



Stratfield Mortimer Parish Council

Minutes of the Parish Council Meeting held at Mortimer Methodist Church Hall on Thursday the 13th of January 2022 @ 7.30pm

Draft minutes subject to approval

Present

Councillors:

Cllr. M. Dennett (Chairman), Cllr. G. Bridgman, Cllr. D. Kilshaw, 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. J. Wells.

Clerk:

Mrs. L. Hannawin.

Public/Press:

Dist. Cllrs. Longton and Mayes were in attendance, along with 1 member of the public.

Part I

21/098 Public Questions (for agenda items only)

The member of the public raised the issue of the 2 Lime trees on the Fairground that have died and the need to replace them with appropriately sized trees. This will be discussed as an agenda item at the next Fairground and Cemetery meeting which is scheduled for the 24th of March 2022.

21/099 To receive any apologies for absence

Apologies were received from Cllr. N. Carter and Cllr. T. Palmer
Cllr. S. Beard did not attend, and no apologies were received.

21/100 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.

21/101 Minutes of Last Meeting

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

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

21/102 Clerk's Report

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

Updates from Last Meeting

- Community Speedwatch: The Clerk has signed SMPC up to Thames Valley Police's new system and has undertaken the mandatory training as have at least 2 councillors. An email has been issued providing details of how councillors can sign up and undertake the mandatory training.
- Bank Funds: A transfer of £216,000 has been made from the Unity Trust Bank Account to the Council's investment fund held with The Public Sector Deposit Fund (TPSDF), in line with the agreement that all funds over £85,000 should be maintained with TPSDF.
- Station Car Park Update: D. Strunz, Development Manager, GWR confirmed that all railway industry spending is currently being scrutinized by the Department for Transport and HM Treasury. There are ongoing sensitive talks with the departments' representatives, but he cannot say there is approval for the long-term lease of the land for the car park and for funding the construction. He stated that GWR are still keen on this scheme and will do their best to see it constructed

Cllr. Lewis confirmed the Automatic Speed Watch Camera and Speed Indicator Device (Mini-SID) are due to be delivered in January with a view to being deployed in March. It would be beneficial if more councillors undertook the Community SpeedWatch training prior to interested members of the public being invited to participate.

The report was received.

21/103 Items to be taken into private session

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

None.

21/104 Committee and Working Party/Group Reports

1. Finance and General Purposes

The draft budget and proposed precept were finalised at the meeting held on the 6th January for approval by Full Council.

2. Planning Committee.

There appears to be a lack of orange planning signs being correctly displayed. The Committee are monitoring the situation and are seeking further information regarding the correct procedure from West Berkshire Council (WBC). The issue of retrospective planning was briefly discussed, and consideration is being given to running a series of articles in the newsletter to explain the planning process.

3. Climate and Environment Working Party.

The next meeting is planned for January.

4. Communications Working Party.

No meeting has taken place.

5. Mortimer to Burghfield Cycleway and Footpath

The proposed route runs through Wokefield Common and Five Oaken Common. Confirmation has been received that no special permission is required under Section 38 of the Commons Act 2006 for the type of work proposed.

6. The Strategy Working Party.

The next meeting is planned for January.

7. The Street Footway Widening Working Party.

WBC have indicated that there is no budget for any work apart from making good the surfaces exposed by the siding out. A further update is due this week.

21/105 Items for Consideration and Resolution

1. Neighbourhood Plan

- a. **To receive and ENDORSE a written report from the Neighbourhood Plan Steering Group (NPSG).**

No report received.

- b. **To RESOLVE that the NPSG seeks the engagement of a consultant up to a value of £5,000 for Phase 1 of the new Neighbourhood Plan, to Advise & Support on Establishing the Community's Aspirations and Key Themes for the Plan, as per the Steering Group's Consultants Brief.**

Cllr. Marsden presented the written report ref. 21-105 1.0b and the Consultants Brief ref. 21-105 1.1b. The details of Phase 1 were discussed.

Cllr. Marsden proposed the resolution as above.

Seconded by Cllr. Morsley.

RESOLVED Unanimously.

- c. **To APPOINT Cllr. G. Bridgman to the Stratfield Mortimer Neighbourhood Plan Steering Group.**

Proposed by Cllr. Marsden.

Seconded by Cllr. Morsley.

RESOLVED with 1 abstention.

- d. **To RESOLVE that the Clerk shall have delegated authority, in consultation with the Parish Council Chairman and/or Vice-Chairman, to approve budgeted payments of the Steering Group up to £1,000, and that the NPSG Terms of Reference shall be amended to reflect the delegated authority.**

Cllr. Morsley proposed an amendment to the resolution to include: The Terms of reference will be updated to "At the first meeting, the Steering Group will elect a Chairperson and a Vice Chairperson; both should be elected annually thereafter **except in a case of a vacancy**".

Seconded by Cllr. Lewis.

RESOLVED Unanimously.

Cllr. Dennett proposed the amended resolution.

Seconded by Cllr. Morsley.

RESOLVED unanimously.

2. Queen's Platinum 70th Jubilee

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

The next meeting is on Monday 17th January.

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

The report ref. 21-105 2b was received.

- 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.

3. General Power of Competence

To confirm the Council's eligibility, as defined in the Localism Act 2011 and SI 965 The Parish Councils General Power of Competence Order 2012, and subsequently RESOLVE to adopt the General Power of Competence for the current financial year.

General Power of Competence was discussed, and the Council's eligibility reviewed and confirmed.

Cllr. Lewis proposed an amendment to the Statutory Instrument (SI) reference to "SI 2012/965".

Seconded by Cllr. Dennett.

RESOLVED with 1 abstention.

Cllr. Dennett proposed the Council adopt the General Power of Competence.

Seconded by Cllr. Morsley.

RESOLVED with 1 abstention.

Cllr. Bridgman congratulated the Clerk on obtaining the Certificate in Local Council Administration (CiLCA) qualification.

4. Budget and Precept

To receive and RESOLVE the Budget and Precept of £149,319.00 as recommended by Finance and General Purposes.

The draft Budget and proposed precept, and tax base were reviewed.

Cllr. Dennett proposed the resolution as above.

Seconded by Cllr. Morsley.

RESOLVED unanimously.

5. Mortimer to Burghfield Cycleway and Footpath

To RESOLVE the placement of orders for the first surveys required towards planning application up to a value of £8500 +VAT.

Cllr. Morsley presented the written report ref. 21-105 5. and confirmed this is for the initial reports required for the planning application and the initial fee for Ridge & Partners LLP, the project manager, to oversee these reports. Further reports will be needed.

Cllr. Morsley proposed the resolution as above.

Seconded by Cllr. Dennett.

RESOLVED unanimously.

6. Temporary Delegation of Powers

To RESOLVE that the Clerk shall have delegated authority to make decisions on behalf of the Council, only where such a decision cannot reasonably be deferred and must be made in

order to comply with a commercial or statutory deadline or to ensure the continuing function of the Council.

Decisions shall be taken in consultation with the Chairman, Vice- Chairman and appropriate Members/Advisory Groups. The Clerk will consult with the Chairman/Vice-Chairman for guidance as necessary.

Decisions will be taken in accordance with legislation, Standing Orders and Financial Regulations.

Responses to planning applications shall be taken with the Chairman of the Planning Committee and two other members of the Planning Committee and if deemed necessary, comments shall be circulated to remaining Planning Committee members prior to being submitted to the planning authority by the stated deadline.

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 first meeting of the Full Council after the Council meeting at which the delegation was put in place.

The need for temporary delegation of powers was discussed. It is seen as a precautionary measure in case face-to-face meetings are no longer viable due to the implementation of Covid restrictions. It will remain as a standard agenda item pro tem.

Cllr. Lewis proposed an amendment to the resolution to include: To RESOLVE that, **should face-to-face meetings not be permitted due to Covid restrictions,**

Seconded by Cllr. Morsley.

RESOLVED Unanimously.

Cllr. Dennett proposed the amended resolution.

Seconded by Cllr. Morsley.

RESOLVED unanimously.

21/106 Finance

1. Accounts to the 30 November 2021

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

The financial reports ref. 21-106 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 8 – November 2021)	£ 4,061.64
2.	HMRC – PAYE & NI for Month 8	£ 1,114.77
3.	Salaries (Month 9 – December 2021)	£ 3,826.17
4.	HMRC – PAYE & NI for Month 9	£ 986.73
5.	Claire Connell - Provision of Internal Audit Services for the year ended 31st March 2022 - interim visit	£ 250.00
6.	Vita Play – Play Area inspection works - October – inc. VAT	£ 117.60

7. C&D Grounds Maintenance – Final grass cut on Fairground and cemetery (October 2021) and Newt Corridor – inc. VAT	£ 1,038.86
8. West Berkshire Council – Contribution to WB Libraries 2021-2022	£ 3,792.00
9. D. C Sturt – monitoring and IT support November 2021	£ 90.00
10. Dads Shop – extra strong refuse bags, 80mm head set screw, nylon nut, brass padlock shackle – inc. VAT	£ 21.81
11. A1 Loo Hire – Deposit for services at Queens Jubilee event in June 2022	£ 100.00
12. Tree World Service – cemetery trees damage remedials – inc. VAT	£ 1,152.00
13. Englefield Estate – Quarterly rent for cemetery (January-March 2022)	£ 62.50
14. <i>LTA – Venue Registration for tennis courts 2021-2022 [Paid by SMPC Card]</i>	£ 120.00
15. <i>Amazon – DL envelopes, 100 x A4 card for printing [Paid by SMPC Card]</i>	£ 17.04
16. <i>Bitdefender – Antivirus subscription for 3 x office laptops – one year subscription [Paid by SMPC Card]</i>	£ 10.00
17. <i>Google Cloud EMEA – cloud storage [Paid by SMPC Card]</i>	£ 0.20
18. <i>Lloyds MultiCard – Monthly fee (November 2021)</i>	£ 3.00
19. <i>SUEZ Recycling – Fairground waste collection November 2021 - inc. VAT [Direct Debit]</i>	£ 83.81
20. <i>EE – mobile phone plan charges – inc. VAT [Direct Debit]</i>	£ 24.00

The payments were received and noted.

3. Accounts for Payment

To receive and APPROVE items of expenditure:

Item	Payee Details	Amount
1.	Dad's Shop – 4 x20/25mm keyrings – inc. VAT	£ 0.56
2.	Glasdon – 200x heavy duty bin liners – inc. VAT	£96.85
3.	D.C. Sturt – IT support for December 2021	£ 116.34
4.	Amazon –black ink cartridge for HP P1102 – inc. VAT [Paid by SMPC Card]	£59.03
5.	Google Cloud EMEA – cloud storage [Paid by SMPC Card]	£ 0.20
6.	Lloyds MultiPay Card – monthly fee (December 2021) [Paid by SMPC Card]	£ 3.00
7.	SSE – Plot 1 Fairground meter charges Sept-Dec 2021 – inc. VAT [DD]	£ 23.62
8.	SSE – Plot 2 Fairground meter charges Sept-Dec 2021 – inc. VAT [DD]	£ 43.96
9.	SSE – Fairground Car Park meter charges Sept-Dec 2021 – inc. VAT [DD]	£ 23.62
10.	SUEZ – Fairground Recycling December 2021 – inc. VAT [DD]	£ 83.81

11. BT – Phone & Broadband December 2021 to Feb 2022 – inc. VAT [DD]	£ 192.60
12. Unity Trust Bank – Cheque service 4.9.2021 to 4.12.2021	£ 1.20
13. Smart Pensions Ltd – Monthly fee (December 2021) [DD]	£ 18.00
14. EE – mobile phone plan charges – inc. VAT [DD]	£ 24.00
15. Unity Trust Bank – Account service charge	£ 28.05

Proposed by Cllr. Dennett.

Seconded by Cllr. Lock.

RESOLVED unanimously.

21/107 Items for information only

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

- a. Planning – 25/11/2021
- b. Fairground and Cemetery – 30/11/2021
- c. Finance and General Purposes – 07/12/2021
- d. Planning – 16/12/2021
- e. Finance and General Purposes – 06/01/2022

The meetings were noted.

2. District Councillor Reports

Dist. Cllr. Bridgman's report ref. 21-107 2 was received. In addition, Cllr. Bridgman confirmed:

- The discussions regarding the expenditure on Four Houses Corner site are continuing but no conclusions to date. This site along with the Paices Hill site and some smaller areas meet WBC's statutory obligation.
- He will establish the outcome of the plastics pilot scheme and if relevant plastics will be added to the kerbside collection.
- The Development of an Energy Recovery Centre and adjacent Data Centre and associated infrastructure at Reading Quarry, Berrys Lane has gone out to consultation and can be found on WBC planning portal (20/02029/COMIND).

Dist. Cllr. Mayes is continuing to look at the Thames Water discharge into Foundry Brook.

3. Correspondence

Item	Details
1.	Resident (phone call): Expressing concern regarding the condition of the very muddy grassed areas in Stephens Firs, near the junction with Victoria Road. West Berkshire Council (WBC) have been informed and it will be assessed in within 24 days.
2.	Dist. Cllr. Bridgman: Details of The Annual Health and Wellbeing Board Conference, 21st January 2022, 10am- 12:30pm. Open to anyone in West Berkshire with an interest in health and wellbeing.
3.	WBC: West Berkshire Parish Climate Forum meeting notes and WBC presentation.
4.	Basingstoke and Deane Borough Council: Providing information regarding the publication of updated versions of its Authority Monitoring Report 2020/21; Strategic Housing and Economic Land Availability Assessment 2021 and Brown-field Land Register 2021.

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5. Resident: Giving thanks for the Council's help with getting the Stephen's Firs path fixed.

 6. WBC: Information regarding the "Libraries Review - feedback sessions" being held on Wednesday 26th Jan, 6.30pm -7.30pm and Thursday 27th Jan, 1.00pm - 2.00pm

 7. Basingstoke and Deane Borough Council: Notice of conservation area designation – Laverstoke and Freefolk.

 8. WBC: Promoting the Greenham Trust presentation and Q&A session, where a representative of the Trust will attend a Council meeting and cover topics relevant to the Trust and support for the community.

 9. Sovereign Housing: Providing information regarding their Community Team and their Thriving Communities Strategy.

 10. WBC: Update on the voluntary contributions to the West Berkshire Library Services reporting that voluntary contributions for 2020/21 are significantly less and if contributions are further reduced it may impact on the level of library service delivered in the future. The Library Services Team will visit council meetings to talk about services if required.

 11. Royal Berkshire Fire Authority: Information on the consultation on the Authority's funding through Council tax and asking for assistance with promoting the consultation to residents.
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It was

confirmed:

- Further notification has been received that resurfacing works will be being undertaken on Stephens Firs from the 9th – 11th February.
- Cllr. Lewis and the Clerk will be attending the WBC Libraries Review session on Thursday 26th January. Any feedback/suggestions should be forwarded to the Clerk.

The correspondence was received.

4. Planning decisions and information from West Berkshire Council

21/02098/PASSHE: Highfield, Drury Lane, Mortimer Common, Reading, West Berkshire RG7 2JJ

An application to determine if prior approval is required for a proposed: Larger home extension for proposed 6 meter rear extension. Dimensions 6m from rear wall, 2.90m maximum height, 2.60m eaves height.

PLANNING PERMISSION NOT REQUIRED – 16 November 2021

proposed works are lawful for purposes under Schedule 2 Part 1 Class A.1 (g) and Class C of the of the Town and Country Planning (General Permitted Development) (England) Order 2015

21/02415/CLASSR: Manns Farm, Nightingale Lane, Mortimer Common, Reading

Application to determine if prior approval is required for a proposed Change of Use under Class R under 150 sq m from Agriculture to Flexible Use falling within Classes A1, A2, A3, B1, B8, C1 or D2.

PLANNING PERMISSION NOT REQUIRED – 17 November 2021

the change of use of agricultural building to a flexible commercial use is permitted under Town and Country Planning (General Permitted Development) (England) Order 2015 schedule 2 Part 3 Class R agricultural buildings to a use (Class E of the Use Classes Order)

21/02690/NONMAT: Land South Of Tower Gardens, The Street, Mortimer Common, Reading

Non material amendment to approved 19/01715/RESMAJ - Reserved matters for details of the appearance, landscaping, and scale of the approved residential development for Phase 1 comprising 28 houses and apartments including affordable housing, public open space and associated landscaping. Reserved Matters is submitted pursuant to the Outline Planning Permission 17/03004/OUTMAJ as varied by the S73 Application 19/00981/OUTMAJ. Amendments to elevations.

APPROVES the minor amendment – 18 November 2021

The case officer has examined the submitted documents and is content that the proposed alterations to some of the external facing materials, porch detail, fenestration, cat slide roofs and car ports are all acceptable since none of the changes represent any change in plot location or future potential harm to amenity of occupants. Parking will not be impacted and the overall high design quality of the scheme will remain as evidenced in the original reserved matters approval. In addition none of the plot heights will be increased.

21/02409/HOUSE: 22 The Crescent, Mortimer Common, Reading, West Berkshire RG7 3RU

Proposed front extension and rearrangement of parking provision.

GRANTED – 19 November 2021

No development shall take place until details of the surfacing arrangements for the vehicular accesses to the highway have been submitted and approved; and gradient of the replacement parking space shall not exceed 1 in 12.

SMPC Comments: No objections

21/02324/HOUSE: Cherry Tree House, Drury Lane, Mortimer Common, Reading, West Berkshire RG7 2JN

Timber orangery.

GRANTED – 29 November 2021

SMPC Comments: The Committee has no objections to the proposed development subject to the Tree Officer having no concerns about the proposed removal of the tree indicated in the application form and on the block plan drawing.

21/02526/CERTP: 11 Longmoor Lane, Mortimer Common, Reading, West Berkshire

Enlargement of rear dormer.

LAWFUL – 1 December 2021

Does not conflict with any planning conditions on the approved planning permissions for the property. It also constitutes permitted development under Schedule 2, Part 1, Class B of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) subject to condition B.2 (a).

21/02595/HOUSE: 11 Longmoor Lane, Mortimer Common, Reading, West Berkshire

Outbuilding in rear garden for use as a gym.

GRANTED – 9 December 2021

The building permitted shall not be used at any time other than for purposes ancillary and/or incidental to the residential use of the dwelling and no development or other operations shall commence on site until an arboricultural method statement has been submitted to and approved.

SMPC Comments: No objections but would like conditions imposed that the gym is for personal use and cannot be used for commercial purposes and cannot be converted into residential accommodation.

21/02628/HOUSE: 6 Williamson Close, Mortimer Common, Reading, West Berkshire RG7 3UJ

Conversion of a single garage to habitable space, relocating internal garage parking to driveway.

GRANTED – 16 December 2021

The development shall not be brought into use until the vehicle parking space has been surfaced and provided in accordance with the approved plan and the Materials Schedule. The parking space shall thereafter be kept available for parking (of private motor cars and/or light goods vehicles) at all times. The landscaping scheme shall be completed within the first planting season following completion of development.

SMPC Comments: No objection. However, the committee would like to point out condition 10 on the original planning permission for this development (10/00873/FULMAJ):

10. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any order revoking or re-enacting that order, with or without modification) an area of not less than 2.5m by 5.5 m within each garage shall be kept available for the parking of vehicles at all times.

21/02749/CERTP: 5 King Street, Mortimer Common, Reading, West Berkshire, RG7 3RS

Small single-storey side and rear extension. Side extension to replace dilapidated storage area.

LAWFUL – 22 December 2021

Does not conflict with any planning conditions on the approved planning permissions for the property. It also constitutes permitted development under Schedule 2, Part 1, Class B of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) subject to condition B.2 (a).

21/02818/NONMAT: Land South of Tower Gardens, The Street, Mortimer Common, Reading, West Berkshire

Non-Material Amendment to planning Extend the period for the submission of final permission 19/00981/OUTMAJ. Amendment: Reserved Matters application by 6 months to the 14th August 2022.

APPROVED – 23 December 2021

As recorded above, it was confirmed that a 6-month extension has been granted for the final permission for MOR006.

The planning decisions were received.

5. Neighbourhood Action Group Report

The minutes are available on the NAG web site.

6. Health and Safety

The tennis court shelter has been damaged and quotes are being sought to fix it.

7. Minor Matters

Cllr. Hill:

- thanked all of those who helped with the dismantling of the Christmas tree.

- Reported that an exercise class had been seen to taking place on the MUGA using portable floodlights. The Clerk will follow this up with a previous hirer.
- Cllr. Lock will be restarting the Games Club at the Library but not until after half term.
Donations of games for younger children would be appreciated.

21/108 Communications

To identify items for communicating

- Budget and precept.
- General Power of Competence.

21/109 Future Agenda Items

To identify future agenda items

- Fairground and Cemetery Committee: Lime trees
- Finance and General Purposes: Community Fund

21/110 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 20:42
Next meeting – 10th February 2022.

DRAFT SUBJECT TO APPROVAL