



Stratfield Mortimer Parish Council

Minutes of the Full Council Meeting

held on 11th August 2016 @ 7.30 pm

at Mortimer Methodist Church, West End Road, Mortimer

Present:

Councillors: Cllr. M. Dennett (Chairman), Cllr. J. Earl (Vice Chairman), Cllr. P. Blagden, Cllr. J. Bull, Cllr. A. Butcher, Cllr. N. Carter, Cllr. P. Challis, Cllr. D. Ives, Cllr. M. Johnson, Cllr. C. Lewis, Cllr. M. Lock, Cllr. A Richardson and Cllr P. Wingfield.

Clerk: Haydn Selwyn-Jones – Parish Clerk

Public/Press: There was 1 member of the public, WBC District Cllr. G. Bridgman and no members of the press present.

16/437	<p>Public Questions</p> <p>Mr. John Wells commented on the lack of information published by SMPC with regard to finances etc, when compared to, for example, Mortimer West End Parish Council.</p> <p>His comments were noted and the Clerk advised that the information requested was going to be added to the SMPC website, in-line with the financial reports being presented to Council tonight for the first time in recent years, along with all the necessary year end statutory papers that were public documents.</p> <p>In answer to the request that detailed salary information figures be published as per the example pages shown, the Clerk advised that this would be in breach of Freedom of Information Act 2000 Section 40 regulations and could not be done.</p> <p>Cllr. G. Bridgman spoke as a member of the public asking why the Year End finances and Annual Return Statements had been in Part II and it was explained that they were still draft documents at that time and needed to be considered in Part II, but, as soon as they were approved, they became available to the public.</p>	
16/438	<p>To receive any apologies for absence</p> <p>Apologies were received from Cllr. L Jones, Cllr. N. Kiley.</p>	
16/439	<p>To receive any declarations of interest and dispensations</p> <p>Cllr. N. Carter declared a potential financial interest in Item 16/459 subject to what might be discussed.</p> <p>Cllr. C. Lewis declared a personal interest in Item 16/458 ii Copy letter of objection to External Auditors regarding SMPC's Governance statement and Annual Return.</p>	
16/440	<p>To resolve to approve the Minutes of the Parish Council Meeting of 14th July 2016</p> <p>It was RESOLVED to approve the minutes unanimously subject to 16/424 – "Cllr T. Butcher" being changed to "Cllr. A. Butcher". 16/426 – Final paragraph – "investigation" being changed to "investigate". 16/429 – "fund day" being changed to "Fun Day".</p>	

16/441	<p>To receive minutes of the Finance and General Purposes Committee meeting of 8th August 2016</p> <p>It was RESOLVED to receive and approve the minutes</p>																																					
16/442	<p>To receive Financial Reports for April, May and June 2016 from F&GP Committee</p> <p>The reports were presented by the Clerk, explaining that these would now be a regular item on the Full Council Agenda, and they were received and noted unanimously.</p>																																					
16/443	<p>To receive revised draft Financial Regulations from the F&GP Committee</p> <p>The Financial Regulations were presented by the Clerk, who explained that they had been taken directly from The Model NALC Financial Regulations January 2016 and had been adjusted to reflect specific points with regard to the previously SMPC approved financial values applied to the NALC clauses.</p> <p>Comment was made about the syntax and punctuation throughout the NALC based document, but it was AGREED, proposed by Cllr. M. Dennett, seconded by Cllr. A. Richardson by 12 votes for and 1 vote against to adopt them subject to any remaining duplications of “the Clerk” being removed, the index, sections 12, 13 & 16 had the “[” removed from the details line and the “A” in Adopted on the front page being changed to “a”.</p>																																					
16/444	<p>To receive minutes of the Planning Committee meeting of 9th June and 14th July 2016</p> <p>It was RESOLVED to receive and approve the minutes</p>																																					
16/445	<p>To receive planning decisions and information from West Berkshire Council</p> <table border="1" data-bbox="322 1196 1283 1861"> <thead> <tr> <th><u>Application</u></th> <th><u>Address</u></th> <th><u>Decision</u></th> <th><u>Date</u></th> </tr> </thead> <tbody> <tr> <td>16/01402/HOUSE</td> <td>22, St Mary's Road Mortimer Common. RG7 3UE</td> <td>Approved</td> <td>14/07/16</td> </tr> <tr> <td>16/00939/HOUSE</td> <td>11, The Crescent Mortimer Common. RG7 3RU</td> <td>Approved</td> <td>12/07/16</td> </tr> <tr> <td>16/01441/HOUSE</td> <td>25, Stephens Firs Mortimer. RG7 3XB</td> <td>Approved</td> <td>19/07/16</td> </tr> <tr> <td>16/01439/HOUSE</td> <td>41, Stephens Close Mortimer. RG7 3TY</td> <td>Approved</td> <td>22/07/16</td> </tr> <tr> <td>16/ 01398/FULD</td> <td>1, King Street Mortimer Common. RG7 3RS</td> <td>Approved</td> <td>27/07/16</td> </tr> <tr> <td>16/01563/CERTP</td> <td>58, The Crescent Mortimer Common. RG7 3RU</td> <td>Approved</td> <td>01/08/16</td> </tr> <tr> <td>16/01469/HOUSE</td> <td>39, The Avenue Mortimer Common. RG7 3QU</td> <td>Approved</td> <td>05/08/16</td> </tr> <tr> <td>16/01596/CERTP</td> <td>Sybarite, The Street Mortimer. RG7 3PE</td> <td>Approved</td> <td>04/08/16</td> </tr> </tbody> </table> <p>All the above, apart from the CERTP applications, being in-line with the decisions of the SMPC Planning Committee.</p> <p>Received and noted</p>	<u>Application</u>	<u>Address</u>	<u>Decision</u>	<u>Date</u>	16/01402/HOUSE	22, St Mary's Road Mortimer Common. RG7 3UE	Approved	14/07/16	16/00939/HOUSE	11, The Crescent Mortimer Common. RG7 3RU	Approved	12/07/16	16/01441/HOUSE	25, Stephens Firs Mortimer. RG7 3XB	Approved	19/07/16	16/01439/HOUSE	41, Stephens Close Mortimer. RG7 3TY	Approved	22/07/16	16/ 01398/FULD	1, King Street Mortimer Common. RG7 3RS	Approved	27/07/16	16/01563/CERTP	58, The Crescent Mortimer Common. RG7 3RU	Approved	01/08/16	16/01469/HOUSE	39, The Avenue Mortimer Common. RG7 3QU	Approved	05/08/16	16/01596/CERTP	Sybarite, The Street Mortimer. RG7 3PE	Approved	04/08/16	
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16/446	<p>To receive the minutes of the Fairground, Trees and Amenities Committee meeting of 19th July 2016</p>																																					

	It was RESOLVED to receive and approve the minutes	
16/447	To receive minutes of the Roads, Footpaths and Commons Committee meeting of 21st July 2016 It was RESOLVED to receive and approve the minutes	
16/448	To receive minutes of the NDP Implementation Committee meeting of 2nd August 2016 It was RESOLVED to receive and approve the minutes and Project Scopes, which were also presented to Council.	
16/449	To receive and endorse update action report on upcoming NDP Hearing It was RESOLVED to receive and endorse the update action report on the upcoming NDP Hearing.	
16/450	To receive District Councillors' Report Both Cllr. M Lock and Cllr. G Bridgman had submitted written reports, which were received. Cllr. M. Lock then advised that West Berkshire residents were being issued with access stickers to the Padworth Waste site, which was also highlighted in Cllr. G. Bridgman's report. Cllr. J. Earl commented on the number of West Berkshire residents now being turned away from the Smallmead Waste site in Reading and Cllr. N. Carter also commented on the number of comments now being posted on the SMPC and MVP Facebook pages on this matter. After discussion it was agreed, as a general point, that SMPC comments on our Facebook page should be limited to information only. Following comments about the short notice of the changes to access to the Waste sites, Cllr. G. Bridgman advised that WBC had published the proposals with regard to the Smallmead site in June. Cllr. M. Lock advised that, despite the instructions issued about improving the access to the Mortimer to The Willink Designated Walk through tree removal, vegetation and ditch clearance work three weeks ago, Hollybush Lane still presents a danger due to overgrown vegetation and she would be taking this up again. Cllr. G. Bridgman advised that: i. Following no objections by SMPC to the planning application for 40 West End Road, he had 'called it in', following local comments, and the plans had now been changed to make it more suitable. ii. The information on Bus Passes and Fares for the new bus service introduced by Mortons Travel linking Tadley > AWE > Mortimer > Grazeley > Basingstoke Rd > Reading had now been published. iii. The Mortimer Walking for Health group would be more than happy to help with designating the walks to be publicised by SMPC's Roads, Footpaths and Commons Committee.	
16/451	To approve application by Cllr M. Johnson to become a member of Committees It was unanimously RESOLVED , proposed by Cllr. M. Dennett, seconded by Cllr. M. Lock, that Cllr. M. Johnson should become a member of the Cemetery, Roads Footpaths and Commons and Fairgrounds Trees and Amenities Committees as well as being the 2 nd Councillor representative on the Burghfield & Mortimer Neighbourhood Action Group. Under Standing Order 10 (ix) it was unanimously RESOLVED , proposed by Cllr. A. Richardson, seconded by Cllr. M. Lock, to co-opt Mr D.	

	Kilshaw to the Communications Committee as a non-Councillor member.	
16/452	<p>To receive Locum Clerk's Update (for information only)</p> <p>1 Returned to Office working to:</p> <ol style="list-style-type: none"> i. Completed monthly accounts for April, May and June ii. Completed VAT Return iii. Completed all meeting minutes as required iv. Posted Agendas as required v. Completed co-option process with Cllr M. Johnson vi. Liaised with Mrs Gina Blackie with regard to her concerns about footpath safety of the Street footpath from Strawberry Fields down to the Pelican Crossing. Completed an inspection walk with her and Cllr. P. Wingfield on 4th August to identify issues so that an initial approach can be made to WBC. vii. Investigated S106 spending options viii. Walked the Fairground playarea to identify areas that need attention and/or repair. ix. Repaired damage from an attempted break-in to the Cemetery shed. x. Inspected the Cemetery graves to identify plots that need clearing in accordance with the Cemetery Regulations so that letters could be sent. <p>The report was received.</p> <p>A vote of thanks to the Clerk, proposed by Cllr. J. Earl and seconded by Cllr. A. Richardson, for all his hard work in preparing the Financial Reports and all the other papers ready for this meeting, was unanimously AGREED.</p>	
16/453	<p>To receive an update report on the Mortimer Library Working Group</p> <p>Cllr. C. Lewis advised that the Red Quadrant consultation visit to Mortimer Library on 19/7/16, in response to the potential breach of the law by proposing the closure of the libraries without a needs assessment, had taken place and the outcome would be available at the end of August.</p> <p>The Clerk advised that the investigation of the option of declaring Mortimer Library a Community Asset still needed to be completed.</p>	Clerk
16/454	<p>PCSO Contract</p> <p>The Clerk advised the proposed contract for 2016/2017 had now been received and would be circulated to the working group for comment.</p>	
16/455	<p>Garth Hall</p> <p>Cllr M. Dennett advised that meeting dates had now been proposed for the next few weeks. Actual date still to be fixed though.</p>	
16/456	<p>To receive an update report on District Conference on Devolution of Duties and agree any further action to progress discussed opportunities for Parish and Town Councils to potentially do more.</p> <p>The Clerk reported that Andy Day, WBC's Head of Strategic Support, had phoned to propose a meeting with himself, WBC's CEO – Nick Carter, SMPC's Chairman, Vice Chairman and Clerk for an initial discussion, as they are still resolving what could be devolved and how it could be done, stressing that they are open to suggestions, are looking at soft environmental services and may be able to offer capital support, but no revenue support.</p>	

	<p>Discussion then took place with the following points being made:</p> <ol style="list-style-type: none"> i. Cllr. M. Lock stressed that SMPC is a rural Parish and we need to consider the Insurance implications. ii. Cllr. A. Butcher commented that SMPC could take on staff to do the work or contract out. iii. Cllr G. Bridgman commented that there were 2 aspects to devolution that needed to be considered. SMPC knows what needs and can be done, but WBC do not have the finances to do it and the potential benefit to the Parishioners. iv. Cllr. P. Wingfield commented that the precept was the key to potentially providing the services, which could be broken down into three categories: <ol style="list-style-type: none"> a. Capital items – such as school crossings etc. b. Revenue items – such as contractual work on verges, paths etc. c. Decision making items – such as Planning. <p>Need to make it clear to WBC that we could be looking at a Community Interest Company to manage any devolved services that the Parish might take on.</p> <p>Subject to SMPC taking a positive view to devolution, it was agreed that the proposed meeting should take place.</p>															
16/457	<p>Finance - To resolve to agree accounts for payment:</p> <table border="0"> <tr> <td>1 Suez Re-cycling & Recovery UK Ltd – Waste disposal Fairground July 2016 D.D. inc VAT</td> <td style="text-align: right;">£97.66</td> </tr> <tr> <td>2 Dad's Shop – Custodian Sundries July 2016 inc VAT</td> <td style="text-align: right;">£19.24</td> </tr> <tr> <td>3 WBC – Photocopying April-June 2016 inc VAT</td> <td style="text-align: right;">£36.00</td> </tr> <tr> <td>4 Viking Direct – Office printer and sundry supplies inc VAT</td> <td style="text-align: right;">£241.19</td> </tr> <tr> <td>5 Dinrino Theatre Services – Power & Audio items for Queens 90th Invoice1480 @ £383.86 inc VAT + Invoice 1483 @ £43.04 inc VAT. Cheque cancelled as lost in post.</td> <td style="text-align: right;">£426.90</td> </tr> <tr> <td>6 Viking Direct – Paper & Note pads inc VAT</td> <td style="text-align: right;">£29.84</td> </tr> <tr> <td>7 C&D Facilities – July grass cutting for Fairground, Cemetery and Alfred Palmer Memorial Field inc VAT</td> <td style="text-align: right;">£1,063.26</td> </tr> </table> <p>The motion to agree the finances was proposed by Cllr. M. Dennett, seconded by Cllr. A. Richardson and AGREED unanimously.</p>	1 Suez Re-cycling & Recovery UK Ltd – Waste disposal Fairground July 2016 D.D. inc VAT	£97.66	2 Dad's Shop – Custodian Sundries July 2016 inc VAT	£19.24	3 WBC – Photocopying April-June 2016 inc VAT	£36.00	4 Viking Direct – Office printer and sundry supplies inc VAT	£241.19	5 Dinrino Theatre Services – Power & Audio items for Queens 90 th Invoice1480 @ £383.86 inc VAT + Invoice 1483 @ £43.04 inc VAT. Cheque cancelled as lost in post.	£426.90	6 Viking Direct – Paper & Note pads inc VAT	£29.84	7 C&D Facilities – July grass cutting for Fairground, Cemetery and Alfred Palmer Memorial Field inc VAT	£1,063.26	
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16/458	<p>To receive Correspondence (for information only):</p> <ol style="list-style-type: none"> i. Revised part-funded PCSO contract April 2016 ii. Copy letter of objection to External Auditors regarding SMPC's Governance statement and Annual Return iii. Further communications regarding scaling of driveway off Kings Street on NDP document mapping. <p>Received and noted.</p>															
16/459	<p>To receive an update from working group on action to take regarding WBC Members Bids for 2016/2017</p> <p>Cllr. M. Lock proposed that SMPC should consider applying for play equipment for the Alfred Palmer Playing Field using S106 funding to fund the shared funding portion, which Cllr. L. Jones was seeking quotes for.</p>															

	<p>The Clerk was requested to check the availability and legality of the use of S106 funding for such a proposal.</p> <p>Cllr. J. Earl raised a further option for consideration for the supply of power to the Grazing Area of the Fairground via an underground cable to a switch box. MVP have proposed to partially fund this and it was suggested that this could be part of a Members Bid.</p> <p>After discussion it was RESOLVED that the Play Equipment bid should be carried forward as only one bid could be made.</p> <p>Cllr. G. Bridgman, stressed the importance of getting the form filled in and signed off by WBC.</p> <p>Cllr. A. Richardson recommended that Members Bids needed to be diarised forward for June 2017 so that there was enough time to consider one properly.</p>	
#1	It was RESOLVED to continue the meeting for a further ½ hour after 9:30pm to complete the business.	
16/460	<p>To receive Minor Matters (for information only):</p> <p>Cllr. N. Carter raised his previous communications regarding CCTV for the Fairground and suggested that it be discussed by the Fairground Committee.</p> <p>Cllr. P. Wingfield commented that he had an absolute matter of principle about this and would discuss matters outside of the meeting.</p> <p>Cllr. D. Ives raised the fact that SMPC's website still does not contain up to-date information on new Councillors and Committee members</p> <p>Cllr. J. Earl commented on the importance of the need to keep the community informed about the devolution plans so that there are no surprises and also gain their input to potential devolved activities.</p> <p>Cllr. M. Lock raised the point that Andrea Keen of WBC still has a budget for Community matters and asked when she would be able to visit SMPC to discuss this.</p> <p>Cllr. C. Lewis asked when the graves in the cemetery were going to be levelled and the Clerk advised that this was in hand and notices had been sent 12 Grantees notifying them of the action and the need for them to clear the graves in accordance with SMPC's Cemetery Regulations.</p> <p>Cllr. A. Richardson raised the question of the Quality Standard for Councils scheme and whether it was still being considered.</p> <p>The Clerk advised that the scheme had been changed, but still required the Clerk to achieve accreditations, which it was not his intention to do at this time. This was to be looked into and reported on under a future Agenda item.</p> <p>Cllr. P. Wingfield commented on:</p> <ol style="list-style-type: none"> i. Publishing all Council Agenda papers on the website, which the Clerk will look into. ii. Distribution all Agendas to all Councillors. The Clerk advised that this had already been requested and would be actioned in future. iii. That a calendar of meetings be provided. The Clerk advised that this was being worked on and would be published shortly. 	<p>Clerk</p> <p>Clerk</p>
16/461	<p>To receive any future Agenda items</p> <ol style="list-style-type: none"> i. Quality Standards for Councils scheme 	

The next meeting is on 8th September 2016.

The meeting closed at 9:35 pm.

DRAFT