



**Stratfield Mortimer Parish Council**  
**Unadopted Minutes of the**  
**Parish Council Meeting**  
**held on 12 February 2015 @ 7:30pm**  
**at Mortimer Methodist Church Hall, West End Road Mortimer**

**Present:**

Councillors: M Dennett (Chairman), T Audsley, P Blagden, A Butcher, J Bull, P Challis, J Earl, D Ives, M Lock, N Kiley and P Wingfield.

Clerk: Mrs J Kirk

Public & Press: Four

- 15/25 To receive any Apologies for Absence:** Cllrs A Philips and A Richardson.
- 15/26 To receive any Declarations of Interest and Dispensations and to consider any Applications for the Grant of a Dispensation from Members and whether the Full Council grants itself a Dispensation in accordance with the Localism Act 2011:**  
**Declaration of Interest:** None  
**Dispensations:** None
- 15/27 To resolve to Approve Minutes of the Parish Council Meeting of 15.01.2015:**  
The Parish Council Meeting Minutes of 15 January 2015 were unanimously approved as a true record and signed by the Chairman.  
Cllr Dennett moved from the Chair to move to Agenda Items Nos. 15/33 and 15/34 before Agenda Item 15/28 below:
- 15/28 To receive Clerk's update (for information only):**
- 15/10 The tree works contract have been agreed and work put in hand.
  - 15/07 Confirmation that letters have been sent to both Mortimer Village Partnership and Mortimer Music Live re the Council's decision not to renew its Premises Licence.
  - Jordon Bruce has been appointed as the part funded PCSO and Mike Sturgess has been appointed as the fully funded PCSO from 1 March 2015.
  - West Berkshire Council (WBC) is to implement its Community Infrastructure Levy (CiL) from the 1 April 2015 on all planning applications after this date.
  - The Unity Bank has advised that they are changing providers for their payment processing services from the Co-op Bank to the National Westminster Bank. The change is scheduled to take place in the middle of 2015.
- 15/29 To agree to purchase a replacement heavy duty Parish Council Notice Board (sited outside the Post Office) to replace the broken one at a cost of £957.00 exc. VAT:** This was proposed by Cllr Bull and seconded by Cllr Butcher and unanimously agreed. **Clerk to action.**
- 15/30 To receive planning decisions and information from West Berkshire Council (WBC):**  
**Cllr Kiley the Clerk reported that the following decisions had been received from WBC:**
- 14/02868/HOUSE** 20 Strawberry Fields, two storey rear extension and single storey side extension. Refusal. The design of the two storey rear extension is overly unsympathetic to dwelling and is out of keeping and will have a detrimental impact upon the character and appearance of the site.
- 14/03125/CERTP** Beech Cottage, The Street. Loft conversion and roof lights. Refusal of a Certificate of Lawfulness. Due to Condition 5 imposed as part of the original approval for the site on 23 March 2008, to prevent the overdevelopment of the site and to safeguard the amenities of the

adjoining properties.

Appeal Decision APP/W0340/ A/14/2226698 37-39 King Street. Decision The appeal is allowed and planning permission is granted for the change of use from a workshop for the maintenance of motor vehicles owned and/or operated by the lawful occupiers of the site only, to a B2 (General Industrial) for vehicle servicing repair and touching up of vehicle bodywork using odourless low VOC spray paint, at Unit 1A, 37 – 39 King Street, in accordance with the application, referenced 14/00572/FUL, dated the 4 March 2014, and the plans submitted with it, subject to the conditions listed in the schedule attached to this decision.

- 15/31 To consider WBC Street Naming and Numbering Department's recommendations for the new development at Squirrels Lodge:** The Council considered whether to name the road after the late Cllr John Morden but after a discussion it was unanimously resolved to recommend to WBC for approval that the road be called Queen Wilhelmina Close. The reason and history behind this decision is as follows (quote from a local history book): 'Queen Wilhelmina settled in a house in Mortimer, near Reading, in 1944 and, leaving the children in Canada, Juliana joined her there in September 1944, visiting the wounded, and studying the treatment of war victims. On their return to Holland in April 1945.....' Queen Wilhelmina actually stayed at Laneswood House (the house now demolished but the new development is built on the original site) during the later war years. Just before the Parish Council Meeting Mortimer History Society independently wrote to the Parish Council to also suggest that Queen Wilhelmina's time in Mortimer be remembered in this way.
- 15/32 To agree to carry out a Housing Needs Survey for the Parish:** Cllr Wingfield proposed that the NDP organise and carry out a Housing Needs Survey for the Parish. This was seconded by Cllr Dennett and carried unanimously.
- 15/33 To receive update and Minutes from the Mortimer Neighbourhood Development Plan (NDP) Steering Group:** The Minutes of the Steering Group Meeting on 6 March 2015 were received. Cllr Dennett reported that there was a lot of activity with the NDP. Representatives of the Steering Group had met with West Berkshire Planning Policy who were happy with the group's activities and had provided contacts in West Berkshire for various areas of activity. Representatives of the group had also met with the Governors at St Mary's School. The main focus was now on the upcoming Exhibition and Discussion sessions to be held in Budgen's old shop from 14th February to 1st March. Cllr Dennett thanked the Clerk for the considerable time spent on ensuring that the Council had insurance cover and materials for the event. Cllr Dennett stated that meetings of the Steering Group on 23 January and of the Steering Group and Volunteers on 2 February had been circulated and invited questions on these. Cllr Butcher raised the question as to why the Kiln Lane site (MR001) had been eliminated from the options. Cllr Wingfield explained that this site had been rejected by WBC in their Housing Site Allocations DPD Preferred Options (July 2014). The options being presented were as to whether the community preferred to have development on one central site, or on a series of dispersed small sites around the village (as had been suggested from the July exhibition) or some combination of these two options. At present, the Kiln Lane site was one large site and therefore could be not considered as one of the smaller dispersed sites.
- 15/34 To receive a report from the Clerk and re-affirm the Neighbourhood Development Plan (NDP) TOR:** The NDP Terms of Reference were previously circulated to all Councillors and the Clerk circulated a comprehensive legal advice document relating to the Parish Council NDP, this included reference to the Neighbourhood Development Order, criteria for the Steering Group to enjoy full cover under the SMPC insurance, key extracts from the NDP TOR and the SMPC Code of Conduct. It then went on to give extracts from the SMPC adopted Financial Regulations (including the role of the Responsible Finance Officer (RFO)), orders for works and services on behalf of the Council and payment of Accounts etc. as well as a copy of the 9 statements in Section 2 of the Annual Governance Statement which forms part the Parish Council's statutory audit. The document also included relevant extracts from

the NALC booklet The Good Councillor Guide V4.

The Chairman asked whether the NDP TOR adopted by the Council on the 10 May 2014 were fit for purpose as there had been some cases of non-compliance with the Council's adopted procedures as in the Clerk's document above in that proper procedures had not always been followed with regard to orders on behalf of the Council etc. It was also confirmed that the NDP had wrongly submitted a grant application in the name of the Council on behalf of the Group. The Chairman reiterated that all expenditure has to come through the Council's RFO.

A long discussion then followed re the above, about the need to hold NDP Steering Group Meetings in public with advance notice, the need to declare a Declaration of Interest and abide by the principles of the Code of Conduct.

After a further lengthy discussion Cllr Dennett proposed that the NDP Steering Group be reminded that it must adhere to the Group's TOR and that they must comply with them. It was further agreed that the Clerk and Cllr Wingfield would work together to look at the processes and come back to the Council. This was seconded by Cllr Audsley and carried by 10 votes in favour to 1 abstention.

**15/35 To receive update on the review of the SMPC Advertising Policy:** A meeting of the Advertising Policy group is to take place shortly.

**15/36 To receive District Councillors' Reports:** The report from Cllr Lock was received. This included information on the revised route of the No 75 bus service and an update on the Home to school transport arrangements for Willink School. The report from Cllr Mayes included an update on the District Planning Document responses. Flooding and Emergency Planning in that WBC Officers are reviewing the Terms of Reference of the Monktons Book Catchment Area Study. This catchment drains surface water from lands from the Fairground/Mortimer Hill development eastwards to Mortimer Lane, Foudry House and down The Street to Foudry Brook at Tun Bridge. The study is funded partly by the Environment Agency following the flooding and damage experienced in July 2007 and the major flooding of 2000. WBC had a meeting, a presentation and a forthright discussion with Network Rail on 23 January 2015 regarding the Ufton Nerve Level Crossing. Network Rail strongly prefer a bridge solution on the grounds of railway safety as the Ufton Nerve crossing has acquired a 'Beachy Head' status. The five Parish Councils in the ward preferred a cheaper full width barrier level crossing with CCTV monitoring. The Network Rail solution is reported to cost c£3-9 million.

**15/37 Finance – To resolve to agree accounts for payment:**

In accordance with the Council's Financial Regulations all the following items for payment were considered together. Cllr Dennett proposed from the Chair that these be paid which was unanimously agreed.

**February 2015:**

- i. Sita UK Ltd (waste disposal Fairground) D/D £46.02 inc VAT
- ii. Nurse Electrical Ltd (repair to office heater) £88.80 inc VAT
- iii. Unity Trust Bank Visa (Post Office £1.72, Martin McColl £10.95 and Card Fee £2.00) D/D £14.67
- iv. J R Secretarial Services (NDP) £135.00
- v. West Berkshire Council (annual invoice for dog/litter bin emptying and play area inspections) £1,747.31 inc VAT
- vi. J E Kirk (reimbursable expenses) £26.60
- vii. Dads Shop Ltd £6.90 inc VAT
- viii. Oakdale Services (Printing NDP) £196.00
- ix. West Berkshire Council (photocopying charges) £33.24 inc VAT
- x. Information Commissioner (annual renewal fee for data protection) £35.00
- xi. Big Print (printing NDP) £447.60

**15/38 To receive Correspondence (for information only):**

None

**15/39 To receive Minor Matters (for information only):**

- In the Public Questions section Mr Smith from Mortimer Cricket Club appraised the council that it is hoped to purchase the cricket nets and lay a surface by early summer. It may also be necessary to trim some undergrowth near the area and this has been passed to the Fairground, Trees and Amenities Committee to look into.
- In the Public Questions section Mrs Morsley asked for clarification on the Community Plan Guidelines (Agenda Item 14/216 refers) in relation to suitable banking arrangements. It was confirmed to Mrs Morsley that it will be in order for the Community Plan to use a section of the Mortimer Village Partnership account.
- Cllr Dennett advised that the Community Award Committee had met and that the 2015 recipient is Mrs Alison Richardson.

**15/40 To receive any future Agenda Items:**

- Update on the 2015 Christmas Tree.
- Update on the SMPC Advertising Policy.
- To discuss a tribute to the late Cllr Morden

Date of Next Meeting: Thursday 12 March 2015

The Meeting closed at 9:25pm

UNADOPTED