

Stratfield Mortimer Parish Council

Minutes of the Full Council Meeting

held on 8th June 2017 @ 7.30 pm

at Mortimer Methodist Church, West End Road, Mortimer



Present:

Councillors: Cllr. J. Earl (Chairman), Cllr. M. Dennett, Cllr. J. Bull, Cllr. A. Butcher, Cllr. N. Carter, Cllr. P. Challis, Cllr. D. Ives, Cllr. L. Jones, Cllr. N. Kiley, Cllr. C. Lewis, Cllr. M. Lock, Cllr. A. Richardson, Cllr. P. Wingfield.

Clerk: Haydn Selwyn-Jones – Parish Clerk

Public/Press: There were 2 members of the public, District Councillor G. Bridgman and no members of the press present.

17/47	Public Questions: None.																	
17/48	To receive any apologies for absence: None.																	
17/49	To receive any declarations of interest and dispensations: None																	
17/50	To resolve to approve the Minutes of the Parish Council Meeting of 11th May 2017: Cllr. J. Earl proposed, seconded by Cllr. M. Dennett to approve and sign the minutes, as a true record of the meeting subject to changing Item 17/30 - deleting Cllr. P. Challis from Planning Committee membership, and was AGREED unanimously.																	
17/51	To receive minutes of the Planning Committee meeting of 30th May 2017: Received and noted																	
17/52	To receive planning decisions and information from West Berkshire Council <table border="1"> <thead> <tr> <th><u>Application</u></th> <th><u>Address</u></th> <th><u>Decision</u></th> <th><u>Date</u></th> </tr> </thead> <tbody> <tr> <td>17/00789/HOUSE</td> <td>30 Longmoor Lane Mortimer Common SMPC had no objections</td> <td>Approved</td> <td>15/05/17</td> </tr> <tr> <td>16/03348/FULD</td> <td>49 Stephens Close Mortimer Common SMPC had no objections</td> <td>Approved</td> <td>16/05/17</td> </tr> <tr> <td>17/01062/FUL</td> <td>15 Butlers Land Farm Mortimer Lane Mortimer SMPC commented "Is sui generis appropriate? It isn't clear if this should actually be a conversion to A1 in which case there are objections. Being the first one to change to an A1 could set a precedent for multiple units to follow and possibly leading to conversion to residential buildings and so creating an issue of increased highway traffic.</td> <td>Withdrawn</td> <td>24/05/17</td> </tr> </tbody> </table>	<u>Application</u>	<u>Address</u>	<u>Decision</u>	<u>Date</u>	17/00789/HOUSE	30 Longmoor Lane Mortimer Common SMPC had no objections	Approved	15/05/17	16/03348/FULD	49 Stephens Close Mortimer Common SMPC had no objections	Approved	16/05/17	17/01062/FUL	15 Butlers Land Farm Mortimer Lane Mortimer SMPC commented "Is sui generis appropriate? It isn't clear if this should actually be a conversion to A1 in which case there are objections. Being the first one to change to an A1 could set a precedent for multiple units to follow and possibly leading to conversion to residential buildings and so creating an issue of increased highway traffic.	Withdrawn	24/05/17	
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	There were no further decisions made following date of Agenda: Received and noted	
17/53	<p>To receive minutes of the Fairground, Trees & Amenities Committee meeting of 30th May 2017</p> <p>It was unanimously AGREED to receive and sign the minutes as a true record of the meeting subject to changes being made to:</p> <p>Item 17/17 to change "Cllr. J Lewis" in the first line to "Cllr. J. Earl</p> <p>Item 17/17 (2) to change "...leaving Mortimer Cricket Club to cover all the other mowing" to "...which would be covered by Mortimer Cricket Club together with any extra mowing sessions that they required."</p>	
17/54	<p>To receive District Councillors' Reports:</p> <p>District Cllr. G. Bridgman explained that his report is distributed on the 2nd Wednesday of each month and therefore missed the Parish Full Council meeting.</p> <p>He did however comment on:</p> <p>The PCC Victims of Crime unit are producing a new website and asked that SMPC should promote this.</p> <p>He was working on getting contractor contacts for the proposed re-surfacing of the Fairground Car Park.</p> <p>He was now on the WBC Financial Challenge Committee and was being submerged in meeting requests.</p> <p>He had noted the complaints about Gigaclear work in Ravensworth.</p> <p>The printing errors with Referendum Polling Cards, which were being dealt with.</p> <p>Cllr. M. Lock went briefly through her written report and advised that her AWE report was not available as the meeting had only been held the day before Full Council, but would be sent out. She did, however, comment on the increase in AWE Apprentices from 41 last year to 102 this year.</p>	
17/55	<p>To receive Clerk's Financial Report on April 2017 Financial A/Cs</p> <p>The Clerk advised that it had not been possible to complete the year end in time to prepare the April financial A/Cs, which would now be presented, along with the May A/Cs at the July Full Council meeting.</p>	
17/56	<p>To receive and approve Asset Register reviewed by F&GP Committee 6th June 2017</p> <p>The £1 value were clarified as being the necessary and proper valuation for items that have been gifted or have no value in themselves.</p> <p>The Clerk is to check with our insurers as to how this affects any claims for any such items.</p> <p>The Asset Register was then received and noted.</p> <p>The Clerk was requested to review the layout of the Asset Register for the September Full Council meeting.</p>	
17/57	<p>To receive and note a summary of payments made with authorisation of Chairman or Vice-Chairman reviewed by F&GP Committee 6th June 2017</p> <p>The following summary of payments made with the authorisation of the Chairman or Vice Chairman for the year 2016-2017 were received and noted.</p> <ol style="list-style-type: none"> 1. 24/05/16 300341 AON UK Ltd – insurance £561.74 2. 24/05/16 300342 Summer Breeze Stage Hire Queens 90th £1320.00 3. 25/05/16 300343 Blakedown Sport & Play Ltd tennis court £1258.56 	

	<p>4. 16/06/16 300354 Groundwork UK – unspent NDP grant £743.20</p> <p>5. 18/08/16 300383 County Hire – Queen’ 90th generator £278.18</p> <p>6. 18/08/16 300384 HMRC – NI & PAYE – months 3 & 4 £467.92</p> <p>7. 18/08/16 300385 R G Saunders – Queen’s 90th sundries £259.07</p> <p>8. 05/09/16 300388 Viking – printer cartridges £81.58</p> <p>9. 17/10/16 300400 HMRC – NI & PAYE – months 5 & 6 £1233.06</p> <p>10. 01/11/16 300405 HMRC – NI & PAYE – for Oct £603.35</p> <p>11. 01/11/16 300406 Oakdale – October newsletter £590.00</p> <p>12. 18/01/17 300433 HMRC – NI & PAYE – months 8 & 9 £1206.70</p>	
17/58	<p>To receive and approve list of payments made by variable direct debit reviewed by F&GP Committee 6th June 2017</p> <p>The following were received and noted:</p> <ul style="list-style-type: none"> • B.T. • Castle Water (previously Thames Water) • Southern Electric • Suez Recycling 	
17/59	<p>To receive Internal Auditors Report</p> <p>The Internal Auditor’s Interim, Year End and Supplementary Year End reports were received and noted.</p>	
17/60	<p>To receive and approve draft year end A/Cs reviewed by F&GP Committee 6th June 2017</p> <p>The draft year end A/Cs were received and discussed with the Clerk explaining the shortfall of expenditure against budget and the program being discussed to resolve this for the year 2017-2018.</p> <p>Cllr. A. Richardson ran through the need to set a minimum level of reserves before but close to the year end.</p> <p>Cllr. M. Lock raised a question regarding the need to supply disabled parking spaces when the expenditure for re-surfacing the Fairground Car Park was mentioned and Cllr. C. Lewis would investigate the requirements.</p> <p>Proposed by Cllr. J. Earl, seconded by Cllr. N. Kiley the 2016-2017 year end Accounts were AGREED unanimously.</p>	
17/61	<p>To receive and approve 2016 – 2017 Annual Governance Statement reviewed by F&GP Committee 6th June 2017</p> <p>The 2016 – 2017 Annual Governance Statement and Explanations statement were received and, proposed by Cllr. J. Earl, seconded by Cllr. M. Dennett, were AGREED unanimously following explanation of the 3 x “No” responses and the proposed future actions to rectify matters.</p>	
17/62	<p>To receive and approve 2016 – 2017 Annual Return and supporting papers reviewed by F&GP Committee 6th June 2017</p> <p>The 2016-2017 Annual Return and supporting papers were AGREED, proposed by Cllr. J. Earl, seconded by Cllr. A. Richardson, unanimously, following a brief discussion, with the Clerk running through the papers and District Cllr. G. Bridgman raising the question of the insurance values of items valued at £1.00 on the Asset Register, which the Clerk would report back on.</p>	
17/63	<p>Update report regarding the NDP Referendum</p> <p>Cllr. P. Wingfield summarised by confirming that the referendum was to be held on June 22nd 2017, a range of posters were now being seen around the community and an exhibition on the NDP in Budgens was being manned every Saturday to answer any questions.</p>	

	<p>Cllr. J. Earl expressed his thanks for all the hard work put in by all those who put the initial pre-referendum campaign together and then produced all the information materials on the NDP once the referendum process was actioned, which was widely endorsed by Councillors present.</p>	
17/64	<p>To receive Clerk's Update (for information only):</p> <ol style="list-style-type: none"> 1 Arrange and attend meeting with Pro Vision and T.A. Fisher on the MOR006 Site Design Brief 2 Ordered printing for the NDP Referendum paperwork 3 Collated all the necessary paperwork for SMPC's Internal Audit 4 Worked on completing the Year End Accounts, the papers for the Governance Statement and for the Annual Return 5 Arranged clearance of 2 fallen oak tree branches as a result of summer bough drop on the Fairground 6 Advised WBC of new Chairman and Vice Chairman and of resignation of 2 Councillors 7 Posted and publicised vacancy notice for 2 new councillors 8 Sorted out the future of the NDP Intasia website hosting 9 Communicated with Mortimer Cricket Club on decisions made by FT&A on three items relating to the Cricket Club 10 Dealt with day-to-day public enquiries/emails <p>The report was received and noted following the Clerk responding to a question from Cllr. P. Wingfield on the future of the NDP Intasia website hosting by explaining that John Hannawin would be continuing to host and support the NDP website and pages could still be added to the site as required, but further updates to the site features would not be available.</p>	
17/65	<p>To receive update on MOR006 Site Design Brief:</p> <p>Cllr. P. Wingfield gave a brief update report on the Council's response to the MOR006 Site Design Brief.</p> <ul style="list-style-type: none"> • A matrix had been produced comparing what was in the SDB against the NDP • An informal meeting had been held with Pro Vision and TAF on 5th June and a revised SDB was due by the end of this week. • The informal group would then discuss this and the outcomes would be brought to Full Council in July. <p>District Councillor G. Bridgman commented that the street lighting in Tower Hamlets had been determined by the policy in the NDP.</p>	
17/66	<p>To receive update on the Mortimer Library proposals:</p> <p>The Clerk advised that there was a planned meeting of Parish Councils on 13th June 2017 for an open discussion of concerns and plans for the Libraries that were in their Parishes.</p> <p>Cllr. M. Lock volunteered to attend as others on the Library working group were unable to attend to represent the Council.</p> <p>The Clerk gave an update on progress with WBC regarding the Stratfield Mortimer Library restructuring, which was very slow and no communication had been received from WBC with regard to volunteers until WBC requested further help as they had only signed up 4. We were able to provide a further 10 names which were then signed up by WBC + 2 extra volunteers who signed up online, making a total of 16 volunteers now available.</p>	

17/67	<p>Garth Hall:</p> <p>The Structural Engineers report had been received and distributed to Councillors and considered.</p> <p>It was requested that the Clerk should get at least two estimates as to expected costs so the Garth Hall Working Group could consider them for reporting back to July Full Council.</p>																																					
17/68	<p>Finance - To resolve to agree accounts for payment:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">1 Suez – Fairground waste collection – May 2017 inc VAT D.D.</td> <td style="text-align: right;">£107.35</td> </tr> <tr> <td>2 C&D Facilities – Carry out tree work on fallen branch into back garden of 7 King Street inc VAT</td> <td style="text-align: right;">£187.20</td> </tr> <tr> <td>3 C&D Facilities – Carry out tree work on footpath in Mortimer inc VAT</td> <td style="text-align: right;">£271.20</td> </tr> <tr> <td>4 C&D Facilities – Carry out GM & grass cutting for month of May inc VAT</td> <td style="text-align: right;">£1132.26</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">£1590.66</td> </tr> <tr> <td>5 Danusia Morsley – Oliver Signs – NDP Referendum Banner printing inc VAT</td> <td style="text-align: right;">£58.87</td> </tr> <tr> <td>6 Danusia Morsley – Carrick Signs – NDP Referendum Correx boards</td> <td style="text-align: right;">£248.40</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">£307.27</td> </tr> <tr> <td>7 Benyon Trust – 06/17-09/17 Quarterly rental of Cemetery Extension</td> <td style="text-align: right;">£62.50</td> </tr> <tr> <td>8 Stanley Electrical Services – 1st Part Invoice for electrical supply work to Grazing Area inc VAT</td> <td style="text-align: right;">£3,000.00</td> </tr> <tr> <td>9 The Methodist Church Mortimer – Use of premises for year ending 31st March 2017</td> <td style="text-align: right;">£450.00</td> </tr> <tr> <td>10 Dads Shop – May 2017 Custodian sundries inc VAT</td> <td style="text-align: right;">148.53</td> </tr> <tr> <td>11 Creative Design & Structure Ltd – site visit & structural scheme for roof replacement inc VAT</td> <td style="text-align: right;">£540.00</td> </tr> <tr> <td>12 Signwise – 9 x prints & 2 x posters inc VAT</td> <td style="text-align: right;">159.00</td> </tr> <tr> <td>13 Viking – printer cartridge & notebooks inc VAT</td> <td style="text-align: right;">£99.54</td> </tr> <tr> <td>14 Oakdale Services – 1900 fliers</td> <td style="text-align: right;">£195.00</td> </tr> <tr> <td>15 Oakdale Services – 1900 PC newsletters</td> <td style="text-align: right;">£605.00</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">£800.00</td> </tr> </table> <p>The motion to agree the finances was proposed by Cllr. J. Earl, seconded by Cllr. M. Dennett and was AGREED 12 votes for and 1 abstention.</p>	1 Suez – Fairground waste collection – May 2017 inc VAT D.D.	£107.35	2 C&D Facilities – Carry out tree work on fallen branch into back garden of 7 King Street inc VAT	£187.20	3 C&D Facilities – Carry out tree work on footpath in Mortimer inc VAT	£271.20	4 C&D Facilities – Carry out GM & grass cutting for month of May inc VAT	£1132.26		£1590.66	5 Danusia Morsley – Oliver Signs – NDP Referendum Banner printing inc VAT	£58.87	6 Danusia Morsley – Carrick Signs – NDP Referendum Correx boards	£248.40		£307.27	7 Benyon Trust – 06/17-09/17 Quarterly rental of Cemetery Extension	£62.50	8 Stanley Electrical Services – 1 st Part Invoice for electrical supply work to Grazing Area inc VAT	£3,000.00	9 The Methodist Church Mortimer – Use of premises for year ending 31 st March 2017	£450.00	10 Dads Shop – May 2017 Custodian sundries inc VAT	148.53	11 Creative Design & Structure Ltd – site visit & structural scheme for roof replacement inc VAT	£540.00	12 Signwise – 9 x prints & 2 x posters inc VAT	159.00	13 Viking – printer cartridge & notebooks inc VAT	£99.54	14 Oakdale Services – 1900 fliers	£195.00	15 Oakdale Services – 1900 PC newsletters	£605.00		£800.00	
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17/69	<p>To receive Correspondence (for information only):</p> <ul style="list-style-type: none"> i. WBC – Advice on CIL Payments ii. Castle Water – Advising T&C's and other general information on changeover of Account management from Thames Water. iii. HMRC – Change of details information <p>Received and noted.</p>																																					
17/70	<p>To receive Minor Matters (for information only):</p> <p>Cllr. A. Richardson advised that the Parish Newsletter would be delivered 10th June and not on the 17th June as previously planned.</p> <p>Cllr. C. Lewis commented on the need for Terms of Reference on the Website.</p>																																					

	Cllr. D. Ives advised that the Police would be speaking at the July Full Council meeting.	
17/71	To receive any future Agenda items None	

The next meeting is on 13th July 2017.

The meeting closed at 9:25 pm.