



Stratfield Mortimer Parish Council

Minutes of the Full Council Meeting

held on Thursday, 14th November 2019 @ 7.30 pm

at Mortimer Methodist Church, West End Road, Mortimer

Present:

Councillors: Cllr. M. Dennett (Chairman), Cllr. S. Beard, Cllr. G. Bridgman, Cllr. J. Bull, Cllr. N. Carter, Cllr. K. Field, Cllr. S. Hill, Cllr. D. Ives, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. M. Lock, Cllr. D. Morsley, Cllr. J. Wells.

Clerk: Mrs. L. Hannawin

Public/Press: There were 8 members of the public and one member of the press in attendance.

19/125	<p><u>Public Questions</u> Permissive Path</p> <ul style="list-style-type: none"> Mr. J. Strang reported that due to health and safety reasons, he would like Engelfield Estate to remove the permission for a path that goes through his farm. An alternative path has been identified around the farm. Engelfield Estate have asked the Parish Council for their opinion. This will be further investigated by the Roads, Footpaths and Commons Committee. <p>Strawberry Fields and Halloween Parking</p> <ul style="list-style-type: none"> Mr. R. Coles reported that parking on Strawberry Fields on Halloween caused a degree of aggravation and problems with entering and exiting the estate. For future Halloween events, he enquired as to whether police cones could be used and a police presence could be requested. At Cllr. Kilshaw's suggestion and as collections at the event are made on behalf of Mortimer St John's, Mr Coles agreed to approach the school about overseeing the event and managing the parking. The traffic issues will also be raised at the next NAG meeting. <p>Hammonds Heath Junction with The Street</p> <ul style="list-style-type: none"> Mr. R. Coles raised concern about the inability of drivers to see pedestrians to the left of the junction when approaching The Street from Hammonds Heath. The Clerk will raise the issue with West Berkshire Council (WBC) and it will be considered by the Roads, Footpaths and Commons Committee. <p>Mortimer Lane Junctions with The Street</p> <ul style="list-style-type: none"> A member of the public expressed concerned about the poor sight lines when pulling onto The Street from Mortimer Lane. Cllr. Bridgman confirmed that a WBC consultation is currently underway regarding the painting of yellow lines on the road opposite the Mortimer Lane junction and he will establish at which stage the consultation is at. This will be considered by the Roads, Footpaths and Commons Committee. 	<p>Clerk</p> <p>DK NC</p> <p>Clerk</p> <p>Clerk</p>
19/126	<p><u>To receive any apologies for absence</u> Apologies were received from Cllr. K. Johnson and Cllr. L. Jones.</p>	
19/127	<p><u>To receive any declarations of interest</u> Cllr. J. Bull declared an interest in 19/133 5</p>	

	Cllr. M. Dennett declared an interest in 19/133 1	
19/128	<p><u>Minutes of Last Meeting</u> To resolve to APPROVE the Minutes of the Parish Council Meeting of the 10th October 2019: RESOLVED that these minutes be approved for signature by the Chairman as a true and correct record of the meeting.</p>	
19/129	<p><u>Clerk's report</u> Actions from Full Council 10th October 2019</p> <p>19/119 2) WBC Annual Community Champion Awards</p> <ul style="list-style-type: none"> • Confirmation of nominee's agreement was obtained. • Nomination was submitted. <p>3) Citizens Advice Bureau (CAB) - Reading and Tadley</p> <ul style="list-style-type: none"> • Reading CAB was informed of Council's decision. • Tadley CAB – on agenda. <p>4) Cemetery Extension: Bridge</p> <ul style="list-style-type: none"> • Aspects of quotes are currently being checked prior to the order being placed. <p>5) Mortimer Cricket Club Net Facility</p> <ul style="list-style-type: none"> • MCC have been notified that the Council have agreed this in principle. • Will be on the agenda for the November F&C Committee. <p>6) Telephone Box</p> <ul style="list-style-type: none"> • On agenda. <p>7) SMPC Public Consultation</p> <ul style="list-style-type: none"> • Plans are proceeding. <p>19/122 Items for Communicating/Communications Working Group</p> <ul style="list-style-type: none"> • VE Day 75 – no formal communications have been made yet. • Mortimer Cricket Club net facility – on hold until fully agreed. • Consultation – waiting for further information. <p>The following were added to the SMPC website and Facebook page:</p> <ul style="list-style-type: none"> • Grant to Tadley CAB. • Telephone Box. • Co-option of Mr. N. Kiley to the Planning Committee. • Fairground Security and car park gate. <p>19/123 Future Agenda Items – not covered on 14/11/2019</p> <ul style="list-style-type: none"> • Fitness equipment – on agenda for Fairground and Cemetery • St Mary's car park pre application – waiting on Cllr. Bull • Pizza Van – waiting on Cllr. Jones 	
19/130	<p><u>Items to be taken into private session</u> None</p>	
19/131	<p><u>Planning</u> To receive planning decisions and information from West Berkshire Council:</p>	

	<u>Application</u>	<u>Address</u>	<u>Decision</u>	<u>Date</u>
	19/00986/ADV	Land at Tower House, The Street, Mortimer Common, Reading, Berkshire	APPEAL ALLOWED	30/10/19
		Retrospective advertising consent application for 2 x post and panel sign (3050mm x 1500mm). <u>SMPC Comments:</u> No objections on original application.		
	19/02248/HOUSE	79 The Avenue, Mortimer Common, Reading, RG7 3QU	APPROVED	31/10/19
		Proposed new first floor <u>SMPC Comments:</u> No objections.		
	19/02529/COND1	47 The Avenue, Mortimer Common, Reading, RG7 3QU	APPROVED	26/09/19
		Condition 4 partially discharged. To fully comply with the condition the construction in respect of the chimney shall be carried out in accordance with drawing number: LR_19_47THEAVENUE_03 Rev D1; received on 15th October 2019 <u>SMPC Comments:</u> No objections on original application.		
	<u>LATE DECISION</u>			
	19/02351/CERTP	3 Stanmore Gardens, Mortimer Common, Reading	LAWFUL	14/11/19
		Partial conversion of existing double garage to habitable accommodation Certificate of Lawfulness granted		
	The planning decisions were received and noted			
19/132	<u>Committee and Working Party /Group Reports</u>			
	1) Finance and General Purposes			
	a) Budget Process 2020/21: The Clerk, Chairman and Committee and Working Group Chairs will be meeting to set the budgets for 2020/21. A draft budget will be approved by Finance and General Purposes (F&GP) in December and this will be sent out to councillors for comment. The final budget will be approved at the January meetings. It was noted that the December F&GP Committee meeting will be on Thursday 5 th December and an additional F&GP Committee meeting will be held on Thursday 2 nd January.			
	b) Berkshire Youth Proposal: F&GP received a paper on a Berkshire Youth service offer, proposing a countywide youth scheme. Joint funding by interested parish councils would enable councils to provide bespoke youth services in their area. F&GP agreed for further information to be sought prior to a more formal decision being taken.			
19/133	<u>Items for consideration and resolution</u>			
	Cllr. Dennett left the meeting and Vice Chairman, Cllr. Kilshaw, chaired the meeting.			
	1) Victoria Road Footpath			
	a) To resolve to place an order to re-profile the Victoria Road pavement, outside David Cliff/Mortimer Café, in accordance with WBC budget figures.			

	<p>In addition to the background information presented by Cllr. Bull, it was noted that although the re-profiling of the footpath will slightly improve the problem it won't necessarily solve the problem</p> <p>Cllr. Bull proposed the motion to place an order to re-profile the Victoria Road pavement, outside David Cliff/Mortimer Café, in accordance with WBC budget figures.</p> <p>Seconded by Cllr. Carter</p> <p>With 5 votes for, 5 votes against and 2 abstentions, the Chairman had the casting vote and the motion was NOT carried.</p> <p>The Clerk will inform West Berkshire Council (WBC) of the decision.</p> <p>Cllr. Dennett re-joined the meeting.</p> <p>2) Telephone Box a) To receive the results of consultation and AGREE the next action.</p> <p>Cllr. Hill proposed the motion that a letter should be sent to confirm 1) that as the telephone box meets the minimum criteria it should be retained 2) SMPC are minded to adopt the phone box if it is not retained.</p> <p>Seconded by Cllr. Bridgman RESOLVED by majority vote.</p> <p>Cllr. Bridgman proposed the motion that SMPC should adopt the telephone box should it not be retained by BT.</p> <p>Seconded by Cll. Kilshaw RESOLVED by majority vote.</p> <p>3) Speed Cushions a) To RESOLVE that the Council instructs WBC to install pre-formed speed cushions in St. John's car park in accordance with its email of 24th October 2019 and attachments.</p> <p>Cllr. Lewis presented a paper and it was noted:</p> <ul style="list-style-type: none"> • The car park is actually a highway and therefore only traffic calming measures suitable for use on a highway can be considered. • The speed cushions won't necessarily stop all vehicles from using the car park as a cut through but additional cushions may be considered if required. • A spur at one end would inhibit deliveries to the school and hearse accessibility to the Church. <p>Cllr. Lewis proposed the motion that WBC is instructed to install pre-formed speed cushions in St John's car park.</p> <p>Seconded by Cllr. Kilshaw RESOLVED by majority vote.</p> <p>4) Tadley Citizens Advice Bureau a) To AGREE the process for working with Tadley Citizens Advice Bureau to support their local outreach services.</p> <p>Cllrs. Hill, Field, Lock, Morsley, Wells and the Clerk will meet with Tadley CAB.</p> <p>Cllr. Bull left the meeting.</p> <p>5) Ditch and Bank a) To RESOLVE to proceed with the ditch and bank security measure for The Fairground and AGREE a budget accordingly.</p> <p>Cllr. Dennett presented a paper. Concerns were expressed regarding the maintenance and look of a ditch and bank system. It was noted that this is the system</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>preferred by the Trustees of Startfield Mortimer fairground Charity as the most appropriate form of deterrent.</p> <p>Cllr. Dennett proposed the motion to proceed with the ditch and bank security measure on The Fairground.</p> <p>Seconded by Cllr. Kilshaw</p> <p>With 5 votes for, 5 votes against and 2 abstentions, the Chairman had the casting vote and it was RESOLVED to proceed with the ditch and bank security measure.</p> <p>Cllr. Bridgman proposed the motion that the budget should be set at £5000.00.</p> <p>Seconded by Cllr. Kilshaw</p> <p>With 5 votes for, 5 votes against and 2 abstentions, the Chairman had the casting vote and it was RESOLVED that the budget should be set at £5000.00.</p> <p>Cllr. Bull re-joined the meeting.</p> <p>6) Station Car Park Letter</p> <p>a) To AGREE the reply to a letter received from M & G Developments Limited.</p> <p>Cllr. Dennett gave the background relevant to the letter and the following was noted:</p> <ul style="list-style-type: none"> • Previous offers of the area of land, north of the station, for development as additional station parking have been rejected because housing was also a condition of the offer. As the land is outside the settlement boundary, this would have been against the Neighbourhood Development Plan. • In addition, from 2016, it was felt that the station car park project would only work if there was a 95% capacity of available parking spaces and if it included disabled access to the Basingstoke platform. <p>Cllr. Dennett proposed the motion to reply to M & G Developments stating 1) the letter of 9th October 2019 is the first time the land has been offered for parking only 2) the northern site does not address the need for disabled access to the Basingstoke platform and 3) providing brief responses to the requests in the letter.</p> <p>Seconded by Cllr. Bridgman</p> <p>RESOLVED by majority vote.</p> <p>7) Library Contribution</p> <p>a) To RESOLVE to approve the payment of £3735.00 as SMPC's Library contribution for 2019/2020 under s137.</p> <p>Cllr. Dennett propped the motion to approve the payment of £3735.00 as SMPC's library contribution for 2019/20 under s137.</p> <p>Seconded by Cllr. Morsley</p> <p>RESOLVED by majority vote.</p> <p>8.55pm</p> <p>Cllr. Dennett proposed the motion to extend the meeting past 9.30pm if required</p> <p>Seconded by Cllr. Hill</p> <p>RESOLVED by majority vote.</p> <p>8) VE Day 75</p> <p>a) To RESOLVE to appoint Mr. J. Ward onto the VE Day 75 Working Party.</p> <p>Cllr. Hill proposed the motion that the resolution should be amended to include the appointment of Mr. P. Tomlinson, Mrs. T. Tomlinson and Ms. J. Fleming onto the VE Day 75 Working Party.</p> <p>Seconded by Cllr. Dennett</p> <p>RESOLVED unanimously.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>Cllr. Dennett proposed the motion to appoint Mr. J. Ward, Mr. P. Tomlinson, Mrs. T. Tomlinson and Ms. J. Fleming onto the VE Day 75 Working Party.</p> <p>Seconded by Cllr. Morsley</p> <p>RESOLVED unanimously.</p> <p style="text-align: center;">b) To receive an update on the preparations for the VE Day 75 commemorations and AGREE any further actions to be taken.</p> <p>An update was received from Cllr. Beard.</p> <p>The Clerk will seek and give advice regarding the distribution of any profits that are made from the event.</p> <p>9) Adoption of Policies To RESOLVE to adopt the following policies as recommended by Finance and General Purposes Committee:</p> <p>a) Financial Regulations.</p> <p>Cllr. Dennett highlighted sections 6.18 and 6.19 which have been amended since the Finance and General Purposes meeting to reflect the type of payment card that can be obtained from Unity Trust.</p> <p>Cllr. Dennett proposed the motion to adopt the Financial Regulations as amended.</p> <p>Seconded by Cllr. Bridgman</p> <p>RESOLVED by majority vote.</p> <p style="text-align: center;">b) Freedom of Information Scheme</p> <p>It was agreed to remove “And will be reviewed by the Stratfield Mortimer Parish Council on ?” on the Access to Information Policy.</p> <p>Cllr. Dennett proposed the motion to adopt the Freedom of Information Scheme as amended.</p> <p>Seconded by Cllr. Bridgman</p> <p>RESOLVED unanimously.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
19/134	<p><u>Items for Information Only:</u></p> <p>1) To note the meetings that have taken place of the following committees and to receive the approved/draft minutes:</p> <p>a) Planning 24th October 2019</p> <p>b) Finance & General Purposes 5th November 2019</p> <p>The meetings were noted.</p> <p>2) District Councillor’s reports.</p> <ul style="list-style-type: none"> • Cllr. Geoff Mayes sent his apologies which were received. • Cllr. Bridgman’s report has already been circulated. <p>3) Correspondence.</p> <p>1 Email – Tadley Citizens Advice: Tadley Community Liaison Lunch - Wednesday 6 November 2019 12pm - 3pm.</p> <p>2 Email – NALC: Policy e-briefing regarding to the Audit Code of Practice.</p> <p>3 Email – WBC: Remembrance Day Order for road closure, Sunday 10th November.</p> <p>4 Email – WBC: Notification of complaint regarding speed and drainage issues on road from Burghfield Common to Brewery Common.</p> <p>5 Email – NAG: Minutes received from 4/09/2019.</p> <p>6 Email – NALC: Policy Consultation E-Briefing 10-19 – 5G Mobile Coverage In Rural Areas – discussed at Planning.</p>	

	<p>7 Email – Resident: Permissive path closure - Manns Farm, Nightingale Lane, Mortimer.</p> <p>8 Email – Tadley Citizens Advice: Request for a grant – on agenda.</p> <p>9 Letter – WBC: Notification of payment of precept part 2.</p> <p>10 Email – WBC: WBC Cultural Strategy stakeholder consultation survey.</p> <p>The correspondence was noted.</p> <p>4) Minor Matters.</p> <p>Cllr. Bull:</p> <ul style="list-style-type: none"> • The tenant farmer and Engelfield Estate all support the restoration of the pill box located opposite St Mary’s school. Fences and gates may be required as part of the restoration. • Pond work may need to be undertaken in January. <p>Cllr. Hill:</p> <ul style="list-style-type: none"> • Raised the issue of available members to attend the Fairground and Cemetery Committee meeting on the 26th November. The Clerk will review the potential need for a change in time. • Issues with the road surfaces are being reported to WBC and supporting evidence is being provided as necessary. <p>Cllr. Carter</p> <p>The minutes from NAG are on the SMPC website.</p> <p>Cllr. Lock:</p> <ul style="list-style-type: none"> • Games Cub is continuing during term time on a Friday afternoon but more help is required. <p>Clerk</p> <ul style="list-style-type: none"> • The Trustees of the Stratfield Mortimer Fairground Charity met in October and are preparing for this year’s round of grant giving building on their first donations. A further update will be received in the spring. 	Clerk										
19/135	<p><u>Finance</u></p> <p>1. Accounts to 30th September 2019</p> <p>Cllr. Dennett proposed that the Income and Expenditure Report and the Balance Sheet are approved. Seconded by Cllr Bridgman RESOLVED unanimously.</p> <p>2. Payments made with authorisation of Chairman/Vice-Chairman</p> <table border="0" style="width: 100%;"> <tr> <td>1. HMRC – Month 7 (October) 2019/2020 PAYE/NIC.</td> <td style="text-align: right;">£893.76</td> </tr> <tr> <td>2. Salaries & Wages – Mth. 7 – 2019 (Oct) Note: this figure includes a Direct Debit for the pension element</td> <td style="text-align: right;">£3,641.23</td> </tr> <tr> <td>3. Royal British Legion Poppy Appeal – Remembrance Day wreath</td> <td style="text-align: right;">£30.00</td> </tr> </table> <p>The payments were received and noted:</p> <p>3. Accounts for payment</p> <table border="0" style="width: 100%;"> <tr> <td>1. C&D Grounds Maintenance – cut back and clear vegetation along Stephens Close/Stephens Firs footpath – inc. VAT</td> <td style="text-align: right;">£384.00</td> </tr> <tr> <td>2. C&D Grounds Maintenance – Wildlife Area C special cut – inc. VAT</td> <td style="text-align: right;">£210.00</td> </tr> </table>	1. HMRC – Month 7 (October) 2019/2020 PAYE/NIC.	£893.76	2. Salaries & Wages – Mth. 7 – 2019 (Oct) Note: this figure includes a Direct Debit for the pension element	£3,641.23	3. Royal British Legion Poppy Appeal – Remembrance Day wreath	£30.00	1. C&D Grounds Maintenance – cut back and clear vegetation along Stephens Close/Stephens Firs footpath – inc. VAT	£384.00	2. C&D Grounds Maintenance – Wildlife Area C special cut – inc. VAT	£210.00	
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3.	C&D Grounds Maintenance – Fairground & Cemetery cut (October) – inc. VAT	£774.00
4.	C&D Grounds Maintenance – Emergency removal of tree branch at Fairground car park – inc. VAT	£180.00
5.	Stuart Michael Associates – feasibility study on Footway, The Street – inc. VAT	£1,518.00
6.	Stuart Michael Associates – work on preparing Transport Statement for station car park planning application – inc. VAT	£900.00
7.	Stuart Michael Associates – Updating drainage plans on revised layout – inc. VAT	£546.00
8.	Stuart Michael Associates – Finalising drainage design with latest layout – inc. VAT	£346.22
9.	Pro Vision – Mortimer Station Car Park professional services to 29 Sept – inc. VAT ** (minus £545.76 credit note)	£3,230.14
10.	Aldermaston Signs – advertising policy sign for Fairground fencing – inc. VAT	£59.58
11.	Aldermaston Signs – sign for cemetery gate – inc. VAT	£29.00
12.	JR Bull Construction – replacing damaged manhole cover in Fairground	£120.00
13.	Lynn Hannawin – 2020 diaries for Parish office	£7.90
14.	SLCC – The Clerk’s Manual 2019 – inc. VAT	£52.30
15.	D. Sturt – IT support for office laptops on 8 th & 9 th October	£45.00
16.	L.J. Strang Partners – removal and return of concrete barriers for Fun Run – inc. VAT	£108.00
17.	Sussex Trees – 18ft/20ft Norway Spruce for Fairground plus delivery – inc. VAT	£480.00
18.	Festive Lights – Multi Colour LED outdoor String Lights, connectors & battery boxes – inc. VAT	£280.66
19.	Dads Shop – fencing, concrete mix, soil, and hardware – inc. VAT	£106.75
20.	Claire Connell – Internal Audit for year ended 31.3.2021- interim report	£240.00
21.	SUEZ – Waste collection from Fairground October 2019 – inc. VAT [DD]	£155.22
22.	Stuart Michael Associates – progress on Transport Statement for station car park – inc. VAT	£1,800.00
23.	Lynn Hannawin – Ink Toner Cartridges Twinpack (Black)	£110.90
24.	John Bull – White Rope Christmas Star light and cables	£46.16
	Cllr. Dennett proposed that the items of expenditure are approved. Seconded by Cllr. Bridgman RESOLVED with one abstention.	
	4. Internal Auditors Report The Internal Auditor’s mid-year report was received and noted.	
	5. Community Infrastructure Levy Report	

	<p>It was agreed that the report should also contain an explanation of CIL, where SMPC's CIL payments have originated and the plans for spending it. Cllr. Dennett proposed that the report was approved for publication on the website Seconded Cllr. Kilshaw RESOLVED unanimously.</p> <p>6. Unity Trust Bank Balance Cllr. Dennett reported that as agreed by the Finance and General purposes, any balance of money over £85,000, which is the maximum amount of funds protected under the Financial Services Compensation Scheme, in the Unity Trust account shall be transferred to The Public Sector Deposit Fund. This will produce additional interest. This was noted.</p> <p>7. The Public Sector Deposit Fund Signatories Cllr. Dennett proposed that the signatories should be the same as those for the Unity Trust Bank account. Seconded by Cllr. Kilshaw RESOLVED unanimously.</p>	Clerk
19/136	<p><u>Communications</u> The following were identified for communicating:</p> <ul style="list-style-type: none"> • Telephone box • Speed cushions • Ditch and bank • Annual library contribution • VE Day 75 – at the beginning of January 	DK Clerk
19/137	<p><u>Future Agenda Items</u> The following were identified for future agenda items:</p> <ul style="list-style-type: none"> • NAG report as an item of information. 	Clerk

The meeting closed at 9.42pm

The next meeting will be on Thursday, 9th January