



Stratfield Mortimer Parish Council Agenda

All Members of the Council are Summoned to attend the Meeting of the Parish Council to be held at Mortimer Methodist Church Hall, 17 West End Road, Mortimer, RG7 3TB on Thursday the 8th of September 2022 at 7.30pm

PUBLIC AND PRESS

Members of the public and press are welcome to attend. Please see "**LIVING WITH COVID**" below.

LIVING WITH COVID

Thank you for everything you, your family and your friends have done over the past two years to protect each other and the community. Although the Government have lifted all restrictions, we would still like to keep everyone as safe as possible and therefore, would ask you to take the following practices into consideration:

- **Stay at home if unwell.**
- **Use the hand sanitiser provided.**

Where possible, windows and doors will be open for ventilation. Please feel free to wear a face covering and sit in a socially distanced manner.

Part I

22/048 Public Questions (for agenda items only) - MD

22/049 To receive any apologies for absence – MD

22/050 To receive any declarations of interest - MD

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.

Members are reminded that if they declare an interest they may have to leave immediately after having made representations, given evidence, or answered questions and before the debate starts unless he/she has obtained a dispensation.

22/051 Minutes of Last Meeting - MD

To resolve to approve the Minutes of the meeting of the Parish Council of the 14th of July 2022

22/052 Clerk's Report - CLERK

To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 14th of July 2022 and other updates. Appendix 22/052 circulated.

22/053 Items to be taken into private session - MD

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

22/054 Committee and Working Party Reports

1. Planning Committee – **DM**
2. Climate and Environment Working Party - **AM**
3. Communications Strategy Working Party - **NC**
4. Garth Hall Working Party - **MD**
5. Mortimer to Burghfield Cycleway and Footpath - **DM**
6. Strategy Working Party - **NC**
7. The Street Footway Working Party - **DM**

22/055 Items for Consideration and Resolution

1. Councillor Vacancies – MD

To consider the applications to fill the casual vacancy on the Parish Council and vote to appoint a co-opted Parish Councillor.

2. Neighbourhood Plan (NP) – AM/NC

To resolve the plan and costs for Phase 2 of the NP including:

- a. consulting with the community cross generationally through open events and workshops to develop the vision and policies of the NP at an estimated cost of £10,275, including an upper limit contingency for disbursements of £1,000.
- b. The engagement of an NP administrative/research assistant at an estimated cost of £5,000.

3. Queen's Platinum 70th Jubilee

To receive a report and financial status on the Queen's Platinum 70th Jubilee – **CLERK**

4. Policy and Document Reviews - MD

To receive and approve the following as recommended by the Finance and General Purposes Committee:

- a. Privacy Notice.
- b. Record Retention Schedule
- c. Standing Orders

5. Budget Process 2023/24 – MD

To receive confirmation of the approach and timetable for the preparation of the 2023/24 budget as agreed by Finance and General Purposes.

6. External Auditor – MD

To resolve that SMPC opts in to the SAAA arrangements for the appointed auditor for 2022/23 to 2026/27 inclusive, as recommended by Finance and General Purposes.

7. Committees and Working Parties - MD

To resolve the appointment of Cllr. Butler onto the Fairground and Cemetery Committee.

8. Fairground and Cemetery Committee Meeting - MD

To resolve the meeting planned for Tuesday the 27th of September 2022 is moved to 7.30pm on Tuesday the 4th of October 2022.

9. The Public Sector Deposit Fund - MD

- a. To resolve the redemption of shares to the value of £40,000 from the Public Sector Deposit Fund.
- b. To resolve the signing of the Email Instructions Authority/Indemnity for the Public Sector Deposit Fund.

10. Council Appointments to Outside Bodies - MD

To appoint a Council representative for the Stratfield Mortimer Fair Ground Charity for the four-year term to October 2026.

11. Fitness equipment - SH

To receive an update on the fitness equipment and consider and agree the actions needed to address the outstanding issues.

12. Windmill Common Boundary - CL

It is resolved that: The Council shall continue to act in order to maintain the integrity of its ownership of Windmill Common; in order to do this the budget should increase by £4,000.

13. External Auditor Report and Certificate - RFO

To receive the External Auditor Report and Certificate 2021/22 and resolve that the Notice of Conclusion of Audit along with the Certified AGAR Sections 1, 2 and 3, shall be published for at least 14 days.

22/056 Finance

1. Accounts to the 31st of July 2022 - RFO

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

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

To receive and note summary of payments: Appendix 22/056 1 – circulated.

3. Accounts for Payment – RFO

To receive and approve items of expenditure: Appendix 22/056 2 – circulated.

4. Internal Control and Bank Reconciliation - MD

To note the Bank Reconciliation and quarterly Internal Control have been undertaken for the period to 1st April 2022 – 30th June 2022.

22/057 Items for information only

1. To note the meetings that have taken place of the following committees and to receive the draft minutes, where available: - **CHAIRMAN**
 - a. Planning 28/07/2022
 - b. Planning 11/08/2022
 - c. Planning 25/08/2022
 - d. Finance and General Purposes 30/08/2022
2. District Councillor Reports - **GB**
3. Correspondence: Appendix 22/057 3 circulated - **CLERK**
4. Planning decisions and information from West Berkshire Council: Appendix 22/057 4 circulated - **DM**
5. Neighbourhood Action Group report – **DK/NC**
6. Health and Safety - **CLERK**
7. Minor Matters – **CHAIRMAN**

22/058 Communications

To identify items for communicating - **CHAIRMAN**

22/059 Future Agenda Items

To identify future agenda items - **CHAIRMAN**

22/060 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 22/053 on the Agenda, due to the confidential nature of the business to be transacted.

Mrs. L. Hannawin, Clerk
01/09/2022