



Stratfield Mortimer Parish Council

Minutes of the Parish Council Meeting held at Mortimer Methodist Church Hall on Thursday the 10th of March 2022 @ 7.30pm

Draft minutes subject to approval

Present

Councillors:

Cllr. M. Dennett (Chairman), Cllr. S. Beard, Cllr. G. Bridgman, Cllr. N. Carter (arrived at 20:30), Cllr. K. Field, Cllr. S. Hill, Cllr. D. Ives, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. M. Lock, Cllr. A. Marsden, Cllr. A. Noonan, Cllr. J. Wells.

Clerk:

Mrs. L. Hannawin.

Public/Press:

There was one member of the press from the Newbury Weekly News in attendance and no members of the public.

Part I

21/124 Public Questions (for agenda items only)

None.

21/125 To receive any apologies for absence

Apologies were received from Cllr. D. Morsley and Cllr. T. Palmer.

21/126 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 declared an interest in 21/132 3. Accounts for Payment, due to an expense claim requiring approval.

After his arrival at 20:30, Cllr. Carter declared an interest in 21/132 3. Accounts for Payment, due to an expense claim requiring approval.

21/127 Minutes of Last Meeting

To resolve to **APPROVE** the Minutes of the Meeting of the Parish Council of the 10th of February 2022.

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

21/128 Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 10th of February and other updates.

1. Annual Parish Meeting: the date has been rearranged to Tuesday the 26th of April. St John's Hall has been booked. An internal meeting will be held to plan the event.
2. Variation in Licence for Martin McColl Ltd: confirmation was submitted WBC confirming the Council's decision recommending supporting the variation in licence.
3. Year End Internal Audit: this has been booked for Thursday the 19th of May.
4. Grounds Maintenance Contract: The decision regarding the new contract will be taken at the next Fairground and Cemetery Committee meeting. A one-off cut of the Fairground and Cemetery has been booked for mid-March.

The report was received.

21/129 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 21/131 1b. Consultant for Phase 1 of the Neighbourhood Plan and 21/131 7. Risk Tracker be taken into Part II.

Seconded Cllr. Marsden.

RESOLVED Unanimously.

21/130 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 site notices being displayed.
- The Eastern Area Planning Committee have approved a Tree Preservation Order for a Pine on Land at Hasenbach, The Bevers.

2. Personnel Sub-Committee

The Personnel Sub-Committee met on the 24th of February and reviewed the pay rates for the period from the 1st of April 2021. The recommendations made to the Finance and General Purposes Committee were approved.

3. Climate and Environment Working Party.

- The order form for the Greening Campaign, Phase 1 has been submitted. WBC will pay 50% of the £230.00 costs. Once further information is received, a list of challenges for the community will be drawn up and the carbon saved by participating households monitored. The Working Party are looking to co-opt non-councillor members. The Greening Campaign will be announced at the Annual Parish Meeting.
- Three trees, donated by WBC, have been planted as part of "Blossom into Spring" to commemorate those who lost their lives to Covid. A plaque is being selected.

4. Communications Working Party.

Report ref. 21-130 4. was received. It was noted that Finances and General Purposes agreed that newsletters will be published when necessary and not, as stated in the report, to align with the production and delivery of the Mortimer Village Partnership newsletters.

5. Mortimer to Burghfield Cycleway and Footpath.

- Meetings have been held with landowners to provide an update. Some of the surveys and reports required for the planning application have been completed and others will be undertaken shortly.
- An update on the project will be included in the next newsletter.

6. The Strategy Working Party.

- Report ref. 21-130 6. was received.
- Cllr. Marsden confirmed that Wicksteed have given an initial installation month of July. This may be brought forward.
- Cllr. Morsley will continue to oversee the tumulus work.

7. The Street Footway Widening Working Party.

- WBC will be cutting the holly alongside the path to ground level but leaving the roots to help retain the soil. This will be a temporary measure whilst a more permanent solution for retaining the soil is sought.
- It was noted that further to the recent high winds, debris has gathered along the path and in the gutters. In addition, the drainage and manholes are blocked. The Clerk will report this to Jon Winstanley.

21/131 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. 21-121 1a was received.

- b. To resolve the appointment of a consultant for Phase 1 of the new Neighbourhood Plan and approve the terms and conditions of any contract.**

Minuted at Part II.

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 Working Party minutes were circulated with the meeting papers. Cllr. Beard gave a verbal update, and the following was noted:

- £5,200 of sponsorship has been received and other companies/organisations have been approached with the aim to raise £10,000.
- There is no forecast of income as this will depend on numbers attending.
- The attendance or not of the RAF should be confirmed this month.
- The Fun Fair will be paying commission on both Friday and Saturday events.
- Alternative First Aid provision has been found at a cost of £1,300 to include the Friday evening and Saturday events.
- The Beacon event will be taking place on the Thursday evening.
- Road closures are being organised through WBC. It will be a rolling road closure.

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

Report ref. 21-121 2b was received. It was noted that the cost of the First Aid is now £1,300 as opposed to the £1,650 stated. The company has provided a copy of their Malpractice and Professional Indemnity insurance, but evidence of public liability is likely to be required. The Clerk is confirming this with the Council's insurers.

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

The issue of who is contracting for the concessions still needs resolving. This will be considered at the Working Party meeting next Tuesday.

3. Review of Policies**a. To receive an update on the review of Standing Orders and Financial Regulations.**

Further to the Finances and general Purposes Committee meeting, Cllr. Bridgman and the Clerk will be undertaking a review of the Standing Orders and Financial Regulations for future consideration.

b. To receive and approve the Persistent Complainants Policy as recommended by Finance and General Purposes.

Further to a discussion regarding the Policy content, Cllr. Dennett proposed that Cllr. Field and the Clerk further review the Policy for future consideration by Full Council.

Seconded by Cllr. Field.

RESOLVED unanimously.

Cllr. Carter arrived at 20:30

4. Community Grant Fund**To receive and approve the Community Grant Fund Policy and Application Form as recommended by Finance and General Purposes.**

The Policy and Application form were considered. It was agreed that an upper application limit and application deadline would be announced as part of a publicity statement.

Cllr. Dennett proposed the approval of the Policy and Application Form.

Seconded by Cllr. Lock.

RESOLVED unanimously.

5. Service Charges 2022/2023**To receive and approve the service charges for 2022/2023 as recommended by Finance and General Purposes.**

The service charges were considered.

Cllr. Dennett proposed the service charges be approved and they include a caveat that they are subject to a review at the Council's discretion.

Seconded by Cllr. Bridgman.

RESOLVED with one abstention.

6. Fairground and Cemetery Committee Meeting**To resolve the change of date for the next Fairground and Cemetery Committee meeting from Thursday the 24th March 2022 to Tuesday the 29th of March 2022.**

Proposed by Cllr. Hill.

Seconded by Cllr. Kilshaw.

RESOLVED with one abstention.

7. Risk Tracker

To receive and approve the Risk Tracker as recommended by Finance and General Purposes.

Minuted at Part II.

21/132 Finance

1. Accounts to the 31st of January 2022

To receive and APPROVE the Income and Expenditure Report to the 31st of January 2022 and the Balance Sheet as of that date.

The financial reports ref. 21-132 1.0, 1.1 and 1.2 were received.

Proposed by Cllr. Dennett.

Seconded by Cllr. Bridgman.

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 11 – February 2022)	£ 4,003.06
2.	HMRC – PAYE & NI for Month 11	£ 1,090.77
3.	Information Commissioner's Office – Data protection fee renewal 2022 [cheque 301407]	£ 40.00
4.	Stratfield Mortimer Parochial Church Council – grant for St. Mary's grounds maintenance [cheque 301408]	£ 2,400.00
5.	HP USB-C/A Universal Dock G2 – inc. VAT [SMPC Card]	£ 178.80

The payments were received and noted.

3. Accounts for Payment

To receive and APPROVE items of expenditure:

Item	Payee Details	Amount
1.	N. Carter – registration of Mortimer Community Fibre Partnership with Companies House	£ 27.00
2.	David Sturt – SMPC & NP IT Support February	£ 90.00
3.	Oakey Tree Services – emergency tree work in cemetery (lime tree and ivy) – inc. VAT	£ 564.00
4.	M. Dennett – Chairman's Allowance: Christmas gifts	£ 47.42
5.	Westcotec Ltd – vehicle activated sign equipment upgrade – inc. VAT	£ 750.00
6.	St Johns Hall Mortimer – Booking for B&M NAG meeting on 23 rd March 2022	£ 15.00
7.	St Johns Hall Mortimer – Booking for Annual Parish Meeting on 26 th April 2022	£ 45.00
8.	Ridge & Partners* –Utilities Searches, and Stage 1 Road Safety Audit – inc. VAT	£ 1,683.02
9.	Dads Shop – cable ties – inc. VAT	£ 5.99
10.	Tactical Facilities – Lime Tree bark bases – inc. VAT	£ 336.00

11. Vita Play – Play area inspection for January 2022 – inc. VAT	£ 117.60
12. Microsoft – 2x renewal Office 365 licences for Parish Office [SMPC Card]	£ 225.60
13. Google Cloud EMEA – January cloud storage [SMPC Card]	£ 0.36
14. Lloyds MultiPay Card – monthly fee (December 2021) [SMPC Card]	£ 3.00
15. SUEZ – Fairground Recycling February 2022 – inc. VAT [DD]	£ 83.81
16. Smart Pensions Ltd – Monthly fee (January 2022) [DD]	£ 18.00
17. EE – mobile phone plan charges – inc. VAT [DD]	£ 24.00

Proposed by Cllr. Hill.

Seconded by Cllr. Marsden.

RESOLVED with two abstentions.

4. Bank Reconciliation and Internal Controls – RFO

To note the Bank Reconciliation and quarterly Internal Control have been undertaken for the period to the 31st of December 2022.

Noted.

21/133 Items for information only

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

a. Finance and General Purposes – 01/03/2022

The meeting was noted.

2. District Councillor Reports

Dist. Cllr. Bridgman's report ref. 21-133 2. was received. Cllr. Bridgman confirmed:

- the District Parish Conference is on the 26th May.
- Surface dressing works from Station Road roundabout to Goodboys Lane will be being carried out.

Cllr. Hill suggested WBC should undertake a bike awareness "Be Seen" campaign.

3. Correspondence

Item	Details
1.	West Berkshire Council (WBC): Notification that their current grounds maintenance contract is coming to an end, and they be reviewing the prices of services such as the dog bin emptying. In addition, they are looking to put into place a Service Level Agreement. Changes will take effect from January 2023.
2.	WBC: Notification that they have adopted the Compton NDP and it now forms part of the Development Plan for the purposes of managing development in the parish of Compton.
3.	Royal British Legion (RBL): An invitation to buy a Queens Green Canopy plaque which would support the RBL.

Further correspondence was confirmed as follows:

- WBC: information regarding a pilot project for a new community mapping tool which aims to connect grassroot community groups with other in West Berkshire.
- Cllr. Bridgman: information regarding the next round of Members Bids. Costed applications need to be with Cllr. Bridgman by Friday the 20th of May. If successful, applications for capital projects up to £5,000 will be match funded.

The correspondence was received.

4. Planning decisions and information from West Berkshire Council

22/00099/COND1: 12 The Avenue, Mortimer Common, Reading, West Berkshire
Application for approval of details reserved by condition 4 (Schedule of materials) of
planning permission 21/02660/HOUSE - Single storey rear extension and first floor chalet
bungalow extension with addition of front porch.

APPROVED – 4 March 2022

21/03098/HOUSE: 37 Victoria Road, Mortimer Common, Reading, West Berkshire
Proposed rear ground and first floor extension, and the erection of a new front porch.

WITHDRAWN – 24 February 2022

21/03050/HOUSE: 11 Longmoor Road, Mortimer, Reading, West Berkshire RG7 3PR
Single storey rear extension.

GRANTED– 11 February 2022 (Called in on 12 January 2022)

SMPC Comments: The proposal seems to create a separate self-contained unit on the top left hand of the ground floor, the bedroom of which seems very small. No kitchen is marked in either that unit or the main house and should be identified. Concern was expressed that it would be very easy to create separate entrances for the small unit and the main house. This would create a separate dwelling which should not happen without specific planning permission and which the committee would oppose.

The area that was previously identified as the kitchen has a toilet coming directly from it. The development is going from a 3 to a 4 bedroom property and as such, 3 car parking spaces are required. No car parking is shown on the layout and this needs to be addressed. The Committee would like to draw attention to two other very recent applications for this property; 21/02526/CERT and 21/02595/HOUSE and raise the question of how the 3 applications relate to one another.

21/03075/HOUSE: 32 King Street, Mortimer Common, Reading, West Berkshire RG7 3RS
Rear Extension.

GRANTED – 8 February 2022

SMPC Comments: No objections.

21/03165/HOUSE: 3 Tower Gardens, Mortimer Common, Reading, West Berkshire RG7 3RW
Conversion of existing loft into a habitable room

GRANTED – 8 February 2022

SMPC Comments: No objections.

21/03146/COND1: Treloar, Loves Wood, Mortimer Common, Reading, West Berkshire
Application for approval of details reserved by condition 4 (Arboricultural Method
Statement) of approved 21/02180/HOUSE - New side extension, adjustments to windows
and doors, amendments to existing external materials.

APPROVED – 8 February 2022

22/00165/NONMAT: 97 The Avenue, Mortimer Common, Reading, West Berkshire

Non material amendment to approved 21/00390/HOUSE - Double storey side extension and single storey front extension to existing link-detached house. Amendment First floor obscured side window to a bathroom, alterations to the rear windows and a Velux to the roof space.

APPROVED – 8 February 2022

The planning decisions were received.

Cllr. Bridgman reported that the consideration of the application for the Energy Recovery Centre Incinerator – not in the parish of Stratfield Mortimer - has been extended to the 7th April. It is unlikely to be extended further.

5. Neighbourhood Action Group Report

Report ref. 21/133 5. was received.

6. Health and Safety

The annual RoSPA inspection will be taking place in April. The quarterly maintenance inspection has been undertaken and the report will be considered at the next Fairground and Cemetery Committee meeting.

7. Minor Matters

- Cllr. Kilshaw raised the question if SMPC would give funding to help set up a Men's Sheds group. This may be suitable for the Community Grant Fund.
- Cllr. Hill 1) thanked Oakey Tree Service for their prompt response for dealing with the tree in the cemetery which fell as a result of Storm Eunice 2) reported that the Cemetery extension bridge will be being installed the w/b the 14th of March.
- Cllr. Lock raised the issue of cars parked against the traffic at night and cars parked on the footways by more than a third. The NAG representatives will inform the police.
- Cllr. Carter reported that 1) further complaints have been received about the parking outside the café and queried if this should be revisited 2) St Mary's School are looking at off road parking.

21/134 Communications

To identify items for communicating

None.

21/135 Future Agenda Items

To identify future agenda items

- Persistent Complainants Policy
- Members' Bids

21/136 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 21/129 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. Marsden.

RESOLVED unanimously.

21/137 Items for Consideration and Resolution

1. Neighbourhood Plan

- b. To resolve the appointment of a consultant for Phase 1 of the new Neighbourhood Plan and approve the terms and conditions of any contract**

Cllr. Marsden gave a summary of the potential consultants and the process that had been followed.

Cllr. Marsden proposed the appointment of Bluestone Planning and that Full Council approve the Terms and Conditions of the contract.

Seconded by Cllr. Dennett.

RESOLVED unanimously.

7. Risk Tracker

- To receive and approve the Risk Tracker as recommended by Finance and General Purposes.**

The Risk Tracker was considered, and other areas of potential risk identified.

Cllr. Dennett proposed the Risk Tracker be approved but for a further review to be undertaken by Cllrs. Dennett, Field, Hill, Morsley and the Clerk.

Seconded by Cllr. Field.

RESOLVED unanimously.

21/138 Items for information only

7. Minor Matters

Cllr. Dennett gave an update on the Community Awards for 2020 and 2021. The nominations have been reviewed by the Committee and the awardees chosen. The awardees will be notified with the aim to award the decorative plates to them at the Annual Parish Meeting.

Close

The meeting closed at 21:25

Next meeting – 14th April 2022.

DRAFT SUBJECT TO APPROVAL