



Stratfield Mortimer Parish Council

Minutes of the Meeting of the Parish Council held on Thursday the 8th February 2024 @ 7.30pm at Mortimer Methodist Church Hall, West End Road, Mortimer

Present:

Councillors:

Cllr. D. Morsley (Chairman), Cllr. G. Bridgman, Cllr. M. Dennett, Cllr. H. Geary, Cllr. H. Kilshaw (arrived 19:47), Cllr. S. Hill, Cllr. A. Marsden, Cllr. A. Noonan, Cllr. M. Shaw, Cllr. J. Wells.

Clerk:

Mrs. L. Hannawin.

Public/Press:

There was one member of the public in attendance.

Part I

23/116 Public Questions (for agenda items only)

The member of the public confirmed they will be standing as an independent candidate in the next general election. They were interested in understanding issues in parishes in the constituency and invited councillors to contact them with questions, concerns, and ideas via their website. If not elected, any information received will be shared with the new parliamentary member.

23/117 To receive any apologies for absence

Apologies were received from Cllr. A. Richardson, Cllr. D. Butler, Cllr. N. Carter and Cllr. D. Kilshaw. Cllr. M. Lock did not attend, and no apologies were received.

Cllr. Hill proposed that the Council's best wishes should be sent to King Charles following the news of his illness this week.

Seconded by Cllr. Bridgman.

Resolved by majority vote.

Cllr. Hill will write some appropriate words.

23/118 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.

23/119 Minutes of Last Meeting

- 1. To resolve to approve the Minutes of the meeting of the Council of the 11th of January 2024.**

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

- 2. To note the amended page numbers of the minutes of the Extraordinary Meeting of the Parish Council held on the 23rd of November 2023 and for the Chairman to sign the amended minutes.**

The amended page numbers were noted, and the Chairman signed the amended version of the minutes.

23/120 Chairman's Remarks

Cllr. Morsley:

- Welcomed Sallyann Taylor as the new Assistant to the Clerk.
- Confirmed she had attended West Berkshire Council's peer review which is held every 5 years. Issues and aspects of WBC's service were discussed.
- Gave apologies for her absence for the next few meetings due to personal reasons.
- Read out a thank you letter from Bernise O'Reilly.

23/121 Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the Meeting of the Council held on the 11th January 2024 and other updates.

- 1. Precept**

The precept request and a copy of SMPC's Summary 2024/2025 budget, which supports the precept submission, were submitted to West Berkshire Council (WBC) on the 26th of January.

- 2. Community Grants**

The grants agreed at January's meeting have all been paid and the recipients informed.

- 3. Breast Screening Van**

The van is due to visit Mortimer and will be sited in the Fairground car park from Monday the 12th of February for 6-8 weeks.

- 4. Fairground Car park and Anti-social Behaviour**

The Clerk spoke to the landlord/lady at the Horse and Groom pub regarding the anti-social behaviour and locking the car park. It has been less of an issue, but they said they would monitor the situation and get in touch if needs be. A combination lock has been purchased if needed and the Custodian has been informed.

The report was received.

23/122 Items to be taken into private session

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

None.

23/123 Committee and Working Party/Group Reports

1. Fairground and Cemetery

Cllr. Hill confirmed that work continues with the specification for the Fairground utility square and footpath, and the cemetery extension. There have been a couple of incidents of waste bins being set on fire.

2. Planning Committee

- Cllr. Bridgman reported that all WBC decisions have been made in line with the Planning Committee's comments.
- Cllr. Morsley confirmed that WBC has approved the application regarding the design change for some of the houses in MOR006 Phase 2b. The application regarding the retaining wall and the open space has not yet been approved. Once it has, then TA Fisher are expected to withdraw their appeal.
- Correspondence has been sent to WBC regarding site notices.

3. Roads, Footpaths and Commons

Cllr Marsden reported:

- Further to an onsite meeting held with WBC and St Mary's School regarding parking on The Street near the school, the Committee agreed to request WBC to:
 - Extend the double yellow lines from Church Farm Barns to Church Lane, and from Pitfield Lane up the hill.
 - Introduce an advisory 20 mph speed limit on the Street during school drop off and pick-up.
 - Offer residents, with access protection white lines outside their properties, a contribution to have them repainted.
- WBC has agreed to fix the solar powered school sign with flashing lights.
- Cllr Shaw is devising an action plan for the management of Council-owned common land and Windmill Common. Greening Mortimer will be invited to partner with the Council to undertake any resulting projects/work.
- Further volunteers for the Speed Indicator Device are needed.

4. Climate and Environment Working Party

No further update.

5. Communications Working Party

Cllr. Bridgman confirmed the newsletter has been printed ready for distribution.

6. Emergency Planning Working Party

A written report was received from Cllr. Richardson. The Working Party has held an initial meeting and shall be meeting again on the 27th of February.

7. Garth Hall Working Party

Cllr. Dennett confirmed that a meeting with the Royal British Legion has been arranged for Thursday the 29th of February.

23/124 Items for Consideration and Resolution

1. Neighbourhood Plan (NP)

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

Cllr. Bridgman confirmed an update is provided in the latest newsletter. The NPSG are considering planning policies with regards to WBC's Local Plan Review.

2. Mortimer to Burghfield Cycleway and Footpath

To receive an update and agree further actions to be taken.

Cllr. Morsley confirmed that quotes have been received for the next stage of work, but further clarification is needed on the information provided. Once the information has been received, the Working Party shall meet to review the quotes and make recommendations.

3. D—Day 80 Commemorations

To agree the actions needed for commemorating the event on the 6th June 2024.

Further to a discussion, it was agreed to set up a working party consisting of Cllrs. Bridgman, Geary, D. Kilshaw and H. Kilshaw to plan the event.

4. The Street Footway Working Party

To resolve to disband The Street Footway Working Party.

Cllr. Morsley proposed The Street Footway Party be disbanded and for the Roads, Footpaths and Commons Committee to oversee the ongoing hedge maintenance on The Street.

Seconded by Cllr. Bridgman.

Resolved unanimously.

5. Council Policies and Documents

To receive and approve the:

a. Biodiversity Policy as recommended by the Roads, Footpaths and Commons Committee.

Proposed by Cllr. Marsden.

Seconded by Cllr. Bridgman.

Resolved unanimously.

b. Climate and Environment Working Party Terms of Reference as recommended by the Working Party.

Proposed by Cllr. Marsden.

Seconded by Cllr. Bridgman.

Resolved unanimously.

c. Financial Regulations.

Proposed by Cllr. Morsley.

Seconded by Cllr. Bridgman.

Resolved with one abstention.

d. Procurement Terms

Proposed by Cllr. Morsley.

Seconded by Cllr. Bridgman.

Resolved unanimously.

6. Tumuli

To review the management of the tumuli and agree next actions.

It was agreed for Cllr. Morsley to forward the relevant information to all members.

7. Surgeries

To review and agree next actions and dates.

It was agreed for Cllr. Geary to formulate ideas and make recommendations.

23/125 Finance**1. Accounts to the 31st December 2023**

To receive and approve the Income and Expenditure Report to the 31st of December 2023 and the Balance Sheet as of that date.

Proposed by Cllr. Morsley.

Seconded by Cllr. Bridgman.

Approved unanimously.

2. Accounts for Payment

To receive and approve items of expenditure - Schedule A i.

Item	Date of Invoice	Payee Details	Amount
1.	17/01/24	Cllr. D. Morsley - Expenses: Top up for retirement gift	£50.00
2.	23/01/24	Tactical Facilities – cemetery leaf clearance inc. VAT	£78.78
3.	24/01/24	L. Hannawin – Expenses: travel to officer’s update, keys for height barrier	£ 21.23
4.	31/01/24	Dads Shop – padlock & refuse sacks inc. VAT	£49.24
5.	31/01/24	Alebrije Consulting Ltd – NP admin support	£150.00
6.	01/02/24	CIA Fire & Security – tennis gate management and support inc. VAT	£834.00

Proposed for payment by Cllr. Bridgman.

Seconded by Cllr. Hill.

Resolved with one abstention.

3. Payments made with authorisation of Chairman/Vice-Chairman and the Clerk

To receive and note summary of payments made - Schedules B i and B ii.

Schedule B i

Item	Date of Payment	Payee Details	Amount
Electronic Bank Payments			
1.	16/01/24	Ridge & Partners - providing WBC with updated drawings inc. VAT	£1,800.00
			0

Schedule B ii

Item	Date of Payment	Payee Details	Amount
Card Payments			

1.	08/01/24	Amazon - floor lamp inc. VAT	£70.32
2.	16/01/24	Amazon - toner cartridge inc. VAT	£91.90
3.	16/01/24	Amazon - toner cartridge inc. VAT	£91.90
4.	26/01/24	Aspli Lumber & Building Materials – litter picker inc. VAT	£32.07

The payments were received and noted.

4. Subscriptions and Continuous Payments

To receive and note a summary of payments made – Schedule C.

Item	Payment Date	Payee Details	Amount
Electronic Bank Payments			
1.	16/01/24	West Berkshire Council - rent for parish office at library 25.12.23-24.03.2024	£875.00
2.	01/02/24	Salaries (Month 10 – January 2024) inc. pension contributions	£ 5152.43
3.	01/02/24	HMRC - PAYE & NI for Month 10	£1489.50
Direct Debits			
4.	05/01/24	Smart Pension - admin fee inc. VAT	£26.40
5.	23/01/24	OVO – Fairground electricity inc. VAT	£6.00
6.	31/01/24	Suez – waste collection inc. VAT	£94.88
7.	01/02/24	OVO – Fairground electricity inc. VAT	£16.00
8.	01/02/24	OVO – Fairground electricity inc. VAT	£33.00

The payments were received and noted.

23/126 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:

- a. Planning 11/01/2024
- b. Fairground and Cemetery 18/01/2024
- c. Roads, Footpaths and Commons 01/02/2024

The meetings were noted. The draft minutes for Roads, Footpaths and Commons were not yet available.

2. District Councillor Reports

No report was received.

3. Correspondence:

1. Member of the Public

Raising a question on the Local Plan Review and the AWE's and Environment Agency's response and concerns regarding the allocated development in Burghfield: Land adjoining Pondhouse Farm, Clayhill Road – *referred to the Planning Committee.*

2. West Berkshire Council (WBC)

Information regarding the Corporate Peer Challenge being carried on the 7th of February 2024.

The correspondence was received.

4. Planning decisions and information from West Berkshire Council.

23/02098/HOUSE: West View, Mortimer Lane, Mortimer, Reading, RG7 3AJ

Single storey rear extensions and internal alterations. (*adjacent parish*)

GRANTED – 11 January 2024

SMPC Comments: No objections.

23/02486/HOUSE: 5 Strawberry Fields, Mortimer, Reading, RG7 3WS

Retrospective: Single storey conservatory-style extension on rear property.

GRANTED – 26 January 2024

SMPC Comments: No objections.

23/02602/HOUSE: 3 Birchland Close, Mortimer West End, Reading, RG7 3UG

First floor side extension above existing single storey, flat roof extension (to be rebuilt).

GRANTED – 29 January 2024

SMPC Comments: No objections.

23/02613/HOUSE: 45A Windmill Road, Mortimer Common, Reading, RG7 3RJ

Part Retrospective: Installation of an air source heat pump at ground level, down the right hand side of house.

GRANTED – 11 January 2024

Permission granted prior to Planning Committee sitting at 11 January meeting.

23/02697/HOUSE: 19 King Street, Mortimer Common, Reading, RG7 3RS

First Floor Bedroom Extension.

GRANTED – 29 January 2024

SMPC Comments: No objections.

23/02705/NONMAT: Land South Of Tower Gardens The Street Mortimer Common Reading

Non Material amendment to planning permission 22/01422/RESMAJ: Approval of reserved matters following Outline Permission 19/00981/OUTMAJ [Section 73: Variation of condition 6-approved plans of approved 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.] Matters seeking consent:

Appearance, Landscaping and Scale. Amendment: Changing the approved car port on Plot 46 only into a garage, increasing the size of the driveway to accommodate 3 off-street parking spaces and amend window positions.

GRANTED – 11 January 2024

This was to resolve issues with the parking layout at front of the property to meet required standards for 4-bedroom property.

23/02812/HOUSE: Clifton, The Street, Mortimer, Reading RG7 3PE

Side two storey extension.

GRANTED – 26 January 2024

SMPC Comments: No objections.

23/02527/RESMAJ: Land South Of Tower Gardens, The Street, Mortimer Common, Reading

Section 73 application to vary condition 2 (Approved Plans) of approved 22/01422/RESMAJ - Approval of reserved matters following Outline Permission 19/00981/OUTMAJ [Section 73: Variation of condition 6-approved plans of approved 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.] Matters seeking consent: Appearance, Landscaping and Scale.

GRANTED – 1 February 2024

SMPC Comments: The Chairman gave his analysis of the heights of the different types of retaining wall (Type 1 to Type 5) based upon the contours shown on drawing 6145.SK80, to the effect that the maximum height of wall (Type 4) on the boundary between the housing and the open space (Type 5 being used only between the housing and not lower down the site) was approximately 2 metres.

The Committee was disappointed that there was no key provided to the maximum wall heights on the plan but agreed it would have no objection provided that the analysis of those heights was correct. Otherwise, the Council would need clarification of the heights of the different types of walls proposed across the landscaping.

(Post meeting note: subsequently the Chairman circulated a table showing an analysis of maximum wall heights as follows: Type 1, 0.6m; Type 2, 0.9m; Type 3, 1.4m, Type 4, 2m; Type 5, 2.7m.)

The planning decisions were received.

5. Neighbourhood Action Group Report.

The NAG minutes from November have been circulated. The next meeting is scheduled for February the 14th 2024.

6. Health and Safety.

The following was reported:

- ICT Ltd are in the process of installing the CCTV cameras on the Fairground. Concerns on health and safety grounds, regarding how the site had been left whilst waiting for the work to be finished, have been raised with them. They have agreed to take measures to cordon off the area of work.
- Quotes are being obtained to install a new kissing gate at the Fairground entrance at Hammonds Heath where the fence has been damaged.
- The issues with the gate in the Cemetery are being resolved.

7. Minor Matters.

- Building Berkshire Together: Cllr. Bridgman confirmed the hospital board have decided it is not appropriate to rebuild the hospital at the Craven Road site and are looking for

an alternative location, taking into consideration public transport. A representative will come and speak to the Council if requested.

- WhatsApp Etiquette: Cllr. Hill requested that members do not send messages at the weekend unless it is an emergency.
- Windmill Common: Cllr. Geary reported that vehicles continue to park on Parish Council land in the byway adjacent to 15 Longmoor Lane.

23/127 Communications

To identify items for communicating.

None.

23/128 Future Agenda Items

To identify future agenda items

None.

23/129 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 23/122 on the Agenda, due to the confidential nature of the business to be transacted.

Not needed.

Close

The meeting closed at 21:20.

Next meeting: March the 14th 2024.