



Stratfield Mortimer Parish Council

Minutes of the Full Council Meeting held on 10th October 2019 @ 7.30 pm at Mortimer Methodist Church, West End Road, Mortimer.

Present:

Councillors:

Cllr. M. Dennett (Chairman), Cllr. G. Bridgman, Cllr. J. Bull (arrived at 8.25pm), Cllr. N. Carter, Cllr. K. Field, Cllr. S. Hill, Cllr. D. Ives, Cllr. L. Jones, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. M. Lock, Cllr. D. Morsley, Cllr. J. Wells.

Clerk:

Mrs. L. Hannawin

Public/Press:

There were 2 members of the public and no members of the press in attendance.

Part I

19/112 Public Questions

Mr. A. Smith gave an update on behalf of the VE Day 75 Working Group. It was noted: The Working group are meeting regularly and plans are progressing.

Insurance, required licences and the formal procedure for road closures are being addressed.

Burghfield are hosting separate events on the Friday and Sunday but will join Mortimer for a single VE Day 75 Commemoration on the Saturday.

A tendering/invitation process is underway for the music and bar.

No money has been spent to date.

Mr. A. Smith confirmed the details of the cricket nets that Mortimer Cricket Club are looking to buy and install on The Fairground. It would be a single net with sides and a roof inside a caged area to prevent vandalism. This facility would allow all year round net practice and would encourage youth participation.

19/113 To receive any apologies for absence

Apologies were received from Cllr. K. Johnson and Cllr. S. Beard.

19/114 To receive any declarations of interest

Cllr. Bridgman declared an interest in 19/119 1, 19/119 2 and 19/119 8

Cllr. Kilshaw declared an interest in 19/119 1 and 19/119 8

Cllr. Lewis declared an interest in 19/119 5

19/115 Minutes of Last Meeting

To resolve to APPROVE the Minutes of the Parish Council Meeting of the 12th September 2019:

RESOLVED that these minutes be approved for signature by the Chairman as a true and correct record of the meeting.

19/116 Clerk's Report

To receive the Clerk's report:

Actions from Full Council 12th September 2019

Mortimer Library

- The benefits of SMPC taking over the library building have been communicated to WBC.
- The plans for the library will be included in the planned public consultation if agreed by Full Council.

MOR006

- A letter regarding the Acorn report recommendations/decisions was sent to TA Fisher on 17/09/2019. No reply has been received to date.
- A letter regarding the permissive path was sent to Engelfield on the 16/09/2019. No reply has been received to date.

Bell Cornwell

- A response to Bell Cornwell regarding the proposed parking at Mortimer station on the northern side was emailed on the 16/09/2019.

Items for Communicating/Communications Working Group

- VE Day 75 – no formal communications have been made yet.
- Mortimer Library – this will be communicated as part of the planned consultation.
- Members' Bid – the proposed fitness equipment missed the September's round, but funds should still be available for the next round.
- The Communications Working Group are still to meet.

Other updates

Annual Governance and Return (AGAR)

- The External Auditor Report and Certificate was received on the 10/09/2019 and the relevant documents, including the Notice of Conclusion of Audit and the External Auditor report and Certificate were posted on the noticeboards and website.

Training Webinars Undertaken

- Agendas and Minutes – 2 sessions.
- Planning Demystified – 1 session has taken place with 3 further sessions remaining.

Tennis Court Electronic Entry System

- From 2/09/2019 to 3/10/2019 28 bookings have been made.
- There are now 46 registered users of the courts.
- No issues have been reported.

Newsletter

- The newsletter was delivered over a 10 day period. One resident contacted the office to enquire about delivery as they were part of the later routes.

Unauthorised Encampment

- A further unauthorised encampment took place on the Fairground from Wednesday 18th September to Thursday 19th September.
- S61 was used by the police for a successful eviction.
- Damage was minimal with a young tree having been cut down.

Station Car Park

- A meeting took place on the 27/09/2019 with all relevant parties.
- Outstanding actions and timescales were reviewed.
- GWR are looking to cover remaining costs including the planning application fees.
- The next review will take place by telephone conference call on Friday 11th October.

19/117 Private Session

Items to be taken into private session

Cllr. M. Dennett requested that items 19/119 2 and 19/119 5 be moved to private session.
RESOLVED that items 19/119 2 and 19/119 5 are considered confidential.

19/118 To receive planning decisions and information from West Berkshire Council:

19/00723/FULD 54 Victoria Road, Mortimer Common, Reading RG7 3S

REFUSED 18/09/19 Construction of new two bedroom dwelling to the rear of 54 Victoria Road (Victoria Arms Public House).

19/00986/ADV Land at Tower House, The Street, Mortimer Common, Reading

APPEALED 16/09/19 Retrospective advertising consent application for 2 x post and panel sign (3050mm x 1500mm)

19/01985/HOUSE 29 St Johns Road, Mortimer Common, Reading, RG7 3TR

APPROVED 26/09/19 Single storey rear extension

19/02030/HOUSE 47 The Avenue, Mortimer Common, Reading GR7 3QU

APPROVED 03/10/19 First floor extension and front porch extension

19/02264/CERTP 6 Bilberry Gardens, Mortimer, Reading RG7 3WU

REFUSED 07/10/19 Single storey rear extension

19/01715/RESMAJ Land South Of Tower Gardens, The Street, Mortimer Common, Reading, Berkshire

APPROVED 10/10/19 Reserved matters for details of the appearance, landscaping, and scale of the approved residential development for Phase 1 comprising 28 houses and apartments including affordable housing, public open space and associated landscaping.

The following was noted:

- Phase 1 of MOR006 has been approved but as notification was only received today the conditions have not been reviewed.
- 19/00723/FULD: SMPC didn't object but did raise concerns over parking.
- 19/02264/CERTP: Permitted development rights have been removed from Strawberry Fields and this was raised by Cllr. Bridgman as Ward Councillor.

The planning decisions were received and noted

19/119 Items for consideration and resolution

1. VE Day 75

a. To resolve to appoint Mr. A. Smith onto the VE Day 75 Working Party.

Cllr. Bridgman proposed that the resolution be amended to include the co-option to the VE Day 75 Working Party of Cllr. N. Carter and Mr. R. Saunders.

Seconded by Cllr. Hill.

RESOLVED by majority vote, the motion was amended to include Cllr. N. Carter and Mr. R. Saunders.

RESOLVED by majority vote, Mr. A. Smith, Cllr. N. Carter and Mr. R. Saunders were appointed to the VE Day 75 Working Party.

b. To receive an update on the preparations for the VE Day 75 commemorations and agree any further actions to be taken

No other actions are required.

2. WBC Annual Community Champion Awards

a. To consider potential nominees and resolve SMPC nominations.

Moved to Private Session

3. Citizens Advice Reading and Tadley

a. To consider making a grant(s) to Citizens Advice Reading and Tadley and agree action to be taken.

The importance of the work of the Citizens Advice bureau was acknowledged.

Cllr. Bridgman proposed:

1. The Budget for s137 grants for 2019/20 be raised to £10,000
2. A s137 grant of £1,500 to be awarded to Tadley Citizens Advice Bureau (CAB)
3. To explore working with Tadley CAB and Burghfield Parish Council in supporting the CAB outreach service in Burghfield and/or having a similar resource in Mortimer.
4. To write to Reading CAB to explain the decision taken and ask them to direct Mortimer residents to Tadley CAB and Burghfield Outreach services.

Seconded by Cllr. Lock

RESOLVED by majority vote to proceed with actions 1-4 identified above.

ACTION: Clerk

4. Cemetery Extension: Bridge

- 1. To agree the bridge supplier and resolve to proceed with procuring the full specifications and bridge drawing plans.**

Moved to Private Session

5. Mortimer Cricket Club Net Facility

- a. To agree a response to the proposal from Mortimer Cricket Club for a new cricket net facility on The Fairground.**

RESOLVED by majority vote that the Parish Council agrees in principle and Fairgrounds and Cemetery will establish the specification and formulate a plan.

6. Telephone Box

- 1. To consider adopting the telephone box on the corner of Victoria Road/King Street and agree actions to be taken.**

It was noted:

- That the telephone box just meets the “reasonable needs” criteria for a telephone box as set by BT i.e. the public call box in question is the only one within 800m; there are at least 500 households within 1km; at least 12 calls have been made from the public call box within the previous 12 months – 12 calls exactly were made from the Victoria Road/King Street box in the previous 12 months. Where the reasonable needs criteria is met, a local authority can object to a telephone box from being removed.
- The 90 day consultation period in which SMPC has to decide if it wishes to agree to the removal of a box, confirm the wish to adopt the box or object to the removal of a box ends on the 23rd December 2019.

Cllr. Morsley proposed that SMPC runs a brief Facebook consultation to establish uses for the telephone box and for the results to be reviewed and a decision to be taken at November’s Full Council. Seconded by Cllr. Carter

RESOLVED to proceed with a Facebook consultation to establish potential uses for the box and for this to be reviewed and a decision taken at November’s Full Council.

ACTION: Clerk

7. SMPC Public Consultation

- a. To agree the format, process and timing of the public consultation as recommended by the Strategy Working Party (SWP).**

Cllr. Dennett proposed:

- 1) The consultation will include a survey and manned exhibition and will take place at the end of January.
- 2) The SWP will plan the ideas and content of the consultation which will be part of the newsletter.
- 3) The newsletter, overseen by the Communications Working Group (CWG), will be delivered mid-Jan.

- 4) The SWP and CWG will work together as required, with both the production of the newsletter with regards to the consultation and in overseeing the promotion of the consultation.

Seconded by Cllr. Morsley. **RESOLVED** to proceed with actions 1-4 identified above.

ACTION: DW. DK, Clerk

8. Planning Committee Co-option

a. To resolve to appoint Mr. N. Kiley to the Planning Committee

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley

RESOLVED to appoint Mr. N. Kiley to the Planning Committee.

9. Fairground Security

1. To consider locking the gate at the entrance to the Fairground car park each night and agree action to be taken.

Cllr. Lewis proposed that the gate should be locked overnight as required, with the Clerk taking the decision on information received from West Berkshire.

Seconded by Cllr. Dennett.

RESOLVED by majority vote to lock the gate overnight as required and as the need is decided by the Clerk.

At 8.50pm it was AGREED unanimously to pass a resolution to allow the meeting to go past 9.30pm if required.

19/120 Items for Information Only

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

- a. Roads, Footpaths and Commons 24th September 2019
- b. Planning 26th September 2019.

The meetings were noted.

2. District Councillor's reports.

The reports will be circulated shortly.

3. To receive an update on the recent SID deployment.

An update was received from Cllr. Ives.

4. Correspondence.

1. Email – Tadley Citizens Advice: Tadley Community Liaison Lunch - Wednesday 6 November 2019 12pm - 3pm.
2. Email – NALC: Policy e-briefing regarding to the Audit Code of Practice.
3. Email – WBC: Remembrance Day Order for road closure, Sunday 10th November.
4. Email – WBC: Notification of complaint regarding speed and drainage issues on road from Burghfield Common to Brewery Common.
5. Email – NAG: Minutes received from 4/09/2019.
6. Email – NALC: Policy Consultation E-Briefing 10-19 – 5G Mobile Coverage In Rural Areas – discussed at Planning.

7. Email – Resident: Permissive path closure - Manns Farm, Nightingale Lane, Mortimer.
8. Email – Tadley Citizens Advice: Request for a grant – on agenda.
9. Letter – WBC: Notification of payment of precept part 2.
10. Email – WBC: WBC Cultural Strategy stakeholder consultation survey.

5. Minor Matters.

- a. Cllr. Morsley reported that the list of suggested names for MOR006 will be submitted to TA Fisher. It will be suggested that a name with an historical link is chosen.
- b. Cllr. Lewis reported that the Remembrance Sunday parade taking place on the 10th November. SMPC's role will be co-ordinated by Cllr. Carter. Cllrs. Bull, Field, Hill and Lock have volunteered to help.
- c. Cllr. Carter reminded councillors that the WBC Climate conference is on the 28th November. Councillors wishing to attend the SMPC Christmas meal need to pay their deposit.
- d. Cllr. Bridgman reported that he is likely to be supporting the Members Bid for Beech Hill as opposed to the Fitness Equipment for SMPC.
- e. Cllrs. Carter, Lock and Wells will be attending the District Parish Conference on Tuesday 22nd October.

19/121 Finance

1. Accounts to 31st August 2019

The Income and Expenditure Report and the Balance Sheet were received and **APPROVED**.

2. Payments made with authorisation of Chairman or Vice-Chairman:

Item	Payee Details	Amount
1.	HMRC – Month 6 (September) 2019/2020 PAYE/NIC.	£893.76
2.	Salaries & Wages – Mth. 6 – 2019 (Sept) Note: this figure includes a Direct Debit for the pension element	£3,643.67
3.	ETC – Tennis court maintenance 2019 – inc. VAT	£1,080.00
4.	Osborne Signs - updating Parish Council Honour Boards for 2019 – inc. VAT	£60.00

The payments were received and noted.

3. Accounts for payment:

Item	Payee Details	Amount
1.	Burghfield Village Hall – Hire charge for B&M NAG 16.10.2019	£31.00
2.	Dads Shop – refuse bags, pozi screw and 4.5kg Calor gas – inc. VAT	£30.44
3.	Vision ICT – website changes for home page (OLB) – inc. VAT	£42.00

4.	L.J. Strang Ptns – Set up and moving of concrete barriers on Fairground to 18.09.2019 – inc. VAT	£240.00
5.	1st Burghfield Scout Group – delivery of SMPC summer newsletters	£170.00
6.	British Telecom – September quarter charges for telephone & broadband - inc. VAT [DD]	£461.17
7.	Pro Vision – Mortimer Station car park project – co-ordination services for 16-31 August 2019 – inc. VAT	£495.00
8.	Pro Vision – Mortimer Station car park project – planning application services for 16-31 August 2019 – inc. VAT	£510.00
9.	Pro Vision – Mortimer Station car park project – professional services on needs survey 16-31 August 2019 – inc. VAT	£691.15
10.	Stratfield Mortimer Community Centre CIC – hire charge for Carol Service on 21st December 2019	£25.00
11.	AES – Stepping Posts: fill in crack in surface and around base – inc. VAT	£552.00
12.	AES – Rocker Horse: replace laminate boards – inc. VAT	£750.00
13.	AES – Slide: repair worn areas/holes – inc. VAT	£552.00
14.	SLCC – Agenda & Minutes webinar 1 & 2 for the Clerk – inc. VAT	£72.00
15.	SLCC – Planning Demystified webinar (4 parts) for the Clerk – inc. VAT	£144.00
16.	C&D Grounds Maintenance – Grass cut for September on Fairground and Cemetery – inc. VAT	£774.00
17.	SSE – Plot 2 Fairground electricity charges June/September – inc. VAT [DD]	£64.65
18.	SSE – Fairground car park electricity charges June/Sept – inc. VAT [DD]	£22.36
19.	West Berkshire Council – quarterly rent for Mortimer Library	£812.50
20.	D. Sturt – IT support; resolution of OneDrive synchronisation	£15.00
21.	Lynn Hannawin – A3 photocopies of station car park drawings	£5.00
22.	B. O'Reilly – first class stamps for footpath registration letters	£2.10
23.	EE – monthly plan charges Parish & Custodian mobile phones–inc. VAT [DD]	£28.80

The expenditures were received and **AGREED** for payment.

4. External Auditors Report

The External Auditor's Report was received and noted.

5. Dads Shop Payment

The payment authorised under agenda 19/103 to Dads Shop, should have been for £46.29 and not £35.08. This was noted.

19/122 Communications

Items for Communicating and Newsletter

The following were identified for communicating:

- VE Day 75.
- Grant to Tadley CAB.
- Telephone box
- Consultation
- Co-option of Mr. N. Kiley to the Planning Committee
- Fairground security and car park gate

ACTION: DK

19/123 Future Agenda Items

To receive any future Agenda Items:

- Fitness Equipment.
- Telephone box.
- Fairground ditch/bank.
- Pizza van.
- Pre application – St Mary's Car Park.
- Update – Four Houses Corner.

ACTION: Clerk

19/124 Exclusion of Press and Public

To pass a resolution to exclude members of the press and public from the meeting at Part II, items identified at 19/117 on the Agenda, due to the confidential nature of the information being discussed:

It was AGREED by majority vote to exclude members of the public and press from the meeting at Part II, items 19/119 2 and 19/119 4 on the Agenda, due to the confidential nature of the information being discussed.

Part 2

19/119 2 WBC Annual Community Champion Awards

To consider potential nominees and resolve SMPC nominations.

The categories were reviewed, and the potential nominees were identified and chosen. Prior to submitting the nominations to WBC, the Clerk will contact the nominee(s) and confirm they are willing to be nominated.

ACTION: Clerk

19/119 4 Cemetery Extension: Bridge

To agree the bridge supplier and resolve to proceed with procuring the full specifications and bridge drawing plans.

Cllr. Hill recommended that aspects of the quote to be checked prior to placing the order for the drawings.

RESOLVED that Sarum Hardwood Structures Ltd should supply the bridge and the order for the full specifications and bridge drawing plans should be placed once the quote has been checked.

ACTION: SH, Clerk

Close

The meeting closed at 9.35 pm

The next meeting will be on Thursday 14th November