



Stratfield Mortimer Parish Council

Minutes of the Full Council Meeting held online on Thursday 10th September 2020 @ 7.30 pm

Present:

Councillors:

Cllr. M. Dennett (Chairman), Cllr. S. Beard, Cllr. N. Carter (left at 21:26), Cllr. S. Hill, Cllr. D. Ives, Cllr. D. Kilshaw, Cllr. C. Lewis (left at 20:29), Cllr. J. Wells.

Clerk:

Mrs. L. Hannawin (left at 21:50).
Ms. B. O'Reilly.

Public/Press:

There were 2 members of the public and no member of the press in attendance.

Part I

20/028 Public Questions (for agenda items only)

1. A member of the public attended in respect of agenda item 20/036 9 and the memorial for P.C. Andrew Harper. They suggested that blossom trees on the Fairground could be a suitable memorial, along with a plaque with careful, uncontroversial, and positive wording. Having already undertaken some investigative work with regards to the trees, they offered to be a member of a Council working party considering this.
2. A representative of Burghfield and Mortimer Handybus attended in respect of agenda item 20/036 6, the recent request received from Handybus for financial assistance with their ongoing maintenance costs of £4,050. They were unable to confirm if grants made via The Good Exchange would be match funded as per any donations made this way.

20/029 To receive any apologies for absence

Cllrs. L. Jones, M. Lock and J. Bull did not attend, and no apologies were received. Apologies were received from Cllrs. G. Bridgman and K. Field.

20/030 To receive any declarations of interest

None.

20/031 Minutes of Last Meeting

To resolve to **APPROVE** the Minutes of the Council Meeting of the 30th July 2020.

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

Cllr. Dennett proposed that agenda item 20/036 9. Memorials, be brought forward to be discussed next.

RESOLVED unanimously.

20/036 9. Memorials

To **RESOLVE** that a working party be formed to consider and advise regarding suitable memorials for:

- a) P.C. Andrew Harper
- b) Lawrence Pickering

The correct spelling for Mr. Lawrence Picking's name was noted.

Cllrs. Dennett, Hill, Ives and Kilshaw volunteered to be on a working party to consider and advise regarding suitable memorials for P.C. Andrew Harper and Lawrence Picking.

Cllr. Dennett proposed that a working party be formed as above.

Seconded by Cllr. Morsley.

RESOLVED unanimously.

Cllr. Dennett proposed that Mr. M. Greatrex be co-opted to the Working Party.

Seconded by Cllr. Morsley.

RESOLVED unanimously.

Cllr. Dennett proposed that agenda item 20/036 6. Burghfield and Mortimer Handybus, be brought forward to be discussed next.

RESOLVED unanimously.

20/036 6. Burghfield and Mortimer Handybus

To consider the request from Burghfield and Mortimer Handybus for financial support and **AGREE** any grant to be paid under s.137 and via the Good Exchange.

Cllr. Lewis proposed that a s.137 grant of £1,612 be paid to Burghfield and Mortimer Handybus.

Seconded by Cllr. Hill.

RESOLVED unanimously.

The Clerk will confirm how the money can be paid via The Good Exchange. **ACTION: CLERK**

20/032 Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 30th July and other updates.

Actions from Last Meeting

VE Day Commemorations

- An email has been sent to the Clerk of Burghfield Parish Council inviting them to be involved with the commemorations next year. To date, no reply has been received.

Interim Internal Audit

- Following the approval of the engagement of C. Connell as internal Auditor for 2020/21, the Interim Audit has been booked for Thursday 22nd October.

SID/ANPR

- The licence, location authorisation, risk assessment and equipment testing are in process.

Cllr. Hill raised the issue of the recent works on the Fairground and it was agreed to review the outstanding work away from the meeting. **ACTION: CLLR. HILL/CLERK**

The report was received.

20/033 Items to be taken into private session

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

Cllr. Dennett proposed that item 20/036 11 Website Supplier, be taken into private session.

Seconded by Cllr. Hill.

RESOLVED unanimously.

20/034 Planning

To receive planning decisions and information from West Berkshire Council

20/01254/HOUSE: 42 King Street, Mortimer Common, Reading RG7 3RS

Attic Conversion to form bedroom and en-suite.

REFUSED – 24th August 2020

SMPC Comments

Objections were raised to the plans as presented as the existing first floor plan does not appear to correspond to the actual existing dwelling. The first floor of the house extends over the ground floor family room and study (not shown on the floor plans submitted here) indicating either additional bedrooms or extended existing ones on the first floor. As the total number of bedrooms at the existing property is not indicated there is an issue with the number of car parking spaces available at the property as per parking standards in Zone 3. (SMPC Neighbourhood Development Plan – Policy GD2 Parking, i.e. a three bedroom dwelling requires 2.5 parking spaces and a four bedroom dwelling requires 3 parking space.)

20/01273/MDOPO: Land South Of St John's Church Of England School, The Street, Mortimer Common

Modification of Planning Obligations of planning permission 17/03004/OUTMAJ. Modification:

First Schedule - Clause 3.

WITHDRAWN – 30th July 2020

SMPC Comments

No objections.

20/01625/CERTP (Certificate of Lawfulness): 18 Campbells Green Mortimer Common Reading RG7

Erection of panel fencing around the boundary of garden

REFUSED – 3rd September 2020

WBC Comments

As the proposed fencing will be immediately adjacent to a highway used by vehicular traffic and be over 1m in height it, therefore, does not accord with the criteria contained in Schedule 2, Part 2, Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015. Planning permission is required.

20/01279/HOUSE: 25 Bilberry Gardens, Mortimer Reading RG7 3WU

Two storey rear extension and solar panels to south elevation roof.

GRANTED – 7th September 2020

SMPC Comments

The Committee noted that the proposed solar panels would be on the front of the property but were not aware of any restrictions on this. The Committee was, however, concerned about the lack of parking as no parking layout has been provided with the plans. The Committee would not object to the proposal itself but would like to see where the required three car parking spaces were to be located for what is a 4 bedroom dwelling (one room labelled as Study) in this compact area of the village. [SMPC NDP Policy GD2 9.2.2 Internal & External Access and Parking]

The planning decisions were received.

20/035 Committee and Working Party/Group Reports**1. Strategy Working Party**

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

- West Berkshire Council (WBC) have been contacted with regards to the public open spaces and confirmation is waited with regards to establishing a working party with WBC Officer Caroline Booth.
- Due to the potential value of the consultancy projects, the project manager role has been advertised on Contracts Finder as part of the tender process as per the Financial Regulations. Any applications will be considered along with those already received.
- WBC have been approached regarding the footpath/cycleway from Mortimer to Burghfield but the initial response was poor. One role of the project manager would be to follow this through.
- Cllr. Carter is continuing to analyse the pre-format answers to the consultation survey.

2. VE Day 75 Commemorations

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

- The pill box restoration is complete and in particular, thanks needs to be given to: Mr. A. Hodge, Mr. A. Thurley, Mr. A. Rowland, Mr. J. Wise. It was agreed that thank you letters will be issued. **ACTION: CLLR. BEARD/CLERK**
- Applications have been reissued regarding the fly pasts.
- A planning meeting is proposed for October.
- It is proposed for the commemorations to take place on the weekend of the 8th/9th May 2021 and that the name be changed to VE Weekend.

20/036 Items for Consideration and Resolution**1. BT Box**

To RESOLVE to adopt the telephone box on the corner of King Street and Victoria Road.

The following was noted:

- One of the 3 criteria from the 2019 consultation required to keep the telephone box, incorrectly stated that at least 12 phone calls must have been made in the previous 12 months. This should have been 120 and has been amended for the current consultation.
- If adopting the box, the decision will need to be taken as to whether to also take over the electricity supply or leave this with BT.

- Should the Council decide at a later stage not to keep the box, any cost of removal is highly likely to be met through selling the box.
- It should be established that the box is free from any hazardous material.

Cllr. Dennett proposed the resolution as above.

Seconded by Cllr. Kilshaw.

RESOLVED by majority vote. **ACTION: CLERK**

2. Virement for Grant

To RESOLVE the virement of £2484.00 from the budget for S137 Grants, Nominal Code 4449, to a budget for Grants, Nominal Code 4448.

Cllr. Dennett confirmed that it is considered most appropriate for the grant for the maintenance of St Mary's Churchyard to be paid from s.214. However, as the Council do not currently have a budget for grants other than s.137, a transfer of funds needs to be made from the s.137 budget accordingly, to a new budget item.

Cllr. Dennett proposed the resolution as above.

Seconded by Cllr. Morsley.

RESOLVED unanimously. **ACTION: CLERK**

3. Terms of Reference

To receive and APPROVE the Terms of Reference for the Strategy Working Party.

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley.

RESOLVED unanimously.

4. Website Accessibility Statement

To receive and APPROVE the Website Accessibility Statement.

The need for a Website Accessibility Statement was reviewed and the draft statement considered.

Cllr. Dennett proposed the approval of the statement.

Seconded by Cllr. Kilshaw

RESOLVED unanimously. **ACTION: CLERK**

Cllr. Lewis left the meeting at 20:29.

5. Connecting Communities in Berkshire (CCB)

To consider membership of CCB and APPROVE any expenditure under s.137 accordingly.

The purpose and benefits of CCB were considered.

Cllr. Dennett proposed the Council should become members of the CCB and the fee should be paid from s.137

Seconded by Cllr. Hill

RESOLVED unanimously. **ACTION: CLERK**

6. Burghfield and Mortimer Handybus

To consider the request from Burghfield and Mortimer Handybus for financial support and AGREE any grant to be paid under s.137 and via the Good Exchange.

Debated and minuted after 20/031.

7. Planning Consultation

To RESOLVE that the Planning Committee respond to the consultation/consultation documents, as appropriate, on proposals for reform of the planning system in England.

Cllr. Morsley briefly summarised the consultation and confirmed that due to the nature of the consultation it would be difficult for the Planning Committee to respond accordingly and it would be more appropriate for a working party to review the consultation documents and advise the Planning Committee regarding an appropriate response.

Cllr. Morsley proposed that the resolution be amended as follows “To RESOLVE that a temporary working party review the consultation documents and make a report to the Planning Committee by the 22nd October, in order that a response on the proposals for reform of the planning system in England be agreed and made accordingly”

Seconded by Cllr. Dennett.

RESOLVED unanimously.

Cllrs. Dennett, Hill, Morsley and Wells volunteered to be on the working party. Cllr. Morsley confirmed that Mr. P. Wingfield and Mr. T. Barber have agreed to be co-opted onto a working party.

Cllr. Morsley proposed the amended resolution and the co-option of Mr. P. Wingfield and Mr. T. Barber onto the Working Party.

Seconded by Cllr. Kilshaw.

RESOLVED by majority vote.

8. Casual Vacancy

To declare a vacancy for the office of Cllr. K. Johnson as per the Local Government Act 1972 S.85 (1)

A lengthy discussion ensued and the circumstances, advice sought, and legal references were reviewed and considered. The potential causes, preventative actions that could have been taken and learning outcomes moving forward were acknowledged.

The vacancy was **DECLARED. ACTION:CLERK**

Cllr. Carter left the meeting at 21:26.

Cllr. Dennett proposed an extension to the meeting.

Seconded by Cllr. Kilshaw.

RESOLVED unanimously.

9. Memorials

To RESOLVE that a working party be formed to consider and advise regarding suitable memorials for:

a. P.C. Andrew Harper

b. Lawrence Pickering

Debated and minuted after 20/031.

10. Website Supplier

To consider the quotes received from the web developers and RESOLVE to engage a supplier to build the new website.

Minuted under PART II.

11. Station Car Park

To receive an update on the station car park planning and consider and AGREE actions required.

Cllr. Morsley confirmed that the decision on the station car park planning application was deferred by Eastern Area Planning Committee (EAPC). A response to both the issues raised and additional queries highlighted by the planning officer, is being drafted ready for the next EAPC meeting in October.

20/037 Finance

1. Accounts to the 31st July 2020

To receive and APPROVE the Income and Expenditure Report for the two months to 31st July 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)	£ 3,696.63
2.	HMRC – Month 4 (July 2020)	£ 878.26
3.	Salaries – Month 5 (August 2020)	£ 3,638.01
4.	HMRC – Month 5 (August 2020)	£ 878.26
5.	SUEZ Recycling – July collections from Fairground – inc. VAT [Direct Debit]	£ 134.99
6.	Currys PC World - Care Plan for Clerk's computer July [Direct Debit]	£ 9.94
7.	EE – August mobile phone plan charges – inc. VAT [Direct Debit]	£ 28.80
8.	Thurley Plant – construct and fit security gate for WW2 Pill Box – inc. VAT	£ 600.00
9.	C&D Ground Maintenance – June grass cut on Fairground and cemetery – inc. VAT	£ 793.36
10.	C&D Ground Maintenance – watering lime trees 23 rd , 25 th and 26 th June – inc. VAT	£ 327.42
11.	AES – Repair of lock on kissing gate on Fairground – inc. VAT	£ 252.00
12.	Stuart Michael Associates – Mortimer Station Car Park response to WBC's land drainage queries – inc. VAT	£ 600.00
13.	L.J. Strang & Partners – temp removal of barriers at Hammonds Heath access x4; removal of all barriers back to farm – inc. VAT	£ 198.00
14.	Englefield Estate – Qtr Rent for Cemetery Sept-Dec 2020	£ 62.50
15.	CIA Fire & Security – Engineer call out to LTA gate system due to network locking up 20.08.2020 – inc. VAT	£ 192.00

Cllr. Beard raised the issue of the monthly payment of £9.94 to Curry's PC World and it was confirmed that this is for the ongoing care plan for the Clerk's laptop as part of an original package and the recently engaged IT Consultant is more to address the Council's software needs.

Cllr. Hill raised the issue of the payments to C&D for 1) the watering of the trees and 2) the cutting of the Fairground during the hot weather when the grass had not grown. It was suggested that this be reviewed away from the meeting and a watering/grass cutting policy could be established at the beginning of the next season. **ACTION: CLLR. HILL/CLERK**

3. Accounts for Payment

TO RECEIVE AND APPROVE items of expenditure:

Item	Payee Details	Amount
1.	Vision ICT – Website hosting and support Sept 2020 to August 2021 – inc. VAT	£ 258.00
2.	C&D Grounds Maintenance – grounds maintenance July – inc. VAT	£ 774.00
3.	C&D Grounds Maintenance – grass cutting at cemetery August – inc. VAT	£ 402.00
4.	SUEZ Recycling – August collections from Fairground – inc. VAT [Direct Debit]	£ 134.32
5.	Dads Shop – Refuse bags, Carbine Hook, Gloss paintbrush, key rings and tabs, waterproof tape – inc. VAT	£ 33.38
6.	Currys PC World - Care Plan for Clerk's computer August [Direct Debit]	£ 9.94
7.	EE – August mobile phone plan charges – inc. VAT [Direct Debit]	£ 28.80
8.	Pro Vision – Mortimer Station Car Park preparation and submission of Heritage Statement – inc. VAT	£ 372.00
9.	Pro Vision – Mortimer Station Car Park preparation and submission of rebuttal – inc. VAT	£ 372.00
10.	AES – Conservation footpath – inc. VAT	£ 1,584.00
11.	D. Sturt – monthly IT monitoring and support for August	£ 131.50

It was noted that there is some snagging work to undertake on the conservation footpath.

ACTION: CLLR. HILL/CLERK

Subject to resolving the issue as above, the accounts were **APPROVED** for payment unanimously

20/038 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 20/08/2020

The meeting was noted.

2. District Councillor Reports

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

3. Correspondence:

Item	Details
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1. West Berkshire Council (WBC): Notification that the Independent Remuneration Panel (IRP) to consider Members' Allowances is being held on 23rd and 24th September 2020. This will also include a Parish Remuneration Panel, part of which will be a workshop for interested Parish representatives.
2. Residents: Regarding the potential vulnerability of the public open space in Strawberry Fields with regards to an illegal incursion.
3. Resident: Comments and a request for further information about the height barrier at the entrance to the Fairground car park.
4. Eight Bells Community Strength: Information regarding Community Strength - a community based support that will be provided by Community Navigator volunteers to prevent and reduce social isolation throughout West Berkshire.
5. WBC: Information regarding Mobile Testing Units (MTUs) for Covid-19 and a request for details regarding possible location.
6. Royal Berkshire NHS Foundation Trust/Berkshire West CCG/Berkshire West ICP: Patient Participation Groups in Berkshire West newsletter.
7. Resident: Email to Cllr. Bridgman providing comments on the Eastern Area Planning Committee meeting regarding Mortimer Station. [See 20-038 3.1 Appendix 1.](#)
8. WBC: Briefing paper and PowerPoint presentation that on the White Paper – Planning for the Future as given to members of WBC.

It was noted that item 7. was a letter addressed to Dist. Cllr. Bridgman and copied to the Chairman and Clerk, but the resident had asked for its contents to be noted at the next SMPC Council meeting.

4. Neighbourhood Action Group report

A meeting has taken place but no current feedback.

5. Minor Matters

- a. Cllr. Morsley reported that NALC is offering an hour long Zoom presentation on the planning consultation at a cost of £30.00. Attendance will be considered.
- b. Cllr. Ives reported that the SID, without the ANPR, has been deployed 3 times in the last week in order to become familiar with the new machine.
- c. Cllr. Beard requested that on confirmation that the pill box is now under the jurisdiction of the Parish Council, C&D be requested to maintain the undergrowth. **ACTION: CLERK**
A van, carrying ladders on top, had crashed into the new height restrictive barrier - it was confirmed that details are with the Clerk.
- d. Cllr. Hill reported the death of Air Vice-Marshall Barry Newton. Cllr. Dennett confirmed that he and the Clerk had written condolences on behalf of the Council.

20/039 Communications

To identify items for communicating

Not discussed.

20/040 Future Agenda Items

To identify future agenda items

1. Memorial to Air Vice-Marshall Barry Newman. **ACTION:CLERK**

20/041 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 20/033 on the Agenda, due to the confidential nature of the business to be transacted.

RESOLVED unanimously to move to Part II.

The Clerk left the meeting at 21:50.

Part II

20/042 Items for Consideration and Resolution

10. Website Supplier

To consider the quotes received from the web developers and RESOLVE to engage a supplier to build the new website.

Cllr. Dennett advised the four proposals had been received. Cllrs Dennett, Kilshaw and Carter and the Assistant to the Clerk were reviewing the bids and would hold a Teams meeting as soon as possible to decide which bids to follow up. **ACTION: CLLRS. DENNETT/KILSHAW/CARTER/ASST. to the CLERK**

Close

The meeting closed at 10:00pm.

The next meeting – 8th October 2020.