



## Stratfield Mortimer Parish Council

### Minutes of the Full Council Meeting held online on Thursday 14<sup>th</sup> January 2021 @ 7.30 pm

#### **Present:**

#### **Councillors:**

Cllr. M. Dennett (Chairman), Cllr. S. Beard, Cllr. G. Bridgman (arrived at 19.54), 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 were two members of the public present and no members of the press in attendance.

#### **Part I**

#### **20/070 Public Questions (for agenda items only)**

None.

#### **20/071 To receive any apologies for absence**

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

#### **20/072 To receive any declarations of interest**

- 1. 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.**

None declared.

- 2. To receive and consider granting requests for dispensation(s).**

Dispensations regarding the settling of the Precept, at any relevant meeting occurring in the period up to 30th April 2023, were considered for Cllrs. Beard, Field, Ives, Lock and Wells.

The dispensations were **GRANTED** unanimously.

*# Dispensations regarding the settling of the Precept had previously been granted for Cllrs. Bridgman, Carter, Dennett, Hill, Kilshaw, Lewis and Morsley at the meeting of the Finance and General Purposes Committee on the 5<sup>th</sup> January 2021.*

## **20/073 Minutes of Last Meeting**

**To resolve to APPROVE the Minutes of the Council Meeting of the 12<sup>th</sup> November 2020.**

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

## **20/074 Clerk's Report**

**To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 12<sup>th</sup> November and other updates.**

### **Actions from Last Meeting:**

#### **Meeting Attendance Records**

The information is being installed on the website under Council Information: Councillors.

#### **West Berkshire Council (WBC) Annual Community Champion Awards**

The nomination for the Covid Response Volunteer of the Year award was successfully submitted. The information required for the nominee for the Big Thank You award was received too late and the nomination could not be made.

## **Other Updates**

### **Casual Vacancy**

Further to the resignation of Cllr. J. Bull, WBC have confirmed that at least 10 requests for an election 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).

### **Pillbox**

The draft lease has been received and is under review.

### **Community Mammogram Van**

The required electrics are in process. The van will be arriving on the 15<sup>th</sup> February with an aim to finish the screening by the end of April.

### **MOR006 Street Names**

Suggestions have been submitted to WBC.

### **New Website**

The draft version will be available later this month for review.

### **Remembrance Day Silhouette**

A further silhouette was stolen during the Remembrance period.

### **In addition, it was noted:**

- Covid Response Nomination of the Year: Confirmation has been received that the SMPC nominee for this category, Mr. J. Hannawin, has been commended by West Berkshire Council and will be receiving a certificate.
- Leaf Clearance: The leaf issue in West End Road was reported to WBC in November 2020 and a request was made for a copy of the road sweeping regime.

The report was received.

### **20/075 Items to be taken into private session**

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

It was agreed that agenda items 20/077 5: Garth Hall Working Party and 20/078 9: Tree Survey Work should be taken into private session.

# Cllr. Dennett proposed that agenda item 20/078 3. Parish Council Ownership of the Library Building, be discussed next.

Seconded by Cllr. Lock.

**RESOLVED** unanimously.

### **20/078 Items for Consideration and Resolution**

#### **Parish Council Ownership of the Library Building**

**To RESOLVE, as recommended by Finance and General Purposes:**

- a. **The Council continues to take over the ownership and day to day management of the library building.**
- b. **The Clerk be given authority to enter into a lease, for the library building, and service level agreement with WBC.**
- c. **An approach be made to interested members of the public to set up an appropriate trust.**

Cllr. Lewis presented a report.

Cllr. Lewis proposed the resolution.

Seconded by Cllr. Dennett.

**RESOLVED** unanimously.

# Cllr. Lewis thanked Ms. M. McClure and Mr. P. Wingfield for their work to date and in the future.

### **20/076 Planning**

**To receive planning decisions and information from West Berkshire Council.**

#### **20/02143/HOUSE: Hardelet, West End Road, Mortimer Common, Reading RG7 3TP**

Rear extension to ground and first floor.

**APPROVED** – 2<sup>nd</sup> December 2020.

#### **SMPC Comments**

No objections.

#### **20/02339/HOUSE: Six Acre Cottage, Drury Lane, Mortimer Common, Reading RG7 2JN**

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

**CANNOT BE DETERMINED**– 8<sup>th</sup> December 2020.

#### **SMPC Comments**

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

#### **20/02626/CERTP: 5 Damson Drive, Mortimer, Reading RG7 3WZ**

Planning for an outdoor sauna to be installed in the garden for family recreational use and having building size with approved permitted development rights. Dimensions 2.1m depth, 3m length, max. height 2.1m, total 6.3 sqm usage out of existing 50sqm garden space.

**REFUSED** – 9<sup>th</sup> December 2020.

**20/02284/HOUSE: 64 West End Road, Mortimer Common, Reading, RG7 3TH**

Proposed first floor rear extension.

**GRANTED** – 11<sup>th</sup> December 2020.

**SMPC Comments**

No objections.

**20/02547/HOUSE: 6 Leighfield, Mortimer Common, Reading RG7 3TT**

Proposed garage conversion and single storey front extension.

**GRANTED** – 30<sup>th</sup> December 2020.

**SMPC Comments**

No objections.

**20/00674/FUL: Land To The South East, Mortimer Station, Station Road, Mortimer, Reading, Berkshire**

Change of use of land and the construction of a 150 space car park with alterations to the highway, landscaping, and associated works.

**GRANTED** – 21<sup>st</sup> December 2020.

**20/02759/NONMAT: Old Fire Station, The Street, Mortimer, Reading RG7 3PB**

Application to determine if Prior Approval is required for a proposed Single storey rear extension and addition of 2 front rooflights. Dimensions 5.00m from rear wall, 3.85m maximum height, 2.45m eaves height.

**GRANTED** – 30<sup>th</sup> December 2020.

**20/02851/COND5: Land South Of Tower Gardens, The Street, Mortimer Common, Reading**

Application for approval of details reserved by condition 5 (phasing plan) of approved 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** – 30<sup>th</sup> December 2020.

**20/02644/PASSHE: Glangarth, Sweetzers Piece, Mortimer, Reading RG7 3UX**

Application to determine if Prior Approval is required for a proposed Single storey rear extension and addition of 2 front rooflights. Dimensions 5.00m from rear wall, 3.85m maximum height, 2.45m eaves height.

**PRIOR APPROVAL NOT REQUIRED** – 4<sup>th</sup> January 2021.

**20/02687/CERTP: 3 West End Road, Mortimer Common, Reading RG7 3TB**

Application for a Lawful Development Certificate for a proposed development of construction of temporary wooden frame canopy.

**REFUSED** – 8<sup>th</sup> January 2021

The planning decisions were received.

## **20/077 Committee and Working Party/Group Reports**

### **1. Finance and General Purposes Committee.**

Most updates are covered by other agenda items, but it was noted that Cllr. Dennett, along with the Clerk and Cllrs. Carter and Hill will be producing a response for the Health and Wellbeing Consultation, which ends on the 29<sup>th</sup> of January. Members should send any comments regarding the consultation to Cllr. Dennett and/or respond independently.

### **2. Planning Committee.**

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

- The Planning Committee has agreed a new Working Party to formulate a response on the Minerals and Waste Consultation.
- A response has been formulated for submission on the Emerging Local Plan consultation.

### **3. Strategy Working Party.**

Updates are covered by other agenda items.

### **4. Memorial Working Group.**

Cllr. Dennett gave a verbal report. In the absence of other Councillors wanting to take over organising this, Cllr. Dennett will arrange for a meeting for those on the Working Party – Cllrs. Hill, Ives and Kilshaw.

### **5. Garth Hall Working Party**

Moved to Part II.

## **20/078 Items for Consideration and Resolution**

### **1. Project Manager Consultant.**

**To RESOLVE the appointment of the Project Manager Consultant as recommended by Finance and General Purposes.**

Cllr. Morsley gave a report and confirmed that, further to the rigorous selection process the Finance and General Purposes Committee are recommending the appointment of Ridge & Partners LLP as the Council's Project Manager Consultant. The following was noted:

- On request, Ridge have provided a quote for undertaking the first stage of The Street pavement widening project.
- A CIL Bid has been submitted for £35,000 of match funding, for The Street pavement widening project.
- Further to a successful meeting with WBC, WBC may now actually oversee this project whilst SMPC would partially fund it from CIL reserves and the new bid, if successful.
- If WBC oversee The Street pavement widening project, Ridge would be required for and asked to commence on the Mortimer to Burghfield footpath project.

# Cllr. Bridgman arrived at 19.54.

Cllr. Dennett proposed that Ridge & Partners LLP be appointed as Project Manager Consultants to SMPC.

Seconded by Cllr. Morsley.

**RESOLVED** unanimously.

**2. Budget and Precept 2021/22.**

**To receive and APPROVE the Budget and Precept as recommended by Finance and General Purposes.**

The RFO presented a summary of the Budget and Precept. It was noted that WBC have not yet issued the Council Tax Base.

Cllr. Dennett proposed the Budget and Precept be approved.

Seconded by Cllr. Morsley.

**RESOLVED** unanimously.

**3. Parish Council Ownership of the Library Building.**

Minuted above.

**4. Council Representatives.**

**To APPOINT a Parish Council representative to Stratfield Mortimer Relief in Need Charity.**

Cllr. Lock was appointed accordingly.

**5. Outside Committees.**

**To AGREE Councillor volunteers to sit on the following committees:**

**a. St John's Hall Management Committee.**

**b. Burghfield & Mortimer Volunteer Bureau**

It was agreed that Cllrs. Carter and Field would sit on the committees' respectively.

**6. VE Day 75 Commemorations and Queen's Platinum Jubilee.**

**To RESOLVE that the VE Day Commemorations and the Queen's Platinum Jubilee celebrations are held as a joint event in 2022.**

Proposed by Cllr. Beard.

Seconded by Cllr. Field.

**RESOLVED** unanimously.

**7. BT Phone Box.**

**To RESOLVE the use of the phone box and actions to be taken.**

The Clerk confirmed that the contract had been signed and the fee of £1 had been paid and notification had been received from BT that the telephone box had been decommissioned. At the Finance and General Purposes meeting in December, it was proposed that the telephone box should be used to house a defibrillator and an application has been submitted for a Covid-19 Members' Community Bids for money towards this. Cllr. Bridgman gave the details of the Covid-19 Members' Bid and confirmed that SMPC's application was a backup and if the other bids go through, this one will not get funding from WBC.

Further to a discussion, it was agreed that other locations should be considered for additional defibrillators. This will be overseen by Finance and General Purposes, who will make recommendations to Full Council.

Cllr. Dennett proposed that the phone box be used to house a defibrillator.

Seconded by Cllr. Lock.

**RESOLVED** by majority vote.

**8. Allotments - MD**

**To RESOLVE the Strategy Working Party investigate the provision of allotments.**

Proposed by Cllr. Dennett.

Seconded by Cllr. Hill.

**RESOLVED** unanimously.

## 9. Tree Survey Work

To review the tree work that has been undertaken and matters arising and RESOLVE the actions to be taken.

Moved to Part II.

## 20/079 Finance

### 1. Accounts to the 30<sup>th</sup> November 2020.

To receive and APPROVE the Income and Expenditure Report to 30<sup>th</sup> November 2020 and the Balance Sheet as of that date.

Proposed by Cllr. Dennett.

Seconded by Cllr. Hill.

**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 8 (November 2020)	£ 3,613.32
2.	HMRC – Month 8 (November 2020)	£ 835.86
3.	Salaries – Month 9 (December 2020)	£ 3,586.36
4.	HMRC – Month 9 (December 2020)	£ 872.66
5.	Englefield Estate – Cemetery rent 25/12/2020 to 24/03/2021	£ 62.50
6.	Claire Connell – completion of audit and report	£ 240.00
7.	PKF Littlejohn – completed review of accounts to 31/03/2020 – inc. VAT	£ 480.00
8.	Dads Shop – 3 x sets of battery Christmas lights, 3x sets of Supa-Brights, concrete and mortar mix – inc. VAT	£ 142.73
9.	John R Bull – repairing kerb at War Memorial	£ 100.00
10.	David Sturt – Monitoring and IT support for November 2020	£ 125.00
11.	West Berkshire Council – rent re West End Car Park	£ 10.00
12.	BT Payphones – Adoption of telephone kiosk (Junction King Street/Victoria Road)	£ 1.00

The payments were received and noted.

### 3. Accounts for Payment

To receive and APPROVE items of expenditure:

Item	Payee Details	Amount
1.	Lexis Nexis – Arnold Baker Local Council Administration 12 <sup>th</sup> Edition	£ 149.99
2.	ACLA – Cemetery extension 5hrs professional service	£ 210.00
3.	C&D – treeworks on Fairground – inc. VAT	£ 8,730.00
4.	Oliver Signs – Winter newsletter production – inc. VAT	£ 518.71

5.	D.C.Sturt – Monitoring and SMPC IT support in December	£ 60.00
6.	West Berkshire Council – Mortimer Library quarter rent	£ 812.50
7.	M. B. O'Reilly – expenses: home telephone charges April to October 2020	£ 103.09
8.	M. B. O'Reilly – expenses: 12 x 1 <sup>st</sup> class stamps	£ 10.20
9.	Lloyds MultiPay Card – A4 Printing Paper and Printer Cartridges [Direct Debit]	£ 160.58
10.	Lloyds MultiPay Card – monthly fee November & December [Direct Debit]	£6.00
11.	Unity Trust Bank charges Sept-November 2020 [Direct Debit]	£ 2.70
12.	SSE Southern Electric – Fairground car park Sept-Dec 2020 (Direct Debit)	£ 22.89
13.	SSE Southern Electric – Plot 1, Fairground Sept-December 2020 [Direct Debit]	£ 22.60
14.	EE – mobile phone plan charges – inc. VAT [Direct Debit]	£28.80
15.	B.T – quarterly plan charges for Dec-Feb 2021 – inc. VAT [Direct Debit]	£174.96
16.	Currys PC World – Care Plan for Clerk's computer [Direct Debit]	£9.49
17.	SUEZ Recycling – waste collection from Fairground - October – inc. VAT [Direct Debit]	£ 131.63
18.	Vita Play Ltd – Supply and installation of the climbing net – inc. VAT	£587.02

The RFO confirmed:

- Item 3. is for the tree work to be discussed under agenda item 20/078 9: Tree Survey Work, in Part II.
- Due to payment terms, item 18. needs approving but payment will be withheld until the work has been checked.

Cllr. Dennett proposed the list of accounts are approved for payment 1) with the exception of item 3. and 2) subject to the work being reviewed as satisfactory for item 18.

Seconded Cllr. Wells.

**RESOLVED** unanimously.

#### **4. External Auditor's Report Year Ending 31<sup>st</sup> March 2020.**

**To receive the report.**

The report was received.

#### **20/080 Items for information only**

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

- a. Fairground and Cemetery 24/11/2020
- b. Planning 10/12/2020
- c. Finance and General Purposes 05/01/2021

The meetings were noted.

##### **2. District Councillor Reports**

In addition, Cllr. Bridgman reported:



- The green bin collection has been suspended from the 18<sup>th</sup> January to the 31<sup>st</sup> January inclusive. This is to assist with the black bin collections, which have been adversely affected by Covid-19.
- Vaccinations are underway at Newbury racecourse for the 3 westerly primary care networks and vaccinations for the care homes in these areas should be concluded in the next 10 days. West Reading villages are covered by The Boathouse surgery at Pangbourne, who will also oversee the vaccinations for the care homes in this area.
- Christmas trees should be collected when the green bin collection resumes on the 1<sup>st</sup> of February.

### 3. Correspondence:

Item	Details
1.	WBC: Details of the Cold Weather Plan.
2.	Basingstoke and Deane Borough Council: Details of recently published Planning Policy documents.
3.	WBC: Details regarding commissioning of the Voluntary & Community Sector Support Organisation for West Berkshire.
4.	WBC: Details of the COVID Winter Grant Scheme
5.	Residents of Strawberry Fields: Concerns regarding parking on Strawberry Fields – Appendix 3.1
6.	WBC/Thames Water: Details of 1) Thames Water's response to Covid-19 and 2) Thames Water Priority Services Register
7.	Members of Public: Concerns regarding the recent tree work.
8.	Chair of School Governing Body and Governor/parent: Concerns regarding width of pavement to S Mary's School.
9.	Member of Public: Phone call regarding antisocial behaviour in lane leading to St Mary's Church.
10.	BALC: Details of Annual General Meeting on Wednesday, 24 February 2021 19:00 - 21:00hrs.

The following additional correspondence had been received:

- NALC: Confirmation of the cancellation of the 2021 Queen's Garden Parties in London and Edinburgh.
- WBC: Confirmation that the deadline for the Newbury Town Centre Masterplan Survey has been extended until the 31<sup>st</sup> January.

The correspondence received from residents of Strawberry Fields, regarding parking at the entrance to the estate, was reviewed. Cllr. Morsley reported that the Council has previously tried to address the issue. The school is now looking at further solutions and are undertaking a feasibility study.

### 4. Neighbourhood Action Group report

The next meeting will be on the 2<sup>nd</sup> February. Incidents reported on Facebook are being monitored and will be reported back to the police.

### 5. Minor Matters

- a. Cllr. Lock reported that the ownership of the AWE is changing to the MOD - this will be as of the 1<sup>st</sup> of July. The Clarks Educational Foundation will be undertaking a survey of the School House to establish any work required. The apprentice scheme needs clarification.

- b. Cllr. Hill expressed thanks to Mr. J. Strang for his help with the Christmas tree and Cllr. Dennett thanked Cllr. Hill and B. O'Reilly for their organisation of the Christmas tree.
- c. Since some houses in Mortimer have been unable to get superfast broadband provided by Gigaclear, Cllr. Carter has been supporting a resident in trying to introduce Community Fibre Broadband.
- d. The issue with the gravel lorries, as reported at the last meeting, appears to have been resolved.
- e. Cllr. Morsley reported that due to the recent form of lockdown, MVP volunteers will not currently be undertaking newsletter deliveries and may not, therefore, be available for any Parish Council delivery. Cllr. Dennett thanked the MVP volunteers for their assistance with the delivery of the Council's December newsletter.

## **20/081 Communications**

### **To identify items for communicating**

- Budget.
- Station Car Park – final decision.
- Phone box and defibrillators.
- Breast screening van.
- Parish Council vacancies and elections.

## **20/082 Future Agenda Items**

### **To identify future agenda items**

1. Cllr. Beard proposed hosting a classic car show and a Christmas Market and will provide details for consideration as potential future agenda item.

## **20/083 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 20/075 on the Agenda, due to the confidential nature of the business to be transacted.**

Proposed by Cllr. Dennett.

Seconded by Cllr. Hill.

**RESOLVED** unanimously.

## **20/078 Items for Consideration and Resolution cont.**

### **9. Tree Survey Work.**

**To review the tree work that has been undertaken and matters arising and RESOLVE the actions to be taken.**

The report was reviewed and the recommendations were amended and agreed.

Proposed by Cllr. Hill.

Seconded by Cllr. Wells.

**RESOLVED** by majority vote.

## **20/063 Committee and Working Party/Group Reports cont.**

### **6. Garth Hall Working Party**

Cllr. Dennett gave a verbal report and confirmed that legal advice will be sought from WBC Legal Services. Cllr. Dennett will circulate a draft summary of the legal advice needed to the Garth Hall Working Party, prior to submitting it to WBC.

### **Close**

The meeting closed at 21:27.

Next meeting – 11<sup>th</sup> February 2021.