



## Stratfield Mortimer Parish Council

### **Minutes of the Full Council Meeting held on 11<sup>th</sup> July 2019 @ 7.30 pm at Mortimer Methodist Church, West End Road, Mortimer.**

#### **Present:**

##### **Councillors:**

Cllr. M. Dennett (Chairman), Cllr. S. Beard, Cllr. G. Bridgman, Cllr. J. Bull, Cllr. N. Carter, Cllr. S. Hill, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. K. Johnson, Cllr. L. Jones, Cllr. M. Locke, Cllr. D. Morsley, Cllr. J. Wells.

##### **Clerk:**

Mrs. L. Hannawin

##### **Public/Press:**

There was 1 member of the public present and Dist. Cllr. G. Mayes.

#### **Part I**

##### **19/58 Public Questions**

None.

##### **19/59 To receive any apologies for absence**

Apologies were received from Cllr. D.Ives.

##### **19/60 To receive any declarations of interest**

Cllrs, Bridgman, Hill and Kilshaw and Lewis declared a personal interest in 19/61.  
Cllr. Dennett declared an interest in 19/74.

##### **19/61 Co-option**

**To consider the applications for co-option to fill the Casual Vacancy on the Parish Council and vote to appoint one co-opted Parish Councillor:**

Mr. N. Kiley was present as a candidate for co-option and gave a brief presentation as to why he should be co-opted as a Stratfield Mortimer Parish Councillor (SMPC) and was asked questions by the councillors present. Ms. K. Field was absent but had submitted a

short video presentation which was shown to the councillors. Two councillors requested a secret ballot.

Having received an absolute majority of those present and voting (7 votes to 6), Ms. K. Field was duly declared as co-opted.

The Council expressed gratitude to Mr Kiley for his work for the Council and expressed their wish for him to remain as a co-opted member of the Planning Committee.

It was **AGREED** for the Clerk to investigate increasing the number of SMPC Councillors to 16.

**ACTION: Clerk**

## **19/62 Minutes of Last Meeting**

**To resolve to APPROVE the Minutes of the Parish Council Meeting of 13<sup>th</sup> June 2019.**

One amendment was reported as follows, agenda item 19/35:

- *“Further to two amendments, the minutes were APPROVED for signature as a true and correct record of the meeting.”* Was changed to: *“Two amendments were reported as follows:”*
- 19/08: *“Councillors were elected to Chair Committees as follows:”* was changed to *“The Members of each Committee retired to elect a Committee Chairman and the Council confirmed the appointment of the Chairman as follows:”*
- 19/28: *“bio”* was changed to *“personal statement”*

The minutes were APPROVED for signature as a true and correct record of the meeting.”

With 5 abstentions, the minutes were **APPROVED** for signature as a true and correct record of the meeting.

It was suggested that having an agenda item “Matters Arising”, would ensure that any issues not on the agenda could be addressed..

## **19/63 Update on Action(s) from the Previous Full Council Meeting**

**To receive an update on actions taken from the previous Parish Council meetings.**

Each current action was reviewed and updated accordingly.

Cllr. Kilshaw requested photos for the newsletter from Cllrs. Carter, Hill, Ives, Johnson, Jones and Morsley by the end of Friday 12th July.

## **19/64 Income and Expenditure Report**

**To receive and APPROVE the Income and Expenditure Report for the two months to 31st May 2019 and the Balance Sheet as of that date:**

Cllr. Bridgman raised the issue of why Capital and Revenue income are shown under the same income header.

It was **AGREED** that the accounts will continue to be presented in this way but will be reviewed after 6 months when changes will be agreed and made accordingly.

Proposed by Cllr. M. Dennett, seconded by Cllr. L. Jones, the Income and Expenditure Report and Balance Sheet for the two months to 31st May 2019, were **APPROVED** unanimously

## **19/65 Record Retention Policy**

**To APPROVE the Record Retention Policy as recommended by the Finance and General Purposes Committee:**

The Clerk presented the Policy.

Further to points raised, the amendment “Items subject to litigation should be retained for 6 years in accordance with the Limitation Act” was proposed by Cllr. Bridgman, seconded by Cllr Kilshaw and **AGREED** unanimously”

Proposed by Cllr. Dennett, seconded by Cllr. Kilshaw, the Record Retention Policy, as per the amendment, was **APPROVED** unanimously.

## **19/66 Commemoration of 75th Anniversary of VE Day**

**To receive a report on the commemorations in 2019 for the 75th Anniversary of Victory in Europe and consider actions to be taken:**

The report was received, and it was AGREED:

- SMPC will register to participate in the official commemorations
- Cllrs. Beard, Bridgman, Hill, Johnson, Kilshaw and Lock will form a Working Group to oversee SMPC’s commemorations

**ACTION: SB, GB, SH, KJ, DK, ML**

## **19/67 Electric Car Charging Points**

**To receive a report on electric car charging points and consider actions to be taken:**

Cllr. N. Carter presented a report. It was noted:

- The original idea was to provide fast car park based charging points for visitors to Mortimer, but consideration could also be given to slower roadside charging for users who do not have a driveway.
- West Berkshire Council (WBC) are planning to approach all parish councils in West Berkshire to gauge the level of interest in charging facilities but have offered to meet SMPC in advance in order to gain experience in the process required.
- The technical details on the different types of charging points (fast and slow) should be established, so that the Council can decide on the most suitable type for a specified location. Cllr. Carter declared an interest regarding this.

Tadley can provide approximate costs.

It was **AGREED**:

- Cllr. Carter will obtain further information regarding WBC’s proposals with a view to looking at potential sites in Mortimer that can support fast charging.

**ACTION: NC**

- The Strategy Working Group will oversee further developments for recommendations to Full Council.

## **19/68 Members’ Bids**

**To receive and consider ideas for the current round of Members’ Bids:**

As investigative work has already been undertaken on adult fitness equipment for the Fairground, it was **AGREED** to proceed with this for the Members’ BID and for the Fairground and Cemetery Committee, at its committee meeting on Tuesday 23rd July 2019,

to finalise the information required for the proposal for submission to the District Councillors.

**ACTION: Clerk**

### **19/69 Code of Conduct**

**To receive an update on the Code of Conduct as considered by Finance and General Purposes:**

The update was received, and it was noted:

- WBC are in the process of reviewing the Code of Conduct with the aim of having a standard version, which will assist with processing code of conduct related issues, which parish councils may adopt.
- The standard agenda item “To receive any declarations of interest and dispensations” applies to voting and non-voting members of all committees.

### **19/70 District Councillors’ Reports**

**To receive District Councillors’ Reports::**

Dist. Cllr. Bridgman’s report and Cllrs. Longton and Mayes’ joint report were received and noted.

Cllr. Bridgman reported that plans are underway for a ward visit by WBC’s Chief Executive Officer, Nick Carter. Each parish council may identify and submit two topics they wish to be discussed with Mr. Carter.

It was **AGREED** that suggestions should be emailed to the Clerk and for Cllr. Dennett (Chairman) to decide upon the topics to be submitted

**ACTION: All**

### **19/71 Committee Meetings**

**To note the meetings that have taken place of the following committees and to receive the draft minutes:**

**Finance and General Purposes 2nd July 2019**

The minutes were received and noted.

### **19/72 To receive planning decisions and information from West Berkshire Council:**

The planning decisions on the agenda were received and noted.

The following points were noted:

In addition, the following were noted:

**19/01184/PACOU Natwest, 7 West End Road, Mortimer Common, Reading, RG7 3EE**

Withdrawn 05/07/19

Application withdrawn by applicant for change of use from A2 Bank to C3 residential (6 units)

**19/00939/HOUSE 7 Mortimer Lane, Mortimer, Reading RG7 3PP**

Approved 08/07/19

Section 73A: Removal of condition 4 'Obscure glazing non-opening windows' of previously approved application 17/02530/HOUSE. SMPC Comments: No objections

## 19/73 Summary of Payments

To receive and note a summary of payments made with authorisation of Chairman or Vice-Chairman:

Item	Payee Details	Amount
1.	HMRC – Month 3 (June) 2019/2020 PAYE/NIC	£957.84
2.	Salaries & Wages – Mth. 3 – 2019 (June) Note: this figure includes a Direct Debit for the pension element	£3,535.38
3.	HM Land Registry – applications for search of index maps for 3x village footpaths	£12.00

The payments were received and noted.

## 19/74 Accounts for Payment

To resolve to agree accounts for payment:

Item	Payee Details	Amount
1.	SSE Southern Electric – Fairground car park charges March-June inc. VAT [DD]	£22.90
2.	SSE Southern Electric – Plot 1 Fairground charges March-June inc. VAT [DD]	£24.47
3.	Claire Connell (Chartered Accountant) – Internal Audit Services, final visit and report	£240.00
4.	GeoXphere Ltd – subscription for Parish Online to June 2020 (with early discount)	£96.00
5.	C&D Grounds Maintenance – June grass cuts on Fairground & Cemetery – inc. VAT	£774.00
6.	B. O'Reilly – 1kg wildflower seeds for Fairground project	£44.95
7.	B. O'Reilly – 9 x 1st class stamps from Post Office	£6.66
8.	B. O'Reilly – Large 1st class postage	£1.50
9.	L. Hannawin – Register & Title Plan from HM Land Registry	£18.00
10.	L. Hannawin – 6" Post rammer	£32.99
11.	L. Hannawin – annual subscription for SMPC on Payroll Site Ltd	£93.60
12.	L. Hannawin – Pack of AAA batteries for computer equipment	£2.99
13.	M. Dennett – Large refuse sacks x20	£37.80
14.	Vision ICT – Website/email hosting & support 09/2019-08/2020 – inc. VAT	£578.40
15.	British Telecom – June charges for office line and mobiles - inc. VAT	£375.46
16.	GS Ecology – eDNA testing of ponds – inc. VAT	£552.00
17.	SUEZ Recycling – Fairground refuse collection June – inc. VAT [DD]	£124.39

<b>18.</b>	Play Safety Ltd - ROSPA annual inspection of Fairground play area – inc. VAT	£237.60
<b>19.</b>	West Berkshire Council – Quarterly rental for Mortimer Library	£812.50
<b>20.</b>	C&D Grounds Maintenance – grass cut on grazing area (July) inc. VAT	£324.00
<b>21.</b>	Dads Shop – Bin & refuse liners, posts and rails – inc. VAT	£133.49
<b>22.</b>	SSE Southern Electric – Plot 2 Fairground charges March-June inc. VAT [DD]	£84.52

Proposed by Cllr. Kilshaw, seconded by Cllr. Lewis, the accounts were received and **AGREED** for payment with 1 abstention.

## **19/53 Clerk's Report**

### **To receive the Clerk's report:**

#### **1. Annual Governance and Return (AGAR)**

- The AGAR and supporting papers have been submitted to the external auditors, PFK Littlejohn and an acknowledgment has been received.
- The relevant documents for the Notice of Public Rights has been posted on the website and village noticeboards.
- The inspection period runs from 21/06/19 – 01/08/19 and includes the statutory first 10 days of July.

#### **2. Internal Auditor**

- F&GP agreed to employ the services of Claire Connell for 2019/20.
- The interim internal audit date will be booked for October 2019.

#### **3. Annual ROSPA Inspection**

- The annual ROSPA inspection of the play equipment took place on Friday 28th June.
- Several low risk maintenance issues were identified along with 1 high risk issue. Steps have already been taken to address these.

#### **4. Tennis Court Electronic Entry System**

- All issues with the keypad and entry system have now been resolved and recent tests have been successful.
- Further to the review at F&GP the aim is for the new booking system to go live at the beginning of August.

#### **5. Meetings**

- The Clerk and Garth Hall Working party met with Royal British Legion on Thursday 4th July 2019.
- The Assistant to the Clerk and members of Planning met with Pro-Vision and TA Fisher on Thursday 4th July.

#### **6. Bank Signatories**

- The mandate for the new bank signatories has been submitted online.

#### **7. Councillor Fundamental Training**

- This has been confirmed for Thursday 1st August, 6.30pm in Mortimer Methodist Church hall.

#### **8. Redundant Grey Royal Mail Office Boxes**

- 6 boxes throughout the village should be being removed within the next two months.

The report was received.

### **19/76 MOR006**

#### **To receive an update on MOR006:**

Cllr. Morsley gave an update and the following points were noted:

- A meeting has been held with T A Fisher and ProVision, who presented the documents that have been submitted to WBC as part of the full planning application in the first phase of MOR006. Once verified by WBC, the detailed plans will be available.
- There is less than 40% of affordable housing in the phase 1, but when the development is complete there will be 40% of affordable housing in total.
- Clarification is being sought as to why the shared surfaces do not appear to be in line with the NDP.
- A meeting will be requested with T A Fisher to review how the pond work will comply with the recommendations of the ecology report, commissioned by SMPC.
- The SMPC newsletter will be asking the public for suggestions for the names for the site.
- It is planned that the road system will be adopted by WBC.

### **19/77 Correspondence**

#### **To receive Correspondence (for information only)**

1. Email – National Association of Local Councils (NALC): Details of the annual conference taking place on 28/29th October.
2. Email – Volunteer Bureau: A thank you to the Council for the grant made.
3. Email – West Berkshire Council (WBC): WBC declared a Climate Emergency at a meeting of its Full Council on 2nd July 2019. The newly formed Environment Board will provide an interim report to the council's Executive in September 2019.
4. Email – Resident near Victoria Road/Stephen Firs footpath: Requesting assistance with a fallen branch and expressing concern over other branches and trees. The resident had reported the issue to WBC's out of hours number, but limited action had been taken.
5. Email(s) – Resident adjoining Windmill Road and The Bevers Footpath: Provided a detailed history of the footpath and expressing concern regarding the consequences of registering the footpath on the definitive map..

Additional correspondence received/comments:

- Email – Citizens Advice Bureau: invitation to their AGM which will be taking place on Tuesday 2nd July.
- Regarding 8. it was noted that on seeing SID, drivers tend to break and therefore the data recorded is not a true reflection of speeding in the village. However, to combat this, WBC do covertly deploy sentinel equipment, and this has happened in the last 4 weeks along Hammonds Heath and The Street. The Clerk will request the results.

The correspondence was received and noted.

## **19/78 Communications**

### **Items for Communicating and Newsletter**

- Electric car charging
- Co-option of K. Field
- Members' Bid, once successful

**ACTION: DK**

## **19/79 Minor Matters**

### **To receive Minor Matters (for information only):**

#### **Neighbourhood Action Group (NAG)**

- Cllr. Kilshaw reported that a recent survey on MVP Facebook showed that 10% of members of the group feel Mortimer has a problem with crime and anti-social behaviour. The SMPC NAG representatives continue to raise the issues with the police.
- NAG Minutes need to be sent to the Clerk in order that relevant items can be brought to Full Council as necessary.
- Cllr. Bridgman reported that NAG's terms of reference are being re-drafted and, if agreed, SMPC will be able to appoint two parish councillors as representatives to the group. Additional people may be co-opted.

#### **St Mary's Churchyard Leak**

- Cllr. Bull reported that a serious leak, possibly associated with the diggers used for grave excavations, has developed on the churchyard path that leads down to the SMPC Cemetery. Thames Water are unable to help and to dig in a graveyard, permission has to be sought, which could take up to 8 weeks. Access to the SMPC cemetery by diggers is not currently possible.

## **19/80 Future Agenda Items**

### **To receive any future Agenda Items:**

- Matters Arising
- Defibrillators for station end of the village
- Crime in Mortimer
- Combined site for St John's and St Mary's schools

## **19/81 Exclusion of Press and Public**

**To pass a resolution to exclude members of the press and public from the meeting at Part II, items 19/82, 19/83 and 19/84 on the Agenda, due to the confidential nature of the information being discussed**

It was **AGREED** unanimously to exclude members of the public and press from the meeting at Part II, Items 19/82, 19/83 and 19/84 on the Agenda, due to the confidential nature of the information being discussed



## **Part 2**

### **19/82 Garth Hall**

#### **To receive an update on Garth Hall**

Cllr. Dennett reported on the recent meeting that had taken place between SMPC and the Royal British Legion and as part of the next stage, a letter confirming SMPC's position will be sent to RBL.

### **19/83 Risk Register**

#### **To receive the Risk Register as recommended by Finance and General Purposes:**

Not discussed. To be taken to September Full Council.

**ACTION: Clerk**

### **19/84 Protocol for the Passing of a Senior National Figure**

#### **To receive a report on the protocol regarding the passing of a senior national figure and the actions as recommended by Finance and General Purposes:**

Not discussed. To be taken to September Full Council.

**ACTION: Clerk**

## **Close**

The meeting closed at 21.35

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