



## Stratfield Mortimer Parish Council

### Minutes of the Full Council Meeting

held on 13<sup>th</sup> June 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. D. Ives, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. M. Locke, Cllr. J. Wells

Clerk: Mrs. L. Hannawin

Public/Press: There were 3 members of the public present and no members of the press.

19/32	<p><b>Public Session:</b></p> <p>The following issues were drawn to the Council's attention:</p> <ul style="list-style-type: none"> <li>The new Cemetery noticeboard has not been locked properly.</li> <li>An outdated version of the Cemetery Regulations and Guidelines are currently on display in the Cemetery.</li> </ul> <p>Both issues will be addressed.</p>	Clerk
19/33	<p><b>To receive any apologies for absence:</b></p> <p>Apologies were received from Cllr. N. Carter, Cllr. S. Hill, Cllr. K. Johnson, Cllr. L. Jones and Cllr. D. Morsley</p>	
19/34	<p><b>To receive any declarations of interest and dispensations:</b></p> <p>Cllr. Bull declared an interest in 19/52.</p>	
19/35	<p><b>To resolve to APPROVE the Minutes of the Parish Council Meeting of 16th May 2019:</b></p> <p>Two amendments were reported as follows:</p> <ul style="list-style-type: none"> <li>19/08: "Councillors were elected to Chair Committees as follows:" was changed to "The Members of each Committee retired to elect a Committee Chairman and the Council confirmed the appointment of the Chairman as follows:"</li> <li>19/28: "bio" was changed to "personal statement"</li> </ul> <p>The minutes were <b>APPROVED</b> for signature as a true and correct record of the meeting.</p>	
19/36	<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> <p>It was <b>AGREED</b> to remove the action for the Alfred Palmer Memorial Field from the list until the Trustees are ready to move forward.</p>	
19/37	<p><b>To receive an update on the revised year end accounts:</b></p> <p>On the advice of the Internal Auditor, the accounts to the 31<sup>st</sup> March 2019 have been amended to reflect the £39,811.05 overpayment of Community Infrastructure Levy (CIL), that was made in error to Stratfield Mortimer Parish Council (SMPC) by West Berkshire Council (WBC). The income for the year and Earmarked Reserve for CIL, have been reduced accordingly and WBC shows as a creditor at the year end. The repayment was made in May.</p>	

19/38	<p><b>To receive and consider the Internal Audit Report for the year ended 31 March 2019 reviewed by F&amp;GP Committee 4th June 2019:</b></p> <p>The auditor's report was received and considered. It was noted that the report enables SMPC to approve the Annual Return in the knowledge that the internal audit for the year is complete.</p>	
19/39	<p><b>To receive and approve 2018 - 2019 Annual Governance and Accountability Return Section 1 – Annual Governance Statement reviewed by F&amp;GP Committee 4<sup>th</sup> June 2019:</b></p> <p>Each part of the Section 1 - Annual Governance Statement, was reviewed and compliance confirmed.</p> <p>The Annual Governance Statement was <b>APPROVED</b> for signing.</p>	
19/40	<p><b>To receive and approve 2018 - 2019 Annual Governance and Accountability Return Section 2 – Accounting Statements and supporting documents reviewed by F&amp;GP Committee 4th June 2019:</b></p> <p>The RFO presented the figures for Section 2 – Accounting Statements. It was noted that the need to restate the 2018/19 Box 4 figure by £1 was due to rounding errors. It was agreed the form should be amended to record "RESTATED by £1.00"</p> <p>The Accounting Statements were <b>APPROVED</b> for signing.</p>	
19/41	<p><b>To APPROVE the use and training of volunteers in the management of SID:</b></p> <p>Cllr. Ives presented a report. It was noted:</p> <ul style="list-style-type: none"> <li>• Having non-parish councillor volunteers to assist with SID would help with both the overall management of SID and the number of SID deployments that could be undertaken.</li> <li>• There are 4 prospective interested parties to date.</li> </ul> <p>Proposed by Cllr. Ives, seconded by Cllr. Kilshaw, the use and training of non-parish councillor volunteers in the management of SID was <b>APPROVED</b> unanimously.</p>	DI Clerk
19/42	<p><b>To consider installing a dipping platform on the Fairground and AGREE actions to be taken:</b></p> <p>Following the receipt of the report confirming the presence of Great Crested Newts in the ponds, Cllr. Bull confirmed the installation of a dipping platform on the Fairground would be placed on hold whilst further advice is sought.</p>	
19/43	<p><b>To consider installing a platform and step on the Fairground stile, to assist with the 400mm drop and AGREE actions to be taken:</b></p> <p>It was unanimously <b>AGREED</b> to seek quotations for the installation of a platform and step on the Fairground stile.</p>	JB Clerk
19/44	<p><b>To APPROVE the replacement of 4 Fairground litter bins:</b></p> <p>Proposed by Cllr. Dennett, seconded by Cllr. Kilshaw, the replacement of four litter bins on the Fairground was <b>APPROVED</b> unanimously.</p>	JB Clerk
19/45	<p><b>To receive and note the Bank Reconciliation report for the period 1st January - 31st March 2019 and note the future management of this task as considered by F&amp;GP Committee 4th June 2019:</b></p> <p>Cllr. J. Bull confirmed that all the available reconciliation sheets to the end of March 2019 had been checked, and everything was in order. It was noted that Cllr. Lewis would be undertaking this task moving forward.</p>	
19/46	<p><b>To APPROVE the process of newsletter delivery as considered by F&amp;GP Committee 4th June 2019:</b></p> <p>Further to the F&amp;G meeting on the 4<sup>th</sup> June 2019, it is proposed that:</p>	

	<ul style="list-style-type: none"> <li>The Scouts will continue with the newsletter delivery, unless the timing of the delivery corresponds with that of the MVP newsletter and then delivery will be combined.</li> <li>Cllr. Morsley will provide updated delivery details.</li> </ul> <p>In addition, Cllr. Lock offered to continue to deliver SMPC newsletters to the residents of Windmill Court.</p> <p>Proposed by Cllr. Kilshaw, seconded by Cllr. Bull, the process for newsletter delivery, as described, was <b>APPROVED</b> unanimously.</p>	
19/47	<p><b>To APPROVE the future management of the village defibrillators as considered by F&amp;GP Committee 4th June 2019:</b></p> <p>Further to the recent issues with the maintenance of the defibrillators, it is proposed that:</p> <ul style="list-style-type: none"> <li>The Clerk becomes the main point of contact for the management of the defibrillators.</li> <li>Community Responder, Mr. T Maynard, undertakes the weekly/monthly checks.</li> <li>SMPC cover the costs which will be in the region of £50 per annum and £450.00 every 7 years.</li> </ul> <p>Proposed by Cllr. Dennett, seconded by Cllr. Bull, the future management of the village defibrillators, as described, was <b>APPROVED</b> unanimously.</p>	
19/48	<p><b>To receive District Councillors' Reports:</b></p> <p>Dist. Cllrs. Bridgman's, Longton's and Mayes' reports were received and noted.</p> <p>Cllr. Bull thanked Cllr. Bridgman for his support with promoting hedge maintenance and the clearance of vegetation along the village paths.</p>	
19/49	<p><b>To note the meetings that have taken place of the following committees and to receive the draft minutes:</b></p> <p><b>Planning Committee 23<sup>rd</sup> May 2019</b></p> <p><b>Roads, Footpaths and Commons 28<sup>th</sup> May 2019</b></p> <p><b>Finance and General Purposes 4<sup>th</sup> June 2019</b></p> <p>The minutes were received and noted.</p>	
19/50	<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>In addition, the following were noted:</p> <p><b>19/00213/FUL      Horse &amp; Groom, The Street,      Approved      07/06/19</b>  <b>Mortimer Common, Reading</b>  AMENDMENT: Single storey side and rear extension to public house and restaurant area  SMPC had no objections to pergola.</p>	

	<p><b>19/00981/OUTMAJ Land South of Tower Gardens, Approved 11/06/19 The Street, Mortimer Common, Reading, Berkshire</b></p> <p>Section 73: Variation of condition 6-approved plans of approved application 17/03004/OUTMAJ</p> <p><u>SMPC Comments:</u></p> <p>The Parish Council have no objections in principal to the variation of condition 6 on the approved plans of approved application 17/03004/OUTMAJ but did support the concern of residents on The Avenue in respect of the proximity of Plot 21 (formerly Plot 22 on original approved application) to the rear boundary. The position and size of the dwelling within the space on this plot has been amended and the house is now larger and closer to the rear boundary which will affect neighbouring properties on the eastern boundary of the development. For Plot 21 (formally Plot 22 on 2095 P 02 Site Layout rev G) the proposed variation reverses some improvement that had been made between the original application and the layout version approved.</p> <p>The Parish Council referred to its comments raised on the issue of the proposed landscaping on the original application (17/03004/OUTMAJ) on 18 December 2018:</p> <p>“The proposed landscaping strategy does not meet NDP policies GD1 and SDB4.</p> <p>There is a gap in the landscaping which “should shield existing dwellings from the site but still allow open vistas”. This gap is on the western side of the public footpath which is on the eastern boundary of the site, particularly where houses 21 to 22 are situated. It is felt that the only way the policy can be achieved is by moving the houses further from the boundary of the site to allow for adequate landscaping.”</p> <ul style="list-style-type: none"> <li>• 19/00696/CERTP – SMPC had no objections and WBC have approved the application, but there are outstanding issues regarding an archaeological survey linking back to a planning application from 2002.</li> <li>• 19/00986/ADV – this was refused by WBC, but it refers to an advertising board only.</li> <li>• 19/00981/OUTMAJ – Outline permission has been approved but concerns raised regarding Plot 21 have resulted in WBC moving the permitted development rights for this property. Any future developments for this plot will, therefore, require planning permission.</li> </ul>							
19/51	<p><b>To receive and note a summary of payments made with authorisation of Chairman or Vice-Chairman:</b></p> <table border="0"> <tr> <td>1. HMRC – Month 2 (May) 2019/2020 PAYE/NIC.</td> <td style="text-align: right;">£854.53</td> </tr> <tr> <td>2. Salaries &amp; Wages – Mth. 2 – 2019 (May) Note: this figure includes a Direct Debit for the pension element</td> <td style="text-align: right;">£3,652.92</td> </tr> <tr> <td>3. The Burghfield &amp; Mortimer Volunteer Bureau – reissue of cheque raised in April but dated incorrectly</td> <td style="text-align: right;">£500.00</td> </tr> </table> <p>The payments were received and noted. The payment for the Burghfield and Mortimer Volunteer Bureau is a reissue, as the previous cheque had been dated incorrectly.</p>	1. HMRC – Month 2 (May) 2019/2020 PAYE/NIC.	£854.53	2. Salaries & Wages – Mth. 2 – 2019 (May) Note: this figure includes a Direct Debit for the pension element	£3,652.92	3. The Burghfield & Mortimer Volunteer Bureau – reissue of cheque raised in April but dated incorrectly	£500.00	
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19/52	<p><b>Finance - To resolve to agree accounts for payment:</b></p> <table border="0"> <tr> <td>1. C&amp;D Grounds Maintenance – grass cutting of Grazing area - inc. VAT</td> <td style="text-align: right;">£324.00</td> </tr> </table>	1. C&D Grounds Maintenance – grass cutting of Grazing area - inc. VAT	£324.00					
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	<p>2. Earth Anchors – supply and installation of 8x village noticeboards and 1x cemetery noticeboard – inc. VAT £6,692.76</p> <p>3. Englefield Estate – quarterly rent for cemetery £62.50</p> <p>4. AES – installation of cell webb and infill with topsoil in Fairground playarea – inc. VAT £357.60</p> <p>5. AES – installation of sleeper steps into bank on Fairground playarea – inc. VAT £837.60</p> <p>6. Rialtas – Annual Alpha (Accounts) Software Maintenance Licence – inc. VAT £145.20</p> <p>7. C&amp;D Grounds Maintenance – May grass cuts on Fairground &amp; Cemetery – inc. VAT £774.00</p> <p>8. Dads Shop – Electrical cable reel and Refuse bags – inc. VAT £44.98</p> <p>9. J. Bull – expenses for supply of new notice in Fairground car park £13.50</p> <p>10. B. O’Reilly – 5x A4 File dividers £5.83</p> <p>11. L. Hannawin – postage charge incurred on underpaid package £1.50</p> <p>12. L. Hannawin – Multipurpose A4 Copy Paper £21.49</p> <p>13. L. Hannawin – additional Abus Plus keys cut £27.00</p> <p>14. L. Hannawin – HP Printer Toners (x2) £127.44</p> <p>15. L. Hannawin – 3x replacement electrode pads for village defibrillators £123.36</p> <p>16. SUEZ Recycling - Fairground refuse collection May 2019 inc. VAT [DD] £133.55</p> <p>17. ProVision – professional services for preparation of application on Mortimer station car park March-May 2019 – inc. VAT £545.76</p> <p>18. ProVision – co-ordination services on Mortimer station car park to end May – inc. VAT £165.00</p> <p>19. EE – monthly (June) plan for Parish &amp; Custodian’s mobile phones – inc. VAT [DD] £29.42</p> <p>20. Burghfield Parish Council – hire charge West Wing on 26/06/19 £31.00</p> <p>21. Vision ICT – SSL Certificate registration (June 2019-May 2020) inc. VAT £90.00</p> <p>Proposed by Cllr. Dennett, seconded by Cllr. Kilshaw, the accounts were received and <b>AGREED</b> for payment with 1 abstention.</p>	
19/53	<p><b>To receive the Clerk’s report (for information only):</b></p> <p>The Clerk gave an update on the following:</p> <p><b>1 Annual Governance and Return (AGAR)</b></p> <ul style="list-style-type: none"> <li>The required work has been undertaken ready for consideration at Full Council.</li> </ul> <p><b>2 Noticeboards</b></p> <ul style="list-style-type: none"> <li>The boards were installed on the 16<sup>th</sup> May and are in use.</li> </ul>	

	<p><b>3 Tennis Court Electronic Entry System</b></p> <ul style="list-style-type: none"> <li>• CIA Security have addressed the issues with the entry system. This included tightening the door in the frame and resolving a fault with the power supply to the entry box.</li> <li>• Progress has been made with the website. The booking page is in place and links to the account.</li> <li>• Further work is required with regards to the content, pin code testing and general terms and conditions of use i.e. refunds.</li> </ul> <p><b>4 Casual Vacancy</b></p> <ul style="list-style-type: none"> <li>• The notice advising of a vacancy on the Council was posted on the noticeboards, website and Facebook page on the 24<sup>th</sup> May.</li> <li>• The period for electors to claim a by-election to fill the vacancy ends on Friday 14<sup>th</sup> June.</li> </ul> <p><b>5 Website and HTTPS Certificate</b></p> <ul style="list-style-type: none"> <li>• Further to a Microsoft update, depending on the browser being used, the SMPC website was not available to all end users.</li> <li>• For £75.00 + VAT, Vision ICT have installed an HTTPS certificate which has resolved the issue.</li> </ul> <p><b>6 Great Crested Newts – DNA Report</b></p> <ul style="list-style-type: none"> <li>• The recent test shows Great Crested Newts are present in the ponds.</li> <li>• This has potential implications with regards the management of the ponds and future works to the ponds and nearby terrestrial habitat, may need to be carried-out under licence to Natural England.</li> </ul> <p>The report was received.</p>	
19/54	<p><b>To receive Correspondence (for information only):</b></p> <ol style="list-style-type: none"> <li>1. Email - West Berkshire Green Exchange: Discussion document for West Berkshire Council (WBC)BC on initiating local policies to address climate change.</li> <li>2. Email – WBC: Request for local residents and businesses to respond to the consultation on the Local Industrial Strategy.</li> <li>3. Email – NALC: Information on the NALC Star Council Awards 2018.</li> <li>4. Email – WBC: Request for grant/donation of £3735 towards the cost of library services.</li> <li>5. Email – WBC Joint Emergency Planning Unit: Information supplied on creating a Parish Emergency Plan and conformation sought as to whether SMPC has one and/or would consider developing one.</li> <li>6. Email – WBC: A minimum random sample of 3,300 residents are being invited to participate in a National Highways &amp; Transport Survey. Result will be published on October 2019.</li> <li>7. Email – WBC: Notification that WBC has adopted its Council Strategy for 2019-23.</li> <li>8. Email – WBC: Copy to a reply to a member of the public who had reported via the WBC website, vehicles persistently speeding when entering and leaving Mortimer along West End Road. The member of</li> </ol>	

	<p>the public has been asked to confirm time and direction of travel so this can be taken into consideration when SID is next deployed.</p> <p>Additional correspondence received/comments:</p> <ul style="list-style-type: none"> <li>• Email – Citizens Advice Bureau: invitation to their AGM which will be taking place on Tuesday 2<sup>nd</sup> July.</li> <li>• 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.</li> </ul> <p>The correspondence was received and noted.</p>	<b>Clerk</b>
<b>19/55</b>	<p><b>To identify items for communicating:</b></p> <p>Cllr. Kilshaw proposed an update on:</p> <ul style="list-style-type: none"> <li>• Defibrilators</li> <li>• Fairground bins</li> <li>• Great Crested Newts</li> <li>• Co-option</li> </ul>	<b>DK</b>
<b>19/56</b>	<p><b>To receive Minor Matters (for information only):</b></p> <p>Cllr. Bull:</p> <ul style="list-style-type: none"> <li>• The Christmas Tree manhole cover on the Fairground needs replacing.</li> <li>• The heather has been cleared in the nature strip. Cllr. Bull will submit a report for the newsletter.</li> <li>• Having left their sight screens blocking the entrance to the Fairground compound, Mortimer Cricket Club have been requested to move them but, to date, this has not happened. Cllr Beard will make a further request.</li> </ul> <p>Cllr. Kilshaw</p> <ul style="list-style-type: none"> <li>• Comments have been made on Facebook relating to the difficulty of getting buggies through kissing gates, however it is currently unclear where the kissing gates are and if these are recent additions.</li> </ul> <p>Cllr. Lock</p> <ul style="list-style-type: none"> <li>• A resident's garden was vandalised by two individuals on mopeds. Cllr. Kilshaw confirmed that concerns about crime in the village will, once again, be raised with the police at the next NAG Meeting on the 26<sup>th</sup> June.</li> </ul> <p>Cllr. Beard</p> <ul style="list-style-type: none"> <li>• The recent pond work assisted with the frogs spawning.</li> <li>• Confirmed with Ms. K. Field that she was aware of the current casual vacancy and co-option process.</li> </ul>	<b>JB</b>
<b>19/57</b>	<p><b>To receive any future Agenda Items:</b></p> <p>None</p>	

The meeting closed at 8.20pm

The next meeting will be on Thursday, 11<sup>th</sup> July 2019.