



## Stratfield Mortimer Parish Council

### Minutes of the Parish Council Meeting held at Mortimer Methodist Church Hall on Thursday the 11th of November 2021 @ 7.30pm

*Draft minutes 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. M. Lock, Cllr. A. Marsden, Cllr. D. Morsley, Cllr. A. Noonan, Cllr. T. Palmer, Cllr. J. Wells.

#### **Clerk:**

In the absence of both Council officers, Cllr. Lewis agreed to take the minutes of the meeting.

#### **Public/Press:**

There were no members of the public or press in attendance.

# There was a one-minute silence in memory of Mrs. M. Mayes.

#### **Part I**

#### **21/085 Public Questions (for agenda items only)**

None.

#### **21/086 To receive any apologies for absence**

Apologies were received from Cllr. D. Kilshaw and Cllr. K. Field

#### **21/087 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. Dennett in respect of a payment under 21/093.3.

## 21/088 Minutes of Last Meeting

To resolve to APPROVE the Minutes of the Meeting of the Parish Council of the 14<sup>th</sup> October 2021.

RESOLVED with 4 abstentions, that these minutes be approved for signature by the Chairman as a true and correct record of the meeting.

## 21/089 Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 14<sup>th</sup> October 2021 and other updates.

### Updates from Last Meeting

- Office Lease Heads of Terms: these have been signed and returned to West Berkshire Council (WBC).
- Community Speedwatch: At the District Parish Conference, in regard to a presentation on Community Speeding Framework, WBC confirmed a Traffic Management Equipment (TME) Licence is required when using an Automatic Speed Watch Camera for Thames Valley Police's (TVP) Community Speedwatch system. The Clerk will be signing SMPC up to TVP's new system shortly.
- West Berkshire Annual County Champions 2021: As agreed, Mortimer Lunch club was nominated for the Community Group of the Year Award
- Library Contribution: WBC have been asked to raise an invoice in respect of SMPC's contribution of £3792.
- Windmill Common: further correspondence has been sent to the resident in Longmoor Lane, but no response has been received.

### Other Updates

- CIL Payments received: 19/01715/RESMAJ Land South Of Tower Gardens, The Street, Mortimer Common, Reading, Berkshire £37,716.48  
20/03014/FUL 24 King Street, Mortimer Common, Reading, RG7 3RS £2,909.66
- Foudry Brook: an environmental information request has been sent to Thames Water. A reply is expected within 20 working days.
- Hedge Maintenance: postcards and the WBC leaflets on hedge cutting are now available for councillors to deliver as required. The office will maintain a record of properties issued with the information.
- Mid-Term Internal Audit: This was undertaken on Thursday 21<sup>st</sup> October. No issues were found but the auditor's report is still awaited.
- Website Accessibility and Publishing Guidelines: NALC have issued updated website accessibility and publishing guidelines. These have been reviewed with the website provider in line with the compliance of WCAG 2.1, which is the standard public bodies are required to meet. Further to updates in the Government Design Statement, the Finance and General Purposes Committee will be considering maintaining up to date website accessibility. Work is currently being undertaken to meet the requirements of the Local Government Transparency Code 2015 [Title \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk).

The report was received.

## 21/090 Items to be taken into private session

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

None.

## 21/091 Committee and Working Party/Group Reports

### 1. Finance and General Purposes

The minutes are in draft.

### 2. Planning Committee.

Two meetings have been held.

### 3. Climate and Environment Working Party.

No report.

### 4. Communications Working Party.

No report.

### 5. Mortimer to Burghfield Cycleway and Footpath

Following the pre application a crucial question in respect of Five Oaken remained unanswered. Ridge and Co are progressing this.

### 6. The Strategy Working Party.

No report.

### 7. The Street Footway Widening Working Party.

No report.

## 21/092 Items for Consideration and Resolution

### 1. Neighbourhood Plan

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

There was no report. Most of this Steering Group meetings will now to be held in public.

### 2. Queen's Platinum 70<sup>th</sup> Jubilee

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

Received.

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

The report ref. 21-092 2b was received and the following decisions noted:

- 12/10/21 Argo Jazz Quintet – PO raised for £25.00 to be paid prior or at the event

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

Cllr. Dennett proposed to include £1,700 + VAT for sanitation, £840 for Village Eye and £1 for Fentons.

Seconded by Cllr. Wells.

**RESOLVED** unanimously.

### 3. Committee and Working Parties

a. To consider and RESOLVE to approve the Committee Terms of Reference as recommended by Finance and General Purposes.

Cllr. Bridgman proposed an amendment under RF&C to omit 'Commons' and add 'land'.

Seconded by Cllr. Morsley.

**RESOLVED** Unanimously.

Cllr. Bridgman proposed the amended resolution.

Seconded by Cllr. Morsley.

**RESOLVED** unanimously.

**b. To consider and RESOLVE to approve the Climate and Environment Working Party Terms of Reference as recommended by Finance and General Purposes.**

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley.

**RESOLVED** unanimously.

**c. To RESOLVE the appointment of councillors onto committees and working parties as follows:**

- I. Cllr. Noonan: Fairground and Cemetery Committee, and Mortimer to Burghfield Cycleway and Footpath Working Party.
- II. Cllr. Palmer: Roads, Footpath & Commons Committee, and Mortimer to Burghfield Cycleway and Footpath Working Party.
- III. Cllr. Dennett: Climate and Environment Working Party.
- IV. Cllr. Field: Climate and Environment Working Party.

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley.

**RESOLVED** unanimously.

**4. Action Plan 2022/23**

**To review and RESOLVE to approve the Action Plan as considered by Finance and General Purposes.**

Proposed by Cllr. Dennett.

Seconded by Cllr. Bridgman.

**RESOLVED** unanimously.

**5. Minutes of the Full Council Meeting 9<sup>th</sup> September 2021**

**a. To note the payment list minuted under agenda item 21/068 3 'Accounts For Payment' was incorrect.**

**b. To RESOLVE the payment list as per Appendix 21-092 5 'Payments for Full Council - 9 September 2021' as the correct list for agenda item 21/068 3, Accounts for Payment as of the 9th of September 2021.**

Proposed by Cllr. Bridgman.

Seconded by Cllr. Morsley.

**RESOLVED** with 1 abstention.

**6. Connecting Communities in Berkshire Membership**

**To RESOLVE to renew SMPC's annual membership at a cost of £40.00 and approve the expenditure under s.137.**

Proposed by Cllr. Dennett.

Seconded by Cllr. Lock.

**RESOLVED** unanimously.

**7. Phone Box Colour**

**To RESOLVE the colour in which the phone box is to be painted and APPROVE any associated budget.**

After some discussion it was suggested that SMPC stays with the original decision and paint the phone box in NHS Blue.

Proposed by Cllr. Dennett.  
 Seconded by Cllr. Bridgman.  
**RESOLVED** by majority vote.

## 8. Environmental Permitting (England and Wales) 2016 Regulations

**To receive NALC's report regarding the proposed changes and consultations and RESOLVE to approve any actions.**

The NALC report was Received. There are less than 100 burials a year. It was agreed that Cllrs. Dennett, Morsley and Hill would consider the report in more detail.

## 9. Cemetery Extension

**To receive an update and RESOLVE the budget for the required tree/ground protection for the bridge installation**

Cllr. Hill proposed the budget be increased by £2,000 to £2,875.00.

Seconded by Cllr. Morsley.

**RESOLVED** unanimously.

## 10. Dispensations

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

Requests for dispensations had been received by Cllrs. Noonan and Palmer.

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley.

**RESOLVED** with 2 abstentions.

## 11. Remembrance Day

**To confirm the arrangements for the Remembrance Day parade and event and RESOLVE any further actions.**

Cllr. Carter is hoping to provide acoustic arrangements at the Remembrance Day ceremony.

## 21/093 Finance

### 1. Accounts to the 30 September 2021

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

The financial reports ref. 21-093 1.0, 1.1 and 1.2 were received.

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 7 (October 2021)	£ 4,009.34
2.	HMRC – PAYE & NIC Month 7 (October 2021)	£ 1,066.77
3.	The British Legion – Remembrance Wreath	£ 30.00
4.	Vita Play Ltd – reissue of 'stopped' cheque for quarter maintenance in July.	£ 117.60

The payments were received and noted.

### 3. Accounts for Payment

#### To receive and APPROVE items of expenditure:

Item	Payee Details	Amount
1.	Stanley Electrical Services – EICR report on Fairground cabinets – inc. VAT	£ 150.00
2.	Sulhamstead & Ufton Nerve Village Hall – booking for B&M NAG meeting on 27 October 2021	£ 15.75
3.	Ridge & Partners – Balance of pre-app consultation on cycleway project – inc. VAT	£ 1,320.00
4.	Dads Shop – refuse bags, brass padlock, hexagon screw set, Hammerite metal paint – inc. VAT	£ 75.60
5.	D. C. Sturt – IT support & monitoring – October 2021	£ 90.27
6.	Glasdon UK – 3 x Phoenix rectangular seat slats (Brown) – inc. VAT	£ 90.48
7.	L. Hannawin – Expenses 2x keys for height barrier	£ 8.50
8.	M. Dennett – Chairman’s Expenses – garden voucher and presentation frame for Phil & Kaye Bushnell’s retirement	£ 109.99
9.	Amazon – File tabs, A4 heavy card paper, 50x DL envelopes – inc. VAT [Lloyds Card]	£ 15.30
10.	HP MNTR E23 G4 FHG Monitor for office - inc. VAT (Lloyds Card]	£ 202.80
11.	RamGroupUK – 3x additional keys for set of bollards on Fairground - inc. VAT [Lloyds Card]	£ 40.80
12.	Sussex Christmas Trees – Norway Spruce for Fairground & delivery (Lloyds Card]	£ 582.00
13.	HM Land Registry -1x land search request [Lloyds Card]	£6.00
14.	Google Cloud EMEA Ltd – monthly fee [Lloyds Card]	£ 0.21
15.	Lloyds MultiPay Card – monthly fee June [Direct Debit]	£ 3.00
16.	EE – mobile phone plan charges – inc. VAT [Direct Debit]	£25.19
17.	British Telecom – Charges 1 Sept to 30 November 2021 – inc. VAT [Direct Debit]	£ 192.60
18.	SUEZ – Fairground waste collection October 2021 – inc. VAT [Direct Debit]	£ 138.23

Proposed by Cllr. Morsley.

Seconded by Cllr. Bridgman.

**RESOLVED** with 1 abstention.

### 4. Internal Control and Bank Reconciliation

To note the Bank Reconciliation and quarterly Internal Control have been undertaken for the period to 30th September 2021.

Noted.

### 21/094 Items for information only

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

a. Planning – 28/10/2021

b. Finance and General Purposes – 02/11/2021

The meetings were noted.

## 2. District Councillor Reports

Dist. Cllr. Bridgman's report ref. 21-094 2 was received.

## 3. Correspondence

Item	Details
1.	West Berkshire Council (WBC): Documents and information from the District Parish Conference – circulated.
2.	Stantec/WBC: Information regarding a consultation on West Berkshire Demand Responsive Transport. Due to the deadline of the consultation, Cllr. Morsley spoke to the Transport Planner.
3.	Dist. Cllr. Longton: Information regarding funding available from the Blands School Foundation Trust which makes available grants to support the education of children who live in, or attend schools in Burghfield, including students living in Mortimer attending The Willink.
4.	Resident: Enquiring about the provision of allotments. Confirmation of SMPC's current position provided to the resident.
5.	WBC: Notification that the Footway Improvement Programme 2021/22 includes the resurfacing of Stephens Firs. This was originally due to take place in December but has been pushed back to January.
6.	Resident: Report of fly tipping on Holden's Firs. Englefield have been notified.
7.	Tadley CAB: Further information regarding their AGM including a form for a Proxy Vote.

The correspondence was received.

## 4. Planning decisions and information from West Berkshire Council

### **21/01885/HOUSE: Bowood, The Street, Mortimer, Reading, West Berkshire, RG7 3NR**

2 storey side extension plus refurbishment/rebuild of rear single storey WC/utility to improve its standard.

**GRANTED** – 21 October 2021

**SMPC Comments: No objections but the Committee noted there was no parking plan included in drawings.**

### **21/01662/COND1: 1 Butlers Lands Farm Cottages, Mortimer Lane, Mortimer, Reading**

Application for approval of details reserved by conditions 4 (Materials schedule) and 5 (Hard surfacing details) of planning permission 20/02785/HOUSE - Single storey rear and side extension.

**GRANTED** – 20 October 2021.

### **21/02141/HOUSE: Old Police Station, The Street, Mortimer, Reading, West Berkshire, RG7 3PB**

Removal of existing 1970s conservatory; construction of two-storey and first floor rear extensions; replace existing garage with home office and log store; replacement carport.

**GRANTED** – 20 October 2021

**SMPC Comments: No objections in principal but would like confirmation that adequate parking spaces are available as per Stratfield Mortimer NDP Policy GD2 (Mortimer parking standard under 9.2.2 Internal & External Access and Parking) as**



**number of bedrooms is being increased to four. The Committee observed that there was no orange site notice in place.**

**21/02180/HOUSE: Treloar, Loves Wood, Mortimer Common, Reading RG7 2JX**

New side extension, adjustments to windows and doors, amendments to existing external materials.

**GRANTED** – 18 October 2021

**SMPC Comments: No objections in principal but the Committee queried the nature of the rooms at the front left of the dwelling as not labelled on the floorplan and number of car parking spaces not included on site plan (Stratfield Mortimer NDP Policy GD2 Mortimer parking standard under 9.2.2 Internal & External Access and Parking). The Committee observed that there was no orange site notice in place.**

**21/00563/FULD: Land at 72 Windmill Road, Mortimer, Reading, West Berkshire**

Proposed new dwelling.

**REFUSED** – 20 October 2021

**SMPC Comments:** The Committee objected to this proposal on the following points:

1. The application does not make it clear that the access lane belongs to the owners of 56 Windmill Rd.
2. It was unclear whether a Certificate B had been issued as the landowner of the access lane advised they had not been served any notice of this;
3. The orange site notice had been placed at the bottom of the 65 m private access lane (and around a corner) so is not viewable by the public at all.
4. It would be overdevelopment of the plot as the house and carport would take up some three quarters of the area and the development was close to the boundary to another proposed development to the south. SMPC NDP policies HD4 and GD1 refer. When considered together with the narrow lane access and the adjacent development 20/03014/FUL (which has now been granted permission), the proposal is very cramped from all directions.
5. The Committee disagrees with Highways comments for the following reasons:
  - a. The access serves 4 (not 2) existing garages/properties: No 56 (who own the access, 72, 62 and 64. Even though 72 would no longer have access if this was built, the calculations should be based on 4 houses as there would be the new house in addition to 56, 62 and 64.
  - b. as the private access lane is only 2.52 m wide (at the entrance) there are concerns that construction vehicle access to the site will be difficult and detrimental to neighbouring residents, and cause access problems for the landowner of the access lane and to their garage at the rear of 56 Windmill Road and for access to the garages of 62 and 64.
  - c. The narrowness of the access lane would also be a cause of concern for access required by emergency vehicles to the proposed dwelling. Reference to Manual- for Streets and noting the lane is 65m so probably 75m to proposed house entrance from highway "6.7.3 The Association of Chief Fire Officers has expanded upon and clarified these requirements as follows:
    - a 3.7 m carriageway (kerb to kerb) is required for operating space at the scene of a fire. Simply to reach a fire, the access route could be reduced to



2.75 m over short distances, provided the pump appliance can get to within 45 m of dwelling entrances;

- if an authority or developer wishes to reduce the running carriageway width to below 3.7 m, they should consult the local Fire Safety Officer;"

6. The stretch of Windmill Rd around the entrance of the access lane typically has a lot of parked cars; this has increased during the day with more people working from home.

7. There were concerns about the proposed services being run through 72 Windmill Road to the new property and there were no drainage diagrams shown on the plans although they are referred to in application.

### **21/02031/HOUSE: Darley House, Loves Wood, Mortimer Common, Reading RG7 2JX**

First floor extension, partial garage conversion. Alterations to fenestration, exterior finishes, roof tiles and minor internal alterations.

**GRANTED** – 28 October 2021

**(includes condition to protect trees under TPO 201/21/0025)**

**SMPC Comments:** No objections but would have liked to see car park spaces indicated on plans to confirm the property remains within Stratfield Mortimer NDP Policy GD2 Mortimer parking standard under 9.2.2 Internal & External Access and Parking.

The planning decisions were received.

#### **5. Neighbourhood Action Group Report**

Minutes and reports are available on the NAG web site.

#### **6. Health and Safety**

Nothing to report.

#### **7. Minor Matters**

The following was reported:

- The planters at St. John Hall will be installed in January 2022.
- Fruit trees will be planted on the Conservation Area on 10th December.
- The Parish Office will be closed from 23rd December to 3rd January.

### **21/095 Communications**

**To identify items for communicating**

- The Christmas tree will be erected on 25th November.
- Some benches have been painted.

### **21/096 Future Agenda Items**

**To identify future agenda items**

None.

### **21/097 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 21/090 on the Agenda, due to the confidential nature of the business to be transacted.**

Not needed.

## Close

The meeting closed at 21:19  
Next meeting – 13<sup>th</sup> January 2022.

DRAFT SUBJECT TO APPROVAL