

MORTIMER WEST END PARISH COUNCIL

Minutes of Annual meeting

22nd May 2025 7.30pm

Date: Thursday 22nd May 2025 Time: 7.30pm

Place: Mortimer West End Village Hall

Present: Cllr Andrew Arthur

Cllr Kevin Cross

Cllr Terina Dance

Cllr David Lister

Cllr Tom Watt

In attendance: Mrs C McGarvie – Clerk

County Cllr Rhydian Vaughan

22/25 To Elect a Chairman of the Parish Council

Cllr Cross proposed Cllr Andrew Arthur as Chairman and this was seconded by Cllr Watts. Cllr Andrew Arthur was duly elected Chairman for the forthcoming municipal year.

23/25 To Elect a Vice-Chairman of the Parish Council

Cllr Watts proposed that Cllr Kevin Cross be elected as Vice-Chairman and this was seconded by Cllr Andrew Arthur. Cllr Kevin Cross was duly elected as the Vice-Chairman for the forthcoming municipal year.

24/25 Appointment of Parish Council representatives to outside bodies

Appointments to outside bodies were confirmed as follows :-

AWE LLC – Cllr Cross

Clarke's Educational Trust – Cllr Lister

Village Hall – Cllr Cross

Mortimer Quarry Liaison Committee - Cllr Cross

Mortimer Relief in Need – Cllr Watt

Silchester Roman Town Panel – Cllr Dance

Flagmaster – Cllr Andrew Arthur.

25/25 Review of policies and procedures including standing orders and financial regulations

Clerk has reviewed policies and procedures before meeting and sent review document to all. All changes were agreed. Clerk to update documents on the Parish Council website.

As part of the review of the Risk Management Schedule it was agreed that the Clerk should send all passwords to the Chairman in an encrypted excel spreadsheet for use if she is incapacitated.

Cllr Arthur suggested that something should be added to the Risk Management Schedule about how a legal encampment could be handled to mitigate risk if eviction is not a viable option.

Action: Clerk

26/25 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. This is as per the Parish Council's Planning Application Review procedure.

27/25 Apologies

Borough Cllrs Chris Tomblin, Tony Durrant and Keith Oborn gave their apologies.

28/25 To receive declarations of interest relating to items on the agenda

None

29/25 Minutes of the Last Parish Council Meeting

29.1 The minutes of the meeting held 27th March 2025 to be agreed.

29.2 Matters arising from minutes not otherwise on agenda
None

30/25 Open Forum – To hear matters raised by members of the public (maximum period of 10 minutes only)

None

31/25 Planning & Development

No new applications , see appendix below for status of open applications.

Basingstoke and Deane Borough Council (BDBC) have issued an update on new sites that have been put forward for development. There is one new large site in the Parish on West End Road opposite St. Catherine’s Hill. It has not yet been reviewed by BDB&C.

32/25 Highways & Footpaths Matters

32.1 To provide an update on use of the Speed Indicator Device

The SID was in Soke Road for 4 weeks. The batteries are not lasting as long as they used to. Clerk to follow up with Pamber Parish Council and suggest that new batteries are purchased with the cost shared between the two parishes.

Action:Clerk

32.2 To consider quote for refreshing road markings in Soke Road and Church Road.

Hampshire County Council have quoted £862.78 plus VAT to refresh the dragons teeth and SLOW road markings. It was agreed that the quote should be accepted and the Clerk would ask whether the side and centre lines could also be refreshed at the same time.

Clerk to also email Cllr Vaughan with the request that the centre line is repainted so he can follow up with Hampshire Highways.

Action: Clerk

32.3 Welshman’s Road

It was reported that a member of the public has filled some of the pot holes on Welshman’s Road. Cllr Vaughan continues to chase the issue of the poor state of this stretch of road with Hampshire County Council.

33/25 Parish Environment

33.1 To decide whether to replace the broken picnic bench at the Recreation Ground

Unfortunately, one of the recycled plastic picnic benches at the Recreation Ground was damaged when the grass was cut. The original supplier does not provide replacement parts and it was agreed that using wood to fix the bench would not be an acceptable solution.

It was agreed to purchase a new recycled plastic picnic bench at a cost of around £500 plus VAT and to ask the Cricket Club to pay for half of the cost as they were responsible for the damage.

34/25 Reports

34.1 County Councillor report

The County Council held their Annual Meeting this morning. A £31 billion budget has been agreed.

Hampshire will be electing a Mayor in a year’s time.

Local Government Reorganisation – Hampshire will be submitting a proposal in September. The 15 Boroughs in Hampshire are also working on plans.

Hampshire County Councillors have expressed their concern that they aren’t able to contact officers directly to raise issues.

A new Chief Fire Officer , Sabrina Cohen-Hattan has been appointed. She is currently Chief Fire Officer for Sussex and will start with Hampshire in September.

A Minutes silence was held this morning in memory of the 2 fire fighters and a member of the public who died in Bicester.

The County Councillor grant system is currently under review and Cllr Vaughan will let the Parishes know what is decided.

34.2 Clerk's report

The new laptop has been purchased and set up.

A resident phoned to complain about the state of the road on West End Road where Thames Water had a leak and did a very bad repair. The same resident also complained about Welshman's Road potholes and the sign at the end of Church Road which needs to be repaired. The issues have already been reported to Hampshire County Council.

34.3 To receive reports from parish council representatives

Clarke's Educational Trust – Cllr Lister attended a short meeting as there were no grants to consider. The Trust's finances are looking healthy and only a small amount was taken from reserves last year.

Village Hall AGM - attended by Cllr Cross. There are now only 4 active members on the Committee. The Woodland Walk will be held again in July with a BBQ.

AWE LLC meeting on 24th April attended by Cllr Cross. As part of the meeting they were invited to view the museum area which was very interesting. AWE has been on the site for 75 years.

Flagmaster – Cllr Arthur raised the flag for 80th anniversary of VE day.

35/25 Finance

35.1 To approve payments, bank reconciliation and receipts See Appendix A and B below.

See Appendix below for payments to be made. All payments were approved.

Cllr Watt and Cllr Arthur will approve payments online.

35.2 To discuss the internal auditors report, review internal controls and to agree to appoint internal auditor for current financial year.

No issues raised by internal auditor. The Parish Council need to agree to appoint Do The Numbers Ltd as the internal auditor again for the coming year.

35.3 To approve the Annual governance statement for 2024/25

The Parish Council considered all the statements in Section 1 of the AGAR and Chairman signed the statement on behalf of the Parish Council.

35.4 To approve the end of year Statement of Accounts for 2024/25 and consider declaring exemption from external audit.

The Statement of Accounts were approved by the Parish Council.

The Parish Council resolved to declare itself exempt from external audit as both income and expenditure were below £25k in 24/25.

35.5 To approve updated Asset Register

The asset register was updated to include the new barrier at the allotments and the lockbox at Recreation Ground. The updated asset register was approved.

35.6 To agree the dates for the public exercise of rights

The Parish Council agreed the dates for the public exercise of rights as 3rd June 2025 to 14th July 2025. These are the earliest dates possible.

35.7 To consider insurance renewal quote

Clerk has received 3 quotes for insurance from Gallagher, Community Action Suffolk and Zurich. It was agreed to accept the quote from Zurich which is the cheapest at £601 and to sign up to a 3 year Long Term Agreement. Clerk to arrange for payment to be made before the renewal date of 1st June 2025.

36/25 The date of next meeting was agreed as 31st July 2025

Appendix A
May 2025

Planning Applications for Consideration

1	none	
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Planning Application Decisions made

1	24/02781/FUL – Impstone Lodge, Soke Road. Demolition of existing dwelling and construction of replacement 4 bedroom self-build	Withdrawn
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Planning Applications Awaiting Decisions

1	25/00231/HSE – 2 Jubilee Cottage, Church Road Erection of two storey front and side extensions and a part two storey, part single storey rear extension, following demolition of existing rear extension and detached garage.	
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Appendix B

		statement 30th April 2025
		£23,311.76

Payments since last meeting date :

Cheque No	Payee	Details	TOTAL COST
SO	Mrs C McGarvie	April salary payment	301.60
EP	MWE Village Hall	Large hall -evening website hosting March 25 to Feb26 (VAT £30.88)	30.00
EP	VisionICT Ltd	laptop	185.26
EP	Mrs C McGarvie	laptop	568.51
DD	Lloyds bank	service charge	4.25
TOTAL			1089.62

New Items for payment

EP/SO/Cheq	Payee	Details	TOTAL COST
EP	Hampshire Association of Local Councils	Membership	273.00
EP	B&DBC	play area inspections April 25-March 26 £54.53 VAT)	372.18
EP	MWE Village Hall	Hire for March meeting	30.00
SO	Mrs C McGarvie	May salary	301.60
TOTAL			£675.18

Receipts since last meeting date :

Receipt Date	Payer	Details	TOTAL AMOUNT
10/04/2025	HMRC	VAT reclaim	£843.10
28/04/2025	Basingstoke and Deane	Precept and grass cutting grant	£9,006.22
TOTAL			£9,849.32

Payments not yet presented

Cheque No	Payee	Details	TOTAL COST
TOTAL			£0.00

Receipts after statement date :

Receipt Date	Payer	Details	TOTAL AMOUNT
TOTAL			£0.00

Treasurers account balance after new payments and receipts			£22,636.58
Savings Account balance as at 16th May 2025			17030.19
		TOTAL FUNDS	£39,666.77

Appendix C

Bank Reconciliation **16/05/2025**

Authority name Mortimer West End Parish Council

Prepared by Christine McGarvie Clerk and RFO
Date 16th May 2025

Approved by Andrew Arthur Chair of council
Date 16th May 2025

Balance per bank statements as at 30th April 2025	£		£	
Treasurers Account		23311.76		
Savings Account		17030.19		
				40341.95
Less any un-presented cheques/payments at 16th May 2025				
Add any uncleared cheques/cash/payments				0
				0
Net bank balance 30th April 2025				£40,341.95

CASH BOOK

Opening balance cashbook 1st April 2025		15,102.06		
Add: Receipts in the year		9,849.32		
Less: Payments in the year		1,639.62		
Closing balance as per cash book as at 16th May 2025		£23,311.76		

Opening balance savings account 1st April 2025		17,004.55		
Add: Receipts in the year		£25.64		
Less: Payments in the year		0		
Closing balance as per cash book as at 16th May 2025		£17,030.19		

Overall closing balance **£40,341.95**

difference £0.00