



## Stratfield Mortimer Parish Council

**Minutes of the Finance and General Purposes Committee held at  
Mortimer Methodist Church Hall on Thursday 2nd September 2021 at  
7.30pm.**

***THESE MINUTES ARE SUBJECT TO APPROVAL***

### **Present:**

#### **Councillors:**

Cllr. M. Dennett (Chairman), Cllr. N. Carter, Cllr. S. Hill, Cllr. C. Lewis, Cllr. D. Morsley.

#### **Officers:**

Mrs. L. Hannawin.

#### **Public/Press:**

There were no members of the public and no member of the press in attendance.

### **Part I**

#### **21/014 Public Questions (for agenda items only)**

None.

#### **21/015 To receive any apologies for absence**

None.

Cllr. G. Bridgman and Cllr. D. Kilshaw were not present and no apologies received.

#### **21/016 To receive any declarations of interest**

**To receive from Members at this point or at any point during the meeting, in respect of any items included on the agenda, disclosure of any interests in line with the Parish Council's Code of Conduct and gifts and hospitality in line with Government legislation.**

None.

#### **21/017 Minutes of Last Meeting**

- **To resolve to APPROVE the Minutes of the Finance and General Purpose Committee Meeting of the 27th April 2021.**

**RESOLVED** that these minutes be approved for signature by the Chairman as a true and correct record of the meeting.

- **To receive the notes from the Online Advisory Meeting of the 3rd June 2021.**

It was noted that the date of the Online Advisory Meeting was 21<sup>st</sup> June 2021. The notes were received.

## **21/018 Clerk's Report**

**To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 27<sup>th</sup> April 2021 and other updates.**

### **Actions from the Meeting on 27/04/21 and Online Advisory Meeting 03/06/21**

1. CIL payment of £38,514.80 for 16/02600/FULEXT Fairwinds and land at Tower House: WBC have confirmed 1) that the CIL regs state a town/parish council has 5 years from when the local allocation is received to expend the funds 2) Any funds unspent at the end of the five years which WBC ask to be repaid are held by WBDC, who are required to spend them within the town/parish area on behalf of the town/parish council.
2. The pillbox has been insured with BHIB. The additional premium was £57.43.
3. Kennett Flyball: WBC have confirmed that where more than two caravans are to be on site either a licence with planning permission is required or exemption certificates must be obtained. A landowner may apply for a (permanent) caravan site licence, but this requires planning permission first. If planning permission is granted but temporary, then the caravan licence would be temporary as having a licence is conditional upon planning. The other option is for Kennett Flyball to apply for exemption certificates. Two exemption certificates would be required: a Camping Exemption Certificate for the tents and trailer tents and a Touring Caravan Exemption Certificate for the touring caravans, motor homes and campervans. Exemption certificates are issued free to the applicant and last for 5 years – although can be revoked if complaints are received. Kennet Flyball are going to apply for exemption certificates and have provisionally booked two dates for 2022.
4. AGAR: all required documents were submitted to PKF Littlejohn on the 28th of June 2021 and an acknowledgment received. There had been no further follow up as of the 17<sup>th</sup> of August.

In addition, it was noted:

1. WBC have confirmed that as only one request for a poll to fill the councillor vacancies was received, then the positions may be filled by co-option. This will be advertised with a view to filling the vacancies at October's Full council meeting.
2. WBC have confirmed that any person wishing to trade in the streets, which includes the Fairground car park, must have a Mobile Street Trading Consent. An email has been sent to The Grimsby Fish Guy requesting copies of all relevant documents, including a Mobile Street Trading Consent, in order that SMPC can further consider his request to use the Fairground car park for trading purposes.

## **21/019 Items to be taken into private session**

**To determine which items, if any, of the Agenda should be taken with the public excluded.**

None.

## **21/020 Committee and Working Party/Group Reports**

### **1. The Street Footway Widening.**

Cllr. Morsley reported there have been no further developments since WBC acknowledged the decision of the landowner regarding their section of land and hedge near the pedestrian crossing. WBC have not been responding to emails.

### **2. Mortimer to Burghfield Cycleway and Footpath.**

Cllr. Morsley reported that a report is awaited regarding the submitted pre planning application. The report should be available the week beginning the 6th September. Written agreement regarding the cycleway/footpath is still being sought from the owner of Wokefield Common.

### **3. Strategy Working Party.**

Cllr. Carter gave a verbal report, and the following was noted:

- Fitness Equipment: 3 quotes have been sought. The Clerk will check regarding the need to use Contracts Finder.
- Stephens Firs Tumulus: The WBC Officer for the tumulus project is not responding, despite engagement of support from Cllr Bridgman. Cllr Morsley is reluctant to progress with the bench and sign until its confirmed that WBC has sorted out planting the heather as people should not be encouraged to visit the site until the tumulus is protected.
- Allotments: a list of possible locations is being established and a decision will be taken at Full Council with regards to writing to landowners.
- Electric Vehicles: WBC have confirmed they have some funding to supply roadside charges, aimed at residents who have no off-street parking and are considering including Mortimer in the roll out of such chargers. The installation would be fully funded by WBC but WBC have not confirmed if, when and where they would be installed if it is agreed to include Mortimer.

### **4. Communications Working Party.**

Cllr. Carter gave a verbal report, and the following was noted:

- Cllr. Carter has been voted as Chair of the Working Party
- At a future date, consideration may be given to the Communications Working Group reforming as a committee.
- Cllr. Lewis is reviewing policies/documents on General Data Protection Regulations, Confidentiality and Freedom of Information.
- The next newsletter is to be delivered the weekend of the 9<sup>th</sup>/10<sup>th</sup> October. Cllr. Carter will circulate the list of proposed articles. All content needs to be submitted to the office by the 17<sup>th</sup> September for editing/formatting.

## **21/021 Items for Consideration and Resolution**

### **1. Terms of Reference**

To consider and review the Terms of Reference for the committees and working parties for recommendation to Full Council for approval on the 9th September 2021.

- a. **The Street Footway Working Party.**
- b. **Mortimer to Burghfield Cycleway and Footpath.**
- c. **The Queen's Platinum 70th Jubilee.**
- d. **Communications.**

The Terms of Reference were reviewed.

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley.

**RESOLVED** unanimously for recommendation for approval at Full Council.

### **2. Policy Review**

To review the following policies and AGREE amendments and actions required.

- a. **Complaints Procedure.**
- b. **Persistent Complainant Procedure.**

The procedures were reviewed. It was agreed that sentences should be added to the Complaints Procedure 1) stating it is based on the NALC version and 2) referencing the Persistent Complainant Procedure. Both documents will then be reviewed again by the Finance and General Purposes Committee.

### **3. Budget Process 2022/23**

To AGREE the approach and timetable for the preparation of the 2022/23 budget for presentation to Full Council on the 9th September 2021.

The Clerk presented the proposed timetable and approach. This is based on previous years but involves committee and working parties providing ideas and information for suggested projects. These will form the basis of an Action Plan on which the budget will be based.

Proposed by Cllr. Dennett.

Seconded by Cllr. Hill.

**RESOLVED** unanimously for presentation to Full Council.

## **21/022 Finance**

### **1. Accounts to the 31st July 2021**

To receive and APPROVE the Income and Expenditure Report to the 31<sup>st</sup> July and the Balance Sheet as of that date, for presentation to Full Council on the 9<sup>th</sup> September.

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley

**APPROVED** unanimously.

### **2. Bank Reconciliation**

To receive and note the Bank Reconciliation report to the 30th June 2021.

Cllr. Lewis confirmed the Bank Reconciliation had been completed.

### **3. Internal Control**

To receive and note the report for the period 1st April 2021 – 30th June 2021.

Cllr. Dennett confirmed the Internal Control had been completed.

## **21/023 Items for information only**

### **Minor Matters**

- Cllr. Hill reported:
  - a health and safety review of the trees which are near the planned location of the cemetery extension bridge is being undertaken. Sarum, the bridge builders, will be invited to attend.
  - a member of the public has offered a selection of trees to the Parish Council in return for a donation to St Mary's School. This will be considered by the Fairground and Cemetery Committee.
- Cllr. Carter reported that the outside work at St John's Hall is progressing. The words for the Lawrence Picking memorial plaque will be considered at Full council.
- Cllr. Morsley reported that the Neighbourhood Planning Steering Group has received help from David Sturt to set up Teams for use by the Group. However, some issues have been encountered and other options may need to be considered.
- Cllr. Lewis reported that there is currently an issue with an area of land over Windmill Common. This will be considered by Full Council.
- Cllr. Dennett reported that the Heads of Terms for the renewal of the office lease have been received. The main changes are a price increase from £3,250 to £3,500 and a reduction in notice period from 6 to 3 months. This will be considered by Full Council.

## **21/024 Communications**

### **To identify items for communicating**

None.

## **21/025 Future Agenda Items**

### **To identify future agenda items**

Review of the Complaints Procedure and Persistent Complainants Procedure.

## **21/026 Exclusion of Press and Public**

**To pass a resolution under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, to exclude members of the press and public from the meeting at Part II, items identified at 21/006 on the Agenda, due to the confidential nature of the business to be transacted.**

Not required.

## **Close**

The meeting closed at 21:02.

Date of next meeting – Tuesday 2<sup>nd</sup> November 2021.