



Stratfield Mortimer Parish Council

Minutes of the Annual Parish Council Meeting

held on 12th May 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. L Jones, Cllr. C. Lewis, Cllr. M. Lock, Cllr. N. Kiley, Cllr. A Richardson and Cllr P. Wingfield.

Clerk: Haydn Selwyn-Jones – Parish Clerk

Public/Press: There were District Cllr. G. Bridgman (from 8.15 pm), 3 members of the public and no members of the press present.

16/358	Public Questions: There were no public questions	
16/359	To Elect Chairman for 2016/2017 - Chairman to sign Declaration of Office Cllr. M. Dennett was proposed by Cllr. J. Earl and seconded by Cllr. M. Lock and elected, unopposed, unanimously. Cllr. M. Dennett then signed his Declaration of Office.	
16/360	To Elect Vice-Chairman for 2016/2017 - Vice-Chairman to sign Declaration of Office Cllr. J. Earl was proposed by Cllr. N. Kiley and seconded by Cllr. M. Lock and elected, unopposed, unanimously. Cllr. J. Earl then signed his Declaration of Office.	
16/361	To receive any apologies for absence: Apologies were received from Cllr. P Challis and Cllr. D Ives. The Chairman, with regret, advised that Cllr. A. Philips had resigned.	
16/362	To receive any declarations of interest and dispensations: There were no Declarations of Interest.	
16/363	To resolve to approve the Minutes of the Parish Council Meeting of 14th April 2016 A number of points were raised as follow: 16/339 Add "2016" to 18 th April date 16/344 Replace "interim terms" with "Interim Terms" 16/346 Item 2 – replace "." In "£450.000" with "," 16/347 Replace "it was thought" with "it was agreed" 16/350 Replace "Victoria arms" with "Victoria Arms" 16/356 Add "2016" to the dates in items 1, 2 and 4 With these amendments made, it was RESOLVED to approve the minutes.	
16/364	To receive minutes of the Planning Committee meeting of 3rd May 2016 It was RESOLVED to receive and approve the minutes	
16/365	To receive a report and agree the appointment of an NDP Implementation Committee and its Terms of Reference Following a brief discussion on the Report and Terms of Reference for a	

	<p>new NDP Implementation Committee it was proposed Cllr. M Dennett and seconded by Cllr. M. Lock that a NDP Implementation Committee should be appointed and this was AGREED unanimously.</p> <p>The Clerk expressed his appreciation for the support of Councillors in resolving the Terms of Reference for this Committee</p>	
<p>16/366 16/367</p>	<p>To Appoint Committee Members and Chairman for 2016/2017:</p> <p>The Chairman and Vice-Chairman are members of all Committees. The following appointments were agreed with Chairmen indicated by an *.</p> <p>The election of Chairmen was uncontested for all Committees apart from Communications where Cllr. A Richardson and Cllr. N. Carter stood and on a show of hands Cllr. A. Richardson was elected by 4 votes to 2 votes:</p> <p>a) Planning: Cllrs. A Butcher*, P. Challis, D. Ives, L. Jones, N. Kiley</p> <p>b) Roads, Footpaths & Commons Cllrs. D. Ives*, J. Bull, A. Butcher, C. Lewis, M. Lock</p> <p>c) Fairground, Trees & Amenities Cllrs. P. Blagden*, J. Bull, P. Challis, N. Kiley, M, Lock, A. Richardson</p> <p>d) Cemetery Cllrs. N. Kiley*, J. Bull, P. Challis, C. Lewis, P. Wingfield</p> <p>e) Communications Cllrs. A. Richardson*, N. Carter, L. Jones, C. Lewis</p> <p>f) NDP Implementation Cllrs. P. Wingfield*, N. Carter, L. Jones, N. Kiley, A. Richardson</p> <p>g) Finance & General Purposes - this Committee has fixed membership of the Council Chairman and Vice-Chairman and of the Committee Chairmen. Cllrs. M. Dennett*, J. Earl, A. Butcher, D. Ives, P. Blagden, N. Kiley, A. Richardson, P. Wingfield</p>	
16/368	<p>To Appoint Parish Council Representatives:</p> <p>It was AGREED that the following appointments be made:</p> <p><u>Annual Appointments:</u></p> <p>a) Willink Leisure Centre Joint Advisory Committee Cllr. T. Butcher</p> <p>b) Relief in Need Charity Cllr. L. Jones</p> <p>c) Burghfield & Mortimer Neighbourhood Action Group (BMNAG) Cllr. D. Ives</p> <p><u>Continuing fixed term of office:</u></p> <p>d) Clarke's Educational Foundation Mr Peters until May 2019 – to be checked by the Chairman</p> <p>e) Stratfield Mortimer Fairground Trust Cllr. N.Kiley until July 2017</p> <p>f) Stratfield Mortimer Fairground Trust Cllr. J. Earl until October 2019</p> <p>g) Wokefield Common Advisory Committee Cllr J. Bull</p>	
16/369	<p>Parish Councillor volunteers to sit on the following outside committees:</p> <p>The following volunteers were accepted to sit on:</p> <p>a) St John's Hall Management Committee - Cllr. J. Bull</p>	

	<p>b) Burghfield & Mortimer Volunteer Bureau – Cllr. P. Wingfield</p> <p>c) AWE Local Liaison Committee – Cllr. M. Lock & In reserve Cllr. J. Earl</p>																									
16/370	<p>To receive District Councillors' Report</p> <p>Both Cllr. M Lock and Cllr. G Bridgman had submitted written reports which were received.</p> <p>Cllr. M. Lock referred to the joint report with Cllr. G. Bridgman on the Ward visit by Nick Carter – WBC CEO on Friday 6th May 2016 and gave a more detailed verbal report on some of the issues discussed – namely:</p> <p>a) Expressing Nick Carter's surprise at the actual size of the Ward and the needs it presented</p> <p>b) The issues regarding Social Services, which had received a disappointing Ofsted report and that WBC was now working on the issues that were highlighted and good progress is being made. Mention was made that Cornerstones in Thatcham was available as an halfway house for youngsters needing help in moving out into the workplace.</p> <p>c) Having seen the safety issues of the Mortimer to Willink safe walking route a meeting is being held on Wednesday 18th May 2016 to discuss and seek solutions to the safety issues the proposed walking route presents.</p> <p>d) A meeting with AWE is planned for 22nd June 2016 and mention was made how AWE had provided 2 of their apprentices to assist with the necessary repairs to the bells of St John's Church in Mortimer.</p> <p>Cllr. G. Bridgman joined the meeting and gave a brief summary of his report which was received.</p> <p>Cllr. J. Earl raised the issues of the rubbish and antisocial behaviour that was stemming from the Four Houses Corner site and requested that this be made an Agenda item for the next meeting.</p>	Clerk																								
16/371	<p>To receive planning decisions and information from West Berkshire Council</p> <table border="1"> <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>16/00486/ADV</td> <td>36, Victoria Road, Mortimer Common</td> <td>Rejected</td> <td>14/04/16</td> </tr> <tr> <td>15/02200/HOUSE</td> <td>6 Garth Road, Mortimer Common</td> <td>Approved</td> <td>12/04/16</td> </tr> <tr> <td>16/00343/HOUSE</td> <td>36 Bilberry Gardens, Mortimer</td> <td>Approved</td> <td>19/04/16</td> </tr> <tr> <td>16/00674/HOUSE</td> <td>38 Windmill Road, Mortimer</td> <td>Approved</td> <td>29/04/16</td> </tr> <tr> <td>16/00466/FULD</td> <td>Old Fire Station, The Street, Mortimer</td> <td>Approved</td> <td>27/04/16</td> </tr> </tbody> </table> <p>Received and noted</p>	<u>Application</u>	<u>Address</u>	<u>Decision</u>	<u>Date</u>	16/00486/ADV	36, Victoria Road, Mortimer Common	Rejected	14/04/16	15/02200/HOUSE	6 Garth Road, Mortimer Common	Approved	12/04/16	16/00343/HOUSE	36 Bilberry Gardens, Mortimer	Approved	19/04/16	16/00674/HOUSE	38 Windmill Road, Mortimer	Approved	29/04/16	16/00466/FULD	Old Fire Station, The Street, Mortimer	Approved	27/04/16	
<u>Application</u>	<u>Address</u>	<u>Decision</u>	<u>Date</u>																							
16/00486/ADV	36, Victoria Road, Mortimer Common	Rejected	14/04/16																							
15/02200/HOUSE	6 Garth Road, Mortimer Common	Approved	12/04/16																							
16/00343/HOUSE	36 Bilberry Gardens, Mortimer	Approved	19/04/16																							
16/00674/HOUSE	38 Windmill Road, Mortimer	Approved	29/04/16																							
16/00466/FULD	Old Fire Station, The Street, Mortimer	Approved	27/04/16																							
16/372	<p>To resolve to approve renewal of SMPC Annual Insurance from 1st June with AON UK Ltd: -</p> <p>It was AGREED to approve the renewal of the SMPC Annual Insurance from 1st June with AON UK Ltd at a premium of £561.74 for second year of a three year agreement.</p>																									
16/373	<p>Update report regarding the NDP submission progress</p> <p>Cllr Wingfield reported that the Independent Examiner had requested paper copies of all documentation relating to the NDP submission, which, due to the volume involved, was causing a copying issue. Discussions</p>																									

	were underway to resolve matters.	
16/374	<p>To receive Locum Clerk's Update (for information only)</p> <p>1 Home working to:</p> <ol style="list-style-type: none"> i. Manage and replied to incoming emails ii. Take phone calls on Call Divert from the Office iii. Prepare any necessary papers for meetings iv. Liaise with Chairman and other Councillors on any issues v. Prepare accounts for Year End and Internal Audit vi. Update Fixed Asset Register vii. Review and respond to Partially Funded PCSO contract viii. Resolved Public Liability Insurance indemnity questions and concerns with Insurers for SMPC events and hire of the Fairground to outside users ix. Submitted SMPC Planning responses to WBC x. Organised approved grass cutting for the Alfred Palmer Memorial Field xi. Clarified and reported back on Bias and Conflict of Interest concerns with regard to members of the Planning Committee, especially the Chairman, meeting with NDP developers and on the advice concerning the separation of the Planning Committee and the proposed NDP Implementation Committee to avoid potential complaints of Bias and Conflicts of Interest xii. Started working on the SMPC Business Continuity Risk Management Plan <p>The report was received.</p>	
16/375	<p>To receive an update on WBC's Budget Proposal 2016-17 Phase 2 consultation and subsequent decisions.</p> <p>Cllr. G. Bridgman advised that the WBC 2nd June meeting was unlikely to provide much more information other than what is already available.</p> <p>Clerk to check if letter received re meeting.</p>	Clerk
16/376	<p>To receive a report on the setting up of a Mortimer Library Working Group to investigate and report on options.</p> <p>It was confirmed that Mrs Marjorie McClure would be available to be co-opted onto the Working Group and it was AGREED that a meeting be arranged as soon as possible with Cllr. M. Dennett, Cllr. N. Carter, Cllr. C. Lewis and Mrs M. McClure to progress discussion on Library opportunities.</p> <p>Cllr P. Wingfield spoke to recommend that a proactive approach with regard to the various options available should be taken and advised that he would be happy to attend, which was accepted.</p>	M.D.
16/377	<p>PCSO Contract</p> <p>To receive an update on the part-funded PCSO contract from April 2016.</p> <p>The Clerk advised that the new contract had been scrutinised, with the help of some Councillors and had been returned to Thames Valley Police for a response to the comments made.</p> <p>Nothing has been heard back so far and it would be progressed.</p>	Clerk
16/378	<p>Garth Hall</p> <p>Cllr M. Dennett reported that contact had been made a meeting was</p>	

	being sought. It was proposed that a meeting be arranged for after 31 st May 2016.																	
16/379	<p>Her Majesty's 90th Birthday Celebrations and Beacon Lighting</p> <p>Cllr. J. Earl reported that the Beacon Lighting event on 21st April 2016 had been a great success with over 600 people attending.</p> <p>The Party event, planned for 4th June 2016, was progressing well and the arrangement were still currently within budget.</p>																	
16/380	<p>To receive an update on the review of the SMPC Business Continuity Risk Management Plan.</p> <p>It was AGREED to defer discussion until the next meeting.</p>																	
16/381	<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>Cllr. M. Dennett presented a letter from WBC proposing further discussions if required.</p> <p>Cllr. P. Wingfield advised on the scope of Devolution and it was AGREED that the Finance and General Purposes Committee should meet and respond.</p> <p>The Clerk was instructed to find out from WBC what was being proposed as to detailed scope and report back.</p>	Clerk																
16/382	<p>To receive an update report on Community Speedwatch</p> <p>The update report was received and noted.</p> <p>In response to a question raised by Cllr. P. Wingfield, it was stated that the process of camera use used by WBC was different to that used by TVP, in that it identifies speed issues for TVP to then further check.</p>																	
16/383	<p>Finance - To resolve to agree accounts for payment:</p> <table border="0"> <tr> <td>1 Suez Recycling & Recovery UK Ltd – Waste disposal Fairground April 2016 D.D. inc VAT</td> <td style="text-align: right;">£93.79</td> </tr> <tr> <td>2 JR Secretarial Services – NDP Secretarial Services Dec15</td> <td style="text-align: right;">£101.50</td> </tr> <tr> <td>3 The Pottery Yarnton – Inscribed Plate for SMPC Community Award</td> <td style="text-align: right;">£240.00</td> </tr> <tr> <td>4 Sign Wise UK Ltd – 2 x Beacon Lighting Event signs. inc VAT.</td> <td style="text-align: right;">£30.00</td> </tr> <tr> <td>5 DADS Shop – Custodian tools & sundries. inc VAT</td> <td style="text-align: right;">£36.59</td> </tr> <tr> <td>6 South East Employers – Associate membership subscription</td> <td style="text-align: right;">£236.40</td> </tr> <tr> <td>7 Haydn Selwyn-Jones, T/A BMS Associates – Locum Clerk invoice April 2016</td> <td style="text-align: right;">£1,372.65</td> </tr> <tr> <td>8 M.D. Dennett – Custodian mobile phone top up (£20.00) and petrol for the strimmer (£5.45)</td> <td style="text-align: right;">£25.45</td> </tr> </table> <p>The finances were AGREED</p>	1 Suez Recycling & Recovery UK Ltd – Waste disposal Fairground April 2016 D.D. inc VAT	£93.79	2 JR Secretarial Services – NDP Secretarial Services Dec15	£101.50	3 The Pottery Yarnton – Inscribed Plate for SMPC Community Award	£240.00	4 Sign Wise UK Ltd – 2 x Beacon Lighting Event signs. inc VAT.	£30.00	5 DADS Shop – Custodian tools & sundries. inc VAT	£36.59	6 South East Employers – Associate membership subscription	£236.40	7 Haydn Selwyn-Jones, T/A BMS Associates – Locum Clerk invoice April 2016	£1,372.65	8 M.D. Dennett – Custodian mobile phone top up (£20.00) and petrol for the strimmer (£5.45)	£25.45	
1 Suez Recycling & Recovery UK Ltd – Waste disposal Fairground April 2016 D.D. inc VAT	£93.79																	
2 JR Secretarial Services – NDP Secretarial Services Dec15	£101.50																	
3 The Pottery Yarnton – Inscribed Plate for SMPC Community Award	£240.00																	
4 Sign Wise UK Ltd – 2 x Beacon Lighting Event signs. inc VAT.	£30.00																	
5 DADS Shop – Custodian tools & sundries. inc VAT	£36.59																	
6 South East Employers – Associate membership subscription	£236.40																	
7 Haydn Selwyn-Jones, T/A BMS Associates – Locum Clerk invoice April 2016	£1,372.65																	
8 M.D. Dennett – Custodian mobile phone top up (£20.00) and petrol for the strimmer (£5.45)	£25.45																	
16/384	<p>To receive Correspondence (for information only):</p> <p>i. Child Abuse Leaflets from WBC – for notice boards</p>																	

	<p>ii. AON Insurance renewal documents – for Council approval</p> <p>iii. Quarterly vacancy survey – to be completed and returned</p> <p>iv. Claire Connell – copy of letter sent to Cllr. Lewis regarding his complaint regarding Financial Practices.</p> <p>v. Letter regarding St John's Sports Day</p> <p>vi. Suez Waste Disposal price increase from 1st May 2016</p> <p>Cllr P. Wingfield raised the receipt of an email giving Notification Of Consultation on the Berkshire Housing and Economic Land Availability Assessment (HELAA) Draft methodology May 2016, which needed to be responded to by 5pm 6th June 2016.</p> <p>It was AGREED that the NDP Steering Group should look into this and draft a response and that the Clerk should have delegated authority to respond on behalf of the Council before the closure date.</p>	P.W & Clerk
16/385	<p>To receive Minor Matters (for information only):</p> <ol style="list-style-type: none"> 1. Cllr. M. Dennett advised that he was checking out the removal of the Wheelie Bins outside the Community Centre 2. Cllr. M. Dennett advised that he had proposed the re-appointment of Rebecca Barker as the Chair - Parish Council appointed Trustee for the Alfred Palmer Memorial Field Trust for 2016-2017. Cllr. J. Earl, even though this was for information only, seconded this and requested a show of hands to approve this, which was unanimous. 3. It was advised that the next Parish Newsletter would be distributed 10th to 11th June 2016 4. Cllr N. Carter commented on the benefits of Social Media action as encouraged by Thames Valley Police at the recent Annual Parish Meeting. 5. Cllr. A. Butcher advised that the Willink Leisure Centre was managing to maintain their financial budgets through the use of contracted out services. 6. Cllr. N. Kiley questioned about the auctioning of the process to find a new Councillor and the Clerk advised that the matter was in hand and the notices would be up on the Notice Boards within the next few days. 	
16/386	<p>To receive any future Agenda items</p> <p>Cllr. A. Richardson requested an item on Financial Reporting. The Clerk advised that, following discussions with the Internal Auditor, regarding his concerns on the lack of full financial reporting, he was investigating various options for presentation to F&GP and Full Council for consideration at the next meeting.</p>	Clerk

The next meeting is on 9th June 2016.

The meeting closed at 9:35 pm.