



## Stratfield Mortimer Parish Council

### Minutes of the Parish Council Meeting held at Mortimer Methodist Church Hall on Thursday the 10<sup>th</sup> of February 2022 @ 7.30pm

*Draft minutes subject to approval*

#### **Present**

#### **Councillors:**

Cllr. M. Dennett (Chairman), Cllr. S. Beard (left at 21:00), Cllr. G. Bridgman (arrived at 20:55), Cllr. N. Carter, Cllr. K. Field (left at 20:50), Cllr. D. Kilshaw, 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. Cllr. Mayes was in attendance, along with 4 members of the public.

#### **Part I**

#### **21/111 Public Questions (for agenda items only)**

A member of the public addressed the Council on the funding and structure, and capital and future maintenance costs of the Mortimer to Burghfield Cycleway and Footpath. A response was given by Cllr. Morsley and additional comments were made by other councillors.

#### **21/112 To receive any apologies for absence**

Apologies were received from Cllr. S. Hill and Cllr. T. Palmer.

Apologies were received from Cllr. G. Bridgman who later arrived at 20:55.

#### **21/113 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. Kilshaw declared an interest in 21/118 2. c. I. Queen's Platinum 70<sup>th</sup> Jubilee: Friday evening event, due to his membership of Mortimer Music Live.

## **21/114 Minutes of Last Meeting**

**To resolve to APPROVE the Minutes of the Meeting of the Parish Council of the 13<sup>th</sup> of January 2022.**

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

## **21/115 Clerk's Report**

**To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 13<sup>th</sup> of January and other updates.**

### **Updates**

- Community Speedwatch: The equipment has been delivered along with a demonstration of the Automatic Speed Watch Camera. Westcotec will be supplying a further tripod and the required software. Five councillors have undertaken the online training. Proposed locations need to be logged onto the system and approved for use by Thames Valley Police. The Council's insurance company will be informed, and contact will be made with West Berkshire Council's (WBC) Traffic and Road Safety Team.
- The precept request and a copy of SMPC's Summary 2022/2023 budget, which supports the precept submission, was submitted to WBC on the 24<sup>th</sup> January.
- Cllr. Lewis and the Clerk attended the online WBC Library Review. This was an informal session with representatives from several towns and parishes. In looking at the needs of communities it was identified that libraries can play a role in IT provision, social needs and reducing isolation, group activities and through its resources, support for both low-income families and those with income pressures. Areas lacking were identified as meeting the needs of all age groups, especially teenagers, promoting the resources available and the lack of education from an early age in how to use a library and its resources. Of those councils that make a voluntary contribution, most recognised that this was necessary to maintain a service and that such contributions give stakeholders a voice. The Clerk has requested further information about "Friends of Lambourn Library". This is a group which was established when Lambourn was in danger of losing its library and now supports the current WBC library provision in Lambourn. WBC may undertake a further consultation depending on any proposed changes to the service.

In addition, the Clerk reported that a formal complaint had been received regarding the Council's service relating to its maintenance of historical records. This has been investigated and a resolution proposed. Confirmation that the resolution is acceptable is awaited.

The report was received.

## **21/116 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 that agenda item 21/118 4. Adult Fitness Equipment be taken into Part II. Seconded Cllr. Kilshaw.

**RESOLVED** Unanimously.

# Cllr. Dennett proposed bringing forward agenda item 21/118 6. Mortimer to Burghfield Cycleway and Footpath.

Seconded Cllr. Morsley.

**RESOLVED** unanimously.

## 21/117 Items for Consideration and Resolution

### 6. Mortimer to Burghfield Cycleway and Footpath

**To RESOLVE to authorise Ridge & Partners to commission Option 2 in the quote (Appendix 2) from Aspect Arboriculture at a price of £13075+VAT.**

Cllr. Morsley presented a report and confirmed that from a meeting held with WBC's Tree Officer, most of the work specified in Option 2 would be required for a planning application. The surveys will inform the detailed design of the path and assist with establishing the costs. Cllr. Morsley proposed the resolution.

Seconded Cllr. Kilshaw.

**RESOLVED** by majority vote.

## 21/118 Committee and Working Party/Group Reports

### 1. Planning Committee.

There is ongoing correspondence with West Berkshire Council's (WBC) planning department regarding the lack of orange planning notices being displayed at the properties for which applications have been received.

### 2. Climate and Environment Working Party.

On the recommendation of the Working Party the Clerk and Chairman, under delegated powers, have approved joining the Greening Campaign. WBC will fund 50% of each phase and each phase costs £50. In addition, the Working Party are wanting to co-opt other members and are looking for sites for planting trees under a free scheme run by Greenham Trust.

# Cllr. Dennett proposed to bring forward agenda item 21/118 2. Queen's Platinum 70<sup>th</sup> Jubilee.  
Seconded Cllr. Kilshaw.

**RESOLVED** unanimously.

## 21/119 Items for Consideration and Resolution

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

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

#### I. Friday evening event.

Cllr. Kilshaw spoke as a member of the public and gave a summary of the planned evening event which is being run along the lines of Moulin Rouge ("Moulin Mortimer"). Aspects surrounding the event were discussed and clarified. Mortimer Music Live are organising and overseeing the event.

#### II. Additional seed fund requirement of

It was noted that £5,000 had been omitted from the agenda.

Cllr. Beard confirmed that due to an increase in prices there has been an overspending on predicted costs. Additional income is still being sought from sponsorship and costs are being saved by obtaining hired equipment at low/negligible costs. Income from the event itself has not yet been taken into account.

Cllr. Dennett proposed an additional funding of £5,000.

Seconded Cllr. Kilshaw.

**RESOLVED** with one abstention.

It was confirmed that the original agreement was that the Council shall be reimbursed for any seed funding prior to excess funds from the event being donated to charitable causes and local organisations.

# Cllr. Field left at 20:50.

## **21/120 Committee and Working Party/Group Reports cont.**

### **3. Communications Working Party.**

Cllr Morsley has resigned from the Working Party. The Working Party met on Tuesday the 8<sup>th</sup> of February and will be holding a further meeting to consider the next newsletter.

### **4. The Strategy Working Party.**

The Working Party met on Monday the 24<sup>th</sup> of January and reviewed updates to the fitness equipment and tumulus and considered future projects in relation to predicted CIL funding.

### **5. The Street Footway Widening Working Party.**

A meeting with WBC has been arranged for Wednesday the 16<sup>th</sup> of February.

## **21/121 Items for Consideration and Resolution**

### **1. Neighbourhood Plan**

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

Report ref. 21-118 1a was received on the Reserved Land and Communications. No report was received on the new Neighbourhood Plan.

### **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.**

No written report was received. The Working Party minutes, and budgetary status were circulated with the meeting papers.

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

Report ref. 21-118 2b was circulated with the meeting papers.

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

##### **I. Friday evening event.**

##### **II. Additional seed fund requirement of £**

It was noted that £5,000 had been omitted from the agenda.  
Minuted above.

### **3. Annual Parish Meeting**

#### **To consider and agree the format of the Annual Parish Meeting.**

The Annual Parish meeting is booked for Monday the 25<sup>th</sup> of April. The following was agreed:

- Foudry Brook: To invite Richard Aylard, Sustainability Director, Thames Water, to attend to provide further information and answer question.
- Community Speedwatch: provide update and further information.
- Greening Campaign: provide update and further information.
- Neighbourhood Plan: provide update and further information.

**4. Adult Fitness Equipment**

**To consider the quotes received and resolve the selection of the supplier and costs of adult fitness equipment and its installation on the Fairground.**

Minuted at Part II.

**5. Foudry Response**

**To receive an update and agree any further actions.**

Cllr. Dennett confirmed a response has been received from Richard Aylard, Sustainability Director, Thames Water, giving apologies for the delay in responding and summarising the current situation and confirming there are long term plans to rectify the issue. Burgfield Common suffers with a similar issue but, due to the surcharging of sewer manholes and the more immediate impact on customers' toilet use, has been prioritised as more urgent.

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

**To RESOLVE to authorise Ridge & Partners to commission Option 2 in the quote (Appendix 2) from Aspect Arboriculture at a price of £13075 +VAT. place.**

Minuted above.

# Cllr. Bridgman arrived at 20:55

# Cllr. Beard left at 21:00

# Cllr. Dennett proposed the meeting should continue beyond 21:30 if needed.

Seconded by Cllr. Morsley.

**RESOLVED** unanimously.

**7. Roads, Footpaths and Commons Committee Budget**

**To resolve the virement of £1,750 from the budget currently earmarked for roads work to:**

- a. **£500 for West End Road car park works.**
- b. **£1,250 for Windmill Common Tree Works.**

The need for the virement was discussed.

Cllr. Lewis proposed the resolution.

Seconded by Cllr. Morsley.

**RESOLVED** by majority vote.

**8. St Mary's Church - MD**

**To consider the request for financial assistance and resolve to make a grant for the grounds maintenance of £2,400.**

Cllr. Dennett proposed a grant of £2,400 be awarded to St Mary's Church which should be held as restricted funds for grounds maintenance.

Seconded by Cllr. Lock.

**RESOLVED** unanimously.

**9. Full Variation Application - MD**

**To consider the variation in licence for Martin McColl Ltd (McColls) and resolve any comments/objections/representations to be submitted to West Berkshire Council licensing.**

The proposed changes were discussed.

Cllr Bridgman proposed the Council writes a letter of recommendation supporting the variation in license.

Seconded by Cllr. Kilshaw.

**RESOLVED** unanimously

**10. Grounds Maintenance - SH**

To consider the quotes received and resolve the selection of the contractor or contractors for undertaking the grounds maintenance of the Fairground, Council Cemetery and Pillbox.

Not discussed due to lack of quotes.

**21/122 Finance****1. Accounts to the 31<sup>st</sup> of December 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. 21-119 1.0, 1.1 and 1.2 were received.

Proposed by Cllr. Dennett.

Seconded by Cllr. Kilshaw.

**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 10 – January 2022)	£ 3,957.58
2.	HMRC – PAYE & NI for Month 10	£ 1,068.90
3.	Tadley Funeralcare – Refund for fee sent to SMPC in error	£ 224.00

The payments were received and noted.

**3. Accounts for Payment**

To receive and APPROVE items of expenditure:

Item	Payee Details	Amount
1.	Tactical Facilities – Final pillbox grass cut – inc. VAT	£ 33.60
2.	David Sturt – SMPC & NP IT Support December	£ 90.00
3.	Dads Shop – Green refuse bags, anti-climb paint black – inc. VAT	£ 26.93
4.	CIA Fire & Security – LTA Access Gate Control 2022-2023 – inc. VAT	£ 763.20
5.	AES – new sign for height barrier – inc. VAT	£ 226.80
6.	Survey Monkey – 2022 subscription renewal [SMPC Card]	£ 320.00
7.	Amazon – anti-climb paint warning signs [SMPC Card]	£ 42.24
8.	Google Cloud EMEA – January cloud storage [SMPC Card]	£ 0.36
9.	Lloyds MultiPay Card – monthly fee (December 2021) [SMPC Card]	£ 3.00
10.	SUEZ – Fairground Recycling January 2022 – inc. VAT [DD]	£ 83.81
11.	Smart Pensions Ltd – Monthly fee (January 2022) [DD]	£ 18.00
12.	EE – mobile phone plan charges – inc. VAT [DD]	£ 24.00

Proposed by Cllr. Dennett.

Seconded by Cllr. Kilshaw.

**RESOLVED** unanimously.

## 21/123 Items for information only

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

#### a. Roads, Footpaths and Commons – 25/01/2022

#### b. Planning – 27/01/2022

Cllr. Bridgman confirmed that the issue with the orange notices is being addressed by WBC officers.

The meetings were noted.

### 2. District Councillor Reports

Dist. Cllr. Bridgman's report ref. 21-120 2 was received. Cllr. Bridgman confirmed the plastic recycling pilot is continuing but will not be added to the kerbside collection.

### 3. Correspondence

Item	Details
1.	Charity Scope: Seeking new location(s) for textile recycling banks.
2.	The Hurst Singers: Enquiring about a grant towards their costs.
3.	Big Heart Tree Care: A tree surgery company providing details of their sponsored tree planting scheme.
4.	Newbury Weekly News: Introductory email from their new Villages Reporter, Cameron Blackshaw.
5.	West Berkshire Council (WBC): Information regarding reviewing or setting up a Community Emergency Plan.

Further correspondence was confirmed as follows:

- West Berkshire Heritage Forum: Invitation to attend the AGM taking place on Wednesday the 23<sup>rd</sup> of February at 7pm.
- WBC: Notification that the WBC Parish Climate Forum will be taking place on the 16<sup>th</sup> of March at 12.30pm.

The correspondence was received.

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

**21/02660/HOUSE: 12 The Avenue, Mortimer Common, Reading, West Berkshire, RG7 3QY**  
**Single storey rear extension and first floor chalet bungalow extension with addition of front porch.**

**GRANTED** – 13 January 2022

The rooflight windows at first floor level in the south elevation shall be fitted with obscure glass before the development hereby permitted is occupied. The obscure glazing shall be permanently retained in that condition thereafter. No windows/dormer windows shall be constructed at first floor level on the side elevations of the development hereby permitted, without planning permission. The Parish Council's comments are noted, however, the Highways Authority had no issues with the scheme and haven't request-ed a parking layout drawing. Adequate space is available to the front of the dwelling as noted by the Parish Council.

**SMPC Comments:** No objection. However, the Committee points out that the proposed floor plan of the ground floor shows a dotted line in front of the existing bay window (bottom left of

plan). This is not shown on the existing floor plan. It is not clear what is proposed in this part of the building to the left of the new porch. The plans create an additional bedroom (from 2 to 3) and therefore requires additional car parking. The site is large enough to accommodate this but no parking layout has been submitted.

**21/02907/HOUSE: 58 The Avenue, Mortimer Common, Reading, West Berkshire, RG7 3QX**  
**Demolition of existing garage, Proposed Rear and Side extension with Linked two bay garage.**

**GRANTED** – 13 January 2022.

**SMPC Comments:** No objections but the Committee would like:

- Confirmation that no CIL is due.
- Confirmation that the vegetation on the western side of the property boundary will not be adversely affected by the development.
- A condition that the garage/store/gym building does not become a separate dwelling in the future.

**21/03036/PASSHE: 30 Leighfield, Mortimer Common, Reading, West Berkshire, RG7 3TT**

**Demolition of a single storey rear extension. New single storey rear extension 5.30m beyond rear wall x 3.10m maximum height x 3.00m at eaves.**

**Planning Permission NOT REQUIRED** – 13 January 2022

**21/02985/HOUSE: 5 Windmill Road, Mortimer Common, Reading, West Berkshire RG7 3RN**  
**Garden Room.**

**GRANTED** – 21 January 2022

**SMPC Comments:** No objections.

**21/02863/HOUSE: 72 Windmill Road, Mortimer Common, Reading, West Berkshire RG7 3RL**  
**Retrospective entrance gates.**

**GRANTS RETROSPECTIVE** – 1 February 2022

**SMPC Comments:** The Committee noted that these gates had been in situ for a while already and had no objections in principal but agreed they were not in keeping with the street scene. Had this not been a retrospective application, the Committee would have objected on these grounds.

**Updated Comments** on 17.12.2021:

Please note that in considering the minutes of the Planning Committee held on the 25<sup>th</sup> November 2021, for clarity, members of the Committee agreed to amend the comment regarding the above planning application as follows:

Were this a correctly timed (i.e. before the gates were installed) application, the Committee might have been mindful to object on the basis of not in keeping with the street scene, as it would not wish to see such gates all the way along the road. As the gates have been in situ for over a year with no one calling them to the Committee's attention, the Committee has no objection to permission being granted in this case. This does not set a precedent.



**21/03100/HOUSE: Oakleaves, The Street, Mortimer Common, Reading, West Berkshire RG7 3RN**

**Garden Room.**

**GRANTED** – 2 February 2022 (includes Condition 4 relating to tree protection)

**SMPC Comments:** No objections but the Committee would like to query whether the large oak tree observed at the front of the property was within falling distance of the dwelling as this was not mentioned in section 6 of the application form.

**21/03274/TELE28: Street Record 1, Longmoor Lane, Mortimer Common, Reading, West Berkshire**

The Electronic Communications Code (Conditions and restrictions) (Amendment) Regulations 2017 – BT intends to install fixed line broadband electronic communications apparatus. (restore service to Bridge Farm location)

**NOT REQUIRED** – 26 January 2022

**21/03275/TELE28: Street Record 2, Longmoor Lane, Mortimer Common, Reading, West Berkshire**

The Electronic Communications Code (Conditions and restrictions) (Amendment) Regulations 2017 – BT intends to install fixed line broadband electronic communications apparatus. (restore service to Bridge Farm location)

**NOT REQUIRED** – 26 January 2022

**21/02347/RESMAJ: Land South of Tower Gardens, The Street, Mortimer Common, Reading, West Berkshire**

**Approval of Reserved matters for details of the appearance, landscaping, and scale of the approved residential development for Phase 2a comprising 16 houses including affordable housing 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)**

**GRANTED** – 4 February 2022

**SMPC Comments:** The Committee reviewed the drawings and plans and had no objections in principle. Overall, the details were as expected from the earlier outline application.

The planning decisions were received.

**5. Neighbourhood Action Group Report**

Cllr, Wells gave an update on the crime figures for Mortimer which are currently low.

**6. Health and Safety**

The weekly RoSPA reports have been undertaken. The quarterly play equipment maintenance inspection has been completed and the report is awaited.

**7. Minor Matters**

No reports made.

## **21/124 Communications**

**To identify items for communicating**

Annual Parish Meeting.

## **21/125 Future Agenda Items**

**To identify future agenda items**

None identified.

## **21/126 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 21/116 on the Agenda, due to the confidential nature of the business to be transacted.**

Cllr. Dennett proposed the resolution to exclude the press and public.

Seconded by Cllr. Bridgman.

**RESOLVED** unanimously.

## **21/127 Items for Consideration and Resolution**

### **4. Adult Fitness Equipment**

**To consider the quotes received and resolve the selection of the supplier and costs of adult fitness equipment and its installation on the Fairground.**

Cllr. Marsden presented the potential suppliers and the quotes received.

Cllr Marsden proposed Wicksteed as the supplier of the adult fitness equipment and its installation on the Fairground at a cost of £26,010.18

Seconded by Cllr. Noonan.

**RESOLVED** unanimously.

## **Close**

The meeting closed at 21:36

Next meeting – 10th March 2022.