

Stratfield Mortimer Parish Council

Minutes of the Full Council Meeting

held on 12th July 2018 @ 7.30 pm

at Mortimer Methodist Church, West End Road, Mortimer



Present:

Councillors: Cllr. T. Reade (Chairman), Cllr. J. Bull, Cllr. N. Carter, Cllr. P. Challis, Cllr. M. Dennett, Cllr. S. Hill, Cllr. D. Ives, Cllr. L. Jones, Cllr. N. Kiley, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. M. Lock, Cllr. A. Richardson, Cllr. P. Wingfield.

Clerk: Lynn Hannawin

Public/Press: There were 2 members of the public and no members of the press present. District Cllr. G. Bridgman arrived during the meeting.

18/358	<p>Public Questions:</p> <p>Andrea Kim Roach gave a background to the plastic free initiative, which refers to single use plastics, and how it has evolved in Mortimer to date. She explained that it is the aim of the Plastic Free Mortimer (PFM) group to achieve plastic free status for Mortimer through 5 objectives. One of the objectives required, is to gain the support of the local council.</p>	
18/359	<p>To receive any apologies for absence:</p> <p>Cllr. K. Johnson.</p>	
18/360	<p>To receive any declarations of interest and dispensations:</p> <p>None.</p>	
#	<p>Cllr. T. Reade proposed that agenda item 18/363 be discussed next and this was AGREED.</p>	
18/363	<p>To receive a report on the aims of Plastic Free Mortimer, and to resolve to support their work in encouraging plastic free initiatives in the parish and to aim to remove single use plastics from SMPC activities.</p> <p>The Clerk presented a paper and advised what the Council would need to do to enable PFM to meet their objective to gain council support. Further to a discussion, it was agreed that the resolution should be reworded to the following: "The Parish Council shall resolve to support Plastic Free Mortimer through leading by example and, where possible, reducing its own use of single use plastics. The Council will support plastic free initiatives and encourage West Berkshire Council to improve recycling facilities. It will nominate a Parish Councillor as a named representative on the Plastic Free Mortimer group, to attend a minimum of one meeting a year".</p> <p>Proposed by Cllr. P. Wingfield, seconded by Cllr. M. Lock and with one abstention, it was AGREED to pass the amended resolution.</p> <p>Proposed by Cllr. M. Lock, seconded by Cllr. T. Reade, Cllr. N. Carter was duly nominated as the Parish Council representative on the PFM group.</p>	

18/361	<p>To resolve to approve the Minutes of the Parish Council Meeting of 14th June 2018:</p> <p>With the abstention of two Councillors who were not present at the meeting, it was Resolved that the minutes of the meeting of the Parish Council held on 14th June 2018 be approved as a true and correct record and signed by the Chairman.</p>	
18/362	<p>To receive an update on actions taken from the previous Parish Council meetings.</p> <p>Each current action was reviewed and updated accordingly.</p>	
18/363	Minuted above.	
18/364	<p>To receive a report on WBC's Consultation on Sustainable Drainage Systems (SuDS) Supplementary Planning Document and resolve to respond as per the recommendations of the report:</p> <p>Cllr. P. Wingfield summarised the information provided in the consultation. Whilst the consultation is in line with Government Policy, it fails to include the more comprehensive SuDS standards of the Stratfield Mortimer Neighbourhood Development Plan (NDP). The proposed SuDS policy covers all of West Berkshire and therefore, the SuDS standards as per the Stratfield Mortimer NDP, would be superseded if not included. The proposed response takes this into account and suggests that any new SuDS policy should include local specific needs identified in an NDP. Proposed by Cllr. P. Wingfield, seconded by Cllr. D. Kilshaw, it was AGREED to respond as per the recommendations of the report.</p>	Clerk
18/365	<p>To note there will be a session organised to follow up last Autumn's 'Vision Day' and to prepare a forward looking 3 year Parish Council plan:</p> <p>The prospective dates are the 16th, 20th and 23rd October. These will be circulated to enable councillors to note their availability. The date and venue will then be confirmed.</p>	
18/366	<p>To agree the future bank signatories:</p> <p>It was AGREED unanimously that the future bank signatories will be the Chair, Vice-Chair and committee Chairs. The bank signatories will be updated accordingly as role holders change.</p>	
18/367	<p>To receive District Councillors' Reports:</p> <p>The written reports were received and noted.</p> <p>In addition, Cllr. M. Lock gave an update on the plans for Four Houses Corner but as progress has not gone according to plan it was AGREED for the Clerk to write to West Berkshire Council for an official statement.</p>	Clerk
18/368	<p>To note the meetings that have taken place of the following committees and to receive the draft minutes:</p> <p>Community Projects 21st June 2018</p> <p>Planning Committee 26th June 2018</p> <p>Finance and General Purposes Committee 3rd July</p> <p>The minutes were received and noted.</p> <p>From the Community Projects Committee meeting, Cllr. P. Wingfield reported that it was agreed that the Roads, Footpath and Commons should be asked to take on the traffic management actions and the heritage trail, along with the relevant budget. These changes will be reflected in the budget itemisation work that is currently taking place</p>	CL Clerk

	Notification had been received that a site visit of MOR006 will take place next week. This means it is highly likely that MOR006 will be discussed at the next Eastern Area Planning committee meeting on July 25 th 2018.																									
18/369	<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>18/00589/HOUSE</td> <td>30 Briar Lea Road, Mortimer, RG7 3SB</td> <td>Approved</td> <td>15/06/ 2018</td> </tr> <tr> <td colspan="4" style="text-align: center;"><u>SMPC Comments</u></td> </tr> <tr> <td colspan="4" style="text-align: center;">No objections to amendments submitted addressing the SMPC concern under NDP Policy GD5.</td> </tr> <tr> <td>18/01095/HOUSE</td> <td>26 Stephens Firs, Mortimer, RG7 3XB</td> <td>Approved</td> <td>20/06/ 2018</td> </tr> <tr> <td colspan="4" style="text-align: center;">No objections</td> </tr> </tbody> </table> <p>Received and Noted. No further decisions had been received.</p>	<u>Application</u>	<u>Address</u>	<u>Decision</u>	<u>Date</u>	18/00589/HOUSE	30 Briar Lea Road, Mortimer, RG7 3SB	Approved	15/06/ 2018	<u>SMPC Comments</u>				No objections to amendments submitted addressing the SMPC concern under NDP Policy GD5.				18/01095/HOUSE	26 Stephens Firs, Mortimer, RG7 3XB	Approved	20/06/ 2018	No objections				
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18/370	<p>To receive and note a summary of payments made with authorisation of Chairman or Vice-Chairman:</p> <table border="1"> <tbody> <tr> <td>1 Salaries & Wages – Tax Month 3 – June 2018</td> <td style="text-align: right;">£3,340.52</td> </tr> <tr> <td colspan="2">Note: this figure includes a Direct Debit for the pension element</td> </tr> <tr> <td>2 ACLA – Topographical survey cemetery extension</td> <td style="text-align: right;">£207.90</td> </tr> <tr> <td>3 Mortimer Maintenance – Supply and fitting post & rail fence to Fairground</td> <td style="text-align: right;">£3,840.48</td> </tr> </tbody> </table> <p>These were received and noted. Cllr. T. Reade advised that Salaries and Wages, will from July onwards include the collection of pension contributions by Direct Debit.</p>	1 Salaries & Wages – Tax Month 3 – June 2018	£3,340.52	Note: this figure includes a Direct Debit for the pension element		2 ACLA – Topographical survey cemetery extension	£207.90	3 Mortimer Maintenance – Supply and fitting post & rail fence to Fairground	£3,840.48																	
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18/371	<p>Finance - To resolve to agree accounts for payment:</p> <table border="1"> <tbody> <tr> <td>1. HMRC – Mth 3 2018/2019 PAYE/NIC</td> <td style="text-align: right;">£770.26</td> </tr> <tr> <td>2. Oliver Signs – printing of June 2018 Newsletter – inc. VAT</td> <td style="text-align: right;">£350.78</td> </tr> <tr> <td>3. Ambec – painting MUGA</td> <td style="text-align: right;">£1,270.00</td> </tr> <tr> <td>4. Ambec – painting Mortimer Fairground</td> <td style="text-align: right;">£3,370.00</td> </tr> <tr> <td>5. C & D Facilities – grass cutting to uncollected grazing area – inc. VAT</td> <td style="text-align: right;">£309.00</td> </tr> <tr> <td>6. C & D Facilities – grass cutting for June 2018 – inc. VAT</td> <td style="text-align: right;">£720.33</td> </tr> <tr> <td>7. GeoXphere Ltd – Parish Online subscription 19.6.18-19.6.19 – inc. VAT</td> <td style="text-align: right;">£88.80</td> </tr> <tr> <td>8. L. Hannawin – black printer cartridge</td> <td style="text-align: right;">£68.50</td> </tr> </tbody> </table>	1. HMRC – Mth 3 2018/2019 PAYE/NIC	£770.26	2. Oliver Signs – printing of June 2018 Newsletter – inc. VAT	£350.78	3. Ambec – painting MUGA	£1,270.00	4. Ambec – painting Mortimer Fairground	£3,370.00	5. C & D Facilities – grass cutting to uncollected grazing area – inc. VAT	£309.00	6. C & D Facilities – grass cutting for June 2018 – inc. VAT	£720.33	7. GeoXphere Ltd – Parish Online subscription 19.6.18-19.6.19 – inc. VAT	£88.80	8. L. Hannawin – black printer cartridge	£68.50									
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9.	L. Hannawin – Registered post for signed delivery of AGAR	£6.50
10.	L. Hannawin – Solicitor’s charge to witness signature on Statutory Declaration for Office Lease	£5.00
11.	British Telecom – 2 nd Quarter charges – inc. VAT (DD)	£231.63
12.	SSE Southern Electric – 2 nd Quarter charges for Plot 1 Fairground, opp Horse&Groom – inc. VAT (DD)	£15.23
13.	SSE Southern Electric – 2 nd Quarter charges for Plot 2 Fairground, opp Horse&Groom – inc. VAT (DD)	£15.23
14.	SSE Southern Electric – 2 nd Quarter charges for Fairground Car Park – inc. VAT (DD)	£37.13
15.	BHIB – Additional risk for increased Ground Surfaces for Tennis Courts	£56.45
16.	KOMPAN – Replacement and installation of Giant Swing – inc. VAT	£5,798.59
17.	Acorn Ecology – Consultancy fee, review of information, Preliminary Ecological Appraisal of sites A & B – inc. VAT	£1,117.80
18.	Acorn Ecology – eDNA kits for GCN – inc. VAT	£558.60
19.	Burghfield Parish Council – Hire Charge for NAG meeting (2 hours)	£30.00
20.	Dads Shop – Refuse & cable ties – inc. VAT	£9.18
21.	Vision ICT – Website/Email hosting & support 09/2018-08/2019 -- inc. VAT	£571.20
22.	Claire Connell (Chartered Accountant) – Balance of Internal Audit 2018 fee	£240.00
23.	BALC – Planning Framework Training Course October 2017 – inc. VAT	£48.00
24.	BALC – Fundamental Councillor Training Course October 2017 – inc. VAT	£144.00
25.	BALC – Auditor & Finance Training November 2017 – inc. VAT	£144.00
26.	Mortimer Maintenance – removal of trees, fitting rail & post fence, ditch & sleeper bridging on Hammonds Heath	£3,790.61
27.	L. Hannawin –postage	£2.88
28.	L. Hannawin - stationery (white/cream/green printer paper)	£35.45
29.	L. Hannawin – mobile phone top up for Custodian	£20.00
30.	L. Hannawin – Payroll Site annual fee for 2018-2019	£82.80
31.	L. Hannawin – Mortimer Fun Day pitch and tables hire	£10.00
32.	L. Hannawin – mileage to Clerks’ Forum (Compton), bank (Tadley) and solicitor (Theale)	£25.20
		<hr/> £176.33

	<p>33. West Berkshire Council – Quarterly rent for Mortimer Library office £750.00</p> <p>34. 1st Burghfield Scout Group – delivery of June newsletter £160.00</p> <p>Cllr. N. Kiley advised that the payment at number 4. Is for the painting of the children’s play equipment, perimeter fencing and youth shelter.</p> <p>The accounts were received and AGREED for payment.</p>	
18/372	<p>To receive the Clerk’s report:</p> <p>The Clerk gave an update on the following matters:</p> <ol style="list-style-type: none"> 1. Transfer of RFO responsibilities. 2. Annual Governance and Accountability Return (AGAR) and exercise of public rights. 3. Workplace Pension. 4. Biodiversity and Green Spaces Project. 5. Great Crested Newt Test. 6. Closure of Nat West with regards to paying in cash. 7. Speed Indicator Devices (SID) correspondence. 8. Pound and Health Elm Pond - Gigaclear remedial work. 9. Fairground Lime Trees. 10. Power for gates for the tennis courts. 11. Fairground fencing work and equipment repairs. 12. West Berkshire Council (WBC) waste management – Litter Bins 	
18/373	<p>To receive Correspondence (for information only):</p> <ol style="list-style-type: none"> 1 Draft copies of West Berkshire’s Highway Winter Service Plan 2018/19 and treatment plans for the Primary, Secondary, Snow Clearance and Contingency Networks- and the Footway Snow Clearance Network. 2 Email from NALC regarding entries for the Star Council Awards <p>In addition, an invitation to Citizens Advice West Berkshire’s AGM had been received. This will be taking place on Tuesday 17th July at 2.30pm, Broadway House, Newbury.</p>	
18/374	<p>Items for Communicating and newsletter:</p> <ul style="list-style-type: none"> ● Cllr. A Richardson reported that many people had visited the Parish Council stand at the Fun Day and had given feedback on a variety of subjects including the speeding issues, newsletter, website and minutes, the station car park. There was very positive feedback with regards to the use of Speed Indicator Devices (SIDs). ● The comments from members of the public will be collated and passed to the relevant Committee ● It was AGREED that the following items would be communicated on the website and Facebook: <ul style="list-style-type: none"> ○ Fun Day ○ SuDs resolution. ○ Plastic Free Mortimer resolution ○ Fairground fencing work 	<p>DK</p> <p>DK PW Clerk NK</p>

18/375	<p>To receive Minor Matters (for information only):</p> <ul style="list-style-type: none"> • Cllr. S. Hill reported that an open invite had been given to look at the adult trim trail equipment in Tadley. This will be followed up by Cllrs. S. Hill and N. Kiley. • Cllr. M. Lock had received a request from the Mortimer Village Partnership (MVP) about assisting them with the cost of providing their newsletter in a large print format for a small number of partially sighted people. It was felt that this was a matter for MVP to address. 	SH NK
18/376	<p>To receive any future Agenda Items:</p> <p>None.</p>	
18/377	<p>Exclusion of Press and Public:</p> <p>It was AGREED to exclude members of the public and the press due to the confidential information to be discussed under Agenda Items 18/378.</p>	
Part II		
18/378	<p>To resolve to agree the Gigaclear Wayleave agreements for Brewery Common and Pound and Heath Elm Pond Common.</p> <p>The Clerk summarised the contents of the two wayleaves that had been received from Gigaclear with respect to the two areas above. It was confirmed that the wayleave contracts and amounts offered are industry standard, monitored by Ofcom.</p> <p>Proposed by Cllr. C. Lewis, seconded by Cllr. N, Kiley, it was AGREED to approve the Gigaclear Wayleave agreements for Brewery Common and Pound and Heath Elm Pond Common, with one abstention.</p>	

The meeting closed at 8:40pm

The next meeting will be on Thursday September 13th