



Stratfield Mortimer Parish Council

Minutes of the Full Council Meeting held online on Thursday 30th July 2020 @ 7.30 pm.

Present:

Councillors:

CLLr. M. Dennett (Chairman), CLLr. S. Beard, CLLr. G. Bridgman, CLLr. J. Bull, CLLr. N. Carter, CLLr. K. Field, CLLr. S. Hill, CLLr. D. Ives, CLLr. L. Jones (left at 21.02), CLLr. D. Kilshaw, CLLr. C. Lewis, CLLr. M. Lock, CLLr. D. Morsley, CLLr. J. Wells.

Officers:

Mrs. L. Hannawin
Ms. B. O'Reilly

Public/Press:

There were no members of the public nor press in attendance.

Part I

20/015 Public Questions (for agenda items only)

None

20/016 To receive any apologies for absence

CLLr. K. Johnson did not attend, and no apologies were received.

20/017 To receive any declarations of interest

CLLr. Bull declared an interest in agenda item 20/024 3, being that he is due a payment from the Council for work undertaken.

20/018 Minutes of Last Meeting

To resolve to **APPROVE** the Minutes of the Council Meeting of the 25th June 2020.

RESOLVED by majority vote that these minutes be approved for signature by the Chairman as a true and correct record of the meeting.

20/019 Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 25th June and other updates. Appendix 20/019 circulated.

The report was received. In addition, the following were noted:

- The Annual Governance and Accountability Return and other documents and Notice of Public Rights have been submitted to PFK Littlejohn and posted on the website and noticeboards as required.
- Following comments regarding the use of CIL for the payment of the grant for the maintenance of St Mary's churchyard, it was confirmed that the decision pertaining to the conditions of the payment was delegated to the Clerk and Chairman at June's Full Council meeting. Whilst legally this grant can be made from CIL, it could also be made from revenue funds which would require the virement from the s137 budget to an additional grant budget. This would need approval by Full Council.
- No decision has been taken to approach GWR regarding reimbursement for the payment made for the updated drainage strategy drawing and calculations, necessary to prevent the case officer for the station car park application recommending the refusal of the application. Nor have the consultants been asked for further information regarding the original report. These options may be worthwhile pursuing.

20/020 Items to be taken into private session

To determine which items, if any, of the Agenda should be taken with the public excluded.

Cllr. Dennett proposed that the Risk Register be taken into private session

Seconded by Cllr. Hill

RESOLVED by majority vote.

20/021 Planning

To receive planning decisions and information from West Berkshire Council: Appendix 20/021 circulated.

20/00848/HOUSE: 5 Briar Lea Road, Mortimer Common, Reading RG7 3SA

Two storey extension to rear and single garage extension to side of existing private dwelling.

GRANTED – 2nd July 2020

SMPC Comments:

It was not possible to review the planning application form due to an apparent technical corruption of the document on the planning portal at the time. On the assumption that:

- the materials to be used would match those of the existing building and
- sufficient car parking space has been allocated due to the addition of a study/bedroom in what is already a congested area for parking,

the Committee would have no objections.

It was noted that as sections 5b and 5c on the CIL form state "yes", it was assumed there should have been further CIL forms with the application but perhaps this was an error.

20/01123/HOUSE: 12 Briar Lea Road, Mortimer Common, Reading, RG7 3SA

Erection of rear extension following demolition of existing conservatory. Re-roof existing extension. Erection of glazed side porch

GRANTED – 20th July 2020

SMPC Comments

No objections.

The planning decisions were received.

20/022 Committee and Working Party/Group Reports

1. Finance and General Purposes

Cllr. Dennett gave a verbal report and the following was noted:

- IT Support has been agreed at 3 hours per month with a quarterly review.
- The specification of the website has been agreed and identified companies are being asked to tender.
- Under a review of councillor allowances, it was agreed that councillors should be reimbursed for consumables. Further advice is awaited from West Berkshire's remuneration panel.
- £3,000 worth of Members' Bids, which are to support town and parish projects for Covid-19 related activities, are currently available. The bids can be for both capital and revenue expenditure, do not have to be match funded and are open to communities alongside parish councils, although bids must be made via the parish councils. This will be promoted within the village with a submission date of the 31st August.

2. Library Working Group

Cllr. Dennett gave a verbal report and the following was noted:

- WBC are keen for SMPC to take over the management of the Library building, and the WBC Executive have agreed in principle.
- A copy of the Joint User Agreement, used with Hungerford Library, has been received along with contact details of the Hungerford Hub, who will be able to provide information regarding setting up the charity trust.
- WBC will arrange for a condition survey to be undertaken of the library building.
- The aim is to have completed the takeover by the end of the financial year.

3. Strategy Working Party

Cllr. Morsley gave a verbal report and the following was noted:

- Work has been undertaken with regards the public open spaces and it is likely that the recommendation will be to adapt the areas, using benches, wildflower strips etc. as opposed to formally taking over their management. Further work is currently being undertaken with regards to costs.
- The search for a project management consultant continues. Two have expressed an interest to date but it would be preferential to find a third.
- An online meeting will be taking place with Burghfield Parish Council to appraise them about the Mortimer/Burghfield footpath and to look to co-working with them on the project.

4. VE Day 75 Commemorations

Cllr. Beard gave a verbal report and the following was noted:

- Activities and other organisations have been contacted and rebooked where possible. Other activities/organisations have been approached with a view to booking them.
- The gate has been made for the pillbox and Englefield have been approached about securing the area.

- Consideration was given to booking a steel band at a price of £750.00. Due to the high cost, the Oxford Road steel band will be approached and invited to attend instead.
- The Clerk will make initial contact with Burghfield Parish Council inviting them to be involved with the commemorations next year. **ACTION: CLERK**

20/023 Items for Consideration and Resolution

1. Internal Auditor 2020/21

To **APPROVE** the engagement of C. Connell as Internal Auditor for 2020/2021, as recommended by Finance and General Purposes.

Proposed by Cllr. Dennett

Seconded by Cllr. Kilshaw

RESOLVED by majority vote.

2. Financial and General Purposes Committee Meeting

To **RESOLVE** that the next meeting of the Finance and General Purposes Committee shall be on the 29th September 2020.

Proposed by Cllr. Dennett

Seconded by Cllr. Kilshaw

RESOLVED Unanimously.

3. Risk Register

To receive and **APPROVE** the Risk Register as recommended by Finance and General Purposes.

Minuted under Part II.

20/024 Finance

1. Accounts to the 31st May 2020

To receive and **APPROVE** the Income and Expenditure Report for the two months to 31st May 2020 and the Balance Sheet as of that date.

Received and Approved unanimously.

2. Payments made with authorisation of Chairman/Vice-Chairman

To receive and note summary of payment.

Item	Payee Details	Amount
1.	Salaries – Month (3) June 2020	£ 3,647.78
2.	HMRC – Month (3) June 2020	£ 876.26

The payments were received and noted.

3. Accounts for Payment

To receive and **APPROVE** items of expenditure.

Item	Payee Details	Amount
1.	British Telecom – Landline and Broadband quarterly charge April to June 2020 – inc. VAT [Direct Debit]	£ 336.78
2.	SSE – Plot 1 Fairground electricity charges 14.3.20-24.6.20 – inc. VAT [Direct Debit]	£ 24.21

3.	SSE – Plot 2 Fairground electricity charges 14.3.20-24.6.20 – inc. VAT [Direct Debit]	£ 23.56
4.	SSE – Fairground car park electricity charges 03.3.20 – 24.6.20 – inc. VAT [Direct Debit]	£ 34.23
5.	Currys PC World - Care Plan for Clerk's computer June [Direct Debit]	£ 9.94
6.	EE – June mobile phone plan charges – inc. VAT [Direct Debit]	£ 28.80
7.	SUEZ Recycling – June collections from Fairground – inc. VAT [Direct Debit]	£ 145.40
8.	C&D Grounds Maintenance – cutting grazing area – inc. VAT	£ 332.10
9.	VA West Berkshire Council – quarterly rent for Mortimer Library	£ 812.50
10.	JR Bull Construction – two temporary information boards for Fairground conservation areas	£ 20.00
11.	I-Next – workshop for Vision Board for website development – inc. VAT	£ 300.00
12.	SMPC MultiPayCorp. Card – annual Payroll Site Ltd subscription £93.60; 140lt refuse bags £24.99; monthly card charge £3 [Direct Debit]	£ 121.59
13.	Stratfield Mortimer PCC – Grant for grass cutting at St Mary's church	£ 2,484.00

APPROVED by majority vote.

20/025 Items for information only

1. To note the meetings that have taken place of the following committees and to receive the minutes:
 - a. Planning 09/07/2020
 - b. Fairground and Cemetery 14/07/2020
 - c. Finance and General Purposes 21/07/2020

The meetings were noted.

2. District Councillor Reports

In addition to the report that had been circulated, Cllr. Bridgman reported:

- There is a planned public engagement exercise by Royal Berkshire Hospital about proposed development consisting of several options.
- West Berkshire Council have underspent by 1.5 million for the financial year, 1.4 million of which is in adult social care.
- The first public meeting of the Local Outbreak Engagement Board is on Friday 31st July.

3. Correspondence

Item	Details
1.	The Mortimer Federation of St John's and St Mary's: Variation to Mortimer St Mary's Admissions Policy 2021/22

2. Basingstoke District Council: Public Consultation on the Council's "Draft Temporary Revisions to the Statement of Community Involvement"

3. Connecting Communities in Berkshire: Information regarding Annual Membership

4. Burghfield and Mortimer Handybus: Update and invitation to match fund their operation costs via Greenham Trust Ltd.

The following was noted:

- It was noted that items 3 and 4 will be future agenda items.
- Correspondence has been received from a resident concerned about a tree overhanging their property. A meeting is in the process of being arranged with the WBC tree officer.
- A further email has been received from WBC regarding the potential removal of the B.T. phone box. A response will be sent confirming the decision previously taken by Full Council with regards to wanting to retain the phone box.
- The St Mary's Admissions policy relates to church attendance which have not happened due to Covid-19.

4. Neighbourhood Action Group report

The next NAG meeting will be being held on Wednesday 5th August.

5. Minor Matters

- SID/ANPR: Issues surrounding deploying and administrating the SID/ANPR were discussed. The Clerk and Chairman will review the licence once received and act accordingly. **ACTION: CHAIRMAN/CLERK**
- Scalloped Areas on Grazing area: C&D confirmed that these areas had been mistakenly cut and in future would ensure the maintenance schedule would be correctly followed. No reduced fee has been offered or requested to date.
- Station Car Park Planning Application: The application is being recommended for refusal by the case officer on 5 points and will be being considered at the Eastern Area Planning Committee (EAPC) on Wednesday 5th August at 6.30pm. To address the reasons for refusal, Pro-Vison are providing a letter for the case officer, two statements are being submitted, one on behalf of SMPC as the Council and one on behalf of SMPC as the applicant: a lobby pack has been provided for the members of the EAPC and Cllr. Bridgman will be speaking as ward member on behalf of SMPC. A planning application has been submitted by Jewells to build further commercial units and increasing car parking spaces for public use.
- Hardstanding Area: Since the Fairground car park has been locked, it has been used by children with skateboards and the provision of a skate type amenity could be considered.
- Application for Clarks Charity: Funds are available for students and apprentices to apply for grants. It was agreed this will be promoted on the Council's Facebook page and website. **ACTION: CLERK**
- Council meetings: The current guidelines for council meetings are that they should continue virtually, but this will be reviewed as the recommendations change.

20/026 Communications

To identify items for communicating.

- Members' Bids
- Clarks charity

- Library Working Group

20/027 Future Agenda Items

To identify future agenda items

- VE Day Commemorations and official link with Burghfield Parish Council
- Memorial plaque or tree for PC Andrew Harper
- Connecting Communities in Berkshire Annual Membership
- Burghfield and Mortimer Handybus grant.

20/028 Exclusion of Press and Public

To pass a resolution to exclude members of the press and public from the meeting at Part II, items identified at 20/020 on the Agenda, due to the confidential nature of the information being discussed.

RESOLVED unanimously to move to Part II

Part II

20/029 Items for Consideration and Resolution

6. Risk Register

To receive and APPROVE the Risk Register as recommended by Finance and General Purposes.

APPROVED by majority decision.

Close

The meeting closed at 21.22