



Stratfield Mortimer Parish Council

Minutes of the

Annual Meeting of the Parish Council

held on 9 May 2013 @ 7.30 p.m.

at Mortimer Methodist Church Hall, West End Road Mortimer

Present:

Councillors: P Blagden, J Bull, P Challis, M Dennett, J Earl, D Ives, N Kiley, J Morden, M Lock, D Morsley, A Phillips, G Puddephatt (from 7:55) and P Wingfield.

Clerk: Mrs J Kirk

Public & Press: 7

In the absence of the outgoing Chairman, Cllr G Puddephatt, Cllr P Wingfield took the Chair in his capacity as outgoing Vice-Chairman.

- 13/80 **To Elect a Chairman for 2013/2014:** Cllr P Wingfield was nominated as Chairman by Cllr Morsley and seconded by Cllr Kiley; as there were no other nominations Councillor Wingfield was duly elected unopposed as Chairman for the ensuing year and signed the Declaration of Acceptance of Office, which was witnessed by the Clerk.
Councillor Wingfield then took the Chair as the newly elected Chairman
- 13/81 **To Elect a Vice-Chairman for 2013/2014:** Cllr Dennett was nominated as Vice-Chairman by Cllr Ives and seconded by Cllr Lock; as there were no other nominations Councillor Dennett 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.
- 13/82 **To receive Apologies for Absence:** Cllrs A Colaço and A Thorpe.
- 13/83 **To receive any Declarations of Interest:** None
- 13/84 **To resolve to Approve Minutes of Parish Council Meeting 11 April 2013:** The Minutes of the Parish Council Meeting of 11 April 2013 were approved as a true record and signed by the Chairman.

- 13/85 **To appoint Committee Members for 2013/2014:**
The Chairman and Vice-Chairman are ex officio on all Committees.

1. Planning:	Cllrs: J. Morden, P Challis, A Thorpe, A Philips, N Kiley, D Ives and A Colaço
2. Roads, Footpaths & Commons:	Cllrs: A Philips, D Ives, J Earl, A Colaço and J Bull
3. Fairground, Trees & Amenities:	Cllrs: P Blagden, M Lock, D Morsley, J Bull and N Kiley
4. Cemetery:	Cllrs: D Morsley, A Thorpe and P Challis, M Kiley
5. Communications:	Cllrs: M Dennett, D Morsley and A Colaço
6. Finance & General Purposes:	This Committee has fixed membership and is made up of the Chairman, Vice-Chairman and Committee Chairmen

- 13/86 **To Elect Committee Chairmen for 2013/2014:**
(In accordance with Standing Order 21.1)

	<u>Committee Chairmen 2013/2014</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 D Ives

Cllr Ives was duly elected Committee Chairman for the ensuing year.	
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

13/87 **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 (NAG):	Cllrs M Dennett/D Ives
Continuing term of office:	
d) Clarke's Educational Foundation (until May 2016)	Mr R Peters
e) Stratfield Mortimer Fairground Trust (1) (Until June 2015)	Cllr G Puddephatt
f) Stratfield Mortimer Fairground Trust (2):(until Oct 2014) 7:55pm Cllr G Puddephatt arrived:	Cllr N Kiley
g) Wokefield Local Liaison Committee: (term tba)	Cllr D Morsley

13/88 **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

13/89 **To Approve and Confirm that the Accounts for the Year 2012/2013 present fairly the financial position of Stratfield Mortimer Parish Council:** Supporting papers for the year ended 31 March 2013 were circulated to all members prior to the meeting. The RFO reported that the Internal Auditor completed her review of the Council's draft accounts on the 1st May 2013 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 her internal audit report will be unqualified. The Council then considered and answered 'yes' to each question in Section 2 of the Annual Return. The Chairman proposed from the Chair that SMPC approve the accounts and the Annual Return for 2012/2013 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 year ended 31 March 2013 at the appropriate time on the two Parish Council Notice Boards.

13/90 **To resolve to approve recommendation from RFO to renew SMPC Annual Insurance with AON Premium £655.42:** 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 Wingfield proposed from the Chair that SMPC renew their insurance with AON and pay the premium of £655.42 and this was unanimously resolved.

13/91 **To receive Clerk's update (for information only):**

13/73: Mortimer Link: The Agenda item scheduled for this month has been moved to the June Meeting and the letter has not been sent following the setting up of a meeting with West Berkshire Council, First Great Western and Network Rail on the 23rd May.

13/55: Garth Hall: The Community Right to Bid Nomination relating to Garth Hall was approved by WBC on the 17 April and listed under Section 88(1) of the Localism Act 2011. If

the owners of the property do not appeal within eight weeks the hall will be listed on WBC's Assets of Community Value database. In line with Minute Number 13/55 SMPC's solicitor has now been engaged to provide a legal opinion.

13/96: Cemetery Extension Lease: The new lease for the Cemetery Extension was completed on the 29 April 2013. The lease now has to be registered with the Land Registry and once completed all the documents will be returned to SMPC. The Cemetery Committee met on the 30 April and will meet again once the documents are received to establish what needs to be done to achieve the conditions of the Lease and Planning Consent.

13/07: Parish Council Office: The terms of reference for the new lease from West Berkshire Council (WBC) have not yet been agreed or signed and are still being negotiated. The current lease expired on 28 March 2013.

Superfast Broadband: Further to a query raised WBC were asked for clarification on the scheme for Mortimer and they have confirmed that Mortimer is not included in current BT plans but it is included in areas to be funded by Superfast Berkshire. This has now gone out to tender to appoint a contractor by 31 July 2013 and installation should start shortly after this. Abandoned cars: WBC were contacted again on the 22 April regarding the white van that has been permanently parked in the car park in West End Road since October 2012. WBC inspected on the 29 April and confirmed that the tax expired on the 31 March and will let the PC know the status of investigations soon.

13/11: The promised hire fees from the Hunt have still not been received. A further reminder has been sent.

13/92 **To receive Planning Committee Minutes of 22.04.2013:**

The Minutes of this Meeting were received, endorsed and adopted.

13/93 **To receive planning decisions and information from West Berkshire Council (WBC):**

Cllr Morden reported that the following decisions had been received from WBC:

13/00530/NONMAT 9-13a Victoria Road (Budgens). A number of internal alterations and minor amendments. Approved.

13/00430/HOUSE 7 Sweetzers Piece. Demolish existing side extension. Construct new side extension, new dormer to rear. Two roof windows to front elevation. Approved.

13/00485/FULD Land at Loves Wood. 2 new detached dwellings. Refused:
 1. Loss of Tree Preservation Order (TPO) trees
 2. Contrary to Government advice in National Planning Policy Framework.

13/00507/XFULD Old Fire Station, The Street. Demolition of Old Fire Station and erection of new 3 bedroomed dwelling. Approved.

13/94 **To consider the renewal for 12 months of the Parish Council's Premises Licence for the Fairground and whether as the responsible Licence Holder, the Parish Council will permit use of its licence (for music and entertainment) by other organisations. If so the drawing up of an agreement for use by the hirer and SMPC. The cost of renewal is £70.00:**

Cllrs J Earl and J Bull declared an interest in this item.

Cllr Puddephatt proposed that the Parish Council renew the Premises Licence at a cost of £70.00 and this was seconded by Cllr Dennett and carried by 11 votes in favour to 2 abstentions (Cllr Earl and Cllr Bull).

As the full legal responsibility for compliance with the Premises Licence rests with the licence holder and cannot be offset to any other party Cllr Puddephatt proposed that the Parish Council allow other users to apply to use the Premises Licence with the signing of an appropriate agreement. This was seconded by Cllr Dennett and carried by 11 votes in favour to 2 abstentions (Cllr Earl and Cllr Bull). The Clerk to action.

13/95 **To receive draft minutes from the NAG Meeting 19.03.2013 and subsequent matters arising:** The draft minutes were received and accepted.

13/96 **To receive Minutes of the 72nd AWE Local Liaison Committee Meeting on 13 March 2013: (previously circulated).** Received and noted.

- 13/97 **To receive any nominations for the WBC Members bids for capital projects up to the value of £5,000:** As it is several years since the surface of the tennis courts were painted with an acrylic paint it was agreed to apply for a Members' bid for approximately £2,500 to re-paint the courts to prolong the life of the surface area. The Clerk to action.
- 13/98 **To receive written report from the District Councillors:** No report from Cllr Lock and the Clerk read out the relevant parts of Cllr Mayes' report. On 11 April Cllr Mayes met with Thames Water regarding effluent flooding and pollution from the Mortimer sewerage network which was first identified during the year 2000 flood. Since November 2012 rainfall data and sewer flows have been measured throughout the area. Initial findings are that there is very little seepage into the sewers from groundwater and that the pumping station in Beech Hill is working as designed, however, the Tun Bridge Pumping Station in Station Road is overloaded. This is probably due to the design and operation of the system from The Street/Mortimer Lane to the treatment works. A further inspection is to take place on 10 May.
- 13/99 **Finance - To resolve 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 Wingfield proposed from the Chair that these be paid which was carried unanimously.
- i. Co-Operative Bank Visa Direct Debit 23.92 (Martin McColl £9.93, Post Office £6.95, Martin McColl £5.04 and Card Fee £2.00)
 - ii. Stewarts Coaches Ltd (Mortimer Link) £919.15 inc VAT
 - iii. Ed's Garden Maintenance (grass cutting/spraying Cemetery) £175.00
 - iv. Claire Connell (internal audit fee and setting up of new payroll package) £285.00
 - v. Clerk's reimbursable expenses £38.20
 - vi. Mortimer (St John's) Village Hall (hall rental APM) £44.00
 - vii. Aon UK Ltd (annual insurance) £655.42
 - viii. Dads Shop Ltd £10.95 inc VAT
 - ix. C & D Facilities & Grounds Maintenance Ltd (grass cutting Fairground) £300 inc VAT
 - x. West Berkshire Council (Premises Licence Fee annual renewal) £70.00
- 13/100 **To receive Correspondence (for information only):**
- A letter from an ex-resident offering to donate a memorial bench in memory of his late mother who had previously lived in Windmill Road for 38 years. The Clerk to send a letter of thanks and this is to be passed to the Fairground Trees and Amenities Committee to agree a suitable location.
 - WBC advising of remedial work to the failed surfacing previously laid earlier in the year in Windmill Road.
 - WBC advising of localised patching/resurfacing carriageway repairs in Stephens Close prior to the road receiving a full surface sealing treatment later in the summer.
 - Letter from TIM CAN (Community Activities Network) advising that they operate a large screen Community TV in their Community Café (Café 'B') held in Burghfield Methodist Centre, Reading Road Burghfield on Monday and Wednesday mornings which will display Community Adverts/Activities in a rolling format for people to watch while they drink their coffee.
- 13/101 **To receive Minor Matters (for information only):**
- Cllr Morsley advised that the Alfred Palmer Trustees had asked Mortimer Football Club to publish an apology to the residents of Mortimer re the erection of the floodlights at the Alfred Palmer Field. It was agreed that a short apology from the club could be published in a future edition of the Parish Council Newsletter.
 - Cllr Lock advised that due to bridge maintenance works access to the public re-cycling centre at Padworth from Padworth Lane is going to be closed for 5 months.
 - Due to a move from the village Cllr Graham Puddephatt tendered his resignation from the Parish Council. Cllr Wingfield on behalf of the Council offered a vote of thanks to Graham for his service to the village over many years.
 - Cllr Challis advised that further to Minute 13/78 on the 11 April that all the rubbish on Footpath 10 (parallel to the west side of The Avenue) had been cleared.

13/102 **To receive future Agenda Items:**

- Update on the Willink Liaison Meeting and usage statistics.
- Mortimer Link Mini Bus Service.

Date of Next Meeting: Thursday 13 June 2013.

The Meeting closed at 9.16 p.m.