



Stratfield Mortimer Parish Council

Minutes of the Full Council Meeting held online on Thursday 11th March 2021 @ 7.30 pm

Present:

Councillors:

Cllr. M. Dennett (Chairman), Cllr. S. Beard, Cllr. G. Bridgman (arrived at 20.08), Cllr. N. Carter, Cllr. K. Field, Cllr. S. Hill, 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 was one member of the public present and no members of the press.

Part I

20/098 Public Questions (for agenda items only)

None.

20/099 To receive any apologies for absence

Cllr. Bridgman gave notice that he may be late due to other meeting commitments.

20/100 To receive any declarations of interest

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.

Cllr. C. Lewis declared an interest 20/106 4. Cricket Net.

20/101 Minutes of Last Meeting

To resolve to APPROVE the Minutes of the Council Meeting of the 11th February 2021.

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

20/102 Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 11th February and other updates.

Actions from Last Meeting:

Land South of Tower Gardens

A request was sent to WBC asking them to ensure that SMPC are notified of any conditions for 19/01715/RESMAJ as previously agreed.

St Catherine's Hill – parking and layby

Emails and photographs were sent to Englefield and Mortimer West End Parish Council to highlight the current issues with the parking and layby at this location.

In addition, it was noted:

- Annual Parish Meeting: The agenda giving notice of the meeting has been publicised on the Council noticeboards, the Village noticeboards, the website, and Facebook.

The report was received.

20/103 Items to be taken into private session

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

None.

Cllr. Dennett proposed that agenda item 20/106 3. Openreach Community Fibre Partnership, be discussed next.

Seconded by Cllr. Kilshaw.

RESOLVED unanimously.

20/106 Items for Consideration and Resolution

Openreach Community Fibre Partnership

a. To RESOLVE a contribution under s.137 of £33.00 towards the printing of leaflets for the Openreach Community Fibre Partnership.

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley.

RESOLVED unanimously.

b. To receive an update on the Openreach Community Fibre Partnership and consider and AGREE further actions.

A verbal report was given by Cllr. Kilshaw and the member of the public. It was noted:

- This is for the installation of fibre broadband to business and residential properties. The offer does not apply to properties that previously had the option of the Gigaclear scheme.
- It is primarily a partnership between Openreach and the community but Government funding, through a voucher scheme, means the full cost of the installation of the fibre broadband could be met.
- As part of the Government funding process, businesses and residents register for vouchers. If the registration uptake is great enough then the application can proceed as the costs are guaranteed to be covered. If there is not enough uptake, then some form of back up, such as a Community Interest Company (CIC), is required to raise the additional funds needed and cover the potential liability.

- The cost of the installation for Mortimer is estimated to be £1.2 million. For Openreach to proceed they require enough voucher registrations to cover this cost + 30%.
- To date, in Mortimer, 365 businesses and residents have registered their interest in the scheme. This is below the number currently needed.
- In the first round of available vouchers, the value of the vouchers was £1,500 for residential properties and £3,500 for businesses. However, there is expected to be a second round of vouchers and it is thought that the value of these will be doubled. Using the new figures, the cost figure of £1.2 million is met by the 365 interested parties, but more registrations would still be needed to cover the additional 30%.
- It was suggested that there has been some reluctance on the part of businesses and residents to sign up due to a lack of trust in the initiative. It was stated that the applicant had chosen to promote this as a community led initiative and it is felt that the support of the Parish Council would add credibility and would give confidence to those unsure about signing up.
- An alternative possible way of meeting the required numbers would be if TA Fisher were to sign up on behalf of the new development.

Moving forward the individuals involved will be:

- Establishing an independent CIC.
- Providing a full written report for the Council.
- Seeking the formal support of the Parish Council for the scheme and financial support from the Parish Council for £200.00 towards the cost of setting up the CIC.
- Further promoting the scheme to the village so there is a greater uptake.

20/104 Planning

To receive planning decisions and information from West Berkshire Council.

20/02954/FUL: Land at Brunel House, Station Road, Mortimer, Reading

Erection of new building comprising 3 light industrial and research units (formerly known as Class B1(b/c) and now within Class E) with ancillary offices and 1 x flexible light industrial (formerly known as Class B1(c) now within Class E) / MOT garage unit with ancillary office space, and associated outside storage (B8), parking and landscaping.

GRANTED – 19th February 2021.

SMPC Comments

The Committee noted this was a resubmission related to 20/01684/FUL and fully supported the development, confirming that it is supported by policies C2 and C7 in the Stratfield Mortimer NDP, but raised two concerns:

1. that Highways are confident that access to the development can cope with increased traffic; and
2. the application refers to two storey units and the building being same height as Brunel House but the drawings do not clearly indicate this.

20/01683/COND2: Land South Of St John's Church Of England School, The Street, Mortimer Common, Reading Berkshire

Application for approval of details reserved by conditions (7) **Drainage**, and (10) **Water** of planning permission 19/00981/OUTMAJ - Section 73: Variation of condition 6-approved plans of approved application 17/03004/OUTMAJ: This outline application comprises two parts: Part a) The erection of 110 dwellings including affordable housing, public open space and associated landscaping with all matters reserved other than access and layout; Part b) The erection of a 3FE Infant School and

900sq m GP surgery (Use Class D1) with shared parking area with all matters reserved other than access.

APPROVED – 22nd January 2021.

SMPC Comments

Stratfield Mortimer Parish Council would like to thank West Berkshire Council for the opportunity to view and comment on the above and further to review at our Planning Committee meeting on 20th August, under Agenda item 20/0045, the Parish Council would like the following comments considered on conditions 7 and 10:

Development Impact Assessment Modelling Report:

- In Section 8 Conclusion and Recommendations, Paragraph 1; SMPC assumes the recommendation for mains to be reinforced, will be carried out by Thames Water. It is not clear what stage of the development this must happen, and we would wish for this to be clarified.
- Paragraph 2; The second sentence indicates the fire flow requirements are not currently met. We would like clarification as to whether the later part of this paragraph means further modelling showed the pressure is adequate or if something more needs to be done.
- SMPC noted the issue of swales (SUD capacity) was not raised in this document.

Drainage Maintenance and Management Plan:

- SMPC considers that it is important to understand who will carry out this management/maintenance when the site is complete. Some parts will depend on the highways being adopted but is there any agreement in place to deliver maintenance overall as laid out in the document and into the future? The document states Thames Water would adopt and maintain the system, but does this include all the management of swale vegetation etc? No commitment has been referred to in the document.
- There is significant local concern about the ability of current foul water system to cope with the new development. Has the capacity of the current sewer to take foul water from the site been demonstrated? Or is there remedial work to be done before development?

20/03036/CERTP: 27 The Avenue, Mortimer Common, Reading RG7 3QU

Proposed loft conversion with rear flat roof dormer.

LAWFUL – 17th February 2021.

SMPC Comments

No comments made.

20/02984/HOUSE: 20 Windmill Road, Mortimer Common, Reading RG7 3RN

Single storey rear extension.

APPROVED – 18th February 2021.

SMPC Comments

No objections.

2020/03075/HOUSE: 17 Croft Road, Mortimer Common, Reading, RG7 3TS

Replacement porch, single storey rear extension and first floor dormer extensions to front and rear.

GRANTED – 25th February 2021.

SMPC Comments

No objections.

20/01349/HOUSE: 10 Orchard Road, Mortimer, Reading RG7 3QN **

Demolish existing garage and construct single/two storey extension.

GRANTED – 26th February 2021.

SMPC Comments

No objections to the proposal but the Committee supported the comments from Highway Officer regarding the requirement to show sufficient parking spaces and address the widening of access, perhaps a dropped curb. The Committee also noted:

- Porch missing from the proposed ground floor plans and not clear where front entrance is to be located.
- The unallocated space where the kitchen originally was needs clarification on its intended use.
- WC on ground floor will open into the kitchen area and noted perhaps several doors are missing from plans.
- The scale charts on the plans are not consistent with some of the drawings.

20/03019/COND3: Ladyfield House, The Street, Mortimer, Reading

Application for approval of details reserved by conditions 7 (bat tubes) and 10 (bird boxes) of approved 19/02781/HOUSE - Proposed extension and alterations to existing house including demolition of existing rear extension.

APPROVED – 26th February 2021.

SMPC Comments

No comments made.

20/03066/HOUSE: Six Acre Cottage, Drury Lane, Mortimer Common, RG7 2JN

Proposed rear ground floor extension. Proposed garage with covered link and first floor storage

APPROVED – 1st March 2021.

SMPC Comments

No objections but the Parish Council would not expect to see this development lead to commercial activity generated by the addition of more garage space on the plot.

The planning decisions were received.

20/105 Committee and Working Party/Group Reports**1. Planning.**

Cllr. Morsley gave a verbal report. It was noted:

- The appeal documents for Perrins Farm have been considered by the Planning Committee.
- The cutting down of trees on the eastern side of MOR006 has been checked and is in accordance with the landscaping plans.
- The proposal to establish a new NDP will be made at the June Council meeting. If agreed, new members will then be sought, with the steering group being formally approved at the September Council meeting.

2. Strategy Working Party.

The draft scoping assessment on the Mortimer to Burghfield Footpath and Cycleway is due in March.

3. Finances & General Purposes.

Cllr. Dennett gave a verbal report. It was noted:

- The 3% increase in the charge for Council services was approved in line with the agreed budget.

- The West Berkshire Council (WBC) Active Streets Consultation has been taken on by the Strategy Working party.

20/106 Items for Consideration and Resolution

1. Allowance Scheme.

To receive and AGREE the proposal for Councillor Allowances for 2021/22 as recommended by Finances and General Purposes.

Cllr. Dennett confirmed the allowance was considered by the Finances & General Purposes Committee who recommended that no allowance should be paid for 2021/22.

Cllr. Dennett proposed that no councillor allowance should be paid for 2021/22.

Seconded by Cllr. Lock.

RESOLVED unanimously.

2. Library Contribution 2020/2021.

To RESOLVE the payment under s.137 of £3797.00 as SMPC's Library contribution for 2020/2021.

Cllr. Dennett proposed the resolution as above.

Seconded by Cllr. Lock.

RESOLVED unanimously.

3. Openreach Community Fibre Partnership.

Minuted above.

4. Cricket Net.

To RESOLVE:

- a. the location of the cricket net on the Fairground and the relocation of the table tennis table.**
- b. a budget of £1,500 for relocating the table tennis table.**
- c. the proposed new location of the table tennis table, which will be agreed with the Fairground Trustees in accordance with the lease.**

Cllr. Hill confirmed:

- This is for the portable net and would be on a temporary basis.
- The proposed location was alongside the custodian's compound over the concrete strip.
- The proposed figure of £1,500 includes replacement mats for under the table tennis table.

Cllr. Hill proposed the resolution as above.

Seconded by Cllr. Morsley.

RESOLVED with two abstentions.

Cllr. Bridgman arrived at 20.08

5. Policies.

- a. To receive and APPROVE the revised Standing Orders as recommended by Finances and General Purposes.**

The revised Standing Orders and proposed Standing Orders Appendix 1 were reviewed. Further to additional information received, it was agreed changes to the Finances and General Purposes Committee's recommendations should be made as follows:

- Standing 18.c. to g. should be retained.
- "Find a Tender" should be added in at 18. d. iii

- At 9) a) in Appendix 1, “several” should be replaced with “any” and the addition of “on the instruction of the Chairman.” will be inserted after “access to the meeting by those individuals will be severed”.

Cllr. Dennett proposed that the Standing Orders and Appendix 1 be approved subject to amendments identified.

Seconded by Cllr. Morsley.

APPROVED unanimously.

b. To receive and APPROVE the revised Financial Regulations as recommended by Finances and General Purposes.

The revised Financial Regulations were reviewed. Further to a discussion, it was agreed that “under the Late Payment of Commercial Debts (Interest) Act 1998” in Financial Regulation 5.5. a. should be removed.

Cllr. Dennett proposed that the Financial Regulations be approved subject to the amendment identified.

Seconded by Cllr. Morsley.

APPROVED unanimously.

6. New Councillor Publicity Campaign.

To receive an update and consider and AGREE further actions.

An update was received and the following noted:

- Cllr Dennett has recorded a 5 minute video for social media. This will be reviewed by Cllr. Kilshaw.
- The campaign is being promoted via the Council’s social media and Cllr. Carter has provided some information via other online sources which can be shared.
- The nomination forms for interested parties are available online but are difficult to find. The office has copies if needed.
- The forms must be submitted in person to WBC but, due to Easter, there is a limited period for handing the forms in to WBC.
- The agenda for the Annual Parish Meeting (APM) has been made available to the public and will be sent out to councillors.
- At the APM, during the open discussion on being a councillor, Cllr. Dennett will make a presentation based on the video and other councillors will contribute accordingly.

7. In Person Meetings

To receive an update and consider and AGREE further actions.

Further to a discussion, it was agreed that no action can be taken until further information is available. Consideration may need to be given to a scheme of delegation and other measures.

20/107 Finance

1. Accounts to the 31st January 2021.

To receive and APPROVE the Income and Expenditure Report to 31st January 2021 and the Balance Sheet as of that date.

The RFO highlighted the low rate of return for the Public Sector Deposit Fund which had been reviewed and noted by the Finance and General Purposes Committee.

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley.

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 11 (February 2021)	£ 3,771.04
2.	HMRC – Month 11 (February 2021)	£ 959.89
3.	F. Stansfield – expenses – security shear nuts 8mm	£ 3.20

The payments were received and noted.

3. Accounts for Payment**To receive and APPROVE items of expenditure:**

Item	Payee Details	Amount
1.	HALC – Into to Health & Safety for Local Councils – course for the Parish Clerk – inc. VAT	£ 114.00
2.	SLCC – Covid Secure Event Risk Assessment course for the Clerk – inc. VAT	£ 72.00
3.	SLCC – Cemetery Legal Compliance course for Assistant to the Clerk – inc. VAT	£ 198.00
4.	AES – fabricate box over locking point on height barrier, new height sign and move holding post for white barrier – inc. VAT	£ 430.80
5.	Dad’s Shop – Green refuse bags, bag of 50x rivets, bolt and 8mm nut – inc. VAT	£ 7.34
6.	D. Sturt – IT monitoring and support for February plus extra 3.25hr of support work in January	£ 127.50
7.	Englefield Estate – Qtr. rent (April-June) for cemetery	£ 62.50
8.	C&D – West End Road car park hedge and footpath tidy up – inc. VAT	£ 840.00
9.	Sapling Arboriculture – review of tree works on Fairground – inc. VAT	479.76
10.	Lloyds MultiPay Card – MS LifeCam studio webcam for Clerk – inc. VAT [Direct Debit]	£ 77.85
11.	Lloyds MultiPay Card – Amazon stationery order, A4, A5 notebooks, 3x pens and laminating pouches	£ 40.80
12.	Lloyds MultiPay Card – monthly fee March [Direct Debit]	£3.00
13.	Castle Water – Fairground water charges (Sept 2020 – end March 2021) [Direct Debit]	£ 57.52
14.	EE – mobile phone plan charges – inc. VAT [Direct Debit]	£28.80
15.	Currys PC World – Care Plan for Clerk’s computer [Direct Debit]	£9.49
16.	SUEZ Recycling – waste collection from Fairground – January - inc. VAT [Direct Debit]	£ 138.85

Proposed by Cllr. Dennett.

Seconded Cllr. Lock.

APPROVED for payment unanimously.

4. External Auditor's Report Year Ending 31st March 2020.

To receive and note:

- a. **the Bank Reconciliation report for the period 1st August 2020 – 31st December 2020**
- b. **the Internal Control report for the period 1st October 2020 – 31st January 2021.**

Cllr. Dennett confirmed that both reports had been considered and received by the Finances and General Purposes Committee.

The reports were received and noted.

20/108 Items for information only

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

- a. Planning 25/02/2021
- b. Finances & General Purposes 02/03/2021

The meetings were noted.

2. District Councillor Reports

In addition, Cllr. Bridgman reported:

- Further to WBC's budget, there was no adult social care precept which means a 1.99% increase in council tax.
- The judicial review, regarding the Grazeley Garden Settlement and the Detailed Emergency Planning Zone, found in favour of WBC. The settlement should not, therefore, be going ahead.
- The contract for the use of Burghfield CSA for lateral flow testing comes to an end at the end of the month and a further site is being sought.

3. Correspondence:

Item	Details
1.	Basingstoke and Deane Borough Council: notification of the designation of a New Neighbourhood Plan Area – Ecchinswell, Sydmonton and Bishops Green Parish.
2.	West Berkshire Council (WBC): Notification of the Covid Marshal Scheme.
3.	WBC: Update on Four Houses Corner.
4.	WBC: Information regarding the preparations for surge testing if required.
5.	WBC: Confirmation of the new street names for the initial development on MOR006.

The following additional correspondence had been received:

- WBC: Information regarding the Census, including posters which have been put up.
- WBC: Notification of a consultation regarding the settlement boundary review.
- Citizens Advice West Berkshire: Request for a donation.

4. Neighbourhood Action Group report.

The next meeting will be on the 4th of April.

5. Fairground Trustees report.

The report was received. It was noted that one of the trustee positions expires this year and should be renewed at the Annual Parish Meeting. However, due to the complexity of overseeing this via a remote teams meeting, the renewal has been postponed until 2022.

6. Health and Safety.

This is a new regular section which will provide the opportunity for relevant health and safety matters to be raised and considered.

7. Minor Matters

- a. Cllr. Carter has attended a meeting of St John's Hall Management as the Council representative.
- b. Cllr. Field reported that the Mortimer Village Partnership is proposing a Christmas Light event and potentially would it like to correspond with the turning on of the Christmas tree lights on the Fairground.

20/109 Communications

To identify items for communicating

- Election and new councillors
- Annual Parish Meeting.

20/110 Future Agenda Items

To identify future agenda items

1. Settlement Boundary Review consultation.
2. Citizens Advice West Berkshire grant request.
3. Community Fibre Broadband.
4. Christmas Light event.

20/111 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 20/103 on the Agenda, due to the confidential nature of the business to be transacted.

Not required.

Close

The meeting closed at 21:29.

Next meeting – 8th April 2021.