



## Stratfield Mortimer Parish Council

### **Minutes of the Meeting of the Parish Council held on Thursday the 8th of June 2023 @ 7.30pm at Mortimer Methodist Church Hall, West End Road, Mortimer**

*These Minutes are subject to approval.*

#### **Present:**

#### **Councillors:**

Cllr. D. Morsley (Chairman), Cllr. G. Bridgman, Cllr. N. Carter, Cllr. M. Dennett, Cllr. M. Lock, Cllr. A. Marsden, Cllr. A. Noonan, Cllr. M Shaw, Cllr. J. Wells.

#### **Clerk:**

Mrs. L. Hannawin.

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

Dist. Cllr. V. Poole was in attendance. There were no other members of the public and no members of the press present.

#### **Part I**

#### **23/022 Public Questions (for agenda items only)**

None.

#### **23/023 To receive any apologies for absence**

Apologies were received from Cllr. D. Butler, Cllr. H. Geary and Cllr. S. Hill.  
Cllr. D. Kilshaw did not attend, and no apologies were received.

#### **23/024 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.

#### **23/025 Declaration of Acceptance of Office**

**To receive the Declaration of Acceptance of Office of Cllr. N. Carter.**

The Declaration of Acceptance of Office of Cllr. N. Carter was received.

## 23/026 Minutes of Last Meeting

To resolve to approve the Minutes of the Annual Meeting of the Council of the 18<sup>th</sup> of May 2023.

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

## 23/027 Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the Annual Meeting of the Council held on the 18<sup>th</sup> of May 2023 and other updates.

1. **The Public Sector Deposit Fund Return of Investment (TPSDF):** The return on investment as at 30<sup>th</sup> of April 2023 was 4.2357%. The rate as at the 31<sup>st</sup> of March 2023 was 4.1223%.
2. **Insurance:** This has now been renewed.
3. **Defibrillator Cabinets:** An order has been placed for the replacement of 3 cabinets as agreed. In addition, the Clerk confirmed:

- The rate of return on investment for TPSDF was 4.4486 as at the 31<sup>st</sup> of May 2023.
- Email confirmation has been received from West Berkshire Council (WBC) that the invoice for rent arrears for £14,932.19 was raised in error.

The report was received.

## 23/028 Items to be taken into private session

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

None.

## 23/029 Committee and Working Party/Group Reports

### 1. Planning Committee

Cllr. Bridgman reported that the Planning Committee had just met and had considered one application for rate removal/variation of a condition. The Committee had agreed to establish and monitor ongoing enforcement issues. Problems with timings and the issuing of orange site notices by WBC are still being experienced.

### 2. Finance and General Purposes

Cllr. Morsley confirmed Cllrs. Geary and Marsden had been appointed to the Personnel Sub-Committee and Cllr. Dennett had been co-opted to the Committee for a transitional period whilst assisting with outstanding tasks.

### 3. Climate and Environment Working Party

Cllr. Dennett will be arranging an initial meeting.

### 4. Communication Working Party

Cllr. Bridgman confirmed the copy deadline for the newsletter is the 9<sup>th</sup> of June. Once printed, assistance will be needed with the delivery process.

### 5. Garth Hall Working Party

A meeting is being held on Monday the 19<sup>th</sup> of June.

### 6. Mortimer to Burghfield Cycleway and Footpath

Cllr. Morsley reported the planning application had been submitted but, since validation, issues with the application had been raised by WBC. The Working Party will be considering the next stages including potential project managers. The Council had committed an initial £150,000 to the project and had so far spent £44,000. It is likely to cost at least £400,000 to build and

assistance is being sought with regards to bid writing. Burghfield Parish Council have been given an update and are considering financial support for the project.

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

Cllr. Bridgman reported that further work is being undertaken on the 19<sup>th</sup> of June.

Consideration is being given to solutions for widening the footpath for the different sections from the pedestrian lights back up the hill, some of which may be costly.

## **23/030 Items for Consideration and Resolution**

### **1. Councillor Vacancies**

**To consider the applications to fill the casual vacancies on the Parish Council and vote to appoint co-opted Parish Councillors.**

Mr Richardson gave a brief introductory talk, and his application was considered for one of the two vacancies.

Cllr. Morsley proposed Mr. Richardson be co-opted onto the Council.

Seconded by Cllr. Bridgman.

**Resolved** unanimously.

### **2. Neighbourhood Plan (NP)**

**To receive and endorse a written report from the Neighbourhood Plan Steering Group.**

No written report was received. Cllr. Carter confirmed the Group were still waiting for 1) feedback from WBC on the reserved land and 2) the consultants to provide a full analysis on the public consultation. It was agreed for the Clerk to ask the NP to ensure a written report is provided for each full Council meeting.

### **3. Internal Auditor's Report**

**To receive the Internal Auditor's Reports for the year ended 31st March 2023.**

The internal auditor's report – final review, and the Annual Internal Report 2022/23 for the Annual Governance and Accountability Return were received.

### **4. Annual Governance and Accountability Return – Section 1**

**To consider and address each statement and approve the 2022/2023 Annual Governance Statement for signing by the Chairman and Clerk.**

Each assertion on Section 1 – Annual Governance Statement was reviewed and agreed.

Cllr. Bridgman proposed Section 1 was approved for signing by the Chairman and the Clerk of the meeting.

Seconded by Cllr. Morsley.

**Resolved** unanimously.

Section 1 – Annual Governance Statement 2022/23 was signed by the Chairman and Clerk in the presence of the Council.

### **5. Annual Governance and Accountability Return – Section 2**

**To receive and approve the 2022/2023 Accounting Statements for signing by the Chairman.**

The figures were reviewed.

Cllr. Morsley proposed Section 2 – Accounting Statements was approved for signing by the Chairman.

Seconded by Cllr. Bridgman.

**Resolved** unanimously.

Section 2 – Accounting Statements 2022/23 was signed by the Chairman in the presence of the Council.

**6. Annual Governance and Accountability Return – additional documents**

To receive the following documents which will be submitted to the External Auditor as part of the Annual Governance and Accountability Return:

- a. Confirmation of Dates for the Exercise of Public Rights 2022/23
- b. Bank Reconciliation as of 31 March 2023
- c. Explanation of variances
- d. Explanation of High Reserves
- e. Reconciliation between Box 7 and Box 8.

The documents were received.

**7. Climate and Environment Working Party**

To resolve to co-opt Mr. T Barber to the Climate and Environment Working Party.

Proposed by Cllr. Morsley.

Seconded by Cllr. Bridgman.

**Resolved** unanimously.

**8. Account Signatories**

To resolve:

- a. The account signatories for the Unity Trust Bank Account and The Public Sector Deposit Fund.

Cllr. Morsley proposed Cllrs. Bridgman, Dennett, Hill, Morsley, Marsden and Noonan as account signatories.

Seconded by Cllr. Bridgman.

**Resolved** with one abstention.

- b. The mandate for withdrawing/authorising funds from The Public Sector Deposit Fund is reduced from three signatories to two.

Proposed by Cllr. Morsley.

Seconded by Cllr. Marsden.

**Resolved** unanimously.

- c. Cllrs. Morsley and Bridgman are the Trustees for The Public Sector Deposit Fund.

Proposed by Cllr. Morsley.

Seconded by Cllr. Marsden.

**Resolved** unanimously.

**9. Ordinary Meeting Schedule**

To note the amended Ordinary Meeting Schedule:

- a. The Fairground and Cemetery meeting on the 20th of July starts at 7.30pm.
- b. The November meeting of the Finance and General Purposes Committee shall be on Thursday the 2nd at 7.30pm.

The amended details were noted.

**10. Future Planning Day**

To:

- a. Resolve the Council will have a Future Planning Day on Saturday the 19th of July 2023, with a maximum budget of £200.00.

Due to a small number of members who could make the July date, Cllr. Morsley proposed the planning day shall be held on Saturday the 16<sup>th</sup> of September, with a budget of £200.00.

Seconded by Cllr. Bridgman.

**Resolved** unanimously.

**b. Agree members of the organising team.**

It was agreed for Cllrs. Bridgman and Morsley to begin to plan the day and allocate sessions to Council members as appropriate.

**11. Foudry Brook**

**To receive an update and resolve:**

- a. That SMPC write to Thames Water as stated in the recommendation.**
- b. That a copy of the letter to Thames Water also be sent with appropriate covering letters to the Environment Agency and John Redwood MP.**

Cllr. Dennett confirmed there had been 105 days of discharge between 01/09/2022 and 31/03/2023. Thames Water are updating Burghfield and Mortimer systems at a cost of £17,000,000 and £1,000,000 respectively. A meeting has been held with Action for the River Kennet (ARK) and a meeting is shortly being held with Windrush Against Sewerage Pollution (WASP). The recommendation is for the Council to write to Thames Water requesting a copy of their consent to discharge, information on the maximum rates of discharge of the current equipment, more detail on the proposed upgrade and the estimated effect of the upgrade on discharge frequency. It was noted that copies of letters should also be sent to WBC.

Cllr. Dennett proposed the resolution as above.

Seconded by Cllr. Lock.

**Resolved** unanimously.

**12. Incredible Edible Mortimer (IEM)**

**To resolve that IEM may manage the small area of land in West End Road car park to the right of the entrance.**

Proposed by Cllr. Morsley.

Seconded by Cllr. Bridgman.

**Resolved** unanimously.

**13. Station Car Park**

**To receive an update and agree any further actions needed.**

The Clerk confirmed the Working Party is awaiting Greenham Trust's and Englefield's views on funding and the area of land required/peppercorn rent respectively. There will be a substantive update and a resolution at the next meeting.

**14. Community Infrastructure Levy**

**To receive an update on CIL funds and expenditure.**

Cllr. Morsley summarised the CIL funds currently held, and the likely near-zero balance if all allocated CIL funds are used. It was noted that a delay in the building of MOR006 Phase 2b (and possibly Phase 3) would affect the timing of future CIL payments to the Council. Once those are received however, the Council is unlikely to receive any significant CIL funds for the foreseeable future.

Consideration was given to all the earmarked reserves, and it was agreed that committees and working parties should review current levels of the reserves to understand if they are an accurate reflection of what is needed. The Clerk will provide details of earmarked reserves to each relevant group.

**15. Fairground Closed Circuit Television**

**To approve the CCTV Surveillance System Policy and Request for Access to Data, and the Data Privacy Impact Assessment (DPIA) as recommended by Finance and General Purposes Committee.**

This agenda item was postponed until the next meeting pending a review of additional information just received.

**16. Burghfield and Mortimer ward Meetings**

**To receive information on the proposed Ward Meetings.**

Cllr. Bridgman confirmed the ward meeting would be extended to all interested local parish councils with a view to sharing information and support and promote communication. It was agreed for Cllrs. Morsley and Bridgman to draft an initial invitation for issuing.

**23/031 Finance****1. Payments made with authorisation of Chairman/Vice-Chairman**

**To receive and note summary of payments made in March 2023.**

Item	Payee Details	Amount
1.	Salaries (Month 2 – May 2023)	£ 4,509.56
2.	HMRC – PAYE & NI for Month 2	£ 1,218.49

The payments were received and noted.

**2. Accounts for Payment**

**To receive and approve items of expenditure:**

Item	Payee Details	Amount
1.	Mortimer Methodist Church – hall hire for SMPC meetings May 2022 to April 2023	£ 1,100.00
2.	D. Sturt – IT support and monitoring April 2023	£ 105.00
3.	Sunshine Commercial Services – Fairground ground maintenance April 2023 – inc. VAT	£ 384.14
4.	Englefield Estate – quarterly rent for cemetery land June-Sept 2023	£ 62.50
5.	Glasdon – 100x 140lt black poly sacks for Fairground bins – inc. VAT	£ 65.18
6.	Ridge & Partners – Mortimer/Burghfield cycleway – completing planning submission – inc. VAT	£ 2,820.00
7.	Ridge & Partners – reimbursement of payment to WBC for planning application – inc. VAT	£ 295.00
8.	Parish Online – digital mapping subscription 2023-2024 – inc. VAT	£ 240.00
9.	Sunshine Commercial Services – Fairground ground maintenance May 2023 – inc. VAT	£ 384.14
10.	Tactical Facilities – Cemetery cut and weeding killing in May 2023 – inc. VAT	£ 115.14
11.	Susan Ellis – Data Protection and FOI consultancy service 2023	£ 25.00
12.	Dads Shop – 20L top soil, key tag, 849g grass seed, 3mm x20m galvanised wire, M8 metal washer, M10 square washer, M8 Hex nut, M8 Hexagon head set screw, white spirit, red oxide metal primer 250ml, 2" CI Paint brush - inc. VAT	£ 57.86

13.	Esso Pinewood Service Station – fuel for Custodian strimmer – inc. VAT [SMPC Card]	£7.35
14.	Microsoft – Spare office laptop set up and licence for use at meet- ing [SMPC Card]	£ 119.99
15.	Google Cloud EMEA – May 2023 cloud storage [SMPC Card]	£ 0.27
16.	DLVR.IT Management - Annual renewal of auto social media from SMPC website (USD129.50) [SMPC Card]	£ 104.52
17.	Lloyds MultiPay Card – monthly fee [SMPC Card]	£ 3.00
18.	Smart Pension – April 2023 (Month 2) - DD	£ 287.96
19.	Smart Pension - Monthly fee (April 2023) inc. VAT - DD	£ 18.00
20.	EE – SMPC mobile phones – June 2023 – inc. VAT - DD	£ 48.97
21.	SSE/OVO – Car Park Fairground – monthly electricity debit May 2023 - DD	£ 30.00
22.	SUEZ Recycling – Fairground Waste collection for May 2023 – inc. VAT - DD	£ 101.82

Proposed for payment by Cllr. Dennett.

Seconded Cllr. Morsley.

**RESOLVED** with one abstention.

### 23/032 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 30/05/2023

##### b. Finance and General Purposes 06/06/2023

The meetings were noted, and the draft minutes received for Planning. The minutes for Finance and General Purposes were not available.

#### 2. District Councillor Reports

A written report was received from Dist. Cllr. Carter. In addition, he confirmed the new WBC Executive Committee had been elected, gave feedback on decisions the new council had taken and reported on two parish issues he was assisting with. He confirmed SMPC shall shortly be receiving an update on Four Houses Corner.

#### 3. Correspondence:

##### 1. Carebus Community Transport

Agenda and invitation to their Annual general Meeting.

##### 2. Member of the Public

Copy of a report submitted to the West Berkshire Council (WBC) portal of speeding along the Reading Road near Five Oaken Dip. The Clerk is following this up with Traffic and Road Safety at WBC.

##### 3. Dist. Cllr. Mayes

Information regarding updates to District planning. Circulated.

##### 4. Citizens Advice West Berkshire

Request for a donation towards revenue costs.

##### 5. WBC

A reminder that all candidates who stood for election must return a Parish Expense form for election expenses, even in uncontested elections and if expenses were zero. Circulated.

The Clerk confirmed that 1) WBC are in correspondence with the member of the public regarding the speeding issue listed above 2) WBC's Acting Culture and Library Manager has offered to attend a meeting of the Council to provide information on the library service.

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

##### **23/00020/COND: Land South Of Tower Gardens, The Street, Mortimer Common, Reading**

Application for approval of details reserved by condition 11 (Emergency Water) of ap-proved 19/00981/OUTMAJ - Section 73: Variation of condition 6-approved plans of ap-proved application 17/03004/OUTMAJ: This outline application comprises two parts: Part a) The erection of 110 dwellings including affordable housing, public open space and associated landscaping with all matters reserved other than access and layout; Part b) The erection of a 3FE Infant School and 900sq m GP surgery (Use Class D1) with shared parking area with all matters reserved other than access.

**APPROVED – 15 May 2023**

Cllr. Morsley confirmed the above application had not been seen by the Planning Committee despite WBC having agreed that SMPC would be a statutory consultee for all applications, including "conditions", relating to MOR006. Cllr. Bridgman has written to WBC regarding this.

#### **4. Neighbourhood Action Group report.**

The next meeting is on Monday the 26<sup>th</sup> of June.

#### **5. Health and Safety.**

The Clerk and Cllr. Hill will be reviewing aspects of the annual RoSPA and quarterly play equipment maintenance reports at the Fairground on the 9<sup>th</sup> of June.

#### **6. Minor Matters.**

##### **1. Cllr. Lock reported:**

- there had been a Patient Participation Group meeting which looked at the current service provision and issues being experienced. It was noted the surgery are not emailing out prescriptions which, commercially, could be a conflict of interest.
- Library board games are currently on hold and shall be restarting on the 8<sup>th</sup> of September.

##### **2. Cllr. Carter reported Gigaclear are holding a public meeting on the 21<sup>st</sup> of June regarding the roll out of fibre to the property.**

#### **23/033 Communications**

##### **To identify items for communicating**

Items are covered in the newsletter.

#### **23/034 Future Agenda Items**

##### **To identify future agenda items**

CCTV Surveillance System Policy and Request for Access to Data, and the Data Privacy Impact Assessment (DPIA)

#### **23/035 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 23/028 on the Agenda, due to the confidential nature of the business to be transacted.

Not required.

## Close

The meeting closed at 21:32

Next meeting: July the 13th 2023.

DRAFT SUBJECT TO APPROVAL