



Stratfield Mortimer Parish Council

Unadopted Minutes of

Meeting held on

Thursday 26th June 2008 @ 7.30 p.m.

Present: Councillors: T Shorrocks (Chairman), N Kiley, I Titman-Reade, M Lock, K Davies, P Blagden, S Clark, A Colaço, D Ives, J Morden, A Philips, A Thorpe, and the Clerk.

Apologies: Councillors: P Challis, D Morsley and A Smith

Declaration of Interest: Cllr A Philips 08/95 (ix)

08/80 **Minutes and Matters Arising:**

Minutes: The Minutes of the Meeting of 8th May 2008 and the Extraordinary Meeting on the 22nd May 2008 were approved as a true record and signed by the Chairman.

Matters Arising: No matters arising.

08/81 **To Approve and Confirm that the Accounts for the Year 2007/2008 present fairly the financial position of Stratfield Mortimer Parish Council:**

Copies of the Stratfield Mortimer Parish Council Accounts, Audit Return and supporting papers for the year ended 31 March 2008 were circulated to all members prior to the meeting. The Finance and General Purposes Committee met on the 1st May 2008 and reviewed the accounts and all the audit papers and recommended the approval of the 2007/2008 accounts. The Council agreed the details contained in the nine points in Section 2 The Annual Governance Statement Section of the Local Councils in England and Wales Annual Return for the year ended 31.3.08 and the declaration which said 'We acknowledge as Members of Stratfield Mortimer Parish Council our responsibility for the preparation of the Statement of Accounts and for the council's internal controls and confirm, to the best of our knowledge and belief, with respect to Section 1 (The Council's Statement of Accounts for the year ended 31 March 2008). This included the end of year Bank Reconciliation and the Details of Variation Comments Sheet. Cllr Davies proposed that the accounts and supporting documents for the Year 2007/2008 be approved, this was seconded by Cllr Clark and was unanimously resolved. The Chairman and the RFO duly signed the accounts. **The Clerk** is to send the Annual Return to the External Auditor (Messrs Mazars) and in accordance with the Audit Commission Act 1998 and, the Accounts and Audit Regulations 2003, display Notices of Appointment of date of the Electors' Rights for the annual return on the two Parish Council Notice Boards to advise any interested person that the accounts are available for inspection (on prior application to The Clerk).

08/82 **Retirement of Internal Auditor and Replacement:** The Clerk reported that Mr F Feline has resigned from his post of Internal Auditor for the forthcoming financial year. The Clerk has sent a letter of thanks to Mr Feline for all his help and support during his term of office. The Clerk has taken advice and recommendations from neighbouring councils and there is a short list of three potential replacements. Cllr Phillips asked that details of the three 'short list' candidates be circulated to all Councillors, The Clerk to action. Cllr Davies proposed that the Finance and General Purposes Committee look at the information on the candidates and report back to the next full council meeting with a recommendation. This was seconded by Cllr Philips and unanimously resolved.

08/83 **Report from District Councillors:** Cllr M Lock reported that West Berkshire Highways Department are seriously behind with their programme to install the 20 mph vehicle activated signs. The new path at St Catherine's Hill is now scheduled to start in November 2008 and the repairs to Mowbray Hill are scheduled for this summer (having slipped from last year's schedule). The administration is reviewing the Local Area Forums with a view to abolishing them. Parish Councils are being consulted on this and although the Kennet and Pang Area Forum has never been well attended it has been a useful forum for Parish Councils and individuals to take up local matters. A new bus service is due to start on the 10th July (number 75) which will operate every Thursday from Mortimer to Newbury. It will leave Mortimer Library at 09:30 and will go via Burghfield, Upton Nervet,

Aldermaston Station, Ashford Hill and Headley to Newbury. It will call at Tesco at Greenham and arrive in Newbury at 10:31. The return journey will start at 13.10 and arrive at Mortimer Library at 14:11.

It was agreed that the Parish Council would respond to West Berkshire Council saying that they wish the Area Forums to continue.

Cllr Lock was asked whether 20 mph varying speed limit signs (at school times) could be introduced outside St Mary's School (similar to the ones outside Grazeley School in Wokingham District). It was agreed that the most effective way was for the Parish Council to write to West Berkshire Council. Clerk to action.

Cllr Lock was asked to check with West Berkshire Council on the up-to-date situation with the S106 monies relating to the Mortimer Hill Development and report back to the next meeting.

08/84 **Planning:** Cllr Morden reported that the Planning Committee had met once during the last month on the 13th June 2008 when three plans were considered.

08/00740/HOUSE Lane House, Mortimer Lane. Single storey rear extension. No objection.

08/00921/HOUSE The Red House, 54 West End Road. Erection of seven new residential units. Conversion of existing garage into residence. Alterations and extensions to existing residence.
Object:

1. Inadequate parking for visitors will result in on street parking in West End Road.
2. Access too narrow for number of expected vehicle movements from number of proposed units. No parking possible.
3. No turning area available for service vehicles.
4. The number of units proposed for this site results in their close proximity to existing adjacent properties and creates an unacceptable degree of overlooking.
5. The existing garage conversion to residential unit should be limited to the existing roof profile with no dormer or velux windows overlooking 60 West End Road or Roebuck House, Loves Wood.
6. The trees on the East boundary will be compromised by the close proximity of the new semi detached development fronting West End Road.

08/00993/HOUSE 44 Leighfield. Single storey rear extension. No objection.

The following Planning Officers recommendations have been received from West Berkshire Council:

08/02645/FUL Fox & Horn (Cinnamon Tree), The Street. Use of premises for takeaway food sales and restaurant. Approved – hours limited from 12 Noon to 22:30 each day.

08/00480/HOUSE 56 The Crescent. Single storey rear conservatory. Approved.

08/00502/HOUSE 1 Damson Drive. Conservatory. Approved.

08/00581/HOUSE 11 Briar Lea Road. New single storey kitchen and bedroom to rear replacing existing sun room. Approved.

08/00627/HOUSE The Forge, The Street. Single storey garage with storage over. Approved.

08/00716/HOUSE Mortimer Police Station, Victoria Road. Ramp for disabled access. Approved.

08/00768/HOUSE 11 Asparagus Close. Conservatory. Approved.

Councillors Colaço, Ives and Morden attended West Berkshire Council's Planning Roadshow at Calcot on 4th June 2008. West Berkshire Council has to submit its proposals for housing covering the next 20 years. The draft South East Plan was for 10,500 houses (525 homes per annum) of which 9,500 would be built in the 'Western Corridor'. That is Thatcham, Newbury, Theale with the remaining 1,000 in rural areas north of the M4. However, the Government Panel report (August 2007) recommends 18,000 homes (900 per annum) for the same period. Distribution as above except the additional 7,300 would go west of Reading north of the M4 (Calcot, Tilehurst, Pangbourne and Tidmarsh). It seems likely that Mortimer will not be subject to any new major development. The Parish Council were also assured that any developer contributions forthcoming for windfall sites, i.e. infilling or back land development would be applied to the local community and not used district wide.

Application Withdrawn:

08/00522/FULD 1 Campbells Green

08/85 **Update on Rural Housing Exception Sites:** Cllr Morden reported that West Berkshire Council is unwilling to adopt the amendments the Parish Council require to the Allocation Policy and therefore until such time as there is a shift in their position he suggests that the Parish Council cease to pursue, for the time being, the hunt for an Exception Site. In any event it is doubtful that until such time as West Berkshire's Development Framework has been accepted by Whitehall and settlement boundaries confirmed that any land owner would offer a site at agricultural land value when it could be a used for a development site.

- 08/86 **Roads, Footpaths and Commons:** Cllr Ives reported that the Committee met on the 5th June and he was elected Committee Chairman for the forthcoming year. He reported the other items discussed at the meeting was parking in West End Road Mortimer and an on-site meeting with parish council members and West Berkshire Council highways is to be held in early July. The Parish Council have been consulted on the proposed diversion of footpath 11 which passes through Great Park Farm. Three councillors and a representative from the Mortimer Walkers Group visited the farm and met with the owner. The councillors agreed with West Berkshire's proposal but suggested a further amendment and diversion. These have been forwarded to West Berkshire. Following a letter of complaint from a resident about the state of Brewery Common the Clerk met with an officer from West Berkshire Council (who manages the common) and it has been agreed that an additional cut will be made each year. Mortimer Methodist Church has applied to West Berkshire Council for 2 directional street signs to their church. The Committee discussed this and it was unanimously agreed to advise West Berkshire that the Parish Council would prefer not to see any additional street furniture in Mortimer. Cllr Ives reported that a letter had been received from British Telecom advising that they wish to close a number of public telephone boxes in the district (consultation period to the 26th July). The only one that is in the Parish of Mortimer is the one called Bloomfield Hatch, Mortimer, Reading (which is just past the mini roundabout at the bottom of The Street on the Grazeley Road). It was agreed that as it does not appear that this telephone box is used and there is a telephone box at Mortimer Railway Station that the Parish Council would not object. Cllr Ives also reported that further to minute number 08/79 Councillors Challis and Colaço had carried out their review around the village and have identified five areas which require attention. All of the points highlighted have now been actioned by the Clerk. Councillor Ives offered a vote of thanks to Councillors Challis and Colaço and it was hoped that this will be an on-going process.
- i. **Update on ownership of Car Park in West End Road:** The Clerk reported that after many years of dispute over the ownership of the car park the Land Registry have now completed a Rectification of Title which shows that the area of the car park is in the ownership of West Berkshire District Council. The Parish Council will now endeavour to reinstate their tenancy of the car park.
- 08/87 **Fairground, Trees and Amenities:** Cllr Blagden reported that the Committee met on the 10th June 2008 and that he had been elected Committee Chairman for the forthcoming year. He reported that the other items discussed was the recommendation for a new tennis court fence (see 08/87 (iii) below). Agreement to replace the broken dog bin by the Fairground Car Park and the installation of an additional dog bin on the west side of the car park. Cllr Blagden reported that the Mortimer Fairground Draft Management Plan had been received from Mr Chris Smith. The Management Plan is being circulated around each member of the Committee to read and review and a review meeting is to be held on Wednesday 2nd July in the Parish Office. The Fairground Committee are looking into using volunteer groups such as Berkshire Scout Enterprises Ltd and the Thames Valley Probation Services to carry out work on the Fairground.
- i. **Monthly Play Area Inspection Report and summary of Annual Rospa Report:** In the absence of Cllr Smith Cllr Blagden reported that the recent RoSPA report was excellent and that it showed mainly low risk items, the only medium risk was the missing/stolen base of the youth shelter which is already in the process of being rectified.
- ii. **Update on Stratfield Mortimer Community Centre:** The Chairman reported that he and the Clerk met with Mr D Bennett of Isis Surveyors Ltd who is to draw up a plan for the size of the plot for the new community building. The Directors of the CiC have confirmed to the Parish Council that the land for the sub lease is to be the same as the footprint of the new building. It is hoped that the plan will be available within two weeks. The Parish Council's solicitors have highlighted a few very minor alterations to the text of the sub-lease. It was agreed that these amendments be passed to the Finance and General Purposes Committee to agree. The Parish Council noted the sad loss of Mr Tom McCloughin who recently passed away and acknowledged his major contribution to the Community Centre Project.
- iii. **To approve recommendation by F T & A Committee to accept quotation from J B Corrie to provide a Corrie Play tennis court fence at a cost of £20,000 plus VAT (to be funded by S106 money):** Cllr Thorpe proposed that the quotation from J B Corrie for £19,995 plus VAT be accepted (to be funded from S106 monies) and this was seconded by Cllr Lock and put to the vote. 8 in favour 4 against. It was therefore resolved that the new fence be ordered.

Clerk to action.

- 08/88 **Cemetery:** No report. The date of the next Committee Meeting is Monday 14th July 2008.
- 08/89 **Communications Committee:** The Committee has not met and a date is to be arranged for a meeting which will progress the Newsletter.
- 08/90 **Update on Community Policing/BMNAG:**
BMNAG: No meeting held this month.
Community Policing: No meeting held this month. The next meeting is to be held on Thursday 10th July 2008. Cllr Ives reported that the date of the opening of the Mortimer Police Station is unlikely to be the 8th August.
- 08/91 **Update on Flooding:** Mr Geoff Mayes reported to the Clerk that further sewage flooding took place on The Street on the 3rd June. Meetings are to be arranged with West Berkshire Council, the Environment Agency and Thames Water to discuss the problems.
- 08/92 **Update on Proposed Station Car Park:** Cllr Kiley reported that the Planning Application had not been completed but would be submitted before the next Parish Council Meeting on the 16th July.
- 08/93 **A proposal that the Standing Orders be amended so that the Parish Council Meetings are held on a specific date every month:** After some discussion Councillor Blagden proposed to amend the Parish Council's Standing Orders so that full meetings of the Parish Council are held on the second Thursday of every month (with the exception of the month of August) with effect from September 2008. This was unanimously carried.
- 08/94 **To agree the Clerk's attendance at SLCC Annual Conference on 17 - 19 October 2008 at a cost of £320.00 plus VAT.** This was proposed by Cllr Clark and seconded by Cllr Blagden and unanimously carried.
- 08/95 **Finance - To agree accounts for payment for June:**
 In accordance with the Council's Financial Regulations all the following items for payment were considered together. Cllr Lock proposed that they be paid; this was seconded by Cllr Titman Reade and carried unanimously.
- i. Clerk's Salary.
 - ii. H M Revenue & Customs (Tax and NI).
 - iii. Clerk's Expenses.
 - iv. Custodian's Salary.
 - v. RBWM (Pension).
 - vi. Stewarts of Mortimer Ltd (Mortimer Link) £900 inc VAT.
 - vii. Pipex Homecall Ltd (telephone Parish Office) direct debit £26.89 inc VAT.
 - viii. Co-Operative Bank Visa Direct Debit £18.07 (£9.54 McColls, Viking Direct Ltd £6.53 and £2.00 service charge)
 - ix. Ian Philips (grass cutting Cemetery) £227.10 inc VAT.
 - x. F Feline (Internal Audit fee) £75.00
 - xi. T B Estate Services Ltd (hire of heras panels Fairground) £282.00 inc VAT.
 - xii. T B Estate Services Ltd (removal of green waste Fairground) £282.00 inc VAT.
 - xiii. Playsafety Ltd (RoSPA report) £125.73.
 - xiv. West Berkshire Council (quarterly photocopying costs) £125.96 inc VAT
 - xv. Monster Play Systems (replacement Youth Shelter floor) £470.00 inc VAT
 - xvi. R M Weavers (grass cutting Fairground April) £191.72 inc VAT
 - xvii. Thames Water Utilities Ltd (water trough Fairground) Direct Debit £6.79
 - xviii. R M Weavers (grass cutting Fairground Ma7 & Grazing Area) £374.47 inc VAT)
 - xix. CPRE (Campaign to Protect Rural England) annual subscription) £28.00
 - xx. Open Spaces Society (annual subscription) £30.00
 - xxi. Burghfield Village Hall (hall rental for July NAG meeting) £19.00
- 08/96 **Correspondence:**
- Letter from West Berkshire Council re Review of Area Forums (already discussed in 08/83 above)
 - Invitation from Mortimer St Mary's School to its Open Day on Friday 18th July. It was agreed that Cllr Lock would attend.

- Thank you letter from Burghfield & Mortimer Friday Club for the grant made by the Parish Council.
- Thank you letter from the Alfred Palmer Memorial Playing Field Committee for the grant that will allow them to maintain the public recreation ground for the benefit of the village.
- Letter from the Mortimer Branch of the Royal British Legion about the removal of the poppy wreaths. The Clerk has been in contact with them and a meeting is to be arranged to agree a protocol.

08/97 **Minor Matters/Future Agenda Items:**

None

Date of Next Meeting: Wednesday 16th July 2008 at 7:30 p.m.

The Meeting closed at 9:20 p.m.