



# Stratfield Mortimer Parish Council

## Unadopted Minutes of Annual General Meeting held on 8 May 2003 at 7.30 p.m.

**Present:** Councillors: G Puddephatt, L Picking, Mrs A Philips, Mrs R Weiss, J Morden, P Challis, C Lewis, A Thorpe, Ms S Harding, K Davies, T Barber, T Jones, Mrs J Kirk (Clerk) K Lock (District)

**Apologies:** Councillors: No apologies

**Declaration of Interest:** Councillor P Challis declared an interest in item 03/94 and Councillor A Philips declared an interest in item 03/95 (vii).

03/73 **Election of Chairman for 2003-2004:** Councillor G Puddephatt was proposed Chairman for 2003/2004 by Cllr A Thorpe, seconded by Cllr J Morden and unanimously agreed. Councillor G Puddephatt was duly elected Chairman for the coming year.

03/74 **Election of Vice Chairman for 2003-2004:** Councillor K Davies was proposed Vice Chairman for 2003/2004 by Cllr A Thorpe, seconded by Cllr J Morden and unanimously agreed. Councillor K Davies was duly elected Vice Chairman for the coming year.

03/75 **Introduction of Elected Council Members for 2003-2007 Term:** Each member of the Council (as above) introduced themselves.

03/76 **Nomination of Committee Members:**

Chairman and Vice Chairman are ex officio on all Committees.

a) Planning: Cllrs. J Morden, P Challis, A Thorpe, Mrs A Philips, L Picking and T Jones.

b) Roads, Footpaths & Commons: Cllrs. P Challis, A Thorpe and T Jones

c) Fairground, Trees & Amenities: Cllrs Mrs A Philips, C Lewis, P Challis, Mrs R Weiss and T Barber

d) Fairground Refurbishment: Cllrs C Lewis, Ms S Harding, Mrs A Philips, Mrs R Weiss and T Barber

e) Finance and General Purposes: The Chairmen of all other Committees

f) Cemetery: Cllrs P Challis, C Lewis, A Thorpe and L Picking

03/77 **Appointment of Play Area Inspector:** Cllr K Davies proposed that Cllr R Weiss be appointed as Play Area Inspector. This was seconded by Mr P Challis and agreed unanimously.

03/78 **Appointment of Press Liaison Officer:** Cllr K Davies proposed that Cllr T Jones be appointed as Press Liaison Officer and this was seconded by Cllr J Morden and agreed unanimously.

03/79 **Appointment of Representatives to Outside Bodies:**

a) Burghfield & Mortimer Volunteer Bureau: Cllr A Philips

b) Berkshire Association of Local Councils: Chairman and Clerk

c) St John's Hall Management Committee: Cllr L Picking

d) Willink Recreation Centre: Cllr J Morden

e) AWE Liaison Committee: Mr J Mazillius

f) Relief in Need Charity: Cllr L Picking

g) Clarks Educational Charity: Mr J Gosling

03/80 **Minutes and Matters Arising:**

**Minutes:**

The Minutes of the Meeting of 10<sup>th</sup> April 2003 were approved as a true record and signed by the Chairman.

**Matters Arising:**

There were no matters arising.

03/81 **Code of Conduct, Register of Members' Interests, Declaration of Acceptance of Office and Change of Bank Signatories:** Councillors were given copies of the Code of Conduct, Register of Members' Interest, and Declaration of Acceptance of Office forms to complete and return to the Clerk. The Change of Bank Signatories was held over until the next meeting.

03/82 **Resolutions to be Considered by the Council (Previously Circulated):** Cllr A Thorpe proposed that the Resolution “That with immediate effect it be the rule that all formal documents of the Council be signed by not less than three Councillors” be accepted. This was seconded by Cllr C Lewis and unanimously agreed. Carried. The other Resolution circulated authorising the Clerk a monthly budget was passed to the Financial & General Purposes Committee.

03/83 **Report from District Councillors:**

Councillor Lock reported that the yellow lines were about to be done and that he was still trying to have the graffiti removed from the signs. He advised that he had been elected Chairman of West Berkshire Council for the year 2003-04.

03/84 **Planning:** Cllr Morden reported that the Planning Committee had met once since the last Council Meeting on Wednesday 16<sup>th</sup> April 2003 to consider four applications:

03/00629/HOUSE 64 The Avenue. Rear extension to provide new dining room. No objection.

03/00663/HOUSE Pond House, Kiln Lane. Infilling under balcony and external staircase. No objection.

03/00384/HOUSE 20 Victoria Road. Additional 2 bedrooms over existing lounge to rear and new side garage. No objection.

03/00710/HOUSE 52 Windmill Road. Rear extension for bedroom ensuite and family room. No objection.

**The Following Planning Decisions have been received from West Berkshire Council:**

03/001116/FUL 54 Victoria Road (Victoria Arms) a detached annex to provide family accommodation. The existing derelict buildings to be demolished. Approval subject to Section 106 Agreement (i.e. a legal agreement tying the use of the annex to the public house in line with the Parish Council's comments.

03/00328/FUL 53 Aborn Parade. Change of use to A3 (take away food). Recommendation Refusal. (we understand this application has now been withdrawn)

02/00236/HOUSE 10 Spring Land. Extensions to side and rear. Notwithstanding Parish Council's objection and two other letters of objection the recommendation is for Approval.

03/00140/HOUSE 9 Mortimer Lane. Retrospective application for installation of sun pipes and erection of boundary wall. Mortimer Parish Council and Wokefield Parish Council objected. Highways recommended refusal all in respect of the wall adjacent to the road. The applicant has been invited to submit a separate application for the sun pipes (water convection heaters) but the Wall is recommended for Refusal.

03/00566/HOUAE Eastrop, The Street. Single storey side extension. Recommendation approval.

03/00629/HOUSE 64 The Avenue. Rear extension to provide new dining room. Recommendation approval.

03/00532/FUL Aborn Parade, West End Road. Proposed flat and maisonette. Recommendation refusal.

**i. Suggestion of Name for Development at Mortimer Garage, West End Road:** After some discussion Cllr G Puddephatt proposed that the above development be named “Crichton Court” after the Crichton family and all they have contributed to the village. Cllr J Morden seconded this and was unanimously agreed. Cllr Morden is to confirm with Dr Crichton that he has no objection to this.

03/85 **Roads, Footpaths and Commons:** Cllr Puddephatt read out a letter from West Berkshire Council about a letter they had received from Dr Collins re the renaming of Reading Road/Burghfield Road and Five Oaken. It appears that the stretch of road initially called Burghfield Road has now been renamed Reading Road and Dr Collins has asked that it be rectified. It was unanimously agreed that The Clerk should inform West Berkshire Council that they recommend that the stretch of road concerned revert back to Burghfield Road.

i. **Update on Vehicle Access Across Brewery Common:** Cllr Davies said that a letter had been received from the residents of Brewery Common asking if an easement could be granted outside the Act with the only charge being the legal fees. He read out a proposed reply saying that the Council's policy is to comply with the relevant legislation and is to await clarification from West Berkshire Council of the meaning (or legality) of granting an easement “outside the Act”. It was agreed the letter should be sent. Cllr Davies has asked the Legal Department at West Berkshire Council for any information they may have on this.

ii. **Transportation of Freight in West Berkshire (Through Mortimer) Survey:** This was passed to the Roads, Footpaths and Commons Committee to comment on.

iii. **Letter re “Improvements” to Car Park St John's Church:** Cllr Puddephatt read out a letter received regarding the upgraded car park outside St John's Church saying that the larger car park is encouraging cars to cut through. The letter also commented on the fact that the pavement was not widened, as a result is difficult for parents with pushchairs now

that the cars overhang the pavement. Cllr Lock has already replied to the letter and **Cllr Harding** is to look at the safety aspects of the car park. **The Clerk** to send a suitable reply on behalf of the Parish Council.

- iv. **Request from Mortimer Scouts to use Car Park West End Road for a Car Wash:** A letter has been received from the 1<sup>st</sup> Mortimer Scout Group asking if they could use part of the car park in West End Road for a fund raising car wash. This was unanimously agreed. **The Clerk** to reply.
- v. **Fly Tipping and Abandoned Vehicles in West Berkshire:** The Clerk advised that West Berkshire has produced a booklet advising on the procedures to deal with fly tipping and abandoned vehicles in West Berkshire. This will be kept in the Parish Office.

03/86 **Fairground, Trees and Amenities:**

- i. **Mortimer Fairground Trust Report:** Cllr Davies asked if the decision taken at last month's meeting to chase the Charity Commission for a response to our letter be reversed so it was agreed not to write to the Charity Commission but await any further communication from them.

03/87 **Cemetery:** No Report

03/88 **Annual Return and Basic Audit from Hacker Young:** The Clerk advised that the Council have been called to Audit and that the accounts for the year ended 31<sup>st</sup> March 2003 will be presented to the Council for approval at the June Meeting.

03/89 **Legacy to Parish Council from the Late S D Beards £1,000:** This item was held over from last month's meeting and Cllr Thorpe proposed that a bench (with commemorative plaque) be purchased with the legacy and sited near the cricket pavilion on The Fairground as the late Mr Beards enjoyed playing cricket at Mortimer. The estimated cost for the seat would be approximately £600. Cllr Philips seconded and was unanimously carried. Any remaining monies to be passed to the Fairground, Trees and Amenities Committee who were asked to come up with suggestions on how to spend the remaining money on the Fairground (possibly the Children's Play Area). **The Clerk** to action purchase of seat.

03/90 **To Consider Sending Delegate(s) to the NALC Conference, Cardiff, 3 – 5 October 2003 at a delegate cost of £110 plus VAT and Accommodation Costs.** Councillors Puddephatt and Jones showed an interest in attending the conference and it was decided to hold this over until the next meeting for other councillors to consider.

03/91 **To Consider Subscribing to Direct Information Service Newsletter £87.00 per year:** Cllr Davies proposed that the Council subscribe to this useful informative fortnightly publication, Cllr Jones seconded this and it was carried unanimously.

03/92 **To Consider Purchasing Governance & Accountability in Local Councils – A (New) Practitioners' Guide At A Cost of £16.99:** Cllr Davies proposed that we purchase a copy of the above Practitioners' Guide to assist the RFO in completing the Council's Accounts. Cllr Thorpe seconded this and it was carried unanimously.

03/93 **To Consider Clerk Attending LCAS Health & Safety Seminar on 3<sup>rd</sup> June 2003 at a Cost of £30.00 plus VAT:** Cllr Morden proposed that The Clerk attend the above Health and Safety Seminar on the 3<sup>rd</sup> June. Cllr Davies seconded this and it was carried unanimously.

03/94 **To Agree Payment to PJ Challis for Repair of Parish Council Lawn Mower £269.18:** Cllr P Challis declared an interest and took no part in this discussion. Cllr Harding proposed that the above invoice for the Parish Council's Lawn Mower be paid; Cllr Davies seconded this and was unanimously passed.

03/95 **Finance – To Agree Accounts for Payment:** Cllr

- i. Clerk's Salary
- ii. Clerk's/Custodian's Tax and NI
- iii. Clerk's Expenses
- iv. Custodian's Salary
- v. Grant Cheques as per 2003/2004 Budget:

Burghfield/Mortimer Volunteer Bureau	£1,000.00
Alfred Palmer Memorial Playing Field Committee	£1,747.90
West Berkshire Friendship Club	£ 300.00

- vi. Cornhill Insurance - Annual Parish Council Insurance - £509.99
- vii. Ian Philips – Grass Cutting Cemetery and St Mary’s Churchyard - £497.85 inc VAT
- viii. Bridgewood Landscape Services – Grass Cutting Alfred Palmer Field - £160.00
- ix. R M Weavers – Grass Cutting Fairground - £131.88 inc VAT
- x. P Blagdon – Printing Parish Plan - £16.45
- xi. Frasers Office Supplies Ltd – Stationery - £106.67 inc VAT
- xii. EIS Gas-Elec Limited – PAT Testing Parish Office - £36.95 inc VAT
- xiii. P Blagdon – Licence Freepost Parish Plan - £103.00

In accordance with the Parish Council’s Financial Regulations all the items for payment were considered together. Cllr K Davies proposed that they be paid; Cllr A Thorpe seconded this. Carried unanimously.

03/96 **Correspondence:**

- i. A letter of concern had been received from the residents association for Fairfield Park regarding problems they are having with the site owner. A reply is to be sent with some suggestions that might help.
- ii. A number of Circulars/Newsletters were distributed to councillors.

03/97 **Any Other Business:**

There was no any other business.

**Date of Next Meeting:** Thursday 12<sup>th</sup> June 2003 at 7:30 p.m.

List of payments made:

Date	Cheque No.	Payee	Amount
8 <sup>th</sup> May 2003	501233	P J Challis	269.18
8 <sup>th</sup> May 2003	501234	J E Kirk	
8 <sup>th</sup> May 2003	502235	Inland Revenue	
8 <sup>th</sup> May 2003	501236	L O’Rourke	
8 <sup>th</sup> May 2003	501237	Burghfield & Mortimer Volunteer Bureau	1,000.00
8 <sup>th</sup> May 2003	501238	Alfred Palmer Memorial Playing Field Cmtte	1,747.90
8 <sup>th</sup> May 2003	501239	West Berkshire Friendship Club	300.00
8 <sup>th</sup> May 2003	501240	Allianz Cornhill Insurance PLC	509.99
8 <sup>th</sup> May 2003	501241	Ian Philips	497.85
8 <sup>th</sup> May 2003	501242	Bridgewood Landscape Services	160.00
8 <sup>th</sup> May 2003	501243	R M Weavers	131.88
8 <sup>th</sup> May 2003	501244	P Blagdon	16.45
8 <sup>th</sup> May 2003	501245	Frasers Office Supplies Ltd	101.67
8 <sup>th</sup> May 2003	501246	EIS Gas-Elec Ltd	36.95
8 <sup>th</sup> May 2003	501247	P Blagdon	103.00
8 <sup>th</sup> May 2003	501248	J E Kirk	19.26
8 <sup>th</sup> May 2003	501249	SLCC	16.99
8 <sup>th</sup> May 2003	501250	NALC	87.00

There being no other business the Meeting closed at 9:55pm