



Stratfield Mortimer Parish Council
Minutes of the
Parish Council Meeting
held on 10 July 2014 @7:30pm
at Mortimer Methodist Church Hall, West End Road Mortimer

Present:

Councillors: M Dennett (Chairman), T Audsley, P Blagden, J Bull, P Challis, A Colaço, J Earl, D Ives, M Lock, J Morden, A Philips and P Wingfield.

Clerk: Mrs J Kirk

Public & Press: Four (one left after public questions and three remained for the duration of the meeting).

14/143 To receive any Apologies for Absence: Cllr N Kiley.

14/144 To receive any Declarations of Interest and Dispensations: Cllr J Bull declared a Personal Interest in 14/154 re the notice board outside St John's Hall.

14/145 To resolve to Approve Minutes of the Parish Council Meeting of 12 June 2014:

- Cllr Earl proposed that Minute Number 14/117 (To receive Declarations of Interest and Dispensations) relating to the Declaration of Interest for Cllr Kiley be changed in the Minutes of the 12 June 2014 from a Declaration of a Personal and Pecuniary Interest to a Declaration of a Personal Interest. This was seconded by Cllr Wingfield and put to the vote. **The motion was lost** by 4 votes in favour to 5 votes against (including The Chairman's second and casting vote) with 4 abstentions.
- Cllr Earl proposed that Minute Number 14/124 (To consider whether to permit the use of Stratfield Mortimer Parish Council's Premises Licence (for music and entertainment) for The Fairground by other organisations) relating to the Declaration of Interest for Cllr Kiley be changed in the Minutes of the 12 June 2014 from a Declaration of a Personal and Pecuniary Interest to a Declaration of a Personal Interest. This was seconded by Cllr Wingfield and put to the vote. **The motion was lost** by 4 votes in favour to 5 votes against with 3 abstentions.

The Parish Council Meeting Minutes of 12 June 2014 were then approved as a true record by 7 votes in favour, 4 against and 1 abstention and signed by the Chairman.

14/146 To consider appointing further members to the Parish Council's Standing Committees to May 2015:

Cllr Dennett moved from the Chair to move to Agenda Item No 14/147 before Agenda Item 14/146 below.

Cllr J Bull was appointed to the Cemetery Committee. Cllrs P Blagden and T Audsley were appointed to the Communications Committee. The Clerk apologised and said that Cllr Lock had been appointed to the Roads, Footpaths and Commons Committee at the 8 May 2014 Annual Parish Council Meeting but her name had been inadvertently missed from Minute number 14/96 of that meeting and therefore confirmed that Cllr Lock is a member of this Committee.

Cllr Dennett moved from the Chair to move to Agenda Item No 14/153 before moving to the second part of this Agenda Item.

The meeting was adjourned at 8:22pm and in accordance with Standing Order No 21.1 the members of the Communications Committee left the room and conferred. The meeting reconvened at 8:25pm

Cllr Dennett confirmed that Cllr Audsley had been elected Chairman of the Communications Committee.

14/147 To receive Clerk's update (for information only):

- **The memorial seat in memory of Mrs Rita Mace** has been installed thanks to the Custodian and Cllr John Bull who kindly installed it. The Chairman is to conduct a brief dedication of the bench on Tuesday 22 July at 6pm when Mr Mace, his son and his daughter who is visiting from Australia will be present.
- **Parking in The Street.** WBC has written to advise that the Rt Hon John Redwood MP has written to them regarding parking near to the junction with Pitfield Lane by parents at St Mary's School. WBC will be proposing additional measures for this area but advise this will be preceded by a relatively lengthy legal process.
- **14/89 Small Business Rates Relief** for the Parish Council Office. After much correspondence WBC have confirmed that SMPC are not being correctly invoiced for the rates for the Parish Council Office in accordance with the terms of the Lease. As this is an oversight WBC will look into rectifying this to enable SMPC to be able to apply for the Small Business Rates Relief for 2014.
- **13/139 Tennis Court Refurbishment:** Discussions are continuing with Sport England and their contractor to try and settle a start date for the project.
- **14/44 Sports Shelter Tennis Courts:** The extension to the concrete base in preparation for the installation of the Sports Shelter inside the Tennis Courts is to be carried out on 15 July 2014. As an economy of scale the permanent hole for the Christmas Tree on the Fairground is to be repaired at the same time at a cost of £250 whilst the contractor, equipment and materials are on site. The sports shelter has been ordered and will be delivered in approximately 2/3 weeks' time.
- **14/103 The Public Sector Deposit Fund:** This has now been opened with the CCLA
- **14/106 Councillor Vacancy:** WBC have advised that as no requests have been received to hold a by-election the Parish Council may therefore co-opt a suitably qualified person to fill the vacancy. However, a further resignation from the Parish Council has subsequently been received from Danusia Morsley and this by-election notice will be displayed from 11 July 2014. The Election Officer at WBC has confirmed to the Clerk that it would be considered reasonable, as an economy of scale and cost to the Parish Council, to wait until the result of the second call for a by-election is known before starting the co-option procedure.

14/148 To receive and confirm Finance & General Purposes Committee (F & GP) Part 1 Minutes of 1 July 2014: Cllr Wingfield proposed that Minute Number 5 of the F & GP Minutes be amended to read as follows:

'5. To receive report from RFO regarding the depreciation of Assets on the SMPC Asset Register: The RFO was asked to present a report to the next F & G P Meeting regarding the depreciation of Assets on the SMPC Assets Register. This report is to determine what the correct procedure is, as far as the Parish Council is concerned, irrespective of the audit recommendations.'

It was unanimously resolved by this meeting to accept this change to the Finance and General Purposes Meeting Minutes of the 1 July 2014 and the Minutes were then received, endorsed and adopted.

14/149 To agree the F & GP recommendation to change the Unity Trust Bank Plc banking mandate with regards to internet banking: Cllr Dennett proposed that in order to comply with the Internal Audit Report of the 6 May 2014 the F & GP Committee recommend that SMPC change the authority and access levels for the Council's internet banking service with the Unity Trust Bank from a single authority to a triple authority. This will allow for payments to be made, where one user (the RFO) inputs the payment and two separate users have access to authorise the payment. It was agreed to recommend that a pool of three councillors be appointed, being The Chairman, Vice Chairman and Cllr Ives. It was also agreed to recommend setting up a payment authority approval level with a value of £3,000 per item. This was seconded by Cllr Earl and unanimously resolved. The Clerk to action.

- 14/150 To receive update from the Neighbourhood Development Plan (NDP) Steering Group:** Cllr Dennett advised that the NDP Steering Group had a stall at the Mortimer Fun Day on Saturday 5 July to update residents and give out information regarding the Stratfield Mortimer NDP. 400 information leaflets were given out to generate interest in the event held the following day (Sunday 6 July) on The Fairground. Over the course of the event on the Sunday approximately 100 people attended, gave feedback and expressed preferences on the various topics that could be included in an NDP.
- 14/151 To receive Planning Committee Minutes of 12.06.2014 and 1.7.2014:** The Minutes of these Meetings were received, endorsed and adopted.
- 14/152 To receive planning decisions and information from West Berkshire Council (WBC):** In the absence of Cllr Kiley Cllr Audsley reported that the following decisions had been received from WBC:
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|----------------|---|
| 14/01119/CERTP | 4 Gordon Palmer Close. Certificate of Lawfulness for the addition of a small ground floor side window with obscure glazing plus alterations to the fenestration on the rear elevation of the property.
The Certificate of Lawfulness was refused by WBC and a full Planning Application is required to be submitted as the application did not meet Condition 5 of the original Planning Consent (No 150334) which stated that 'no additional openings shall be inserted in the side elevation'. |
| 14/01065/HOUSE | 2 Gordon Palmer Close. Small garden store. Granted. |
| 14/00846/FULD | Southern side of the garden to The Frith, Drury Lane. Erection of a two storey detached dwelling with access parking and car port. Granted. |
- 14/153 Further to Minute No 14/128 and subsequent site inspection with SMPC Councillors, WBC Tree Officer and a representative from the Forestry Commission to formulate response to WBC's tree felling application for the triangle of woodland to the rear of College Piece and Groves Lea:** Following the above site inspection the following proposals were circulated to all members and after a discussion it was agreed to advise the WBC Tree Officer of the following:
- to fell the pine holly and mixed broadleaf from the core of the site & to the boundary in the north west corner to allow access **but retaining the specimen trees.**
 - thin the buffer (approx. 3metres) on the south east boundary - removing conifer and poor quality broadleaf **but retaining the specimen trees.**
 - thin the buffer (approx. 3-5metres) on the western boundary - removing conifer and poor quality broadleaf **but retaining the specimen trees.**
 - **All remaining trees and re-stocked trees to continue to be protected by a blanket Tree Preservation Order (TPO)**
 - **Before any felling commences a review by the Parish Council of the trees identified to be kept.**
 - **To ensure that each identified specimen tree is protected by an individual TPO (in addition to the blanket TPO) and marked on a map.**
 - **No burning to be carried out on site.**
 - **No noise outside of normal working hours.**
- 14/154 To consider a request from St John's Hall Management Committee that SMPC considers providing a separate Village Notice Board to be sited outside St John's Hall:** Further to a discussion it was agreed that this would be taken back to the St John's Hall Management Committee for further details, costing etc and item to be brought back to the September Parish Council Meeting.
- 14/155 To consider whether a Cemetery Memorial Application complies with the SMPC Cemetery Regulations:** Due to the confidential nature of this agenda item it was agreed to consider this item in Part II of the Meeting.
- 14/156 To receive an update from the PCSO:** Cllr Ives gave a quick verbal update regarding the work of the PCSO in Mortimer.

14/157 To receive confirmation from the Chairman re Parish Councillors responding to the public etc: It was agreed to move this item to Part II of the meeting.

14/158 To receive District Councillors' Reports: Cllr Lock's report included:

- The Padworth Bridge is to be reconstructed to enable the electrification of the trainline and the road will be closed from mid September for approximately six months.
- A planning application was passed in April 2008 for the Bevers but the site has been left in a hazardous state. Local residents have made complaints and WBC officers are to inspect the site to see if there is a breach of the original planning consent.

14/159 Finance – To resolve to agree accounts for payment for July 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 by 10 votes in favour with 2 abstentions (Cllr Wingfield Declared an interest in this item re reimbursement of expenses xviii below).

- i. Sita UK Ltd (waste disposal Fairground) Direct Debit £46.02 inc VAT
- ii. Mortimer Garden Care (labour costs for repairs to post and rail fence Fairground) £395.00
- iii. Aldermaston Recycling (removal of waste left by travellers) £360.00 inc VAT
- iv. C & D Facilities Ltd (grass cutting, hedge cutting and weed killing Cemetery May) £378.00 inc VAT
- v. Glasdon UK Ltd (purchase of donated seat for Fairground – net cost to be reimbursed by donator) £1,099.89 inc VAT
- vi. BT Plc (quarterly invoice) D/D £255.26 inc VAT
- vii. The Co-Operative Visa Direct Debit £418.28 - (McVeigh Parker & Co Ltd post and rail fencing for Fairground £283.56 inc VAT; Post Office £33.55; Fast Keys (spare keys £6.72 inc VAT; J Hayes UK Ltd equipment £65.50 inc VAT; Martin McColl £8.95; Flexiform Business Furniture spare keys £18.00 inc VAT and card Fee £2.00)
- viii. C & D Facilities Ltd £1,317.12 inc VAT (Grass Cutting May Fairground (F/G) £378.12 inc VAT; Grass Cutting Grazing Area F/G £309.00 inc VAT; cutting outside hedge and ditch F/G £420 inc VAT, Grass Cutting Cemetery June £210.00 inc VAT)
- ix. Unity Trust Bank Plc New Business Visa Card Set Up Fee £50.00
- x. Oakdale Services (NDP Posters and Leaflets) £329.00
- xi. Thames Valley Police PCSO (part funded PCSO contribution Q1) £1,948.13
- xii. Dads Shop Ltd £60.70 inc VAT
- xiii. SLCC Enterprises Ltd (book) £23.00
- xiv. West Berkshire Council (quarterly rental Parish Council Office) £750.00
- xv. J E Kirk (reimbursable expenses) £74.60
- xvi. Mr J Earl (reimbursable expense for purchasing a nickel engraved cup for the Alan Thorpe Trophy (Chairman's Allowance) £120.00 inc VAT
- xvii. West Berkshire Council (rates for Parish Council Office) £800.70 (held)
- xviii. Mr P Wingfield reimbursable expenses for NDP Open Meeting £25.62
- xix. Signwise UK Ltd (NDP) £24.00 inc VAT
- xx. West Berkshire Council (quarterly photocopying) £100.20

14/160 To receive Correspondence (for information only):

None

14/161 To receive Minor Matters (for information only):

- Black & Veatch who are working with Thames Water have written to advise that they are to carry out improvements to the Stratfield Mortimer Sewage Treatment Works in order to improve the quality of the sewage discharged from the works. The work will start during the week commencing 21 July and anticipate that it will take approximately six months to complete. During this time there will be an increase in traffic movements accessing and leaving the site. It is their intention for traffic to approach from the north of the site thereby avoiding the village.

- Cllr Dennett advised that following Minute Number 14/141 of the June Meeting a trophy to mark the long service Alan Thorpe had been purchased and engraved as a Village Challenge Cup. Cllr Dennett confirmed that he used funds from the Chairman's Allowance to fund the purchase.
- Cllr Dennett also advised that the Commemorative Certificate (Agenda item 14/136 of the June Meeting) was presented to Alan Thorpe at the Mortimer Fun Day on 5 July 2014 and he thanked Cllr Earl for his calligraphy in producing the Certificate.
- Cllr Morden asked the Clerk to look into and clarify the timelines and process for a councillor co-option onto the Parish Council and if necessary that an Extraordinary Meeting of the Council be called.
- Cllr Earl stated he understood that any unsuccessful candidate in a by-election could just be co-opted onto a Parish Council. The Clerk advised that she did not believe this to be correct procedure as all councillor co-options need to be a fair and open process and that the Parish Council already has an adopted procedure in place.
- 14/134 Cllr Wingfield asked whether any additional quotations had yet been sought for the grass cutting in the Cemetery for the remainder of the 2014 season. This has not yet been done.

14/162 To receive any future Agenda Items:

- To consider options for a Village Notice Board to be sited outside St John's Hall.
- To consider the SMPC adopted Advertising and Fly Posting Policy.
- To ask the Finance & General Purposes Committee to consider formulating a SMPC Mission Statement and Strategy Policy (once the review of the other Parish Council Policies has been completed).
- To ask the Roads, Footpaths & Commons Committee to work with West Berkshire Council to find a solution for the parking in the lower end of The Street.

Date of Next Meeting: Thursday 11 September 2014

The Meeting closed at 9:51pm