



Stratfield Mortimer Parish Council

Minutes of the Meeting of the Parish Council held on Thursday the 8th of September 2022 @ 7.30pm at Mortimer Methodist Church Hall, West End Road, Mortimer

Present:

Councillors:

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

Clerk:

Mrs. L. Hannawin.

Public/Press:

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

Part I

A two-minute silence was held for Her Majesty Queen Elizabeth II.

22/048 Public Questions (for agenda items only)

Two members of the public, who were part of the Queen's Platinum 70th (Q70) Jubilee Working Party, attended in respect of 22/055 3. and wished to ascertain the figures relating to the Q70 events. Cllr. Dennett confirmed that relevant income and expenditure details had only recently been received from Mortimer Music Live and as minor details were being clarified, the final figures were not yet available. He confirmed, however, that the income and expenditure were circa £53,000 and £61,000 respectively, giving a net cost of the 3 day event of approximately £8,000. A full breakdown of the figures will be available at the Full Council meeting in October. Cllr. Dennett stated it was a fantastic event and reiterated his thanks to all who had worked so hard to make the event such a success.

22/049 To receive any apologies for absence

Apologies were received from Cllr. N. Carter and Cllr. D. Kilshaw.

22/050 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.

22/051 Minutes of Last Meeting

To resolve to **APPROVE** the Minutes of the Council Meeting of the 14th of July 2022.

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

22/052 Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 14th of July and other updates.

1. Complaints Procedure/Persistent Complainants Procedure: both were updated reflecting that local councils in England are not subject to the Local Government and Social Care Ombudsman's jurisdiction. The new versions are now available from the website.
2. Operation London Bridge: the agreed recommendations have been implemented where possible and other actions taken to ensure the correct procedure is followed when necessary.
3. Survey Monkey: the automatic renewal has been cancelled.
4. Shed Purchase: quotes are being sought for a concrete base. As landlords, West Berkshire Council have been kept fully informed.
5. Mid-term Internal Audit: this has been booked for Thursday the 20th of October.
6. Office Lease: the new lease has been received.
7. Telephone Box: The Custodian is undertaking the outstanding painting needed for the refurbishment. The repaired defibrillator is back in situ. A quote has been sought for a locked defibrillator.
8. Other Defibrillators: these are back online following the recall by the manufacturer for the required software upgrade. The batteries also needed replacing which was undertaken at the same time at a cost of £510.00.
9. Mortimer Youth Club Donation: Mortimer Youth Club dissolved several years ago leaving funds of £3,477.27. This has been donated to SMPC with the proviso that the Council provides services or facilities to benefit young people between the ages of approximately 14 to 18 years, which was the main target age group for both the youth club and the Duke of Edinburgh group, in Mortimer and the local area. There is no expectation for the Council to keep them informed as to how the money has been used.

The Clerk confirmed the donation from Mortimer Youth Club had been placed in an earmarked reserve and it would be discussed as a future agenda item.

The report was received.

22/053 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 22/055 11. Fitness Equipment and 22/055 12. Windmill Common Boundary, should be taken into Part II.

Seconded by Cllr. Hill.

RESOLVED unanimously.

22/054 Committee and Working Party/Group Reports

1. Planning Committee

Cllr. Morsley reported:

- the Committee continues to monitor the erection of the Planning Application Site Notices (orange signs). A summary report will be produced.
- SMPC comments regarding conditions for garages/car ports on Land South of Tower Gardens have been implemented by West Berkshire Council (WBC).
- As the Manns Farm planning application for a Wellness Centre is being recommended for refusal by the Case Office, it is on the agenda for the Eastern Area Planning Committee (EAPC) on the 14th of September. Cllr. Morsley had registered to speak to support the application as per SMPC's comments. Cllr. Bridgman reported that further to an oversight, Economic Development, WBC, had commented to support the application. However, in light of the period of public mourning, the EAPC meeting is likely to be rescheduled.

2. Climate and Environment Working Party

Cllr. Marsden confirmed the Greening Campaign the official launch is now being planned for October/November. A project team has been established with members of the public.

3. Communications Strategy Working Party.

No update.

4. Garth Hall Working Party

The request seeking legal advice has been submitted to Wellers Law Group.

5. Mortimer to Burghfield Cycleway and Footpath

The topographical and arboricultural surveys have been completed. The ecology report was due at the end of the August but further to an error, only part of the route has been surveyed. Due to the time constraints – ecology surveys must be carried out within certain months - consideration is being given to how the full survey can be completed before the end of September.

6. Strategy Working Party

No update.

7. The Street Footway Party

An update has been requested from Jon Winstanley, WBC but no response has been received.

22/055 Items for Consideration and Resolution

1. Councillor Vacancies

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

Mr. M. Shaw attended in respect of his application for parish councillor. Having received an absolute majority of those present and voting, he was duly declared a co-opted member of Stratfield Mortimer Parish Council.

2. Neighbourhood Plan (NP)

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.).

Cllr. Marsden presented a report and confirmed the analysis of Phase 1, indicates several potential projects which will provide the framework for Phase 2. Cllr. Bridgman confirmed work and discussions are progressing with regards to the Reserved Land. If the land was to be used for public education and/or a medical facility, the presumption by WBC would be in favour of development and WBC would seek the opinion of SMPC.

Cllr. Marsden proposed the resolution as above.

Seconded by Cllr. Bridgman.

RESOLVED unanimously.

3. Queen's Platinum 70th Jubilee

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

Minute as per the summary under 22/048 Public Questions.

4. Policy and Document Reviews

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.

The policies and document were received.

Cllr. Dennett proposed their approval.

Seconded by Cllr. Morsley.

RESOLVED unanimously.

5. Budget Process 2023/24

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

The timetable was received.

6. External Auditor

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.

Cllr. Dennett proposed the resolution as above.

Seconded by Cllr Morsley.

RESOLVED unanimously.

7. Committees and Working Parties

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

Cllr. Dennett proposed the resolution as above.

Seconded by Cllr. Hill.

RESOLVED unanimously.

8. Fairground and Cemetery Committee Meeting

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

Cllr. Dennett proposed the resolution as above.

Seconded by Cllr. Hill.

RESOLVED unanimously.

9. The Public Sector Deposit Fund

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.

Cllr. Dennett proposed the resolutions as above.

Seconded by Cllr. Wells.

RESOLVED unanimously.

10. Council Appointments to Outside Bodies

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

Cllr. Bridgman proposed Mr. N. Kiley be appointed as the SMPC representative.

Seconded by Cllr. Morsley.

RESOLVED unanimously.

11. Fitness Equipment

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

Minuted at Part II.

12. Windmill Common Boundary

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.

Minuted at Part II.

13. External Auditor Report and Certificate

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.

Cllr. Dennett proposed the resolution.

Seconded by Cllr. Morsley.

RESOLVED unanimously.

22/056 Finance

1. Accounts to the 31st of July 2022

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

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley.

RESOLVED unanimously.

**2. Payments made with authorisation of Chairman/Vice-Chairman
To receive and note summary of payments.**

Item	Payee Details	Amount	<i>Office Admin Reference</i>
1.	Salaries (Month 4 – July 2022)		423763383 41232563 25158242
2.	HMRC – PAYE & NI for Month 4		698017417
3.	Salaries (Month 5 – August 2022)		148667451 609528961 888837054
4.	HMRC – PAYE & NI for Month 5		316679797
5.	Smart Pensions – June 2022 (Month 3)	£ 273.19	DD (deducted June)
6.	Smart Pensions – July 2022 (Month 4)	£ 271.64	DD (deducted Aug)
7.	Sunshine Commercial Services – Fairground ground maintenance (Area D) June - inc. VAT	£ 365.86	531597373
8.	Bluestone Planning Partnership – SMPC Neighbourhood Plan Review: gather baseline info, community consultation, add. Questionnaire work – inc. VAT	£ 4,479.98	809712415
9.	Vita Play – Playground quarterly inspection and report July 2022 – inc. VAT	£ 117.60	782651792
10.	L. Hannawin – expenses: legal service and postage for office lease statutory declaration	£ 6.65	587478735
11.	B. O'Reilly – expenses: 25xA4 envelopes for office	£ 3.99	323134993
12.	B. Oreilly – special delivery first class post to CCLA	£7.00	165069619
13.	West Berkshire Council – Quarterly rent for Library office	£ 812.50	218707690
14.	Susan Ellis – GDPR Audit (inc. travel)	£ 28.10	932090727
15.	Rialtas – Alpha software annual support and maintenance licence: June 2022-2023 – inc. VAT	£ 154.80	323134993
16.	Tactical Facilities – Cemetery grounds maintenance (including spraying) July 2022 – inc. VAT	£ 120.00	880939141
17.	Tactical Facilities – West End Road car park fence repair – inc. VAT	£ 1,560.00	880939141
18.	St Johns Hall – NAG meeting on 28 September 2022	£ 15.00	829926318
19.	Dad's Shop – white gloss paint, sandpaper, cleaner, 3 x small paintbrushes, white spirit, masking tape, 4x small brass locks (NP Survey boxes), keys cut, new padlock, refuse bags and ties – inc. VAT	£ 64.40	713648019
20.	Sunshine Commercial – Fairground ground maintenance (Area D) July – inc. VAT	£ 365.86	104844238
21.	Saunders Inspired Productions – LED screen hire from Veo Events for Jubilee weekend – inc. VAT	£ 2,635.20	619375240
22.	D.C. Sturt – IT support and monitoring July 2022	£ 105.00	681801207

23. David Powell Surveys – Longmoor Lane boundary plan – inc. VAT	£2,040.00	135794289
24. i-Next Ltd - GDS Update Q2/3 22: Update of GDS from 4.0.1 to 4.2.0 on SMPC site, Operation London Bridge preparation, Added social image sharing, Updated menu component, update list styles for search results – inc. VAT	£420.20	464248969
25. Amazon – A4 and extra-large gloss laminating pouches [SMPC Card]	£21.90	DD
26. Google Cloud EMEA – cloud storage July [SMPC Card]	£ 0.28	DD
27. The Payroll Site [SMPC Card]	£ 93.60	DD
28. Lloyds card - monthly fee (July 2022) [SMPC Card]	£ 3.00	DD
29. Smart Pensions Ltd – Monthly fee (July 2022)	£ 18.00	DD
30. EE - mobile phone plan charges – inc. VAT	£26.23	DD
31. SUEZ recycle – Fairground waste collection July 2022 – inc. VAT	£ 83.81	DD

**Payment was due before Full Council meeting on 8th September 2022*

The payments were received and noted.

3. Accounts for payment

To receive and approve items of expenditure.

Item	Payee Details	Amount	Payment Ref. No.
1.	Wicksteed Leisure – supply and installation of outdoor gym on Fairground – inc. VAT	£ 31,212.22	
2.	Tactical Facilities – Cemetery grounds maintenance August 2022 – inc. VAT	£ 78.00	
3.	Sunshine Commercial – Fairground Area A one off cut – inc. VAT	£ 158.40	
4.	Oakey Tree Services – Windmill Common – remove under-story (holly) with 7m buffer/mulcher and tractor – inc. VAT	£ 1,344.00	
5.	Englefield Estate – cemetery rent Q4 2022	£ 62.50	
6.	Blandy & Blandy – professional charges between 10.06.2022 and 25.08.2022 – inc. VAT	£ 2,753.40	
7.	PKF Littlejohn - Annual Governance & Accountability Return for year ended 31 March 2022 – inc. VAT	£ 960.00	
8.	Harlequin Marquee Hire – Hoecker marquee at Jubilee event in June – inc. VAT	£ 2,100.48	
9.	Stratfield Mortimer Fairground Charity – Fairground Rent 2022-2023 [Direct Debit]	£ 2,701.00	DD
10.	Amazon – roll of Anti UV Window Film – inc. VAT [SMPC Card]	£ 9.88	DD
11.	SUEZ – Fairground Recycling August 2022 – inc. VAT	£ 83.81	DD
12.	Smart Pensions Ltd – Monthly fee (August 2022) inc. VAT	£ 18.00	DD
13.	Smart Pensions – August 2022 (Month 5)	£ 269.29	DD

Cllr. Dennett proposed the items of expenditure be approved for payment apart from £31,212.22 for Wicksteed pending the discussion at Part II.

Seconded Cllr. Morsley.

RESOLVED unanimously.

4. Internal Control and Bank Reconciliation

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

It was noted that the Bank Reconciliation and Statement of Internal Control was had been undertaken.

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:

- a. Planning 28/07/2022
- b. Planning 11/08/2022
- c. Planning 25/08/2022
- d. Finance and General Purposes 30/08/2022

The meetings were noted, and the draft minutes received.

2. District Councillor Reports

Cllr. Bridgman's July report was received. His August report has now been circulated.

In addition, Cllr. Bridgman confirmed:

- a meeting had taken place with Sovereign Housing (SH) regarding Windmill Court. SH will be writing to the residents to provide them with an update, prior to issuing further communications with regards to the proposed developments.
- The Integrated Care Partnership is a new partnership between 5 local authorities dealing with critically important health and wellbeing of residents.
- WBC will be providing a Book of Condolence at Theale Library.
- The new food waste collection service should save money in the long term. It will be a weekly collection with the food being composted at Padworth Recycling Centre.

3. Correspondence:

Item	Details
1.	West Berkshire Council (WBC): Providing details of the VCS Co-production event being held on the 8 th of September.
2.	WBC: Providing information of the Devolution Programme. Circulated.
3.	WBC: Seeking assistance with developing their community energy guide. Circulated to the Climate and Environment Working Party.
4.	South Central Probation: Providing details of the Unpaid Work Consultation Survey. Circulated.
5.	WBC: Providing details of the Moving Traffic Offences enforcement powers consultation. Circulated.
6.	WBC: Confirmation WBC were unsuccessful in getting funding, from the GWR Community Fund, for cycle parking at the station.
7.	Surveying Opinion on Local Energy (Oxford Brookes University): Preliminary report on the SOOLE wind turbine survey as reported at last month's meeting.
8.	Citizens Advice West Berkshire: Annual Report.

In addition, a funding request for Greenham's "£25K in a Day" had been received from Parenting Special Children, a charity which supports local families who have children with additional needs and disabilities.

The correspondence was received.

4. Planning decisions and information from West Berkshire Council.

22/01283/HOUSE: Saga Cottage, 76 Windmill Road, Mortimer Common, Reading, West Berkshire, RG7 3RL

2 storey extension on side & 1 storey extension on the rear.

GRANTED – 18 July 2022

SMPC Comments: The Committee had no objections in principal but did not believe that the car parking spaces indicated on the amended location plan would actually be viable.

22/01578/NONMAT: Land South Of Tower Gardens, The Street, Mortimer Common, Reading

Amendment to Condition 1 on planning permission 19/00981/OUTMAJ to extend the period for the submission of the Reserved Matters application by a further six months to 14th February 2023.

APPROVED – 27 July 2022

Condition 1 on planning permission 19/00981/OUTMAJ shall now read:

"Application for approval of the reserved matters for each of the first two phases of the development as set out under Conditions 3 and 4 shall be made to the Local Planning Authority not later than 14th February 2022. Applications for approval of the reserved matters for all other phases shall be made not later than 14th February 2023."

22/01142/CERTP: 26 King Street, Mortimer Common, Reading, West Berkshire, RG7 3RS

To demolish the existing substandard and unsafe brick balcony parapet wall to the rear of the property, and replace it with a new glass balustrade system. The proposed new glass balustrade system would be extended by 370mm, over the existing balcony footprint, by using a cantilevered timber structure. At the west facing elevation, obscure glass would be used as a privacy screen.

REFUSED – 8 July 2022

SMPC Comments: No objections.

22/01164/HOUSE: 15 The Avenue, Mortimer Common, Reading, West Berkshire, RG7 3QY

Single storey infill extension, first storey extension to create first floor and part garage conversion.

GRANTED – 11 August 2022

SMPC Comments: No objections.

22/01510/HOUSE: 2 Crockers, Mowbray Hill, Mortimer, Reading, West Berkshire, RG7 3JJ

Formation of new garage - store building with Loft room along with associated ground works.

APPLICATION WITHDRAWN – 17 August 2022

SMPC Comments: As the proposed garage with loft room is large and close to the boundary with the highway, the Committee would request that a condition is placed to restrict the use of the development to that specified in the application, i.e. as an office space to the residents of the house, and is not extended further, or converted into a separate dwelling.

It was noted that the parish council also have an outstanding query if retrospective planning is required for the new fence erected along the north boundary of the property.

22/01511/HOUSE: Old Acorn Cottage, Lockram Lane, Wokefield, Mortimer, Reading, West Berkshire, RG7 3AR

Single storey extension to North and East elevation following removal of conservatory.

GRANTED – 17 August 2022

SMPC Comments: No objections.

22/01422/RESMAJ: Land South Of Tower Gardens The Street Mortimer Common Reading West Berkshire

Reserved matters for details of the appearance, landscaping, and scale of the approved residential development for Phase 2b comprising 14 houses including associated landscaping. Reserved Matters is submitted pursuant to the Outline Planning Permission 7/03004/OUTMAJ as varied by the S73 Application 19/00981/OUTMAJ.

GRANTED – 26 August 2022 (*including Conditions on enclosing car ports and the use of the home office spaces*)

SMPC Comments: The Committee had no objections in principal but, with regard to the proposed composite timber garages on plots 51 and 58, would want a condition imposed that the home office spaces, as shown on drawing 21-1009-130-A, shall not be used at any time other than for purposes incidental to the residential use of the dwellings known as Plot 51 and 58.

The planning decisions were received.

5. Neighbourhood Action Group Report.

Cllr. Wells confirmed the police are responsible for dealing with pavement parking.

6. Health and Safety.

The Custodian is addressing an issue with loose matting under the Titan.

7. Minor Matters.

Cllr. Morsley reported:

- She will be dropping hedge notes and leaflets through relevant doors.
- 1076 people signed the Windmill Court petition which has now been delivered to WBC. Thanks was given to R. Barker for her assistance with the petition.
- Discussions have taken place on Facebook regarding assistance for those who will struggle to heat their homes this winter in light of the cost-of-living crisis. Councillors were asked to suggest ideas for practical solutions as to how the Council may assist. Cllr. Bridgman confirmed that Greenham Trust and West Berkshire Council have launched a £100,000 Emergency Cost of Living Crisis Fund to help charities support those affected by unaffordable hikes in energy prices and double-digit inflation.

Cllr. Lock reported:

- She is looking to restart the library board games session on a Friday after school.
- AWE have been having updates via Zoom.
- Wokefield Common Advisory Group will be meeting shortly.
- Mortimer Relief in Need have been supporting Clarkes Charity and those starting at university.

Cllr. Field reported that Burghfield and Mortimer Volunteer Bureau had had their AGM. Patrons are usually asked to donate towards any trips undertaken but, as reserves are favourable, any vulnerable users will not be required to pay. This will be reviewed in Spring. More drivers are needed, particularly at weekends.

Cllr. Hill asked, as all the previous Remembrance Day silhouettes have been stolen, if the Council need to purchase any more.

Cllr. Dennett reported that a meeting is being held at St Mary's School on Friday the 9th of September to look at the parking issue.

22/058 Communications

To identify items for communicating

None.

22/059 Future Agenda Items

To identify future agenda items

- Mortimer Youth Club donation.
- Remembrance Day.

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

Seconded by Cllr. Bridgman.

RESOLVED with 2 abstentions.

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.

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley.

RESOLVED that the public are excluded.

22/061 Items for Consideration and Resolution

14. Fitness Equipment

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

Cllr. Marsden summarised the circumstances surrounding the installation of the fitness equipment, the issues that have arisen and the actions that have been taken to date. The managing director has asked for a list of the issues to be emailed through to Wicksteed and will then arrange for a senior manager to undertake a site visit to review the equipment, installation and issues arising.

It was suggested the Council should proceed with the meeting with the site manager and then, if necessary, 1) look to obtaining an independent assessment of the installation and 2) consider payment options.

Proposed by Cllr. Dennett

Seconded by Cllr. Morsley.
RESOLVED unanimously.

Cllr. Field left at 21:36.

15. Windmill Common Boundary

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.

Cllr. Lewis gave an update and confirmed a letter before action had been served with a deadline of the 22nd of September.

Cllr. Dennett proposed the resolution as above.

Seconded by Cllr. Bridgman.

RESOLVED unanimously.

It was confirmed the Council's insurance brokers have been informed of the potential dispute. It was agreed that once a response had been received to the letter before action the Clerk, in conjunction with Cllr. Lewis will consider how to proceed with regards to any insurance claim.

Close

The meeting closed at 21:43.

Next meeting: Thursday the 13th of October.