



Stratfield Mortimer Parish Council

Minutes of the Full Council Meeting held online on Thursday 8th October 2020 @ 7.30 pm

These Minutes are subject to approval.

Present:

Councillors:

Cllr. M. Dennett (Chairman), Cllr. S. Beard, Cllr. G. Bridgman (left at 20:00), Cllr. J. Bull, Cllr. N. Carter (left at 21:01), Cllr. K. Field, Cllr. D. Ives, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. M. Lock, Cllr. D. Morsley, Cllr. J. Wells.

Clerk:

Mrs. L. Hannawin.

Public/Press:

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

Part I

20/042 Public Questions (for agenda items only)

None.

20/043 To receive any apologies for absence

Cllr. Dennett reported that Cllr. L. Jones had resigned as of the 8th October 2020. Apologies and the reason for absence were received from Cllr. S. Hill.

RESOLVED unanimously to accept the apologies.

20/044 To receive any declarations of interest

None declared.

20/045 Minutes of Last Meeting

To resolve to APPROVE the Minutes of the Council Meeting of the 10th September 2020.

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

20/046 Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 10th September and other updates.

Actions from Last Meeting

Burghfield and Mortimer Handybus

Confirmation was received from the Internal Auditor that the grant for Burghfield and Mortimer Handybus may be paid via The Good Exchange.

Review of Fairground Works

- Topsoil has been ordered for the work required along the edge of the conservation path.
- The security works have been reviewed with AES and issues identified are being addressed.

Pillbox

- Thank you letters are in progress.
- Quotes for maintenance will be sought once the Head of Terms for the lease have been agreed.

BT Box

Confirmation has been given to West Berkshire Council (WBC) that SMPC wish to adopt the phone box.

Website Accessibility Statement

The statement has been added to the website.

Membership of CCB

In progress.

Casual Vacancy

The notice of the Casual Vacancy was posted on the 14th September meaning electors had until the 2nd October to write to the Returning Officer at WBC, to request an election. WBC have confirmed that at least 10 requests have been received and the vacancy must therefore be filled by poll.

Due to the Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England and Wales) Regulations 2020 and the Coronavirus Act 2020 a poll cannot take place until 6th May 2021 (the date of the next ordinary elections).

The report was received.

In addition, it was noted:

- The B.T. Box would be a future agenda item.
- A banner, provided by West Berkshire Council (WBC), promoting Covid-19 awareness, had been collected and would be fixed to the Fairground fence. Cllr. Bridgman confirmed he would be pinning similar posters to the noticeboards.

20/047 Items to be taken into private session

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

No items determined.

Cllr. Dennett proposed that agenda item 20/050 3. Remembrance Day and 20/052 2. District Councillor Reports be brought forward to be discussed next.

RESOLVED unanimously.

20/050 3. Remembrance Day

To receive an update on Remembrance Day and to RESOLVE that the Clerk and Chairman are delegated to take appropriate decisions as needed.

Cllr. Dennett gave an update on Remembrance Day and the following was noted:

- Information has been exchanged with other local organisations usually involved with the Remembrance Day event.
- Covid-19 restrictions mean that currently meetings outside are generally for a maximum of 6 people.
- Local authorities may arrange outdoor events for 30 people, but a full risk assessment must be undertaken, considering the need for PPE, marshals etc.
- Historically, previous Remembrance Day events have been run informally between SMPC, the RBL and the Scouts, with the Council organising and overseeing the road closures. However, it has become apparent that the Council, as the local authority, is responsible for the whole event.
- Although a Remembrance Day event will be taking place at the Cenotaph this year, this will be on a much smaller scale and the RBL is encouraging other organisations to hold alternative events.
- WBC are starting to consider the implications regarding Remembrance Day Commemorations, with a view to providing district wide guidance. WBC now have the power to ban events of any kind, not just those requiring licences.

Further to a discussion, it was agreed that holding a Remembrance Day event as per previous years, would not be possible due to the current Covid-19 restrictions. An event of this nature is highly likely to attract more than 30 people. In addition, the marshals required to oversee the parade and road closures, would be unnecessarily put at risk of contracting and spreading Covid-19, as would attendees.

Alternative options for commemorating Remembrance Day, that could be reviewed and agreed by the Clerk and Chairman with the other organisations involved, were discussed. These included: broadcasting the last post and Reveille to the village, as per a similar broadcast that took place on the 8th May for VE Day 75; encouraging households to hold a minutes silence on their doorsteps at 11am; inviting organisations to lay wreaths at specific times - this could be recorded and broadcast; live stream the Church service via social media. If further advice is subsequently received from WBC or central Government, plans would be reviewed and adjusted accordingly.

Cllr. Dennett proposed the resolution as above.

Seconded by Cllr. Morsley.

RESOLVED unanimously.

20/052 2. District Councillor Reports

The District Councillor Report from Cllr. G. Bridgman was received.

Cllr. Bridgman left at 20:00.

20/048 Planning

To receive planning decisions and information from West Berkshire Council

20/01661/HOUSE: 64 The Avenue, Mortimer Common, Reading RG7 3QX

Replacement of existing oil fired boiler with air source heat pump.

GRANTED – 21st September 2020

SMPC Comments

No objections.

20/01612/FUL: 24 King Street, Mortimer Common, Reading, RG7 3RS

Erection of 1x 3bedroom Dwelling with detached carport following the demolition of existing outbuildings.

GRANTED – 17th September 2020

SMPC Comments

The Committee has concerns with this development and would want to see:

- the boundary lines for this new property;
- a restraint put on any further development on the plot to avoid its overdevelopment as there are several dwellings already on the site; [SMPC NDP HD4 8.2 Housing Mix and Density Policies]
- how sewage flow and waste is to be disposed of at the property. [SMPC NDP Policy GD6 9.2.6 Landscape & Environment]

The Committee concurs with the comments by Highways regarding the entrance driveway.

20/01766/HOUSE: 12 Asparagus Close, Mortimer, Reading RG7 3WY

Addition of a summerhouse to the north eastern corner of the rear garden.

GRANTED – 29th September 2020

SMPC Comments

No objections.

20/01677/CERTP: Oakridge House, Kiln Lane, Mortimer, Reading RG7 3PN

Proposed new detached garage.

REFUSED – 28th September 2020

West Berkshire Comments

Planning application required.

20/01651/HOUSE: 1 Firs End, Stephens Firs, Mortimer, Reading, RG7 3ZG

Single storey rear extension.

GRANTED – 30th September 2020

SMPC Comments

No objections.

20/01613/HOUSE: 5 Windmill Road, Mortimer Common, Reading, RG7 3RN

Proposed Single Storey Rear Extension Plus Internal Alterations.

GRANTED – 30th September 2020

SMPC Comments

No objections.

20/01672/PASSHE: Glangarth, Sweetzers Piece, Mortimer, Reading RG7 3UX

Application to determine if Prior Approval is required for a proposed larger home extension: single storey rear extension and addition of 2 front rooflights.

REFUSED – 30th September 2020

WBC Comment:

Conflicting dimensions were submitted with this application and therefore there is insufficient information to determine if the development described in this notice falls within the national conditions and limitations of permitted development set out in Schedule 2, Part 1, Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). This application therefore does not comply with condition A.4 sub-paragraph (3).

20/01528/HOUSE: 39 Windmill Road, Mortimer Common, Reading, RG7 3RL

Loft conversion and first floor rear extension.

GRANTED – 6th October 2020

SMPC Comments

No objections. [For information: 18.09.2020 WBC advised of amendment to size of loft resulting in separate wall to neighbouring property]

20/01748/HOUSE: 42 Windmill Road, Mortimer Common, Reading, RG7 3RN

Two storey side and rear extension, new front bay window and other alterations.

GRANTED – 8th October 2020

SMPC Comments

No objections.

The planning decisions were received.

20/049 Committee and Working Party/Group Reports**1. Finance and General Purposes Committee**

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

- Councillors may contact David Sturt directly for support with minor IT issues. Other more major issues will need to be referred to the Clerk.
- The copy deadline for the next newsletter is October 31st for delivery at the end of November. Cllr. Dennett will be issuing a list of possible articles and suggested councillors to write them. Other ideas may be submitted directly to the Cllr. Dennett and the office.
- The Clerk will be issuing a brief survey to councillors to establish IT issues and needs.
- It was agreed to appoint I-Next Ltd as the next supplier of the Council's website.

2. Planning Committee

Cllr. Morsley gave a verbal report and it was noted that the committee is now commenting on both the Planning White Paper Consultation and WBC Housing Strategy and recommendations will be presented at the next Planning Committee on the 22nd October.

3. Strategy Working Party

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

- A meeting with WBC has taken place and looked at possible enhancements for the tumulus and strip of land at the back of Stephens Firs and the triangle of land near the ex-police station.
- Four potential project managers were shortlisted out of a possible 8. They have been asked to submit a proposal for widening of the pavement between Strawberry Fields and Mortimer Hall. A final decision will be made from those proposals received by the deadline of Friday 9th October.

4. VE Day 75 Commemorations

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

- Further to a phone call with the RAF events director, it is hoped that the request to have the Red Falcons and the memorial fly past for the 2021 event will be successful. Confirmation is awaited.
- Burghfield Parish Council (BPC) has not responded to the invitation to join SMPC in the commemorations. The Clerk will follow up on the email sent. **ACTION: CLERK**

20/050 Items for Consideration and Resolution

1. Pillbox

To RESOLVE to accept the Heads of Terms and site plan for the pillbox as recommended by the Finances and General Purposes Committee on the 29th September 2020.

Cllr. Beard reported that Englefield have offered to sponsor and install an information board on the pillbox.

Cllr. Dennett proposed the resolution as above.

Seconded by Cllr. Morsley.

RESOLVED unanimously. **ACTION: CLERK**

2. Budget

To receive the Budget 2021/22 timetable as agreed by Finance and General Purposes on the 29th September 2020.

The budget timetable was received.

3. Remembrance Day

To receive an update on Remembrance Day and to RESOLVE that the Clerk and Chairman are delegated to take appropriate decisions as needed

Updated and minuted above.

4. Memorials

To receive an update from the Memorial Working Party and RESOLVE that the Working Party should also consider a memorial for Air Vice-Marshall Barry Newton.

Cllr. Dennett gave a verbal update and it was agreed for Cllr. Bull to join the Working Party

Cllr. Dennett proposed the resolution as above.

Seconded by Cllr. Lock.

RESOLVED unanimously.

5. Community Mammogram Screening

To RESOLVE, if formally requested, the Community Mammogram Screening Van may use the Fairground car park and electricity for up to 8 weeks per year by pre-arrangement with the Parish Office and if the requirements for electricity can be safely met and installed.

The Clerk confirmed that Community Centre would be willing to source the electricity supply if appropriate. A site meeting is being arranged with the NHS trailer contractor to review the supply requirements and the most suitable source.

Cllr. Lewis proposed the resolution be amended to "To RESOLVE, if formally requested, the Community Mammogram Screening Van may use the Fairground car park and electricity for up to 8 weeks per year by pre-arrangement with the Parish Office, **subject to the requirements for the electricity being safely met and installed**".

Seconded by Cllr. Morsley.

RESOLVED unanimously.

The amended resolution was **RESOLVED** unanimously.

6. Meeting Attendance Records

To review how records of councillors' attendance at meetings are maintained and RESOLVE to make these available via the website.

A discussion took part and reviewed the reasons why the records should be made available and the benefits of considering and accepting apologies given by councillors at meetings. NALC's advice, with regards to apologies being approved by a council was noted as follows:

- If a councillor wants his absence from a meeting to be approved by the council, he should submit his request, together with a reason, before the meeting takes place. The minutes must record if it is resolved to approve a councillor's absence from a meeting and, if possible, the reason for absence.

Cllr. Dennett proposed the resolution be amended to "RESOLVE to make these available via the website **subject to the format being approved by Full Council**"

Seconded by Cllr. Morsley.

RESOLVED by majority vote.

The amended resolution was **RESOLVED** by majority vote.

7. Area in front of the Community Centre

1. To RESOLVE to remove the gate in front of the Community Centre

Further to a discussion it was agreed that the gate should remain open but closed to provide additional security measures as required. Therefore, no one proposed the resolution, and it was dismissed.

Cllr. Carter left at 21.01

2. To RESOLVE to seek quotes to block pave the area and undertake the work up to a value of £1,500.00.

Proposed by Cllr. Dennett.

Seconded by Cllr. Kilshaw.

RESOLVED by majority vote.

20/051 Finance

1. Accounts to the 31st August 2020.

To receive and APPROVE the Income and Expenditure Report for the two months to 31st August 2020 and the Balance Sheet as of that date.

APPROVED unanimously.

2. Payments made with authorisation of Chairman/Vice-Chairman

To receive and note summary of payments:

Item	Payee Details	Amount
1.	Salaries – Month 4 (July 2020)	£ 3,662.44
2.	HMRC – Month 4 (July 2020)	£ 878.26
3.	Dads Shop – 2x Security chains and combination padlocks with shackles – incl. VAT	£ 117.48
4.	Dads Shop – Discus padlock, IFAM padlock and chain, 2x cable ties – incl. VAT	£ 48.49
5.	ETC – Annual Service for Tennis Court Surface 2020 – incl. VAT	£ 1,080.00

The payments were received and noted.

2. Accounts for Payment

TO RECEIVE AND APPROVE items of expenditure:

Item	Payee Details	Amount
1.	C&D Grounds Maintenance – clear ditches Hammonds Heath/Windmill Road – incl. VAT	£ 2,160.00
2.	AES – Additional keys for bollards – incl. VAT	£ 50.40
3.	AES – Security works on Fairground – incl. VAT	£ 7,592.40
4.	AES – Conservation Footpath – incl. VAT	£ 1584.00
5.	The Good Exchange – Burghfield-Mortimer Handybus grant 2020-2021	£ 1,612.00
6.	D.C. Sturt – IT Monthly Support for September 2020	£ 90.00
7.	Dads Shop – Hybrid Polymer adhesive (for barrier sign) and multi-use smart straw – incl. VAT	£ 26.28
8.	C&D Grounds Maintenance – September grass cutting – incl. VAT	£ 774.00
9.	MultiPay Card – Monthly card charge [Direct Debit]	£ 3.00
10.	Unity Trust Bank – charges for processing cheques [Direct Debit]	£ 0.90
11.	SSE – Plot 1 Fairground electricity charges June-Sept 2020 - inc VAT [Direct Debit]	£ 18.21
12.	SSE – Plot 2 Fairground electricity charges June-Sept 2020 – inc. VAT [Direct Debit]	£ 18.21
13.	SSE – Car Park Fairground electricity charges June-Sept 2020 – inc. VAT [Direct Debit]	£ 18.21

The accounts were **APPROVED** for payment unanimously.

20/052 Items for information only

1. To note the meetings that have taken place of the following committees and to receive the draft minutes:

- a. Roads, Footpaths and Commons 22/09/2020
- b. Finance and General Purposes 29/09/2020

The meetings were noted.

2. District Councillor Reports

Minuted above.

3. Correspondence:

Item	Details
1.	Royal British Legion: Letter regarding this year's Remembrance Day event and requesting assistance with the Poppy Appeal which runs from Friday 22 nd October to Sunday 8 th November.

2.	WBC: Email regarding the District Parish Conference – Tuesday 20 th October.
3.	WBC: West Berkshire Cultural Heritage Strategy 2020-30 consultation survey
4.	Resident: Complaint about the state of the path surface for the section of Summerlug between St John's & St Mary's Roads.
5.	Resident: Enquiry as to whether the Horse and Groom has a license to play music following a loud and intrusive event held on Saturday 12 th September.

The following was noted:

- Any councillors able to volunteer to assist with the poppy appeal, as per 1. should contact the Clerk for details.
- Cllr. Carter has agreed to let Cllrs. Morsley and Wells attend the District Parish Conference as they were first to request a place. Cllr. Bridgman will be attending in his role as District Councillor.
- A report has been received from the Fairground Trustees: stating their support for the cricket nets for Mortimer Cricket Club; confirming the new rate of annual rent as per the September rent review and providing the Council with relevant details of their newly formalised and adopted Risk Management Policy.
- The closing date for the West Berkshire Cultural Heritage Strategy 2020-30 consultation survey is the 18th October meaning the Council has missed the opportunity to agree to respond formally - although councillors may respond individually should they so wish. As more consultations are being received, it was agreed that the process for dealing with them should be considered under a future agenda item.

4. Neighbourhood Action Group report

No updates to report.

5. Minor Matters

- a. Cllr. Morsley reported that a sign has been erected outside the MOR006 development, referring to the development as "Tower House Farm". The Council has not been consulted and it was agreed this should be investigated.
- b. To Cllr. Kilshaw's query, Cllr. Bull confirmed that the height barrier is taller than the 1.9m stated on the height barrier. A new sign is being sought, along with a quote for insurance purposes to repair the damage following it being hit by a van.
- c. Cllr. Lock reported that, despite the lower A level results, the number of grants issued by the Clarks Educational Foundation should be comparable with the previous year.
- d. The Clerk confirmed to Cllr. Bull that the payment for the Fairground information board needs to be addressed at the next Fairgrounds and Cemetery Committee meeting on Tuesday 24th November.

20/053 Communications

To identify items for communicating

None identified.

20/054 Future Agenda Items

To identify future agenda items **ACTION: CLERK**

1. Adoption of the BT Phone Box
2. Process for responding to Consultations.

20/055 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 20/047 on the Agenda, due to the confidential nature of the business to be transacted.

Not required.

Close

The meeting closed at 21:32.

The next meeting – 12th November 2020.