



## Stratfield Mortimer Parish Council

### **Minutes of the Parish Council Meeting held at Mortimer Methodist Church Hall on Thursday the 9<sup>th</sup> of September 2021 @ 7.30pm**

#### **Present**

#### **Councillors:**

Cllr. M. Dennett (Chairman), Cllr. S. Beard, Cllr. K. Field, Cllr. S. Hill, Cllr. D. Ives, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. A. Marsden, Cllr. D. Morsley, Cllr. J. Wells.

#### **Clerk:**

Mrs. L. Hannawin.

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

Dist. Cllr. G. Mayes was present. No members of the public attended.

#### **Part I**

#### **21/060 Public Questions (for agenda items only)**

None.

#### **21/061 To receive any apologies for absence**

Apologies were received from Cllr. N. Carter, Cllr. G. Bridgman and Cllr. M. Lock.

#### **21/062 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. Hill declared an interest in agenda item 21/068 3. Accounts for Payment.

#### **21/063 Minutes of Last Meeting**

**To resolve to APPROVE the Minutes of the Meeting of the Parish Council of the 29<sup>th</sup> July 2021.**

It was noted that under agenda item 21/054 1. as the name was not changed, Cllr. Lewis was appointed to the Communications Working Party.

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

## 21/064 Clerk's Report

- a. To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 29<sup>th</sup> July 2021 and other updates.

### Updates from Last Meeting

- Health and Wellbeing Strategy Consultation and Survey: the response to the survey was submitted via email as the deadline for responding online had passed.
- Unity Trust Signatories and Internet Banking: the relevant forms have been submitted.
- Climate and Environment Strategy: WBC have been informed that SMPC resolved to form a Climate and Environment Working Party which are looking into joining the Greening Campaign and the Great Big Green Week.
- The Grimsby Fish Guy: WBC have confirmed that street trading is covered by the Local Government (Miscellaneous Provisions) Act 1982 Schedule 4 and is defined as the selling, exposing, or offering for sale of any article (including a living thing) in the street. Street includes any road, footway, beach, or other area to which the public have access without payment and a service area as defined in section 329 of the Highways Act 1980 and also includes any part of a street. Any person wishing to trade in the streets, as defined above, must have a Mobile Street Trading Consent. An email has been sent to The Grimsby Fish Guy requesting copies of all relevant documents, including a Mobile Street Trading Consent, in order that SMPC can further consider the request to use the Fairground car park for trading purposes.

### Other Updates

- Phone Box: the defibrillator has now been installed and will become operational once the ambulance service has confirmed the site is live and on their CAD system. The paint has been sourced but not yet received. The Village Custodian has started to prepare the surface for painting.
- Councillor Vacancies: as only one request for an election was received by WBC, the vacancies may be filled by co-option. This will be done at October's Full Council meeting.
- CIL Report 2020/21: This has been completed and returned to WBC and uploaded to the website: [SMPC CIL Report 2020-21.pdf \(stratfield-mortimer.gov.uk\)](https://www.stratfield-mortimer.gov.uk)
- Mortimer Library: Further correspondence received from Paul James, WBC, confirming he has consulted with elected members about SMPC's decision to pause negotiations. WBC recognise there are a range of possible models and solutions that can achieve the same result and are keen to continue engaging with SMPC to establish the best outcome with regards to Mortimer Library. In addition, WBC are conducting a Review of the Libraries Service which concludes next January. The purpose of the review is to ensure that the service continues to meet local needs and during the review they will be asking parish and town councils to give us their views about the service.

It was noted that Cllr. Morsley will share the post promoting the Notice of Casual Vacancies to other Facebook pages. All councillors will actively promote the need for 2 new councillors and the co-option process.

The report was received.

**b. To receive a report on decisions taken under delegated powers 25/06/21 – 29/07/21.**

The report was received.

**21/065 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 21/067 12. Windmill Common to be taken in Part II.

Seconded by Cllr. Morsley.

**RESOLVED** unanimously.

**21/066 Committee and Working Party/Group Reports**

**1. The Street Footway Widening Working Party.**

Cllr. Morsley reported there was no update as there had been no further contact from West Berkshire Council (WBC) regarding the project since their last communication in July.

**2. Mortimer to Burghfield Cycleway and Footpath.**

Cllr. Morsley stated that the pre planning application report was expected about the 23<sup>rd</sup> August but is still with WBC. Verbal agreement/support, with conditions, has been received from all landowners.

**3. Strategy Working Party.**

The meeting notes were reviewed. The following was confirmed:

- Fitness Equipment: 3 quotes have been received and will be brought back to Council for a decision shortly.
- Tumulus: an archaeologist from WBC has contacted Cllr. Morsley and will help with the information boards.

**4. Communications Working Party.**

The meeting notes were reviewed and received.

**5. Queen's Platinum 70<sup>th</sup> Jubilee.**

Cllr. Beard reported that attractions have been applied for. An update meeting will be held with the Clerk. The editorial for the newsletter has been written

**21/067 Items for Consideration and Resolution**

**1. Neighbourhood Plan**

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

A written report was presented by Cllr. Morsley. As an initial step, two groups have been formed to consider and undertake initial research for each of the two parts of the plan.

The report was received.

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

**To RESOLVE that the Clerk shall have delegated authority to make decisions concerning matters arising in respect of the event where such a decision cannot reasonably be deferred.**

**Decisions shall be taken in consultation with the Chairman and Vice- Chairman of the Council and in accordance with legislation, Standing Orders and Financial Regulations.**

**Any decisions made under this delegation must be recorded in writing, reported to the next Full Council meeting and published in accordance with any relevant regulations.**

**This delegated authority ceases upon the disbandment of the Queen's Platinum, 70th Jubilee Working Party. Strategy.**

Cllr. Dennett proposed the resolution as above.

Seconded by Cllr Morsley.

**RESOLVED** unanimously.

**3. Working Parties' Terms of Reference**

**To RESOLVE to approve the Terms of Reference as recommended by Finance and General Purposes:**

- a. The Street Footway Working Party**
- b. Mortimer to Burghfield Cycleway and Footpath**
- c. Queen's Platinum 70th Jubilee**
- d. Communications Proposed by Cllr. Carter.**

The Terms of Reference were reviewed.

Proposed for approval by Cllr. Dennett.

Seconded by Cllr Morsley.

**RESOLVED** unanimously.

**4. Dispensations**

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

An "Application for the Grant of a Dispensation" for the precept was considered for Cllr. Marsden.

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley.

**RESOLVED** with 1 abstention.

**5. Tadley Citizen Advice Bureau**

**To consider the request for financial assistance and RESOLVE to make a grant under s.137.**

A report was received and considered.

Cllr. Beard proposed that £1,500.00 should be granted through The Good Exchange under s.137.

Seconded by Cllr. Field.

**RESOLVED** unanimously.

**6. Budget Process 2022/23**

**To receive confirmation of the approach and timetable for the preparation of the 2022/23 budget as agreed by Finance and General Purposes.**

The Clerk presented the proposed timetable and approach. This is based on previous years but involves committee and working parties providing ideas, information and costs for suggested projects. These will form the basis of an Action Plan on which the budget will be based.

## 7. Foudry Brook

**To receive a report and RESOLVE to pursue the matter with Thames Water.**

Cllr. Dennett presented a report which summarised data from Thames Water regarding the release, under permit, of storm discharges of partially treated and untreated sewage into rivers and streams. Concerns have been raised about the duration of the discharges which can be for long periods, particularly in the winter. Out of 466 sewage treatment sites operated by Thames Water, Stratfield Mortimer and Burghfield are ranked 4th worst and third worst respectively for overall total duration.

Cllr. Hill proposed that this should be further followed up and a letter should be sent to Thames Water, the Environment Agency and WBC (Stuart Clark).

Seconded by Cllr. Morsley.

**RESOLVED** unanimously.

## 8. Fairground Trustee

**To receive an update on the forthcoming vacancy.**

Cllr. Dennett stated that the Parish Council has 2 representatives on the Fairground Trust and one position will become vacant in October. The reappointment will be for 4 years. The Charity Scheme document has been made available and any councillors interested in this active role should inform the Clerk.

## 9. Commemorative Plaque

**To AGREE the words for the plaque for Lawrence Picking.**

Cllr. Dennett proposed the following words "In memory of Lawrence Picking, Chairman of Stratfield Mortimer Parish Council 1993 – 1997, in recognition of his service".

Seconded by Cllr. Morsley.

**RESOLVED** unanimously.

## 10. Office Lease

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

The Heads of Terms were considered. The rise in rent was agreed but the reduced period in notice, from 6 to 3 months, was deemed unacceptable.

Cllr. Dennett proposed the Clerk seeks the reinstatement of a 6 month notice period.

Seconded by Cllr. Morsley.

**RESOLVED** unanimously.

## 11. Allotment Provision

**To receive an update on the provision of allotments and RESOLVE that the Council shall write to local landowners to establish land options.**

Cllr. Marsden presented a report and summarised the difficulties in progressing this due to the lack of information to date.

Cllr. Marsden proposed the Council writes to Englefield Estate and other landowners to enquire about possible suitable land.

Seconded by Cllr. Dennett.

**RESOLVED** unanimously.

**12. Windmill Common**

To RESOLVE that the Parish Council shall take action to protect the integrity of its ownership of Windmill Common.

Minuted at Part II.

**21/068 Finance****1. Accounts to the 31<sup>st</sup> July 2021**

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

The reports 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 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

The payments were received and noted.

**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 the items of expenditure were approved for payment.  
Seconded Cllr. Field.

**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 June 2021.**

Noted and received.

### 21/069 Items for information only

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

a. **Planning – 26/08/2021**

b. **Finance and General Purposes – 02/09/2021**

The meetings were noted.

#### 2. District Councillor Reports

Dist. Cllr. Bridgman’s report was received.

#### 3. Correspondence

Item	Details
1.	West Berkshire Council (WBC): West Berkshire Libraries Annual Report (2020-21) and request for a voluntary financial contribution to the library service. This will be on the agenda for October’s Full Council meeting.
2.	WBC: Invitation regarding the Net Zero Carbon Bus Tour taking place on 8th September at Newbury College. Circulated.
3.	WBC: Information promoting Neighbourhood Watch schemes. This has been promoted on the website and Facebook page.
4.	WBC: Information regarding a presentation event on the 6 <sup>th</sup> October on The National Lottery Heritage Fund and The Armed Forces Covenant Trust Fund.

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5. WBC: Confirmation of a new neighbourhood area designation within West Berkshire District – Newbury. The designation follows the boundary of Newbury parish.

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  6. WBC: Notice of Confirmation that the following 2 routes are now recorded as a public footpath on the Definitive Map and Statement - 1) Stephens Firs to Stephens Road and 2) Stephens Firs to Stephens Close.

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  7. WBC: Notice that WBC have submitted its Minerals and Waste Local Plan (MWLP) to the Secretary of State for Examination.

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Cllr. Marsden reported that she had attended the Net Zero Bus Tour at Newbury College.

The correspondence was received.

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

##### **21/01549/NONMAT: 6 Bilberry Gardens, Mortimer, Reading, West Berkshire RG7 3UW**

Non material amendment to approval 19/02497/HOUSE - Single storey rear extension. Amendment - Changes to rear extension and rear extension wall.

**WBC Decision: APPROVED – 23<sup>rd</sup> July 2021** *SMPC had no objections to 19/02497/HOUSE*

##### **21/01005/NONMAT: 12 Campbells Green, Mortimer Common, Reading RG7 3RE**

A 2 storey side extension to the property up to the border of the property and the public car park. Total width of extension 2.3m by 5 m in length.

**WBC Decision: APPROVED – 27<sup>th</sup> July 2021 – with condition:**

*4. The development shall not be brought into use until the vehicle parking has been provided in accordance with the approved plan. The parking space shall thereafter be kept available for parking (of private motor cars and/or light goods vehicles) at all times.*

**SMPC Comments:** The Committee raised a concern that from the floorplans, as rooms were not clearly identified on the drawing and no mention has been made on the application form, it was assumed that there are additional bedrooms as part of the proposed extension works. Increasing the number of bedrooms on the property (currently a two bedroom dwelling) would require relevant car parking space, i.e. at least three parking spaces, which has not been indicated on the plans.

##### **21/01360/COND1: 36 Stephens Firs, Mortimer, Reading, West Berkshire RG7**

Application for approval of details reserved by condition 4 (Archaeological watching brief) of planning permission 19/03014/HOUSE - Single storey flat roof rear extension with pitched edges. Side chimney.

**WBC Decision: APPROVED – 28<sup>th</sup> July 2021** *(Condition 4 is hereby discharged in accordance with the following details: "Archaeological watching brief report MOSF 21 WB").*

**SMPC Comments:** 17 December 2019

*SMPC notes that, as per previous proposed applications at this site in 2002 (02/01958/HOUSE) 2018 (18/02939/HOUSE) and earlier in 2019 (19/00989/HOUSE), an archaeological survey should be commissioned due to the location of a nationally designated monument within 10m of the extension proposals. Any construction work should not commence until this is undertaken. The SMPC also noted that an enforcement enquiry (18/00340/15UNAU) has been in place for some time relating to the store/garage at the rear of the property and the Parish Council is not aware of any decision on this issue to date.*



**21/01393/CERTP: Merifield House, The Street, Mortimer, Reading, West Berkshire RG7 3NU**

Installation of swimming pool, gazebo and garden store in garden.

WBC Decision: LAWFUL – 23rd August 2021.

**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 Decision: LAWFUL – 27<sup>th</sup> July 2021.

**21/01545/HOUSE: 38 Windmill Road, Mortimer, Reading, RG7 3RN**

Single storey side extension with rooflight.

WBC Decision: GRANTED – 6<sup>th</sup> August 2021.

SMPC Comment: No objections.

**21/01580/HOUSE: 12 Bilberry Garden, Mortimer, Reading, West Berkshire RG7 3WU**

Proposal for the erection of new garden office outbuilding to rear garden.

WBC Decision: GRANTED – 19<sup>th</sup> August 2021. (*Condition 4: The garden office outbuilding to the rear garden hereby permitted shall not be used at any time other than for purposes ancillary and/or incidental to the residential use of the dwelling known as 12 Bilberry Gardens Mortimer Reading West Berkshire RG7 3WU*)

SMPC Comment: No objection in principle but it was noted that there should be a condition on the proposed outbuilding that it could not be used as sleeping accommodation. There was also a concern that this was overdevelopment of the site, limiting amenity space and, as no actual measurements given, concern how visible the outbuilding was to neighbouring properties.

**21/01639/HOUSE: 17 The Avenue, Mortimer Common, Reading, West Berkshire RG7 3QU**

Proposed Replacement Porch.

WBC Decision: GRANTED – 12<sup>th</sup> August 2021

SMPC Comment: No objections.

**21/01380/HOUSE: 31 Windmill Road, Mortimer, Reading, West Berkshire RG7 3RL**

Demolition of an existing conservatory and the construction of a single storey rear extension.

WBC Decision: GRANTED – 1<sup>st</sup> September 2021

SMPC Comments: No objections.

**21/01383/HOUSE: 33 Windmill Road, Mortimer, Reading, RG7 3RL**

Demolition of conservatory. Ground and first floor rear extensions.

WBC Decision: GRANTED – 1<sup>st</sup> September 2021.

SMPC Comment: No objections.

The planning decisions were received.

**5. Neighbourhood Action Group Report**

There have recently been minimal issues in Mortimer and Burghfield.

**6. Health and Safety**

Nothing to report.

**7. Minor Matters**

- Cllr. Marsden will be writing to the St Mary's pupils in response to their climate letters received in July.
- Cllr. Hill reported that areas of the cemetery grass has died. This may be the result of over use of weedkiller on the paths.

**21/070 Communications**

To identify items for communicating

None.

**21/071 Future Agenda Items**

To identify future agenda items

None.

**21/072 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 21/065 on the Agenda, due to the confidential nature of the business to be transacted.

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley.

**RESOLVED** unanimously.

**21/073 Items for Consideration and Resolution****12. Windmill Common**

To **RESOLVE** that the Parish Council shall take action to protect the integrity of its ownership of Windmill Common.

Cllr. Lewis presented a report, and the situation was discussed. It was agreed that as a first step as per the resolution a letter shall be sent to the registered owner of the property informing them that the Council will take action to protect the integrity of its ownership of Windmill Common.

Proposed by Cllr. Lewis.

Seconded by Cllr. Morsley.

**RESOLVED** with 2 abstentions.

**21/074 Items for information only****7. Minor Matters**

As raised by Cllr. Bridgman, the Clerk gave an update on the closing of Budgens with regards to the retirement of two of its longstanding members of staff. Appropriate action will be taken by the Chairman of the Council to acknowledge this commitment to the service of the village.

**Close**

The meeting closed at 21:29.

Next meeting – 14<sup>th</sup> October 2021.