



Stratfield Mortimer Parish Council

Minutes of the Parish Council Meeting held at Mortimer Methodist Church Hall on Thursday the 14th of October 2021 @ 7.30pm

These minutes are subject to approval

Present

Councillors:

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

Clerk:

Mrs. L. Hannawin.
Ms. B. O'Reilly.

Public/Press:

Three members of the public were in attendance.

Part I

21/072 Public Questions (for agenda items only)

None.

21/073 To receive any apologies for absence

Apologies were received from Cllr. S. Beard and it was acknowledged that Cllr. M. Lock is still convalescing.

Apologies were received later during the meeting from Cllr. D. Kilshaw.

21/074 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.

None.

21/075 Minutes of Last Meeting

To resolve to APPROVE the Minutes of the Meeting of the Parish Council of the 9th September 2021.

RESOLVED with 1 abstention, that these minutes be approved for signature by the Chairman as a true and correct record of the meeting.

Cllr. Dennett proposed that agenda items 21/077, 21/079 1 and 21/079 3a be brought forward as required.

Seconded by Cllr. Wells.

RESOLVED Unanimously

21/076 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 agenda item 21/079 8. West Berkshire Annual Community Champions 2021 to be taken in Part II. There will also be an update on Windmill Common.

Seconded by Cllr. Hill.

RESOLVED with 1 abstention.

21/077 Items for Consideration and Resolution

1. Councillor Vacancies

To consider the applications for co-option to fill the Casual Vacancies on the Parish Council and vote to appoint two co-opted Parish Councillor.

A signed ballot had been requested by Cllrs. Dennett and Morsley. Of the 3 candidates, a statement was read out on behalf of Mr. D. Jefcoate who could not attend. Mr. A. Noonan and Mr. T. Palmer spoke and answered questions regarding their applications for the two casual vacancies. Having received an absolute majority of those present and voting during the first round of voting, Mr. A. Noonan was duly declared a co-opted member of Stratfield Mortimer Parish Council for the first vacancy. Further to Cllr. Dennett using the Chairman's casting vote during the second round of voting, Mr. T. Palmer was duly declared a co-opted member of Stratfield Mortimer Parish Council for the second vacancy.

Wishes were expressed for Mr. D. Jefcoate to stand again and look to be co-opted onto a committee or working party.

3. Queen's Platinum 70th Jubilee - MD

- 1. To RECEIVE a written report and budgetary status from the Queen's Platinum 70th Jubilee working party.**

The written report ref. 21-079 3a was received. Further to the report, Mr. A. Smith confirmed the cost of the toilets would be £2,040 + VAT. Confirmation regarding the appearance of the parachute display team and the RAF Red Falcon Display Team should be received in March.

21/078 Clerk's Report

1. To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 9th September 2021 and other updates.

Updates from Last Meeting

- Tadley CAB Grant: Tadley CAB have been informed of the grant and asked for their thanks to be passed onto the Council. Payment will be made once their project has been approved on The Good Exchange.
- Foudry Brook: the letters to Thames Water, the Environment Agency and WBC are in progress.
- Commemorative plaque: the words for the plaque for Lawrence Picking have been submitted to the Chairman of the St John's Hall management committee.
- Allotments: potential sites are being identified and landowners will then be contacted via the office.
- Windmill Common: A letter was sent to the owner of 15 Longmoor Lane regarding the use of the track to the side of their property. A telephone response has been received and the information given is being followed up. It is planned to hold a meeting with interested parties.

Other Updates

- Annual Governance Accountability Return: The External Auditor Report and Certificate 2020/21 has been received and there were no matters arising from the review. The Notice of Conclusion of Audit was posted to the noticeboards and website, along with certified AGAR Sections 1, 2 & 3, prior to the deadline of the 30th September.

In addition, it was noted:

- Christmas Tree: This has been ordered for delivery week beginning 22nd November for the Advent service on the 28th November. B. O'Reilly will contact the farmer and Cllrs. Field, Hill, Lewis, and Marsden will help with the set up.
- Phone Box Defibrillator: This is now live.
- Precept: the second half has been received.

The report was received.

21/079 Items to be taken into private session

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

Minuted above.

21/080 Committee and Working Party/Group Reports

1. Planning Committee.

Cllr. Morsley reported that recent applications had been straightforward. It was noted that the application to vary conditions to the proposed development behind Budgens on servicing/load-bay management and delivery management etc., has been withdrawn.

2. Roads, Footpaths and Commons Committee.

Nothing was reported and there were no questions regarding the draft minutes from the meeting held on the 21st September 2021.

3. Climate and Environment Working Party.

The Working Party will be meeting next week and considering the Terms of Reference. Cllr. Marsden attended West Berkshire Council's Climate Forum. Cllr. Field will be appointed to the Working Party at November's Full Council meeting.

4. Communications Working Party.

Cllr. Lewis is reviewing FoI and GDPR policies, particularly relating to confidentiality. The newsletter has been delivered and feedback from delivery volunteers will be considered with regards to the management of future deliveries. A review of route numbers is being undertaken. Thanks was expressed to B O'Reilly and Cllr. Marsden for their help.

5. The Strategy Working Party.

No meeting has taken place. In order that the quotes for the fitness equipment can be finalised, the location for the equipment needs confirming with the Fairground Trustees. The quotes shall then be brought to Full Council for a decision.

6. The Street Footway Widening Working Party.

There has still been no further progress or contact from WBC. Cllr. Bridgman will follow up with Jon Winstanley.

21/081 Items for Consideration and Resolution

1. Councillor Vacancies

To consider the applications for co-option to fill the Casual Vacancies on the Parish Council and vote to appoint two co-opted Parish Councillor.

Minuted above.

2. Neighbourhood Plan - MD

To RECEIVE and ENDORSE a written report from the Neighbourhood Plan Steering Group.

The written report ref. 21-079 2 was received.

3. Queen's Platinum 70th Jubilee - MD

a. To RECEIVE a written report and budgetary status from the Queen's Platinum 70th Jubilee working party.

Minuted above.

b. To RECEIVE a report on decisions taken under delegated powers.

The report ref. 21-079 3b was received and the following decisions noted:

- 03/09/21 Harlequinn Marquee Hire – PO raise for £1,693 and deposit paid of £338.60.
- 04/10/21 Clive Fortune Big Band – PO raised for £550.00 and deposit for paid of £100.00.

c. To consider other matters arising in respect of the event and RESOLVE further decisions to be taken and associated budget if applicable.

Not required.

4. Fairground Trustee

To APPOINT a Parish Council nominated Fairground Trustee for the period October 2021 to October 2025.

Cllr. Dennett proposed Cllr. Morsley as the nominated Fairground Trustee.

Seconded by Cllr. Bridgman.

RESOLVED with one abstention.

5. Office Lease

To consider the Heads of Terms for the office lease and RESOLVE their approval for signing by the Clerk.

Cllr. Dennett reported that the Heads of Terms have been amended to include a notice period of 6 months.

Cllr. Dennett proposed the Clerk signs the Heads of Terms.

Seconded by Cllr. Morsley.

RESOLVED with 1 abstention.

6. Remembrance Day

To receive an update on the planned commemorations and AGREE actions to be taken.

Cllr. Dennett reported that the Remembrance Sunday commemorations are being planned as per the pre-covid event. The road closure application has been submitted to WBC. The Clerk will ask Cllr. Kilshaw if aspects of the event can be streamed to social media, as requested by the Royal British Legion and if assistance can be given with the PA. Cllrs. Bridgman, Carter, Field, Hill and Marsden will act as marshals.

7. Community Speedwatch

To RESOLVE to register for the Community Speedwatch Programme and confirm the group operator/co-ordinator.

The Clerk needs to check if the WBC Licence is required for deploying the Automatic Speed Watch Camera (ASWC).

Cllr. Lewis proposed SMPC registers for Community Speedwatch and the Clerk is the group operator/ co-ordinator.

Seconded by Cllr. Bridgman.

RESOLVED with 2 abstentions.

8. West Berkshire Annual Community Champions 2021

To consider potential nominees and RESOLVE SMPC nominations.

Moved to Part II.

9. Library Contribution

To RESOLVE the payment under s137 of £3792.00 as SMPC's Library contribution for 2021/2022.

Cllr. Dennett proposed the payment as per the resolution.

Seconded by Cllr. Lewis.

RESOLVED with one abstention.

10. Mortimer to Burghfield Cycleway and Footpath

To receive an update and RESOLVE to approve the recommendations of the Working Party.

Cllr. Morsley reported that further to receiving the pre-application report which mainly comments on the western footpath, Ridge will be asking WBC to comment on the eastern footpath which is the desired option. The question of whether the footpath can be built under permitted development has been raised but, due to the nature of the overall project, it is thought that planning permission will be required.

The Working Party are recommending that two of the landowners are now approached with regards to the granting of a wayleave allowing the footpath to cross their land. This would be fully funded by the Council, including the legal costs of the landowners.

Cllr. Morsley proposed the recommendation as above.

Seconded by Cllr. Marsden.

RESOLVED unanimously.

21/082 Finance

1. Accounts to the 31st August 2021

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

The financial reports ref. 21-080 1.0, 1.1 and 1.2 were considered.

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley.

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 6 (September 2021)	£ 3,937.91
2.	HMRC – PAYE & NIC Month 6 (September 2021)	£ 990.83
3.	Citizens Advice Tadley – Grant approved by Full Council 09.09.2021 (paid via The Good Exchange)	£ 1,500.00
4.	Tactical Facilities – replacement for missing cheque #301314	£ 112.80
5.	Tactical Facilities – pill box ground maintenance – September 2021 – inc. VAT	£ 33. 60
6.	Harlequinn Marquee Hire – deposit for Queen’s Platinum Jubilee event – inc. VAT	£ 406.32
7.	Clive Fortune Big Band – deposit for Queen’s Platinum Jubilee event booking	£ 100.00

The payments were received and noted.

3. Accounts for Payment

To receive and APPROVE items of expenditure:

Item	Payee Details	Amount
1.	Tactical Facilities – reissue of missing cheque #301314 (August 2021) Pill Box ground maintenance March-July 2021	£ 112.80
2.	Tactical Facilities – Pillbox ground maintenance – September 2021 – inc. VAT	£ 33.60
3.	ACLA – part payment for digitised plan for Cemetery bridge (PO 2123) and details for arborist (PO 2123)	£ 992.20
4.	PKF Littlejohn – Review of Annual Governance & Accountability Return year ended 31.03.2021 – inc. VAT	£ 480.00
5.	Dads Shop – green & black metal paint, primer, brushes, gaffer tape, digging fork, key cut cylinder – inc. VAT	£ 150.35
6.	D. C. Sturt – IT support & monitoring – Sept 2021	£ 97.63
7.	C&D Grounds Maintenance – Fairground and cemetery – Sept 2021 – inc. VAT	£ 817.16
8.	Sapling Arboriculture – site visit for cemetery development and production of Tree Constraint Report – inc. VAT	£ 576.00
9.	Glasdon UK – Phoenix seat slats and fixing kit – inc. VAT	£ 137.57

10. Oliver Signs – Autumn newsletter (2100 copies) – inc. VAT	£ 553.20
11. West Berkshire Council – Qrt. Rent for Mortimer Library	£ 812.50
12. Unity Trust Bank – cheque charges 4.06.2021 to 03.09.2021	£ 0.90
13. HM Land Registry -1x land search request [Lloyds Card]	£6.00
14. HM Land Registry – 2x land search requests [Lloyds Card]	£ 12.00
15. Petrol for Custodian’s strimmer [Lloyds Card]	£ 7.71
16. Duplicate keys for Pillbox [Lloyds Card]	£ 7.58
17. WEL Medical – 3x iPad SP1 replacement electrode pads for village defibs [Lloyds Card]	£ 129.60
18. Lloyds MultiPay Card – monthly fee June [Direct Debit]	£ 3.00
19. EE – mobile phone plan charges – inc. VAT [Direct Debit]	£24.00
20. Currys PC World – Care Plan for Clerk’s computer [Direct Debit]	£9.49
21. SUEZ – Fairground waste collection September 2021 – inc. VAT [Direct Debit]	£ 142.91
22. SSE – Plot 1 Fairground charges for June-September 2021 – inc. VAT [Direct Debit]	£ 19.53
23. SSE – Plot 2 Fairground charges for June-September 2021 – inc. VAT [Direct Debit]	£ 24.19
24. SSE – Fairground Car Park charges for June-September 2021 – inc. VAT [Direct Debit]	£ 31.90

It

was

noted that items 1. and 2. have already been paid and item 20. is no longer relevant. Cllr. Dennett proposed that apart from items 1, 2, and 20, the items of expenditure are approved for payment.

Seconded by Cllr. Morsley.

RESOLVED with unanimously.

21/083 Items for information only

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

a. Roads, Footpaths and Commons – 21/09/2021

The meeting was noted.

2. District Councillor Reports

Dist. Cllr. Bridgman’s report ref. 21-081 2 was received.

It was noted that the report on the Engagement with Local Town and Parish Councils Review will be available shortly.

Cllr. Hill raised the issue of still having to book for Household Waste Recycling Centres. Cllr. Bridgman will follow this up.

3. Correspondence

Item	Details
1.	West Berkshire Council (WBC): Information regarding Greenham Trust's 25th Anniversary Tree Project.
2.	Resident: Follow up email regarding concerns about parking outside St Mary’s School. The resident has been updated with details of a feasibility study currently being undertaken by the school looking at the parking issues and possible solutions.

3.	Resident: Copying the Parish Council in on an email to David Cliff Estate Agents regarding light pollution from internal signage. David Cliff responded to say they would address the issue.	
4.	St John's Hall Chairman: Providing an update on the frontage works. The planters are due to be delivered at the end of November.	
5.	C. Delve: Providing information regarding "Mortimer Mouth", a new community focused magazine which is being delivered to each household in the village and offering to share published information from the SMPC website and/or Parish Council news and information.	
6.	Basingstoke and Deane Borough Council: Details regarding the Laverstoke and Freefolk Conservation Area Appraisal Consultation.	
7.	CEE Bill Alliance: Information regarding the Climate and Ecological Emergency (CEE) Bill and a request asking SMPC to support the bill. The information was passed to the Climate and Environment Working Party for consideration.	
8.	WBC: Details of the Library Review 2021, open until 5pm, Monday 15 th November. West Berkshire Council - Library Review 2021 - Information	
9.	WBC: Details of District Parish Conference – information circulated.	
10.	BALC: Details of AGM – 17 th November 2021, 19.30	In

In addition, the following was noted:

- Further to item 2. St Marys School will be issuing a questionnaire to parents and staff as part of their feasibility study. They will then be looking to engage with WBC and SMPC.
- In response to the recent newsletter, a resident has raised issues regarding the decision to paint the telephone box in NHS blue. One point raised is as many phone boxes are now being used as defibrillator stations, the famous red colour and iconic design will make it instantly recognisable as a phone box, so potentially helping to save lives. It was agreed to consider this further at November's meeting.
- A resident has expressed concern regarding speeding on St Catherine's Hill They were pleased to learn that the Council is in the process of acquiring a speed camera. In addition, their concerns have been forward to the PCSOs and NAG. A PCSO has said that a speed session may be carried out on St Catherine's Hill, but it is dependent on the results of a safety assessment which is yet to be carried out.

The correspondence was received.

4. Planning decisions and information from West Berkshire Council

21/01712/HOUSE: 1 Gordon Palmer Close, Mortimer, Reading, West Berkshire, RG7 3PZ

Part retrospective application to convert garage to residential accommodation for purposes incidental to existing dwelling. Erection of shed and retention of existing shed.

GRANTED – 14 September 2021

SMPC Comments

No objections.

21/01042/HOUSE: 70 Victoria Road, Mortimer, Reading, West Berkshire, RG7 3xx

Proposed erection of detached double garage. (*Amended garage plans, with lower elevations submitted together with tree protection plan in August 2021*)

GRANTED – 15 September 2021 (*including condition on use and safeguarding of tree on site*).

SMPC Comments

No objection in principle:

- Access may be tight.
- Height is of concern in comparison to house and surrounding buildings.

- SMPC would request that a condition is attached such that the building cannot be used for a trade such as the motor trade but only as a home office.

21/02007/HOUSE: 7 Spring Lane, Mortimer, Reading, West Berkshire, RG7 3RT

Erection of a single storey rear extension.

GRANTED – 22 September 2021

SMPC Comments

No objections.

21/01924/HOUSE: Lane House Cottage, Mortimer Lane, Mortimer, Reading RG7 3PP

Householder application for the proposed two storey extension of a garage/office with insertion of 3 roof lights and 1 window. As well as raising the ridge.

GRANTED – 6 October 2021 (*including conditions on the use of the ground and first floor, and restriction on windows on south-east and south-west elevations*).

SMPC Comments

No objections in principle. However, as per a previous application on the site (21/00598/HOUSE), the Parish Council would want to see a condition included that the ground floor of the garage shall be used solely for ancillary and/or incidental residential purposes to the enjoyment of the existing dwelling, and no trade, business or commercial enterprise shall be carried on, in or from the garage other than for purposes that are ancillary to the enjoyment of the main dwelling, nor shall it be used for additional bedroom accommodation or for any form of human habitation.

21/02014/HOUSE: 51 Windmill Road, Mortimer, Reading, West Berkshire, RG7 3RJ

Front porch (replacing storm porch) and two storey rear extension.

GRANTED – 6 October 2021

SMPC Comments

No objections but the Committee would have liked to see the parking plan.

21/01065/FULD: 9-15 Victoria Road, Mortimer Common, Reading, West Berkshire, RG7

Erection of 2 x 1 bed and 2 x 2 bed apartments with associated parking and infrastructure following reconfiguration of existing retail car park (accessed from King Street) and creation of new loading bay with associated alterations to shop frontage (accessed from Victoria Road). Section 73 application to vary Conditions 4 (servicing/loading bay construction), 6 (delivery management plan), 7 (construction method statement), 8 (sustainable drainage), and 18 (written scheme of archaeological investigation), and removal of Condition 2 (approved plans), 22 (trolley storage areas for retail use), 23 (secure TRO or highways mitigation) of previously approved application 19/01038/FULD.

WITHDRAWN – 13 October 2021

SMPC Comments

This application is very similar to 19/01038/FULD where planning permission was granted with 11 pages of qualifications. SMPC is concerned that by submitting a new application some of these qualifications could now be avoided.

A major concern with the original application was the transfer of a loading bay to Victoria Road. SMPC now understands that all loading/unloading will continue to be at the rear off

King Street and this is regarded as a major improvement; for the avoidance of doubt, it would be good if this aspect was stated in the granting of any permission.

The following comments which SMPC made on the original application apply equally to this one:

- The proposed parking layout still shows very narrow parking bays, less than WBC's standard of 2.4 metres; we believe they are only 1.8 metres wide.
- The private parking area for the new apartments shows 6 spaces, whereas the total required is 6.5 spaces (2 x 1.5 and 2 x 1.75). The Committee believes therefore there should be 7 spaces provided.
- The amenity space is small, certainly less than the size of the ground floor apartments, and appears to be below the recommended mixture of 25sqm per apartment, i.e. 100sqm in total.

The planning decisions were received.

5. Neighbourhood Action Group Report

The next meeting is taking place on the 27th October 2021.

6. Health and Safety

- The weekly RoSPA inspections have been carried out.
- The report from the quarterly playground maintenance inspection has been received and is being considered. The next quarterly inspection is due at the end of November.
- The Remembrance Day risk assessment has been undertaken and submitted to WBC.

7. Minor Matters

The following was reported:

- Cllr. Hill: further to an arboricultural survey the installation of the cemetery extension bridge is progressing.
- Cllr. Field: The Burghfield and Mortimer Handybus AGM has taken place. Handybus have seen an increase in people using the service again, but they have a lack of volunteer drivers. The current Treasurer and Secretary are looking to step down. Action is being taken to move the service forward and update the technology used.
- Cllr. Carter: the refurbishments at St John's Hall are progressing and the planter should be installed in late November. The committee are looking to include railings to protect the bench from errant drivers.
- Cllr. Dennett: he attended the retirement celebration of Phil and Kay Bushnell and presented them with a certificate and garden voucher on behalf of SMPC.

Cllr. Bridgman proposed that the meeting be extended past 9.30pm if required.

Seconded by Cllr. Hill.

RESOLVED unanimously.

21/084 Communications

To identify items for communicating

- New Fairground Trustee.
- Library contribution.

21/085 Future Agenda Items

To identify future agenda items

Painting of the phone box.

21/086 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 21/077 on the Agenda, due to the confidential nature of the business to be transacted.

Proposed by Cllr. Dennett.

Seconded by Cllr. Bridgman.

RESOLVED unanimously.

Update – Windmill Common

Cllr. Lewis reported that a letter had been sent to the resident next to Windmill Common and a telephone response received. Cllr. Lewis also spoke informally to the owner when surveying the track. Further to the information given during the telephone call, pertinent documents have been found. A further letter will be sent stating the SMPC's position, with a view to meeting with the owner.

21/079 Items for Consideration and Resolution

8. West Berkshire Annual Community Champions 2021

To consider potential nominees and RESOLVE SMPC nominations.

The categories were considered. It was agreed to nominate the Lunch Club for the Community Group of the Year Award.

Close

The meeting closed at 21:39.

Next meeting – 11th November 2021.