



Stratfield Mortimer Parish Council

Minutes of the Annual Meeting of the Parish Council held on Thursday the 9 May 2024 at 19:30 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 S Hill, Cllr D Kilshaw, Cllr H Kilshaw, Cllr M Lock, Cllr A Marsden, Cllr A Noonan, Cllr A Richardson, Cllr M Shaw, Cllr J Wells.

Clerk:

Mrs L Hannawin.

Public/Press:

There were two members of the public and no members of the press in attendance.

Part I

24/001 Public Questions (for agenda items only)

None.

24/002 Election of Chairman

To Elect a Chairman of the Parish Council for 2024-2025 – Chairman to sign Declaration of Office.

Cllr Morsley was nominated by Cllr Bridgman and seconded by Cllr Kilshaw. There were no other nominations and Cllr Morsley was elected as Chairman unopposed.

24/003 Election of Vice-Chairman

To Elect a Vice-Chairman of the Parish Council for 2024-2025 – Vice Chairman to sign Declaration of Office.

Cllr Bridgman was nominated by Cllr Wells and seconded by Cllr Morsley. There were no other nominations and Cllr Bridgman was elected as Vice-Chairman unopposed.

24/004 To receive any apologies for absence

Apologies were received from Cllr Carter.

24/005 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.

Cllr Morsley moved agenda item 24/016 5. Village Custodian to be taken next.

24/016 Items for Consideration and Resolution

a. Village Custodian

To consider a memorial in respect of Mr F Stansfield and resolve:

- a. Any required budget**
- b. That the Clerk in consultation with the Chairman agrees and purchases a suitable memorial.**

It was agreed that a bench placed on the grazing area would be a fitting memorial. Residents of the village shall be invited to make a financial contribution and a list will be maintained of those donating. A plaque will reflect the bench is a joint Council/public memorial. **ACTION** Cllr Hill to [investigate a suitable bench](#).

Cllr Morsley proposed a contribution from the Council of up to £3,000 depending on donations received.

Seconded by Cllr Bridgman.

Resolved unanimously.

24/006 Committee Members

To appoint members to the Committees for 2024-2025.

As Chairman and Vice-Chairman, Cllrs Morsley and Bridgman are ex officio members of all committees. Members were appointed to the committees as follows:

a. Fairground and Cemetery

Cllrs Geary, Hill, Lock, Marsden, Noonan, and Shaw.

b. Planning.

Cllrs Hill, H Kilshaw, Lock, Richardson, and Wells.

c. Roads, Footpaths and Commons.

Cllrs Dennett, D Kilshaw, Marsden, Shaw, and Wells.

24/007 Committee Chairman

Voting Members of the Committee to elect Committee Chairmen for 2024/25.

Chairman were appointed to the committees as follows:

a. Fairground and Cemetery

Cllr Hill.

b. Planning

Cllr Bridgman.

c. Roads, Footpaths and Commons.

Cllr Marsden.

24/003 Finance and General Purposes Committee

To appoint a minimum of two further members to the Finance and General Purposes Committee for 2024/25.

Cllr. Morsley proposed Cllrs Carter, Geary, Noonan, and Richardson be appointed to the Finance and General Purposes Committee.

Seconded by Cllr D Kilshaw.

RESOLVED with one abstention.

24/004 Working Parties and Steering Groups

a. To confirm the continued need for the Council's working parties and steering groups and appoint/reconfirm Council and co-opted members for 2024/25.

The following name changes and appointments were made:

i. Climate and Environment ~~Working Party~~ Steering Group

Cllrs Dennett, D Kilshaw (to organise the first meeting), Marsden and Richardson and co-opted members Mr T Barber and Mrs A Richardson.

ii. Communications ~~Working Party~~ Steering Group

Cllrs Bridgman (to organise the first meeting), Carter, D Kilshaw, H Kilshaw and Morsley.

iii. D-Day Working Party

Cllrs Bridgman, D Kilshaw, H Kilshaw (to organise the first meeting) and Geary.

iv. Emergency Plan Working Party

Cllrs Geary, Morsley, Noonan, Richardson (to organise the first meeting) and Wells.

v. Garth Hall Working Party

Cllrs Bridgman, Carter, Dennett (to organise the first meeting), Geary, Lock and Richardson and co-opted members Mrs S Carter, Mr N Kiley and Mr C Lewis.

vi. Library Working Party

Not required.

vii. Mortimer to Burghfield Cycleway and Footpath ~~Working Party~~ Steering Group

Cllrs Bridgman, Geary, Marsden, Morsley (to organise the first meeting), Richardson and Shaw and co-opted members Mr D Butler and Mr P Wingfield (to confirm).

viii. Neighbourhood Plan Steering Group

Cllrs Bridgman, Carter, and Marsden and co-opted members, Mr T Barber, Mr B Coe, Mr N Kiley, Ms S Netherclift, Mr D Overett and Ms J Wines.

Cllr Bridgman confirmed the next meeting is already scheduled.

ix. Strategy Working Party – on hold

Not required.

Proposed by Cllr. Morsley.

Seconded by Cllr. Bridgman.

RESOLVED unanimously.

- 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.**

Minuted at 24/009 a.

24/005 Outside Bodies and Committees

To appoint Parish Council representatives to annual appointments.

Representative were appointed as follows:

- a. AWE Local Liaison Committee**

Cllr Bridgman.

- b. Burghfield and Mortimer Neighbourhood Action Group (BMNAG).**

Cllrs D Kilshaw and Wells. It was noted that Cllr Carter is a district councillor representative.

- c. Burghfield and Mortimer Volunteer Bureau**

Cllr Noonan.

- d. St John's Hall Management Committee**

Cllr Shaw.

- e. Stratfield Mortimer Relief in Need Charity**

Cllr Lock.

- f. Willink Leisure Centre Joint Advisory Committee.**

To be confirmed.

- g. Wokefield Common Advisory Committee.**

Cllrs Lock and Shaw.

Proposed by Cllr Morsley.

Seconded by Cllr Bridgman.

RESOLVED unanimously.

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

- a. Clarke's Educational Foundation: Cllr M Lock 4-year term until February 2028**
- b. Friends of Mortimer Library Executive Committee: Cllr M Lock - ongoing**
- c. Friends of Mortimer Library Executive Committee: Mr C Lewis - ongoing**
- d. Stratfield Mortimer Fairground Trust: Mr N. Kiley 4-year term until October 2026**
- e. Stratfield Mortimer Fairground Trust: Cllr D Morsley 4-year term until October 2025.**

The current representatives were noted.

24/006 Minutes of Last Meeting

To resolve to approve the Minutes of the Council Meeting of the 11 April 2024.

Proposed by Cllr Morsley.

Seconded by Cllr Bridgman.

Resolved unanimously.

24/007 Chairman's Remarks (if any)

Cllr Morsley reported:

- Awayday 2024 is likely to be in August and will review the committee structure. **ACTION All councillors to confirm their availability to Cllr Morsley.**
- Defib training is being undertaken on Tuesday 14 May 18:00 onwards in St John's Hall.
- The co-option to fill the casual vacancy shall be on a future agenda. **ACTION Clerk.**
- Surgeries **ACTION Cllr Geary to produce a promotional poster.**
- She is meeting with a representative from Sovereign Housing on 10 May to receive an update on Windmill Court.
- The Annual Parish Meeting went well and was well attended with interesting speakers and presentations. Cllr Morsley thanked the Assistant to the Clerk for her help.

24/008 Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 11 April 2024 and other updates.

1. The Public Sector Deposit Fund

As noted at the Finance and General Purposes meeting on the 25 April, the return on investment at the 31 March was 5.26%. At the 31 January it was 5.27%.

2. Local Council Award Scheme

The Council's application for the Foundation level award was submitted on the 22 April for the round commencing May 2024. The deadlines for the May round are as follows:

Task	Deadline
Deadline for LCAS applications	3 May 2024
Deadline for NALC to provide triage feedback to councils	24 May 2024
Deadline for councils to respond to triage feedback	7 June 2024
Deadline for applications to be sent to panel	21 June 2024
Deadline for panel results	2 August 2024

3. Pillbox

Under the recently agreed Terms of Access, a Y6 class from St Mary's visited the pillbox. Feedback received was as follows:

"We had a brilliant visit to the pill box and war memorial this afternoon. It really brought the history to life for our children and makes such a difference when they are able to see what we're learning about for themselves."

4. Performance data information for West Berkshire libraries 2023/24

This has been received from West Berkshire Council.

5. Bank Reconciliation and Internal Financial Control 01/01/2024 – 31/03/2024

These were undertaken by Cllrs. Noonan and Bridgman and no issues raised.

The report was received.

24/009 Items to be taken into private session

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

Not needed.

24/015 Committee and Working Party/Group Reports

1. Finance and General Purposes

The Personnel Sub-Committee had met and agreed the advert and process for filling the Village Custodian vacancy.

2. Planning Committee

Nothing to report.

3. Climate and Environment Working Party

Cllr Marsden reported the Steering Group is focusing on writing content for the website and looking at other ways of communicating. The Greening event was well attended, and 4 volunteers put their names forward to work on biodiversity.

4. Communications Working Party

Cllr Bridgman confirmed the deadline for copy for the next newsletter is the 24 May. A list of proposed articles has been circulated but other ideas should be forwarded to Cllr Bridgman.

5. D-Day Working Party

Cllr D Kilshaw reported that the fish and chip package with the Horse and Groom has been confirmed. Everything else has been organised and the event will be publicised shortly.

6. Emergency Planning Working Party

Nothing to report.

7. Garth Hall

It was confirmed that the interested parties had been given access to the building. The meeting with the Royal British Legion, interested parties and SMPC representatives has been booked for the 6 June.

8. Mortimer to Burghfield Cycleway and Footpath Working Party

Cllr Morsley reported a meeting had taken place with SMPC, Ridge and Highways. The detailed design from Highways is needed so other parts of the project can be finalised. A further meeting took place with SMPC and Ridge to reiterate the need for a cost-effective solution. There is some concern as to whether Highway's proposal to have a refuge at the crossing point, as opposed to a pedestrian priority crossing, will pass the required safety audit. The dormouse survey is underway, and quotes are being obtained for the bridge and other aspects of the footpath to establish a new overall cost.

24/016 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 a meeting was held with T A Fisher regarding their amended plans for the Reserved Land which needed reviewing following West Berkshire Council's (WBC) response to the

pre application and increased costs. The NPSG will review the proposals which may then be considered by the Planning Committee.

2. Ordinary Meeting Schedule

To receive and approve the meeting schedule for 2024/25.

Proposed by Cllr Morsley.

Seconded by Cllr Richardson.

Resolved unanimously.

3. Policies

To consider for approval any policy requiring amendment or introduction either listed below or in addition to those listed:

a. Standing Orders

b. Code of Conduct

Proposed by Cllr Bridgman.

Seconded by Cllr Morsley

Resolved unanimously.

4. Insurance 2024/25

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

The Clerk confirmed Finance and General Purposes had reviewed the insurance and quotes received. The Council shall be renewing its policy through Clear Councils.

5. Village Custodian

To consider a memorial in respect of Mr. F. Stansfield and resolve:

a. Any required budget

b. That the Clerk in consultation with the Chairman agrees and purchases a suitable memorial

Minuted above.

6. Reserve Transfers

To resolve the Year End Reserve Transfers as recommended by Finance and General Purposes
Minuted above.

The Reserve Transfers were reviewed. Further consideration will be given to the Council's reserves at the next meeting of the Finance and General Purposes Committee.

Proposed by Cllr Morsley.

Seconded by Cllr Bridgman.

Resolved unanimously.

24/017 Finance

1. Accounts to the 31 March 2024

To receive and approve the Income and Expenditure Report to the 31 March 2024 and the Balance Sheet as of that date.

Proposed by Cllr Morsley.

Seconded by Cllr Bridgman.

Resolved unanimously.

2. Accounts for Payment

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

Item	Date of Invoice	Payee Details	Amount £
1.	18/04/24	Infinity Playgrounds: installation of kissing gate inc. VAT	2376.60
2.	19/04/24	Mortimer Methodist Church: meeting hall hire Sept-March	1225.00
3.	22/04/24	A Hernandez: Printing for NP	12.00
4.	22/04/24	D Morsley: Art competition prizes	250.00
5.	24/04/24	AES: Kissing gate remedial welding inc. VAT	342.00
6.	25/04/24	L Hannawin: Key for Hammonds Heath top lock	5.50

Proposed for payment by Cllr Morsley.

Seconded by Cllr Bridgman.

Resolved unanimously.

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.	18/04/24	Anvil Metalworks: cemetery gate remedial works inc. VAT	240.00
2.	18/04/24	SLCC: Cemetery Legal Compliance training inc. VAT	198.00
3.	18/04/24	Stanleys Electrical Services: installation of defib cabinets x 3 inc. VAT	1080.00
4.	18/04/24	Infinity Playgrounds: playground remedial works inc. VAT	2385.84
5.	18/04/24	ETC Sports Surfaces: annual tennis court clean	1080.00

Schedule B ii

Item	Date of Payment	Payee Details	Amount
Card Payments			
1.	08/04/24	Post Office stamps	10.80

The payments were received and noted.

4. Subscriptions and Continuous Payments

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

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments			
1.	18/04/24	Sunshine Commercial Services: Fairground grounds maintenance February 2024 in. VAT	384.14
2.	18/04/24	Rialtas: Annual accounts software & support inc. VAT	230.40
3.	18/04/24	Rialtas: Annual Making Tax Digital software inc. VAT	132.00
4.	18/04/24	Sunshine Commercial Services: Fairground grounds maintenance March 2024 inc. VAT	384.14
5.	18/04/24	ICCM: Annual membership	100.00

6.	18/04/24	Tactical Facilities Ltd: pillbox grounds maintenance inc. VAT	41.21
7.	18/04/24	BALC: Annual membership for BALC & HALC	905.58
8.	18/04/24	Tactical Facilities Ltd: cemetery pillbox grounds maintenance inc. VAT	79.57
9.	18/04/24	I-Next Ltd: Annual website fee inc. VAT	435.60
10.	18/04/24	WBC: Quarterly rent	875.00
11.	30/04/24	Salaries: Month 1 April 2024 inc. pension contributions	4938.57
12.	30/04/24	HMRC: PAYE & NI for Month 1	1379.10
Direct Debits			
13.	02/04/24	OVO: Electricity inc. VAT	16.00
14.	03/04/24	OVO: Electricity inc. VAT	33.00
15.	05/04/24	Smart Pension: admin fee inc. VAT	26.40
16.	08/04/24	BT: Quarterly rental inc. VAT	255.08
17.	10/04/24	EE: mobile phone charges & WiFi hotspot	33.64
18.	23/04/24	OVO: Electricity inc. VAT	6.00
19.	30/04/24	Suez: Waste collection March	99.58

The payments were received and noted.

5. Statement of Internal Control

To receive the Statement of Internal Control as approved by Finance and General Purposes.

The statement of Internal Control was received.

24/010 Items for information only

To note the meetings that have taken place of the following committees and to receive the draft minutes, where available:

- a. **Planning 25/04/2024**
- b. **Finance and General Purposes 25/04/2024**
- c. **Planning 09/05/2024**

It was noted that Planning on the 09/09/2024 did not happen. The minutes were received.

2. District Councillor Reports

Dist Cllr Carter's report was received.

3. Correspondence

1. West Berkshire Council (WBC)

Information regarding the Covid & Recovery Task & Finish Survey looking at identifying the lessons that can be learned from the local response to the Covid-19 pandemic and the subsequent recovery.

2. Community First Responder

Offering, with the support of the Council, to undertake an evening of CPR demonstrations and defib familiarisation. This is being followed up.

4. Planning decisions and information from West Berkshire Council.

24/00296/HOUSE: 17 Stephens Firs Mortimer Reading RG7 3UY

Single storey rear extension with flat roof together with the creation of an enclosed front entrance porch. Side lean-to replaced with a masonry garage block including flat roof.

APPROVED subject to conditions – 23 April 2024

SMPC Comments: The planning committee noted the comment by Highways and questioned whether it takes into account the fact that one of the parking spaces offered is within a garage and would therefore not normally be counted under policy P1. For a 4-bedroom house as per policy P1 there should be 3 parking spaces and one cannot be a garage.

The planning decision was received.

5. Neighbourhood Action Group (NAG) Report.

It was reported:

- Thames Valley Police had undertaken an operation to tackle shoplifting in Burghfield and Theale resulting in the conviction of one individual. Shops may also require the individual to remove themselves from a store.
- The number of community police officers has doubled.
- Thefts have occurred from sheds in College Piece
- The minutes will be circulated.
- All are welcome to attend the AGM in St Johns Hall on the 14 June.

Health and Safety.

Cllr Morsley reported that litter picking was being undertaken twice a week on the Fairground.

Minor Matters.

- From the recent Surgeries, Cllr Geary reported the following had been raised:
 - People playing golf on the grazing area. This may need to be addressed in the Fairground Policy.
 - Updates had been given to members of the public regarding Garth Hall, and Tower Gardens and the Reserved Land.
 - The safety of individuals at night linked with the lack of streetlights and cars racing up and down. Consideration could be given to measuring traffic activity at night.
 - Overhanging hedge at Woodside Close. **ACTION** Clerk to report to WBC.
 - The footpath sign at Longmoor Lane is down. **ACTION** Cllr Geary to speak with Dist Cllr Carter.
- Cllr Hill reported:
 - He can undertake a Surgery at the Cemetery if needed.
 - The plans for Transport Through the Ages are progressing.
- Cllr Morsley reported that the WI have stapled the bee information to the Fairground Fence as opposed to using cable ties/string.
- Cllr Richardson reported that no date has been set for the Alan Thorpe Trophy cricket match with Mortimer Cricket Club. He is looking at the options.
- Cllr Lock reported that the previous librarian has now retired from Mortimer Library and a new one has started. The Friends of Mortimer Library held their first event which was well attended.
- Cllr Wells raised the issue of whether the Council should be looking at providing bleed kits. These are stored in a locked box and controlled in the same way as defibrillators. **ACTION** Cllr Wells to provide information to the office.

24/011 Communications

To identify items for communicating.

- Advert for Village Custodian.

23/020 Future Agenda Items

To identify future agenda items

None.

24/021 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 24/014 on the Agenda, due to the confidential nature of the business to be transacted.

Not needed.

Close

The meeting closed at 21:22.

Next meeting: June 13, 2024.