



Stratfield Mortimer Parish Council

Unadopted Minutes of the Annual Parish Council Meeting held on 14th May 2009 @ 7.30 p.m.

Present: Councillors: T Shorrock, S Clark, P Challis, D Morsley, K Davies, D Ives, J Morden, M Lock (7:40), A Smith, A Colaço, A Thorpe, A Philips, P Blagden, R Barker and the Clerk.

Apologies: None

Declaration of Interest: 09/92 (ix) Cllr Philips

09/72 **Election of Chairman for 2009/2010:** Councillor T Shorrock was proposed as Chairman for 2009-2010 by Cllr Thorpe seconded by Cllr Davies. As there were no other nominations Councillor Shorrock was duly elected unopposed as Chairman for the ensuing year and signed the Declaration of Acceptance of Office, which was witnessed by The Clerk.

09/73 **Election of Vice-Chairman for 2009/2010:** Councillor S Clark was proposed as Vice Chairman for 2009-2010 by Cllr Davies seconded by Cllr Thorpe. As there were no other nominations Councillor Clark was duly elected unopposed as Vice-Chairman for the ensuing year and signed the Declaration of Acceptance of Office, which was witnessed by The Clerk.

09/74 **Appointment of Committee Members for 2009/2010:**
Chairman and Vice-Chairman are ex officio on all Committees.

a) Planning:	Cllrs: J. Morden, P Challis, A Thorpe, A Philips, D Ives, A Colaço
b) Roads, Footpaths & Commons:	Cllrs: A Philips, P Challis, K Davies, D Ives, A Smith, A Colaço, D Morsley, M Lock, R Barker
c) Fairground, Trees & Amenities:	Cllrs: P Blagden, A Smith, M Lock, D Morsley, R Barker
d) Cemetery:	Cllrs: A Thorpe, P Challis, A Philips,
e) Finance & General Purposes:	This Committee has fixed membership
f) Communications:	Cllrs: P Blagden, A Colaço, D Morsley, A Smith

09/75 **Election of Committee Chairmen for 2009/2010:**
(In accordance with Standing Order 21.1)

	<u>Committee Chairmen 2009/2010</u>
a) <u>Planning:</u> Cllr Morden was proposed by Cllr Thorpe and seconded by Cllr Challis as there were no other nominations was duly elected Committee Chairman for the ensuing year	Cllr J Morden
b) <u>Roads, Footpaths & Commons:</u> Cllr Ives was proposed by Cllr Davies and seconded by Cllr Lock Cllr Smith was proposed by Cllr Morsley and seconded by Cllr Barker This was put to the vote and Cllr Ives was elected Committee Chairman for the ensuing year by a majority of 6 votes to 5	Cllr D Ives
c) <u>Fairground, Trees & Amenities:</u> Cllr Blagden was proposed by Cllr Morsley and seconded by Cllr Barker and as there were no other nominations was duly elected Committee Chairman for the ensuing year	Cllr P Blagden

d) <u>Cemetery:</u> Cllr Clark was proposed by Cllr Thorpe seconded by Cllr Shorrocks and as there were no other nominations was duly elected Committee Chairman for the ensuing year	Cllr S Clark
e) <u>Communications:</u> Cllr Morsley was proposed by Cllr Smith and seconded by Cllr Blagden and as there were no other nominations was duly elected Committee Chairman for the ensuing year	Cllr D Morsley

09/76

Appointment of Other Representatives for 2009/2010:

f) Burghfield & Mortimer Volunteer Bureau:	Cllr D Morsley
g) St John's Hall Management Committee:	Cllr T Shorrocks
h) Willink Recreation Centre Joint Management Committee:	Cllr J Morden
i) Relief in Need Charity:	Cllr A Philips
j) Clarke's Educational Charity:	Cllr T Shorrocks

09/77

Other Appointments for 2009/2010:

k) Play Area Inspector:	Cllr A Smith
l) AWE Local Liaison Committee:	Cllr D Ives
m) Burghfield & Mortimer Neighbourhood Action Group:	Cllrs: D Morsley and A Philips

09/78

Minutes and Matters Arising:

Minutes: The Minutes of the Meeting of 9th April 2009 were approved as a true record and signed by the Chairman.

Matters Arising: None

09/79

Finance and General Purposes Report: Cllr Shorrocks reported that the Finance and General Purposes Committee met on the 28th April 2009 and all the items discussed are Agenda items for this meeting.

09/80

To Approve and Confirm that the Accounts for the Year 2008/2009 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 2009 were circulated to all members prior to the meeting. The Finance and General Purposes Committee met on the 28th April 2009 and reviewed the accounts and all the audit papers including Section 1 (Statement of Account, including the Explanation of Variance Statement) and Section 2 (Statement of Assurance) on the Local Council's Annual Return for the year ended 31st March 2009. Cllr Clark proposed that the accounts and supporting documents for the Year 2008/2009 be approved and that the Council answer 'yes' to all the relevant questions in Section 2 of the Annual Return, this was seconded by Cllr Philips and was unanimously resolved. The Chairman and the RFO duly signed the SMPC accounts and Sections 1 and 2 of the Annual Return. 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 at the appropriate time 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). The Council offered a vote of thanks to Mrs Kirk (Responsible Finance Officer) for preparing the Accounts.

09/81

To Approve recommendation from the Finance and General Purposes Committee to re-appoint Mr Alan Harland as SMPC Internal Auditor for the year ending 31st March 2010:

Cllr Morden proposed that SMPC re-appoint Mr A Harland as internal auditor for the year to 31st March 2010 under the terms outlined in his letter of the 22nd April 2009 and a fee of £470 plus VAT. This was seconded by Cllr Ives and unanimously resolved.

09/82

Review and Recommendation of SMPC Annual Insurance Renewal with Allianz Insurance Plc (premium £837.63: The Clerk confirmed that she had reviewed the insurance renewal (in accordance with the SMPC Risk Management Policy No 1B) and confirmed that she is satisfied with all aspects of the renewal notice. Cllr Smith proposed that SMPC renew their insurance with Allianz Insurance and pay the premium of £837.63. This was seconded by Cllr Clark and unanimously resolved.

- 09/83 **To agree recommendation from Finance and General Purposes Committee to adopt the Fairground Hiring and Charging Policy (including updated hire charges):** These papers were previously circulated to all members. Cllr Blagden proposed that the Fairground Hiring and Charging Policy to be effective from 1st June 2009 be adopted, and the updated Fairground hire charges to be effective from 1st January 2010 be adopted. This was seconded by Cllr Ives and put to the vote. 11 in favour, 3 against (Cllr Smith opposed the resolution and asked for a recorded vote). Resolved.
- 09/84 **Planning:** Cllr Morden reported that the Planning Committee had met once since the April meeting on the 29th April 2009:
- 09/00595/HOUSE Sherwood, 53 Windmill Road. Single storey garden room to rear of property. No objection.
- 09/00650/HOUSE 68 Victoria Road. Single storey extensions on new garage to bungalow. No objection.
- The following recommendations have been received from the Officers at West Berkshire Council under delegated powers.
- 08/02112/FUL Turners Arms, West End Road. Mixed use Public House, Restaurant and Take Away. Retrospective approval.
- 09/00074/FUL St Mary's C of E School, The Street. Demolish existing entrance and admin. Area and erection of new entrance and admin. Area. Approval.
- 09/00230/HOUSE Springvale, Summerlug. Two storey front extension. Approval
- 09/00268/HOUSE The Pines, Victoria Road. Open front porch, bay window to front, internal alterations. Approval
- The following applications have been withdrawn
- 09/00077/HOUSE 25 Groves Lea. 2 storey side extension.
- 09/00212/LBC Little Park Farm, Beech Hill Road
- 09/00210/FULD 3 studio units.
- Developer Contribution under S106 of the Town and Country Planning Act 1990
- A new list of example contributions for developments of between 1 and 14 dwellings has been published by West Berkshire Council and will apply to all applications submitted or appeals lodged on or after 18th May 2009. These range from:
- 1 bedroom units £1,855 per unit
- To 5 bedroom units £31,987 per unit
- Developments of over 15 dwellings are subject to negotiation.
- Frequently asked questions
1. Is a contribution required when a house is replaced? No
 2. Is there a charge on house extensions? No
- Local Development Framework, West Berkshire Core Strategy:
- The Local Development Framework will form the basis of planning decisions in West Berkshire to 2026. It looks as though a minimum of 11,000 units are required of which completions and hard commitments to March 2008 numbered 4105 units leaving a minimum of 6,900 to be allocated. 75% are expected to be built in urban areas (Newbury, Thatcham and Eastern Area, i.e. Tilehurst, Calcot), 20% will be in rural Service Centres which includes Mortimer. Other service villages will take 5%. Outside of the urban areas the main focus for development will be the rural service areas. Development will be limited to sites within the settlement boundaries on sites adjacent to settlement boundaries. Mortimer has no sites within the settlement boundary but this would appear not to save us. Of the 750 - 1000 new homes in the Eastern Urban Area the first 3 options are Pincents Hill or Theale or Pincents Hill/Theale. There is however a big campaign building against the Pincents Hill option and if this is successful Option 4, Burghfield, Mortimer and Theale could be allocated the majority of this 750-1,000 new homes. The Parish Council and parishioners must support our District Councillors in opposing this.
- Cllr Morden proposed that in the event of the Pincents Hill and Theale options being rejected by West Berkshire Council that Stratfield Mortimer Parish Council actively support the District Councillors in the opposition of Option 4 for Burghfield, Mortimer and Theale. This was seconded by Cllr Challis and put to the vote and carried by a majority vote of 10.
- The opening of the new pharmacy at the Doctors Surgery for 100 hours per week was discussed together with the impact this would have on the existing Mortimer Pharmacy. The Council recognised that the existing pharmacy was a valuable asset and service within the village and should continue to be supported.
- 09/85 **Update on Station Car Park Planning Application:** Cllr Morden reported the Parish Council has submitted its final rebuttal of West Berkshire Council and other objectors' submissions to the Inspectorate. No further written evidence will now be accepted by the Inspectorate. The Appeal is to be heard at West Berkshire Council Offices on 7th July 2009. A decision should be known within

- 7 weeks of the close of the hearing.
- 09/86 **Roads, Footpaths and Commons:** Cllr Ives reported that the Committee had not met since the last full council meeting. He outlined the comments sent to WBC regarding their Draft Rights of Way Consultation (Minute Number 09/55). A full copy of the consultation comments is in the Parish Office.
- i.* **Update on the site meeting with WBC regarding the roundabout at junction with Mortimer Hill estate:** Cllr Ives read out the response from Neil Stacey from West Berkshire Council who reported that it will be possible to improve the signs associated with the roundabout. The appropriate triangular warning signs can be erected on the main approaches to the junction. These will replace the current out of date 'new roundabout ahead' signs and can be supplemented with 'slow' markings on the carriageway. It was also noted that there is no circular blue sign on the Strawberry Fields approach and this can also be provided. These minor sign works will be relatively inexpensive and can be funded from the available Section 106 monies. It is anticipated that these works will be completed in the next couple of months. At present, there is a restrictive covenant on the holly hedge which prevents the highway authority from interfering with it and placing traffic signs in the preferred locations. WBC are still hoping to have this covenant removed but until this has happened, any signs must be placed on the opposite side of the road on the westbound approach. It is hoped that this issue can be resolved later this year but is it currently with the WBC Legal Services team. Road realignment. Ideally, the roundabout would have been constructed with 'splitter' islands on the main approaches to force drivers to drive around the central island and remove the temptation to drive straight across it. This would also reduce speeds because of the deflection of the path of vehicles. It would be difficult to retrospectively realign the junction to achieve this because any realignment must also be able to accommodate larger vehicles and there is only limited space available within the highway boundary. WBC suggests that this would be very expensive and unless significant funding becomes available will not be able to take this option forward. The Clerk is to obtain clarification on 'very expensive'. West Berkshire Council also stated that they have checked the accident record for this junction and confirm that since the construction of the mini-roundabout, no injury accidents have occurred.
- 09/87 **Fairground, Trees and Amenities:** No report.
- i.* **Monthly Play Area Inspection Report:** See below.
- ii.* **RoSPA Annual Play Area Safety Inspection Report:** Cllr Smith reported that the overall assessment of the Play Area falls within the Medium Risk category, so that appropriate actions should be taken within the resources of the Parish Council. There is no immediate action identified. The individual items have each been assessed by RoSPA and the highest risk assessment given is 8, which is the very bottom of the medium risk scale. Only two items received this score, the rest being assessed as lower risk. As none of the actions require immediate action, it was recommended that these actions are taken forward to the Fairground Trees and Amenities Committee so a suitable programme can be put forward. A vote of thanks was offered to Cllr Smith for analysing the report and monitoring the play area. Cllr Smith noted that the condition of the play area had improved since the appointment of the temporary custodian.
- 09/88 **Cemetery:** Cllr Clark reported that he and the Clerk have put in place for a contractor to reinstate and level the graves in the Cemetery.
- 09/89 **Update on Community Policing:** Cllr Ives reported that SMPC had received a fair share of the PCSO's time for the month. The traffic wardens have been seen in the village on a number of occasions. The Police Office is open operationally but not open to the general public yet.
- 09/90 **Update on Parish Plan refresh working party:** Cllr Morsley reported that the Questionnaires were delivered to every household on the 2nd and 3rd May and the youth questionnaires have been delivered to Willink and St Mary's School. All questionnaires need to be completed and returned by the 18th May.
- 09/91 **Report from District Councillors:** Cllr Lock reported that West Berkshire Council's development plan up to 2026 is out for a six week consultation period and the Government have confirmed that West Berkshire must accept 11,000 new dwellings. Apart from housing around Newbury and Thatcham, rural service centres such as Burghfield, Mortimer and Pangbourne will have to accept

over 200 each and this may rise to 400 depending on which options are accepted for the east of the district. Mortimer library is to be refurbished, the front windows replaced, the lighting improved and all the layout and fittings redesigned to maximise the space. Bus service number 75 to Newbury is to be improved shortly by adding a Wednesday service which will start at Beech Hill. At the Annual Meeting of West Berkshire Council Councillor Geoff Findlay was elected Chairman.

09/92

Finance - To agree accounts for payment for May:

The RFO reported that on the 7th May 2009, in accordance with SMPC Risk Management Policy No 2C, Cllr Philips checked all the PAYE and Pension records from November 2008 to May 2009 and found them to be correct and in order. The Revenue and Customs End of Year Return was also completed on line and SMPC have received £100 incentive for this. In accordance with the Council's Financial Regulations all the following items for payment were considered together. Cllr Lock proposed that these be paid, this was seconded by Cllr Morsley and carried unanimously.

- i. Clerk's Salary
- ii. H M Revenue & Customs (Tax and NI)
- iii. Clerk's Expenses
- iv. Temporary Custodian's Salary
- v. RBWM BACS Payment (Pension)
- vi. Stewarts of Mortimer Ltd (Mortimer Link) £900 inc VAT.
- vii. Pipex Homecall Ltd (telephone Parish Office) Direct Debit £26.65 inc VAT
- viii. Co-Operative Bank Visa Direct Debit £9.40, (£7.40 McColls and £2.00 Service Charge)
- ix. Ian Philips Farm and Garden Service (grass cutting Cemetery) £170.52 inc VAT
- x. West Berkshire Council (quarterly photocopying charges) £111.03 inc VAT
- xi. SLCC Berkshire (Training Day) £10.00
- xii. £ 137 Grant Cheques as agreed by 2009/2010 Budget:

Alfred Palmer Memorial Playing Field Committee	£600.00
PCC (grant towards St Mary's Churchyard)	£859.00
Handybus	£790.00
Burghfield & Mortimer Volunteer Bureau	£100.00
Readibus	£200.00
Mortimer Fun Run	£500.00
MS Therapy	£130.00
- xiii. Allianz Insurance Plc £837.00
- xiv. T B Estate Services Ltd (skip for green waste and disposal, Fairground) £310.50 inc VAT
- xv. Playsafety Limited (annual RoSPA Play Area Inspection Report) £151.80 inc VAT
- xvi. Mr A Harland (Internal Audit Fee) £230.00 inc VAT
- xvii. Burghfield Village Hall (SMPC contribution towards BMNAG Meeting hall rental for 9th June, 22nd September 2009 and 5th January 2010) £57.00
- xviii. H M Revenue and Customs (08/09 adjustment) £1.14
- xix. Mrs J E Kirk (08/09 tax adjustment) £23.02
- xx. CPRE (annual subscription) £29.00

09/93

Correspondence: None

09/94

Minor Matters/Future Agenda Items:

- Cllr Smith reported that the Community Centre is not yet finished as they are still waiting for the floor to dry. It is still planned to open at the end of June.

Date of Next Meeting: Thursday 11th June 2009 at 7:30 p.m.

The Meeting closed at 9:25 pm