



Stratfield Mortimer Parish Council

Minutes of the Full Council Meeting held on 14th March 2019 @ 7.30 pm at Mortimer Methodist Church, West End Road, Mortimer.

Present:

Councillors:

Cllr. M. Dennett (Chairman), Cllr. J. Bull, Cllr. P. Challis, Cllr. S. Hill, Cllr. D. Ives, Cllr. N. Kiley, Cllr. D. Kilshaw, Cllr. A. Richardson, Cllr. P. Wingfield

Clerk:

Mrs. L. Hannawin

Public/Press:

There was one member of the public and Dist. Cllr. G. Bridgman present. There were no members of the press

Part I

18/504 Public Questions

Mr. J. Wells expressed an interest in agenda item 18/511

18/505 To receive any apologies for absence

Cllrs. N. Carter, K. Johnson, L. Jones, C. Lewis.

18/506 To receive any declarations of interest

Cllr. . A. Richardson declared an interest in 18/516.

18/507 Minutes of Last Meeting

To resolve to APPROVE the Minutes of the Parish Council Meeting of 14th February 2019.

Proposed by Cllr. M. Dennett, seconded by Cllr. D. Kilshaw, it was **RESOLVED** that the minutes of the meeting of the Parish Council held on the 14th February 2019 be approved as a true and correct record and signed by the Chairman

18/508 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.

18/509 Income and Expenditure Report and Balance Sheet to 31st January 2019

To receive and APPROVE the Income and Expenditure Report and Balance sheet for the two months to 30th November 2018:

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 **APPROVED** unanimously. The income and expenditure figures for January were reviewed and the following were noted:

- Nominal Code 4055 is over budget by 34%. This is because phone costs and internet line rental have been included here instead of in 4051: Admin Expenses. Admin Expenses is under budget by 65%.
- The salary payment showing for April 2018 is actually staff costs for March 2018. As a result, Nominal Code 4000: Staff Costs, shows 11 months worth of salary payments, with two months still to go. The Clerk will review the management of this with the internal auditor.
- A minor spreadsheet error under 101 Administration needs amending.
- The reserve for CIL will be setup as planned at year end.

Proposed by Cllr. M. Dennett, seconded by Cllr. J Bull, the Income and Expenditure Report and Balance Sheet for January 2019, were **APPROVED** unanimously.

ACTION: Clerk

18/510 Community Projects Committee

To RESOLVE that the Community Projects Committee should cease to exist and that its functions be dispersed to other committees and working parties and Standing Orders and Committee Terms of Reference are amended accordingly, as recommended by Finance and General Purposes:

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

- Many of the original projects identified by the NDP have now been completed or handed on to other committees.
- Moving forward, identified new projects would be overseen by other committees or managed by the SMPC Planning Working Party, which has a more flexible form of working, requires less formal administration and will be able to co-opt non-members of the council to give help and advice as required.

Proposed by Cllr. P. Wingfield, seconded by Cllr. N. Kiley, it was **RESOLVED** that the Community Projects Committee should cease to exist and that its functions be dispersed to other committees and working parties and Standing Orders and Committee Terms of Reference are amended accordingly, unanimously.

18/511 Communications Committee

To RESOLVE that the Communications Committee should cease to exist and that its functions be dispersed to working parties and overseen by Finance and General Purposes and Standing Orders and Committee Terms of Reference are amended accordingly, as recommended by Finance and General Purposes

Cllr. M. Dennett presented a paper and following points were noted:

- The process of communicating SMPC activities and local relevant issues would continue as present but would be implemented by a working party.
- A Communications Co-ordinator would represent the working party on the Finance and General Purposes Committee.
- The Finance and General Purposes would oversee the communications budget and spend.
- Decisions with regards to communications would be taken by Finance and General Purposes or Full Council as appropriate.
- A member of the working party shall sit on each committee.
- Money has been allocated for updating the website and is included in the budget for 2019/20.

It was agreed that the changes required to the Committee Terms of Reference, as a result of the disbandment of both the Community Projects Committee and the Communications Committee, should be made at Full Council in April, 2019.

Proposed by Cllr. M. Dennett, seconded by Cllr. D. Kilshaw, it was **RESOLVED** that the Communications Committee should cease to exist and that its functions be dispersed to working parties and overseen by Finance and General Purposes and Standing Orders and Committee Terms of Reference are amended accordingly, unanimously.

ACTION: Clerk

18/512 Reserves Policy

To receive and APPROVE the updated Reserves Policy and note the draft reserves adjustments as recommended by Finance and General Purposes:

The updated Reserve Policy and proposed reserve adjustments were presented by the RFO and were noted in addition to the following points:

- In a minor change from the budget, the Finance and General Purposes Committee felt that it was more appropriate to hold a minimum of 9 months of operating costs and the proposed reserve adjustments are in line with this policy.
- It is recommended practice for Parish Councils to hold between 6 and 12 months of costs in General Reserves and this is sanctioned by the auditors.

Proposed by Cllr. M. Dennett, seconded by Cllr. P. Wingfield, the updated Reserves Policy was **APPROVED** unanimously.

18/513 Committee Quorum

To AGREE the Committee quorum for Standing Orders and Committee Terms of Reference, as recommended by Finance and General Purposes:

Proposed by Cllr. P. Wingfield, seconded by Cllr. M. Dennett, it was **AGREED** unanimously that the Committee quorum for Standing Orders and Committee Terms of Reference, should be: The Committee quorum is set at 3 voting members.

ACTION: Clerk

18/514 Public Forum

To RESOLVE that the SMPC will run a forum on crime and anti-social behaviour in the local area as part of the Annual parish Meeting on the 29th April 2019, as recommended by the Communications Committee

The forum topic and format of the meeting were discussed. Cllr. D. Kilshaw would produce the art work and wording for the Forum. The Police and Crime Commissioner is able to attend and the invitation would be extended to other members of the Thames Valley Police. The agenda is the responsibility of the Parish Council Chairman and needs to include the Parish Council report, the presentation of the Community Award and feedback on issues raised at the previous year's meeting.

Proposed by Cllr. D. Kilshaw, seconded by Cllr. M. Dennett, it was **RESOLVED** that SMPC will run a forum on crime and anti-social behaviour in the local area as part of the Annual Parish Meeting on the 29th April 2019, with one abstention..

ACTION: DK, MD, Clerk

18/515 Asset Register

To receive the Asset Register as recommended by Finance and General Purposes

The Asset Register was received and noted

18/516 Service Charges

To receive a report on the SMPC service charges for 2019/20 as agreed by Finance and General Purposes

The SMPC service charges for 2019/20 were received and noted

18/517 Request by Organisations for Financial Assistance

To RESOLVE that SMPC continues to consider requests by organisations for financial assistance on a case by case basis, as recommended by Finance and General Purposes:

Cllr. M. Dennett presented information on the current grant procedure and explained the rationale for considering requests for financial assistance on a case by case basis.

Proposed by Cllr. M. Dennett, seconded by Cllr. J. Bull, it was **RESOLVED** that SMPC continues to consider requests by organisations for financial assistance on a case by case basis, unanimously

18/518 Project Process and Champion

- a. The process illustrated at Appendix 1 be followed this year to determine which projects should be carried forward
- b. A 'champion' should be nominated to drive this process forward

Cllr. P. Wingfield presented a report giving the background information to and the reasons for, needing a project managing process and a "champion" (Project Co-ordinator).

Proposed by Cllr. P. Wingfield, seconded by Cllr. M. Dennett, it was **RESOLVED** that the process illustrated at Appendix 1 be followed this year to determine which projects should

be carried forward and a 'champion' should be nominated to drive this process forward, unanimously. It was **AGREED** to bring back "nominating a champion" to April Full Council.

ACTION: Clerk

18/519 Bank Reconciliation Report

To receive and note the Bank Reconciliation report for the period 1st October - 31st December 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.

The Clerk will establish with the Internal Auditor on the requirements for internal checking systems.

ACTION: Clerk

18/520 Members Bids and Parish Grant

To discuss Members Bids and Parish Grant and AGREE on suggestions to be taken forward:

The following suggestions were made:

- Pond dipping platform
- Picnic tables for the pond area
- Widening of the pavement down to Mortimer St Mary's School.

It was **AGREED** that all 3 suggestions were viable options and could be funded by Parish Council funds as an alternative to Members Bids, if necessary.

18/521 District Councillors' Reports

To receive District Councillors' Reports:

Cllr. G. Bridgman's report was received and noted. In addition, Cllr. G. Bridgman is following up on an application for a variation of premises licence that has been received for The Horse & Groom

18/522 Committee Meetings

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

- **Roads, Footpaths and Commons 19th February 2019**
- **Planning 28th February 2019**
- **Finance and General Purposes 5th March 2019**

Cllr. M. Dennett reported that the minutes for the Community Projects meeting from the 7th February 2019 also needed to be received as only a verbal report had been given at the Full Council meeting in February.

Cllr. P. Wingfield highlighted an error in the minutes of Roads, Footpaths and Commons, agenda item 18/100: the minutes state that Cllrs. P. Wingfield and J. Bull had written to WBC regarding the proposal for the dropped curb outside the café on Victoria Road, which was incorrect. This will be amended.

The minutes were received and noted.

ACTION: Clerk

18/523 Planning Decisions

To receive planning decisions and information from West Berkshire Council:

The planning decisions on the agenda were received and noted.

In addition, the following was noted:

- Application 19/00028/HOUSE – 20 Leigh Field - was granted. SMPC had no objections.

18/524 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 11 (February) 2018/2019 PAYE/NIC.	£864.40
2.	Salaries & Wages – Mth. 11 – 2018 (February) Note: this figure includes a Direct Debit for the pension element	£3,278.85

The payments were received and noted.

18/525 Accounts for Payment

To resolve to agree accounts for payment:

Item	Payee Details	Amount
1.	C&D Facilities – cutting hedge back at West End Road car park – inc. VAT	£180.00
2.	C&D Facilities – slitting & harrowing works to cricket out-field & Fairground area – inc. VAT	£570.00
3.	Oliver Signs – 2000 SMPC Spring newsletters – inc. VAT	£350.78
4.	Oliver Signs – A0 Correx advert board for Car Park Consultation – inc. VAT	£40.80
5.	Burghfield Parish Council – Hire charge village hall 13th March 2019	£31.00
6.	Dads Shop – refuse bags and ties – inc. VAT	£4.79
7.	Englefield Estate – Rent for Cemetery 25/3/19-23/6/2019	£62.50
8.	1st Burghfield Scouts – distribution of February newsletter	£171.40
9.	L. Hannawin – Outlook 365 Business licence renewal 2019-2020	£189.60
10.	L. Hannawin – Projector Screen – inc. VAT	£280.80
11.	L. Hannawin – Projector Stand – inc. VAT	£224.95
12.	L. Hannawin – printer cartridges (blank/yellow) – inc. VAT	£137.80
13.	L. Hannawin – ICO annual renewal	£40.00
14.	SUEZ Recycling – February service charges – inc. VAT [DD]	£131.11

15.	SSE – Electricity charges at 4 March: Plot 1 – Fairground – inc. VAT 5% [DD]	£15.72
16.	Berkshire Youth – Youth Focus Group with Willink School (50% of total fee due on PO 1831)	£1,253.41
17.	Pro Vision – 3D Visualisation for Station Car Park – inc. VAT	£960.00
18.	Pro Vision – Station car park layout plan – inc. VAT	£720.00
19.	Pro Vision – Public Consultation on Station Car Park – inc. VAT	£2,347.76
20.	Methodist Church Mortimer – annual premises hire up to 31st March 2019	£330.00
21.	WBC – contribution towards Willink Leisure Centre 2018/19	£10,960.16

Proposed by Cllr. M. Dennett, seconded by Cllr. J. Bull, the accounts were received and **AGREED** for payment unanimously.

18/526 Clerk's Report

To receive the Clerk's report:

Making Tax Digital (MTD)

- The HMRC initiative MTD comes into force for businesses as of the 01st April and councils, the 1st October.
- MTD requires all affected bodies to keep their records digitally and submit VAT return figures directly from the software rather than logging in to an HMRC account and entering the figures manually.
- Although SMPC is registered for VAT, it does not have an annual taxable turnover above the VAT threshold of £85,000 and therefore will not have to comply with the new regulations. However, SMPC can choose to submit its VAT returns directly if it so wishes and Rialtas software meets the new requirements. There would be an annual support fee of £59.00.

Manging Council Elections

- The office has started to promote the elections via the website, FB and the noticeboards.
- There is a separate page on the website for election information. This seemed sensible in order that it doesn't get lost amongst regular postings and vice versa.
- The Notice of Election for Parish and District Councillors have been received and are on the SMPC noticeboards and will be added to the website tomorrow.

"Crazy Nellie" Rocker Update

- "Crazy Nellie has been recovered and will be installed in the play area on Saturday.

Tennis Court Gate Installation

- Due to high demand and a backlog, the gate installation has been postponed to the end of March/beginning of April.
- Assurances have been given that it will be in by Easter.

Village Noticeboards

- These are due to be installed w/c 8th or 15th April

The report was received.

18/527 Correspondence

To receive Correspondence (for information only)

1. Email from West Berkshire Council (WBC) providing a Guidance on Parish and Town Elections
2. Email from WBC confirming that the Notice of Elections will be published on the 15th March and “purdah” will commence on that date.
3. Email from HALC providing details on the consultation ‘Introducing a Deposit Return Scheme (DRS) in England, Wales and Northern Ireland’ which runs until 13th May 2019.
4. Email from NAG sending through the minutes from the meeting held on January 16th.
5. Email from WBC giving notification of the District Parish Conference on Thursday 14th March 2019
6. Email from Mortimer Village Partnership extending an invitation for Parish Council representative(s) to attend their AGM on 23rd March 2019 at 4:30pm in the Community Centre.

The correspondence was received and noted.

Additional Correspondence received:

- Letter and consultation document from the Governors of Mortimer St Mary’s and St John’s schools regarding the proposed federation.
- Email regarding the Pang Valley Flood Forum Flooding drop-in event to be held on Saturday 16th March.
- Letter from the Fairground Trustees regarding the overdue rent review, proposing a meeting to further discussions..

The correspondence was received and noted.

18/528 Communications

Items for Communicating and Newsletter

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

- Alan Thorpe Cricket Match – 11/08/2019
- Annual Parish Meeting
- Recovery of “Crazy Nellie”
- Increase in charges for SMPC services
- Pond restoration

ACTION: DK, Clerk

18/529 Minor Matters

To receive Minor Matters (for information only):

Cllr. A. Richardson:

- Enquired as to whether “Welcome to Mortimer” signs could be added to the village gates. The Clerk will enquire with WBC.

Cllr. J. Bull:

- Confirmed that both sets of school Governors had voted to go ahead with the federation and are now running a series of consultations with stakeholders. Public consultation meetings have been arranged at St John’s Village Hall on Monday 18th March 2019 and Wednesday 3rd April 2019, both starting at 7.30p.m

Cllr. P. Wingfield:

- Expressed a vote of thanks to all of those who had been involved with the pond clearance.

ACTION: Clerk

18/530 Future Agenda Items

To receive any future Agenda Items:

Nominating a “champion” for future SMPC projects.

SMPC response to the **consultation on the proposed Federation of Mortimer St Mary’s and St John’s schools.**

Close

The meeting closed at 9.18 pm

The next meeting will be on Thursday April 11th