



Stratfield Mortimer Parish Council

Minutes of the Meeting of the Parish Council held on Thursday the 9th of June 2022 @ 7.30pm at Mortimer Methodist Church Hall, West End Road, Mortimer

These Minutes are subject to approval.

Present:

Councillors:

Cllr. M. Dennett (Chairman), Cllr. G. Bridgman, Cllr. N. Carter, Cllr. K. Field, Cllr. S. Hill, Cllr. D. Kilshaw
Cllr. C. Lewis, Cllr. M. Lock, Cllr. A. Marsden, Cllr. D. Morsley, Cllr. A. Noonan, Cllr. J. Wells.

Clerk:

Mrs. L. Hannawin.

Ms. B. O'Reilly – left at 20:35

Public/Press:

Mr. Nigel Lynn – CEO of West Berkshire Council (WBC), Dist. Cllr. G. Mayes and three members of the public were in attendance. There were no members of the press present.

Part I

A one-minute silence was held for Mr. Peter Blagden.

22/021 Public Questions (for agenda items only)

Mr. Lynn gave a brief introduction on his background. He updated the Council on the town and parish council review, including the plans for continuing to improve both the working relationship and communications with town and parish councils, with the aim to be more effective at identifying and addressing local issues. Work regarding a knowledge base for town and parish councils and the voluntary sector is also being actioned. The causes for concern regarding Windmill Court were highlighted. As it is a Sovereign development, Mr Lynn was unable to address the issues directly but stated he would raise them with Sovereign. He confirmed that WBC has an interest in Windmill Court and the proposed plans would be considered by the Executive Committee. It was acknowledged that the Ukraine Hub, and WBC's Climate Forum is working well. The format of the Climate Forum could be used in respect of other areas of WBC.

Cllr. Dennett thanked Mr. Lynn for attending.

22/022 To receive any apologies for absence

Apologies were received from Cllr. S. Beard.

22/023 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. Field declared a personal interest in 22/028 9. Windmill Common.

Cllr. Hill declared a pecuniary interest in 22/029 2. Accounts for Payment.

22/024 Minutes of Last Meeting

To resolve to **APPROVE** the Minutes of the Council Meeting of the 12th of May 2022.

RESOLVED with 2 abstentions, that these minutes be approved for signature by the Chairman as a true and correct record of the meeting.

22/025 Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 12th of May and other updates.

1. Garth Hall: Details of Garth Hall have been forwarded to the boxing club representative.
2. Insurance: This has been renewed.
3. Phone Box Painting: The NHS blue paint has now been received and the Custodian will be undertaking the painting of the phone box.

The report was received.

22/026 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 items 22/028 8. Fairground Tree Work and 22/028 9. Windmill Common, should be taken into Part II.

Seconded by Cllr. Morsley.

RESOLVED unanimously.

Cllr. Dennett proposed that agenda item 22/0028 1. Councillor Vacancies should be taken next.

Seconded by Cllr. Morsley.

RESOLVED unanimously.

22/027 Items for Consideration and Resolution

1. Councillor Vacancies

To consider the applications to fill the casual vacancies on the Parish Council and vote to appoint co-opted Parish Councillors.

A signed ballot had been requested by Cllrs. Dennett and Morsley. The three candidates, Mr. D. Butler, Mr. H. Geary and Mr. M. Shaw, spoke and answered questions regarding their applications for the two casual vacancies. Having received an absolute majority of those present and voting during the first round of voting, Mr. D. Butler was duly declared a co-opted member of Stratfield Mortimer Parish Council for the first vacancy. Having received an absolute majority of those present and voting during the second round of voting, Mr. H. Geary was duly declared a co-opted member of Stratfield Mortimer Parish Council for the second vacancy. Wishes were expressed for Mr. M. Shaw to stand again and look to be co-opted onto a working party.

Cllr. Dennett thanked the candidates for applying.

22/028 Committee and Working Party/Group Reports

1. Planning Committee

Cllr. Morsley confirmed that all WBC decisions have been in accordance with the Planning committee's comments. The appeal for 72 Windmill Road will be considered at the next meeting. The vehicle counting at the station car park is now concluded and a response will be submitted to Great Western Railway.

2. Climate and Environment Working Party

Cllr. Marsden reported that the Greening Campaign (GC) is being executed by the Working Party and a stand on living more sustainably was hosted at the Queen's Platinum Jubilee (Q70) celebrations. The GC public meeting will now take place in the third week of July with the official launch following in October.

3. Communications Strategy Working Party.

A meeting will be held shortly.

4. Garth Hall Working Party

The Working Party has not met. Cllr. Hill requested that Mr. R. Davies be co-opted to the Working Party at the next Full Council meeting.

5. Mortimer to Burghfield Cycleway and Footpath

The arboricultural survey will be undertaken this week followed shortly by the ecology survey. Both surveys will help to inform the design which will be undertaken by Ridge.

6. Strategy Working Party

The Working Party has not met.

7. The Street Footway Party

WBC have undertaken some clearance work despite saying nothing further would be done until September. Cllr. Bridgman will ask for an update from WBC.

22/029 Items for Consideration and Resolution

1. Councillor Vacancies

To consider the applications to fill the casual vacancies on the Parish Council and vote to appoint co-opted Parish Councillors.

Minuted above.

2. Neighbourhood Plan

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

Cllr Marsden reported the Steering Group hosted a stand at the Q70 celebrations and provided information on the new Neighbourhood Plan and how to get involved. It outlined six key themes as a starting point on which people made suggestions and comments. The newsletter regarding the public consultation is being finalised.

Cllr. Carter confirmed a response has been received to the pre-app request for the Reserved Land and a meeting is being planned.

3. Queen's Platinum 70th Jubilee

- a. To receive a written report and budgetary status from the Queen's Platinum 70th Jubilee Working Party.**

Cllr. Dennett reported that there had been considerable positive feedback to his Facebook post thanking all had organised and contributed to the events. On behalf of the council, he would thank the working party, all others who had contributed to the organisation and the sponsors.

The budgetary status is not yet available.

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

The decisions taken since the last meeting were reviewed and the report was received.

4. Internal Auditor's Report

To receive the Internal Auditor's Report for the year ended 31st March 2022.

The Internal Auditors report was received.

5. Annual Governance and Accountability Return – Section 1

To receive and approve for signing the 2021/2022 Annual Governance Statement.

Each assertion on Section 1 – Annual Governance Statement was reviewed and agreed. Section 1 was APPROVED for signing unanimously and signed by the Chairman and the Clerk of the meeting in presence of the Council.

#Cllr. Bridgman proposed the meeting to continue past 21:30 if required.

Seconded by Cllr. Morsley.

RESOLVED by majority vote.

6. Annual Governance and Accountability Return – Section 2

To receive and approve for signing the 2021/2022 Accounting Statements.

The figures were reviewed.

Section 2 was **APPROVED** for signing unanimously and signed by the Chairman in presence of the Council.

7. Annual Governance and Accountability Return – additional documents

To receive the following documents which will be submitted to the External Auditor:

- a. SMPC Notification for the Exercise of Public Rights 2021/2022**
- b. Bank Reconciliation as of 31 March 2022**
- c. Explanation of variances**
- d. Explanation of High Reserves**
- e. Reconciliation between Box 7 and Box 8.**

The documents were received.

8. Fairground Tree Work

To resolve the payment of £998.16 + VAT to C&D Grounds Maintenance for the balance due for the tree works.

Minuted at Part II.

9. Windmill Common

It is resolved that:

- a. SMPC shall engage Blandy & Blandy to advise and act in maintaining the integrity of its ownership of Windmill Common.**

b. SMPC shall engage David J Powell Surveys Limited to take certain measurements to establish any encroachment on Windmill Commons.

Minuted at Part II.

10. Kennet Flyball

To review the hire of the grazing area to Kennet Flyball and agree a written response regarding their provisional booking in September and subsequent bookings.

The circumstances and complaints received regarding the Kennett Flyball weekend were discussed. Given the noise disturbance, close proximity to the residential property and loss of amenity due to the size of the event, it was agreed the provisional September booking and any subsequent bookings will not be permitted and that Kennett Flyball shall be informed accordingly.

Proposed by Cllr. Dennett.

Seconded by Cllr. Bridgman.

RESOLVED with 2 abstentions.

22/030 Finance

1. Payments made with authorisation of Chairman/Vice-Chairman

To receive and note summary of payments.

The payments were received and noted.

2. Accounts for Payment

To receive and APPROVE items of expenditure:

Item	Payee Details	Amount	Payment Ref. No.
1.	Westcotec – tripod set and bracket for post and tripod – inc. VAT	£ 305.40	
2.	Oliver Signs – banner and posters for Greening Campaign – inc. VAT	£ 101.88	
3.	Oliver Signs – A2 printed poster for Greening Campaign – inc. VAT	£ 14.96	
4.	M. Dennett – Expenses – gift voucher	£ 50.00	
5.	S. Hill – Expenses – bone meal (memorial trees) – inc. VAT	£ 15.98	
6.	S. Hill – Expenses – 30x stakes and fencing (memorial trees) – inc. VAT	£ 240.84	
7.	N. Carter – Expenses – confirmation statement for Mortimer Community Fibre Partnership CIC	£ 13.00	
8.	N. Carter – delivery of newsletter (mileage)	£ 3.38	
9.	Dads Shop – Velcro for Greening Campaign– inc. VAT	£ 9.42	
10.	Berkshire Printing & Finishing – Queens Jubilee print package (banners, raffle tickets, flyers, posters)	£ 475.00	
11.	Englefield Estate – Cemetery quarterly rent (June-Sept 2022)	£62.50	
12.	SLCC – Clerks annual membership	£ 270.00	
13.	David Sturt – IT support and maintenance May 2022	£ 90.00	
14.	SCS – Grounds Maintenance on Fairground (Area D) May 2022 – inc. VAT	£ 365.86	
15.	Tactical Facilities – Cemetery cut - 17 May 2022 – inc. VAT	£ 78.00	
16.	Esso – petrol for Custodian’s strimmer [SMPC Card]	£ 8.95	DD

17. DLV.IT – annual renewal of auto-FB postings from SMPC website [SMPC Card]	£ 104.12	DD
18. Amazon – items for Jubilee Sports event (relay batons, relay bands, tape, egg & spoon race kit, elastic bands. [SMPC Card]	£ 61.12	DD
19. Grabloader – top soil for cemetery [SMPC Card]	£ 72.00	DD
20. Lloyds MultiPay Card – monthly fee May 2022 [SMPC Card]	£ 3.00	DD
21. SUEZ – Fairground Recycling May 2022 – inc. VAT	£83.81 ⁱ	DD
22. Smart Pensions Ltd – Monthly fee (May 2022) inc. VAT	£ 18.00	DD
23. EE – mobile phone plan charges – inc. VAT	£ 26.23	DD

Additional invoices received:

1. Dads Shop – refuse bags, brass padlock, Calor gas 19kg, roll of hook tape, yellow line marking spray paint, trimmer line and lawn seed – inc. VAT	£ 145.01	
2. Willink School Fund – donation for hire of stage/band equipment at Jubilee event	£ 123.60	
3. County Hire – hire of generator and cables at Jubilee event – inc. VAT	£ 231.60	
4. R. Coles – fuel expenses for delivery/collection of beacon and gas for Queen’s Jubilee event	£ 19.37	
5. Sonitus Imperium (Harley Wing) – sound hire and engineer for Queens Jubilee	£ 2,500.00	
6. The Alfred Palmer Memorial Field – floodlight use at Queen’s Jubilee event	£ 25.00	
7. John Harries (Argo Jazz) – performance at Queen’s Jubilee event	£ 250.00	
8. AMR Traffic Management – management at Queen’s Jubilee event (Saturday, 4 th June 2022) – inc. VAT	£ 1,140.00	
9. Google Cloud EMEA – May cloud storage [SMPC Card]	£ 0.26	DD ⁱⁱ
10. SP Wildflower Seeds – wildflower seed packets for [SMPC Card]	£ 126.54	DD ⁱⁱⁱ

i Correction to amount due for May 2022

ii Amount deducted from account on 1 June 2022

iii Amount deducted from account on 27 May 2022

All payments were reviewed.

Proposed by Cllr. Dennett.

Seconded Cllr. Morsley.

RESOLVED by majority vote and with 1 abstention.

22/031 Items for information only

1. To note the meetings that have taken place of the following committees and to receive the draft minutes:

- a. Planning 28/04/2022
- b. Finance and General Purposes 05/05/2022

The meetings were noted, and the draft minutes received.

2. District Councillor Reports

The report was received.

Cllr. Bridgman confirmed, out of 304 local authorities surveyed nationally, WBC is eighth for value for money, and top for overall performance. The research was undertaken independently.

3. Correspondence:

The report had not been made available but will be circulated separately.

4. Planning decisions and information from West Berkshire Council.

22/00444/CERTP: 49 Stephens Close, Mortimer Common, Reading RG7 3TY

Proposed hip to gable loft conversion with two roof lights to the front slope and rear dormer window.

LAWFUL – 18 May 2022 (Under Permitted Development)

SMPC Comments: No comments.

22/00701/HOUSE: 32 The Bevers, Mortimer Common, Reading, West Berkshire, RG7 3SP

Replacement of conservatory with single storey extension. Single storey infill to rear of house and conversion of part of garage to extend lounge.

GRANTED – 17 May 2022

SMPC Comments: No objections.

22/00782/HOUSE: 31 The Avenue, Mortimer Common, Reading, West Berkshire, RG7 3QU

Demolition of existing garage and construction of single storey side extension.

GRANTED – 16 May 2022

SMPC Comments: No objections.

22/00519/CERTE: 2 Church Farm Barns, Mortimer, Reading, West Berkshire, RG7 3LQ

Certificate of Lawfulness for the use of an existing home gym that is linked to the main house and the garage by separate doors; addition of a porch and the removal of a wall between the kitchen and the dining room.

REFUSED – 20 May 2022 : *The information submitted is not precise and is ambiguous and does not demonstrate on the balance of probability that the existing home gym that is linked to the main house and the garage by separate doors and porch has been substantially completed from 4 years. As such the application does not meet the provisions of Section 191 of the Town and Country Planning Act 1990 (as amended).*

SMPC Comments: No objections.

22/01159/NONMAT: 97 The Avenue, Mortimer Common, Reading, West Berkshire

Non Material amendment application to planning application 21/00390/HOUSE:

Doublestorey side extension and single storey front extension to existing link-detached house - AMENDMENT: Changes to first floor windows

[1. New centre window and movement of existing to the right on the front elevation to allow for changes to internal floor area.

2. Move centre bathroom window to a more central position on rear elevation to allow for changes to internal floor area

3. New obscure glazed, non-opening below 1.7 metre window on side elevation.]

APPROVED – 27 May 2022

SMPC Comments: No comments.

22/00809/HOUSE: 5 St Marys Road, Mortimer Common, Reading, West Berkshire, RG7 3UE

Single storey rear extension and internal alterations providing an open plan kitchen, dining and living area.

GRANTED – 27 May 2022

SMPC Comments: No objections but noted that the tree to be removed, as mentioned in the application form, is not labelled, e.g. T1, on Location Plan drawing 50_A as stated.

Assumed to be tree located at corner of existing patio on Proposed Ground Floor Plan drawing 051A.

The planning decisions were received.

5. Neighbourhood Action Group report.

Cllr. Wells stated that issues being made to the police are not always shown on the subsequent reports, meaning the reports are not statistically correct.

6. Health and Safety.

- Further to the receipt of the annual RoSPA Report, the Clerk confirmed that the Fairground and Cemetery Committee had approved the required playground area work. A PO is being issued.
- Cllr. Kilshaw stated that the trench dug for the cables for the Q70 celebrations has been filled in and flattened. Cllr. Hill will monitor to ensure there are no issues.

7. Minor Matters.

- The collection boxes for surveys are in the shed.
- Postcards asking residents to cut back overgrown hedges are available from the office.
- The cash boxes and card machines used for the Lucky Draw need to be returned to Cllr. Bridgman.
- No date has been given for the West End Car Park works. Notice of closure of the car park will need to be given.
- Cllr. Field confirmed that the Burghfield and Mortimer Volunteer Bureau has received a match funded grant from WBC and therefore will not be approaching SMPC for assistance this time round. There has been an increase in the use of the service, and they are looking for additional drivers. They reimburse drivers for mileage at the statutory approved rate but will raise it accordingly in line with any approved increase.
- Cllr. Kilshaw highlighted the need for the Council to consider ways to support any Burghfield events which are of a similar ilk to the Q70 celebrations.
- The Clerk confirmed the office had only received two lots of feedback regarding Q70: one complaint about the music continuing past 23:00, although the complainer did later state the weekend was superb, and a complaint about the content of the Friday evening show. Responses have been sent.

22/032 Communications

To identify items for communicating

None.

22/033 Future Agenda Items

To identify future agenda items

Complaints Procedure.

22/034 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 22/026 on the Agenda, due to the confidential nature of the business to be transacted.

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley.

RESOLVED unanimously that the public are excluded.

22/035 Items for Consideration and Resolution

11. Fairground Tree Work

To resolve the payment of £998.16 + VAT to C&D Grounds Maintenance for the balance due for the tree works.

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley.

RESOLVED by majority vote.

12. Windmill Common

It is resolved that:

a. SMPC shall engage Blandy & Blandy to advise and act in maintaining the integrity of its ownership of Windmill Common.

b. SMPC shall engage David J Powell Surveys Limited to take certain measurements to establish any encroachment on Windmill Commons.

a. and b. were both considered.

Proposed by Cllr. Lewis.

Seconded by Cllr. Kilshaw.

RESOLVED unanimously.

Close

The meeting closed at 21:40.

Next meeting: July the 14th.