



## Stratfield Mortimer Parish Council

### **Minutes of the Full Council Meeting held on 16<sup>th</sup> May 2019 @ 7.30 pm at Mortimer Methodist Church, West End Road, Mortimer.**

#### **Present:**

##### **Councillors:**

Cllr. M. Dennett (Chairman), Cllr. S. Beard, Cllr. G. Bridgman, Cllr. J. Bull, Cllr. N. Carter, Cllr. S. Hill, Cllr. D. Ives, Cllr. K. Johnson, Cllr. L. Jones, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. M. Locke, Cllr. D. Morsley, Cllr. J. Wells

##### **Clerk:**

Mrs. L. Hannawin

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

There was 1 member of the public, Dist. Cllr. Mayes and 1 member of the press present.

#### **Part I**

##### **19/01 Election of Chairman**

###### **To Elect Chairman for 2019/2020 – Chairman to sign Declaration of Office:**

Cllr. Dennett was nominated as Chairman by Cllr. Lock and seconded by Cllr. Kilshaw; Cllr. Kilshaw was nominated as Chairman by Cllr. J. Bull and seconded by Cllr. M. Dennett. Cllrs. Bridgman and Morsley requested a written ballot. Cllr. Dennett was duly elected Chairman for 2019/20 by 8 votes to 6 and signed the Declaration of Acceptance of Office witnessed by the Clerk

##### **19/02 Election of Vice-Chairman**

###### **To Elect Vice-Chairman for 2019/2020 – Vice-Chairman to sign Declaration of Office:**

Cllr. Kilshaw was nominated as Vice-Chairman by Cllr. Dennett and seconded by Cllr. Bridgman; Cllr. Carter was nominated as Vice-Chairman by Cllr. Jones Bull and seconded by Cllr. Hill. Cllr. Kilshaw was duly elected Vice-Chairman for 2019/20 by 8 votes to 6 and signed the Declaration of Acceptance of Office witnessed by the Clerk

### **19/03 Public Session**

Charlie Masters introduced himself as the Villages Reporter for the Newbury Weekly News (NWN) and will be reporting issues pertinent to small villages. Cllr. Bridgman thanked the NWN for this appointment

### **19/04 To receive any apologies for absence**

Following the election, Mrs. J. O'Neill has written to confirm that she is unable to take her seat and gave her apologies to the Council. The Clerk has asked West Berkshire Council (WBC) to confirm that this Casual Vacancy should be filled following the standard procedure.

### **19/05 To receive any declarations of interest**

Cllrs. Bull, Dennett and Hill declared an interest in 19/25.

### **19/06 Minutes of Last Meeting**

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

Proposed by Cllr. Dennett and seconded by Cllr. D. Kilshaw, with 7 abstentions, the minutes were APPROVED for signature as a true and correct record of the meeting.

### **19/07 Committee Members**

**To Appoint Committee Members for 2019/2020:**

Councillors were appointed to the Committees as follows:

- a. **Planning** – Cllrs. Beard, Hill, Ives, Johnson, Jones, Lewis, Morsley, Wells.
- b. **Roads, Footpaths & Commons** - Cllrs. Beard, Bridgman, Bull, Carter, Hill, Ives, Johnson, Jones, Lewis, Wells
- c. **Fairground and Cemetery** – Cllrs. Beard, Bull, Hill, Johnson, Jones, Lock, Morsley.

### **19/08 Committee Chairmen**

**To Elect Committee Chairmen for 2019/2020:**

The Members of each Committee retired to elect a Committee Chairman and the Council confirmed the appointment of the Chairman as follows:

- a. **Planning** – Proposed by Cllr. Dennett, seconded by Cllr. Kilshaw, Cllr. Morsley was elected as Chairman unanimously.
- b. **Roads, Footpaths & Commons** - Proposed by Cllr. Dennett, seconded by Cllr. Bridgman, Cllr. Lewis was elected as Chairman unanimously.
- c. **Fairground and Cemetery** - Proposed by Cllr. Dennett, seconded by Cllr. Kilshaw, Cllr. Bull was elected as Chairman unanimously.

### **19/09 Finance and General Purpose Committee Members**

**To Appoint Committee Members for 2019/2020 for Finance and General Purposes:**

The following Councillors were appointed to the Finance and General Purposes Committee: Cllrs. Dennett, Kilshaw, Bull, Lewis, Morsley, Bridgman and Carter

## **19/10 Working Parties**

### **To agree titles of working parties and appoint Members for 2019/2020:**

The following appointments were made:

- a. **Communications Working Party** – Cllrs. Bridgman, Carter, Johnson, Kilshaw, Morsley
- b. **Garth Hall Working Party** – Cllrs. Bull, Carter, Dennett, Johnson, Lewis, Lock, Wells.  
Mr. N. Kiley was co-opted as a member.
- c. **Library Working Party** – Cllrs. Carter, Jones, Lewis, Lock. Mr. P Wingfield and Mrs. M. McClure were co-opted as members.
- d. **Strategy Working Party (formerly Planning Group)** – Cllrs. Bridgman, Bull, Carter, Dennett, Hill, Lock, Morsley

## **19/11 Council Representatives**

### **To Appoint Parish Council Representatives:**

The following appointments were made:

#### **Annual Appointments:**

- a. **Willink Leisure Centre Joint Advisory Committee** – Mr. N. Kiley.
- b. **Relief in Need Charity** – Cllr. Jones.
- c. **Burghfield & Mortimer Neighbourhood Action Group (BMNAG)** -Cllrs. Carter and Kilshaw.

#### **Continuing fixed term of office:**

The following appointments were made/confirmed:

- a. **Clarke's Educational Foundation** - Cllr. Carter.
- b. **Stratfield Mortimer Fairground Trust** - Mr. N. Kiley until October 2022.
- c. **Stratfield Mortimer Fairground Trust** - Mrs. T. Reade until October 2021.
- d. **Wokefield Common Advisory Committee** - Cllr. Lock.

## **19/12 Outside Committees**

### **Parish Councillor volunteers to sit on the following outside committees:**

Councillors volunteered as follows:

- a. **St John's Hall Management Committee** – Cllr. Bull.
- b. **Burghfield & Mortimer Volunteer Bureau** – Cllr. Jones.
- c. **AWE Local Liaison Committee** – Cllr. Lock.
- d. **Plastic Free Mortimer** - Cllr. Carter

## **19/13 Standing Orders**

### **To receive and RESOLVE to adopt the Standing Orders and Financial Regulations:**

Proposed by Cllr. Dennett, seconded by Cllr. Kilshaw, it was RESOLVED unanimously to adopt the Standing Orders and Financial Regulations.

## **19/14 Insurance**

### **To RESOLVE to approve renewal of SMPC Annual Insurance from 1st June:**

The Clerk presented details of the insurance policy and confirmed that volunteers under the instruction of the Council are covered by the policy.

Proposed by Cllr. Dennett, seconded by Cllr. Morsley, it was **RESOLVED** unanimously to approve the renewal of SMPC Annual Insurance from 1st June.

**ACTION: Clerk**

### **19/15 Powers of Competence**

**To confirm future arrangements for the Council to exercise the General Power of Competence:**

SMPC don't currently meet the criteria for having the General Power of Competence but will pass the required resolution when appropriate.

### **19/16 Review Timetable**

**To AGREE the timetable for reviewing arrangements with other local authorities and SMPC policies and documents:**

A report on the proposed timetable was reviewed.

Proposed by Cllr. Dennett, seconded by Cllr. Kilshaw, the timetable for reviewing arrangements with other local authorities and SMPC policies and documents was **AGREED** unanimously.

### **19/17 Councillor Training**

**To AGREE to provide training session on 'Councillor Fundamentals' for new and re-elected Councillors:**

Cllr. Dennett confirmed the details of the training.

Proposed by Cllr. Dennett, seconded by Cllr. Kilshaw, it was unanimously **AGREED** to provide a training session on "Councillor Fundamentals"

**ACTION: Clerk**

### **19/18 District Councillors' Reports**

**To receive district Councillors' Reports**

Dist. Cllrs. Bridgman's and Mayes' reports were received and noted. Apologies were received from Dist. Cllr. R. Longton.

### **19/19 Committee Meetings**

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

- **Planning Committee 25th April 2019**
- **Annual Parish Meeting 29th April 2019**

Cllr. Bridgman confirmed that the Tree Preservation Order under 18/174 was only proposed at the time of the meeting on the 25th April. It is currently unknown as to whether this has now been formalised.

The minutes were received and noted.

### **19/20 Planning Decision**

**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:

**19/00708/HOUSE 25 Bilberry Gardens, Mortimer, Reading, RG7 3WU**

Approved: 14th May 2019

SMPC Comments:

The study has the potential to be continued to be used as a bedroom.

As per SMPC NDP Policy GD2: Access & Parking, an increase to 4 bedrooms requires the minimum of 3 parking spaces. Car parking space is not indicated on the plans and there is, therefore, no evidence of the required 3 parking spaces.

Cllr. Dennett confirmed that although SMPC had objected to the above planning on lack of parking spaces belonging to the property, it had been deemed by WBC that there was adequate street parking.

**19/21 Income and Expenditure Report and Balance Sheet to March 31<sup>st</sup> 2019**

**To receive and APPROVE the Income and Expenditure Report and Balance sheet for the two months to 31<sup>st</sup> March 2019:**

The RFO presented the reports and the following was noted:

- The figures include the accrual for the year end for work that was undertaken in March but not invoiced until April.
- The General Reserve figure at year end is within the range agreed previously by the Council and with the acceptable range of between 6 and 12 months.

Proposed by Cllr. Dennett, seconded by Cllr. Kilshaw, the Income and Expenditure Report and Balance Sheet to 31st March 2019 was **APPROVED** unanimously.

**19/22 Community Infrastructure Levy**

**To receive an update on Community Infrastructure Levy (CIL) and AGREE the requested repayment of £39,811.05:**

Cllr. Dennett reported that WBC had overpaid CIL due to SMPC by £39,811.05. Unless a Neighbourhood Development Plan (NDP) is in place, CIL is paid at a rate of 15%. Once an NDP has been ratified, CIL is paid at a rate of 25% on planning applications that are granted subsequently. WBC incorrectly paid CIL at the higher rate on two applications that had been granted permission prior to the Mortimer NDP having been ratified. Cllr. Dennett and the Clerk have checked the CIL terms, figures and relevant dates.

Proposed by Cllr. Bridgman, seconded by Cllr. Dennett, it was **AGREED** to repay the sum of £39,811.05, by 9 in favour, 2 against and 3 abstentions.

**ACTION: Clerk**

## 19/23 Signatories

To **RESOLVE** that the signatories for the Unity Trust Bank Account shall be the Members of Finance and General Purposes Committee:

Proposed by Cllr. Dennett, seconded by Cllr. Kilshaw, it was unanimously **RESOLVED** that the signatories for the Unity Trust Bank Account shall be the Members of Finance and General Purposes Committee.

**ACTION:** Clerk

## 19/24 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 1(April) 2019/2020 PAYE/NIC.	£854.13
2.	Salaries & Wages – Month 1 (April) 2019/2020. Note: this figure includes a Direct Debit for the pension element	£3,670.09
3.	Andrew Hazelden – Community Award Plate 2019	£280.00

The payments were received and noted.

## 19/25 Accounts for Payment

To resolve to agree accounts for payment:

Item	Payee Details	Amount
1.	JR Bull Construction – transport and installation of Crazy Nellie in playarea	£530.00
2.	L. Hannawin – supply & delivery of 0.5Ltr Vacuum Jug (for library) – inc. VAT	£26.38
3.	L. Hannawin – Pack 1000x sugar sachets (for library)	£6.91
4.	L. Hannawin – 50x Tagged tea bags (for library)	£5.59
5.	L. Hannawin – HP Cyan/Yellow/Magenta Toner Cartridges – inc. VAT	£212.79
6.	L. Hannawin – Economy pack ballpoint pens – inc. VAT	£8.49
7.	L. Hannawin – 5x Reams copy paper – inc. VAT	£20.99
8.	L. Hannawin – 8x white mugs (for library)	£8.00
9.	L. Hannawin – 200g Instant Coffee (for library)	£5.00
10.	L. Hannawin – Renewal of Extended Dropbox licence for Clerk & Admin. Assistant	£158.00
11.	M. Dennett – Unleaded Fuel for Custodian	£6.94
12.	B O'Reilly – Post Office Guarantee of Delivery Service to WBC	£8.70
13.	B O'Reilly – Cert. of posting and 24x 2nd class stamps	£16.90
14.	B O'Reilly – refreshment supplies for Annual Parish meeting	£14.30

15.	B O'Reilly – large A3 extended envelope (for despatch of footpath evidence forms)	£1.10
16.	Hampshire Association of Local Councils – 16 copies of Good Councillor Guides & copy of Guide to Finance & Transparency	£110.00
17.	AES – Repair loose yellow seesaw and rocking horse seat – inc. VAT	£102.00
18.	S. Hill – catering supplies at Annual Parish meeting	£2.55
19.	Dads Shop – Refuse ties, stroke oil and trimmer line – inc. VAT	£15.94
20.	C&D Grounds Maintenance – April grass cuts on Fairground & Cemetery – inc. VAT	£774.00
21.	L.Hannawin – Phone top up for Custodian	£20.00
22.	SUEZ Recycling – Fairground refuse collection April 2019 – inc. VAT [DD]	£130.61
23.	Berkshire Association of Local Councils – Annual Berkshire (BALC) & National (NALC) subscription 2019-2020	£891.34
24.	Society of Local Council Clerks (SLCC) – Annual Full Membership to for year to 31 May 2020	£220.00
25.	Vision ICT – 5 new hosted email accounts: May 2019-April 2020 – inc. VAT	£108.00

Proposed by Cllr. Kilshaw, seconded by Cllr. Bridgman, the accounts were received and AGREED for payment with 3 abstentions..

## 19/26 Clerk's Report

### To receive the Clerk's report:

#### Internal Audit and Year End

- This was undertaken on the 2nd May.
- The report has been received and there are 2 minor issues to address.
- The Accounts Year End is underway and the Annual Governance and Accountability Return (AGAR) process will be undertaken in the next few weeks.

#### Noticeboards

- The installation took place on Thursday 16th May.

#### Tennis Court Electronic Entry System

- The newly installed gate is loose in its frame.
- CIA Security have been informed and will be returning to assess the cause of the problem prior to undertaking any remedial work.

#### Unauthorised Encampment workshop

- Hosted by West Berkshire Council (WBC) and Thames Valley Police the workshop looked at the powers and role of the district council and police in managing illegal encampments.

- At the request of the many clerks and councillors attending, WBC have agreed to work with interested parish clerks to produce a parish council guidance on procedures and powers.
- If required, WBC will also visit parishes and assess and advise on the management of vulnerable land.

The report was received.

## **19/27 Correspondence**

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

- Email from Volunteer Bureau: Thanking SMPC for the donation
- Email from West Berkshire Council (WBC): Notification of the CIL payment for 1/10/18 – 31/03/19 for 22 St John's Road and rear of 4 Victoria Road - £5709.44
- Email from WBC: Notification of the designation of a new Neighbourhood Plan Area - Hermitage Parish
- Email from Anthony Stansfeld: Further to the Annual Parish Meeting, Mr Stansfeld has raised concerns about the anti-social behaviour in Mortimer with the Deputy Chief Constable and the Area Commander and has requested that action is taken to combat the issue.
- Email from Monica Clark: Thanking SMPC for the lovely plate that was awarded to her as the recipient of the Community Award.
- Email from West Berkshire Heritage Forum: Invitation for parish representatives to attend the AGM which will be taking place on Friday 31st May at the Old Bluecoat School in Thatcham, from 7.15pm.
- Email from Helen Burt, Clerk to the Governors: Confirmation that the Governing Boards of St John's and St Mary's schools have agreed to proceed with the federation of the schools. This will be called The Mortimer Federation of St John's and St Mary's.
- Email from the Pageant Master VE Day 75: Information and an invitation to participate in the planned commemorations of the 75th Anniversary of the end of WW II in Europe.

The correspondence was received and noted.

## **19/28 Communications**

### **To identify items for communicating and AGREE the timetable for the next newsletter::**

Cllr. Kilshaw proposed that the next newsletter should consist of information about the new councillors, the committee structure and remit, committee members and plans of the committees for the forthcoming year. Cllrs. Beard, Lock and Wells will provide a short personal statement to be included in the newsletter. It was agreed that photographs of councillors should also be included. Cllr Kilshaw will confirm the timetable for the copy deadline, printing and delivery.

**ACTION: SB, ML, JW, DK**



## **19/29 Missing Declaration of Office**

**To AGREE that any missing Declaration of Office may be signed and delivered before Full Council on June 13th 2019:**

Not required.

## **19/30 Minor Matters**

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

Cllr. Ives:

- WBC have appointed Graham Markham as Speeding Technician for SID.

Cllr. Morsley:

- The 3 village defibrillators provided by Mortimer Village Partnership and Tadley Responders, are currently offline as their pads have expired. Cllr Dennett and the Clerk agreed to order a new set of pads for each unit in order that they can be brought back into use. The ongoing management and upkeep of the units will be discussed as a future agenda item.
- Gave apologies for the July Full Council meeting.

Cllr. Kilshaw:

- Further to the Annual Parish Meeting, there has been an increase in police presence in the village including 7 meet and greet sessions. The police, however, do not think there is a serious crime issue in the vicinity. NAG is continuing to push for further action from the police.
- The dates for SMPC Full Council meetings clash with Burghfield Parish Council's causing issues for the District Councillors and Cllr. Bridgman in his dual role. It was agreed review the meeting dates with Burghfield Parish Council.

Cllr. Carter:

- Plastic Free Mortimer have approached the local takeaways seeking support for a campaign to encourage customers to supply their own containers and bags.
- The report on electric vehicle charging will be brought back to July Full Council. Members are requested to let Cllr. Carter know of reasons why electric vehicle charging points should be provided.

Cllr. Dennett:

- Further to the elections, Cllr. Dennett proposed a vote of thanks for those councillors who were not re-elected and welcomed the new councillors.

Cllr. Hill:

- Risks Assessments for the Council/Parish would shortly be being undertaken with the Clerk.

## **19/31 Future Agenda Items**

**To receive any future Agenda Items:**

- Electric Car Charging
- VE Day 75

- Management and upkeep of the defibrillators
- Meeting dates for Full Council in association with Burghfield Council.

**ACTION: Clerk**

## **Close**

The meeting closed at 9.03 pm

The next meeting will be on Thursday June 13th