



Stratfield Mortimer Parish Council

Unadopted Minutes of Annual Parish Council Meeting held on 08 May 2014 @7:30pm at Mortimer Methodist Church Hall, West End Road, Mortimer

Present:

Councillors: T Audsley, P Blagden, J Bull, P Challis, M Dennett, J Earl, D Ives, N Kiley, M Lock, J Morden, D Morsley and P Wingfield.

Clerk: Mrs J Kirk

Public & Press: One

Cllr Wingfield in the Chair

- 14/91 To Elect Chairman for 2014/2015:** Cllr M Dennett was nominated as Chairman by Cllr Ives and seconded by Cllr Lock; as there were no other nominations Councillor Dennett was duly elected unopposed as Chairman for the ensuing year and signed the Declaration of Acceptance of Office, which was witnessed by the Clerk. Cllr Dennett then took the Chair.
- 14/92 To Elect Vice Chairman for 2014/2015:** Cllr J Earl was nominated as Vice Chairman by Cllr Wingfield and seconded by Cllr Challis; Cllr T Audsley was nominated as Vice Chairman by Cllr Ives and seconded by Cllr Morsley.
As at least two Members (Cllr Morsley and Cllr Lock) requested a signed ballot a signed paper ballot was held.
Cllr Earl was duly elected as Vice Chairman for 2014/2015 by 7 votes to 5.
Councillor Earl signed the Declaration of Acceptance of Office, which was witnessed by the Clerk.
- 14/93 To receive any Apologies for Absence:** Cllrs A Colaço and A Philips
- 14/94 To receive any Declarations of Interest and Dispensations:** Dispensation forms have been received from all councillors present and therefore Dispensations were granted with regard to financial interests. No other Declarations of Interest were received.
- 14/95 To resolve to Approve Minutes of Parish Council 10 April 2014:** The Minutes of the Parish Council Meeting of 10 April 2014 were approved as a true record and signed by the Chairman.
- 14/96 To appoint Committee Members for 2014/2015:**
The Chairman and Vice-Chairman are ex officio on all Committees.

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

14/97 To Elect Committee Chairmen for 2014/2015:

(In accordance with Standing Order 21.1)

	<u>Committee Chairmen 2014/2015</u>
a) <u>Planning:</u> Cllr Kiley was duly elected Committee Chairman for the ensuing year.	Cllr N Kiley
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 Wingfield duly elected Committee Chairman for the ensuing year.	Cllr P Wingfield
e) <u>Communications:</u> As both members of the Committee put themselves forward to stand for Chairman a paper ballot was held between the Chairman and Vice-Chairman of the Council. Cllr Morsley was duly elected as Chairman of the Communications Committee by 2 votes to 0	Cllr D Morsley

14/98 To Appoint/Reaffirm 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 T Audsley/D Ives
d) Clarke's Educational Foundation (until May 2016)	Mr R Peters
e) Stratfield Mortimer Fairground Trust (1) (Until June 2015) Further to Minute No. 14/106 (below) regarding the vacancy for this position Cllr Kiley proposed Cllr Earl and this was seconded by Cllr Bull. Cllr Earl was duly elected unopposed.	Cllr J Earl
f) Stratfield Mortimer Fairground Trust (2) (until Oct 2014)	Cllr N Kiley
g) Wokefield Local Liaison Committee:	Cllr D Morsley

14/99 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 (Substitute Cllr J Earl)

14/100 To receive and confirm Finance and General Purposes (F&GP) Committee Minutes 29.04.2014: The Minutes of this Meeting were received, endorsed and adopted.**14/101 To receive Internal Audit Report of 30.04.2014:** The Chairman reported that the Internal Auditor completed her review of the Council's draft accounts on the 30 April 2014. She confirmed that the internal controls appear to be working correctly 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 following points were also stated i) that the Clerk was paid for 34 hours less than actually worked in March, ii) it is suggested that the number of hours allocated as one day's holiday is reviewed to ensure that the terms of the Green Book (conditions of service) are met, iii) payroll procedures have not yet been revised to ensure that salaries are reported to HMRC and paid within the tax month (i.e. by 5th of the following month) and that HMRC will be imposing a late filing monthly penalty of £100 from October 2014.

During the Internal Auditor's visit she spoke to both the Chair and Vice-Chair regarding the transfer into the earmarked reserve for Asset Renewal and Maintenance the amount which had been approved by the Finance and General Purposes Committee on 29 April 2014 and that it was in order to make this transfer before the accounts were closed. (Cllr Wingfield requested that it be minuted that this transfer of funds had not been agreed before the 31 March 2014). The General Reserves held at 31 March 2014 are still at the upper limit of the accepted range and the Council should therefore consider whether more of these general reserves should be earmarked for specific purposes.

The RFO was asked to refer to the regulations for local councils and report back on the rules on depreciation of the Assets Register.

- 14/102 To Approve and Confirm that the Accounts for the Year 2013/2014 present fairly the financial position of Stratfield Mortimer Parish Council:** The Council then carefully considered and answered 'yes' to each question in Section 2 (the Annual Governance Statement) of the Annual Return. The Chairman proposed from the Chair that SMPC approve the accounts and the Annual Return for 2013/2014 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 2014 at the appropriate time on the two Parish Council Notice Boards.
- 14/103 To approve F & GP Committee's recommendation that a Public Sector Deposit Fund is opened with CCLA (Church, Charities and Local Authorities):** A comprehensive report the recommendation from the Finance and General Purposes Committee was considered. Following a previously circulated comprehensive report from the RFO and the F & GP Committee Cllr Dennett proposed that an a Public Sector Deposit Fund be opened with CCLA (Church, Charities and Local Authorities) with a deposit of £100,000. This was seconded by Cllr Earl and unanimously resolved. The Clerk to action.
- 14/104 To approve the F & GP Committee's agreed Terms of Reference for the Neighbourhood Development Plan Steering Group and budget for 2014/2015:**
Cllr Dennett proposed from the Chair that the Terms of Reference for the Neighbourhood Development Plan (NDP) Steering Group (previously circulated) be adopted and this was unanimously resolved.
Cllr Dennett proposed from the Chair that the NDP Steering Group budget for 2014/2015 (previously circulated) total £7,700 be adopted and this was unanimously resolved.
- 14/105 To resolve to approve recommendation from RFO to renew Annual Insurance with AON Ltd at a premium of £655.42 (no increase from 2013):** 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 Dennett proposed from the Chair that SMPC renew their insurance with AON and this was unanimously resolved. The Clerk was asked, however, to firstly try and negotiate with the insurance company for a reduction in the premium.
- 14/106 To receive Clerk's update (for information only):**
- **Cllr Alan Thorpe:** The Clerk advised that Cllr Alan Thorpe had tendered his resignation from the Parish Council after many years' service. The Monitoring Officer at West Berkshire Council has been advised and a Notice of Vacancy will be published on Friday 6 June 2014. A By-Election to fill the vacancy will be held if within 14 days of the publication (Thursday 26 June 2014) of the notice at least ten electors of the Parish give notice in writing to the Returning Officer at West Berkshire Council claiming such an election.
 - **14/89: Business Rates Relief for properties under £6,000.** Held over until next month.
 - **Criminal Damage to Council Property on the Fairground:** The Clerk reported that on the 19 April the shed on the tennis courts was broken into and substantial damage was caused to the shed itself, the gate, locks etc. The Police had attended and an update on

the costings for repairs etc was given to the Council.

- **No 75 Bus Service:** WBC have advised that the tender for this service has been won by the Newbury and District Bus Company and will be run using a 29 seater 'flat bed' bus. The first day of operation is Tuesday 3 June.
- **14/84: Parish Council's Nominated Trustee on the Stratfield Mortimer Fairground Trust:** The Secretary of the Trust has advised that the Trustees met on 6 May 2014 and unanimously resolved under the Clause 11.(2) of the 'Scheme' that Graham Puddephatt had vacated his position as a Trustee by virtue of the fact that he has not attended meetings or responded to emails from the Secretary for over 6 months and had moved away without giving a forwarding address. The Trustees therefore ask the Parish Council to nominate a replacement Parish Council Trustee. See Minute Number 14/98(e) above.
- **14/25: Tree Condition Survey:** Quotations for tree works identified are being obtained.
- **14/65: The post and rail fencing between the grazing area and the environmental strip:** The fence is to be installed on Tuesday 13 May.

14/107 To receive Planning Committee Minutes of 10.04.2014 and 15.04.2014: The Minutes of these Meetings were received, endorsed and adopted.

14/108 To receive planning decisions and information from West Berkshire Council (WBC):

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

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| 14/00295/HOUSE | 75 The Avenue. First floor extension. Approved. |
| 14/00341/HOUSE | 24 Damson Drive. Loft conversion with 2 dormer windows to the front. Approved. |
| 14/00366/HOUSE | Ravens Nest, Ravensworth Road. Lean to ground floor extension. Approved. |
| 14/00433/HOUSE | 11 The Crescent. Two storey side extension. Approved. |
| 14/00199/HOUSE | 81 West End Road. 3m tall workshop style building at bottom of garden. Approved. |
| 14/00591/HOUSE | Starvehill House, Lockram Lane. Single storey rear extension. Approved. |

Basingstoke and Deane Revised Pre-Submission Local Plan Consultation: Cllr Morden reported that there appears to be nothing in this revised pre-submission that changes anything which was drafted in the preliminary Local Plan. On map 10 a Special Protection Area (S.P.A.) is shown which runs east of Silchester and hence into West Berkshire Council. This is a European designated site which runs across Surrey, Hampshire and Berkshire where more restrictive policies would generally be applied.

14/109 To consider the renewal of the Parish Council's Premises Licence (for a 12 month period) for the Fairground and whether the responsible Licence Holder, the Parish Council will agree to permit the use of its licence (for music and entertainment) by other organisations. Cllrs J Bull, P Blagden, J Earl and N Kiley declared a personal interest but did not leave the room.

Cllr Dennett advised that following a breach of the Premises Licence in 2013 the approval of the Parish Council is needed to allow other users to use the licence independently. West Berkshire Council make it clear that 'the full legal responsibility for compliance with the licence rests with the licence holder and this cannot be offset, by civil agreement, to any other party.' After a lengthy discussion Cllr Wingfield proposed that the Parish Council go ahead and renew the licence, this was seconded by Cllr Audsley and carried by 5 votes in favour to 1 against.

An item will be placed on the June Agenda to discuss whether to permit the use of its Premises Licence by other organisations.

10:05pm Cllr Earl left the meeting.

14/110 To receive update on the Tennis Courts Refurbishment Project: Cllr Dennett reported that Sport England have now appointed a contractor to refurbish the tennis courts and that he and the Clerk met with the contractor on 2 May and assessed the works required. Their estimate has not been received. The works will mean the courts will be shut for 5 to 7 weeks.

14/111 To receive District Councillors' Reports: Cllr Lock's report included: Frouds Lane is due

to re-open at the end of May. An update on the White Paper 'Caring for our Future: Reforming Care and Support'. Cllr Lock confirmed that she had raised the question of the building site at the Bevers with the developers and that WBC do own Summerlug and they are to tidy it up.

14/112 Finance – To resolve to agree accounts for payment for May 2014:

In accordance with the Council's Financial Regulations all the following items for payment were considered together. Cllr Dennett proposed from the Chair that these be paid which was carried unanimously.

- i. Southern Electric DD (standing charge electricity meter 1 Fairground) £13.46 (fy 2013/2014)
- ii. Southern Electric DD (standing charge electricity meter 2 Fairground) £13.46 (fy 2013/2014)
- iii. Southern Electric DD (standing charge electricity meter 3 Fairground) £13.46 (fy 2013/2014)
- iv. Mr P J Legg (sign writing Community Award Board and Chairman's Board St John's Hall) £25.00
- v. Burghfield Village Hall (share of hall rental NAG Meetings) £20.00
- vi. Ed's Garden Maintenance (grass cutting Cemetery) £150.00
- vii. Claire Connell (internal audit fee) £235.00
- viii. Clerk's reimbursable expenses £45.76
- ix. AoN Ltd (Parish Council Annual Insurance Premium) £543.79
- x. The Co-Operative Visa Direct Debit £117.04 (McColls £11.94, Post Office Counters £6.40, Nothing but Padlocks £96.70, Card Fee £2)
- xi. Sita UK Ltd (Fairground bin) DD £46.02 inc VAT
- xii. West Berkshire Council (SMPC Premises Licence Fee Fairground) £70.00
- xiii. Dads Shop Ltd £69.74

14/113 To receive Correspondence (for information only):

None

14/114 To receive Minor Matters (for information only):

- The Clerk asked all Councillors to check, amend if necessary and sign/date their Register of Members' Interest Forms (Code of Conduct 2012).
- The Clerk advised S106 monies (Open Spaces) of £2,364 had been received from WBC in relation to the new houses at 1 The Avenue.
- The Chairman advised that as it is the gift of the Parish Council Chairman he intends to appoint Mrs Rebecca Barker to continue as his Trustee on the Alfred Palmer Memorial Field Trust.
- Cllr Audsley asked if Standing Order 26 (re Personal Interests) could be made clearer when the new Standing Orders are made.
- Cllr Kiley advised that the Clerk had put him in touch with the WBC Tree Officer regarding the trees on Hammonds Heath but that he had not been able to get a satisfactory answer. Cllr Lock is to look into this.
- Cllr Dennett advised that work on the War Memorial Book is still outstanding.
- Cllr Audsley commented that the Fair poster on the Fairground Fence appeared to be bigger than the A0 size allowed in the Council's Policy.
- Cllr Ives advised that he had checked the fly tipping on Footpath 10 (adjacent to the Avenue) and that it is on farmland and not on the footpath.

14/115 To receive any future Agenda Items:

- To consider WBC's proposals for what works may be required to prevent pavement parking outside of the Café on Victoria Road.
- To receive Willink Leisure Centre report June 2014.

Date of Next Meeting: Thursday 12 June 2014

The Meeting closed at 10:35pm