

**MORTIMER WEST END PARISH COUNCIL**  
**Minutes of Annual Meeting**

**Date:** Thursday 26<sup>th</sup> May 2022                      Time: 7.30pm

**Place:** Mortimer West End Village Hall

**Present:** Cllr Andrew Arthur (Chairman)

Cllr David Lister

Cllr Kevin Cross

Cllr Tom Watt

**In Attendance:** County Cllr Rhydian Vaughan

**24/22 To Elect a Chairman**

Cllr Watt proposed that Cllr Arthur be elected the Chairman for the forthcoming municipal year. This was seconded by Cllr Cross. All voted in favour and Cllr Arthur was duly elected.

**25/22 To elect a Vice- Chairman**

Cllr Lister proposed that Cllr Cross be elected the Vice-Chairman for the forthcoming municipal year. Cllr Watt seconded the proposal and all voted in favour. Cllr Cross was duly elected.

**26/22 Appointment of parish council representatives to outside bodies**

Appointments were made as follows: -

AWE LLC – Cllr Cross

Roman Town Council – Cllr Lister

Clarke’s Educational Trust – Cllr Lister

Basingstoke & Deane Association Parish and Town Councils – Cllr Lister

Village Hall Committee – Cllr Cross

Mortimer Quarry Liaison Committee - Cllr Cross

Mortimer Relief in Need – Clerk to send details of what is involved to Cllr Watt before he decides whether to take this responsibility.

**27/22 Review of policies and procedures including standing orders and financial regulations**

Clerk has carried out a review and provided a report of suggested changes. Only the Standing Orders and Risk Management Scheme needed to be updated. The changes were agreed. Clerk to make changes and ensure updated versions are uploaded to the Parish Council website.

**Action: Clerk**

**28/22 Delegation of Authority for Clerk to make planning application returns**

The Parish Council resolved that the Clerk be delegated to make planning application responses on behalf of Mortimer West End Parish Council to Basingstoke and Deane Borough Council subject to prior circulation of plans for comment by at least two councillors and only when an extension on the date for comments to be received cannot be obtained, to enable review at the next Parish Council meeting.

**29/22 Apologies for absence**

Borough Cllr Chris Tomblin sent his apologies.

**30/22 To receive declarations of interest relating to items on the agenda**

None received.

**31/22 Minutes of the last parish council meeting**

**31.1 To approve and sign the minutes of the meeting of 31<sup>st</sup> March 2022**

The minutes of the meeting held 31<sup>st</sup> March 2022 were agreed as a true and accurate record. The minutes were duly signed by the Chairman.

**31.2 Matters arising from the minutes not otherwise on the agenda**

19.2 Church flagpole – Permission has been given by Church for the new flagpole to be installed. Flagpole will be installed before the Platinum Jubilee. Clerk has ordered flag and Cllr Vaughan has agreed to grant £100 towards the cost. Clerk will finalise the wording on the plaque with the former Chairman’s wife.  
Cllr Arthur agreed to be responsible for putting the Union Jack up on the days recommended by the Government. Other Councillors will help on days that Cllr Arthur is not around.

19.3 Village Gateway – The insurance claim for the damaged gateway has now been paid. HCC have said that the gateway will be replaced by 25<sup>th</sup> June.

19.4 War Memorial – Clerk is waiting for quotes from several companies for restoration of the war memorial.

**32/22 Open Forum – to consider any items raised by members of the public**

No items were raised.

**33/22 To consider any applications for the councillor vacancy**

The Parish Council are now able to co-opt but no applications have been received as yet. Posters have been put up in noticeboards.

It was agreed that it would be preferable to have representation from either Mortimer Common or the Silchester area of the Parish. Cllr Arthur to draft a letter to encourage candidates which could be sent to houses in Mortimer Common, Soke Road and Pamber Road. Cllr Lister will also contact neighbours that he knows to try to find a candidate.

**Action: AA/DL**

**34/22. Planning & Development**

**34.1 To note receipt of new applications and make comment see Appendix A**

No new applications

**35/22 Highways & Footpaths issues**

**35.1 To provide an update on use of the Speed Indicator Device.**

SID was put up in Church Road for 2 weeks in each direction. Average speeds were within limits but there were several incidences of very high speeds again. The SID will be back in Soke Road in the next few days.

It was agreed that the Clerk should write to the Police and Crime Commissioner again about the high speeds recorded in Church Road.

**Action: Clerk**

**36/22 Parish Environment**

**36.1 To discuss request from Silchester Parish Council for a contribution towards a new bus stop on Pamber Road.**

Silchester Parish Council have asked whether the Parish Council would be interested in contributing towards a new bus shelter on Pamber Road. It was agreed that due to the lack of buses this was not something that the Council wishes to pursue.

Cllr Arthur pointed out that the bus shelter on Church Road is not well used and the Parish Council may need to consider whether it should be removed in the future rather than spending any more funds on refurbishment.

**36.2 To provide an update on automatic bollards at the entrance to the recreation ground car park**

The current insurers were not willing to cover the automatic bollards. It was therefore agreed to put the bollard in operation from 1<sup>st</sup> June when the new insurance will be in place.

The signs should be ready in the next few days. Cllr Arthur to put one sign at the entrance, one on the Pavilion and one underneath the Recreation Ground sign.

Clerk to put mobile number on the control box for use in an emergency.

**Action: AA/Clerk**

**37/22 Reports**

**37.1 Report from County Councillor**

Cllr Vaughan had sent a report via email which had been forwarded to all councillors.  
85% of the County is rural. HCC spend £1.2million a day on Social Care.  
The total budget for HCC in 2022/2023 is £2.4billion. This is a reduction in previous years and will mean that services will have to be prioritised.  
1685 Ukrainians have now relocated to Hampshire.

### **37.2 Borough Councillor reports**

No Borough Councillors were in attendance.

### **37.3 Clerk's report**

Clerk will be attending the HALC officers update on 8<sup>th</sup> June.

### **37.4 To receive reports from parish council representatives**

Clarks Educational trust – Cllr Lister reported that the charity's finances are in good shape. The amount they are paying to students has increased. A lot of work is being done on the house which is rented out for income.  
Cllr Lister will find out if MWE Cricket Club could be eligible to apply for grants.

Village Hall Committee – Woodland walk will be held on 24<sup>th</sup> July and will include a BBQ.  
There are plans to make improvements to paths and landscaping around the hall.

Mortimer Quarry Liaison – Cllr Cross attended the last Mortimer Quarry meeting. Hills are currently working on phase 1 and phase 2. There will be 8 phases. They have struggled to recruit young people to join their apprenticeship scheme. They had planned to be in phase 3 by now but this has been delayed. They have replaced some equipment on site and are trying to increase the capacity of the washing area.  
The next meeting is in September and may include a site tour.

AWE LLC –. No meeting but Cllr Cross has been cleared to attend the meeting.

Planning – Cllr Arthur attended a meeting with other local Parish Council Chairman to discuss a policy proposal 'to protect the integrity and character of villages and rural communities'.

The plan is to present this to the Basingstoke and Deane Borough Council - Economic, Planning and Housing Committee for their consideration.

The view is that large scale developments have historically been permitted in small villages without the infrastructure needed to support these developments. For example, Bramley has had a number of large developments and the sewage system can't cope with this increase.

The group will also be looking at proposals for sustainability policies that the parishes could try to influence.

## **38/22. Finance**

### **38.1 To approve payments, bank reconciliation and receipts**

See Appendix B below for payments.

All payments were approved. Cllr Lister and Cllr Arthur to approve payments via online banking.

Since the bank reconciliation was carried out, the insurance claim of £1261.76 for the village gateway and the VAT reclaim for 21/22 of £2593.91 have been received.

### **38.2 To discuss the internal auditors report and review internal controls.**

The internal auditors report was reviewed and recommendations accepted. Clerk to ensure that when contracts are awarded the project cost and contractor chosen are recorded in the minutes.

### **38.3 To approve updated asset register**

The updated asset register was approved by the Parish Council.

### **38.4 To approve the Annual governance statement for 2021/22**

The Annual Governance statements were considered and responses agreed. The Chairman signed the statement on behalf of the Parish Council.

### **38.5 To approve the end of year Statement of Accounts for 2021/22**

The Parish Council reviewed the end of year Statement of Accounts and agreed it. The Chairman signed the statement on behalf of the Parish Council.

Clerk to submit the Annual Governance and Accountability Return to PKF Littlejohn the external auditor.

**Action: Clerk**

**38.6 To agree the dates for the public exercise of rights**

The Parish Council agreed the dates for the public exercise of rights as 13<sup>th</sup> June to 22<sup>nd</sup> July 2022.

**38.7 To consider insurance renewal quotes**

The Parish Council considered the three quotes for insurance for 2022/2023 obtained by the Clerk. It was agreed to accept the quote from Zurich on a 3-year Long Term agreement at a price of £533.46.

**39/22 The next meeting will be held on 28<sup>th</sup> July 2022 7.30pm**

The meeting closed at 8.50pm

Signed: .....  
(Chairman)

Date:.....

Appendix A  
May 2022

Planning Applications for Consideration

1	None	
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Planning Application Decisions made

1	<b>22/00774/HSE – The Flow Cottage, Soke Road.</b> Erection of single storey boot room and porch	Granted
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Planning Applications Awaiting Decisions

1	<b>21/03797/FUL – The Laurels, Soke Road.</b> Replacement of 1 no. dwelling	Deadline 25 <sup>th</sup> April
1	<b>21/03769/CONS – Benyons Enclosure, Welshman’s Road</b> - Variation of condition 2 of Planning Permission ref 18/02243/CMA to allow importation of material until 2032	Deadline 22 <sup>nd</sup> November 2021

## Appendix B

	Statement 28/2/2022	Statement 3/5/2022
	£9,896.12	£8,099.96

**Payments since last meeting date :**

Cheque No	Payee	Details	TOTAL COST
SO	Mrs C McGarvie	March salary	244.80
EP	SCS Automation UK Ltd	final payment	7530.80
EP	MWE Village Hall	Hall hire	22.50
EP	Hampshire Association of Local Councils	Officer update	12.00
EP	Mrs C McGarvie	Expenses	200.99
EP	Mrs C McGarvie	Clerk backdated pay	50.40
EP	Mortimer PCC	Grant for grass cutting	1250.00
SO	Mrs C McGarvie	April salary	249.00
<b>TOTAL</b>			<b>£9,560.49</b>

**New Items for payment**

EP/SO/Cheq	Payee	Details	TOTAL COST
SO	Mrs C McGarvie	May Salary	249.00
EP	MWE Village Hall	Hall rental for 31/3/2022	22.50
EP	Hampshire Association of Local Councils	Subscription fee	219.54
EP	Do the Numbers LTd	Internal Audit Fee	190.00
EP	Mrs C McGarvie	Flagpole (£229 plus VAT) paid on credit card	274.80
EP	RC Saunders Ltd	Goalpost refurb	342.00
<b>TOTAL</b>			<b>£1297.84</b>

**Receipts since last meeting date :**

Receipt Date	Payer	Details	TOTAL AMOUNT
04/04/2022	MWE PCC	grant returned - problem with bank	£1,250.00
03/05/2022	B&DBC	precept and grant	£5,764.33
			£7,014.33

**Payments not yet presented**

Cheque No	Payee	Details	TOTAL COST
<b>TOTAL</b>			£0.00

**Receipts after statement date :**

Receipt Date	Payer	Details	TOTAL AMOUNT
<b>TOTAL</b>			£0.00

Treasurers account balance after new payments

£6802.12

Savings Account balance as at 3rd May 2022

£16,608.38

£23,410.50

Appendix C

**Bank Reconciliation 17th May 2022**

**Authority name** Mortimer West End Parish Council

**Prepared by** Christine McGarvie

Clerk and RFO

**Date** 17th May 2022

**Approved by** Andrew Arthur

Chair of council

**Date** 26th May 2022

Balance per bank statements as at 3rd May 2022

£ £

Treasurers Account

8099.96

Savings Account

16608.38

24708.34

Less any un-presented cheques/payments at 3rd May 2022

Add any uncleared cheques/cash/payments

0

0

Net Bank balances as at 3rd May 2022

£24,708.34

**CASH BOOK**

Opening balance cashbook 1st April 2022

2,584.63

Add: Receipts in the year

7,014.33

Less: Payments in the year

1,499.00

Closing balance as per cash book as at 17th May 2022

£8,099.96

Opening balance savings account 1st April 2022

16,608.23

Add: Receipts in the year

£0.15

Less: Payments in the year

0

Closing balance as per cash book as at 17th May 2022

£16,608.38

Overall closing balance

£24,708.34

difference

£0.00