



Stratfield Mortimer Parish Council

Unadopted Minutes of Annual General Meeting held on 13th May 2004 at 7.30 p.m.

Present: Councillors: G Puddephatt (Chairman), P Blagden, K Davies, T Barber, B Taylor, P Challis, A Smith, A Thorpe, C Lewis, L Picking, T Jones, Mrs A Philips, Ms S Harding, Mrs J Kirk (Clerk), K Lock (District).

Apologies: Councillors: J Morden, Mrs R Weiss.

Declaration of Interest: Cllr A Philips declared an interest in item no 04/88 (vii).

04/73 **Election of Chairman for 2004-2005:** Councillor G Puddephatt was proposed as Chairman for 2004-2005 by Cllr Davies, seconded by Cllr Blagden and agreed unanimously. Councillor G Puddephatt was duly elected Chairman for the coming year and signed the Declaration of Acceptance of Office, which was witnessed by The Clerk.

04/74 **Election of Vice-Chairman for 2004-2005:** Councillor K Davies was proposed as Vice-Chairman for 2004-2005 by Cllr Puddephatt, seconded by Cllr Smith and agreed unanimously. Councillor K Davies was duly elected Vice-Chairman for the coming year and signed the Declaration of Acceptance of Office, which was witnessed by The Clerk.

04/75 **Nomination of Committee Members for 2004-2005:**
Chairman and Vice-Chairman are ex officio on all Committees.

a) Planning:	Cllrs J Morden, P Challis, A Jones, A Philips, A Thorpe
b) Roads, Footpaths & Commons:	Cllrs P Challis, A Thorpe, T Barber, A Smith, W Taylor
c) Fairground, Trees & Amenities	Cllrs T Barber, C Lewis, P Blagden, A Philips, R Weiss, A Smith
d) Fairground Refurbishment	Cllrs A Smith, T Barber, C Lewis, P Blagden
e) Cemetery:	Cllrs A Thorpe, P Challis, C Lewis, A Jones
f) Finance & General Purposes:	Fixed Membership

04/76 **Appointment of Play Area Inspector:** Cllr Davies proposed that Cllr Smith be appointed as Play Area Inspector. This was seconded by Cllr Picking and agreed unanimously.

04/77 **Appointment of Representatives to Outside Bodies for 2004-2005:**

a) Burghfield & Mortimer Volunteer Bureau:	Cllr A Thorpe
b) St John's Hall Management Committee:	Cllr L Picking
c) Willink Recreation Centre:	Cllr J Morden
d) AWE Liaison Committee:	Cllr W Taylor
e) Relief in Need Charity:	Cllr A Philips
f) Clarks Educational Charity:	Mr J Gosling

04/78 **Minutes and Matters Arising:**

Minutes:

The Minutes of the Meeting of 8th April 2004 were approved as a true record and signed by the Chairman incorporating one slight amendment regarding Cllr Challis' resignation from the Fairground, Trees and Amenities Committee.

Matters Arising:

The Clerk confirmed that following minute no 04/58 a draft letter had been sent by the solicitors explaining the change following the decision by the House of Lords and this had been sent to all householders adjoining Brewery Common.

04/79 **Report from District Councillors:** Cllr Lock reported that at the Annual Meeting of West Berkshire Council on 4th May Cllr James Mole from Hungerford was elected Chairman for the Municipal Year and Cllr Royce Longton is to continue at Leader. Posts have been erected beside the bund on the Grazeley Road. The six-term school year has now been adopted for 2005-6 and the terms will vary between 28 and 35 days (195 days total) but the Summer Holiday will be 6 weeks and there will be a fixed holiday at Easter. Cllr Lock also reported that the Council is reviewing the Concessionary Fares Scheme, as they need to save about £150,000 and will report on this at the next meeting.

- 04/80 **Planning:** In the absence of Cllr Morden the Clerk read the planning report which said that the Committee had met 3 times since the last Council Meeting on the 10th April, 4th May and 12th May and considered 14 applications:
- 04/00512/HOUSE Abbots Lodge, The Street. Rear extension with en-suite bath over. No objection.
- 04/00523/LBC Great Park Farm, Mortimer. Reinstating earlier slate roof coverings; in filling previously formed opening and associated repair and strengthening works. No objection.
- 04/00541/OUT 33 West End Road. Residential development with means of access only to be considered. No objection – the application, as it stands, for means of access only is not objected to provided the sight lines meet with Highways requirements. Highways should be made aware that this application is probably the precursor of a much larger development covering Nos 33, 35 and 37 West End Road. Your attention is drawn to the Parish Council’s copy letter dated 10 April 2004 addressed to Legal Services regarding encroachment onto West Berkshire Council land.
- 03/00637/FUL Land to rear of 7 Windmill Road. New build of 1 bedroom detached bungalow (with front onto Briar Lea Road). Object:
1. Over development
 2. Lack of amenity space.
 3. Lack of parking.
 4. Detrimental to street scene.
- 03/00687/HOUSE 84 The Avenue. Extension over existing garage to provide bedroom and en suite bathroom. No objection.
- 04/00740/HOUSE 52 Windmill Road. Rear extension (family room) and room alterations to utility – retrospective. No objection.
- 04/00751/FUL Flat 5, Carpenters Court. The addition of French window to rear to replace existing window to give disabled access to rear garden. No objection.
- 03/02576/OUT Colt House, Sweetzers Piece. Residential development. 2 houses similar to earlier outline application but with revised joint entrance drive. No objection.
- 04/00974/FUL Aborn Parade, West End Road. Conversion of shop store to flat. Object
1. Unacceptable impact on T.P.O. trees.
 2. Impact on parking provision, which was part of original approval for the 4 flats.
 3. Foul drainage inadequate for existing 8 maisonettes, 4 flats and 4 office/retail outlets let alone an additional flat.
 4. The original condition should be enforced and this site tidied up.
- 04/01006/LBC Abbey Croft., The Street. Insertion of steel beam in drawing room and replacement of defective lathe and plaster at 2nd floor level with insulation and plaster board. No objection.
- 04/01023/HOUSE 28 Briar Lea Road. First floor side extension over existing garage to provide new bedroom and bathroom. No objection.
- 04/01028/HOUSE 79 Stephens Firs. Side and rear extension and proposed garage. No objection.
- 04/01056/HOUSE 40 Stephens Firs. Conservatory. No objection.
- Recommendations under delegated powers received from West Berkshire Council:
- 04/00637/FUL Land to rear of 7 Windmill Road. New 1 bedroom detached bungalow – refusal.
- 04/00474/HOUSE Oakhurst, Birch Lane. Two storey side extension over existing garage, extension to existing entrance hall and lounge, workshop. Approval.

Tree Preservation Order

Land at West End Lodge, Ravensworth Road. Tree Preservation Order covering 5 Oak trees and 1 Horse Chestnut Tree.

Cllr Morden attended and spoke on behalf of the Council at the Eastern Area Planning Committee of West Berkshire Council on 14th April 2004 against the application to build a new additional property to the rear of “Serena”, Birch Lane. Notwithstanding the officer’s recommendation to approve the Committee decision was refusal.

- i. **Supplementary Planning Guidance:** The deadline for comments is 28th May and Cllr Morden is to be asked to call a meeting to discuss this.
- ii. **Berkshire Structure Plan 2001:** The comments on the Structure Plan also have to be made by the 28th May and a meeting is to be arranged for the week after next.

04/81 **Roads, Footpaths and Commons:**

- i. **Proposed Extension of Gas Network to Mortimer (ES Pipelines):** The Chairman reported that prior to the meeting Mr Nick Clark of ES Pipelines met with councillors to advise them of his Company's proposal to bring the gas network to Mortimer. Following a survey carried out by ES Pipelines there is enough interest in Mortimer to make it viable to extend the gas main from Tadley to most of the village. This is separate from the company (Primeshade Contracts) who are providing a smaller gas main to the Mortimer Hill development only from Burghfield. The approximate start date for the ES Pipelines installation is July/August and it is expected to take approximately one year to provide outlets to the main part of the village. A letter advising interested parties is to be sent out within the next couple of weeks and an information road show will be held in St John's Hall. Mr Clark explained to Councillors how the gas would be brought to the village and showed them a plan of the proposed work. He has agreed to meet with councillors again at 7pm on 8th July to give a more detailed breakdown of the work to be carried out.
- ii. **Update on new Kissing Gates at Windmill Common:** Cllr Davies reported that a letter had been received from McVeigh Parker stating that they will fit replacement gates by the 21st May and in fact two of the three gates have already been replaced. Cllr Davies read out a letter had been received from the tenant of Bridges Farm objecting to one of the kissing gates and asking for its removal. A meeting took place between the Chairman, Vice Chairman, Clerk and Mr McDiarmid on behalf of Englefield Estates regarding the kissing gate to consider the matter and it was agreed that the gate will remain. **The Clerk** to reply to the letter.
- iii. **Update on BT Poles Windmill Road:** West Berkshire Council have confirmed that the boundary ditch belongs to the Fairground and therefore the Parish Council suggest arranging a site visit with BT to look at the position of the poles. **The Clerk** to arrange.
- iv. **Update on Traffic Management/Pedestrian Crossing, Victoria Road:** Cllr Davies reported that a letter had been sent to Budgen's regarding West Berkshire Council not recommending a crossing at this location and asking for an opportunity to discuss this. A letter had also been sent to West Berkshire Council asking if Sec.106 money could be used for a comprehensive traffic survey in the village. A letter has been received from Mr M Cole of West Berkshire Council stating that there is no apparent way to unlock this finance for a traffic study at this time. It was agreed that **The Clerk** would write asking for clarification regarding the various Sec.106 Agreements. It was agreed that following on from this Cllrs Harding, Davies and Barber should consider this matter and report back to the next meeting.
- v. **a) Parking Grazeley Road and Mortimer Station:** The Chairman advised that, further to points raised at the Annual Parish Meeting regarding damage to the new bund by unauthorised parking on the Grazeley Road, the Clerk wrote to West Berkshire to ask them to consider installing bollards along the verge. This has now been carried out. A meeting has been arranged between West Berkshire Council and Cllrs Harding and Davies to ascertain the viability of a new car park on the south side of the railway track at Mortimer Station with regard to access, planning permission etc.
b) Flooding Report: The Chairman also read out a report from Mr G Mayes regarding flood prevention in The Street who said that the three bunds are now complete and the blockages located by CCTV in the Victorian brick culvert have been cleared and repairs made to the manholes and collapsed brickwork by West Berkshire Council in Mortimer Lane. The increased flow from the Mortimer Hill development may put additional pressure on this brick culvert

drainage system. It appears that no action has been taken by Thames Water to determine where groundwater seepage water is entering the foul sewer between The Street/Mortimer Lane junction and Beech Hill pump station. He recommends that the Council check the status of the Trunkwell House Hotel planning application if the discharge of effluent from the manholes in Grazeley Road is to be prevented in future. The Chairman recorded a vote of thanks to Mr Mayes for his continued help and advice.

- 04/82 **Fairground, Trees and Amenities:** The Clerk advised that the new slide had been installed but that the safety surface had not been installed and that the temporary safety fence and warning notices had been put in place, the signs had been removed and the fencing vandalised. A number of children had been seen using the new slide and due to Health and Safety concerns the whole play area had been locked and taken temporarily out of use until the new safety surface had been installed. After discussion and a vote of 8 for and 4 against it was agreed that the play area would remain locked.
- i. **Revised Resolution – Grazing Area:** It was unanimously agreed that the following revised resolution be adopted:
 - a) The Grazing Area may be hired at any time at the Council’s discretion.
 - b) There will be a standard charge of £65 a day. This is subject to variation at the Council’s discretion in appropriate cases.
 - c) A surcharge of £10 per day may be added, which will be remitted if the condition to which the booking is subject are not properly complied with (clearing up etc.)
 - d) The Council may on an application permit users to cut the grass at their own expense.
 - ii. **Update on New Pavilion:** Cllr Smith advised that members of the new committee had re-valued the project at a current cost of £650,000 and the committee are now addressing various areas of funding. Concern was raised regarding the status of the group and The Chairman said this needs further consideration and will report back to the next meeting.
 - iii. **Update on Lease to Parish Council from Fairground Trustees:** Cllr Davies confirmed that the Council’s solicitors have yet to receive a response from the Charity Commission and they are to press for a reply.
- 04/83 **Cemetery:** Cllr Thorpe reported that the Garden of Remembrance needed some attention and it was agreed to ask the Custodian to attend to this as a matter of urgency. The Clerk is to press the Church Parish Office about the spoil from burials in the Churchyard being placed in the Cemetery.
- 04/84 **Warden/Police Meeting with WBC & TVP 30th June 2004:** Cllr Taylor reminded councillors of the Community Safety Meeting on 25th May which he will attend on behalf of the Council. Following agreement at the last Council meeting to go ahead with organising a police/warden meeting with Andy Talbot of Thames Valley Police and Rachel Craggs, Community Safety Manager West Berkshire Council. Cllr Taylor advised that this meeting has been arranged for Wednesday 30th June at 7:30pm at St John’s Hall and he urged all councillors to attend this important information gathering session so that a plan can be formulated. Cllr Taylor asked Councillors to send recommendations to the Clerk for local invited guests who may wish to come along to observe at the meeting. **Cllr Taylor/the Clerk** to action.
- 04/85 **Update on The Rural Housing Trust Scheme:** The Clerk confirmed that Andrew Smith, Field Worker with the Rural Housing Trust is to come along to meet the Parish Council on Thursday 9th September 2004 to talk about the scheme.
- 04/86 **Accounts/Audit 03/04 Update:** The Clerk advised that the Accounts for the year to 31 March 2004 had been drawn up and were at present with the internal Auditor. All councillors were given copies of the Annual Return form (with details of variances) and Statement of Assurance Forms which will be forwarded to the external auditor when approved. Councillors were also given copies of the Income and Expenditure Account, Balance Sheet and Bank Reconciliation. The Chairman advised Councillors that as Hacker Young (External Auditor) had called the Parish Council to audit on the 30th June 2004 the accounts would have to be approved at the Parish Council’s meeting on the 10th June to meet this date and asked councillors to contact The Clerk before Friday 28th May if they wished to clarify any item on the Accounts.

04/87 **To Discuss Arrangements for 12 August 2004 Meeting:** Arrangements were discussed regarding the August Meeting.

04/88 **Finance – To Agree Accounts for Payment:**

- 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 2005/2005 Budget:
 Burghfield/Mortimer Volunteer Bureau - £1,000.00
 Alfred Palmer Memorial Playing Field Committee - £1,454.00
 West Berkshire Friendship Club £350.00
 St John's Hall Management Committee - £1,000.00
 Pang & Kennet Valleys Countryside Project - £400.00
 Mortimer St Mary's School Fund (Clock) - £250.00
- vi. Cornhill Insurance £691.24
- vii. Ian Philips – Grass Cutting Cemetery & Churchyard £497.85 inc VAT.
- viii. Bridgewood Landscape Services – Grass Cutting Alfred Palmer Field £160.00.
- ix. West Berkshire Council – Contribution to Willink £7,075.70.
- x. British Telecom – Telephone Bill Parish Office £105.71 inc VAT
- xi. P Blagden – Reimbursement for Fairground Expenses £10.00.
- xii. Staples – Stationery and Keyboard £78.29
- xiii. Wicksteed Leisure Ltd – New Slide £8,853.45 – Held over until next month.
- xiv. Butlers Lands Estate Services Ltd – Removal of Old Slide £705.00.
- xv. Community Council for Berkshire – Subscription £75.00.
- xvi. Stewarts of Mortimer Ltd - Payment for Mortimer Link:
 March - £793.13 inc VAT and
 April - £705.00 inc VAT
- xvii. Dabs.com Plc – new part for printer £61.09 inc VAT & Carriage.
 In accordance with the Parish Council's Financial Regulations all the items for payment were considered together. Cllr Puddephatt proposed that they be paid; Cllr Philips seconded this. Carried unanimously.

04/89 **Correspondence:**

- i. Letter of Resignation from Mr Nick Ashton as Local Authority Governor St Mary's School, Mortimer. The **Clerk** to reply.
- ii. Area Forum Up-date
- iii. CPRE Annual Report
- iv. West Berkshire Council – Letter re A Common Housing Register for WB
- v. SLCC – Funding & Managing Community Projects One-Day Conference.
- vi. BALC – Training Day Saturday 12th June 2004
- vii. A number of Circulars/Newsletters were distributed to councillors

04/90 **AOB/ Future/Agenda Items:**

- The Chairman reported that the Councillor's Information Manual was now complete and to be handed out to all Councillors, this includes Standing Orders, Financial Regs etc. He recorded a vote of thanks to Tamsin Puddephatt and Rebecca Kirk for all the hours spent in compiling the manual and it was agreed to give them both a £10 gift voucher to thank them for their time.
- The Clerk advised that a copy of the long awaited video entitled "What's on the Agenda?" from BALC had been obtained but a suitable date could not be agreed to show the video.

Date of Next Meeting: Thursday 10th June 2004 at 7:30 p.m.

There being no other business the Meeting closed at 9:50 p.m.