



## Stratfield Mortimer Parish Council Agenda

**All Members of the Council are Summoned to attend the Annual Meeting of the Parish Council to be held online on Thursday 6<sup>th</sup> May 2021 at 7.30pm**

Members of the public and press are welcome to attend.

Teams Meeting: [Click here to join the meeting](#)  
Or <https://tinyurl.com/78cet3wr>

Login details may also be found at [www.stratfield-mortimer.gov.uk](http://www.stratfield-mortimer.gov.uk). Alternatively, please contact the Clerk by phoning 0118 9331955 or email [the.clerk@stratfield-mortimer.gov.uk](mailto:the.clerk@stratfield-mortimer.gov.uk).

*Please note that online meetings may be recorded, and your attendance/participation implies consent.*

### **Part I**

#### **21/015 Public Questions (for agenda items only) - MD**

#### **21/016 Election of Chairman - MD**

To elect a Chairman of the Parish Council for 2021/2022 – Chairman to sign Declaration of Office.

#### **21/017 Election of Vice- Chairman - MD**

To elect a Vice-Chairman of the Parish Council for 2021/2022 – Vice-Chairman to sign Declaration of Office.

#### **21/018 To receive any apologies for absence – MD**

#### **21/019 To receive any declarations of interest - MD**

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.

*Members are reminded that if they declare an interest they may have to leave immediately after having made representations, given evidence, or answered questions and before the debate starts unless he/she has obtained a dispensation.*

## **21/020 Committee Members - MD**

To appoint Members to the Committees for 2021/2022:

- a. Fairground and Cemetery.
- b. Finance and General Purposes.
- c. Planning.
- d. Roads, Footpaths and Commons.

## **21/021 Committee Chairman - MD**

To elect Committee Chairmen for 2021/2022:

- a. Fairground and Cemetery.
- b. Finance and General Purposes.
- c. Planning.
- d. Roads, Footpaths and Commons.

## **21/022 Working Groups and Parties - MD**

To confirm the titles of working groups and parties and appoint/confirm Members for 2021/022:

- a. Communications Working Party.
- b. Footpath and Cycleway Working Party.
- c. Garth Hall Working Party.
- d. Library Working Party.
- e. Memorial Working Party.
- f. Neighbourhood Development Plan Working Group.
- g. Strategy Working Party.
- h. VE Day and Queen's Platinum Working Party.

## **21/023 Outside Bodies and Committees - MD**

To appoint Parish Council representatives.

### Annual Appointments:

- a. Willink Leisure Centre Joint Advisory Committee.
- b. Stratfield Mortimer Relief in Need Charity.
- c. Burghfield & Mortimer Neighbourhood Action Group (BMNAG).
- d. St John's Hall Management Committee.
- e. Burghfield and Mortimer Volunteer Bureau.
- f. AWE Local Liaison Committee.
- g. Plastic Free Mortimer.

### Continuing fixed term of office:

- a. Clarke's Educational Foundation (Cllr. N. Carter).
- b. Stratfield Mortimer Fairground Trust (Mr. N. Kiley until October 2022).
- c. Stratfield Mortimer Fairground Trust (Mrs. T Reade until October 2021).
- d. Wokefield Common Advisory Committee (Mr. J. Bull)

## **21/024 Minutes of Last Meeting - MD**

To resolve to APPROVE the Minutes of the Council Meeting of the 8<sup>th</sup> April 2021

## **21/025 Clerk's Report - CLERK**

To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 8<sup>th</sup> April 2021 and other updates. Appendix 21/025 circulated.

## **21/026 Items to be taken into private session - MD**

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

## **21/027 Committee and Working Party/Group Reports**

1. Roads, Footpaths and Commons - **CL**
2. Planning Committee – **DM**
3. Strategy Working Party – **DM**
4. Footpath and Cycleway Working Party - **DM**
5. Neighbourhood Development Plan Working Group – **DM**

## **21/028 Items for Consideration and Resolution**

### **1. Insurance Cover – CLERK**

To confirm the arrangements in respect of the insurance cover of all insurable risks.

### **2. Ordinary Meeting Schedule - MD**

To receive and RESOLVE the schedule of ordinary meetings up to and including the Annual Meeting of the Council 2022.

### **3. Scheduled Review - MD**

To AGREE the timetable for reviewing arrangements with other local authorities and SMPC policies and documents.

### **4. Meetings of the 8<sup>th</sup> April 2021 - CLERK**

To RESOLVE the confirmation of the resolutions and decisions made at:

- a. the meeting of the Council on the 8th of April 2021.
- b. the meeting of the Planning Committee on the 8th of April 2021.

### **5. Phone Box – MD/ASST to the CLERK**

- a. To RESOLVE that management of the phone box shall be overseen by the Roads, Footpaths and Commons Committee.
- b. To consider the options for the defibrillator and RESOLVE the budget and installation process.

### **6. Asset Register - MD**

To receive the Asset Register as approved by Finance and General Purposes on the 27<sup>th</sup> April, 2021.

### **7. Table Tennis Table - SH**

To receive an update on the relocation of the table tennis table and RESOLVE the new location and any additional budget required.

### **8. Community Broadband - DK**

To RESOLVE a maximum payment of £250.00 under s.137 to support the Community Broadband project for Mortimer.

### **9. Members Bids - MD**

To consider the proposed suggestions and RESOLVE to proceed with a suitable option.

### **10. Temporary Delegation of Powers - MD**

To RESOLVE:

- a. That the Clerk shall have delegated authority to make decisions on behalf of the Council, only where such a decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline or to ensure the continuing function of the Council.

Decisions shall be taken in consultation with the Chairman, Vice- Chairman and appropriate Members. The Clerk will consult with the Chairman/Vice-Chairman for guidance as necessary.

Decisions will be taken in accordance with legislation, Standing Orders and Financial Regulations.

Any decisions made under this delegation must be recorded in writing, reported to the next Full Council meeting and published in accordance with any relevant regulations.

This delegated authority ceases upon the first meeting of the Full Council after the Council meeting at which the delegation was put in place.

- b. That the Chairman of the Planning Committee and two other members of the Planning Committee be responsible for reviewing applications after receipt and determine a suitable response and if deemed necessary, circulate comments to remaining Planning Committee members prior to the comments being submitted to the planning authority by their deadline.

This delegated authority ceases upon the first meeting of the Full Council after the Council meeting at which the delegation was put in place.

## **21/029 Finance**

### **1. Accounts to the 31<sup>st</sup> March 2021 - RFO**

To receive and APPROVE the Income and Expenditure Report to the 31<sup>st</sup> March 2021 and the Balance Sheet as of that date.

### **2. Payments made with authorisation of Chairman/Vice-Chairman – MD**

To receive and note summary of payments.

### **3. Accounts for Payment – RFO**

To receive and RESOLVE items of expenditure for payment:

<b>Item</b>	<b>Payee Details</b>	<b>Amount</b>
1.	Hampshire Association of Local Councils – 5 x Good Council- lor’s Guide and 3 x Good Councillor’s Guide to Finance & Transparency, plus postage	£ 47.00
2.	Institute of Cemetery & Crematorium Management – mem- bership 2021	£ 95.00
3.	Society for Local Council Clerks – full membership 2021	£ 234.00
4.	Dad’s Shop – Spanner set for Custodian – inc. VAT	£ 17.99
5.	Oliver Signs – 1500x cards for election promotion – inc. VAT	£ 102.00
6.	Oliver Signs – Printing A0 correx for election – inc. VAT	£ 51.00
7.	Glasdon UK – 200x large litter bin liners – inc. VAT	£ 85.98
8.	West Berkshire Council – quarterly rent for Mortimer Library	£ 812.50
9.	Vision ICT – website change for Operation Forth Bridge – inc. VAT	£ 42.00
10.	ACLA Ltd – 3 hours for consultations on cemetery bridge plans and specifications	£ 126.00

11. RoSPA – Annual inspection of the Fairground play area – inc. VAT	£ 187.20
12. Cllr. C. Lewis – Canon ink cartridges – inc. VAT	£ 48.77
13. L. Hannawin – Eye examination for the Parish Clerk	£ 40.00
14. B. O’Reilly – 13x 1 <sup>st</sup> Class stamps for office	£11.05
15. Lloyds MultiPay Card – Barrett Corp Harrington pillbox assessment desk review -inc. VAT [Direct Debit]	£ 150.00
16. Lloyds MultiPay Card – HM Land Registry [Direct Debit]	£ 21.00
17. Lloyds MultiPay Card – Net World Sports – replacement tennis net winder parts and delivery [Direct Debit]	£99.94
18. Lloyds MultiPay Card – monthly fee April [Direct Debit]	£ 3.00
19. EE – mobile phone plan charges – inc. VAT [Direct Debit]	£28.80
20. Currys PC World – Care Plan for Clerk’s computer [Direct Debit]	£9.49

#### **4. Statement of Internal Control – MD**

To receive the Statement of Internal Control as approved by Finance and General Purposes.

#### **21/030 Items for information only**

1. To note the meetings that have taken place of the following committees and to receive the draft minutes, where available: - **MD**
  - a. Planning 08/04/2021
  - b. Finance and General Purposes 27/04/2021
  - c. Roads, Footpaths and Commons 29/04/2021
2. District Councillor Reports - **GB**
3. Correspondence: Appendix 21/030 3 circulated - **CLERK**
4. Planning decisions and information from West Berkshire Council: Appendix 21/031 4 circulated - **DM**
5. Neighbourhood Action Group report – **DK/NC**
6. Health and Safety - **CLERK**
7. Minor Matters – **MD**

#### **21/031 Communications**

To identify items for communicating - **MD**

#### **21/032 Future Agenda Items**

To identify future agenda items - **MD**

#### **21/033 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 21/026 on the Agenda, due to the confidential nature of the business to be transacted - **MD**.

**Mrs. L. Hannawin, Clerk**  
**30/04/2021**