



Stratfield Mortimer Parish Council Agenda

All Members of the Council are Summoned to attend the Parish Council Meeting to be held in the grounds of the Scout Hut, Birch Lane, Mortimer, RG7 3UB on Thursday 24th June 2021 at 7.30pm

Members of the public and press are welcome to attend but attendance may be limited to meet health and safety requirements. The Council respectfully requests that members of the public and press register their interest in attending by contacting the Clerk by calling on 0118 9331955 or emailing the.clerk@stratfield.mortimer.gov.uk.

To protect attendees, on arrival **ALL** individuals will be asked to undertake Covid safe measures, including scanning the NHS QR code and/or providing their contact details and certifying the following:

- they do not have any Covid symptoms.
- they have received a negative LFD test or PCR test result within the last 36 hours.
- no member of their household has tested positive for Covid within the last ten days.
- they, nor any member of their household, have been told to self-isolate.

Part I

21/034 Public Questions (for agenda items only) - MD

21/035 To receive any apologies for absence - MD

21/036 To receive any declarations of interest - MD

- a. **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 – MD**

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.

21/037 Minutes of Last Meeting

To resolve to APPROVE the Minutes of the Annual Meeting of the Parish Council of the 6th of May 2021 - **MD**

21/038 Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the online advisory meeting held on the 10th June 2021 and other updates. Appendix 21/038 circulated – **ASST CLERK**.

21/039 Items to be taken into private session

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

21/040 Committee and Working Party/Group Reports

1. Planning Committee – **DM**
2. Strategy Working Party - **DM**

21/041 Items for Consideration and Resolution

1. Internal Auditor's Report – MD

To receive the Internal Auditor's Report for the year ended 31st March 2021.

2. Annual Governance and Accountability Return – Section 1

To receive and APPROVE for signing the 2020/2021 Annual Governance Statement.

3. Annual Governance and Accountability Return – Section 2

To receive and APPROVE for signing the 2020/2021 Accounting Statements.

4. Annual Governance and Accountability Return – additional documents

To receive the following documents which will be submitted to the External Auditor:

- a. SMPC Notification for the Exercise of Public Rights 2020-21
- b. Bank Reconciliation as of 31 March 2021
- c. Explanation of variances
- d. Explanation of High Reserves
- e. Reconciliation between Box 7 and Box 8

5. Committees and Working Parties – MD

To RESOLVE the appointment of Cllrs. Canton, Johnson and Marsden onto the committees and working parties as follows:

- a. Cllr. Canton: Fairground & Cemetery Committee, Planning Committee, Garth Hall Working party and Communications Working Party.
- b. Cllr. Johnson: Fairground & Cemetery Committee, Planning Committee and Roads, Footpath & Commons Committee.
- c. Cllr. Marsden: Roads, Footpaths & Commons Committee and Strategy Working Party.

6. Council Representative(s) - MD

To RESOLVE to appoint Cllr. Lock as the Parish Council representative to:

- a. Stratfield Mortimer Relief in Need Charity.
- b. AWE Local Liaison Committee.
- c. Wokefield Common Advisory Committee.

7. Neighbourhood Development Plan – DM

To RESOLVE that SMPC proceed with the development of a new Neighbourhood Development Plan for Stratfield Mortimer and will:

- a. set up 'The Stratfield Mortimer Neighbourhood Development Plan Steering Group', to comprise of both nominated parish councillors and members of the public in accordance with Government guidelines, to oversee and deliver the Plan.
- b. ask F&GP to produce terms of reference for the Steering Group, for approval by Full Council, to include the sequential production of two editions of the plan 1) which concentrates on the review of policy SDB1 regarding the area of land for St John's School and the doctor's surgery 2) the longer term consideration of existing and other possible policies.
- c. enter into a Service Level Agreement with West Berkshire Council for the purpose of producing a Neighbourhood Development Plan.
- d. provide a budget of £5,000 for the development of the NDP in the current financial year.

8. Library – CL

To RESOLVE that SMPC pauses the negotiation to take over ownership and day to day management of the library building and informs West Berkshire Council and other interested third parties.

9. The Street Footway Widening – DM

To RESOLVE to:

- a. proceed with Phase 1 as recommended by West Berkshire Council.
- b. set up The Street Footway Working Party of Cllr. Dennett and Morsley and Mr. P. Wingfield to oversee the project moving forward.

10. Internal Auditor 2021/22 – MD

To RESOLVE the engagement of Claire Connell as the Internal Auditor for the Financial Year 2021/22.

11. Delegated Powers – MD

To RESOLVE 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.

As necessary, decisions shall be taken in consultation with the Chairman and/or Vice-Chairman and/or Members and/or Online Advisory Working Groups of the Committees/Full Council. Online Advisory Working Groups, at which members of the public and press may attend where appropriate and may speak at the discretion of the Chairman, will take place as required and wherever possible, as per the agreed schedule of meetings.

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.

12. July Meetings – MD

To RESOLVE the revised schedule of proposed meetings for July noting that the next meeting of the Full Council will be on Thursday 29th July 2021 at 7.30pm.

21/042 Finance

1. Accounts to the 31st May 2021 - MD

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

2. Annual Subscriptions and Continuous Payments – Asst to Clerk

To review and APPROVE the annual subscriptions and continuous payments.

3. Payments made with authorisation of Chairman/Vice-Chairman – MD

To receive and note summary of payments: Appendix 21/042 – circulated.

4. Accounts for Payment – Asst To Clerk

To receive and APPROVE items of expenditure: Appendix 21/042 3 – circulated.

21/043 Items for information only

1. To note the meetings that have taken place of the following committees: - **MD**
 - a. Finance and General Purposes Advisory – 03/06/2021
 - b. Planning Advisory - 22/06/2021
2. District Councillor Reports - **GB**
3. Correspondence: Appendix 21/043 3.0 circulated - **CLERK**
4. Planning decisions and information from West Berkshire Council: Appendix 21/043 4 circulated - **DM**
5. Neighbourhood Action Group report – **DK/NC**
6. Health and Safety - **CLERK**
7. Minor Matters – **MD**

21/044 Communications

To identify items for communicating - **MD**

21/045 Future Agenda Items

To identify future agenda items - **MD**

21/046 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 21/039 on the Agenda, due to the confidential nature of the business to be transacted - **MD**.

Mrs. L. Hannawin, Clerk
18/06/2021