



## Stratfield Mortimer Parish Council

### Minutes of the Annual Parish Council Meeting held on 13<sup>th</sup> May 2010 @ 7.30 p.m.

**Present:** Councillors: T Shorrocks, S Clark, P Challis, D Morsley, K Davies, D Ives, J Morden, M Lock, A Colaço, A Thorpe, A Philips, P Blagden, R Barker, N Kiley and the Clerk.

**Apologies:** None

**Declaration of Interest:** 10/65 (ix) Cllr Philips

10/65 **To Elect Chairman for 2010/2011:** Councillor T Shorrocks was proposed as Chairman for 2010-2011 by Cllr Ives and seconded by Cllr Davies. As there were no other nominations Councillor Shorrocks was duly elected unopposed as Chairman for the ensuing year and signed the Declaration of Acceptance of Office, which was witnessed by The Clerk.

10/66 **To approve Minutes of Meeting 8<sup>th</sup> April 2010 and To Report Matters Arising:** The Minutes of the Parish Council Meeting of 8<sup>th</sup> April 2010 were approved as a true record and signed by the Chairman.

**Matters Arising:**

The Clerk reported that Cllr Adrian Smith had resigned from the Parish Council and that in accordance with Regulations the vacancy had been reported to West Berkshire Council and a by-election notice placed on the Parish Council Notice Boards. The Chairman confirmed that he had written to Cllr Smith giving the Council's unanimous thanks for his service.

09/182: The Clerk reported that it had come to light that the figure quoted in the 10<sup>th</sup> December 2009 Minutes, (Minute Number 09/182) regarding the rise in the 2010 Precept figure from the previous year's Precept figure was incorrect. The rise reported in the Minutes was £4,311 when the actual figure was only £1,511 (09/10 Precept figure was £86,489, 2010/2011 Precept figure is £88,000).

10/35: The Clerk confirmed that Arlene Kersley would address the Council on Affordable Housing prior to next month's Council Meeting at 7pm

10/67 **To Elect Vice-Chairman for 2010/2011:** Councillor R Barker was proposed as Vice Chairman for 2010-2011 by Cllr Kiley seconded by Cllr Blagden. As there were no other nominations Councillor Barker 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. The Council offered a vote of thanks to Cllr Clark for his past service as Vice Chairman for many years.

10/68 **To Appoint Committee Members for 2010/2011:**

Chairman and Vice-Chairman are ex officio on all Committees.

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

10/69 **To Elect Committee Chairmen for 2010/2011:**  
(In accordance with Standing Order 21.1)

	<u>Committee Chairmen 2010/2011</u>
a) <u>Planning:</u> Cllr Morden was proposed by Cllr Kiley and seconded by Cllr Thorpe and as there were no other nominations was duly elected Committee Chairman for the ensuing year	Cllr J Morden
b) <u>Roads, Footpaths &amp; Commons:</u> Cllr Ives was proposed by Cllr Philips and seconded by Cllr Davies and as there were no other nominations was duly elected Committee Chairman for the ensuing year.	Cllr D Ives
c) <u>Fairground, Trees &amp; Amenities:</u> Cllr Blagden was proposed by Cllr Morsley and seconded by Cllr Lock 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 Morsley 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 Colaço and seconded by Cllr Blagden and as there were no other nominations was duly elected Committee Chairman for the ensuing year	Cllr D Morsley

10/70 **To Appoint Other Representatives for 2010/2011:**

a) Burghfield & Mortimer Volunteer Bureau:	Cllr D Morsley
b) St John's Hall Management Committee:	Cllr T Shorrocks
c) Willink Recreation Centre Joint Management Committee:	Cllr J Morden
d) Relief in Need Charity:	Cllr A Philips
e) Clarke's Educational Foundation:	Cllr T Shorrocks

10/71 **To Approve Other Appointments for 2010/2011:**

a) Play Area Inspector:	Mr Terry Hall (Custodian)
b) AWE Local Liaison Committee:	Cllr M Lock
c) Burghfield & Mortimer Neighbourhood Action Group:	Cllr T Shorrocks (pro tem)

10/72 **Finance and General Purposes Committee – To receive Meeting Report:** Cllr Shorrocks reported that the Finance and General Purposes Committee (F & GP) met on the 5<sup>th</sup> May 2010 and the items discussed that are not Agenda items for this meeting were as follows:

- Inspector Andy Ward, Thames Valley Police (TVP) advised that they have agreed that the Part Funded PCSO may slightly reduce his working hours each month from the 1<sup>st</sup> June 2010 (for a period of between six and twelve months). The two choices for the Parish Councils are: 1) Re-calculate the funding from Parish Councils, 2) That TVP deploy a second PCSO to cover PCSO Innes' area so to maintain two PCSO's at all times. The Parish Council's Finance and General Purposes Committee considered these options and recommend the preferred choice that TVP to deploy a second PCSO to cover PCSO Innes contracted duties that he would normally undertake and in order to maintain two PCSO's at all times. This is conditional on time and location evidence of that PCSO being identifiable and that all three Parish Councils are in support of this option, which we believe they are.
- It was agreed that members of the F & GP Committee have a joint preliminary meeting on the 1<sup>st</sup> June 2010 with the three parish councils to work out a joint strategy for the meeting with Thames Valley Police on the 15<sup>th</sup> June 2010.
- It was agreed that the first step regarding the provision of allotments would be for the Council to join the National Society of Allotment and Leisure Gardens Ltd at a cost of

£55.10 plus VAT. When this has been done it was agreed a group of Councillors could be formed to progress.

- Cllr Shorrocks read out a further letter from the Cricket Club dated 23<sup>rd</sup> April 2010 and the recommendation from the F& GP Committee who unanimously recommended to write to the Cricket Club returning their cheque and asking them to settle the full £250 within seven days and return the signed agreement, failing which the Parish Council will deem the Fairground is no longer available to Mortimer Cricket Club and shall be writing to advise them and the league of the same. After a long discussion Cllr Shorrocks moved the above motion and a recorded vote was taken.

For: Cllrs: Shorrocks, Morden, Philips, Blagden, Morsley, Clark Ives, Thorpe and Davies

Against: Cllrs: Challis, Lock, Colaço and Kiley

Abstention: Cllr Barker

The motion was therefore carried by 9 votes to 5 and the Clerk was instructed to send the letter to the Cricket Club.

- Cllr Shorrocks also reported that further to Minute No 10/52 (i) 8<sup>th</sup> April that no response had been received from the Tennis Club. The F & GP considered this and recommended that they too should receive a warning letter similar to the Cricket Club. Cllr Shorrocks proposed that a letter be sent to the Tennis Club asking for a response by the end of May 2010 along with the requested documents. This was put to the vote and carried by 9 votes in favour and 5 abstentions and the Clerk was instructed to send the letter.

10/73 **To Approve and Confirm that the Accounts for the Year 2009/2010 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 2010 were circulated to all members prior to the meeting. The RFO reported that the Internal Auditor completed his review of the Council's draft accounts on the 28<sup>th</sup> April 2010 and agreed the amounts to be included on the external return. He said that provided the Council approves the Accounts and Annual Return with these numbers and its responses in the Annual Governance Statement (section 2) are affirmative, then his internal audit report will be unqualified. The Finance and General Purposes Committee 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 31<sup>st</sup> March 2010. The Chairman proposed that the accounts and supporting documents for the Year 2009/2010 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 unanimously resolved. The Chairman and the RFO duly signed the SMPC accounts and Sections 1 and 2 of the Annual Return. The Clerk 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.

10/74 **To Approve recommendation from the Finance and General Purposes Committee to re-appoint Mr Alan Harland as SMPC Internal Auditor for the year ending 31<sup>st</sup> March 2011:**

Cllr Shorrocks proposed that SMPC re-appoint Mr A Harland as internal auditor for the year to 31<sup>st</sup> March 2011 under the terms outlined in his letter of the 28<sup>th</sup> April 2010 and a fee of £470 plus VAT. This was seconded by Cllr Davies and unanimously resolved.

10/75 **To Approve Finance & General Purpose's recommendation to purchase a new Accounts Software Package (RBS) to include on-site set up and training and annual support/maintenance £609.00 plus VAT:** Cllr Shorrocks moved the above motion and it was seconded by Cllr Philips and unanimously resolved.

10/76 **To Approve Recommendation from the RFO for the renewal of SMPC Annual Insurance Renewal with AON (premium £928.93):** 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 Shorrocks proposed that

SMPC renew their insurance with AON and pay the premium of £928.93. This was seconded by Cllr Clark and unanimously resolved.

10/77

**To Receive Planning Report:** Cllr Morden reported that the Planning Committee had met twice in the last month on the 14<sup>th</sup> April and 11<sup>th</sup> May 2010:

- 10/00393/HOUSE 32 Croft Road. Conversion of garage into habitable space. No objection.
- 10/00407/FULD Land between 29b and 30 The Bevers. Erection of two storey building to accommodate 8 x 2 bedroom duplex units. No objection subject to the applicant entering into a legally enforceable S106 agreement for developer contribution of not less than £78,000.
- 10/00468/HOUSE 70 Windmill Road. Proposed conservatory to rear. No objection.
- 10/00596/HOUSE 8 The Avenue. Single storey front extension and pitched roof conversion of rear flat roof. No objection.
- 10/00699/FULD Old Fire Station, The Street. Demolition of existing and erection of new 3 bed dwelling. No objection in principle but the Parish Council regrets the passing of yet another building of recent historical interest with the village.
- 10/00720/HOUSE 2 Orchard Road. Single storey extension and conversion of garage to living accommodation. No objection.
- 10/00856/FULD 9-13 Victoria Road (Budgens). Section 73 Variation of Condition 4 (bat survey); 6a Landscaping; 19 Temporary parking; 23 (Access details) and erection of temporary supermarket store. No objection.
- 10/00873/FUL Land to rear of 33-37 West End Road. Removal of condition 6 (code for sustainable homes). Object: There are no grounds for this variation of a condition imposed by the Planning Inspector when allowing the Appeal (APP/W0340/A/09/2098359)
- 10/00883/HOUSE 36 Briar Lea Road. Second floor side extension. No objection.

The following recommendations have been received from the Officers at West Berkshire Council under delegated powers.

- 10/00084/HOUSE 16 Stephens Road. Extend first floor front dormer. Approved.
- 10/00200/FUL Hedgerows, The Street. Change of use from turning to garden. Approved
- 10/00311/HOUSE Knotmead Lodge, Brewery Common. Single storey rear extension. Approved.
- 1000343/HOUSE 89 Victoria Road. Two storey rear extension. Approved.
- 10/00393/HOUSE 32 Croft Road. Conversion of garage to habitable space. Approved.
- 10/00407/FULD Between 29b and 30 The Bevers. Two storey 8 two bedroom units. Approved.

Work has commenced for the building of a new property at 3 Hammonds Heath. This does not appear to be in accordance with the approved drawings. West Berkshire Council's Enforcement and Development Control are aware and the Compliance and Monitoring officer was due on site on the 5<sup>th</sup> May.

A notice under the Town and Country Planning Act 1990 (as amended) has been served on Mr K. A. Sutherland at 14 Longmoor Lane whereby he is required within a period of two months to remove from the land:

1. All derelict or un-roadworthy motor vehicles.
2. Miscellaneous motor vehicle parts etc.
3. All equipment and materials not permanent and fixed to the main dwelling, i.e. metal and plastic drums, gas bottles etc. timber, logs, wooden panels, plastic and PVC materials, window and door frames etc.
4. Remove all debris and materials arising from the removal of the above.

The Notice takes effect from the 8<sup>th</sup> June 2010.

Arlene Kersley is to visit the Parish Council next month (Affordable Housing Exception Sites).

West Berkshire Council (WBC) have been asked by the Housing Sub Partnership of the West Berkshire Partnership to complete a Housing Survey which is currently being held across the district. This is no more than a re-run by an unelected body of the submissions and questionnaires already completed by the Parish Council in response to the WBC Core Strategy 2006-2026.

Cllr Morden reported that WBC's Street Naming Officer had written saying that Bewley Homes will be using Mulberry Gardens as their site selling name for the new development at 33-37 West End Road and would like to continue to use it for their formal street name.

This name was considered and felt that the suggested name of Mulberry Gardens was too similar to Bilberry Gardens on the Mortimer Hill estate and this would cause confusion.

The Members then suggested 'Williamson's Close' in memory of Sir Nicholas Williamson, a long serving voluntary fireman at the adjacent Fire Station. Clerk to respond to WBC.

Cllr Lock reported that the District Councillors have raised concern with WBC legal department about the removal of the turning circle in Birch Road as vehicles (especially lorries) cannot now turn round.

- 10/78 **Roads, Footpaths and Commons Committee - To Receive Meeting Report:** Cllr Ives reported that the Committee met on the 10<sup>th</sup> May 2010 and the items discussed were:  
To take further the lack of parking enforcement particularly outside the Doctors and West End Road. The bollards outside of the bank are being reviewed with the possible provision of additional ones. WBC have now found sufficient money to fund the war memorial project and the work is scheduled to start in mid July. The installation of the 3 kissing gates has taken place except that one has one part missing which has been ordered. The appraisal of the Traffic Flows Survey Report has been referred back to the Committee. The new cycle rack purchased with the WBC Community Plan Grant monies is to be sited outside McColls subject to approval by WBC Highways.
- 10/79 **Fairground, Trees and Amenities Committee – To Receive Meeting Report:** Cllr Blagden reported that the Committee met on the 15<sup>th</sup> April and 4<sup>th</sup> May. On the 15<sup>th</sup> April the following items were discussed; to draw up a seasonal plan of works specifying weekly tasks (including costings); the arrangements for the Pond Dip Day on 5<sup>th</sup> June. Committee considering providing a path near the Community Centre using the spare grass matting and also the provision of a concrete area under the barrier in front of the Community Centre. On the 4<sup>th</sup> May the Committee met to review the 5 Playbuilder Quotes to make a recommendation on the preferred scheme (see 10/80).
- i. To Receive Monthly Play Area Inspection Report:* No report.
- ii. To agree quotation of £676.80 inc VAT to supply labour and machinery to collect, remove and dispose of Crassula Helmsii adjacent to the war memorial pond:* Cllr Thorpe moved the above motion, this was seconded by Cllr Clark and unanimously resolved. Cllr Blagden reported that he and the Clerk met with Miss Karen Davies of Pang and Kennet Valley Countryside Project and Mr Jonathan Newman who recommended spraying the pond when it is dry in the late summer to kill off the weed. They are to forward quotations.
- 10/80 **To agree Fairground Trees and Amenities Committee’s recommendation to accept the Kompan Playbuilder quotation for £90,000 plus VAT to be made up of £50,000 Playbuilder Grant and £40,000 S106 monies:** The Members considered the previously circulated Playground quotes comparison chart which listed for each of the five companies; total price (broken down into equipment and landscaping costs); price per installed safety surface £/m<sup>2</sup>; number of play items; estimate of children simultaneously active on equipment; items possible for wheelchair user; sensory play items and items possible for 1 child. Other points considered were: landscaping, guarantees, equipment maintenance, grass maintenance and planning permission. Cllr Kiley moved the above motion, this was seconded by Cllr Thorpe and unanimously resolved. It was agreed that the Council would stand the additional cost for obtaining planning permission. The Clerk to progress all paperwork and application forms. A vote of thanks was offered to all councillors involved in the project.
- 10/81 **Cemetery Committee – To receive report:** Cllr Clark reported that the Committee had not met. The contractor has now levelled and re-seeded the graves.
- 10/82 **To receive report on PCSO:** Cllr Ives reported that crime is down and the meeting re visibility already discussed.
- 10/83 **To receive report from District Councillors:** Cllr Lock reported that at the District Council Meeting on the 11<sup>th</sup> May Graham Pask was elected Chairman and Peter Argile Vice Chairman of West Berkshire Council for the municipal year. As previously reported the contractor for the houses to be built on the site of 37-39 West End Road has requested that the conditions to comply with the sustainability condition be lifted and it has been called to committee. The site on Hammonds Heath (3) has been referred to Building Control and Legal to see how the Council should proceed, the Inspector allowed the appeal without referring to a basement for which no plan had been submitted. The applicants for 9-11 King Street have been told to submit a new planning application as construction has not followed the original plan. WBC is in the process of taking over the public open space on Mortimer Hill and the necessary funding is due to be handed over and the open space transferred by June 2010. Vegetation which is obstructing the flashing school sign outside St John’s Infant School is to be cut back.
- 10/84 **Finance - To agree accounts for payment for May:**  
In accordance with the Council’s Financial Regulations all the following items for payment were considered together. Cllr Thorpe proposed that these be paid, this was seconded by Cllr Blagden 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 BACS Payment (Pension)
- vi. Stewarts of Mortimer Ltd (Mortimer Link) £900 inc VAT.
- vii. Pipex Homecall Ltd (telephone Parish Office) Direct Debit £26.75 inc VAT
- viii. Co-Operative Bank Visa Direct Debit £93.89, (£9.00 McColls (papers), £64.00 (new external hard drive), Post Office £5.05 (stamps), Budgens £13.84 (refreshments APM) and £2.00 Service Charge)
- ix. Ian Philips Farm and Garden Service (grass cutting Cemetery) £174.28 inc VAT
- x. T B Estate Services Ltd (Cemetery Levelling) £323.13 inc VAT
- xi. SLCC Berkshire (Training Day) £25.00
- xii. ICCM (Institute of Cemetery and Crematorium Management) Annual membership £85.00
- xiii. J R Bull (to fit replacement notice board at the Post Office) £30.00
- xiv. Greenbarnes Ltd (Parker Bicycle Stand) £157.43 inc VAT
- xv. Inclusive Play (UK) Ltd (new piece of playground equipment) £1,705.22
- xvi. **S 137 Grant Cheques as agreed by 2010/2011 Budget:**

Alfred Palmer Memorial Playing Field Committee	£600.00
PCC ( grant towards St Mary's Churchyard)	£859.00
Berkshire Blind Society	£130.00
Handybus	£600.00
Burghfield & Mortimer Volunteer Bureau	£100.00
Readibus	£200.00
Mortimer Fun Run	£500.00
- xvii. AON Ltd £928.93
- xviii. Mr A Harland (Internal Audit Fee) £276.13 inc VAT
- xix. National Society of Allotment & Leisure Gardeners Ltd Membership Application £64.73 inc VAT
- xx. T B Estate Services Ltd (repairs to tennis court gate padlock and chain) £54.05 inc VAT
- xxi. T B Estate Services Ltd (spraying of recreational area of the Fairground) £517.31 inc VAT
- xxii. T B Estate Services Ltd (to collect, remove and dispose of Crassula Helmsii adjacent to war memorial pond) £676.80 inc VAT – Not Paid
- xxiii. Playsafety Limited (annual RoSPA Play Area Inspection Report) £118.68 inc VAT
- xxiv. St John's Hall Management Committee (hall rental APM) £32.00

10/85

**To Receive Correspondence:**

- The Clerk circulated prior to the meeting and passed round at the meeting an invitation to attend Code of Conduct Training at WBC on Thursday 27<sup>th</sup> May 2010, only two definite and one maybe can attend.
- Mid and West Berkshire Local Access Forum Workshop on how to take forward the Rights of Way Improvement Plans for the area on Wednesday 2<sup>nd</sup> June 2010 6pm to 9pm.
- Invitation to Town/Parish Emergency Response Plan to Annual Emergency Planning Seminar on 22<sup>nd</sup> June 2010.

10/86

**To Receive Minor Matters/Future Agenda Items:**

- Cllr Lock raised the question of the size of the meeting room for Parish Council Meetings. To be put on a future Agenda.
- Cllr Morsley asked Councillors for submissions for the next Newsletter (June).

Date of Next Meeting: Thursday 10<sup>th</sup> June 2010 at 7:30 p.m.

The Meeting closed at 9:53 pm