



Stratfield Mortimer Parish Council

Minutes of the

Annual Meeting of the Parish Council

held on 10th May 2012 @ 7.30 p.m.

at Mortimer Methodist Church Hall, West End Road Mortimer

Present:

Councillors: R Barker, P Blagden, J Bull, P. Challis, M Dennett, J Earl, D Ives, N Kiley, J Morden, D Morsley, A Philips, G Puddephatt and A Thorpe and P Wingfield.

Clerk: Mrs J Kirk

Public & Press: One

Cllr Barker in the Chair.

- 12/91 **To Elect a Chairman for 2012/2013:** Cllr Morsley was nominated as Chairman by Cllr Wingfield and seconded by Cllr Blagden; Cllr Puddephatt was nominated as Chairman by Cllr Thorpe and seconded by Cllr Ives.
As at least two Members requested a signed ballot a signed paper ballot was held. Cllr Puddephatt was duly elected as Chairman for 2012/2013 by 8 votes to 6. Councillor Puddephatt signed the Declaration of Acceptance of Office, which was witnessed by the Clerk.
Councillor Puddephatt then took the Chair
- 12/92 **To Elect a Vice-Chairman for 2012/2013:** Cllr Wingfield was nominated as Vice-Chairman by Cllr Kiley and seconded by Cllr Challis; As there were no other nominations Councillor Wingfield 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.
- 12/93 **To receive Apologies:** Cllr Lock
- 12/94 **To receive any Declarations of Interest:** Cllr J Bull 12/116 (xi)
- 12/95 **To resolve to approve Minutes of Meeting 12.04.2012:** The Minutes of the Parish Council Meeting of 12th April 2012 were approved as a true record and signed by the Chairman.
- 12/96 **To appoint Committee Members for 2012/2013:**
The Chairman and Vice-Chairman are ex officio on all Committees.

a) Planning:	Cllrs: J. Morden, P Challis, A Thorpe, A Philips, N Kiley, D Ives and M Dennett
b) Roads, Footpaths & Commons:	Cllrs: A Philips, D Ives, M Dennett, J Earl, P Blagden and J Bull
c) Fairground, Trees & Amenities:	Cllrs: P Blagden, M Lock, D Morsley, D Ives, A Philips J Bull, N Kiley and J Earl
d) Cemetery:	Cllrs: D Morsley, A Thorpe and P Challis.
e) Communications:	Cllrs: P Blagden, D Morsley and M Dennett
f) Finance & General Purposes:	This Committee has fixed membership and is made up of the Chairman, Vice Chairman and Committee Chairmen

- 12/97 7:44pm: The Chairman adjourned the Meeting.
7:47pm: The Meeting was re-convened.

To Elect Committee Chairmen for 2012/2013:
(In accordance with Standing Order 21.1)

	<u>Committee Chairmen 2012/2013</u>
a) <u>Planning:</u> Cllr Morden was duly elected Committee Chairman for the ensuing year.	Cllr J Morden
b) <u>Roads, Footpaths & Commons:</u> Cllr Ives was duly elected Committee Chairman for the ensuing year.	Cllr D Ives
c) <u>Fairground, Trees & Amenities:</u> Cllr Blagden duly elected Committee Chairman for the ensuing year.	Cllr P Blagden
d) <u>Cemetery:</u> Cllr Morsley duly elected Committee Chairman for the ensuing year.	Cllr D Morsley
e) <u>Communications:</u> Cllr Dennett duly elected Committee Chairman for the ensuing year.	Cllr M Dennett

12/98 **To Appoint Parish Council Representatives:**
Annual Appointments

a) Willink Recreation Centre Joint Advisory Committee:	Cllr J Morden
b) Relief in Need Charity:	Cllr A Phillips
c) Burghfield & Mortimer Neighbourhood Action Group:	Cllrs M Dennett and D Ives

Continuing fixed term of office:

a) Clarke's Educational Foundation (until 2014):	Mr T Shorrocks
b) Stratfield Mortimer Fairground Trust (1) (Until 2015):	Cllr G Puddephatt
c) Stratfield Mortimer Fairground Trust (2): (until 2014)	Cllr N Kiley
d) Wokefield Local Liaison Committee: (term tba)	Cllr G Puddephatt

12/99 **Parish Councillor volunteers to sit on the following outside Committees:**

a) St John's Hall Management Committee:	Cllr J Bull
b) Burghfield & Mortimer Volunteer Bureau:	Cllr P Wingfield
c) AWE Local Liaison Committee	Cllr M Lock to be confirmed when term of appointment confirmed.

- 12/100 **To Approve and Confirm that the Accounts for the Year 2011/2012 present fairly the financial position of Stratfield Mortimer Parish Council:** Supporting papers for the year ended 31 March 2012 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 2nd April 2012 and agreed the amounts to be included on the external return. The Internal Auditor reported 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 Council then considered and answered 'yes' to each question in Section 2. The Chairman proposed from the Chair that SMPC approve the accounts and the Annual Return for 2011/2012 and this was 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 (England) Regulations 2011 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.
- 12/101 **To resolve to approve recommendation from RFO to renew SMPC Annual Insurance with AON Premium £697.50:** The Clerk confirmed that she had reviewed the insurance renewal (in accordance with the SMPC Risk Management Policy and confirmed that she is satisfied with all aspects of the renewal notice. Cllr Puddephatt proposed from the Chair that SMPC renew their insurance with AON and pay the premium of £697.50 and this was unanimously resolved.
- 12/102 **To receive Clerk's update (for information only):**
12/72 The bid for a Parish Plan Grant was successful. This is to be used towards the purchase of an outdoor table tennis table.
11/211 The Shed in the tennis courts is to be installed next week.
11/211 The electricity supply in the grazing area is to be installed next week.
12/78 Letter sent to the Cricket Club but as yet a reply has not been received.
- 12/103 **To receive update regarding the partially funded PCSO:** Cllr Barker advised that she and Sgt Aufiero had met and agreed a list of 9 points for discussion. Cllr Barker proposed that a meeting between the 3 parishes and the Police Sergeant and Inspector be arranged to receive an update and discuss the Special Service Partially Funded PCSO role. This was seconded by Cllr Blagden and unanimously resolved. Clerk to arrange.
- 12/104 **To receive Planning Committee Minutes of 16.04.2012 & 02.05.2012:** The Minutes of these meetings were received, endorsed and adopted.
- 12/105 **To Receive Planning Decisions and Information:**
 Cllr Morden reported that the following decisions have been received from West Berkshire Council:
 12/00410/HOUSE Foudry House, The Street. Installation of 20 solar P.V. panels to outbuilding. Approved.
 12/00411/LBC As above. Approved.
 12/00641 20 Windmill Road. Single storey extension. Approved.
 The application 12/00401 to formalise 71A West End Road (western street level flat – Aborn Parade) as two separate dwellings has been withdrawn.
- 12/106 **To receive Roads, Footpath & Commons Committee Minutes 26.04.12:** The Minutes of this meeting were received, endorsed and adopted.
- 12/107 **To agree payment for Custodian to attend a RoSPA Playground Maintenance and Inspection One Day Training Course at Faringdon at a cost of £272.40 including training manual and VAT:** Cllr Puddephatt proposed this from the Chair and this was unanimously resolved.
- 12/108 **To receive update on the provision and location of outdoor table tennis table. To consider the option to install 12 metres of grass mat surfacing at end of table tennis table at a cost of £480 plus VAT:** Cllr Blagden proposed that in addition to the above that a concrete foundation be installed (up to a cost of £800) at the location indicated on the Map using S106 monies. Cllr Earl seconded this and it was unanimously carried. Clerk to action.
- 12/109 **To receive draft Minutes from BMNAG Meeting 17.04.2012:** These were received.
- 12/110 **To receive brief update from the Jubilee Beacon Working Party Meeting of 02.05.2012:** Cllr Earl gave a brief update on the logistics for the Jubilee event. It was also agreed that the expenses for the Premises Licence would be set against the general Fairground expenditure and not the Jubilee expenditure.
- 12/111 **To receive update on the Cemetery Extension:** Cllr Morsley advised that the planning application is to be submitted shortly.
- 12/112 **To receive update on obtaining suitable land for the provision of allotments:** The Clerk advised that Englefield Estate have offered the Parish Council a plot of land north of Windmill Common in Longmoor Lane, subject to a lease etc.
- 12/113 **To agree cost of the Clerk and Cllr Wingfield attending a Setting up and Management of allotments Course at Hatfield on 11 May 2012 at a cost of £228.00 including VAT:**

Cllr Puddephatt proposed this from the Chair and this was unanimously resolved.

Cllr Lock arrived (09:12 p.m.)

12/114 **The approve payment for the Clerk's membership of the professional body (ILCM) and payment of 2012 subscription (pro rata) of £44.00:** Cllr Barker advised that the Clerk had recently completed the Certificate in Local Council Administration (designed to examine the standard of professional knowledge of town and parish clerks) and passed with a distinction. Cllr Barker outlined the benefits to the Council of membership of the professional body and proposed the above and this was unanimously resolved.

12/115 **To receive written report from District Councillors (circulated):** As this was not received in time to be circulated a report was read out by Cllr Lock which included an update on Planning in Mortimer. Road Closures and Maintenance – work in St Catherine's Hill has been undertaken, works in Stephens Firs, The Street is planned. The road closures by network Rail over the Reading to Newbury line is causing major delays after the bridge on the A340 at Aldermaston Wharf collapsed. An update on the procedures for The Code of Conduct for District and Town and Parish Councillors.

12/116 **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 Puddephatt proposed from the Chair that these be paid which was carried unanimously.

- i. Clerk's Reimbursable Expenses £85.10
- ii. Co-Operative Bank Visa Direct Debit £227.92 (McColls £9.72; Post Office (stamps) £128.00; Mowers UK Ltd £88.20 inc VAT (service leaf blower) and card fee £2.00)
- iii. Stewarts Coaches Ltd (Mortimer Link) £919.15 inc VAT.
- iv. Ed's Garden Maintenance (grass cutting cemetery) £110.00
- v. West Berkshire Council (quarterly photocopying charges) £54.36 inc VAT
- vi. SLCC Berkshire (Training Day 13 June 2012) £25.00
- vii. SLCC Enterprises Ltd (Allotments Course x 2) £228.00 inc VAT
- viii. National Society of Allotment & Leisure Gardeners Ltd (annual membership renewal) £66.00
- ix. AoN Ltd (Parish Council Insurance £697.50
- x. Mr A Harland (Internal Audit Fee) £282.00 inc VAT
- xi. Dads Shop Ltd £5.50 inc VAT
- xii. Engravaservice (Insurance approved High security Padlock and keys for new gate to shed area on tennis courts £202.80
- xiii. **Payment of Grant cheques for 2012/2012 (Min No 12/70 12.4.2012 refers):**

Alfred Palmer Memorial Playing Field	£650.00
Mortimer Cricket Club	£630.00
Mortimer Fun Run	£290.00
Mortimer Village Partnership (MVP)	£630.00
Tadley & District Citizens Advice Bureau	£300.00
- xviii. **Jubilee Payments:**

Craig Wooldridge (donation for use of sound equipment)	£100.00
West End Singers - donation	£100.00
Georgia Collins - donation	£100.00
Mortimer BP Scouts - donation	£100.00
Cartridgesave (ink) inc VAT	£ 34.14
Newbury Weekly News (Premises Licence Publicity) inc VAT	£ 171.07
AoN Ltd (additional insurance premium)	£ 79.50
- xxv. **Payment for the provision of free Children's Entertainment for Jubilee Event:** (funded separately by a grant received from MVP):

Streetentertainers (Circus Skills Workshop) balance	£270.00 inc VAT
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- xxvi. Reading Party Hire (Bouncy Castle) £95.00
- xxvii. Playsafety Ltd (RoSPA Course) £272.40 inc VAT

- xxviii. SLCC ILCM Subscription 2012 (pro rata) £44.00
- xxix. St John's Hall Management Committee (hall rental for Annual Parish Meeting) £40.00
- xxx. ICCM (Institute of Cemetery & Cemetery Management) annual membership £90.00
- xxxi. Berkshire Archaeological Services (Archaeological evaluation fee Cemetery extension) £2,012.20
- xxxii. J R Bryce Farms Ltd (JCB hire and driver for above) £552.93 inc VAT
- xxxiii. West Berkshire Council (Planning Fee Cemetery extension) £167.50
- xxxiv. Advance Printing (Jubilee Programmes) £135.00
- xxxv. West Berkshire Council (annual rates Parish Council Office) £765.00
- xxxvi. Playsafety Ltd (RoSPA Safety Inspection Play Equipment) £154.80 inc VAT

12/117 **To receive Correspondence (for information only):**

- BALC Notes of the inaugurate West Berkshire District Association of Local Councils Association Minutes of 2nd May 2012
- Letter from Mortimer Football Club - this has been passed to the Trustees of the Alfred Palmer Field.
- Letter from AWE re Emergency Planning Arrangements. To be circulated.

12/118 **To receive Minor Matters (for information only):**

- Cllr Puddephatt proposed a vote of thanks to Cllr Rebecca Barker for all the work she had done as Chairman.
- West Berkshire Council advice on Speed Indicator Device (SID) Training for Parish Councillors.

12/119 **To receive Future Agenda Items:**

- As no response so far from the Royal British Legion headquarters regarding this due to a major re-organisation in the organisation this is to be placed on the Agenda for the full Parish Council next month.
- 12/99 (a) Cllr Lock and the Clerk asked to find out if there is a time for a term for sitting on the AWE LLC and the clearance procedures. To be an agenda item for next month's meeting.
- The Clerk is to present a paper on Quality Status.

Date of Next Meeting: Thursday 14th June 2012 at 7:30 p.m.

The Meeting closed at 9:36 p.m.

Signed:

Chairman:

Date: