



Stratfield Mortimer Parish Council

Minutes of the Parish Council Meeting held at the Scout Hut, Birch Lane, Mortimer, RG7 3UB on Thursday 29th July 2021 @ 7.30pm

These minutes are subject to approval

Present

Councillors:

Cllr. M. Dennett (Chairman), Cllr. G. Bridgman, Cllr. S. Beard, Cllr. N. Carter, Cllr. S. Hill, Cllr. D. Ives, Cllr. C. Lewis, Cllr. A. Marsden, Cllr. D. Morsley, Cllr. J. Wells.

Clerk:

Mrs. L. Hannawin.

Public/Press:

There was one member of the public present and District Cllr. R. Longton.

Part I

21/047 Public Questions (for agenda items only)

None.

21/048 To receive any apologies for absence

Apologies were received from Cllr. K. Field, Cllr. D. Kilshaw, Cllr. M. Lock. Cllr. K. Johnson was absent, and no apologies were received.

21/049 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. Bridgman declared a personal interest in agenda item 21/054 4.

21/050 Minutes of Last Meeting

To resolve to APPROVE the Minutes of the Meeting of the Parish Council of the 24th June 2021.

RESOLVED with 2 abstentions, that these minutes be approved for signature by the Chairman as a true and correct record of the meeting.

21/051 Clerk's Report

- a. **To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 24th June 2021 and other updates.**

Updates from Last Meeting

- AGAR: all required documents were submitted to PKF Littlejohn on the 28th of June 2021 and an acknowledgment received. Information regarding the provision for the period of public rights for 2020/21 was posted on the Council's website and noticeboards in line with proper practices. The internal auditor was informed.
- Internal auditor 2021/22: Claire Connell has been appointed as the internal auditor for this year. The mid-term audit has been provisionally booked for the 21st of October.
- Mortimer Library: Notification of the Council's decision to pause negotiations to take over the library building was given to West Berkshire Council (WBC). Paul James – WBC's Culture & Libraries Manager – has acknowledged receipt of the notification and will reply formally, having spoken to colleagues.

Other Updates

- Tennis Courts: further to paying the invoice for the completion of the surface repairs, a form has been completed and submitted to Sport England for the reimbursement of the cost, which should be paid from the remaining amount of the original Sport England grant received for the tennis courts.
- MUGA and Mini Bee Netball Court lines: thanks have been received from the Walking Netball Group who are now meeting every Thursday at 10.30am. Although their numbers have dwindled, they are delighted to be back playing again and report that the lines have made a real difference to their game.
- Office Working: consideration is being given to the officers returning to the office to work. It is likely to be a gradual process starting in September.
- Phone Box: BT failed to present the cheque for the £1 adoption fee for payment within 6 months of the date of the cheque but have said they will waive the fee. They have re-confirmed our adoption of the phone box.
- Members' Bid: a grant of £792.50 has been awarded towards the cost of the fitness equipment. SMPC have 12 months to complete the work and spend the grant. The deadline is the 28th of June 2022.
- WBC Engagement with Local Town and Parish Councils Review 2021: the Clerk attended an online "Community Conversation" with WBC Officers as part of the review to consider how the working relationship between town and parish councils and WBC could be improved. Further information will be available shortly.

In addition, it was noted:

- Permission has been granted for the phone box to be painted in NHS blue.
- The Clerk has signed up for Making Tax Digital and all VAT returns will now be filed via the Rialtas Accounting software. This has an annual cost of £58.00 + VAT.

The report was received.

- b. **To receive a report on decisions taken under delegated powers 07/05/21 – 24/06/21.**

The report was received.

21/052 Items to be taken into private session

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

None.

21/053 Committee and Working Party/Group Reports

1. Mortimer to Burghfield Cycleway and Footpath.

Cllr. Morsley reported that an online meeting had taken place with Steve Watts (SW) from Ridge and Partners and Englefield Estate (EE). EE support the proposed project but raised some issues that need addressing. SW is in contact with the other landowners and a meeting will be held with the owner of Wokefield Common. The pre-planning application is currently with WBC. When relevant, support will be sought from Burghfield Parish Council. Applying for match funding will be considered.

2. The Street Footway Widening Working Party.

Cllr. Morsley reported that WBC had flailed the overgrown hedges on The Street, at their own cost, as a temporary measure to improve the walking route. For the actual footway widening and further to discussions with one landowner, it will not be possible to get the desired 2m for the full length of the widening project. WBC are considering the options for the footway near the pedestrian crossing.

3. Strategy Working Party.

Cllr. Carter reported as follows:

- Tumulus: a company to produce the content and signage for the information boards is being investigated.
- Exercise equipment: quotes are being sought and funding options explored.
- Allotments: landowners are in the process of being contacted.
- Future projects: the focus will remain on the current significant projects, but consideration may be given to projects for which funding could be obtained such as a 3G pitch and CCTV. Additional public facilities/venues will be considered and will include looking at the public feedback on the Community Centre and tabling a meeting of the Garth Hall working party.

21/054 Items for Consideration and Resolution

1. Communications Strategy Working Party

To RESOLVE:

- a. **the title of the Communications Working Party is changed to Communications Strategy Working Party.**

Further to the resignation of Cllr. Canton this item was withdrawn.

- b. **that Cllr. C. Lewis is appointed to the Communications Strategy Working Party.**

Proposed by Cllr. Dennett.

Seconded by Cllr Morsley.

RESOLVED unanimously.

2. Digital Communications

To RESOLVE to provide a budget of £300, from General Reserves to Account Code 4140 Communications, to engage an expert consultant to provide guidance on digital communication features that should be considered in developing an updated Communications Strategy.

Further to the resignation of Cllr. Canton this item was withdrawn.

3. St John's Hall

To RESOLVE:

a. to make a grant of £500 towards the refurbishment of the public area outside St John's Hall.

Proposed by Cllr. Carter.

Seconded by Cllr Morsley.

RESOLVED unanimously.

b. that the Fairground and Cemetery Committee consider relocating the current bench to the Fairground.

Proposed by Cllr. Carter.

In the absence of a seconder the motion was not carried.

4. WBC Health and Wellbeing Strategy Consultation and Survey

To receive an update on the review of the Health and Wellbeing Strategy and RESOLVE to respond to the survey as per the recommendation of the Strategy Working Party.

It was noted that the report should have stated that the review of the Health and Wellbeing Strategy and resulting recommendation was undertaken by Cllrs. Field, Lock, Marsden and Morsley and not the Strategy Working Party as stated. Cllr. Marsden presented the findings of the review and the reasons for the recommended proposed response. Cllr. Bridgman provided further background information and a discussion took place.

Cllr. Hill proposed to respond to the survey as per the recommendation of the review.

Seconded by Cllr. Carter.

RESOLVED by 4 votes in favour, 2 votes against and 4 abstentions

5. Queen's Platinum Jubilee Working Party.

To receive an update and RESOLVE that the title of the VE Day 75 Working Party is changed to Queen's Platinum Jubilee Working Party.

Cllr. Beard confirmed that the Working Party has now met twice. The main event will be on the Saturday with a social event on the Friday evening. As before, an application has been submitted to the RAF for a flyby, the fair has been booked and sponsors are being sought. The proposed route for the floats is in Mortimer.

Cllr. Beard proposed the resolution should be changed to "Queen's Platinum 70th Jubilee Working Party".

Seconded by Cllr. Morsley.

RESOLVED with 1 abstention.

Cllr. Beard proposed the amended resolution.

Seconded by Cllr. Morsley.

RESOLVED unanimously

6. Dispensations

To receive, consider and RESOLVE to grant requests for dispensation(s).

In the absence of any requests the item was postponed until the next meeting.

7. Unity Trust Account Signatories

To APPROVE the amended bank mandate for signing, adding Cllr. S. Hill and removing Mr. J. Bull as signatories on the account.

Proposed by Cllr. Morsley.

Seconded by Cllr. Dennett.

RESOLVED with 1 abstention.

#Cllr. Beard left the meeting.

8. Unity Trust Internet Banking Arrangements

To RESOLVE:

- a. the setting up of internet banking for the purpose of making approved payments.
- b. the signing of the bank mandate for internet transactions, adding Cllrs. G. Bridgman, N. Carter, M. Dennett, S. Hill, D. Kilshaw, C. Lewis, D. Morsley, as the identified councillors for authorising approved internet payments.

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley.

RESOLVED unanimously.

#Cllr. Beard rejoined the meeting.

9. Stratfield Mortimer Neighbourhood Plan Steering Group

To RESOLVE:

- a. To receive and **APPROVE** the Stratfield Mortimer Neighbourhood Development Plan Steering Group Terms of Reference.

Cllr. Morsley summarised the type and purpose of the Steering Group and confirmed that once it is established Cllr. Dennett, as Chairman of the Council, will sign the Service Level Agreement with WBC.

Cllr. Morsley proposed the resolution should be changed to "Stratfield Mortimer Neighbourhood Plan Steering Group".

Seconded by Cllr. Dennett.

RESOLVED with 1 abstention.

Cllr. Morsley proposed the amended resolution.

Seconded by Cllr. Dennett.

RESOLVED with 1 abstention.

- b. To **APPOINT** nominated Councillors and members of the public to the Stratfield Mortimer Neighbourhood Plan Steering Group.

The proposed members of the Steering Group were confirmed as:

- Cllr. N. Carter
- Cllr. A. Marsden
- Cllr. D. Morsley
- Mr. T. Barber
- Mr. J. Bull
- Ms. J. Emberson-Wines.
- Mr. N. Kiley
- Ms. S. Netherclift
- Mr. D. Overett
- Mr. P. Wingfield

Proposed by Cllr. Bridgman.

Seconded by Cllr. Morsley.

RESOLVED with 1 abstention.

10. Overgrown Vegetation on Roadways and Footpaths

To AGREE future actions regarding the management of overgrown vegetation within the Parish.

Cllr. Morsley proposed that councillors post a card, consisting of approved relevant text, along with the WBC leaflet, "Don't let your hedge be a hazard", through doors of properties identified as having overgrown hedges and vegetation affecting the public highway and pavements.

Seconded by Cllr. Bridgman.

RESOLVED unanimously.

11. SMPC Climate and Environment Strategy

To receive a report and RESOLVE:

- a. to form a Climate and Environment Working Party.
- b. to formally respond to WBC to say SMPC are considering joining The Greening Campaign.
- c. that the Climate and Environment Working Party will evaluate and make recommendations for SMPC to participate in Great Big Green Week, 18th – 26th September and that a decision on that recommendation to be taken by the Clerk in conjunction with the Chairman and Vice Chairman with a maximum budget of £500.

Cllr. Marsden presented the report.

Cllr. Bridgman proposed the resolutions is changed to:

To receive a report and RESOLVE:

- a. to form a Climate and Environment Working Party; and
- b. for the Working Party to recommend whether SMPC should (i) join the Greening Campaign and/or (ii) participate in the Great Big Green Week, 18th – 26th September; and that a decision on each recommendation to be taken by the Clerk in conjunction with the Chairman and Vice Chairman with a maximum budget of £500.

Seconded by Cllr. Marsden.

RESOLVED unanimously.

Cllr. Marsden proposed the amended resolution.

Seconded by Cllr. Dennett.

RESOLVED Unanimously.

Cllrs. Carter, Hill, and Marsden were appointed as members of the Working Party.

12. Blossom into Spring

To receive an update and RESOLVE to:

- a. participate in "Blossom into Spring" on invitation from WBC.
- b. fund a plaque to accompany the donated tree.

Cllr. Marsden presented the report.

Cllr. Morsley proposed the resolution as above.

Seconded by Cllr. Marsden.

RESOLVED unanimously.

#Cllr. Bridgman proposed the meeting be extended past 9.30pm if needed.

RESOLVED by majority vote.

21/055 Finance**1. Accounts to the 30th June 2021**

To receive and APPROVE the Income and Expenditure Report to the 30th June 2021 and the Balance Sheet as of that date.

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

To receive and note summary of payments:

Item	Payee Details	Amount
1.	Salaries – Month 3 (June 2021)	£ 4,007.26
2.	HMRC – Month 3 (June 2021)	£ 1,002.93
3.	Salary – Month 3 (June 2021) replacement cheque	£ 1,845.42
4.	ACLA Ltd – replacement for missing cheque #301277 in May	£ 126.00

3. Accounts for Payment

To receive and APPROVE items of expenditure:

Item	Payee Details	Amount
1.	Dads Shop – Combi spanner, green refuse bags, Brushwood weed killer, scourer pads – inc. VAT	£ 33.59
2.	C&D Grounds Maintenance – June 2021 plus grazing area cut – inc. VAT	£ 1,159.22
3.	Openstrike – SMPC domain management (2 years)	£ 100.00
4.	Tactical Facilities – initial and two further ground maintenance at Pillbox – inc. VAT	£ 112.80
5.	Community Heartbeat Trust – Zoll AED 3 defib and cabinet, installation and 5 year annual support	£ 3,125.00
6.	West Berkshire Council – Quarterly rent – Library	£ 812.50
7.	Grabloader – A grade spoil for cemetery – inc. VAT	£ 72.00
8.	D. C. Sturt – IT monitoring and support in June 2021	£ 90.00
9.	First Safety Construction – supply, erect and clear Heras fencing at MUGA – inc. VAT	£ 652.96
10.	Lloyds MultiPay Card – Payroll Site annual subscription – inc. VAT [Direct Debit]	£ 101.40
11.	Lloyds MultiPay Card – Google Cloud domain server charges	£ 0.18
12.	Lloyds MultiPay Card – Amazon – set of blue/black pens and rolls of hazard tape	£ 20.95
13.	Lloyds MultiPay Card – monthly fee June [Direct Debit]	£ 3.00
14.	SSE – Fairground Plot 1 power charges March-June 2021 – inc. VAT [Direct Debit]	£ 25.79
15.	SSE – Fairground Plot 2 power charges March-June 2021 – inc. VAT [Direct Debit]	£ 92.29
16.	SSE – Fairground Card – Fairground Car Park power charges March-June 2021 – inc. VAT [Direct Debit]	£ 291.49
17.	BT – Phone and broadband charges June-August 2021 – inc. VAT [Direct Debit]	£ 192.60

18. EE – mobile phone plan charges – inc. VAT [Direct Debit]	£24.00	
19. Currys PC World – Care Plan for Clerk’s computer [Direct Debit]	£9.49	
20. SUEZ – Fairground waste collection May 2021 – inc. VAT [Direct Debit]	£ 250.33	
21. SUEZ – Fairground waste collection June 2021 – inc. VAT [Direct Debit]	£ 264.14	Cllr.

Dennett proposed Agenda Items 21/055: 1, 2 and 3. Item 2 in the Accounts for Payment may be paid if it does not include a charge for the Cemetery footpath weed killing.

Seconded Cllr. Morsley.

RESOLVED and RECEIVED unanimously.

21/056 Items for information only

1. To note the meetings that have taken place of the following committees:

- Planning Advisory – 08/07/2021
- Fairground and Cemetery Advisory - 22/07/2021
- Planning Advisory – 27/07/2021

The meetings were noted.

2. District Councillor Reports

Dist. Cllr. Bridgman’s report was received.

Cllr. Dennett thanked Dist. Cllr. Longton for attending.

3. Correspondence:

Item	Details
1.	Resident: Regarding a metal surround that has been placed around one of the graves in the Cemetery. The relatives have been asked to remove the surround from the grave.
2.	WBC: Information regarding July’s West Berkshire Parish Climate Forum and Greening Campaign.
3.	Resident: Expressing concern regarding speeding in the village particularly along The Street. A response was sent giving an update of the ANPR/SID purchase and Cllrs. Carter and Wells as the Council’s NAG representatives were informed.
4.	WBC: Information regarding a 12 week consultation on the draft Statement of Gambling Principles. Further information may be found at https://info.westberks.gov.uk/index.aspx?articleid=38356
5.	NHS Clinical Commissioning Group: Information regarding the Voluntary and Community Sector follow up engagement. Further information may be found at https://www.westberks.gov.uk/voluntarysector
6.	Mortimer St Marys Junior School: letters from pupils regarding making the village eco-friendlier. Document 21/056 3.1 contains the cover letter and a sample of the letters received. A response was sent acknowledging receipt of the letters.

Additional correspondence received:

- Tadley Citizens Advice Bureau: requestion a donation towards the running costs of their out of hours service.
- The Grimsby Fish Guy: requesting permission to sell fish from The Fairground car park on a weekly basis for up to an hour. Further advice is being sought form WBC.

- Horse & Groom: enquiring whether the Council would be interested in establishing a football pitch on The Fairground.

4. Planning decisions and information from West Berkshire Council:

Planning Decisions from West Berkshire Council

21/00974/HOUSE: 9 Croft Road, Mortimer Common, Reading, West Berkshire, RG7 3TS

The erection of a part single/part 2 storey rear extension to include replacement roof for the existing side structure (see plans) Includes the installation of - new windows & 2x single doors.

WBC Decision: GRANTED - 24 June 2021

SMPC Comments:

No objections.

21/00974/HOUSE: Lawson House, Turks Lane, Mortimer Common, Reading, West Berkshire RG7 2JY

Proposed front glazed extension, detached carport, electric gates and modifications to elevations.

WBC Decision: GRANTED - 24 June 2021

SMPC Comments:

No objections however no orange sign displayed.

21/01251/CERTP: Oakridge House, Kiln Lane, Mortimer, Reading RG7 3PN

Proposed new detached garage.

WBC Decision: LAWFUL – 2 July 2021

Original application 20/01677/CERTP was refused in September 2020.

Information from West Berkshire Council

21/01836/PASSHE: Merifield House, The Street, Mortimer, Reading, West Berkshire RG7 3NU

An application to determine if prior approval is required for a proposed: Roof only replacement. Existing glazed roof to be replaced with part glazed part solid roof. Dimensions 2m from rear wall, 3.80m maximum height, 2.10m eaves height.

WBC Comment:

This is an application for Prior Approval under The Town and Country Planning (General Permitted Development) Order 1995 (as amended). Because we are required to inform nearby residents, West Berkshire Council is notifying the Parish/Town Council of the proposal in case interested parties should contact you. However, you are not required to comment and the decision can only be taken based on the criteria set out in The Town and Country Planning (General Permitted Development) Order 1995 (as amended).

Appeal decision from Planning Inspectorate

APP/W0340/W/20/3264565: 20/00637/FULMAJ - Perrins Farm, Beech Hill, Mortimer, Reading RG7 2AL

The development proposed is subdivision of existing farmhouse from one to three C3 dwelling houses, change of use of agricultural building to two C3 dwelling houses, change of use of agricultural building to B1 use accommodation, change of use of agricultural buildings to flexible B2/B8 use accommodation, demolition of four agricultural buildings, new access from Park Lane and existing access closed off, and associated internal access arrangements, parking and landscaping.

Appeal Decision: DISMISSED – 16 July 2021

Original application 20/01677/CERTP was refused in June 2020.

21/00316/HOUSE: Westhill, West End Road, Mortimer Common, Reading RG7 3TP

Single storey rear extension with lantern over

WBC Decision: GRANTED – 8th April 2021

SMPC Comments:

No objections.

21/00390/HOUSE: Topaz, 97 The Avenue, Mortimer Common, Reading, RG7 3RB

Double storey side extension and single storey front extension to existing link-detached house.

WBC Decision: GRANTED – 14th April 2021

SMPC Comments:

No objections.

The planning decisions were received.

5. Neighbourhood Action Group report.

Cllr. Carter reported that the next meeting of NAG is on the 11th August 2021. The group is currently seeking a Secretary.

6. Health and Safety.

The Custodian has undertaken the weekly RoSPA inspections and VitaPlay Ltd have just undertaken the quarterly maintenance inspection. The Fairground and Cemetery Committee reviewed the Annual RoSPA Report at the online advisory meeting and issues of Medium Risk are being addressed. No issues with High Risk were identified.

7. Minor Matters.

Cllr. Hill queried whether the Cemetery hedges had been cut. The Clerk will investigate.

21/057 Communications**To identify items for communicating**

- Neighbourhood Plan.
- Climate Environment Working Party.
- Community Centre new footpath and apron.
- Play equipment maintenance.
- Grant for St John's Hall.

21/058 Future Agenda Items**To identify future agenda items**

None.

21/059 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 20/026 on the Agenda, due to the confidential nature of the business to be transacted.

Not required.

Close

The meeting closed at 21:34.

Next meeting – 9th September 2021.