



## Stratfield Mortimer Parish Council

### Minutes of the Full Council Meeting

held on Thursday, 13<sup>th</sup> February 2020 @ 7.30 pm

at Mortimer Methodist Church, West End Road, Mortimer

#### Present:

Councillors: Cllr. M. Dennett (Chairman), Cllr. S. Beard, Cllr. J. Bull, Cllr. N. Carter, Cllr. K. Field, Cllr. S. Hill, Cllr. G. Bridgman (arrived 7.36pm), Cllr. D. Ives, 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 member of the press in attendance.

PART I	
19/151	<p><b><u>Public Questions</u></b> None</p>
19/152	<p><b><u>To receive any apologies for absence</u></b> Apologies were received from Cllrs. K. Johnson and L. Jones.</p>
19/153	<p><b><u>To receive any declarations of interest</u></b> None</p>
19/154	<p><b><u>Minutes of Last Meeting</u></b>  <b>To resolve to APPROVE the Minutes of the Parish Council Meeting of the 9<sup>th</sup> January 2020:</b>            Under Agenda Item 19/140, "A dispensation was granted to all Councillors for the purpose of enabling the business to be discussed at <b>19/148 1</b>" was amended to 19/146 1.  <b>RESOLVED</b> with one abstention that these minutes be approved for signature by the Chairman as a true and correct record of the meeting.</p>
19/155	<p><b><u>Clerk's report</u></b>  <b>Action taken following the Parish Council meeting held on 1<sup>st</sup> January 2020 and other updates:</b>  <b>19/146 1) Budget and Precept</b></p> <ul style="list-style-type: none"> <li>• The "Request for Precept" form was submitted to West Berkshire Council (WBC) on the 24/01/20 along with a link to a copy of the 2019/2020 budget. It is a statutory requirement to supply the budget information to support the precept submission when the required precept is over £140,000.</li> </ul> <p><b>3. Mortimer Cricket Club (MCC)</b></p> <ul style="list-style-type: none"> <li>• Confirmation that a Shinfield Cricket Club may use the cricket pitch in agreement with MCC was sent to MCC.</li> </ul> <p><b>7. Consultation: Strengthening Police Powers to Tackle Unauthorised Encampments</b></p> <ul style="list-style-type: none"> <li>• A response to the consultation is in process.</li> </ul>

	<p><b>8. Mann's Farm and MOR006 Footpaths</b></p> <ul style="list-style-type: none"> <li>Englefield and James Strang were informed that the Council supported the footpath proposals. A response is awaited from Englefield who are considering the actions required.</li> </ul> <p><b>11. Royal Garden Party</b></p> <ul style="list-style-type: none"> <li>The nomination of Mr. P. Wingfield was submitted to Hampshire Association of Local Councils</li> </ul> <p><b>12. Garth Hall</b></p> <ul style="list-style-type: none"> <li>A suitable source for legal advice has been found and a request is being drafted.</li> </ul> <p><b>19/147 Minor Matters</b></p> <ul style="list-style-type: none"> <li>Low Water Pressure: this was raised with Thames Water who are not aware of any issues and asked for residents experiencing problems to contact them directly.</li> <li>Devolved Powers and Open Spaces: Cllr. Morsley has attempted to contact Jon Winstanley at WBC.</li> </ul> <p><b>Other Updates</b></p> <p><b>1 Tadley Citizens Advice Bureau (CAB)</b></p> <ul style="list-style-type: none"> <li>A meeting has been held with Tadley CAB who would support running an outreach service in Mortimer. Further investigative work is being undertaken prior to presenting a report to Full Council for a decision.</li> </ul> <p><b>2 Lease of Library Building</b></p> <ul style="list-style-type: none"> <li>WBC Executive have agreed to the proposal for WBC and SMPC to work together in order to transfer of the building to SMPC. Further to the results of the consultation a meeting will be arranged accordingly.</li> </ul> <p><b>3 Public Sector Deposit Fund</b></p> <ul style="list-style-type: none"> <li>Funds from Unity Trust Bank Account, above the agreed balance of £85,000, have been transferred to The Public Sector Deposit Funds and shares bought accordingly.</li> </ul> <p>The report was received.</p>													
19/156	<p><b><u>Items to be taken into private session</u></b> None</p>													
19/157	<p><b><u>Planning</u></b> <b>To receive planning decisions and information from West Berkshire Council:</b></p> <p><b><u>DECISIONS:</u></b></p> <table border="1" data-bbox="383 1702 1276 1926"> <thead> <tr> <th><b><u>Application</u></b></th> <th><b><u>Address</u></b></th> <th><b><u>Decision</u></b></th> <th><b><u>Date</u></b></th> </tr> </thead> <tbody> <tr> <td>19/02667/FULD</td> <td>24 King Street, Mortimer Common, Reading RG7 3RS</td> <td>REFUSED</td> <td>10/01/20</td> </tr> <tr> <td colspan="4">Erection of 3 x 2 bedroom flats with undercroft parking.</td> </tr> </tbody> </table>	<b><u>Application</u></b>	<b><u>Address</u></b>	<b><u>Decision</u></b>	<b><u>Date</u></b>	19/02667/FULD	24 King Street, Mortimer Common, Reading RG7 3RS	REFUSED	10/01/20	Erection of 3 x 2 bedroom flats with undercroft parking.				
<b><u>Application</u></b>	<b><u>Address</u></b>	<b><u>Decision</u></b>	<b><u>Date</u></b>											
19/02667/FULD	24 King Street, Mortimer Common, Reading RG7 3RS	REFUSED	10/01/20											
Erection of 3 x 2 bedroom flats with undercroft parking.														

	<p><u>SMPC Comments:</u> The SMPC object to the planning application on the grounds that:</p> <ul style="list-style-type: none"> <li>• The general view is that this is an overdevelopment of the site (SMPC NDP Policy HD4: Housing Mix and Density and NDP Policy GD1: General): <ul style="list-style-type: none"> <li>a. The proposed flats are right up against two boundaries on the property and there is no amenity space for residents indicated on the site;</li> <li>b. The height of the proposed building is as high as the highest point of the existing outbuilding.</li> </ul> </li> <li>• The proposed parking for the development is inadequate taking into account WBC parking standards and those of Mortimer under SMPC NDP Policy GD2: Internal &amp; External Access and Parking (1.75 spaces per 2-bedroom flat plus 1 space per 5 flats) and it is not clear whether the visitor parking at the side of the building is confirmed. The Parish Council supported the comments raised in Highways email of 5th November 2019.</li> <li>• Parking spaces for nos. 24 and 24a King Street are not indicated on the plans or mentioned in the design and access statement. The plans appear to show that 24 and 24A are the lower and first floors of the original house on the site. No details are given of the number of bedrooms of these properties and hence what parking provision is required. Presumably the original house was subdivided before 2000 as the WBC planning website appears to have no record of planning permission for this subdivision.</li> <li>• It is also not clear how the 'secure parking and storage" in the corner of the ground floor of the proposed building would be used. Whilst the obvious assumption is that it is for the new flats there is a possibility that it is to replace the outbuildings that presumably are currently used by either 24 or 24A or both. Since it is a garage it does not provide the necessary parking spaces for 24 or 24A.</li> <li>• SMPC supports Highways concern that the driveway, for the five houses in the cul de sac, is not wide enough.</li> <li>• It was also noticed that on drawing 901/PL-04 of the proposed first floor plans, in flat 3, a toilet room is shown as opening directly into the dining/kitchen area which contravenes current building regulations. A similar space in flat 2 has been left unidentified.</li> </ul>	
19/02843/HOU SE	<p><b>22 Victoria Road, Mortimer Common, Reading RG7 3SE</b> Demolition of Existing Conservatory and Proposed Rear Ground floor Extension <u>SMPC Comments:</u> No objections.</p>	<p><b>GRANTED 16/01/20</b></p>
19/01038/FULD	<p><b>Land Adjacent to 1A King Street, Mortimer Common, Reading</b> Erection of 2 x 1 bed and 2 x 2 bed apartments with associated parking and infrastructure following reconfiguration of existing retail car park (accessed from King Street) and creation of new loading bay with associated alterations to shop frontage (accessed from Victoria Road).</p>	<p><b>GRANTED 17/01/2020</b></p>

	<p><u>SMPC Comments:</u> The SMPC object to the planning application on the grounds that:</p> <ul style="list-style-type: none"> <li>• The general view is that this is an overdevelopment of the site (SMPC NDP Policy HD4: Housing Mix and Density and NDP Policy GD1: General): <ul style="list-style-type: none"> <li>a. The proposed flats are right up against two boundaries on the property and there is no amenity space for residents indicated on the site;</li> <li>b. The height of the proposed building is as high as the highest point of the existing outbuilding.</li> </ul> </li> <li>• The proposed parking for the development is inadequate taking into account WBC parking standards and those of Mortimer under SMPC NDP Policy GD2: Internal &amp; External Access and Parking (1.75 spaces per 2-bedroom flat plus 1 space per 5 flats) and it is not clear whether the visitor parking at the side of the building is confirmed. The Parish Council supported the comments raised in Highways email of 5th November 2019.</li> <li>• Parking spaces for nos. 24 and 24a King Street are not indicated on the plans or mentioned in the design and access statement. The plans appear to show that 24 and 24A are the lower and first floors of the original house on the site. No details are given of the number of bedrooms of these properties and hence what parking provision is required. Presumably the original house was subdivided before 2000 as the WBC planning website appears to have no record of planning permission for this subdivision.</li> <li>• It is also not clear how the 'secure parking and storage' in the corner of the ground floor of the proposed building would be used. Whilst the obvious assumption is that it is for the new flats there is a possibility that it is to replace the outbuildings that presumably are currently used by either 24 or 24A or both. Since it is a garage it does not provide the necessary parking spaces for 24 or 24A.</li> <li>• SMPC supports Highways concern that the driveway, for the five houses in the cul de sac, is not wide enough.</li> <li>• It was also noticed that on drawing 901/PL-04 of the proposed first floor plans, in flat 3, a toilet room is shown as opening directly into the dining/kitchen area which contravenes current building regulations. A similar space in flat 2 has been left unidentified.</li> </ul> <p><b>19/02825/CON D1</b> <b>49 Stephens Close, Mortimer Common, Reading, RG7 3TY</b> <b>APPROVED 23/01/2020</b> Application for approval of details reserved by conditions 5 (temporary parking and turning), 6 (cycle storage), 8 (spoil) and 9 (enclosures) of approved planning permission 16/03348/FULD (New four bedroom single dwelling house (C3) on side plot).</p> <p><b>19/03175/NON MAT</b> <b>44 The Avenue, Mortimer, Reading RG7 3QX</b> <b>Cannot be determined</b> Non material amendment for approved application 13/00072/HOUSE - Proposed rear extension, front extension, loft conversion and internal alterations. Amendments: Installation of 2x velux windows (94cm x 55cm) on east facing roof slope to increase light on landing and realise minimum headroom over stairs as required by Building Control. Bottom</p>	
--	--	--

	<p>edge of windows to be no less than 150cm above finished floor level.</p> <p><i>For Council information only: SMPC had no objections to original application 13/00072/HOUSE</i></p> <p><b>19/02968/FUL Horse &amp; Groom, The GRANTED 29/01/2020 Street, Mortimer Common, Reading RG7 3RD</b></p> <p>Two detached single garages</p> <p><u>SMPC Comment:</u> SMPC object to this application on the following grounds:</p> <ul style="list-style-type: none"> <li>• The dimensions of the garage do not meet those required under Stratfield Mortimer's NDP Policy GD2, i.e. "Garages must be large enough to be useable – internal dimensions of 6m x 3m with adequate sized doors (2.0m high x 2.3m wide)". The access and internal dimensions estimated from the plans supplied do not match the NDP requirement.</li> <li>• Referring to our NDP Policy GD5, the amended layout to accommodate the additional third parking space required by both WBC and MSPC standards, adds to the overdevelopment of the site, and the location of the proposed garages are right up against the boundary with the adjoining property.</li> </ul>	
	<p><b>19/02781/HOU Ladyfield House, The GRANTED 30/01/2020 SE Street, Mortimer Common, Reading RG7 3NX</b></p> <p>Proposed extension and alterations to existing house including demolition of existing rear extension</p> <p><u>SMPC Comments:</u> No objections.</p>	
	<p><u>LATE DECISIONS RECEIVED AFTER AGENDA ISSUED:</u></p>	
	<p><b>19/03014/HOU 36 Stephens Firs, GRANTED 07/02/2020 SE Mortimer, Reading RG7 3UY</b></p> <p>Single storey rear extension to house. A mono pitch roof with a flat roof. Proposed chimney</p> <p><u>SMPC Comments:</u> SMPC notes that, as per previous proposed applications at this site in 2002 (02/01958/HOUSE) 2018 (18/02939/HOUSE) and earlier in 2019 (19/00989/HOUSE), an archaeological survey should be commissioned due to the location of a nationally designated monument within 10m of the extension proposals. Any construction work should not commence until this is undertaken. The SMPC also noted that an enforcement enquiry (18/00340/15UNAU) has been in place for some time relating to the store/garage at the rear of the property and the Parish Council is not aware of any decision on this issue to date.</p>	
	<p><b>20/00003/HOU 26 Briar Lea Road, WITHDRAWN 07/02/2020 SE Mortimer, Reading RG7 3SA</b></p> <p>Single storey extension for garage and utility room, to side and rear of existing private dwelling.</p> <p><u>SMPC Comments:</u> From the drawings submitted, it is not clear if the single storey garage/utility room extension is an addition to the previously</p>	

	<p>approved four-bedroom development of the property (18/000916/HOUSE) but, if so, the Parish Council strongly object on the grounds that the car parking space does not meet requirements. The construction of the extension would remove available parking space. The Stratfield Mortimer Neighbourhood Development Plan car parking standard, as per Policy GD2, clearly states that 3 parking spaces should be provided for a four-bedroom house.</p> <p>If the single storey extension is only intended for the existing two-bedroom dwelling and the additional bedrooms extension is not going to be built at any time, then the Parish Council would have no objections.</p> <p>The planning decisions were received. It was noted that SMPC had objected to Planning Application 19/01038/FULD but this had now been granted. Cllr. Bridgman confirmed that this had previously been granted at Eastern Area Planning subject to a safety audit. The safety audit must have subsequently been passed, hence the approval.</p>	
19/158	<p><b><u>Committee and Working Party /Group Reports</u></b></p> <p><b>1) Strategy Working Party (SWP)</b></p> <p>Cllr. Morsley gave a verbal report on the recent public consultation. It was noted:</p> <ul style="list-style-type: none"> <li>• The exhibitions were well attended.</li> <li>• 249 paper copies and 280 online copies were received.</li> <li>• SWP will now review the results and produce a full report and make recommendations to Full Council accordingly.</li> </ul> <p>At the request of Cllr. Morsley, it was confirmed that the building of the fence for the cricket nets would be undertaken by SMPC should it be agreed to proceed with this initiative.</p> <p>Cllr. Dennett thanked all those involved with the consultation.</p>	
19/159	<p><b><u>Items for consideration and resolution</u></b></p> <p><b>1. TerraCycle Recycling</b></p> <p><b>To receive a report on TerraCycle recycling and RESOLVE that up to 4 wheelie bins can be stored in the outside area of the Parish office for recycling purposes.</b></p> <p>Cllr. Dennett proposed the motion as described above. Seconded by Cllr. Kilshaw <b>RESOLVED</b> unanimously.</p> <p><b>2. VE Day 75</b></p> <p><b>To receive an update on the preparations for the VE Day 75 commemorations and:</b></p> <p><b>a) AGREE the recommendations of the Working Group and further actions to be taken as required.</b></p> <p>Cllrs. Beard and Field gave a verbal update and it was noted:</p> <ul style="list-style-type: none"> <li>• Mortimer schools, Garland and The Willink are undertaking curricular based activities related to the commemorations. A meeting is planned with Burghfield St Marys. There has been no response from Mrs Blands.</li> <li>• The Royal British Legion will be running the Friday event with SMPC. Confirmation is being sought from the Vicar regarding the service and parade.</li> <li>• Sponsorship currently stands at £7,500.</li> <li>• Circa £10,000 of the seed money has been spent to date.</li> <li>• Volunteers are needed for the event.</li> <li>• MML are responsible for the bar and the music – details are still be finalised.</li> <li>• Village Eye are doing banners and adverts using the official VE Day graphics.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The event has been promoted in the latest MVP newsletter.</li> <li>• The pillbox needs clearing prior to March 1<sup>st</sup>, the start of the nesting season. Quotes have been sought for the required gate. There may be structural issues to consider and if required, the pillbox will be fenced off. For the event, a soldier will be on guard on the 9<sup>th</sup> May.</li> <li>• MVP are planning to bring “Their Finest Hour” to the village at the beginning of May as part of the build-up to the event. This is a theatre production telling the story of the RAF’s war during WW2, as told by those who were there.</li> <li>• SMPC declined the invitation to have a float as councillors will be needed for volunteer duties.</li> </ul> <p><b>b) RESOLVE to appoint Mr. R. Coles and Ms. L. Sykes onto the VE Day 75 Working Party.</b></p> <p>Cllr. Beard proposed the motion as described above.  Seconded by Cllr. Bridgman  <b>RESOLVED</b> unanimously.</p> <p><b>3) Community Infrastructure Levy</b>  <b>To receive an update on Community Infrastructure Levy (CIL) and</b>  <b>AGREE the requested repayment of £10,483.13.</b></p> <p>Cllr. Dennett reported that in October 2019 SMPC received £10,483.13 of CIL money for the development at 6 Victoria Road. The applicant appealed against West Berkshire Council’s (WBC) decision to charge CIL and this was upheld by the Valuation Office. However, because the applicant had not provided WBC with the evidence required to prove “in-use” in a timely manner, no costs were awarded. The applicant was also charged an additional surcharge of £2,500 because a Commencement Certificate showing when the work started had not been provided. Clarification regarding the timing of CIL payments has been sought from WBC.</p> <p>Cllr. Dennett proposed that the requested amount of £10, 483.13 be repaid to WBC.  Seconded by Cllr. Bridgman  <b>RESOLVED</b> by majority vote with 1 abstention.</p> <p><b>4) Youth and Youth Forums</b>  <b>To receive an update on the work undertaken with Berkshire Youth and</b>  <b>AGREE:</b></p> <ul style="list-style-type: none"> <li>a) <b>The next Youth Forum should cover the current consultation regarding CIL and projects to be taken forward.</b></li> <li>b) <b>An additional question and answer session should be held with Councillors and the youth on the proposed projects in the consultation.</b></li> </ul> <p>Further to a meeting held with Berkshire Youth, Cllr. Field reported that it is proposed that the remaining Focus Groups and funds already committed, be used to obtain the youth’s views on the initiatives contained in the recent consultation, via a “Dragon’s Den” style of question and answer session. This would be followed with an “Attitude Survey” to establish the type of age-related services the youths would like to see provided locally. The results of the survey would give SMPC the basis from which to plan and provide affordable youth services for Mortimer.</p> <p>For their shared Youth Service, Berkshire Youth have given £30.00 an hour as a price guide but the Clerk will seek further clarification as to what this includes.</p> <p>Cllr Kilshaw requested that the previous report by Berkshire Youth be circulated to all councillors.</p>	<p>Clerk</p> <p>Clerk</p>
--	--	---------------------------

	<p>Cllr. Field proposed amending the resolution at part <b>a)</b> to “the next Youth Forum should cover the current consultation regarding CIL and the projects to be taken forward using the Focus Group funding”.          Seconded by Cllr. Morsley  <b>RESOLVED</b> Unanimously</p> <p>Cllr. Field proposed the amended resolution.          Seconded by Cllr. Morsley  <b>RESOLVED</b> unanimously</p> <p>Cllr. Dennett proposed amending the resolution at part <b>b)</b> to “to carry out an Attitude Survey as per the proposal from Berkshire Youth using the remaining Focus Group Funding”.          Seconded by Cllr. Morsley  <b>RESOLVED</b> Unanimously</p> <p>Cllr. Dennett proposed the amended resolution.          Seconded by Cllr. Morsley  <b>RESOLVED</b> unanimously</p> <p style="text-align: center;"><b>5) Newsletter</b>  <b>To AGREE the timetable for the delivery of the next Parish Council newsletter.</b></p> <p>Cllr. Bridgman proposed that the Clerk, Chairman and Vice Chairman be delegated to arrange the timetable for the next newsletter.          Seconded by Cllr. Morsley  <b>RESOLVED</b> unanimously.</p> <p style="text-align: center;"><b>6) IT Infrastructure</b>  <b>To RESOLVE to:</b></p> <p style="text-align: center;"><b>a) Proceed with the migration to Office 365 as per the Review Recommendation</b>  <b>b) Engage an IT Specialist to oversee and implement the migration including support and training as required.</b></p> <p>The Clerk presented a report on the proposal and it was noted:</p> <ul style="list-style-type: none"> <li>• Fees for the migration will be invoiced at the end of each transition stage but, as this cost has not been budgeted for, this could still cause a potential overspend in Administration for both 19/20 and 20/21.</li> <li>• the Assistant to the Clerk had an indirect pecuniary interest in this item.</li> </ul> <p>Cllr. Bridgman proposed both parts of the resolution as described.          Seconded by Cllr. Kilshaw  <b>RESOLVED</b> by majority vote with 1 abstention.</p>	MD DK Clerk
<b>19/160</b>	<p><b><u>Items for Information Only:</u></b></p> <p><b>1) To note the meetings that have taken place of the following committees and to receive the approved/draft minutes:</b></p> <p style="margin-left: 20px;"><b>a) Roads, Footpaths and Commons 21<sup>st</sup> January 2020</b>  <b>b) Planning 30<sup>th</sup> January 2020</b></p> <p>The planning minutes have subsequently been approved. The meetings were noted.</p> <p><b>2) District Councillor’s reports.</b></p> <p>The report from Cllr. Bridgman for January was received. Cllr. Bridgman congratulated Cllr. Lock on becoming an Honorary Alderman of West Berkshire.</p> <p><b>3) Correspondence.</b></p> <p style="margin-left: 20px;">1 Email: West Berkshire Council (WBC): Focus on Stratfield Mortimer exhibition is now open until the beginning of July.</p> <p style="margin-left: 20px;">2 Email – WBC: Community Conversations - Environment Strategy.</p>	

	<p>3 Email – Resident: Confirming their approval of the VE Day 75 commemorations and requesting a celebration for the 75th anniversary of VJ Day.</p> <p>4 Email – Planning Policy Team, WBC: February 2020 Local Plan Update Newsletter</p> <p>5 Email – Reading road Runners: Confirming they won't be staging the Mortimer 10k again. Other potential organisers have since come forward.</p> <p>Other correspondence received:</p> <ul style="list-style-type: none"> <li>• An email reminder regarding the District Conference being held on Thursday 12<sup>th</sup> March.</li> <li>• Information on 5 sessions being run on Exploitation, Vulnerability and Safeguarding Training Sessions being run by WBC Communities Together and Thames Valley Police.</li> <li>• Email from a resident expressing concern about safety in relation to the lack of street lighting, heavy traffic and parking on the street.</li> </ul> <p>The correspondence was noted.</p> <p><b>4) Neighbourhood Action Group Report</b></p> <p>Cllr. Carter gave a verbal report and the following was noted:</p> <ul style="list-style-type: none"> <li>• NAG will be holding a meeting with Superintendent Nick John to discuss Section 61 powers.</li> <li>• NAG will be commenting on the Unauthorised Encampment consultation, as completed by the Clerk and Cllr. Dennett, prior to its submission to NALC.</li> </ul> <p>In future, minutes of the NAG meeting will be circulated to Councillors as part of the reporting process.</p> <p><b>5) Minor Matters.</b></p> <p>Cllr. Lock:</p> <ul style="list-style-type: none"> <li>• Reported that from the “Community Conversations - Environment Strategy”. Issues raised were: the need for integrated transport; access issues with electric vehicle charging when car owners do not have garages or driveways and park on the streets; lack of clarity over waste recycling.</li> </ul> <p>Cllr. Hill:</p> <ul style="list-style-type: none"> <li>• Raised the need for the Custodian to undertake a chainsaw course which will enable simple but costly jobs to be undertaken by the Custodian.</li> <li>• Requested an update on Four Houses Corner.</li> </ul>	Clerk
19/161	<p><b><u>Finance</u></b></p> <p><b>1. Accounts to 10<sup>th</sup> January 2020</b></p> <p>It was confirmed that the CIL amounts in the Balance Sheet were split between years at the beginning of 2019/20 and a further Ear Marked Reserve for CIL received during 2019/20 will be created as part of the financial end of year process.</p> <p>WBC CIL guidance states “If the PC do not spend their CIL within five years of receipt, our CIL Officer may send a repayment notice. Exceptions may be made if the PC can show that they've allocated their CIL income to a particular project for which they are accumulating funds before spending”. Sarah Ball, West Berkshire Council, has given an informal opinion that, as per the guidance notes, transferring CIL money to earmarked reserves is therefore acceptable and this should be reflected in the annual CIL report as monies unspent but allocated.</p> <p>Cllr. Dennett proposed that the Income and Expenditure Report and the Balance Sheet are approved.</p> <p>Seconded by Cllr Kilshaw</p> <p><b>RESOLVED</b> unanimously.</p>	

<b>2. Payments made with authorisation of Chairman/Vice-Chairman</b>	
1. HMRC – Month 10 (January) 2019/2020 PAYE/NIC.	£893.76
2. Salaries & Wages – Mth. 10 – 2020 (Jan) Note: this figure includes a Direct Debit for the pension element	£3,553.30
<b>Additional Payments made since Agenda released:</b>	
3. Crownz Marquees (E. Hobson) - deposit for hire of tenion tent VE75 Day	£1,000.00
The payments were received.	
<b>3. Accounts for payment</b>	
1. SUEZ Recycling – December 2019 charges for Fairground car park – inc. VAT [Direct Debit]	£124.39
2. AES - supply and install 5 new litter bins on Fairground and refit one base – inc. VAT	£3,120.00
3. Sapling Arboriculture – tree survey on Summerlug and Brewery Common – inc. VAT	£1,364.70
4. Oliver Signs – 10x A1 Exhibition posters for public consultation exhibition – inc. VAT	£78.00
5. Berkshire Tennis – LTA Venue Registration fee 2019-2020	£200.00
6. 1 <sup>st</sup> Burghfield Scout Group – delivery of SMPC newsletter	£174.50
7. CIA Fire & Security – Tennis gate access service contract 01/03/2020-28/02/2021 – inc. VAT	£740.40
8. L. Hannawin – Expenses: Land registry enquiry	£6.00
9. L. Hannawin – HP laptop, docking station and 3 year service warranty (for Clerk's assistant) – inc. VAT	£978.00
10. B. O'Reilly – Expenses: A4 paper, index tabs and document folders	£44.18
11. B. O'Reilly – Expenses: 100 A4 laminating pouches and 100x A4 document pockets	£40.97
12. EE – January mobile phone plan charges – inc. VAT [Direct Debit]	£28.80
<b>Additional invoices since Agenda released:</b>	
13. Mant Leisure – Replacement panels for tennis court shelter - inc. VAT	£1,614.00
14. SUEZ Recycling – Fairground January 2020 charges – inc. VAT [Direct Debit]	£131.63
15. Information Commissioner's Office – Data protection registration for 2020	£40.00
16. EE – February mobile phone plan charges - inc. VAT [Direct Debit]	£28.80
It was noted:	
<ul style="list-style-type: none"> <li>• Three quotes were obtained for the litter bins. This expenditure may fall under s106 expenditure.</li> </ul>	

	Cllr. Kilshaw proposed that the items of expenditure are approved. Seconded by Cllr. Bridgman <b>RESOLVED</b> unanimously.	
<b>19/162</b>	<b><u>Communications</u></b> <b>To identify items for communicating.</b> <ul style="list-style-type: none"> <li>• VE Day 75</li> </ul>	<b>SB</b>
<b>19/163</b>	<b><u>Future Agenda Items</u></b> <b>To identify future agenda items.</b> None	
<b>19/164</b>	<b><u>Exclusion of Press and Public</u></b> <b>To pass a resolution to exclude members of the press and public from the meeting at Part II, items identified at 19/143 on the Agenda, due to the confidential nature of the information being discussed:</b> Not required	

The meeting closed at 8.56pm

The next meeting will be on Thursday, 12<sup>th</sup> March