



Stratfield Mortimer Parish Council Agenda

All Members of the Council are Summoned to attend the Annual Meeting of the Parish Council to be held at Mortimer Methodist Church Hall, 17 West End Road, Mortimer, RG7 3TB on Thursday the 18th of May 2023 at 7.30pm

PUBLIC AND PRESS

Members of the public and press are welcome to attend.

Part I

23/001 Public Questions (for agenda items only) - MD

23/002 Election of Chairman - MD

To elect a Chairman of the Parish Council for 2023/24 – Chairman to sign Declaration of Office.

23/003 Election of Vice- Chairman - CHAIRMAN

To elect a Vice-Chairman of the Parish Council for 2023/24 – Vice-Chairman to sign Declaration of Office.

23/004 To receive any apologies for absence – CHAIRMAN

23/005 To receive any declarations of interest - CHAIRMAN

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.

23/006 Acceptance of Office Forms – CHAIRMAN

Standing Order 31.1 "in an Election Year, delivery by the Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date;"

- a. To receive Member's forms delivered to date or to be delivered at the meeting.
- b. To resolve the form for Cllr. N. Carter may be delivered at or before the Council meeting on the 8th of June 2023.

23/007 Committee Members – CHAIRMAN

To appoint members to the Committees for 2023/24:

- a. Fairground and Cemetery.
- b. Planning.
- c. Roads, Footpaths and Commons.

23/008 Committee Chairman – CHAIRMAN

Voting Members of the Committee to elect Committee Chairmen for 2023/24:

- a. Fairground and Cemetery.
- b. Planning.
- c. Roads, Footpaths and Commons.

23/009 Finance and General Purposes Committee – CHAIRMAN

To appoint a minimum of two further members to the Finance and General Purposes Committee.

23/010 Working Parties - CHAIRMAN

- a. To confirm the continued need for the Council's working parties, and appoint/reconfirm Council members and co-optees for 2023/24:
 - I. Climate and Environment Working Party
 - II. Communications Working Party
 - III. Garth Hall Working Party
 - IV. Mortimer to Burghfield Cycleway and Footpath Working Party
 - V. Neighbourhood Plan Steering Group
 - VI. Strategy Working Party
 - VII. The Street Footway Working Party
- b. To resolve that a member of each working party will organise the first meeting within 6 weeks to elect a chairman and confirm other business moving forward.

23/011 Outside Bodies and Committees - CHAIRMAN

To appoint Parish Council representatives to annual appointments:

- a. AWE Local Liaison Committee
- b. Burghfield and Mortimer Neighbourhood Action Group (BMNAG).
- c. Burghfield and Mortimer Volunteer Bureau
- d. St John's Hall Management Committee
- e. Stratfield Mortimer Relief in Need Charity
- f. Willink Leisure Centre Joint Advisory Committee.
- g. Wokefield Common Advisory Committee.

To note Parish Council representatives in continuing fixed term of office:

- a. Clarke's Educational Foundation (Cllr. N. Carter 4-year term until July 2026).
- b. Stratfield Mortimer Fairground Trust (Mr. N. Kiley 4-year term until October 2026).
- c. Stratfield Mortimer Fairground Trust (Cllr. D. Morsley 4-year term until October 2025).

23/012 Minutes of Last Meeting - CHAIRMAN

To resolve to approve the Minutes of the Council Meeting of the 13th of April 2023

23/013 Clerk's Report - CLERK

To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 13th of April 2023 and other updates. Appendix 23/013 circulated.

23/014 Items to be taken into private session - CHAIRMAN

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

23/015 Committee and Working Party Reports

1. Fairground and Cemetery - **SH**
2. Finance and General Purposes - **MD**
3. Planning Committee – **DM**
4. Climate and Environment Working Party - **AM**
5. Communications Working Party - **NC**
6. Garth Hall Working Party - **MD**
7. Strategy Working Party - **NC**
8. The Street Footway Working Party - **DM**

23/016 Items for Consideration and Resolution

1. Neighbourhood Plan – AM/NC

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

2. Ordinary Meeting Schedule - CHAIRMAN

To receive and approve the meeting schedule for 2023/24.

3. General Power of Competence - CHAIRMAN

- a. To confirm the Council's eligibility, as defined in the Localism Act 2011 and SI 965 The Parish Councils General Power of Competence Order 2012, as having at least two thirds of its members duly elected, and by having a qualified Clerk.
- b. To resolve to exercise the General Power of Competence until the next relevant meeting.

4. Newsletter – CHAIRMAN

To resolve the delivery timetable and production of the next newsletter.

5. Insurance 2023/24 – CHAIRMAN

To receive confirmation of the arrangements for insurance cover in respect of all risks.

6. Defibrillator Cabinets - CLERK

To consider the quotes received and to resolve the budget and supplier for replacing the broken and obsolete DS1 cabinets.

7. Windmill Court – DM

To receive an update.

8. Station Car Park - HG

To receive an update and resolve the continued need for the Working Party.

23/017 Finance

1. Accounts to the 31st of March 2023 - RFO

To receive and approve the Income and Expenditure Report to the 31st of March 2023 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 23/017 2 – circulated.

3. Accounts for Payment – RFO

To receive and approve items of expenditure: Appendix 23/017 3 – circulated.

4. Bank Reconciliation and Internal Controls – CHAIRMAN

To note the Bank Reconciliation and quarterly Internal Control have been undertaken for the period to 1st January 2023 – 31st March 2023.

5. Statement of Internal Control – CHAIRMAN

To receive the Statement of Internal Control as approved by Finance and General Purposes: Appendix 23/017 5 – circulated.

23/018 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 27/04/2023
 - b. Fairground and Cemetery 27/04/23
 - c. Finance and General Purposes 04/05/2023
2. District Councillor Reports – **DISTRICT COUNCILLORS**
3. Correspondence: Appendix 23/018 3 circulated - **CLERK**
4. Planning decisions and information from West Berkshire Council: Appendix 23/018 4 circulated.
5. Neighbourhood Action Group report – **NC/JW**
6. Health and Safety - **CLERK**
7. Minor Matters – **CHAIRMAN**

23/019 Communications

To identify items for communicating - **CHAIRMAN**

23/020 Future Agenda Items

To identify future agenda items - **CHAIRMAN**

23/021 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 23/014 on the Agenda, due to the confidential nature of the business to be transacted - **CHAIRMAN**.

Mrs. L. Hannawin, Clerk
12/05/2023