



## Stratfield Mortimer Parish Council

### Minutes of the Parish Council Meeting held on 8<sup>th</sup> September 2011 @ 7.30 p.m.

**Present:** Councillors: R Barker (Chairman), J Bull, P Challis, D Ives, N Kiley, M Lock, J Morden, G Puddephatt, A Thorpe, P Wingfield and the Clerk

**To receive Apologies:** Cllrs: M Dennett, J Earl, A Philips, D Morsley and P Blagden.

11/142 **To receive any Declarations of Interest:** None

11/143 **To approve Minutes of Parish Council Meeting 14<sup>th</sup> July 2011:** The Minutes of the Parish Council Meeting of 14<sup>th</sup> July 2011 were approved as a true record and signed by the Chairman.

11/144 **To receive Clerk's update (for information only):**

**10/137:** The Clerk read out the reply from WBC regarding the closure of Windmill Court Day Centre.

11/145 **To receive Finance & General Purposes (F & GP) Committee Meeting Report 21.7.11:** The Chairman reported on the items that are not Agenda items below. It was confirmed that the Clerk is the SMPC Contact Officer the PCSO. The SMPC Advertising Policy for the Parish Council Notice Boards is to be considered for review at the next Committee Meeting.

11/146 **To receive recommendation from F & GP Committee that Guidance Notes on Annual Parish Meetings be adopted:** Cllr Barker moved this motion from the Chair and it was carried unanimously.

11/147 **To consider any further action as a result of the APM held on 20.04.11:** It was agreed that an apology for any confusion at this meeting would be put in the Parish Council Newsletter.

11/148 **To receive SMPC External Audit Report from Mazars for year end 31.3.11:** The Clerk reported that Messrs Mazars (external auditors) have returned the Annual Return for the year to 31 March 2011 duly audited with an unqualified opinion. A copy of the public notice advising of the conclusion of the audit will be displayed on the Parish Council Notice Boards. A vote of thanks was offered to the Clerk for all her hard work in completing the audit.

11/149 **To Receive Planning Report:** Cllr Morden reported that the Planning Committee had met three times on the 19<sup>th</sup> July, 9<sup>th</sup> August and 5<sup>th</sup> September 2011 to comment on planning applications received by West Berkshire Council:

11/01154/FUL Squirrels Lodge, West End Road, Mortimer, Reading RG7 3TP. Demolition of existing dwelling house and replacement by 4 x four bedroom detached houses and associated garages. Object:

Overdevelopment of the site. Garden grabbing. Inadequate parking for four x 4 bedroom houses and as a consequence parking will be in the turning head and service vehicles will be unable to turn. Sight lines must be adequate for the actual speed of vehicles on West End Road rather than the 30 mph speed limit.

11/01279/FULD 42 West End Road. Erection of 3 bedroom detached house with parking at the rear, stopping off of front access from West End Road. Demolition of flat roof 2 storey side extension to 42 West End Road and rebuild with extension at rear and new pitched roof. This was put to the vote and carried by a majority of three votes.

Object. Overdevelopment of the site.

11/01337/HOUSE 70 St John's Road. Demolition of single storey extension and detached garage. Erection of a single storey side and rear extension, a double length garage and workshop. No objections

11/01024/HOUSE 2 The Street. First floor side extension and new porch to a semi detached property. No objections.

11/01648/HOUSE Kenmuir, Mortimer Lane. Part single storey and part two storey side extension. No objections.

11/01686/HOUSE Lukinwood, Brewery Common. Single storey rear extension. No objections.

The following decisions have been received from West Berkshire Council:

11/00658/LBC2 Railway Station. New more elegant gallows post than that earlier approved. Granted.

11/00872/HOUSE 22 Orchard Road. Single storey rear extension and enlargement of existing dormer. Granted.

11/01055/HOUSE Green Gates, The Street. Alterations and extensions and new garage. Granted.

11/01154/FULD Squirrels Lodge, West End Road. This application for demolition of existing house and erection of 4 new detached houses to which this council has objected has been called in for consideration by the Eastern Area Planning Committee of WBC. The Parish Council will speak at that meeting.

Appeal Decision Little Park Farm, Beech Hill Road. The Planning Inspectorate has dismissed the appeal to allow part of a barn to be changed from agricultural to vehicle repair. The overall reason being 'not sustainable in the countryside'. However the vehicle repair business has been operating on this site for over 10 years and the applicants W.E. Froom and Partners have submitted an application (11.01439/CERT) for a certificate of Lawfulness.

Planning Appeal 42 West End Road. Erection of new 3 bed detached house etc. to west of existing property. An appeal against WBC's decision to refuse planning consent is to be decided by the Planning Inspectorate on the basis of an exchange of written statements by the appellant and WBC and a site visit by an Inspector. The PC's comments of objection will be seen and considered by the Inspector and there is nothing that the PC can add to its earlier observations.

WBC has had to change the basis on which Planning Applications are considered in view of the back log of 'unallocated' applications. The system will now allow the 30 day period for District Councillors to call in an application to commence from when a planning officer is allocated and not from the date of registration.

11/150 **To receive information on the proposed application for a development of a local centre at Firlands, Holly Bush Lane Burghfield Common:** Pegasus Planning Group and speculative developers Henry Davidson are proposing to submit a Planning Application to develop a 90 acre site opposite The Willink School comprising: 25,000 sq ft food store; 8,000 sq ft of ancillary retail; children's day nursery; car home; public house; doctors surgery and 350 to 400 residential dwellings. The proposal was looked at and discussed but until a formal Planning Application is submitted the Parish Council is unable to comment at this stage.

11/151 **To receive update on the provision of Allotments:** The provision of suitable land for allotments is progressing. A meeting by Cllr Morden and The Clerk with an Englefield Estate Tenant Farmer will be progressed further. The land proposed is the field to the east of St Mary's Church Lane. It was also agreed that an item on this matter should be included in the newsletter.

11/152 **To receive Roads, Footpaths & Commons Meeting Reports of 19.07.11 & 05.09.11:** Cllr Ives reported that the Committee had met twice:

An audit of the hedges adjacent to the public highway that need attention was carried out and submitted to WBC. WBC has provided a map of the Parish showing the areas and schedule of timings for cutting of the verges by WBC contractors. The Committee are trying to obtain a schedule for parking enforcement in Mortimer. After advice from the Memorial Trust quotations are being sought for the cleaning of the war memorial. Following a site visit to Windmill Common it was identified that some of the trees need attention. The Clerk has been asked to get an arboriculturist to check the trees.

11/153 **Fairground, Trees and Amenities Committee (F T & A):**

*i.* **To receive Committee Meeting Report from 30.8.11:** In the absence of Cllr Blagden the Clerk reported on the items that are not Agenda items below. Costings and signage etc for the 'Local Loo' scheme are to be ascertained. A request for the provision of seating (for parents) adjacent to the Adventure Area was considered and as in line with what was originally agreed is not to be provided at this time. A late request for the offer of volunteer work for a team from Gillette was considered but it was agreed that there was not any suitable projects in the current maintenance programme at the present time and a letter of thanks is to be sent. A recommended programme of maintenance work is to be brought back to the next Committee for consideration.

*ii.* **To receive Monthly Play Area Inspection Report:** The Clerk reported that the re-designed bearing unit for the giant swing will be fitted shortly by the contractor. The Musical Eye Chimes have been badly vandalised beyond repair. Cllr Ives proposed that in line with the recommendation from the F T & A Committee that this item be permanently removed from the Fairground for safety reasons. This was seconded by Cllr Wingfield and carried by a majority vote.

- 11/154 **To receive Annual Play Safety Inspection Report:** The annual Inspection has been carried out by RoSPA and the overall rating for the play space is Medium Risk and no immediate action identified.
- 11/155 **To consider recommendation from F T & A to supply a 100 amp electricity supply to the Fairground at a total cost of £700 plus VAT:** Cllr Wingfield moved this motion; it was seconded by Cllr Thorpe and carried unanimously.
- 11/156 **To agree detailed recommendation from F T & A Committee concerning the:**
- i.* **Provision of a temporary Parish Council Xmas Tree on the Fairground:** Cllr Wingfield moved this motion; it was seconded by Cllr Kiley and carried unanimously.
  - ii.* **Provision of Xmas Lights at an appropriate cost of £250:** Cllr Wingfield moved this motion; it was seconded by Cllr Thorpe and carried unanimously.
- 11/157 **To consider recommendation from F T & A Committee to replace the damaged picnic table on the cricket outfield with an Enviropool Picnic Table at a cost of £475.50 plus VAT (using S106 monies) plus installation costs:** Cllr Wingfield moved this motion, it was seconded by Cllr Morden and carried unanimously.
- 11/158 **To consider revised proposal for approval in principle for an extension to the CiC building:** The revised plans from the CiC for an extension to the Community Building were considered. The plans show that the proposed extension will not extend the front of the existing porch and as the Council did not consider that this will affect the emergency access (via the barrier) to the Fairground and appears to meet the original criteria of when the Council originally considered this matter. Cllr Wingfield proposed that there is no objection in principle to the proposed extension subject to obtaining planning permission and an amendment to the sub lease. This was seconded by Cllr Morden and carried unanimously.
- 11/159 **To discuss draft proposal from the working party for the Queen's Jubilee Beacon/Celebration Event and consider setting aside up to £1,000 to support this event:** The working party has met and started to plan for the beacon (bonfire) and 'street party type' event to be held on the grazing area on the 4<sup>th</sup> June 2012. Cllr Wingfield moved that up to £1,000 be initially agreed to support this event. This was seconded by Cllr Bull and unanimously agreed. It was agreed to put an article in the Newsletter to ask for volunteers to join the working party.
- 11/160 **To receive recommendation from the F T & A Committee that a hitching rail be installed by the Cricket Club in the agreed location for the permanent placing of the two cricket sight screens on the Fairground (Minute No 11.69 (i and ii) refers:** Cllr Wingfield moved this motion, it was seconded by Cllr Bull and carried unanimously. The Clerk was instructed to send a letter to the Cricket Club.
- 11/161 **To receive Cemetery Committee Meeting Report of 27.07.11:** In the absence of Cllr Morsley the Clerk reported that the Committee met on the 27<sup>th</sup> July which was preceded with a site visit to the Cemetery. A review is to be carried out of the Cemetery Regulations, Forms and Fees. A list of minor maintenance jobs were identified during the site visit. A meeting with Englefield Estates is being arranged regarding the proposed extension of the Cemetery.
- 11/162 **To receive Communications Committee (CC) Meeting Report 10.08.11:** Cllr Puddephatt reported that the Committee discussed the newsletter production for the next edition. It also agreed to look into the feasibility of amalgamating the Parish Council Newsletter with the MVP Newsletter in the future. The content and timetable for the next edition was discussed.
- 11/163 **To receive items for the Parish Council Newsletter:** Committee Chairman were asked to submit any items for the next edition to the Clerk.
- 11/164 **To consider recommendation from CC that the Council trial the use of Twitter and Facebook social networking sites:** Following a discussion Cllr Barker proposed from the Chair that the Communications Committee conduct a feasibility study into the use of Twitter and Facebook. This was put to the vote and carried by 7 in favour with 1 against and 1 abstention.
- 11/165 **To consider recommendation from CC that the Council conducts a feasibility study into video recording and web casting of Parish Council Meetings:** This item was withdrawn.
- 11/166 **To receive update on the application for a Community Planning Grant for 2011/2012:** The application for a Community Planning Grant for 2011/12 for the replacement of the horse chestnut trees on the frontage of the fairground was not agreed as it would commit the Council to an unquantified sum of money to top up the grant. It was therefore agreed that a list of possible future applications would be prepared and brought back to the council with a view to providing fully

costed proposals with a view to early submission for other grants or next years Community Planning Grant.

- 11/167 **To receive PCSO Report for August and consider any issues in relation thereto:** The PCSO partially funded activity report for August 2011 was received and noted.
- 11/168 **To receive NAG Meeting Notes of 30.08.11:** Held over as these have not been received.
- 11/169 **To receive update on a suitable recognition for the late Steve Clark:** This was held over until the October meeting.
- 11/170 **To receive report from District Councillors:** Cllr Lock advised that the new Waste Station at Padworth is scheduled to open in October. A report from Cllr Mayes was read out by the Clerk this included that expected changes from early in 2012 on how Developer funding will be generated under the Community Infrastructure Levy (CIL) rather than under the current s106 contributions. All building developments over 100 sq metres gross floor area will incur CIL. The rates have to be decided and will apply to domestic and industrial commercial buildings. Non building development (quarries etc) may still be charges on a S106 basis. Following heavy rainfall on the 18<sup>th</sup> August effluent was flooding onto the roadway in the lower Street and Grazeley Road. Cllr Mayes is to attend a meeting between WBC, Thames Water and the Environment Agency to discuss this and other flooding problems.
- 11/171 **Finance - To agree accounts for payment for August/September:**  
In accordance with the Council's Financial Regulations all the following items for payment were considered together. Cllr Barker proposed from the Chair that these be paid which was carried unanimously.
- August**
- i. Clerk's Salary
  - ii. H M Revenue & Customs (Tax and NI)
  - iii. Clerk's Expenses
  - iv. Custodian's Salary
  - v. RBWM
  - vi. Stewarts of Mortimer Ltd (Mortimer Link) £919.15 inc VAT.
  - vii. Co-Operative Bank Visa Direct Debit £84.03 (£6.24 McColls, £75.79 Amazon (laser cartridges etc. and 2.00 Service Charge)
  - viii. Ian Philips Farm and Garden Service (grass cutting Cemetery) £177.94 inc VAT
  - ix. Dads Shop Ltd £44.45
  - x. Stratfield Mortimer Fairground Trust Standing Order £2,000 (annual rental)
  - xi. Thames Water Plc (water trough Fairground) £8.70
- September:**
- xii. Clerk's Salary
  - xiii. H M Revenue & Customs (Tax & NI)
  - xiv. Clerk's Expenses
  - xv. Custodian's Salary
  - xvi. RBWM
  - xvii. Stewarts of Mortimer Ltd (Mortimer Link) £919.15 inc VAT
  - xviii. Co-Operative Bank Visa Direct Debit £188.90 (£177.54 stationery, McColls £9.36 and 2.00 Service Charge)
  - xix. Ian Philips Farm & Garden Services (grass cutting and spraying Cemetery) £234.94 inc VAT
  - xx. Thames Valley Police Authority (part funded PCSO payment Q1) £586.16
  - xxi. Mazars (external audit fee) £1,050.00
  - xxii. i-next Ltd (email account annual subscription) £28.80
  - xxiii. i-next Ltd (2 year domain name registration, management and name server provision) £78.00
  - xxiv. R M Weavers grass cutting (July and August) £425.18 inc VAT
  - xxv. Dads Shop Ltd £27.24
  - xxvi. Engravaservice £201.60 (security padlocks, keys and key fobs) £201.60 inc VAT

11/172 **To receive Correspondence:**

- WBC District Parish Conference Event for councillors and clerks on 18<sup>th</sup> October 2011 at WBC offices

11/173 **To receive Minor Matters (for information only):**

- The Clerk and Chairman met with representatives from Sovereign Housing to discuss partnership working.

11/174 **To receive Future Agenda Items:**

- To consider that the Unadopted Minutes for full council meetings be displayed on the notice boards and website.
- To consider that all Committee Minutes are sent out to all Councillors with the full Council Agenda.

Date of Next Meeting: Thursday 13<sup>th</sup> October 2011 at 7:30 p.m.

The Meeting closed at 10:23 pm