



Stratfield Mortimer Parish Council

Minutes of the Meeting of the Parish Council held on Thursday the 14th of July 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 (arrived 19:37), Cllr. N. Carter, Cllr. K. Field, Cllr. H. Geary, 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.

Public/Press:

Eight members of the public were in attendance. There were no members of the press present.

Part I

22/034 Public Questions (for agenda items only)

The eight members of the public attended in respect of 22/040 10. Windmill Court. Two residents, adversely affected by Sovereigns plans to redevelop the site, gave a summary of their own situation and their experience of the process to date. They understood that SMPC have no legal power in the final decisions taken, but appreciate the support being provided.

22/035 To receive any apologies for absence

Apologies were received from Cllr. D. Butler. Cllr. Dennett welcomed Cllr. Geary.

During the meeting Cllr. Dennett reported that Cllr. S. Beard had resigned and would not be attending.

22/036 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.

22/037 Minutes of Last Meeting

To resolve to APPROVE the Minutes of the Council Meeting of the 9th of June 2022.

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

22/038 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. The Annual Governance and Accountability Return (AGAR) was submitted to the external auditors, PKF Littlejohn, on the 20th of June.
2. The Notice of Public Rights and copies of the AGAR Sections 1 and 2 and Unaudited Declaration were posted to the website and noticeboards on the 21st of June: Annual Return 2021/2022 Stratfield-Mortimer Parish Council. The period of Public Rights commenced on Wednesday the 22nd of June and ends on Tuesday the 2nd of August.
3. Finance and General Purposes have approved the appointment of Mrs. C. Connell as the Council's internal auditor for 2022/23.
4. The Custodian has started the painting of the telephone box in NHS blue. The defibrillator has been returned to ZOLL (USA) for assessment as to whether it can be mended.
5. Kennet Flyball have been informed of the Council's decision not to allow subsequent bookings of Flyball events on the Fairground due to the noise and loss of amenity. Due to anti-social behaviour they experienced during the event, Kennet Flyball had also concluded that it was not a suitable venue and have managed to secure an alternative location. As representatives of NAG, Cllrs. Carter and Wells have been informed of the issues experienced by Kennet Flyball.
6. The West End car park boundary works have been undertaken.
7. Blandy and Blandy and David. J. Powell Surveys Ltd have been engaged to act in maintaining the Council's integrity of its ownership of Windmill Common. A land survey is due to be carried out on the 29th of July.
8. The office will be closed the week beginning the 8th of August to allow a review of the filing and other procedures. Emails will be monitored.

The Clerk confirmed the recent work undertaken on Windmill Common was authorised by SMPC.

The report was received.

22/039 Items to be taken into private session

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

None.

Cllr. Dennett proposed that agenda item 22/041 10. Windmill Court should be taken next. Seconded by Cllr. Wells.

RESOLVED unanimously.

22/040 Items for Consideration and Resolution

10. Windmill Court

To receive an update on Windmill court and resolve that the Council write to West Berkshire Council's portfolio holder for Windmill Court to seek further clarification and information.

Cllr. Morsley confirmed that since his attendance at the June Full Council meeting, Nigel Lynn, CEO of West Berkshire Council (WBC), has not responded with regards to the questions put to him regarding Windmill Court. The Clerk will contact Mr. Lynn requesting an update.

Cllr. Morsley summarised the points to be raised with the WBC portfolio holder:

- 1) To highlight the need for retaining suitable accommodation for the elderly in Mortimer with regards to the social benefits enabling downsizing from larger Sovereign properties, and the Neighbourhood Development Plan policies.
- 2) To question the need for even more family homes given the housing mix being provided by the Tower House Farm development.
- 3) To establish why there has been a lack of maintenance of the Windmill Court site and properties, and a lack of letting of the units.
- 4) To seek an understanding of WBC's housing requirements, and confirmation as to what Sovereign are being asked to provide.
- 5) To seek clarification of the decision-making process with regards to Windmill Court.

Cllr. Dennett proposed the Council write to WBC as per the resolution above.

Seconded by Cllr. Lock.

RESOLVED with one abstention

Cllrs. Carter, Dennett, Lock and Morsley will finalise the correspondence to be sent in conjunction with the Clerk.

A subsequent discussion considered the benefits of and timescales for submitting questions to WBC and the requirements for petitioning WBC. For a petition to be reported to a Full Council meeting for debate by the elected Members of West Berkshire Council, it must contain a minimum of 1,500 petitioners or 500 petitioners where the issue affects no more than two WBC Wards, and the Monitoring Officer agrees.

Cllr. Dennett proposed the resolution be amended to include:

Resolve that the Council assists the residents of the Windmill Court site in creating a petition to WBC regarding the future of Windmill Court.

Seconded by Cllr Hill.

RESOLVED with 1 abstention.

Cllr. Field proposed the additional resolution.

Seconded by Cllr. Morsley.

RESOLVED with three abstentions.

Cllrs. Carter, Field, Lock and Morsley will assist with the petition.

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

Seconded by Cllr. Bridgman.

RESOLVED by majority vote.

22/041 Committee and Working Party/Group Reports

1. Planning Committee

Cllr. Morsley confirmed that the decision regarding the variation of conditions on the property opposite the Co-op has been approved. A meeting with Great Western Railway regarding the station car park is being organised.

2. Climate and Environment Working Party

Cllr. Marsden confirmed the Greening Campaign public meeting is taking place on Wednesday the 20th of July at 6.30pm with the official launch being planned for September.

3. Communications Strategy Working Party.

A meeting is planned for the 21st of July.

4. Garth Hall Working Party

The Working Party has not met.

5. Mortimer to Burghfield Cycleway and Footpath

The arboricultural survey is underway but is waiting on a report on some trees that were not surveyed as part of the original topographical study. The ecology report is due at the end of the month. Both surveys will help to inform the design which will be undertaken by Ridge.

6. Strategy Working Party

A meeting is proposed for the 4th of August.

7. The Street Footway Party

No further update.

22/042 Items for Consideration and Resolution

1. Neighbourhood Plan

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

The written report was received.

Cllr. Carter confirmed the Group is waiting for feedback from WBC on a proposal for the reserved land.

Cllr. Marsden confirmed the public consultation is underway and 36 online responses have been received to date. It will be publicised on social media.

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 Clerk confirmed she is still waiting for some figures and will then finalise the event's income and expenditure report. Advice has been sought on the potential VAT liability on the MML and MVP donations for the concessions and refreshments, and bar takings respectively. As SMPC was not the supplier of food and drink then any donations are VAT exempt. The Lucky Ticket income is also thought to be VAT exempt.

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

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

3. Committees and Working Parties

To resolve the appointment of Cllrs. Butler and Geary onto committees and working parties.

Cllr. Dennett proposed the following appointments:

- Cllr. Butler: Planning Committee and Mortimer to Burghfield Cycleway and Footpath Working Party.
- Cllr. Geary: Fairground and Cemetery Committee and Planning Committee.

Seconded by Cllr. Kilshaw.

RESOLVED unanimously.

4. Dispensations

To consider the requests received and resolve the granting of the dispensation(s).

Requests for dispensations had been received by Cllrs. Butler and Geary in respect of setting the precept.

Proposed by Cllr. Morsley.

Seconded by Cllr. Dennett.

RESOLVED unanimously.

5. Complaints and Persistent Complainants Procedure

To receive and approve the Complaints Procedure and the Persistent Complainants Procedure.

Cllr. Field summarised the main changes. The procedures were reviewed, and additional changes noted.

Cllr. Dennett proposed the resolution be amended as follows:

To receive and incorporate the changes and approve the Complaints Procedure and the Persistent Complainants Procedure.

Seconded by Cllr Lock.

RESOLVED unanimously.

Cllr. Dennett proposed the amended resolution.

Seconded by Cllr. Field.

RESOLVED unanimously.

6. Council Appointments to Outside Bodies

To appoint a Council representative for the Clarke's Educational Foundation for the four-year term to July 2026.

Cllr. Dennett proposed Cllr. Carter be appointed as per the above.

Seconded by Cllr. Lock.

RESOLVED with one abstention.

7. Death of a Senior National Figure

To receive report 22-041 7.0 on Operation London Bridge and resolve the recommended actions and commemorations.

Report 22-041 7.0 was received. It was agreed that black armbands should not be worn at any relevant Council meetings.

Cllr. Dennett proposed the recommendations as per the report.

Seconded by Cllr. Morsley.

RESOLVED unanimously.

8. Finance and General Purposes Committee Meeting

To resolve the meeting planned for Tuesday the 6th of September 2022 is moved to Tuesday the 30th of August 2022.

Proposed by Cllr. Dennett.
 Seconded by Cllr. Morsley.
RESOLVED unanimously.

9. Support for Ukrainians

To consider whether the Council wishes to provide any support for the Ukrainians residing in the local area.

Cllr. Morsley confirmed most of the Ukrainians in the area appear to be settling in well and therefore, no additional support is currently needed.

10. Windmill Court

To receive an update on Windmill court and resolve that the Council write to West Berkshire Council's portfolio holder for Windmill Court to seek further clarification and information.

Minuted above.

11. Subscriptions and Continuous Payments 2022/23

To receive and approve the annual subscriptions and continuous payments as recommended by Finance and General Purposes.

The annual subscriptions and continuous repayments were approved and agreed that Survey Monkey should not be routinely renewed.

12. Shed

To resolve the budget of £3,500 from General Reserves for the purchase and installation of a shed to be placed in the office garden.

Proposed by Cllr. Dennett.
 Seconded by Cllr. Morsley.
RESOLVED unanimously.

22/043 Finance

1. Accounts to the 30th of April 2022

To receive and approve the Income and Expenditure Report to the 30th of April 2022 and the Balance Sheet as of that date.

Proposed by Cllr. Dennett.
 Seconded by Cllr. Bridgman.
RESOLVED unanimously.

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

To receive and note summary of payments.

Item	Payee Details	Amount	Reference
1.	Salaries (Month 3 – June 2022)	£4,462.83	-
2.	HMRC – PAYE & NI for Month 3	£ 1,251.85	789707883
3.	Medical Rescue International – medical cover for Q70 event on 3 rd & 4 th June 2022	£ 1,300.00	830656687*
4.	Star Fireworks – display for Q70 event 4 th June 2022 – inc. VAT	£ 2,820.00	87024161*
5.	St Johns Hall – booking for Greening Campaign on 20 th July	£ 30.00	73827250*
6.	Claire Connell – provision of Internal Audit Services y/e 31.03.2022 – final visit and reports	£ 250.00	981875100*

7. C. Burnett – refund of overpayment on commission from Q70 event	£ 400.00	835096670
8. St Johns Hall – booking for Greening Campaign on 6 th July	£ 30.00	437117442*

The payments were received and noted.

3. Accounts for Payment

To receive and APPROVE items of expenditure:

Item	Payee Details	Amount	Payment Ref. No.
9.	Oakey Tree Service – Windmill Common T803, T805, T807, T808, T812-816 and T818-824 inc. VAT	£ 3,360.00	
10.	Oakey Tree Service – Windmill Common sever ivy on trees in 5m of perimeter of site – inc. VAT	£ 744.00	
11.	Vita Play Ltd – supply & installation of panel on tennis shelter – inc. VAT	£ 1,476.00	
12.	David Sturt – IT management and support June 2022	£ 105.00	
13.	Dads Shop – LRV08 battery, Combi padlock, 2x key cuts for Fairground, paint roller & gloss sleeve, 4” mending plate, Pozi screw SCK TT SP1inx8 – inc. VAT	£ 66.12	
14.	SLCC Enterprises – Publications ‘Speed Reads: Delegation’ and ‘Town and Parish Councils VAT Guide’	£ 35.50	
15.	RC Saunders Limited – hire of Herras fencing (and damage), lorry & cherry picker fuel, generator diesel, missing stillage poles and taps, driver’s labour and supply of water tape for Q70 event – inc. VAT	£ 1,600.67	
16.	Oliver Signs – Questionnaire booklet and A4 leaflets for NP Survey – inc. VAT	£ 1,052.34	
17.	Rialtas Business Solutions – Annual Support fee – inc. VAT	£ 70.80	
18.	Glasdon – 100 black poly sacks – inc. VAT [SMPC Card]	£ 102.64	DD
19.	Google Cloud EMEA – May cloud storage [SMPC Card]	£ 0.26	DD
20.	Amazon - stationery. [SMPC Card]	£ 71.11	DD
21.	Lloyds MultiPay Card – monthly fee May 2022 [SMPC Card]	£ 3.00	DD
22.	SUEZ – Fairground Recycling May 2022 – inc. VAT	£ 88.49	DD
23.	Smart Pensions Ltd – Monthly fee (May 2022) inc. VAT	£ 18.00	DD
24.	EE – mobile phone plan charges – inc. VAT	£ 26.23	DD
25.	BT – Broadband and phone quarter charges for June-August 2022 - inc. VAT	£ 255.52	DD
26.	Unity Trust Bank – cash & cheque service 05.03-3.06.2022	£ 11.70	DD
27.	Unity Trust Bank – account fee, automated payments, standing orders 05.03.-03.06.2022	£ 34.05	DD
28.	SSE – electricity charges Plot 1 Fairground for March-June 2022 (estimated charge)	£ 41.79	DD
29.	SSE – electricity charges Plot 2 Fairground for March-June 2022 (estimated charge)	£ 57.64	DD
30.	SSE – electricity charges car park Fairground for March-June 2022 (estimated charge)	£ 41.79	DD

All payments were reviewed.
 Proposed by Cllr. Dennett.
 Seconded Cllr. Morsley.
RESOLVED by majority vote and with 1 abstention.

22/044 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 23/06/2022**
- b. **Roads, Footpaths and Commons 30/06/2022**
- c. **Finance and General Purposes 05/07/2022**

The meetings were noted, and the draft minutes received.

2. District Councillor Reports

The report was received.

Cllr. Bridgman confirmed there was no further updates on Four Houses Corner. Whether the plans for the site will be affected by the Detailed Emergency Planning Zone (DEPZ) will not be known until the planning application has been submitted.

3. Correspondence:

Item	Details
1.	West Berkshire Council (WBC): Providing details of the Highway Winter Service Plan 2022/23 and consultation, which closes on the 15 th of August. Circulated to Roads, Footpaths and Commons for comments.
2.	Unity Trust Bank: Confirmation of a goodwill gesture of £50 following issues with their payments processing partner which caused a delay in payments being made.
3.	WBC: Advising that they are applying for new secure covered cycle parking stands for the station from GWR Community Investment Fund and seeking SMPC' s support. As the deadline was 3 days later – including a weekend – support was indicated by email.
4.	Surveying Opinion on Local Energy: Giving information regarding a possible survey seeking public opinion about a hypothetical wind turbine project 3 km south-east of Stratfield Mortimer.

In addition, the following had been received:

- Resident: expressing concern regarding the number of vehicles parking on pavements.
- Greenham Trust events: the offer of tree(s) to mark its 25th anniversary and the Queen's Platinum Jubilee.

4. Planning decisions and information from West Berkshire Council.

22/01026/FULD: 6 Victoria Road, Mortimer Common, Reading, West Berkshire, RG7 3SE

S73 Application for variation of Conditions (1) - Approved plans and (4) - Odour and noise of approved application 19/00264/FULD: S73A. Application for variation of Conditions (2) - Approved plans, (3) - Materials, (4) - Sound insulation, (5) - Odour and noise and (10) - Parking and turning of approved application 17/02144/FULD.

GRANTED – 30 June 2022

SMPC Comments: No objections.

4. Neighbourhood Action Group report.

The next meeting is the week beginning the 18th of July.

5. Health and Safety.

The Clerk confirmed the required playground area work, identified as per the annual RoSPA inspection, is being undertaken.

6. Minor Matters.

Cllr. Wells confirmed that crimes reported by phone are instantly added to the crime figures, those reported online take longer to be added to the crime reports.

22/045 Communications

To identify items for communicating

None.

22/046 Future Agenda Items

To identify future agenda items

Risk Register.

22/047 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.

Not needed.

Close

The meeting closed at 21:35

Next meeting: September the 8th