



Stratfield Mortimer Parish Council

Minutes of the Full Council Meeting held online on Thursday, 8th April 2021 @ 7.30 pm

Present:

Councillors:

Cllr. M. Dennett (Chairman), Cllr. S. Beard, Cllr. G. Bridgman, Cllr. N. Carter, Cllr. K. Field, Cllr. S. Hill, Cllr. D. Kilshaw (joined at 7.32pm), Cllr. C. Lewis, Cllr. M. Lock (joined at 7.36pm), Cllr. D. Morsley, Cllr. J. Wells.

Clerk:

Ms. B O'Reilly (for the Clerk)

Public/Press:

There were no members of the public or members of the press present.

Part I

21/001 Public Questions (for agenda items only)

None.

21/002 To receive any apologies for absence

Apologies were received from Cllr. D. Ives.

21/003 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. S. Hill declared an interest 21/010 3. Accounts for Payment.

21/004 Minutes of Last Meeting

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

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

Proposed by Cllr. M. Dennett.

Seconded by Cllr. S. Hill.

APPROVED unanimously.

21/005 Clerk's Report

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

Actions from Last Meeting

Openreach Community Fibre Partnership

- The s137 contribution of £33.00 towards the printing of the leaflets was not required as the printing had been sourced for free.
- A further report on the community fibre partnership, providing an update and seeking the support from the Parish Council is still awaited.

Finances and General Purposes

The 3% increase for Council services took effect as of the 1st April 2021.

New Councillor Publicity Campaign

- At least 3 members of the public have contacted the Parish Office expressing an interest in becoming an SMPC councillor.
- The Notice of Election, provided by West Berkshire Council, was published on the noticeboards and website on the 29th March. The deadline for delivery of nomination papers to the Returning Officer is no later than 4 pm on Thursday, 8th April 2021.

Other Updates

St Catherine's Hill Parking and Layby

Mortimer West End Parish Council and Englefield Estate have both replied regarding the concern expressed over the increased parking and the condition of the layby. Englefield stated that they have experienced a huge increase in use of the woodlands locally during lockdown, which has also brought about a massive increase in parking pressure at a number of locations and some other issues such as litter and anti-social behaviour. They suspect it is a short term issue but will monitor the situation and have asked SMPC to report any further complaints/feedback to them.

In addition, it was noted:

Parish Council Elections: Cllr. Dennett advised that as four candidates had been nominated, therefore, election would be contested on 6th May. The official notice from West Berkshire Council would be released on Friday, 9th May 2021.

The report was received.

21/006 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 agenda item 21/009 9. Fairground Tree Works, be discussed with the public excluded.

Seconded by Cllr. Hill.

RESOLVED unanimously.

21/007 Planning

To receive planning decisions and information from West Berkshire Council.

21/00100/CERTP: 7 King Street, Mortimer Common, Reading RG7 3RS

To create a timber framed, insulated garden room/office/home gym at the bottom of the garden. Building will set >2m from all boundaries.

WBC Decision: LAWFUL – 17th March 2021.

21/00105/FUL: 3 West End Road (The Baobab), Mortimer Common, Reading RG7 3TB

Erection of portico/awning in front courtyard.

WBC Decision: APPROVED – 19th March 2021

SMPC Comments:

No objections in principle. However, section 17 of the application form should have indicated 0m² and not -80m² for the net additional gross internal floorspace but this may have been an error, and the cross section drawing of the canopy raised a query on the slope and the issue of water run off during rains.

21/00144/CERTP: 20 Croft Road, Mortimer Common, Reading RG7 3TS

Loft conversion facilitated by erection of rear dormer and front roof lights.

WBC Decision: LAWFUL – 19th March 2021.

20/03014/FUL: 24 King Street, Mortimer Common, Reading RG7 3TB

Section 73: Variation of Condition 2 (Approved Plans) of previously approved application 20/01612/FUL - Erection of 1x 3 bedroom Dwelling with detached carport following the demolition of existing outbuildings.

WBC Decision: GRANTED – 25th March 2021

SMPC Comments:

The Committee objected to this variation of Condition 2 (Approved Plans) to 20/01612/FUL as there was no indication of where the parking spaces for 24 and 24a would now be sited and reiterates its earlier comments on over development of the plot and would not want to see further development on the curtilage to the right of this proposed dwelling.

21/00122/HOUSE: 20 Croft Road, Mortimer Common, Reading RG7 3TS

Loft conversion facilitated by rear dormer and front roof light.

WITHDRAWN – 26th March 2021

SMPC Comments:

The Committee objected to this application on several grounds:

- This application does not give the full details of the proposed plans for the loft conversion at the property and the Committee feels it is unethical that two separate applications have been submitted for two parts of the same proposed conversion and unreasonable that the committee should be expected to comment on one part in isolation.
- It raises the question of sufficient parking spaces as per WBC standards in a Zone 3 dwelling. The proposed study could be used as a bedroom making this a five bedroom property.
- Assume that if 21/00144/CERTP is approved, the overdevelopment of the plot will set a precedent.
- It was noted that under proposals for 21/010144/CERTP the development will directly overlook roof lights in neighbour's ground floor extension from the three large dormer windows proposed.

21/00213/HOUSE: 5 Damson Drive, Mortimer, Reading RG7 3WZ

Outdoor sauna, wood cabin shed type to be placed in the garden on a new patio.

WBC Decision: GRANTED – 30th March 2021

SMPC Comments:

No objections.

21/00479/NONMAT: 37 Windmill Road, Mortimer Common, Reading RG7 3RL

Application for a non-material amendment following a grant of planning permission 20/02804/HOUSE - Rear extensions. Amendments: The rear extension above ground

level shall be render and paint finish rather than brick so as to match the neighbours similar extension.

WBC Decision: APPROVED – 30th March 2021

21/00226/HOUSE: 35 Stephens Close, Mortimer Common, Reading RG7 3TY

Erect detached garage/workshop with home office over for private residential use.

WBC Decision: GRANTED – 1st April 2021

SMPC Comments:

The Committee objected to the development. It was noted that the proposed garage/workshop was excessive and had a similar, if not larger, footprint than the existing house on the property. Should this be approved, the Parish Council insists that a condition be put in place that this development could not be used for residential or commercial purposes.

The planning decisions were received and Cllr. Morsley pointed out:

- Planning application 21/00144/CERTP at 20 Croft Road had been deemed lawful by West Berkshire and, therefore, application 21/00122/HOUSE had been withdrawn by applicant.
- Planning application 21/00226/HOUSE had been granted with a condition as requested by SMPC.

21/008 Committee and Working Party/Group Reports

1. Planning.

Cllr. Morsley advised that the Planning Committee meetings held prior to Full Council would be kept to a shorter than normal agenda and not report on projects unless necessary.

2. Strategy Working Party.

The Strategy Working Party had not met but was currently working on:

- the leaflet regarding the tumulus at Stephens Firs (to be discussed under 21/009 6)
- and the cycleway.

21/009 Items for Consideration and Resolution

1. Citizens Advice West Berkshire.

To consider a grant for CA West Berkshire and RESOLVE any payment under to be made under s.137 and via The Good exchange.

Further to a discussion, it was agreed that no action can be taken until further information is available. In the past, support had been given to the separate charity, Citizens Advice Tadley. Cllr. Dennett proposed that this item be deferred to a future meeting when the requested information is available.

Seconded by Cllr. Lock and Cllr. Hill.

RESOLVED unanimously.

2. Settlement Boundary Review Consultation.

To consider the Settlement Boundary Consultation and AGREE a response.

It was noted where the boundary line was to be amended around the built environment on the development at MOR006, avoiding the green spaces, and Cllr. Morsley clarified why the reserved space for the school/surgery would be included within the boundary.

Cllr. Morsley proposed the resolution and to respond to West Berkshire Council to confirm agreement in line with proposed changes.

Seconded by Cllr. Dennett.

RESOLVED unanimously.

3. Mortimer to Burghfield Footpath and Cycleway.

To receive a scoping report from Ridge & Co and RESOLVE:

- a. **Full Council will oversee the project.**
- b. **To pursue the east side of Reading Road route.**
- c. **To proceed with a pre-planning application with West Berkshire Council up to a budget of £2,100.00 ex VAT**

The scoping report was received, and it was noted the east side of the route best met the Parish Council's needs and that the budget included the pre-planning application and initial contacts with the relevant landowners.

It was noted for minuting that costs on this project would likely to go up significantly due to some exceptions identified. No formal agreement was in place with Burghfield Parish Council towards a share of funding, or other match funding although opportunities may arise with current West Berkshire initiatives for healthy lifestyles and outdoor activities. More information would be required at a later stage. As this was a big project, it was suggested a separate small working group take on the oversight of the project to liaise with the project managers to enable action to progress. Cllr. Morsley, Cllr. Kilshaw, Cllr. Lewis and Mr. Wingfield (co-opted) named to this working group to report to Full Council.

Resolution proposed by Cllr. Dennett with the addition at 21/009.3.a of "and to facilitate this a footpath and cycleway working party, reporting to Full Council, will be set up with this membership".

Seconded by Cllr. Morsley.

RESOVLED unanimously.

4. Traffic Management Equipment Licence.

To RESOLVE that the licence be executed in accordance with Standing Order 23. a.

Cllr. Lewis proposed the resolution to execute the licence in accordance with Standing Order 23. a. as recommended.

Seconded by Cllr. Dennett.

RESOLVED unanimously.

5. Members Bids.

To receive the information on the next round of Members' Bids and AGREE a suitable project for consideration by the Ward Councillors.

Cllr. Bridgman confirmed suggestions for next round of bids be received by mid-May.

Suggestions regarding fitness equipment at Alfred Palmer Memorial Field and CCTV on the Fairground were discussed. As there was still time, Cllr. Dennett proposed that suggestions be sent to the Clerk to present at the next Full Council meeting.

6. Stephens Firs Tumulus.

To APPROVE the flyer for delivery to the residents local to the tumulus.

Cllr. Field and Cllr. Morsley gave background information on the enhancements proposed and the purpose of the flyer.

Cllr. Dennett proposed approval of the flyer.

APPROVED unanimously.

7. SMPC Councillor Elections

To RESOLVE to request, that in the event of a contested election for the SMPC councillor vacancies, West Berkshire Council issue poll cards to the electorate of Starfield Mortimer, up to a budget of £700.00 ex VAT.

Cllr. Dennett explained that as noted earlier, there would be a contested election for SMPC councillor vacancies and as mention of the parish council election was not clear on the poll

cards, this item was put onto the agenda. West Berkshire Council had confirmed the cost would be more expensive and delivery would only be a week before election and, therefore, little benefit to SMPC. To make the public aware, Cllr. Bridgman suggested doing a promotion locally with a neutral leaflet similar to a poll card to all residents which could be accompanied with promotions on the SMPC website, Facebook page and banner on the Fairground to promote the election. Cllr. Field was willing to assist with distribution as done with earlier leaflets. Cllr. N. Carter advised he would be happy to design this card with Cllr. Bridgman's advice. Cllr. Dennett proposed not to resolve to request West Berkshire Council to issue poll card for the election for the SMPC councillor vacancies.

Seconded by Cllr. J. Wells.

RESOLVED unanimously.

8. Council Meetings

To receive an update and RESOLVE the change in meeting dates in line with current advice and recommendations.

In line with the advice above to keep council meetings to a minimum from the 7th May until 21st June, it was proposed:

May meetings

1. **To bring forward the meeting of the Finance and General Purposes Committee meeting from Tuesday 4th May to Tuesday 27th April.**
2. **To bring forward the meeting of the Planning Committee from Thursday the 13th of May to be held virtually on Thursday May the 6th.**
3. **To bring forward the Annual Meeting of the Council from Thursday the 13th of May to be held virtually on Thursday May the 6th.**

June meetings re the Annual Governance and Accountability Return (AGAR)

The process for the audits and year end is as follows:

- I. Internal Audit – currently booked for the 12th of May
- II. Review of AGAR by F&GP
- III. Agreeing of AGAR by Full Council
- IV. Final signing off of AGAR by internal auditor
- V. Submission of AGAR to external auditor – the deadline for this is July 2nd.

To allow for stage ii. and iii. above, June meetings would take place as follows:

1. **Finance and General Purposes Committee to meet on Thursday June the 3rd.**
2. **Full Council to meet on Thursday June the 10th.**

After discussion on the current situation, Cllr. Dennett proposed the resolution to change meeting dates in line with current advice and recommendations and invite all the SMPC election candidates to the meeting on 6th May as a courtesy.

Seconded by Cllr. Bridgman.

RESOLVED unanimously.

In addition, it was noted a Scheme of Delegation is likely to be considered at an extra ordinary meeting in May to cover other Council business and Committee meetings up until 21st June.

9. Fairground Tree Work

To receive an update and RESOLVE the recommendations of the Fairground and Cemetery Committee.

Item moved to Part II as **RESOLVED** earlier under 21/006.

21/010 Finance

1. Accounts to the 28th February 2021.

To receive and APPROVE the Income and Expenditure Report to 28th February 2021 and the Balance Sheet as of that date.

The report and balance sheet were received.

APPROVED.

2. Payments made with authorisation of Chairman/Vice-Chairman.

To receive and note summary of payments:

| Item | Payee Details | Amount |
|------|----------------------------------|------------|
| 1. | Salaries – Month 12 (March 2021) | £ 4,344.92 |
| 2. | HMRC – Month 12 (March 2021) | £ 1,247.39 |

The payments were received and noted.

3. Accounts for Payment

To receive and APPROVE items of expenditure:

| Item | Payee Details | Amount |
|------|---|------------|
| 1. | West Berkshire Council – Contribution to Library 2020/2021 | £ 3,797.00 |
| 2. | West Berkshire Council – Contribution for Willink Leisure Centre 2020/21 | £ 2,604.60 |
| 3. | West Berkshire Council – Annual re-charge for Grounds Maintenance Services – inc. VAT | £ 445.48 |
| 4. | Dad's Shop – Green refuse bags and dog litter bags – inc. VAT | £ 11.97 |
| 5. | Oliver Signs – Printing B-card election leaflets – inc. VAT | £ 80.40 |
| 6. | Ridge – Mortimer to Burghfield Footway Scoping Assessment – inc. VAT | £ 4,200.00 |
| 7. | S. Hill – Expenses – Hedge Trimmer and Drill for Custodian's use | £ 349.98 |
| 8. | D. Sturt – IT Monitoring and Support for March 2021 | £ 90.00 |
| 9. | C&D – Grounds Maintenance on Fairground & cemetery for March 2021 – inc. VAT | 817.16 |
| 10. | AES – supply and installation of replacement litter bin on Fairground (near shelter) – inc. VAT | £ 921.60 |
| 11. | Lloyds MultiPay Card – Microsoft 365 Licences for Parish Office 2021 [Direct Debit] | £ 225.60 |
| 12. | Lloyds MultiPay Card – Microsoft 365 Licences for Parish Councillors 2021 [Direct Debit] | 684.00 |
| 13. | Lloyds MultiPay Card – LTA Venue Registration 2021 [Direct Debit] | £ 120.00 |
| 14. | Lloyds MultiPay Card – monthly fee March [Direct Debit] | £3.00 |
| 15. | SSE – Plot 1 Fairground charges 19 Dec 2020 to 8 March 2021 – inc. VAT [Direct Debit] | £ 18.44 |

| | |
|---|---------|
| 16. SSE – Plot 2 Fairground charges 5 Dec 2020 to 8 March 2021 – inc. VAT [Direct Debit] | £ 21.85 |
|---|---------|

The invoices were received and noted. Cllr. Hill to confirm if work completed to satisfaction on item 10 above.

APPROVED with one abstention.

21/011 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 18/03/2021
- b. Planning 25/03/2021

The meetings were noted.

2. District Councillor Reports

District Cllr. Bridgman's report to 31st March 2021 was received and noted.

In addition, Cllr. Bridgman advised that:

- There will be future updates on streamed District Council meetings;
- District Councillor Royce Longton gave apologies to the Clerk due to attendance at another meeting;
- he had called in planning application 21/00563/FULD should it be granted planning permission.

3. Correspondence:

| Item | Details |
|------|--|
| 1. | Graham Bridgman: COVID-19: the National and Local story so far from March 2020-2021 - a compendium of key milestones and activities. |
| 2. | Residents: Concern expressed regarding the Kiln Lane/The Avenue footpath and the wet conditions making the path impassable close to the Kiln Lane end. Advice has been sought from West Berkshire Council (WBC). |
| 3. | WBC: Notification of the Environment Strategy Draft Delivery Plan. |
| 4. | WBC: Notification that the Office lease expired on the 1 st April. WBC are seeking advice regarding how to manage this interim period before the asset transfer for the building has taken place. |
| 5. | CCB: Information regarding their Climate Change webinar on the 27 th of May. |
| 6. | WBC: Information regarding the Community Collect mobile service for Covid home testing kit. |
| 7. | WBC: An update on the Voluntary and Community Sector Support Organisation (VCSSO) for West Berkshire. |

4. Neighbourhood Action Group report.

The minutes of the meeting on 3rd March 2021 were received and noted. The next meeting of the NAG will be held online on the 14th of April.

5. Health and Safety.

No information to report.

6. Minor Matters

- a. Cllr. Morsley advised that WBC had just released a Right of Way Improvement Plan and noted this was another consultation for individuals to respond to.

- b. Cllr Lewis raised the issues of conducting meetings in a more formal manner to avoid unnecessary discussion, of councillors not reading papers before the meeting and of papers going out after the agenda has been posted.
- c. Cllr. Carter advised that a member of the public raised the matter of cleaning and repainting the BT Kiosk prior to change of use for the defibrillator.

21/012 Communications

To identify items for communicating

- Announcement on website about card drop for elections.
- WBC Right of Way Improvement Plan.

21/013 Future Agenda Items

To identify future agenda items

1. Progress on Garth Hall.
2. Citizens Advice West Berkshire grant request.

21/014 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.

Proposed by Cllr. Dennett.

Seconded by Cllr. Hill.

RESOLVED unanimously.

Part II

21/009 Items for Consideration and Resolution

9. Fairground Tree Work

To receive an update and RESOLVE the recommendations of the Fairground and Cemetery Committee.

An update on the tree works was received, and it was noted remedial works could not take place until autumn. Further to discussion, the recommendations from the Fairground and Cemetery Committee were accepted.

Proposed by Cllr. Dennett.

Seconded by Cllr. S. Hill.

RESOLVED unanimously.

Close

The meeting closed at 21:17.

Next meeting – 6th May 2021