



Stratfield Mortimer Parish Council Minutes

Minutes of the Meeting of the Parish Council held on Thursday 14 November 2024 at 19:30 at Mortimer Methodist Church Hall, West End Road, Mortimer

Present:

Councillors:

Cllr D Morsley (Chairman), Cllr G Bridgman, Cllr N Carter, Cllr M Dennett, Cllr D Kilshaw, Cllr H Kilshaw, Cllr H Geary, Cllr S Hill, Cllr M Lock (arrived 19:33), Cllr A Richardson, 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.

Part I

24/086 Public Questions

Thames Water's Healthy Rivers Community Manager, Mr P Hampton, gave a presentation and answered questions on Mortimer Sewerage Works, the challenges faced in managing foul water at the site, the proposed resolutions and the work being undertaken. Mr Hampton agreed to provide information for sharing with the public, confirmation of the timescales for the work and details of the site permit.

Cllr Morsley thanked Mr Hampton for attending.

Cllr Bridgman thanked Mr S Child for his work relating to the sewerage works and Foudry Brook.

24/087 To receive any apologies for absence

Cllr Lock had sent her apologies. She arrived at 19:33.

24/088 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.

24/089 Minutes of Last Meeting

To resolve to approve the Minutes of the Meeting of the Council of the 10 October 2024.

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

24/090 Chairman's Remarks

Cllr Morsley:

- Introduced Ms Danielle Davis who shall be commencing as an Officer of the Council on 9 December 2024 and taking over as Clerk as of 1 January 2025.
- Reminded all interested parties to reply to Cllr Bridgman with their menu choices for the Christmas meal. Cash tips shall be collected on the night.
- Asked councillors to respond to the Government's consultation on remote attendance and proxy voting.
- Reported that Cllr Andy Noonan had resigned. The Clerk confirmed that Notice of Vacancy had been posted and expired at midnight on 14 November 2024. Both vacancies can then be advertised.

24/091 Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the Meeting of the Council held on 10 October and other updates.

The Clerk's written report was received.

24/092 Items to be taken into private session

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

None determined.

24/093 Reports from Committees, Steering Groups, Working Parties and Outside Bodies.

1. Fairground and Cemetery Committee

Cllr D Kilshaw reported that the Fairground Footpath and Utility Square work had started and the kissing gate had been installed. There had been some issues regarding the specification which may lead to a slight overspend. Cllrs D Kilshaw and Hill are meeting to review the build of the path.

2. Planning Committee

Nothing to report.

3. Climate and Environment Steering Group

Cllr Dennett confirmed that he and the Clerk had responded to West Berkshire Council's (WBC) Draft Waste Strategy on behalf of the Council.

4. Communications Steering Group

Nothing to report.

5. Emergency Planning Working Party

Cllr Richardson reported he had attended Mastering Emergency Planning training and confirmed that the aim is to support and co-ordinate. The Working Party shall be looking to put together information consisting of a directory of relevant personnel, available community assets and how to link the relevant information. He reported that new protocols, some mandatory, regarding the security of the public at venues will be introduced as part of Martyn's Law next year.

The Clerk shall promote the need for volunteers to assist with formulating the Emergency Plan.

6. Outside Bodies

- Burghfield and Mortimer Neighbourhood Action Group (BMNAG): Cllr D Kilshaw reported that BMNAG had met on 14 October where speeding had been raised as an issue. According to the statistics provided, there has been an increase in the latest crime figures.
- Fairground Trust: Cllr D Kilshaw reported that he had logged on to the Charity Commission and was waiting for an administrator to allow him access; Cllr Morsley undertook to do this.
- Clarke's Educational Foundation: Cllr Lock reported that 49 undergraduates had applied for a grant from them. Mortimer Relief in Need had assisted with meeting the financial demand.

24/094 Items for Consideration and Resolution

1. Policies

To approve the amended:

a. Fairground Hire Agreement and Terms and Conditions.

The documents were considered.

Cllr Bridgman proposed the Agreement and Terms and Conditions be approved.

Seconded by Cllr Morsley.

Resolved unanimously.

b. CCTV Data Privacy Impact Assessment.

The one proposed change, which will enable the CCTV images to be accessed and displayed on Council hardware other than the Clerk's laptop, was considered.

Cllr Morsley proposed the amendment be approved.

Seconded by Cllr Bridgman.

Resolved unanimously.

2. Neighbourhood Plan

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

The written report was received.

3. Committee, Steering Group, Working Party and Councillor Representatives

To resolve:

a. The appointment of Cllr K Strong to Committees, Steering Groups and Working Parties.

Cllr Strong declined to join any Committees at this time but is willing to assist with any surplus of work.

b. The appointment of a member(s) to the Finances and General Purposes Committee.

Cllr H Kilshaw shall attend the next meeting of the Finance and General Purposes Committee with a view to joining it.

c. The Council representative for the Burghfield and Mortimer Volunteer Bureau.

Cllr Morsley proposed Cllr Wells be appointed as the Council representative.

Seconded by Cllr Bridgman.

Resolved unanimously.

4. Annual Parish Meeting

To resolve to seek representatives from outside bodies to attend the Annual Parish Meeting and report on their activities.

Cllr Morsley proposed the resolution to include invites to bodies such as police, fire service, school governors and AWE.

Seconded by Cllr Bridgman.

Resolved unanimously.

5. West Berkshire Heritage Forum (WBHF)

To consider the information received and resolve a donation of £50 to the WBHF.

Cllr Bridgman proposed a donation of £50 to the WBHF.

Seconded by Cllr Morsley.

Resolved unanimously.

6. Library Contribution

To resolve a financial payment of £3,997 as SMPC's library services contribution for 2024/25.

Cllr Morsley proposed a payment of £3,997 for the library services contribution.

Seconded by Cllr Bridgman.

Resolved unanimously.

7. Flood Warden

To consider the information received on flooding and sewerage challenges and resolve the response to the query regarding Stratfield Mortimer Parish Council's plans to recruit a flood warden.

The need for a flood warden in Mortimer was considered and discussed. It was agreed that there is occasional flooding, but most flooding has largely been alleviated by works undertaken.

Cllr Morsley proposed that the Council has no need for a flood warden and therefore, has no plans to recruit one.

Seconded by Cllr Bridgman.

Resolved unanimously.

8. Internal Audit

To receive the mid-term report for 2024/25.

The report was received.

9. Mini Recycling Centre – West End Road Car Park

To resolve to support the supply and operation, by the district council, of a small electrical item recycling bin, in the south-west corner of the West End Road car park, in the existing half space, at no cost to the parish council.

The installation of the recycling bin was discussed,

Cllr Morsley proposed a bin is installed on a trial basis and if there are any significant problems then WBC are asked to remove it.

Seconded by Cllr Bridgman.

Resolved unanimously.

10. Memorial Tree

To consider the request to plant a tree on the Fairground in memory of Mrs M Smith and resolve its location.

Cllr Shaw explained that a member of the public has requested to plant a tree on the Fairground in memory of his mother. However, due to the other trees planted, there is now very limited space and there would be a danger of setting a precedent if this tree is accepted. It was agreed that this tree cannot be accommodated on the Fairground and no further public trees will be accepted.

11. Members Bid

To consider and approve suitable projects for consideration by the Ward Councillors.

The options were considered.

Cllr Morsley proposed the District Councillors be asked to consider a Members' Bid for installing a water supply on the Fairground.

Seconded by Cllr Lock.

Resolved unanimously.

It was noted that permission to install the water supply on the Fairground would need to be sought from the Fairground Trustees.

12. Transfer of Council Funds

To resolve the purchase of shares to the value of £76,000 in the Public Sector Deposit Fund to maintain the balance in the Unity Trust Bank Account in line with the Investment Strategy

Cllr Bridgman proposed the resolution as above.

Seconded by Cllr Morsley.

Resolved unanimously.

13. SID and ASWC

To receive an update on speeding in the village and seek councillor volunteers to deploy the SID and ASWC.

Cllr Dennett reported that volunteers are desperately needed to assist with deploying the SID and, additional volunteers are needed to deploy the ASWC. Further to the recent Roads, Footpaths and Commons Committee meeting, confirmation is being sought from WBC regarding the rules around deploying SIDs. No further councillors volunteered; social media will be used to find volunteers from the community.

14. Christmas Tree Installation

To receive an update on the Fairground works and confirm the arrangements for the installation of the tree.

The tree is being delivered on 22 November. Cllr D Kilshaw confirmed the new Utility Square fencing will not be in situ by then, but the contractors will supply Heras fencing to protect the tree. The contractors will also have equipment on site to help with installing the tree. Cllrs Bridgman, Geary and Stone will oversee installing the tree. Cllr D Kilshaw will attend the Advent event on Sunday 1 December to switch on the lights at 7pm.

24/095 Finance

1. Accounts to the 30 September 2024

To receive and approve the Income and Expenditure Report to the 30 September 2024 and the Balance Sheet as of that date.

2. Accounts for Payment

To receive and approve items of expenditure - Schedule A i

Item	Date of Invoice	Payee Details	Amount £
1.	30/09/24	Mortimer Methodist Church: Sept hall hire	125.00
2.	16/10/24	Oliver Signs: Autumn newsletter inc VAT	784.21
3.	17/10/24	SLCC: Website Accessibility Compliance training – S Taylor inc VAT	54.00
4.	22/10/24	LTA Operations Ltd: Tennis courts venue registration annual fee	140.00
5.	25/10/24	Claire Connell: mid-term audit fee	260.00
6.	28/10/24	Mortimer Methodist Church: Oct hall hire	141.00
7.	30/10/24	Tactical Facilities: litter bin emptying and litter pick x 3 inc VAT	165.78
8.	31/10/24	G Bridgman expenses: Refreshments with proposed Clerk & travel and car park for District Parish Conference	28.40

9.	31/10/24	Dads Shop: hardware & scarecrow items inc VAT	87.27
10.	31/10/24	Ridge: Meeting with WBC, commissioning Shires Rural re additional topographical survey inc VAT	900.00
11.	31/10/24	Ridge: liaising with Aspect Arboricultural re discharge of condition 3 and the extent of potential mitigation works inc VAT	900.00
12.	01/11/24	S Taylor expenses: eye test	30.00

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 Bi

Item	Date of Payment	Payee Details	Amount £
Electronic Bank Payments			
1.	16/10/24	SLCC: S Taylor FilCA Fee inc VAT	144.00
2.	16/10/24	N W Adams: 3 x RPII routine training	645.00

Schedule Bii

Item	Date of Payment	Payee Details	Amount
Card Payments			
1.	04/10/24	Ovo: repayment of electricity incurred from breast screening van inc VAT	353.96
2.	08/10/24	Amazon: headset inc VAT	36.54
3.	08/10/24	Amazon: stationery inc VAT	5.18
4.	08/10/24	Amazon: tape measure inc VAT	7.99
5.	11/10/24	Co-op: refreshments (interviews)	2.00
6.	21/10/24	Amazon: post-it notes inc VAT	9.81
7.	21/10/24	Amazon: toner cartridges inc VAT	260.21
8.	21/10/24	Amazon: Pukka notebook/project book inc VAT	13.37
9.	31/10/24	The Payroll Site: quarterly software fee inc VAT	23.40
10.	01/11/24	Google: DNS network services	0.35
11.	01/11/24	Royal British Legion: poppy wreath	25.00
12.	02/10/24	Lloyds: monthly card fee	3.00

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.	16/10/24	Tactical Facilities Ltd: cemetery grounds maintenance 10/09 inc VAT	79.57
2.	16/10/24	Tactical Facilities: dog waste empties Sept inc VAT	134.40
3.	16/10/24	Tactical Facilities Ltd: cemetery grounds maintenance 24/09 inc VAT	79.57
4.	16/10/24	SCS Ltd: grazing area one off cut inc VAT	176.30
5.	16/10/24	West Berkshire Council: quarterly office rent	875.00
6.	16/10/24	CCB: annual membership fee inc VAT	42.00
7.	16/10/24	Salaries: Month 7, Oct 2024 inc pension contributions	4955.38

8.	16/10/24	HMRC: PAYE & NI for Month 7, Oct 2024	1272.66
Direct Debits			
9.	01/10/24	OVO: Electricity inc VAT	16.00
10.	01/10/24	OVO: Electricity inc VAT	33.00
11.	07/10/24	Smart Pension: admin fee inc VAT	26.40
12.	09/10/24	BT: quarterly charge inc VAT	289.54
13.	10/10/24	EE: mobile phone charges & WiFi hotspot	40.09
14.	23/10/24	OVO: Electricity inc. VAT	59.00
15.	31/10/24	Suez: Waste collection August inc VAT	99.58
16.	31/10/24	Unity Trust: service charge	9.30

Agenda items 24/095 1. 2. 3. and 4. were taken on block.

Cllr Bridgman proposed the accounts and payments be received and approved.

Seconded by Cllr Morsley.

Resolved unanimously.

24/096 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 10/10/2024

b. Roads, Footpaths and Commons 17/10/2024

The meetings were noted, and minutes received.

2. District Councillor Reports

Not discussed.

3. Correspondence

The written report was received.

4. Planning decisions and information from West Berkshire Council

24/01214/FUL: Pine Croft St Catherines Hill Mortimer Reading RG7 3UT

Demolition of existing dwelling and Erection of 2no. semi-detached dwellings. Use Class C3 Dwellinghouse

REFUSED – 11 October 2024

SMPC Comments: Stratfield Mortimer Parish Council considered the amended plans at its Planning Committee meeting on 12 September 2024, under item 24/070 and objects on the following grounds: -

-The roof height at 8.1 metres is still too high and not in line with other properties. The Colt House, Sweetzers Piece application (05/00628/RESMAT or 05/01997/REM,) established a precedent for lower roof heights, which the current plans disregard. The application therefore changes the street scene.

-The 'Arbtech Preliminary Ecological Appraisal and Roost Assessment' – 'Appendix 3 Proposed plan' still shows the rooflights, which they say are removed in the amended plan. Having rooflights gives the opportunity for a 3rd bedroom in the loft.

The committee would also like to know who owns the trees lining the plot and whether the applicant can remove these.

24/01855/HOUSE: 15 Tayberry Grove Mortimer Reading RG7 3WT

Retrospective permission for a single storey timber framed garden room, situated within the boundary of the rear garden.

APPROVED – 1 November 2024

SMPC Comments: Stratfield Mortimer Parish Council considered the plans for this application at its Planning Committee meeting on 10 October 2024, under item 24/086 and has a neutral position but would like to know if the garden room complies with planning policy.

24/01322/COND: 9 Windmill Road Mortimer Common Reading RG7 3RN

Application for Approval of Details Reserved by Conditions 3 (Schedule of materials), 4 (SUDS), 5 (Biodiversity measures), 6 (External Lighting), 9 (Electric Charging Point), 10 (Construction method statement), 12 (Footway/cycleway provision) and 13 (Visibility splays) of planning permission 23/02038/FUL - Erection of 4no. 3 bed dwelling houses.

APPROVED – 5 November 2024

24/02277/TELE28: Telecommunications Mast Windmill Road Mortimer Common Reading

Notification under Regulation 5 of the Electronic Communications Code (Conditions and Restrictions) Regulations 2003 (as amended) to utilise permitted development rights (Part 16 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)). The proposal consists of the installation of a 12 Metre Medium Wooden Pole outside 1-4 Carpenters Court, Windmill Road, Mortimer, Reading, RG7 3RN.

RESPONSE ISSUED – 28 October 2024

24/02065/NONMAT: Land South of Tower Gardens The Street Mortimer Common Reading

Non Material amendment application to planning application 23/02392/RESMAJ: Section 73 - Application for Variation of a Condition 6 (Approved Plans) following Grant of Planning Permission 23/00297/RESMAJ - Application for Approval of Reserved Matters for the residential development of phase 3 comprising 52 dwellings including affordable housing, public open space and associated landscaping following Outline Approval 19/00981/OUTMAJ Matters to be considered: Appearance landscaping and scale Amendment: Replace the approved floorplans and elevations with amended plans and elevations for Plot 82.

APPROVED – 7 November 2024

5. Neighbourhood Action Group report

Minuted at 24/093 6.

6. Health and Safety

The Clerk reported that:

- The electricity cabinets had been inspected and the reports awaited and there shall be some work to be undertaken. Funds have been allocated as part of the Fairground and Cemetery budget.
- The Custodian is booked onto a chainsaw training course on the 18 and 19 November.
- Concerns have been raised that part of the MUGA surface is slippery. Infinity Playgrounds Ltd will be undertaking an inspection.
- The annual memorial inspection has been undertaken.

7. Councillor Surgeries

No members of the public attended the recent surgeries.

8. Minor Matters

Cllr Hill stated that he is planning on reporting on the cemetery extension memorial wall in January.

24/097 Communications

To identify items for communicating.

- Information from Thames Water.
- Request for volunteers to assist with the Emergency Plan.
- Request for SID/ASWC volunteers.
- Councillor vacancies and co-options.
- Appointment of new Clerk.

24/098 Future Agenda Items

To identify future agenda items.

- Cemetery extension memorial wall – Cllr Hill.
- Review of WBC's Delivery Service Offers.

24/099 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 24/092 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: January 9, 2025.