



## Stratfield Mortimer Parish Council

### Minutes of the Meeting of the Parish Council held on Thursday 10 October 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 D Kilshaw (arrived 19:37), Cllr H Geary, Cllr M Lock, Cllr A Noonan, Cllr A Richardson, Cllr M Shaw, Cllr K Strong, Cllr J Wells.

#### **Clerk:**

Mrs L Hannawin.

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

There was one member of the public in attendance and no members of the press.

#### **Part I**

#### **24/072 Public Questions**

The member of the public in attendance was present to support Mortimer Pre-schools application for a grant and gave information and answered questions relevant to the application when the agenda item was discussed.

#### **24/073 To receive any apologies for absence**

Apologies were received from Cllr N Carter, Cllr H Kilshaw and Cllr S Hill.

#### **24/074 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.**

Cllr Bridgman declared a personal interest in agenda item 24/080 3. Community Grant and the applications by Mortimer Music Live and Mortimer Table Tennis Club.

## **24/075 Minutes of Last Meeting**

**To resolve to approve the Minutes of the Meeting of the Council of the 12 September 2024.**

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

## **24/076 Chairman's Remarks**

Cllr Morsley:

- Thanked Cllr Dennett for chairing September's full Council meeting and thanked all councillors for their assistance during the last few weeks.
- Reminded councillors that further to the resignation of Cllr Marsden, the Roads, Footpath and Commons Committee will need to elect a new chairman at the meeting on 17 October.
- Reminded all present that the Christmas meal is on 19/12/24 at the Horse and Groom.

# Cllr D Kilshaw arrived at 19:37.

- Confirmed there has been limited attendance at Councillor Surgeries. It was agreed to continue with the Surgeries and to promote them using more outgoing posters, an additional banner and by adding posters to the notice board of the venue.

Cllr D Kilshaw confirmed a Fairground Footpath and Utility Square site meeting is taking place the week beginning the 14 October which should establish a project start date.

# As per agenda item 24/077 To receive any declarations of interest, Cllr D Kilshaw declared a personal interest in agenda item 24/080 3. Community Grant and the application by Mortimer Music Live.

## **24/077 Clerk's Report**

**To receive a report from the Parish Clerk outlining actions taken following the Meeting of the Council held on 12 September and other updates.**

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

- West Berkshire Council (WBC) has given notification of the payment of the 2<sup>nd</sup> instalment of the precept.
- Cllr Hill has expressed concern regarding the Fairground Footpath and Utility Square works in relation to the Christmas Tree. Cllr D Kilshaw will discuss with AES Ltd.

## **24/078 Items to be taken into private session**

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

Cllr Morsley proposed agenda items 24/080 6. Cemetery Extension and 10. Mortimer to Burghfield Cycleway and Footpath be taken in Part II.

Seconded by Cllr Bridgman.

**Resolved** unanimously.

# Cllr Morsley moved agenda item 24/080 3. to be taken next.

## **24/080 Items for Consideration and Resolution**

### **3. Community Grant**

**To consider the eligible applications and resolve the grants to be made.**

The applications were discussed.

Cllr Morsley proposed that £1,500 each be awarded to Mortimer Music Live and Mortimer Pre-School and £1,270 be awarded to Mortimer Table Tennis Club.

Seconded by Cllr Lock.

**Resolved** unanimously.

## **24/079 Reports from Committees, Steering Groups, Working Parties and Outside Bodies.**

### **1. Fairground and Cemetery Committee**

Cllr D Kilshaw proposed that he is appointed to the Fairground and Cemetery Committee.

Seconded by Cllr Bridgman.

**Resolved** unanimously.

### **2. Planning Committee**

Cllr Bridgman reported that:

- TA Fishers current application regarding the retaining wall, appears to be linked to the original application that went to appeal as opposed to the amended application which introduced 3-storey houses to reduce the height of the wall.
- The King Street application has been reduced to four properties but there remain some outstanding queries on the management of the amenities.

### **3. Climate and Environment Steering Group**

Cllr Dennett confirmed that he is now the chairman of the Steering Group, and the Steering Group is looking at items from the previous meetings i.e. Solar Together. He reported that representatives from Action River Kennet (ARK) are proposing to walk River Kennet in November and confirmed that the Group is meant to be reviewing the Council's Biodiversity Policy but do not feel they have the expertise to undertake this.

Cllr D Kilshaw proposed that Cllr Shaw is appointed to the Climate and Environment Steering Group.

Seconded by Cllr Morsley.

**Resolved** unanimously.

### **4. Communications Steering Group**

Cllr Bridgman confirmed that the next newsletter is with the printers and will be out for delivery later in October. Aspects of communications raised at the Awayday and other forms of communication still need to be considered.

### **5. Emergency Planning Working Party**

Cllr Richardson confirmed that:

- An article has been placed in the newsletter seeking volunteers to join the Working Party.
- He is undertaking Emergency Planning training on the 23 October.

### **6. Garth Hall Working Party**

Cllr Bridgman proposed the Working Party be disbanded.

Seconded by Cllr Morsley.

**Resolved** unanimously.

## **7. Outside Bodies**

- Cllr Bridgman reported that AWE are issuing a leaflet regarding public engagement sessions. One shall be held in Burghfield Village Hall on Monday 4 November 2pm – 8pm.
- Cllr Lock reported that Clarks Charity have had a record 51 applications for the university grant.
- Cllr D Kilshaw reported that the Neighbourhood Action Group is meeting on Monday 14 October.
- Cllr Noonan reported that the Volunteer Bureau is meeting next week.

## **24/080 Items for Consideration and Resolution**

### **1. Policies**

**To consider any policies requiring consideration, amendment or approval.**

It was agreed to form a Working Party consisting of Cllrs Bridgman, Geary, Morsley and Richardson to consider the Terms of Reference and other necessary policies and documents associated with the proposed new committee structure.

### **2. Neighbourhood Plan**

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

The written report was received. Cllr Bridgman confirmed the new Neighbourhood Plan needs to be in place by the end of the current one i.e. 2026 and a working draft should be available early next year. He will look into whether it can be stipulated that new houses have to have solar panels and will take it forward for further consideration if appropriate.

### **3. Community Grant**

**To consider the eligible applications and resolve the grants to be made.**

Minuted above.

### **4. VE Day 80 – 25 May 2025**

**To review the information received and consider and agree the Council's role in commemorating the event.**

The proposed activities were considered, and it was agreed the Council shall oversee the beacon lighting. The Church and Mortimer Dramatic Society shall be contacted regarding the bell ringing and suggested theatre show respectively.

### **5. Remembrance Sunday**

**To receive an update on the planned commemorations and agree further actions to be taken.**

Cllrs Bridgman, Dennett, Geary, H Kilshaw, Lock, Richardson, Strong and Shaw will marshal the event.

Cllr D Kilshaw shall oversee the PA.

Cllr Wells shall provide radios.

### **6. Cemetery Extension**

**To consider the tenders received and resolve the contractor to be appointed.**

Minuted at Part II.

## 7. Foudry Brook

**To receive an update on Thames Water's review of the Council's EIR request and agree any further action.**

Cllr Dennett presented his report and gave an update. He confirmed that a representative from Thames Water shall be attending the Council meeting in November and questions for the representative should be submitted to him or the office in order that these may be forwarded to the representative.

Cllr Bridgman gave a vote of thanks to Cllr Dennett and Mr S Child for their work on Foudry Brook.

## 8. Willink Leisure Centre

### a. To receive an update.

Cllr Morsley confirmed a meeting had been held with WBC's officers and the portfolio holder who all seemed aware of the issues with the service provided by Willink Leisure Centre. An appeal has been made in the newsletter for members of the public to log additional issues with the office. It was agreed that the payment of the annual contribution to WBC for the provision of leisure services shall be considered at November's meeting.

### b. To appoint a Parish Council representative to the Joint Advisory Committee for the period to May 2025.

Cllr Bridgman proposed Cllr Richardson.

Seconded by Cllr Morsley.

**Resolved** unanimously.

## 9. Draft Waste Management Strategy Consultation

**To review the information received regarding the Consultation and agree the process for responding.**

It was agreed for the Draft Waste Management Strategy Consultation to be considered by the Climate and Environment Steering Group. Additional comments should be forwarded to the Steering Group.

## 10. Mortimer to Burghfield Cycleway and Footpath

**To receive and update and agree any further actions regarding the recommendations.**

Minuted at Part II.

## 24/081 Finance

### 1. Accounts to the 31<sup>st</sup> of August 2024

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

Proposed by Cllr Richardson.

Seconded by Cllr Morsley.

**Approved** unanimously.

### 2. Accounts for Payment

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

Item	Date of Invoice	Payee Details	Amount £
1.	17/06/24	Oliver Signs: Summer newsletter inc VAT (invoice never previously received)	816.00

2.	10/09/24	Cllr D Morsley: Awayday	83.77
3.	23/09/24	1 <sup>st</sup> Mortimer Scout Group: hall hire for Awayday	90.00
4.	18/09/24	Stanley Electrical Services: electrical cabinet inspections inc VAT	420.00
5.	24/09/24	Real Christmas Trees: 20ft Norway Spruce inc VAT & delivery (delivery date 22/11/2024)	595.00
6.	30/09/24	Dads Shop: bolt & nut inc VAT	0.63

Proposed for payment by Cllr Bridgman.

Seconded by Cllr Noonan.

**Resolved** with one abstention.

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

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

#### Schedule B i

Item	Date of Payment	Payee Details	Amount £
<b>Electronic Bank Payments</b>			
1.	17/09/24	Cllr S Hill: work boots for the Custodian	40.60
2.	17/09/24	Oakey Tree Services: VAT element of invoice 3006	532.00
3.	03/10/24	Ridge & Partners LLP: Cycleway & footpath works inc VAT	3600.00

#### Schedule B ii

Item	Date of Payment	Payee Details	Amount
<b>Card Payments</b>			
1.	03/09/24	Land Registry: The Fairground	6.00
2.	03/09/24	Amazon: hazard tape inc VAT	7.03
3.	04/09/24	Amazon: hazard tape inc VAT	20.23
4.	20/09/24	Amazon: wireless mouse	24.98
5.	01/10/24	Google: DNS network services	0.35
6.	02/10/24	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 £
<b>Electronic Bank and Card Payments</b>			
1.	17/09/24	SCS Ltd: Fairground grounds maintenance April 2024 inc VAT	407.20
2.	17/09/24	SCS Ltd: Fairground grounds maintenance May 2024 inc VAT	407.20
3.	17/09/24	SCS Ltd: Fairground grounds maintenance June 2024 inc VAT	407.20
4.	17/09/24	SLCC: Annual fee – S Taylor	244.00
5.	17/09/24	Tactical Facilities Ltd: cemetery grounds maintenance 30/08 inc VAT	79.57
6.	17/09/24	Tactical Facilities Ltd: additional waste transfer fee inc VAT	6.00
7.	17/09/24	David Sturt: IT monitoring & support – July	130.00
8.	17/09/24	David Sturt: IT monitoring & support – August	130.00
9.	30/09/24	Salaries: Month 6, Sept 2024 inc pension contributions	4648.07

10.	30/09/24	HMRC: PAYE & NI for Month 6, Sept 2024	1283.16
<b>Direct Debits</b>			
11.	02/09/24	OVO: Electricity inc VAT	16.00
12.	02/09/24	OVO: Electricity inc VAT	33.00
13.	06/09/24	Smart Pension: admin fee inc VAT	26.40
14.	10/09/24	EE: mobile phone charges & WiFi hotspot	40.09
15.	23/09/24	OVO: Electricity inc. VAT	109.00
16.	30/09/24	Suez: Waste collection August inc VAT	100.01
17.	30/09/24	Unity Trust: manual credit handling charge	1.80
18.	30/09/24	Unity Trust: service charge	35.55

The payments were received and noted.

## 24/082 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 12/09/2024

b. Fairground and Cemetery 19/09/2024

The meetings were noted, and minutes received.

## 2. District Councillor Reports

A written report was received.

## 3. Correspondence.

A written report was received. In addition, the Clerk reported that the following had been received:

- Notification from West Berkshire Council that they are undertaking a feasibility study into providing a full bus turning circle, with the aim of enhancing bus services in the parish, on the land directly north of the station. Further information has been requested.
- Information regarding Berkshire Association of Local Council's AGM. Details have been circulated.

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

### 24/01363/TPW: Land Rear of 1 – 3 St Johns Close Mortimer Common Reading

Proposed works as per submitted AIA from SJ Stephens Associates - Project No. 911 - Report Date 30th May 2024.

Plus the following additional works following site visit with Tree Officer:

T136 Oak - 4m reduction of lower limb.

G137 Hazel - Reduce crown back to boundary line.

T200 Ash - max 2.5m tip reduction of two minor branches overhanging Fisher site.

T200a Ash - remove 5 lowest primary branches, plus max 2.5m tip reduction of two lowest branches over hanging Fisher site.

T202 Cherry - crown lift to 5m agl.

All trees, 1m tip reduction (to 12m height as required), to facilitate rig operation during piling / fencing operation.

**APPROVED** – 9 September 2024

**24/01485/TPW: 76 Victoria Road Mortimer Common Reading RG7 3XQ**

G1 - Holly - Reduce height to old points at approximately 4 metres.

**APPROVED** – 20 September 2024

**24/01690/NONMAT: Land south of Tower Gardens The Street Mortimer Common Reading**

Non Material amendment application to planning application 23/00072/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, Layout and Scale. Amendments: New Pedestrian Access, Move link to Public Footpath and Removal of Footbridge.

**APPROVED** - 30 September 2024

**22/01743/MDOPO: Street Record Woodside Close Mortimer Common Reading**

Modification of Planning Obligation on Approved Application 145732 - Application to vary the Section 106 Agreement dated 27 April 1995 made between (1) Stratfield Mortimer Parish Council (2) English Villages Housing Association Limited and (3) Newbury District Council relating to land situated at Windmill Road, Stratford Mortimer, Berkshire

**CASE CLOSED** – 27 September 2024

**24/01884/COND: St Margarets Ravensworth Road Mortimer West End Reading RG7 3UD**

Approval of details reserved by Condition Nos. 3 (Construction Method Statement (CMS)), 6 (Schedule of Materials) and 9 (Construction Environmental Management Plan (CEMP)) of Approved Application 24/01122/FUL : Demolition of existing dwelling and garage and construction of replacement dwelling.

**APPROVED** – 3 October 2024

**24/01308/FUL: 49 Stephens Close Mortimer Common Reading RG7 3TY**

Erection of detached dwelling with associated parking and garden area.

**APPROVED** – 4 October 2024

**SMPC Comments** - The amended plans show little difference and at our planning meeting of 12 September the Planning Committee agreed that our previous comments remain:

Objection (in this response the proposed house is referred to as “New” and the existing house at no 49 is referred to as “Existing”):

- The details of the application are sparse in the extreme with necessary details such as dimensions missing – the CIL form refers to a gross internal area of 200 sq m but without properly scaled floor plans it is difficult to follow how this area is arrived at.
- The plans don’t make sense – for example Proposed elevations shows a ridge line at the rear of New on the north and south elevations, but not on west.
- The second story windows labelled “flat roof dormer” do not correspond with some of the drawings, elevations etc, so it is impossible to properly understand what is proposed – Proposed roof plan seems to show them in a ridged roof, but Proposed roof plans (Attic) seems to show them in a vertical elevation. Whatever is correct, they don’t appear to be dormers in any event but rather Velux style windows.

- If approved, the glazing on both side elevations of New at first floor level should be obscured to reduce overlooking/improve privacy (the application has obscured glazing on the side adjacent to no 48, but not on the side adjacent to Existing).
- Although the supporting statement refers to the NPPF and WBC Development Plan, it fails to reference the Stratfield Mortimer Neighbourhood Development Plan and detail whether (and how) it complies with this planning policy.
- Policy P1 (adopted by the SMNDP) requires three parking spaces for a four bedroom house, but the plans fail to show how such spaces exist (if they do) for New, nor whether there remain sufficient spaces in accordance with P1 for Existing.
- The question of available amenity space for New, and the remaining amenity space for Existing, is not addressed and it is unclear if there is sufficient amenity space for New and Existing

## **5. Neighbourhood Action Group report**

The next meeting is being held on Monday 14 October.

## **6. Health and Safety**

The electrical cabinets have been inspected. Some remedial work is recommended, and quotes are being sought.

## **7. Councillor Surgeries**

At the recent surgeries two residents engaged with the councillors. One enquired about the cycleway.

## **8. Minor Matters**

- Cllr Richardson reported that the Alan Thorpe Trophy match had not been played this year, but a date is being set for 2025. Mortimer Cricket Club and Mortimer west End Cricket club are thinking of amalgamating.
- Cllr Lock reported that Mortimer Surgery have appointed two more female doctors.

## **24/083 Communications**

**To identify items for communicating.**

- Remembrance Sunday.
- Christmas Tree lighting.
- Community Grant awards.

## **24/084 Future Agenda Items - DM**

**To identify future agenda items**

- Willink Leisure Centre

## **24/085 Exclusion of Press and Public - DM**

**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 24/078 on the Agenda, due to the confidential nature of the business to be transacted.

## Part II

### 24/080 Items for Consideration and Resolution

# Cllr Bridgman proposed an extension of time to 22:00.

Seconded by Cllr Morsley.

**Resolved** unanimously.

#### 6. Cemetery Extension

**To consider the tenders received and resolve the contractor to be appointed.**

Cllr Noonan summarised the design, specification and tender process. He reported that six companies had been invited to tender but only two had submitted quotes. He confirmed that the amounts quoted were more than what remains of the original budget due to the decision to employ a specialist to assist with the design and tender process, the need for retaining walls for the bridge and the addition of a memorial wall to the cemetery design. The associated costs were discussed and specific differences between the two quotes reviewed.

Cllr Bridgman proposed 1) the quotes be forwarded to TGMS Ltd for comment 2) the wall is removed from the cemetery design (and White Horse Contractors are approached to ascertain that the cost quoted for the walls could be deducted from the total) 3) depending on clarification by the company of the process and cost for the excavation works (ref#28 of Quotation Tabulation Cemetery document – this should reduce as memorial wall not to be excavated), subject to the Clerk in conjunction with Cllrs Morsley and Noonan being satisfied with the information provided, the contract is awarded to White Horse Contractors 4) funds are transferred from General Reserves to increase the amount held for the Cemetery Extension to £60,000 plus the contingency.

Seconded by Cllr D Kilshaw.

**Resolved** unanimously.

#### 10. Mortimer to Burghfield Cycleway and Footpath

**To receive and update and agree any further actions regarding the recommendations.**

Cllr Bridgman reported that the quote from Ridge and Partners LLP, dated 10/09/2024, for the next phase of work had been reviewed by West Berkshire Council's Principal Engineer and confirmed the costs are consistent with current consultancy rates being quoted on similar schemes. One cost should reduce in price if only one iteration is needed with WBC to obtain technical approval of the design.

Cllr Bridgman proposed that a purchase order is raised for items 1-15 of the quote with the caveat that the cost may reduce in price if only one iteration is needed as described above.

Seconded by Cllr D Kilshaw.

**Resolved** with one abstention.

## Close

The meeting closed at 21:46

Next meeting: November 14, 2024.