



## Stratfield Mortimer Parish Council

### **Minutes of the Meeting of the Parish Council held on Thursday the 12<sup>th</sup> of January 2023 @ 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. D. Butler, Cllr. N. Carter, Cllr. K. Field, Cllr. H. Geary, Cllr. S. Hill, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. M. Lock, Cllr. D. Morsley, Cllr. M. Shaw, Cllr. J. Wells.

#### **Clerk:**

Mrs. L. Hannawin.

#### **Public/Press:**

Two members of the public were in attendance along with Dist. Cllr. G. Mayes. There were no members of the press present.

#### **Part I**

#### **22/098 Public Questions (for agenda items only)**

Dist. Cllr. Mayes reported a blocked drain has caused a flood on Summerlug between St Johns and St Marys Roads. The Clerk has sought advice from West Berkshire Council's Right of Way officer. In addition, he advised that flooding at the bottom of The Street prevented the two trees causing the issue from being cut down.

#### **22/099 To receive any apologies for absence**

Apologies were received from Cllr. A. Marsden and Cllr. A. Noonan.

#### **22/100 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 agenda item 22/105 9. Windmill Common Boundary.

## 22/101 Minutes of Last Meeting

**To resolve to approve the Minutes of the Extraordinary Meeting of the Parish Council of the 1<sup>st</sup> of December 2022.**

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

## 22/102 Clerk's Report

**To receive a report from the Parish Clerk outlining actions taken following the Extraordinary Meeting held on the 1<sup>st</sup> of December, and other updates.**

1. **Mortimer to Burghfield Cycleway and footpath:** The purchase orders have been issued for the work agreed at the Extraordinary Meeting held on the 1<sup>st</sup> of December.
2. **External Auditor:** Smaller Authorities Audit Appointments (SAAA) has appointed PKF Littlejohn as the external auditor to SMPC for the 5-year appointing period from 2022-23 until 2026-27.
3. **Queen's Platinum 70<sup>th</sup> Jubilee Working Party:** Further to the Terms of Reference and the delivery of the event and the finalisation of any matters arising, the Working Party is disbanded.

In addition, the Clerk reported that an introductory meeting had been held with Gigaclear regarding fibre to the property (FTTP). The build out for Mortimer is still waiting for validation. Once the design has been finalised, Gigaclear are planning on doing a presentation to the Council. Gigaclear confirmed that they will not "cherry pick" areas – if any streets are not provided with FTTP this will be because access permission was not granted by the landlord. Gigaclear can now use BT infrastructure as part of the installation.

The report was received.

## 22/103 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 22/105 8. Garth Hall and 22/105 9. Windmill Common Boundary, be taken in Part II.

Seconded by Cllr. Bridgman.

**RESOLVED** unanimously.

# Cllr. Dennett stated that agenda item 22/105 3. Coronation Event Grant shall be taken next.

## 22/105 Items for Consideration and Resolution

# Cllrs. Bridgman, Kilshaw and Morsley declared an interest.

### 3. Coronation Event Grant

**To receive a report and consider and resolve a payment of £10,000 for the Coronation event.**

The Chairman of the Mortimer Village Partnership (MVP) presented the budget that had been submitted to the Council and reported on the planning work undertaken to date. He confirmed the organisations that would be involved and their roles, and reported that MVP will be managing the finances, setting internal budgets where necessary and approving all expenditure. He confirmed that no further grants would be sought from the Council and the financial risk would, therefore, be that of the MVP. In the event a surplus is made, discussions will take place with the organising parties as to how this should be distributed.

Cllr. Dennett proposed a grant of £10,000.

Seconded by Cllr. Hill.

**RESOLVED** by 10 votes and 3 abstentions. Cllrs. Bridgman, Kilshaw and Morsley abstained.

## **22/104 Committee and Working Party/Group Reports**

### **1. Finances and General Purpose**

The Committee met on the 1<sup>st</sup> of December and approved the budget for presentation to Full Council and the personnel rates of pay, which will be back dated to the 1<sup>st</sup> of April.

### **2. Planning Committee**

All recent decisions have been in accordance with SMPC's recommendations. The Committee wish to reinstate the Station Car Park Working Party, which will be discussed under Items for Consideration and Resolution.

### **3. Communication Working Party**

A report was received. Ideas and articles for the next newsletter need to be submitted to Cllr. Carter by the 31<sup>st</sup> of January.

### **4. Garth Hall Working Party**

Minuted at Part II.

### **5. Mortimer to Burghfield Cycleway and Footpath**

A site meeting, reviewing the route and potential issues, has taken place with SMPC councillors, a WBC highways officer and Ridge and Partners' design engineer. The highways officer and design engineer will continue to liaise to find resolutions to identified problems. Further work is being undertaken on the draft Arboricultural Report. A meeting with Englefield is being arranged to discuss the Heads of Terms.

### **6. Strategy Working Party**

A report was received. Permission for CCTV on the Fairground has been sought from the Fairground Trustees and a meeting is being held with the supplier to address issues raised. In addition, it was confirmed that WBC are proposing to roll out some more EV charging points in the district and may install some in Mortimer.

### **7. The Street Footway Party**

Further to recent work undertaken, a programme of works has been produced for the remaining work needed for the footway down to Pitfield Lane. Clearance has also been added to the general maintenance schedule. Proposals for the upper part of the footway are being costed.

## **22/105 Items for Consideration and Resolution**

### **1. Neighbourhood Plan**

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

A report was received. Cllr. Carter gave further information on the options for the Reserved Land. Further advice is being sought from Bluestone regarding a potential approach to the Neighbourhood Plan update, for which any expenditure will need Council approval.

- b. To resolve the co-option of Bob Coe onto the Neighbourhood Plan Steering Group.**

Proposed by Cllr. Bridgman.

Seconded by Cllr. Carter.

**RESOLVED** unanimously.

## 2. Budget

### To receive and resolve the Budget, and Precept of £149,319.00, as recommended by Finance and General Purposes

Since the draft budget and report were circulated in December, the Clerk confirmed that the tax base had been received and maintaining the Precept of £149,319 represents a decrease of £0.18 for Band D properties. In addition, a transfer of circa £4,500 from General Reserves is being proposed to provide an earmarked reserve for the Neighbourhood Plan of £25,000. Although in the acceptable range, it was noted that SMPC's General Reserves are at the higher end.

Cllr. Dennett proposed to adopt the Budget and Precept of £149,319.

Seconded by Cllr. Bridgman.

**RESOLVED** unanimously.

## 3. Coronation Event Grant

### To receive a report and consider and resolve a payment of £10,000 for the Coronation event.

Minuted above.

## 4. Community Grant

### a. To resolve the next round of the Community Grant takes place with awards being made by at the March meeting of the Full Council.

It was confirmed that the application process will commence on Monday the 16<sup>th</sup> of January and close on the 13<sup>th</sup> of February. Councillors need to raise awareness of the grant opportunity and the Clerk will ask the MVP to inform their affiliated groups.

Cllr. Morsley proposed the resolution.

Seconded by Cllr. Dennett.

**RESOLVED** unanimously.

### b. To receive and approve the amended Community Grant Policy and application form.

The amended Policy and application form were reviewed and approved.

## 5. Mortimer Greening Campaign

### To receive an update and resolve:

### a. The MGC continues under the Mortimer Greening Campaign Group (MGCG), independently from SMPC.

### b. A grant of £500 is made to MGCG for the running costs of Phases 2 and 3 of the Campaign.

In the absence of Cllr. Marsden, the agenda item was deferred until February.

## 6. Station Car Park

### To resolve:

### a. The establishment of a Station Car Park Working Party.

Proposed by Cllr. Morsley.

Seconded by Cllr. Field.

**RESOLVED** with one abstention.

### b. The membership of the Station Car Park Working Party.

Cllr. Dennett proposed Cllrs. Butler, Geary, Morsley and Shaw as members.

Seconded by Cllr. Bridgman.

**RESOLVED** with one abstention.

**c. The Terms of Reference of the Station Car Park Working Party.**

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley.

**RESOLVED** with one abstention.

**7. Transfer of Council Funds**

**To resolve, if required for cashflow purposes and as agreed by the RFO in conjunction with the Chairman/Vice-Chairman of Council, the redemption of shares up to the value of £30,000 from the Public Sector Deposit Fund to the Unity Trust Bank Account, Garth Hall.**

Proposed by Cllr. Bridgman.

Seconded by Cllr. Kilshaw.

**RESOLVED** unanimously.

**8. Garth Hall**

**To receive an update from the Garth Hall Working Party and:**

**a. Resolve that Wellers Hedley are instructed to prepare a response to send to the Royal British Legion.**

**b. Consider a draft public statement and resolve that the statement is publicised via the Council's website and next newsletter.**

Minuted at Part II

**9. Windmill Common Boundary**

**To receive an update and resolve to proceed with the negotiations in accordance with word processing reference PC282.**

Minuted at Part II.

**22/106 Finance****1. Accounts to the 30<sup>th</sup> of November 2022**

**To receive and approve the Income and Expenditure Report to the 30<sup>th</sup> of November 2022 and the Balance Sheet as of that date.**

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley.

**APPROVED** unanimously.

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

**To receive and note summary of payments made in December 2022 and January 2023.**

Item	Payee Details	Amount	Reference
1.	Salaries (Month 8 – November 2022)	£ 4,290.27	978078881 528953247 810689340
2.	HMRC – PAYE & NI for Month 8	£ 1,091.42	456065622
3.	Dads Shop – postcrete 20kg, tie refuse sacks, waterproof terminal box and 3pin connector – inc. VAT	£ 43.56	69106363
4.	Englefield Estate – Cemetery quarterly rent Dec 2022 to March 2023	£ 62.50	797236712
5.	Oliver Signs – SMPC December newsletter printing – inc. VAT	£ 1,337.56	95712200
6.	Oliver Signs – NP leaflet – inc. VAT	£ 422.58	309280902
7.	D. Sturt – IT support and maintenance Nov 2022	£ 105.00	20255579

8.	West Berkshire Council – 2022 annual rent West End Road car park	£ 10.00	1600564
9.	West Berkshire Council – contribution for library 2022-2023 <i>Agreed under 22/081 7a in November 2022</i>	£ 3,731.00	808804352
10.	Mortimer Village Partnership – Lunch Club’s Heating and Eating project <i>Agreed under 22/081 7b in November 2022</i>	£ 1,560.00	192520093
11.	Sunshine Commercial – Fairground grounds cut Area D (November) – inc. VAT	£ 365.86	132124389
12.	Wicksteed Leisure – supply and installation of outdoor gym equipment – inc. VAT	£ 29,704.80	528702492
13.	AES – installation of concrete base for office shed – inc. VAT	£ 1,134.00	450402376
14.	Flexiform Business Furniture – supply and installation of Asgard metal shed at parish council office – inc. VAT (proforma)	£ 2,357.00	416540951
15.	SUEZ Recycling – Bin collection from Fairground November 2022 – inc. VAT	£ 93.89	DD
16.	Bitdefender – antivirus software for office computers 2023 [SMPC Card]	£ 33.33	DD
17.	The Charlie Waller Trust – set of 10 charity Christmas cards [SMPC Card]	£ 6.50	DD

Item	Payee Details	Amount	Reference
1.	Salaries (Month 9 – December 2022)	£ 4,030.00	534661114 28081926 478622062
2.	HMRC – PAYE & NI for Month 9	£ 974.39	891251773
3.	VitaPlay – play area inspection and report for October 2022 – inc VAT	£ 117.60	144535758

The payments were received and noted.

### 3. Accounts for Payment

To receive and approve items of expenditure:

Item	Payee Details	Amount	Reference
1.	Dads Shop – 70x extra strong refuse bags – inc. VAT	£ 12.49	
2.	St Johns Hall – BMNAG meeting 15 February 2023	£ 15.00	
3.	Bluestone Planning – Neighbourhood Plan review consultancy Phase 1 – inc. VAT	£ 659.98	
4.	Bluestone Planning – Neighbourhood Plan review consultancy Phase 2 – inc. VAT	£ 2,805.82	
5.	Ashley House Printing – 3000x Greening Campaign A5 2page leaflets – inc. VAT [SMPC Card]	£ 301.00	DD
6.	Post Office – first & second class stamps for office [SMPC Card]	£ 19.00	DD
7.	Ribbon.co.uk – green acetate ribbon for Greening Campaign public sessions – inc. VAT [SMPC Card]	£ 224.45	DD

8.	Defib Store – replacement smart pads for iPad defib at Surgery – inc. VAT [SMPC Card]	£ 68.40	DD
9.	Google Cloud EMEA – December cloud storage [SMPC Card]	£ 0.27	DD
10.	Lloyds MultiPay Card – monthly fee [SMPC Card]	£ 3.00	DD
11.	SSE – Plot 2 Fairground; electricity charges 14.09.22-20.12.22 – inc. 5% VAT	£ 320.27	DD
12.	SSE – Plot 1 Fairground; electricity charges 14.09.22-20.12.22 – inc. 5% VAT	£ 43.33	DD
13.	BT – telephone & broadband quarter to end December 2022 – inc. VAT	£ 116.56	DD
14.	SUEZ – Fairground waste collection December 2022 – inc. VAT	£ 83.81	DD
15.	Unity Trust Bank – Manual credit handling charge	£ 2.40	DD
16.	Unity Trust Bank – Service Charge	£ 31.35	DD
17.	EE – Monthly charges for December 2022 - inc. VAT	£ 26.23	DD

Proposed by Cllr. Bridgman.  
 Seconded Cllr. Morsley.  
**RESOLVED** unanimously.

## 22/107 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 24/11/2022
- b. Finance & General Purposes 01/12/2022
- c. Planning 15/12/2022
- d. Finance & General Purposes 05/01/2023

The meetings were noted, and the minutes and draft minutes received.

### 2. District Councillor Reports

Cllr. Bridgman reported that the West Berkshire Health and Wellbeing Annual Conference and the District Parish Conference will be taking place on the afternoon and evening of the 31<sup>st</sup> of January respectively.

The report was received.

### 3. Correspondence:

Item	Details
1.	West Berkshire Council (WBC): A thank you from the Acting Culture and Libraries Manager for SMPC's financial support for the Library Services.
2.	Tadley Citizens Advice Bureau: Information regarding sessions to raise awareness on Citizens Advice new initiative: Advice First Aid.
3.	1 <sup>st</sup> Mortimer Scouts, Mortimer Lunch Club, Mortimer Toddler Group and Tadley CAB: A thank you from each organisation for the Community Grant.
4.	WBC: Information regarding the Platinum Jubilee Village Hall Fund. Village halls in England can apply for grants to improve and modernise their facilities up until the 20 <sup>th</sup> of January.

5.	Basingstoke and Deane Council: Notification of Publicity of the Ecchinswell, Sydmonton and Bishops Green Neighbourhood Plan
6.	WBC: Information re a new 'Be Well This Winter' service commissioned by WBC to support those at particular risk of poor health; to help them to live healthy lives and to reduce health inequities.
7.	WBC: Confirmation that WBC resolved to adopt its Minerals and Waste Local Plan (MWLP) on Thursday 1 December 2022.
8.	WBC: Confirmation that the surfacing of The Street has been postponed due to unsuitable weather conditions. It is anticipated that the work will now be undertaken in Spring 2023.
9.	WBC: Review of 2022 – circulated.
10.	Thames Valley Police: Information regarding the policing budget 2023/24 survey.
11.	WBC: Proposed School Term Dates for 2024-2025 Consultation

In addition, the following had been received:

- Resident: Reporting the blocked drain and flooding in Summerlug. Advice has been sought from WBC's Rights of Way officer.
- WBC: Providing details of the next Parish Climate Forum which is taking place online on the 18<sup>th</sup> of January at 12.30pm.

#### 4. Planning decisions and information from West Berkshire Council.

**22/02517/HOUSE: 32 St Johns Road, Mortimer Common, Reading, West Berkshire, RG7 3TR  
Front infill extension and partial garage conversion to provide a new bedroom/ensuite at the entrance level of the property.**

APPROVED –30 November 2022

SMPC Comments: No objections.

**22/02585/HOUSE: Treloar, Loves Wood, Mortimer Common, Reading, West Berkshire, RG7 2JX**

**Section 73: Variation of Conditions 2 (Approved Drawings) and 3 (Materials) of previously approved application 21/02180/HOUSE: New side extension, adjustments to windows and doors, amendments to existing external materials.**

GRANTED –14 December 2022

SMPC Comments: No objections.

**22/02657/HOUSE: 21 Stephens Close, Mortimer Common, Reading, RG7 3TX**

**Two storey extension to the side of property providing garage and utility to ground floor, and a master bedroom and family bathroom to first floor.**

**Two storey and single storey extension to rear of property, providing additional kitchen and living space.**

GRANTED –22 December 2022

SMPC Comments: SMPC Comments: The Committee supported the comments from Highways for a condition on the parking and turning space. The Committee also had concerns with regards to any potential damage to the neighbour's hedge as side extension is close to the boundary.



**22/02675/HOUSE: 45A Windmill Road, Mortimer Common, Reading, RG7 3RJ**

**Single storey rear extension and full width rear dormer at loft level. Various changes to doors and windows.**

GRANTED – 22 December 2022

SMPC Comments: No objections but noted that car parking spaces were not shown on the site plans to confirm they meet the Zone 3 standard requirement for the proposed addition of a bedroom, as the property would become a 4-bed dwelling. (SMPC NP Policy GD2)

**22/02796/HOUSE: Monktons, The Street, Mortimer, Reading, RG7 3PE**

**Single storey side extension.**

GRANTED – 4 January 2023

SMPC Comments: No objections.

**22/02751/HOUSE: 25 The Avenue, Mortimer Common, Reading, RG7 3QU**

**Retrospective erection of bike store to front garden. Non-retrospective: Demolition of existing single storey rear extension and erection of new single storey rear extension. Demolition of attached garage and erection of new single storey side extension. Erection of new front porch, loft conversion and solar panels to rear flat roof and changes to as-associated fenestration.**

GRANTED – 4 January 2023

SMPC Comments: No objections in principal but would query sufficient parking space as information not given in the documents. The unusual height of the dormer above the roof ridge was of concern and assume that this would be addressed by the planning officer.

**5. Neighbourhood Action Group report.**

The next meeting will be on the 15<sup>th</sup> of February.

**6. Health and Safety.**

Nothing to report.

**7. Minor Matters.**

- Cllr. Lock reported:
  - the shrubbery outside Heathfield is overgrown. The Clerk will report it to WBC.
  - Additional help is still needed with the Board Games Group. Cllr. Marsden has previously offered to help and Cllr. Lock will contact her directly.
- Cllr. Field reported the use of the Mortimer and Burghfield Volunteer Bureau has increased and they are still looking for drivers.
- Cllr. Hill thanked Cllr. Carter for arranging the Christmas meal.
- Cllr. Dennett thanked all those who had been involved with the Christmas tree.

**22/108 Communications**

**To identify items for communicating**

- Community Grant.
- Budget.
- Coronation Event.

**22/109 Future Agenda Items**

**To identify future agenda items**

None.

## 22/110 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 22/103 on the Agenda, due to the confidential nature of the business to be transacted.

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley.

**RESOLVED** unanimously.

## Part II

### 22/111 Items for Consideration and Resolution

#### 8. Garth Hall

To receive an update from the Garth Hall Working Party and:

**a. Resolve that Wellers Hedley are instructed to prepare a response to send to the Royal British Legion.**

The history of the hall was reviewed. Cllr. Dennett summarised the advice received in relation to Garth Hall and the subsequent recommendations of the Working Party (majority view). A draft letter for the solicitors regarding the response to the Royal British Legion was considered and agreed.

Cllr. Dennett proposed the resolution as above.

Seconded by Cllr. Wells.

**RESOLVED** with 12 votes in favour and one against.

**b. Consider a draft public statement and resolve that the statement is publicised via the Council's website and next newsletter.**

The draft public statement was considered. It was agreed for Cllrs. Dennett and Carter to write an introduction which will be reviewed by Cllr. Kilshaw.

Cllr. Morsley proposed the amended statement is publicised via the Council's website and newsletter.

Seconded by Cllr. Kilshaw.

**RESOLVED** with 12 votes in favour and one against.

# Cllr. Bridgman proposed the meeting runs past 21:30 if needed.

Seconded by Cllr. Dennett.

**RESOLVED** unanimously.

#### 9. Windmill Common Boundary

To receive an update and resolve to proceed with the negotiations in accordance with word processing reference PC282.

Cllr. Lewis confirmed the reference of the document should be PC282d. He gave a summary of the recent meeting with the resident and gave an update on new evidence regarding the boundary. The draft agreement and solicitor's views were considered. It was agreed for minor amendments to be made to the agreement prior to it being sent to the resident. Cllr. Bridgman and Geary will consider the amendments needed.

Cllr. Morsley proposed the resolution to proceed with the negotiations in accordance with word processing reference PC282d.

Seconded by Cllr. Kilshaw.

**RESOLVED** unanimously.

**Close**

The meeting closed at 21:38

Next meeting: February the 9<sup>th</sup> 2023.

DRAFT SUBJECT TO APPROVAL