



## Stratfield Mortimer Parish Council

### Minutes of the Annual Parish Council Meeting

held on 9<sup>th</sup> June 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. N. Carter, Cllr. P. Challis, Cllr. D. Ives, 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, 1 member of the public and no members of the press present.

<u>Part I</u>																						
16/387	<p><b>Public Questions:</b></p> <p><b>Mr John Wells</b> – Raised concerns regarding the fish passage by the Foundry Brook Bridge near St Mary's church that was built back in January by the ARK Action for the river Kennet.</p> <p>The concern is that when the water level is low it looks very inviting for children to play on the rocks thinking they can walk across them but at the end of each line of rocks there are two deep pools about three feet deep that can't be easily be seen, he feels that it would be a good idea to get a couple of warning notices put up.</p> <p>It was agreed to look into this.</p>	Clerk																				
16/388	<p><b>To receive any apologies for absence:</b></p> <p>Apologies were received from Cllr. A. Butcher.</p>																					
16/389	<p><b>To receive any declarations of interest and dispensations:</b></p> <p>Cllrs. J. Bull, N. Carter, J. Earl and N. Kiley all declared a personal interest in Mortimer Music Live.</p>																					
16/390	<p><b>To resolve to approve the Minutes of the Parish Council Meeting of 12<sup>th</sup> May 2016</b></p> <p>Subject to 3/385 Item 6 "auctioning" being changed to "actioning", it was <b>RESOLVED</b> to approve the minutes.</p>																					
16/391	<p><b>To receive minutes of the Planning Committee meeting of 24<sup>th</sup> May 2016</b></p> <p>It was <b>RESOLVED</b> to receive and approve the minutes</p>																					
16/392	<p><b>To receive planning decisions and information from West Berkshire Council</b></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>15/02784/OUTMAJ</td> <td>Monkey Puzzle Field, The Street, Mortimer.</td> <td>Rejected</td> <td>11/05/16</td> </tr> <tr> <td>16/00661/HOUSE</td> <td>24, Damson Drive, Mortimer.</td> <td>Approved</td> <td>18/05/16</td> </tr> <tr> <td>16/00865/HOUSE</td> <td>4 Windmill Road, Mortimer</td> <td>Approved</td> <td>19/05/16</td> </tr> <tr> <td>16/00623/FULD</td> <td>Fisher Court, Victoria Road, Mortimer Common.</td> <td>Approved</td> <td>27/05/16</td> </tr> </tbody> </table>	<u>Application</u>	<u>Address</u>	<u>Decision</u>	<u>Date</u>	15/02784/OUTMAJ	Monkey Puzzle Field, The Street, Mortimer.	Rejected	11/05/16	16/00661/HOUSE	24, Damson Drive, Mortimer.	Approved	18/05/16	16/00865/HOUSE	4 Windmill Road, Mortimer	Approved	19/05/16	16/00623/FULD	Fisher Court, Victoria Road, Mortimer Common.	Approved	27/05/16	
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	Received and noted	
<b>16/393</b>	<p><b>To receive District Councillors' Report</b></p> <p>Both Cllr. M Lock and Cllr. G Bridgman had submitted written reports which were received.</p> <p>Cllr. M. Lock added to her report by advising that:</p> <ol style="list-style-type: none"> <li>i. Smallmead Tip would not be available to residents of Stratfield Mortimer after 30/6/16, although residents may be able to apply for a permit provided at cost.</li> <li>ii. Padworth Tip Planning Application has still not been actioned.</li> <li>iii. Dog fowling was still a problem. Abusers need to be caught letting their dogs fowl to be able to take action.</li> <li>iv. The Library – still on-going.</li> <li>v. A new Discretionary Home to School Transport consultation was running through to July.</li> </ol> <p>Cllr. G. Bridgman commented on his report by advising that:</p> <ol style="list-style-type: none"> <li>i. Further information on the Monkey Puzzle Field refusal was contained in the updated edition of his latest report.</li> <li>ii. The Chairman of WBC was now Cllr. Quentin Webb.</li> <li>iii. WBC was now working on a new Code of Conduct which would be available to Parishes to use as a model.</li> <li>iv. SMPC should attend the Tower House visit on 15<sup>th</sup> June 2016.</li> <li>v. The Queen's 90<sup>th</sup> Birthday Party held on the Fairground on Saturday 4<sup>th</sup> June was excellent.</li> </ol> <p>Cllr. N. Carter questioned on how the equipment that could be available on matched funding for Audio Equipment and portable Generators would be made available and Cllr G. Bridgman advised that bids can be put in. Cllr M. Lock advised that bids needed to show a positive community benefit.</p>	
<b>16/394</b>	<p><b>To approve application by Cllr D. Ives to become a member of the NDP Implementation Committee</b></p> <p>Proposed by Cllr. M. Dennett, seconded by Cllr. M. Lock and unanimously <b>APPROVED</b>.</p>	
<b>16/395</b>	<p><b>To approve co-option of non-Councillor members to the NDP Implementation Committee</b></p> <p>Mr Tennent Barber and Danusia Morsley were proposed by Cllr. P. Wingfield, seconded by Cllr. N. Kiley and unanimously <b>APPROVED</b>.</p>	
<b>16/396</b>	<p><b>To receive Locum Clerk's Update (for information only)</b></p> <ol style="list-style-type: none"> <li>1 Home working to: <ol style="list-style-type: none"> <li>i. Manage and replied to incoming emails</li> <li>ii. Take phone calls on Call Divert from the Office</li> <li>iii. Prepare any necessary papers for meetings</li> <li>iv. Liaise with Chairman and other Councillors on any issues</li> <li>v. Completed draft accounts for Year End and draft papers for Annual Audit</li> <li>vi. Followed up TVP response to queries on Partially Funded PCSO contract</li> <li>vii. Renewed AON Insurance for the Council</li> <li>viii. Responded to concerns regarding insurance cover on activities connected to Queens 90<sup>th</sup> Party</li> <li>ix. Submitted SMPC Planning responses to WBC</li> </ol> </li> </ol>	

	<ul style="list-style-type: none"> <li>x. Organised approved grass cutting for the Fairground and Grazing Area</li> <li>xi. Completed working on the SMPC Business Continuity Risk Management Plan</li> <li>xii. Completed draft ToRs for SMPC Committees for F&amp;GP consideration.</li> <li>xiii. Submitted SMPC response to WBC for HELAA consultation.</li> </ul> <p>The report was received.</p>	
<b>16/397</b>	<p><b>To receive a report on the setting up of a Mortimer Library Working Group to investigate and report on options.</b></p> <p>Cllr. M. Dennett gave verbal report advising that the first meeting of the Library Working Group is planned for Tuesday 21<sup>st</sup> June 2016</p> <p>Cllr. M. Lock expressed how important it is for the Working Group to “think out of the box”.</p> <p>Two reports regarding the Library Stakeholder Meeting 2<sup>nd</sup> June were received and noted.</p> <p>Cllr. M. Lock advised that a visit from Red Quadrant to observe and receive comments was being planned to the Libraries. The Clerk advised that a Tuesday was the best day for Mortimer Library as it was open all day with a number of community activities taking place.</p>	
<b>16/398</b>	<p><b>PCSO Contract</b></p> <p>The Clerk advised that TVP had just responded, apologising for the delay, saying that the PCSO Contract had now been passed to Contracts to be re-written. In the meantime the existing contract will apply.</p>	
<b>16/399</b>	<p><b>Garth Hall</b></p> <p>Cllr M. Dennett reported that a meeting was being set up for the end of June.</p> <p>Cllrs. N. Kiley and P. Challis offered to be part of the working group and this was noted.</p> <p>Following comments on what preparation was needed before the meeting, Cllr. M. Dennett agreed to set up a meeting beforehand.</p>	
<b>16/400</b>	<p><b>Her Majesty’s 90th Birthday Celebrations</b></p> <p>Cllr. J. Earl reported that there were approximately 2,000 on site at any one time, including a Police and PCSO presence, with a total attendance of some 3,000.</p> <p>A number of varied bands had performed and had shown a high degree of excellence in their delivery. What was especially noted was the high degree of local excellence.</p> <p>The toilets, that had not been ordered and the rubbish were due to be collected on Friday 10<sup>th</sup> June.</p> <p>Particular thanks were given to all the team and their efforts in all they did to help.</p> <p>Cllr. A. Richardson advised late sponsorship had helped maintain the budget for the event, but the rubbish removal has added to the costs.</p> <p>Cllr. N. Carter proposed that a letter of thanks should be sent out all concerned and this would be considered.</p> <p>Cllr. M. Dennett commented on the poor audibility of Air Vice Marshall B. Newton’s speech and arrangements were in hand to post the speech on-</p>	

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<b>16/401</b>	<p><b>To receive an update on the review of the SMPC Business Continuity Risk Management Plan.</b></p> <p>The Clerk presented the SMPC Business Risk Management Plan, which was, after short discussion, received and unanimously <b>APPROVED</b> as a “living document” to be managed by the F&amp;GP Committee.</p>																													
<b>16/402</b>	<p><b>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.</b></p> <p>The Clerk reported that he had been in touch with the WBC CEO’s office to ask for information on the areas that WBC was looking at with regard to devolution, but had heard nothing back.</p> <p>The Clerk was requested to chase this up to be able to report back.</p>	Clerk																												
<b>16/403</b>	<p><b>To approve Draft Terms of Reference for SMPC Committees reviewed by the F&amp;GP Committee.</b></p> <p>These were received and after short discussion it was proposed by Cllr. N. Kiley, seconded by Cllr. A Richardson to <b>AGREE</b> to accept them, with Committees being able to refer back to the Clerk to make minor changes where necessary, by 12 votes for and 1 against.</p>																													
<b>16/404</b>	<p><b>Finance - To resolve to agree accounts for payment:</b></p> <table border="0"> <tr> <td>1 Suez Recycling &amp; Recovery UK Ltd – Waste disposal Fairground May 2016 D.D. inc VAT</td> <td style="text-align: right;">£97.66</td> </tr> <tr> <td>2 Thames Water – Fairground Water Supply Feb – May 2016 D.D.</td> <td style="text-align: right;">£4.85</td> </tr> <tr> <td>3 Viking – Office Stationery May 2016 inc VAT</td> <td style="text-align: right;">£134.89</td> </tr> <tr> <td>4 C &amp; D Facilities – Grass cutting May 2016 (Fairground, Cemetery &amp; AMPF) inc VAT</td> <td style="text-align: right;">£1063.26</td> </tr> <tr> <td>5 Benyon Trust – Cemetery Extension Rent June – Sept 2016</td> <td style="text-align: right;">£62.50</td> </tr> <tr> <td>6 Rialtas Business Solutions – Alpha Support and Maintenance 2016-2017 inc VAT</td> <td style="text-align: right;">£135.60</td> </tr> <tr> <td>7 Haydn Selwyn-Jones, T/A BMS Associates – Locum Clerk invoice May 2016</td> <td style="text-align: right;">£1639.95</td> </tr> <tr> <td>8 Dads Shop – Custodian sundry item – May 16</td> <td style="text-align: right;">£71.79</td> </tr> <tr> <td>9 Oakdale – June Newsletter – 1850 copies</td> <td style="text-align: right;">£740.00</td> </tr> <tr> <td>10 Sansome &amp; George – Part-payment on printing costs for Queens 90<sup>th</sup> Party song sheets</td> <td style="text-align: right;">£44.45</td> </tr> <tr> <td>11 G. Bridgman – Expenses for Diesel for Generators for Queens 90<sup>th</sup> Party</td> <td style="text-align: right;">£26.74</td> </tr> <tr> <td>12 AON Insurance – 2016-2017 Insurance cover</td> <td style="text-align: right;">£561.74</td> </tr> <tr> <td>13 Summer Breeze Stage Hire – Queens 90<sup>th</sup> inc VAT</td> <td style="text-align: right;">£1320.00</td> </tr> <tr> <td>14 Blakedown Sport and Play – Retention payment Tennis Courts inc VAT</td> <td style="text-align: right;">£1258.56</td> </tr> </table> <p>The finances were <b>AGREED</b></p>	1 Suez Recycling & Recovery UK Ltd – Waste disposal Fairground May 2016 D.D. inc VAT	£97.66	2 Thames Water – Fairground Water Supply Feb – May 2016 D.D.	£4.85	3 Viking – Office Stationery May 2016 inc VAT	£134.89	4 C & D Facilities – Grass cutting May 2016 (Fairground, Cemetery & AMPF) inc VAT	£1063.26	5 Benyon Trust – Cemetery Extension Rent June – Sept 2016	£62.50	6 Rialtas Business Solutions – Alpha Support and Maintenance 2016-2017 inc VAT	£135.60	7 Haydn Selwyn-Jones, T/A BMS Associates – Locum Clerk invoice May 2016	£1639.95	8 Dads Shop – Custodian sundry item – May 16	£71.79	9 Oakdale – June Newsletter – 1850 copies	£740.00	10 Sansome & George – Part-payment on printing costs for Queens 90 <sup>th</sup> Party song sheets	£44.45	11 G. Bridgman – Expenses for Diesel for Generators for Queens 90 <sup>th</sup> Party	£26.74	12 AON Insurance – 2016-2017 Insurance cover	£561.74	13 Summer Breeze Stage Hire – Queens 90 <sup>th</sup> inc VAT	£1320.00	14 Blakedown Sport and Play – Retention payment Tennis Courts inc VAT	£1258.56	
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<b>16/405</b>	<b>To receive Correspondence (for information only):</b>	
	<ul style="list-style-type: none"> <li>i. Rialtas Training Dates for Alpha A/Cs software.</li> <li>ii. Notification from WBC that no election had been requested to fill the vacancy for a Councillor.</li> </ul>	
<b>16/406</b>	<p><b>To consider and decide on Membership invite from Community Councils of Berkshire</b></p> <p>It was unanimously <b>AGREED</b>, proposed by Cllr. C. Lewis, seconded by Cllr. P. Wingfield to become a member for a trial period of 1 year at a cost of £30.00.</p> <p>In the course of discussion on their links with BALC, it was requested that the Clerk contact BALC regarding the lack of delivery of the LCR magazine to some Councillors.</p>	Clerk
<b>16/407</b>	<p><b>To consider and decide on support grant request from Citizens Advice Bureau Reading</b></p> <p>Following a short discussion it was <b>AGREED</b> not to give a grant as requested by 11 votes for and 2 abstentions.</p>	
<b>16/408</b>	<p><b>To receive Minor Matters (for information only):</b></p> <p>Cllr. D. Ives advised that WBC had failed to cut the grass at some areas within the Parish during their scheduled cut and these were being re-visited.</p> <p>Cllr. J. Earl advised that a part of the Grazing Area had been missed during the recent cut.</p> <p>Cllr. P. Blagden advised the grass around the Hammonds Heath and Fairground ponds had not been cut, although this was questioned as to whether it should have been – Clerk to check.</p> <p>Cllr. M. Lock reported a dead oak tree at Stephens Fir</p> <p>Cllr. A. Richardson questioned whether there was a process for fines or other means of deterring dog fouling. Clerk to check with WBC and also whether SMPC can take on the powers to fine.</p> <p>Cllr. C. Lewis commented that the SMPC Awards and Chairmen Boards in the St John's Hall need to be updated.</p> <p>Cllr. J. Bull advised that MVP still awaiting response from SMPC regarding the donation for a defibrillator. Clerk to check.</p> <p>The Clerk advised that there were a number of dead trees on the boundary of Woodside Close and Windmill Common that had been reported.</p>	<p>Clerk</p> <p>Clerk</p> <p>MD/ Clerk</p> <p>Clerk</p>
<b>16/409</b>	<p><b>To receive any future Agenda items</b></p> <p>Co-Option of new Councillor subject to being able to meet timescales.</p>	
<b>16/410</b>	<p><b>Exclusion of Press and Public</b></p> <p>It was proposed by Cllr. M. Dennett, seconded by Cllr. J. Earl and <b>AGREED</b> to exclude the Press and Public for the following Agenda Items 16/411, 16/412, 16/413 and 16/414 due to their confidential nature.</p>	
<b>Part II</b>	Cllr. P. Blagden left the meeting at 9:00pm	
<b>16/411</b>	<p><b>To receive and approve draft year end A/Cs reviewed by F&amp;GP Committee</b></p> <p>Following discussion and several questions being answered the SMPC Year End Accounts 2015 – 2016 were proposed by Cllr M. Dennett, seconded by Cllr. J. Earl and <b>AGREED</b> by 11 votes for and 1 abstention.</p>	



<b>16/412</b>	<p><b>To receive Internal Auditors Report</b></p> <p>The Internal Auditors Report was <b>RECEIVED</b>, following questions raised by Cllr. C. Lewis, having been proposed by Cllr. M. Dennett and Cllr. J. Earl, by 11 votes for and 1 vote against.</p> <p>The Clerk/RFO and Cllr Lewis to meet to discuss.</p>	Clerk
<b>16/413</b>	<p><b>To receive and approve 2015 – 2016 Annual Governance Statement</b></p> <p>The 2015-2016 Annual Governance Statement was received, completed and <b>APPROVED</b>, following concerns expressed by Cllr. C. Lewis, having been proposed by Cllr. J. Earl and seconded by Cllr. N. Kiley, by 11 votes for and 1 vote against.</p>	
<b>16/414</b>	<p><b>To receive and approve 2015 – 2016 Annual Return</b></p> <p>The 2015-2016 Annual Return was received and <b>APPROVED</b>, having been proposed by Cllr. M. Dennett and seconded by Cllr. J. Earl, by 11 votes for and 1 abstention.</p>	

The next meeting is on 14<sup>th</sup> July 2016.

The meeting closed at 9:35 pm.