

MORTIMER WEST END PARISH COUNCIL

Minutes of the Annual Meeting of the Council			
Date:	Thursday 16 th May 2019	Time:	7.30pm
Place:	Mortimer West End Village Hall		
Present:	Cllr Nick Thurlow (Chair)	Cllr Andrew Arthur	
	Cllr Jonathon Bray	Cllr John Robertson	
	Cllr David Lister		
In Attendance:	Christine McGarvie (Clerk) 0 members of the public		
Apologies	Cllr Rhydian Vaughan Cllr Roger Gardiner		
			Action
27/19	To Elect a Chairman of the parish council Cllr Lister proposed that Cllr Thurlow be elected the Chairman for the forthcoming municipal year. Seconded by Cllr Arthur. All voted in favour and Cllr Thurlow was duly elected.		
28/19	To Elect a Vice-Chairman of the Parish Council Cllr Thurlow proposed that Cllr Arthur be elected the Vice Chairman for the forthcoming municipal year. This was seconded by Cllr Bray. All voted in favour and Cllr Arthur was duly elected.		
29/19	To accept councillors' declarations of office (signed before the meeting) and agree that any councillor not present can sign before the next meeting. All councillors' declarations were accepted. There is one vacancy on the council after the election.		
30/19	Appointment of parish council representatives to outside bodies Appointments were made as follows:- AWE LLC – Cllr Thurlow. Clerk to contact AWE LLC to request security clearance. Roman Town Council – Cllr Lister Mortimer Relief in Need – Cllr Thurlow Mortimer Quarry Liaison Committee - Cllr Bray Clarke's Educational Trust – Cllr Lister Basingstoke & Deane Association Parish and Town Council's – Cllr Lister (Cllr Bray as backup) Village Hall – Cllr Arthur		Clerk
31/19	Review of policies and procedures including standing orders and financial regulations. The revised risk assessment policy was adopted by the Council. The Clerk advised that a few changes are needed to standing orders and financial regulations in the light of changes to GDPR regulation and also contracts regulations. Clerk has sent a briefing document on the changes needed but it was agreed to defer the decision on these changes until the July meeting to allow councillors time to review the content. Clerk to add to July agenda.		
32/19	Delegation of Authority for Clerk to make planning application returns		

	Council resolved that clerk be delegated to make planning applications on behalf of Mortimer West End Parish Council to Basingstoke and Deane Borough Council subject to prior circulation of plans for comment by 2 councillors and only when an extension on the date for comments to be received cannot be obtained. All agreed.	
33/19	General Power of Competence The Council resolved that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, it adopts the General Power of Competence.	
34/19	Apologies for absence Cllr Rhydian Vaughan and Cllr Roger Gardiner gave their apologies.	
35/19	To receive declarations of interest relating to items on the agenda None received	
36/19	Minutes of the last parish council meeting	
	36.1 It was agreed that the minutes of the meeting held 21 st March 2019 were a true and accurate record. The minutes were signed by the Chairman.	
	36.2 Matters arising from minutes not otherwise on the agenda 21/19 Newsletter – Cllr Thurlow has drafted a newsletter. It was agreed that the budget should be added to the newsletter. Cllr Thurlow to send the draft document to all for review. 6.1/19 Cllr Lister reported that the white lines at edges and centres of local roads are very faded. Particularly in Soke Road and Church Road. Clerk reported under HCC reference 21419628. Clerk reported lack of white lines on Welshman’s road as well Enquiry Reference: 21425333 Clerk also reported the poor state of Back lane to HCC (Enquiry Reference: 21425339)but no response as yet. Clerk to check the ownership of Back Lane with land registry. 19.1.2 Stile on Church Road has been replaced.	<i>NT</i> <i>Clerk</i>
37/19	Open Forum No members of the public were present.	
38/19	Planning & Development	
38.1	<u>New Applications - see appendix A below</u> No new applications	
38.2	<u>Approvals/Refusals see appendix A below</u> 19/00541/OUT Yewtree Cottage , Chapel Road Erection of 2 two storey detached houses to rear of site with associated car parking - APPLICATION WAS WITHDRAWN	
39/19	Highways & Footpaths issues	
39.1	<u>New Highways issues</u> Clerk has received complaints from a resident about the current road closures on Church Road. Complaint was forwarded to County Councillor Rhydian Vaughan It was agreed that Cllr Thurlow should write to Hampshire County Council and Councillor Rhydian Vaughan to highlight the issues with poor communication of the	

	road closure. Also, to raise concerns about the the misleading and dangerous signs indicating the road closure.	
39.2	<u>Speed watch</u> 3 speedwatch sessions have been held. One of which was in Mortimer West End which caught 2 speeding motorists. AWE have agreed to buy a Speed Indicator Device (SID) for the group and quotes have been sought. Cllr Lister expressed an interest in joining the group.	
40/19	Parish Environment	
40.1	To discuss village gateway signs Cllr Lister pointed out that the entrance point to the village on Soke road is on a dangerous corner which would benefit from better signs. This was noted and it was agreed to look at this at a future date. Cllr Arthur and Bray have drafted a recommendation report for the entrance to the village on Church Road at the Silchester end. This has been sent to Hampshire County Council but no response has been received. Clerk to ask Cllr Rhydian Vaughan if he can help to progress this.	
41	Reports	
41.1	<u>Clerk's Report</u> Clerk attended a forum regarding unauthorised encampments detailing the powers that the police and local authority have to deal with them.	
41.2	<u>Reports from PC representatives</u> Clarke's Educational charity – Cllr Lister reported that the charity's funds are healthy. They have a new treasurer and Richard Edwards from Englefield Estate has joined as a trustee. Relief in Need - Cllr Thurlow attended the meeting on 8 th April where several grants were given. The next meeting will be in 6 months. AWE LLC – Nothing to report. Quarry liaison committee – Meeting was postponed to 12 th June. Village Hall Committee – Remedial works on the hall continue. Quotes have been sought for repairing the floor in hall. The heater replacement project is ongoing. The Woodland Walk which is the largest fundraiser of the year will be held on 30 th June.	
41.3	<u>County Councillor report</u> Not present but sent report which will be shared at the Annual Parish Assembly.	
41.4	<u>Borough Councillor report</u> Not present	
42/19	Finance	
42.1	<u>Payments and Reconciliation Approval and receipts</u> – See appendix B below for finance report. A grant request has been received from Victim Support requesting a grant of £75. It was agreed to support this request. Clerk to action.	Clerk

42.2	<p><u>To discuss the internal auditors report and review internal controls</u></p> <p>A copy of the internal auditor's report has been sent to all. The auditor found the records and systems of the council to be in very good order. She raised a concern that the level of reserves is too high. All agreed that this needs to be rectified and it will be discussed again at the July meeting.</p> <p>The auditor would like to see the bank reconciliation initialled by which ever councillor checks it at the meeting. This was duly noted by the Council and will be actioned from now on.</p>	Clerk
42.3	<p><u>To approve the Annual Governance statement for 2018/19</u></p> <p>Cllr Thurlow read out the statements in the annual governance statement and the council resolved to answer the statements in the affirmative.</p> <p>The Chairman duly signed the statement</p>	
42.4	<p><u>To approve the end of year statement of Accounts for 2018/19 and consider declaring exemption from internal audit</u></p> <p>The Council resolved to approve the statement of accounts for 2018/19 prepared by the Clerk and Responsible Financial Officer. The Chairman duly signed the Annual Return Statement of Accounts.</p> <p>The Council resolved to declare themselves exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.</p>	
42.5	<p><u>To approve updated asset register</u></p> <p>The updated asset register was approved by the Council.</p>	
42.6	<p><u>To agree the dates for the public exercise of rights</u></p> <p>The Council agreed that the public exercise of rights will be held from 17th June to 26th July as suggested by the external auditor PKF Littlejohn.</p>	
42.7	<p>To consider insurance renewal quotes</p> <p>Clerk has received quotes from BHIB (the current insurer), Zurich and Came and Co. The Council decided to accept the quote from Came and Company using Inspire and to sign up to a 3-year Long Term Agreement.</p>	
43/19	<p>Date of Next Meeting</p> <p>30th May Annual Parish Assembly. Refreshments will be provided by Cllr Thurlow.</p>	
	Meeting finished at 9pm	

Signed: Date:.....
(Chairman)

Appendix A
May 2019

Planning Applications for Consideration

1	none	
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Planning Application Decisions made

1	19/00541/OUT Yewtree Cottage , Chapel Road Erection of 2 two storey detached houses to rear of site with associated car parking	WITHDRAWN
2	19/00109/HSE Southernwood, Church Road. Alterations to existing roof with construction of front and rear dormer windows. Erection of 2 storey side extension following demolition of existing garage and store	Granted

Planning Applications Awaiting Decisions

1.	18/03461/HSE The Laurels, Soke Road - Erection of two storey rear extension and replacement and raising existing main roof and existing side storey extension roof.	Deadline 23/1/19
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Appendix B

Statement no 11 (1/3/2019)

Statement no 13 (3/5/2019)

	£10,451.19	£14,307.05
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Payments since last meeting date :

Cheque No	Payee	Details	TOTAL COST
SO	Mrs C McGarvie	March salary	234
1035	Mortimer West End Village Hall	Hall hire Nov and Jan	45
1036	Hampshire Association of Local Councils Ltd	Councillor core skills training	114
1037	Mr D. Lister	travel to training	40
1038	MWE St. Saviours Church	grass cutting churchyard	450
SO	Mrs C McGarvie	April	238.2
TOTAL			£1,121.20

New Items for payment

Cheque No	Payee	Details	TOTAL COST
SO	Mrs C McGarvie	May salary	238.2
1039	Tadley and District Community Association	Grant agreed in March	100
1040	MWE Village Hall	Hall hire Sept 2018	18.75
1041	Do the Numbers Ltd	Internal audit	190
1042	Came & Company	insurance	448.62
TOTAL			£995.57

Receipts since last meeting date :

Receipt Date	Payer	Details	TOTAL AMOUNT
24/04/2019	B&DBC	half precept	4,871.00
02/05/2019	HMRC	VAT refund	106.06
			£4,977.06

Payments not yet presented

Cheque No	Payee	Details	TOTAL COST
TOTAL			£0.00

Receipts after statement date :

Receipt Date	Payer	Details	TOTAL AMOUNT
			£0.00

