.</li> <li>• Four Houses Corner Update: The issue of the costs of decontaminating the site was raised, but these won't be known until access to the site has been gained and a full assessment has been undertaken.</li> </ul>	
<b>18/473</b>	<p><b>To receive Correspondence (for information only)</b></p> <ol style="list-style-type: none"> <li>1 Email from West Berkshire Council: 1) Adoption of the Sustainable Drainage Systems Supplementary Planning Document 2) Designation of a new Neighbourhood Plan Area – Lambourn Parish.</li> <li>2 Email from West Berkshire Council: A grant of approximately £2million has been received from the Department for Transport to aid local authorities to fix potholes and other repairs.</li> <li>3 Email from West Berkshire Council: Precept Request Form</li> <li>4 Email from NAG: Next meeting is 16th January 2019, 5.00pm, Burghfield.</li> <li>5 Email from West Berkshire Council: Consultation on proposed school term dates for 2020/21 is running from 7<sup>th</sup> January – 24<sup>th</sup> February.</li> </ol> <p>The correspondence was received and noted.</p>	
<b>18/474</b>	<p><b>Items for Communicating and newsletter:</b></p> <p>Information to be provided to Cllr. D. Kilshaw on the following:</p> <ul style="list-style-type: none"> <li>• Budget articles are in hand.</li> <li>• Library update</li> <li>• Pond restoration</li> <li>• Station Car Park and Public Consultation</li> <li>• Cemetery Update</li> <li>• Remembrance Day events</li> <li>• Christmas Tree</li> </ul>	<p>TR PW NK NK JB MD NC</p>
<b>18/475</b>	<p><b>To receive Minor Matters (for information only):</b></p> <p>Cllr. J. Bull:</p> <ul style="list-style-type: none"> <li>• Reported that the options for West End Road car park hedge need reviewing by Roads, Footpaths and Commons but, in the meantime, it will be cut back.</li> <li>• The new village noticeboards should be available early February.</li> </ul> <p>Cllr. N. Carter:</p> <ul style="list-style-type: none"> <li>• Requested that the correspondence on Garth Hall is circulated.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Raised the issue of publicising agenda papers. This will be considered as a next step in improving the way the council operates.</li> </ul> <p>Cllr. M. Lock:</p> <ul style="list-style-type: none"> <li>• Reported that the lights on West End Road roundabout were due to be fixed on the 7<sup>th</sup> January but the work hasn't been done to date.</li> </ul> <p>Cllr. S. Hill:</p> <ul style="list-style-type: none"> <li>• Reported that the markings on the West End Road roundabout and outside the fire station will be repainted February/March time.</li> </ul>	
<b>18/476</b>	<p><b>To receive any future Agenda Items:</b></p> <p>Cllr. A. Richardson:</p> <ul style="list-style-type: none"> <li>• Preferred distribution method for the newsletter. This will be reviewed by Cllrs. Richardson and Kilshaw with the Clerk and a paper brought to Full Council for a decision.</li> </ul> <p>Cllr. J. Bull:</p> <ul style="list-style-type: none"> <li>• Survey on car parking needs in the village. This will be considered as one of the potential Community Infrastructure projects.</li> </ul>	<b>AR, DK, Clerk</b>
<b>18/477</b>	<p><b>Exclusion of Press and Public: To pass a resolution to exclude members of the press and public from the meeting at Part II, for the items on the Agenda, due to the confidential nature of the information being discussed.</b></p> <p>Proposed by Cllr. T. Reade, seconded by Cllr. A. Richardson this motion was <b>AGREED</b> unanimously.</p>	
<b>Part II</b>		
<b>18/478</b>	<p><b>To receive an update on the Station Car Park and APPROVE the proposed changes in approach, additional surveys, work required, and proposed timetable as recommended by Finance and General Purposes:</b></p> <p>Cllr. P Wingfield summarised the background to the Station Car Park project to date and presented the new proposed plan and relevant documents. Some questions were asked about the station car park facilities.</p> <p>Proposed by Cllr. P. Wingfield, seconded by Cllr. D. Kilshaw, the changes in approach, additional surveys, work required, and proposed timetable for the Station Car Park were <b>APPROVED</b> with 2 abstentions.</p>	<b>MD, TR Clerk</b>
<b>18/479</b>	<p><b>To note the progress with regards to Risk Management and review and agree the actions required:</b></p> <p>Cllr. A. Richardson presented the Risk Management and explained the new format, which will ultimately be managed by the Clerk. It will be subject to a review date, with additional risks being added as they become apparent. It was <b>AGREED</b>:</p> <ul style="list-style-type: none"> <li>• The Risk Management document would be distributed to the Chairs for the relevant risks to be discussed at the next committee meetings.</li> <li>• Guidelines will be provided on matters for committees to consider.</li> <li>• Any amendments and additional actions, will be brought back to Full Council for further review and the master list updated.</li> </ul>	

The meeting closed at 8.50pm

The next meeting will be on Thursday February 14th