



Stratfield Mortimer Parish Council

Minutes of the Meeting of the Parish Council held on Thursday 12 September 2024 at 19:30 at Mortimer Methodist Church Hall, West End Road, Mortimer

Present:

Councillors:

CLlr M Dennett, CLlr S Hill, CLlr D Kilshaw, CLlr H Kilshaw, CLlr M Lock, CLlr A Noonan, CLlr M Shaw, CLlr K Strong, CLlr J Wells.

Clerk:

Mrs L Hannawin.

Public/Press:

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

The Chairman and Vice-Chairman were absent.

CLlr D Kilshaw proposed CLlr Dennett to be the Chairman for the meeting.

Seconded by CLlr Lock.

Resolved unanimously.

Part I

24/058 Public Questions

One of the members of the public attended in relation to Mortimer Hobby Hall. They thanked the Council for the seed funding of £1,500 and gave the Council an update, including a summary of predicted costs, and confirmed they were seeking both further guidance with regards to funding sources and additional financial support from the Council.

24/059 To receive any apologies for absence

Apologies were received from CLlr G Bridgman, CLlr N Carter, CLlr H Geary, CLlr D Morsley and CLlr A Richardson.

24/060 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, and gifts and hospitality in line with the Code of Conduct.

None.

24/061 Minutes of Last Meeting

1. **To resolve to approve the Minutes of the Extraordinary Meeting of the Council of the 22 August 2024.**

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

2. **To note the addition of page numbers for the following minutes:**
 - a. **Council meeting of 13 June 2024 – Chairman to initial the additional information.**
 - b. **Council meeting of 11 July 2024 – Chairman to initial the additional information.**

The addition of the page numbers was noted. It was also noted that the Minutes of 11 July 2024, at agenda item 24/045 1, should have read Mr. Strong and not Mr. Stone.

Cllr D Kilshaw proposed the minutes be corrected to show the change.

Seconded by Cllr Dennett.

Resolved unanimously.

24/062 Chairman's Remarks

Cllr Dennett:

- On behalf of the Cllrs Morsley and Bridgman, thanked everyone for attending the Away Day. The notes have been circulated and actions will come back to Council as appropriate.
- Cllr Morsley has resigned from being a Parish Council Trustee on the Fairground Trust and a new one needs to be appointed as soon as possible.
- The response from Thames Water to the most recent Environmental Information Regulation (EIR) Request is due back on the 24 September. In the meantime, Thames Water's Healthy Rivers Community Manager, Paul Hampton, has arranged for a site visit for the Council to Mortimer Sewage Treatment Works, along with members of their operations team, at 2:30 on 20 May 2024 to see the upgraded works. In addition, Mr Hampton has agreed to attend the Council meeting on 14 November 2024. Councillor questions should be sent to the office in order that these may be submitted to Thames Water ahead of the meeting. The Clerk shall request details of the upgrade from Mr Hampton.

24/063 Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the Meeting of the Council held on 11 July 2024 and the Extraordinary Meeting held on 22 August 2024 and other updates.

The Clerk's written report was received. In addition, it was noted:

- The office is sourcing the Christmas tree which will be delivered towards the end of November.
- The Clerk and Cllr D Kilshaw shall liaise re Community Broadband.

24/064 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 agenda items 24/066 3. Village Custodian and 9. Mortimer to Burghfield Cycleway and Footpath be taken in Part II.

Seconded by Cllr D Kilshaw.

Resolved unanimously.

Cllr Dennet moved agenda items 24/066 8. to be taken next.

24/066 Items for Consideration and Resolution

8. Mortimer Hobby Hall

To consider the request for funding and resolve the response and any funding to be granted.

Further to a discussion, it was agreed that whilst the Council is supportive of the project until more is known about the predicted costs for the Hall and the Council has reviewed its own capital requirements and has undertaken the budget process for 2025/26, it is not in a position to commit to further funding at this time. The Council will pass on details of potential funders as appropriate.

24/065 Reports from Committees, Steering Groups, Working Parties and Outside Bodies.

1. Planning Committee

Cllr Hill reported that the Pine Croft development had been further considered after the plans for the height of the building had been amended.

2. Climate and Environment Steering Group

Cllr Dennett confirmed that since the resignation of Cllr Marsden and Mrs A Richardson, the Steering Group had not met but need to reconvene to review the Biodiversity Policy.

3. Communications Steering Group

Cllr Dennett reported that the list of articles for the next newsletter has been distributed.

4. Emergency Planning Working Party

Cllr Richardson shall be attending a Mastering Emergency Planning training course on the 23 October.

5. Garth Hall Working Party

Cllr Dennett confirmed there was nothing further to report.

6. Outside Bodies

No reports.

24/066 Items for Consideration and Resolution

1. Policies

To consider any policies requiring consideration, amendment or approval.

Not needed.

2. Neighbourhood Plan

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

A written report was received.

3. Village Custodian

To resolve the appointment of Mr. J. Sylla to the permanent position of Village Custodian.

Minuted at Part II.

4. Memorial Bench – Frank Stansfield

To consider the options available and resolve the bench to be bought and installed.

Further to a discussion, Cllr Dennett proposed that a cedar bench be purchased for the Grazing area at a cost of £930.00 to include installation and an inscription.

Seconded by Cllr D Kilshaw.

Resolved unanimously.

It was agreed:

- i. For the Fairground and Cemetery Committee to agree the wording of the inscription at its meeting on 19 September.
- ii. To include an article on the bench in the next newsletter which would also inform the public that donations may still be made.

5. External Audit

To receive the report for 2023/24.

The report was received.

6. Budget 2025/26

To receive confirmation of the approach and timetable for the preparation of the 2025/26 budget.

Confirmation of the budget process was received.

7. Committee, Steering Group and Working Party Appointments

To resolve the appointment of Cllr K Strong to Committees, Steering Groups and Working Parties.

Cllr Strong is still considering which Committees, Steering Groups and Working Parties he would like to join and would like to gain a greater understanding of Council process before making a decision.

Cllr Dennett proposed a motion under Standing Order 53.15 to suspend Standing Order 55 and permit a motion without the usual notice in order that a SMPC Trustee may be appointed to the Fairground Trust.

Seconded by Cllr D Kilshaw.

Resolved unanimously.

Further to a discussion, Cllr Dennett proposed that Cllr Kilshaw be appointed as a SMPC Trustee to the Fairground Trust for the remaining term to October 2025.

Seconded by Cllr D Kilshaw.

Resolved unanimously.

Cllr Dennett proposed a motion to reinstate Standing Order 55.

Seconded by Cllr D Kilshaw.

Resolved unanimously.

8. Mortimer Hobby Hall

To consider the request for funding and resolve the response and any funding to be granted.

Minuted above.

9. Mortimer to Burghfield Cycleway and Footpath

a. **To receive an update.**

b. **To consider and resolve the payment of invoice 273267 for £3,000 ex VAT.**

Minuted at Part II.

24/067 Finance

1. Accounts to the 31st of July 2024

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

Proposed by Cllr Dennett.

Seconded by Cllr D Kilshaw.

Approved unanimously.

2. Accounts for Payment

To receive and approve items of expenditure – Schedule A.

Item	Date of Invoice	Payee Details	Amount £
1.	27/08/24	Tactical Facilities Ltd: Litter bin emptying and litter picking August 22, 24, 26, 28 & 30 inc VAT	274.98
2.	29/08/24	Alebrije Consulting Ltd: NP admin support August	125.00
3.	30/08/24	The Methodist Church: NP hall rental April to August	125.00
4.	31/08/24	Dads Shop: Seed, refuse sacks inc VAT	32.52
5.	03/09/24	Sawpod Ltd: Chainsaw training for Custodian inc VAT	540.00
6.	03/09/24	SLCC: Advert for Clerk's role inc VAT	253.20

Proposed for payment by Cllr Dennett.

Seconded by Cllr D Kilshaw.

Resolved unanimously.

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

To receive and note a summary of payments made.

Schedule Bi

Item	Date of Payment	Payee Details	Amount £
Electronic Bank Payments			
1.	15/07/24	Tactical: 1 x metal bin liner installation fee inc VAT	204.00
2.	30/08/24	J Sylla: expenses DSB check	18.00
3.	30/08/24	Vita Play: quarterly operational inspection inc VAT	117.60
4.	30/08/24	Crescent Signs: pillbox sign and installation inc VAT	873.60
5.	30/08/24	Dads Shop: hardware & seed inc VAT	14.74
6.	30/08/24	JP Design: pillbox sign design	105.00
7.	30/08/24	Alebrije Consulting: July admin for Neighbourhood Plan	187.50
8.	30/08/24	Oakey Tree Services: Windmill Common tree work inc VAT	2660.00
9.	30/08/24	NALC: Local Council Award Scheme accreditation fee inc VAT	60.00
10.	30/08/24	Tactical: 4 x metal bin liner installation fee inc VAT	816.00
11.	30/08/24	J Sylla: expenses bin bags inc VAT	9.75
12.	30/08/24	PKF Littlejohn: external audit fee inc VAT	756.00
13.	30/08/24	Mortimer Methodist Church: hall rental April – August	325.00

Schedule Bii

Item	Date of Payment	Payee Details	Amount
Card Payments			
1.	12/07/24	Post Office: postage	3.10
2.	16/07/24	Post Office: postage – tender for Fairground footpath & Utility Square	10.50
3.	12/07/24	Post Office: postage	1.55

4.	29/07/24	The Payroll Site: payroll software quarterly charge inc VAT	23.40
5.	01/08/24	Grabloader: soil for cemetery inc VAT	72.00
6.	01/08/24	Google: DNS network services	.38
7.	02/08/24	Lloyds: monthly card fee	3.00
8.	16/08/24	Net World Sports: replacement tennis court nets inc VAT	321.13
9.	19/08/24	Co-op: refreshments for RoSPA training	6.54
10.	20/08/24	WBC: room hire (library) for RoSPA training	33.00
11.	27/08/24	Land Registry: Ferndale Court	6.00
12.	28/08/24	Microsoft: additional licence	38.51
13.	29/08/24	Post Office: postage for Cemetery tenders	17.40
14.	30/08/24	Glasdon: large refuse sacks inc VAT	65.18
15.	30/08/24	NALC: Mastering Emergency Planning training – A Richardson inc VAT	39.22
16.	01/09/24	Google: DNS network services	.38
17.	02/09/24	Lloyds: monthly card fee	3.00

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 and Card Payments			
1.	15/07/24	Parish Online: annual fee inc VAT	192.00
2.	15/07/24	Tactical Facilities Ltd: cemetery grounds maintenance 10/06 inc VAT	79.57
3.	15/07/24	Tactical Facilities Ltd: dog waste empties June inc VAT	134.40
4.	15/07/24	WBC: office rental 24/06 – 24/09	875.00
5.	29/07/24	D Sturt: IT support June	130.00
6.	29/07/24	Tactical Facilities Ltd: cemetery hedge cutting inc VAT	460.56
7.	29/07/24	Tactical Facilities Ltd: dog waste empties July inc VAT	168.00
8.	29/07/24	Tactical Facilities Ltd: cemetery grounds maintenance 03/07 inc VAT	
9.	31/07/24	Salaries: Month 4 July 2024 inc pension contributions	4970.25
10.	31/07/24	HMRC: PAYE & NI for Month 4	1246.27
11.	30/08/24	SCS: Fairground grounds maintenance July 2024 inc VAT	407.20
12.	20/08/24	Tactical Facilities Ltd: cemetery grounds maintenance 16/08 inc VAT	79.57
13.	27/08/24	Tactical Facilities Ltd: dog waste empties inc VAT	134.40
14.	29/09/24	Englefield: cemetery rent 24/09 – 24/12	62.50
15.	08/08/24	Tactical Facilities Ltd: cemetery grounds maintenance 16/08 inc VAT	79.57
16.	30/08/24	Salaries: Month 5 August 2024 inc pension contributions	4538.93
17.	30/08/24	HMRC: PAYE & NI for Month 5	1187.84
Direct Debits			
18.	01/07/24	OVO: Electricity inc VAT	16.00
19.	01/07/24	OVO: Electricity inc VAT	33.00

20.	05/07/24	Smart Pension: admin fee inc VAT	26.40
21.	09/07/24	BT: quarterly charge inc VAT	262.83
22.	10/07/24	EE: mobile phone charges & WiFi hotspot	43.02
23.	23/07/24	OVO: Electricity inc. VAT	6.00
24.	31/07/24	Suez: Waste collection June inc VAT	99.58
25.	01/08/24	OVO: Electricity inc VAT	16.00
26.	01/08/24	OVO: Electricity inc VAT	33.00
27.	07/08/24	Smart Pension: admin fee inc VAT	26.40
28.	12/08/24	EE: mobile phone charges & WiFi hotspot	43.02
29.	23/08/24	OVO: Electricity inc VAT	109.00
30.	23/08/24	Fairground Trust: annual rent	2701.00
31.	30/08/24	Suez: Waste collection July inc VAT	99.58

It was noted that the amount at 8. should be £79.57.

The payments were received and noted.

24/068 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 25/07/2024

b. Planning 08/08/2024

The meetings were noted, and minutes received.

2. District Councillor Reports

A written report was received.

3. Correspondence

A written report was received. It was agreed for VE Day 80 May 8 2025 to be a future agenda item. In addition, the Clerk reported that the following had been received:

- Notification from West Berkshire Council that Lambourn Parish Council are consulting on their draft Neighbourhood Plan. The consultation runs until Friday 18 October.
- Two speeding issues had been logged with West Berkshire Council. One regarding West End Road and one regarding The Street.
- A thank you to the Council for their assistance with getting the hedgerow along The Street towards the station cut.

4. Planning decisions and information from West Berkshire Council

24/00482/HOUSE: 6 Orchard Road Mortimer Reading RG7 3QN

Demolition of conservatory and two storey rear extension

APPROVED – 6 August 2024

SMPC Comments: Stratfield Mortimer Parish Council considered this application at its Planning Committee meeting on 23 May 2024, under item 24/009. The Planning Committee had no objections.

24/00957/HOUSE: 37 Victoria Road Mortimer Common RG7 3SH

Proposed single storey rear extension to replace existing lean-to, proposed bay window on front elevation to replace existing porch, proposed timber frame open canopy and proposed 3.7m wide dropped kerb.

APPROVED – 15 August 2024

SMPC Comments: Stratfield Mortimer Parish Council considered this application at its Planning Committee meeting on 13 June 2024, under item 24/024 The planning committee wonder if the application succeeds, and the bay window is built whether it will allow enough space for parking in the front garden. There is also a concern that the appearance of the proposed bay window is not in keeping and in compliance with the design principles of the Neighbourhood Development Plan policy "9.2.5 - Building Design and Style" and is a stark difference to the rest of the terrace and will change the street scene.

24/01347/HOUSE: 52 The Crescent Mortimer Common Reading RG7 3RU

Conversion and extension works to both garage and workshop areas.

APPROVED – 28 August 2024

SMPC Comments: Stratfield Mortimer Parish Council considered this application at its Planning Committee meeting on 8 August 2024, under item 24/055 and has no objection.

24/01349/HOUSE: 84 The Avenue Mortimer Common Reading RG7 3QX

Section 73: Variation of Condition 2 (Approved Plans) of previously approved application 23/02218/HOUSE: First floor side and rear extension, together with new ground floor green roof. Amendment: Increase scale of first floor side extension, internal alterations and removal of first floor rear extension.

APPROVED – 28 August 2024

SMPC Comments: Stratfield Mortimer Parish Council considered this application at its Planning Committee meeting on 8 August 2024, under item 24/055 and has no objection.

24/01122/FUL: St Margarets Ravensworth Road Mortimer West End Reading RG7 3UD

Demolition of existing dwelling and garage and construction of replacement dwelling.

APPROVED – 2 September 2024

SMPC Comments: Stratfield Mortimer Parish Council considered this application at its Planning Committee meeting on 25 July 2024, under item 24/039 The planning committee has no objection but would like to note that the CIL form is incorrectly filled in. Under section 7 it mentions that the Existing buildings are occupied, which is not the case as the building has been inhabitable for some time. In addition, there is no Biodiversity Net Gain statement, which is mandatory since 12th February 2024.

24/00933/HOUSE: 16 Windmill Road Mortimer Common Reading RG7 3RN

Demolish existing garage and construct new detached garage building.

APPROVED – 6 September 2024

SMPC Comments: Stratfield Mortimer Parish Council considered this application at its Planning Committee meeting on 13 June 2024, under item 24/024 The Planning Committee has no particular observations to make, but notes the previously refused application for a similar building (23/01332), also dismissed at appeal, and wonders precisely how different this is. If this application is granted permission, the Committee seeks a condition that it can only be used for private, and not commercial, use.

24/01603/CERTP: 20 Orchard Road Mortimer Reading RG7 3QN

Rear single storey extension following demolition of conservatory; Front porch canopy; Alterations to ground floor fenestration; Driveway extension.

APPROVED: - 6 September 2024

5. Neighbourhood Action Group report

Cllr D Kilshaw confirmed the date of the next meeting is being arranged.

6. Health and Safety

The Clerk confirmed:

- The Clerk, the Assistant to the Clerk, the Custodian and Cllr Bridgman had undertaken RPII Routine (Visual) Inspection training for the play, fitness and other furniture on the Fairground. RPII registration for the Custodian lasts for three years. The Custodian has commenced weekly inspections of the equipment.
- The Titan is currently closed off to the public and this and other remedial works will be discussed at the Fairground and Cemetery meeting on 19 September.
- An inspection of the electricity cabinets has been booked. This is due every five years, and a visual inspection should be undertaken in between.

7. Councillor Surgeries

Issues raised by members of the public at recent surgeries were:

- Dark skies and lighting in the village
- Works at Tower House
- Enforcement issues in Birch Lane.

It was agreed that the Planning Committee should consider the enforcement issue in Birch Lane and consider drafting a letter to be sent to WBC.

Any councillors who can help with Surgeries should liaise directly with Cllr Geary.

8. Minor Matters

Cllr Hill reported that the Transport Through the Ages event raised £10,000 for local charities.

24/069 Communications

To identify items for communicating.

- An update on the role of the Village Custodian.
- Information regarding Frank Stanfield's memorial bench.

24/070 Future Agenda Items

To identify future agenda items

- Full Council: VE Day 80
- Planning Committee: Birch Lane enforcement issues

24/071 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 24/064 on the Agenda, due to the confidential nature of the business to be transacted.

Proposed by Cllr Dennett.

Seconded by Cllr D Kilshaw

Resolved unanimously.

Part II

24/066 Items for Consideration and Resolution

3. Village Custodian

To resolve the appointment of Mr. J. Sylla to the permanent position of Village Custodian.

Further to a discussion, Cllr Dennett proposed that Mr. J. Sylla be appointed to the permanent position of Village Custodian.

Seconded by Cllr D Kilshaw.

Resolved unanimously.

9. Mortimer to Burghfield Cycleway and Footpath

a. **To receive an update.**

b. **To consider and resolve the payment of invoice 273267 for £3,000 ex VAT.**

Cllr D Kilshaw confirmed that the recent quote had been reviewed with respect to s278 and further clarification had been sought from Ridge and Partners LLP. A response had been received but this and the work undertaken to date needed to be considered prior to approving invoice 273267 for payment.

Cllr D Kilshaw proposed that b. above be amended to say: To pay invoice 273267 if the Chairman/Vice Chairman agrees for it to be paid subject to further investigation.

Seconded by Cllr Noonan.

Resolved with one abstention.

Cllr D Kilshaw proposed the amended resolution.

Seconded by Cllr Dennett.

Resolved with one abstention.

Close

The meeting closed at 21:09

Next meeting: October 10, 2024.