

# Stratfield Mortimer Parish Council



## Minutes of the Full Council Meeting

held on 11<sup>th</sup> April 2019 @ 7.30 pm

at Mortimer Methodist Church, West End Road, Mortimer

### Present:

Councillors: Cllr. M. Dennett (Chairman), Cllr. J. Bull, Cllr. N. Carter, Cllr. P. Challis, Cllr. S. Hill, Cllr. D. Ives, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. A. Richardson, Cllr. P. Wingfield.

Clerk: Mrs. L. Hannawin

Public/Press: There were 6 members of the public present and no members of the press.

<b>Part 1</b>		
<b>19/531</b>	<b>Public Questions:</b> None. Members of the public, who were representing organisations requesting grants, were invited to speak under agenda item 19/537.	
<b>19/532</b>	<b>To receive any apologies for absence:</b> Cllr. K. Johnson, Cllr. L. Jones, Cllr. N. Kiley	
<b>19/533</b>	<b>To receive any declarations of interest and dispensations:</b> Cllr. J. Bull declared an interest in agenda items 19/537 and 19/544 Cllr. N. Carter declared an interest in agenda item 19/551	
<b>19/534</b>	<b>To resolve to APPROVE the Minutes of the Parish Council Meeting of 14th March 2019:</b> It was <b>RESOLVED</b> unanimously that the minutes of the meeting of the Parish Council held on the 14 <sup>th</sup> March 2019 be approved as a true and correct record and signed by the Chairman.	
<b>#</b>	<b>Cllr. M. Dennett proposed that agenda item 19/537 be discussed next and this was AGREED.</b>	
<b>19/537</b>	<b>To Resolve that:</b> <b>a) the requests for grants be considered on a case by case basis</b> <b>b) any award of grants, under s137 or other powers, be notified to the bodies or individuals concerned</b> It was agreed to review and agree each of the three grant requests independently. It was noted that any grant agreed this year is not binding on the Parish Council will not be given automatically in subsequent years. <b>Burghfield and Mortimer Volunteer Bureau</b> Representatives of the Bureau explained the need for the grant, which is primarily to make up the shortfall in funding from West Berkshire Council. They stated they were looking for £300 - £500. Proposed by Cllr. M. Dennett, seconded by Cllr. J. Bull, it was <b>AGREED</b> unanimously to grant the Burghfield and Mortimer Volunteer Bureau £500 under s137. <b>Burghfield and Mortimer Handybus</b> SMPC made a grant to Handybus last year of £2036.00. A representative of Handybus confirmed that the sum	

	<p>required this year is less, at £1612.00, due to the successful year. The money is required to cover the shortfall in running costs. Handybus are looking to recruit more drivers which will enable them to undertake more trips and increase their income from passenger fares, which will help to reduce shortfalls in subsequent years.</p> <p>Proposed by Cllr. M. Dennett, seconded by Cllr. D. Kilshaw, it was <b>AGREED</b> to grant Burghfield and Mortimer Volunteer Bureau £1612.00 under s137, with one abstention.</p> <p><b>St Mary's Church</b> An original request had been received to assist with the cost of cutting the grass in the churchyard. The churchyard maintenance fee for the year to 31<sup>st</sup> March 2019 was £1928.</p> <p>Proposed by Cllr. P. Wingfield, seconded by Cllr. M. Dennett, it was <b>AGREED</b> not to make a grant, with 6 in favour, 1 against and 3 abstentions. It was <b>AGREED</b> that the organisations concerned will be formerly notified of the decisions taken.</p>	Clerk
19/535	<p><b>To receive an update on actions taken from the previous Parish Council meetings.</b></p> <p>Each current action was reviewed and updated accordingly.</p>	
19/536	<p><b>To receive and approve the Income and Expenditure Report and Balance Sheet to 28<sup>th</sup> February 2019:</b></p> <p>The income and expenditure figures for February were reviewed. The RFO reported that the payroll year end had been completed and the financial year end process had commenced. The internal auditor will be undertaking the internal audit on Thursday May 2<sup>nd</sup>.</p> <p>The Income and Expenditure Report and Balance Sheet for February 2019, were <b>APPROVED</b> unanimously.</p>	
19/537	<b>Minuted above.</b>	
19/538	<p><b>To receive and APPROVE the updated Committee Terms of Reference as discussed at Full Council on the 14th March 2019.</b></p> <p>Each proposed change was reviewed.</p> <p>Proposed by Cllr. M. Dennett, seconded by Cllr. J. Bull, the updated Committee Terms of Reference were <b>APPROVED</b> unanimously.</p>	
19/539	<p><b>To Resolve that:</b></p> <p><b>a) the schemes listed in the Appendix be investigated further in order to determine a budget cost and a scheme outline ready for public consultation later in the year.</b></p> <p><b>b) the appropriate budget provision is made for the costs associated with such investigations</b></p> <p><b>c) the Planning Working Party takes these matters forward</b></p> <p>Further to a discussion it was noted that the list of schemes was not a definitive list and it was agreed that the resolution at part a) should be amended to reflect this.</p> <p>Proposed by Cllr. N. Carter, seconded by Cllr. J. Bull, it was <b>AGREED</b> unanimously to change the resolution at part a) to <b>“the schemes listed in the Appendix be investigated further in order to determine a budget cost and a scheme outline ready for public consultation later in the year. Additional projects can be added to this list.”</b></p> <p>Proposed by Cllr. P. Wingfield, seconded by Cllr. D. Kilshaw, amended part a) and parts b) and c) of the resolution were <b>AGREED</b> unanimously.</p>	
19/540	<b>To receive and ADOPT the Safeguarding and Diversity and Inclusion policies for the tennis courts.</b>	

	<p>It was noted that these policies are required as part of the Council's registration with the Lawn Tennis Association (LTA). The registration enables the Council to utilise the LTA's ClubSpark system for online court bookings and electronic gate access system. Statement versions of the policies are available. Councillors and Officers should be aware of the policy contents and requirements.</p> <p>Proposed by Cllr. M. Dennett, seconded by Cllr. A. Richardson, the Safeguarding and Diversity and Inclusion policies for the tennis court were <b>ADPOTED</b> unanimously.</p>	
19/541	<p><b>To RESOLVE to formally request West Berkshire to start the process of transferring the ownership of the library to the Parish Council:</b></p> <p>Further to a discussion, it was <b>AGREED</b> unanimously that the resolution should be amended as follows:</p> <p><b>“To RESOLVE to formally request West Berkshire to start the process of transferring the ownership of the library to the Parish Council, subject to the agreement of appropriate leases. This does not commit the SMPC into any legally binding agreement.”</b></p> <p>Proposed by Cllr. D. Kilshaw, seconded by Cllr. C. Lewis, it was <b>RESOLVED</b> unanimously to formally request West Berkshire to start the process of transferring the ownership of the library as per the amended resolution.</p>	
19/542	<p><b>To AGREE the agenda for the Annual Parish Meeting:</b></p> <p>It was noted that the Police and Crimes Commissioner has been invited and is expected to attend. Representatives of Thames Valley Police will also be invited along with local organisations and charities.</p> <p>Cllr. D. Kilshaw is producing the required the material.</p> <p>Proposed by Cllr. M. Dennett, seconded by Cllr. D. Kilshaw, the agenda for the Annual Parish Meeting was <b>AGREED</b> unanimously.</p>	
19/543	<p><b>To AGREE a response to WBC's consultation on a Traffic Regulation Order proposing parking restrictions in The Street:</b></p> <p>The 3 proposed traffic restrictions were reviewed and discussed on an individual basis and responses agreed as follows:</p> <p><b>PLAN BZ86</b></p> <p>Response: SMPC understands the concern about the junction of Mortimer Lane with The Street but does not support PLAN BZ86 as in order to prevent the further displacement of parked cars, additional parking at the station needs to be available before such a restriction is implemented. This was proposed by Cllr. N. Carter, seconded by Cllr. D. Ives, and <b>AGREED</b> by 5 votes in favour, 4 against and 1 abstention.</p> <p>Cllrs. C. Lewis and S. Hill asked that it should be minuted that they voted against the proposed response.</p> <p><b>PLAN CA85</b></p> <p>Response: SMPC does not support PLAN CA85 as, in order to prevent the further displacement of parked cars, additional parking at the station needs to be available before such a restriction is implemented. This was proposed by Cllr. M. Dennett, seconded by Cllr. P. Wingfield and <b>AGREED</b> by 9 votes in favour and 1 against.</p> <p><b>PLAN CA86</b></p> <p>Response: SMPC does not support PLAN CA86 as, in order to prevent the further displacement of parked cars, additional parking at the station needs to be available before such a restriction is implemented. This was proposed by Cllr. J. Bull, seconded by Cllr. D. Kilshaw and <b>AGREED</b> by 9 votes in favour and 1 against.</p>	

19/544	<p><b>To AGREE a response to the consultation on the Proposal to form a Federation of St Mary's and St John's schools:</b></p> <p>Cllr. J. Bull spoke briefly about the background to the proposed Federation. Response: SMPC supports the proposed Federation of St Mary's and St John's schools. This was proposed by Cllr. M. Dennett, seconded by Cllr. A. Richardson, and <b>AGREED</b> unanimously.</p>	Clerk				
19/545	<p><b>To AGREE a response to the application for variation in licencing at the Horse and Groom:</b></p> <p>Response: SMPC note that planning permission has not yet been granted. If planning permission is granted then SMPC have no objection to the proposed changes in the licensing area. This was proposed by Cllr. C. Lewis, seconded by Cllr. M. Dennett, and <b>AGREED</b> unanimously.</p>					
19/546	<p><b>To receive a report on the changes in the SMPC Cemetery Regulations and Guidelines:</b></p> <p>Cllr. J. Bull presented the 3 changes. The report was received and noted.</p>					
19/547	<p><b>To receive a report from West Berkshire District Conference:</b></p> <p>Cllr. N Carter presented aspects of the conference. The presentation slides and information sheets from the conference have been distributed. The report was received and noted.</p>					
19/548	<p><b>To receive District Councillors' Reports:</b></p> <p>Cllr. G. Bridgman's report was received and noted.</p>					
19/549	<p><b>To note the meetings that have taken place of the following committees and to receive the draft minutes:</b></p> <p><b>Fairground and Cemetery 21<sup>st</sup> March 2019</b> <b>Planning 28th March 2019</b></p> <p>The minutes were received and noted.</p>					
19/550	<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. In addition, the following was noted:</p> <ul style="list-style-type: none"> <li>Aspects of the planning application for the Horse and Groom: the inclusion of the Fairground Car Park; a big sign at the entrance to the car park and A4 boards on the pavement outside the pub, to which SMPC objected, have all now been removed.</li> </ul>					
19/551	<p><b>To RESOLVE to approve the monthly Direct Debit for the new Parish Council mobile phones contract:</b></p> <p>The Clerk presented the options for both a new office mobile phone contract and the Village Custodian's phone. The preferred option is a sharer package which is paid for via Direct Debit. Proposed by Cllr. M. Dennett, seconded by Cllr. D. Kilshaw, it was unanimously <b>RESOLVED</b> to sign the monthly Direct Debit for the Parish Council mobile phones contract.</p>					
19/552	<p><b>To receive and note a summary of payments made with authorisation of Chairman or Vice-Chairman:</b></p> <table> <tr> <td>1. HMRC – Month 12 (March) 2018/2019 PAYE/NIC.</td> <td>£864.40</td> </tr> <tr> <td>2. Salaries &amp; Wages – Mth. 12 (March) – 2018/2019 Note: this figure includes a Direct Debit for the pension element</td> <td>£3,278.85</td> </tr> </table> <p>The payments were received and noted.</p>	1. HMRC – Month 12 (March) 2018/2019 PAYE/NIC.	£864.40	2. Salaries & Wages – Mth. 12 (March) – 2018/2019 Note: this figure includes a Direct Debit for the pension element	£3,278.85	
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19/553	<p><b>Finance - To resolve to agree accounts for payment:</b></p>					

	<ol style="list-style-type: none"> <li>1. SSE – Electricity charges at 4 March: Plot 2 – Fairground – inc. VAT 5% [DD] £63.44</li> <li>2. SSE – Electricity charges at 4 March: Plot 1 – Fairground – inc. VAT 5% [DD] £23.95</li> <li>3. WBC – Annual Re-charge for Grounds Maintenance Services 2018-19 – inc. VAT £463.30</li> <li>4. WBC – Quarterly Rent for Mortimer Library £812.50</li> <li>5. LTA Berkshire – LTA Venue Registration 2018/2019 £200.00</li> <li>6. British Telecom – Statement for quarter Sept-Dec on landline, mobile and broadband - inc. VAT [DD] £372.27</li> <li>7. Pro Vision – Professional Ecology Survey &amp; Report – inc. VAT £1,044.91</li> <li>8. C&amp;D Facilities – Ground Maintenance (Fairground &amp; Cemetery) March 2019 – inc. VAT £774.00</li> <li>9. Dad's Shop – Cable ties and refuse bags – inc. VAT £15.58</li> <li>10. L. Hannawin – mileage to Greenham Common for Clerk's Forum £10.80</li> <li>11. L. Hannawin – top up for Custodian's mobile £20.00</li> <li>12. Unity Trust Bank – charges for processing cheques (Jan-March 2019) [DD] £1.40</li> <li>13. Mortimer (St. John's) Hall Management – hire fee for 29th April 2019 £44.00</li> <li>14. CIA Fire &amp; Security – Installation of LTA Access Control System on Tennis Courts – inc. VAT £4,126.68</li> <li>15. SJ Stephens Associates – annotated Tree Constraints Plan for Mortimer Station car park plan – inc. VAT £414.00</li> <li>16. SUEZ – Fairground refuse collection March 2019 – inc. VAT [DD] £130.19</li> <li>17. Institute of Cemetery &amp; Crematorium Management - Annual Membership 2019-2020 £95.00</li> <li>18. AES – Ball court repairs (MUGA) – inc. VAT £1320.00</li> </ol> <p>Proposed by Cllr. M. Dennett, seconded by Cllr. J. Bull, the accounts were received and <b>AGREED</b> for payment unanimously.</p>	
19/554	<p><b>To receive the Clerk's report (for information only):</b></p> <p>The Clerk gave an update on the following:</p> <ol style="list-style-type: none"> <li>1 <b>“Crazy Nellie”</b> <ul style="list-style-type: none"> <li>• “Crazy Nellie” has been installed.</li> </ul> </li> <li>2 <b>Tennis Court Electronic Entry System</b> <ul style="list-style-type: none"> <li>• The gate has been installed.</li> <li>• Work will now commence on the website and Club Spark system and until this is in place, booking remains via Budgens with a key for entry.</li> </ul> </li> <li>3 <b>Update from PCSO Steve Innes</b></li> </ol>	

	<ul style="list-style-type: none"> <li>• The police attended an incident at the Horse and Groom on the 23<sup>rd</sup> March. Follow-up actions will be taken by his colleagues as appropriate.</li> <li>• Under Section 59, warnings have been issued to two motor bike owners for riding their bikes illegally in the woods. Further behaviour of this nature, occurring within a year, could result in the bikes being seized.</li> </ul> <p><b>4 Footpath Registration</b></p> <ul style="list-style-type: none"> <li>• An “Application for Modification Order” and associated user evidence forms for the three footpaths have been submitted to West Berkshire Council (WBC).</li> <li>• Further to feedback being received, form B and C will be completed next as part of the registration process.</li> </ul> <p><b>5 WBC Mortimer Library Statistics for 2018/19</b></p> <ul style="list-style-type: none"> <li>• “Visitor Count” is up by 10.15% compared with the previous year</li> <li>• “Total Issues” are up by 2.19% compared with 2017/18. This is also favourable compared with other libraries who, apart from Hungerford which is a community hub, had fewer total issues.</li> </ul> <p><b>6 Community Award</b></p> <ul style="list-style-type: none"> <li>• This has been awarded to Monica Clark for services to the village over a long period of time and for the Volunteer Bureau in particular.</li> <li>• The plate is currently being designed and made by Andrew Hazelden and will be presented to Monica at the Annual Parish Meeting on the 29<sup>th</sup> April.</li> </ul> <p><b>7 Noticeboards</b></p> <ul style="list-style-type: none"> <li>• The installation has been postponed as there is an issue with the clips</li> </ul> <p>The report was received.</p>	
19/555	<p><b>To AGREE the date of the next Full Council meeting:</b></p> <p>Cllr. M. Dennett summarised the issues of the timings of the elections and the bank holiday with regards to organising and holding May’s Full Council meeting on the usual second Thursday of the month, proposing it should be moved to Thursday 16th May. This would be communicated to all prospective councillors.</p> <p>Proposed by Cllr. D. Kilshaw, seconded by Cllr. S. Hill, it was <b>AGREED</b> to hold May’s Full Council meeting on Thursday 16th, by 6 votes in favour, 1 against and 3 abstentions.</p>	Clerk
19/556	<p><b>To receive Correspondence (for information only):</b></p> <ol style="list-style-type: none"> <li>1. Email from West Berkshire Council (WBC): Notification of West Berkshire District Council (Prohibition and restriction of waiting and loading, parking places and residents’ parking) (consolidation) Order 2009 (Amendment No 28) Order 2019.</li> <li>2. Email from WBC: Consultation on Proposed Traffic Regulation Order 2009 (Amendment No 29) Order 2019.</li> </ol>	

	<p>3. Email from WBC – District Conference: Copy of presentations, Questions and Answers and Community Infrastructure Information (CIL).</p> <p>4. Email from Sgt. Dan. Lond - Meeting on Wednesday 17th April 2019 at 7.30pm in Burghfield Hall regarding current Crime and ASB in the Burghfield &amp; Mortimer areas.</p> <p>The correspondence was received and noted.</p> <p>Additional Correspondence received:</p> <ul style="list-style-type: none"> <li>• Email from WBC – District Planning Committee meeting is being held on Wednesday 17<sup>th</sup> April at 6.30pm.</li> <li>• Email from WBC – Unauthorised Encampments Workshop on Wednesday 1<sup>st</sup> May.</li> <li>• Email from WBC – letter seeking nominations of parish councillors for the WBC Governance and Ethics Committee and the Advisory Panel.</li> </ul>	
<b>19/557</b>	<p><b>Items for Communicating and newsletter</b></p> <ul style="list-style-type: none"> <li>• Proposal regarding projects</li> <li>• Amended cemetery regulations</li> <li>• Awarded grants</li> <li>• Annual Parish Meeting</li> <li>• Decision regarding Library</li> <li>• Electronic gate</li> </ul>	
<b>19/558</b>	<p><b>To receive Minor Matters (for information only):</b></p> <ul style="list-style-type: none"> <li>• Cllr. M. Dennett acknowledged that this was the last meeting for Cllrs. Pat Wingfield and Phil Challis and thanked them for their service and extensive contributions and proposed writing a formal vote of thanks. Cllr. M. Dennett also thanked the other councillors for their service over the past 4 years.</li> <li>• Cllr. P. Challis enquired about the pillbox and stressed its importance and the need to maintain it. No response to date has been received from the email that was sent.</li> <li>• Cllr. D. Ives reported that the support for manning SID both this time and last time had been disappointing. When SMPC purchases the integrated ANPR/SID, it must be deployed to justify the cost, but deployment may be easier if it is more accessible. There is a WBC meeting on SID on the 16<sup>th</sup> May, but this now clashes with Full Council.</li> <li>• Cllr. D. Kilshaw reported that prospective councillors can use the MVP Facebook page to promote their nominations.</li> <li>• Cllr. S. Hill reported that 2 bug houses on the Fairground have been removed.</li> </ul>	
<b>19/559</b>	<p><b>To receive any future Agenda Items:</b></p> <ul style="list-style-type: none"> <li>• Dipping platform for the pond.</li> </ul>	
<b>#</b>	At 9.30pm Cllr. M. Dennett proposed extending the meeting. This was seconded by Cllr. J. Bull and <b>AGREED</b> unanimously.	
<b>19/560</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 items 502 and 503, due to the confidential nature of the information being discussed.</b></p> <p>This motion was <b>AGREED</b> unanimously.</p>	
<b>PART II</b>		
<b>19/561</b>	<b>To receive an update from the Garth Hall Working Party:</b>	

	<p>From February's Full Council meeting, it had been agreed for the Garth Hall Working Party (GHWP) to draft an initial proposal, including any relevant information, for submission to the Royal British Legion (RBL), prior to a meeting being organised. However, due to the various scenarios and options, the GHWP have been unable to draft an initial proposal and instead recommend a meeting with the RBL. The aim of a meeting would be to establish the current situation, without committing SMPC to any particular option, with a view to forming a plan to move everything forward.</p> <p>Following the elections, members of the GHWP would need to be confirmed at the May meeting.</p> <p>It was <b>AGREED</b> that the GHWP should meet with RBL as per the recommendation.</p>	
19/562	<p><b>To receive a report on Fairground rent review and AGREE subsequent actions.</b></p> <p>Cllr. M. Dennett summarised the background history of the lease and rent review, giving details of rent and interest owed and current rental rate.</p> <p>Proposed by Cllr. M. Dennett, seconded by Cllr. J. Bull, it was unanimously <b>AGREED</b> to pay the back rent and interest as discussed and accept the new rental rate.</p>	

The meeting closed at 9.48pm

The next meeting will be on Thursday May 16<sup>th</sup> 2019.