



Stratfield Mortimer Parish Council Minutes

**Minutes of the Meeting of the Parish Council held on
Thursday 13 February 2025 at 19:30 at
Mortimer Methodist Church Hall, West End Road, Mortimer, RG7 3TB**

Present

Councillors

Cllrs D Morsley (Chairman), G Bridgman, M Dennett, H Geary, S Hill, H Kilshaw, D Kilshaw, A Richardson, K Strong, M Lock, and J Wells.

Officers of the Council

Miss D. Davis.

Public/Press

Five members of the public were present. No members of the press were in attendance.

Part I

24/114 Public questions

None were received.

24/115 To receive any apologies for absence

Apologies were received from Cllrs N Carter and M Shaw.

24/116 To receive any declarations of interest

None were received.

24/117 Minutes of last meeting

The Minutes of the Full Council meeting held on Thursday 9 January 2025 were received with no amendments and approved unanimously for signature by the Chairman as a true record of the meeting.

24/118 Chairman's remarks

None.

24/119 Clerk's Report

The Clerk's Report was received. Cllr Hill expressed appreciation to the Custodian for his work on the MUGA.

24/120 Items to be taken into private session.

No additional items were agreed for private session, except for 24/128, which was already included in Part II.

24/121 Reports from Committees, Steering Groups, Working Parties and Outside Bodies.

1 Planning Committee

Cllr Richardson reported that a Planning Committee meeting had been held earlier, and the Committee raised no objections to application 24/02772/HOUSE.

2 Climate and Environment Steering Group

Cllr Dennett reported that a meeting is scheduled, and the Council will be updated in due course.

3 Communications Steering Group

Cllr Bridgman reported that the Spring Newsletter has been printed and is awaiting distribution.

4 Emergency Planning Working Party

Cllr Richardson reported that a meeting is scheduled, and the Council will be updated in due course.

5 Policies Working Party

Cllr Bridgman reported that policy amendments will begin soon in line with the Committee restructuring.

6 Outside Bodies

- **Willink JAC** – Cllr Richardson reported that a meeting took place last month. He has requested specific statistics for Stratfield Mortimer and provided resident feedback. New events, including 'Senior Circuits,' will commence in early March. A further meeting is to be scheduled with other Parish Councils who contribute to the Willink Leisure Centre, with a view to determining whether value for money is being achieved from the contributions made.
- **Clarks Educational Foundation** – Cllr Lock reported that 44 students applied for a grant. A full report is included in the Spring Newsletter.

7 Neighbourhood Plan Steering Group

Cllr Bridgman noted that the draft minutes from the last meeting were received. The steering group is awaiting a planning application for the reserved land at MOR006 and has been working with ACOM on policies for the updated Neighbourhood Plan.

8 Neighbourhood Action Group

Cllr Kilshaw reported that a meeting had been held this week. Thames Valley Police reported awareness of antisocial behaviour in Windmill Road and Strawberry Fields and are also focusing on graffiti.

24/122 Items for consideration

1 Policies

To approve amended policies:

- a **To agree the Terms of Reference discussed in Committee (etc) meetings following the last Full Council meeting.**

Each Committee or Steering Group has reviewed and commented (as necessary) upon the new Terms of Reference. Cllr Bridgman provided a detailed explanation of the revised document. The Terms of Reference will be appended to a Master Document, which will be developed shortly. It was advised to include the Phone Box in the Estates Management Committee Terms of Reference.

- b **Other policies resulting from the changes to the Terms of Reference.**

None.

2 Mortimer Hobby Hall

To review and consider the proposed site brief and preliminary plans for the Mortimer Hobby Hall.

A representative of the proposed Mortimer Hobby Hall presented the site design brief and plans. The Council asked questions and provided feedback, raising points on demolishing the current building, preserving Garth Hall's history, and plan details. The Hall's purpose and club operations were discussed. The group will keep the Parish Council updated and was advised to involve the community in plans promptly.

3 Community Grant

To consider and resolve additional requests for Community Grants (£5762.50 remaining in budget for 24/25):

- a **Mortimer Warm Welcome – request for a grant of £600**

A representative of Mortimer Warm Welcome provided information about the group. The application was discussed, and Cllr Bridgman proposed a grant of £600. Cllr Morsley seconded the proposal.

Resolved unanimously.

- b **The Oaks Childcare Club – request for a grant of £1,500**

The application was discussed, Cllr Bridgman proposed the club be awarded a grant of £1,500, seconded by Cllr Richardson.

Resolved with four councillors opposed.

- c **Bucket List Wishes- request for a grant of £1,500**

The application was discussed, Cllr Lock proposed that no grant was to be awarded **Resolved** with two abstentions.

4 Recurring Grants

- a **To consider and discuss how to handle recurring grants outside of the community grants award.**

The community grant awarding process was discussed. It was agreed that the Community Grant Policy be amended to clarify that awards will only be reviewed if submitted within the agreed timescale. Following the May restructure, the Community Committee will resolve grants. Cllr Bridgman will redraft the policy for Full Council approval.

Outside groups making recurrent requests will be informed that applications will be considered per the policy.

Cllr Bridgman proposed rolling the remaining Community Grant Budget into next year's budget. Cllr Geary seconded.

Resolved unanimously.

b To consider and resolve the grant request for Citizens Advice Tadley.

It was decided to advise Citizens Advice Tadley to follow the Community Grant policy and apply within the designated application window.

5 St Mary's School Speeding Signs

a To review the recommendations of the Roads, Footpaths, and Commons Committee regarding the proposal for Council funding of additional signage at St Mary's School

The recommendations from the Roads, Footpaths, and Commons were received and discussed (see below).

b To receive a report from Cllr N. Carter on the proposed purchase of two traffic management signs for St Mary's School and to consider and resolve the decision on the purchase.

The report was received. Following the Roads, Footpaths, and Commons Committee meeting, it was decided that the proposal will not be considered until a decision from West Berkshire Council is received as to whether an advisory 20mph can be set.

6 Landline removal proposal for the office

To resolve the proposal to remove the landline from the Parish Office.

Cllr D Kilshaw proposed removing the office landline and replacing it with the existing mobile phone, following a public notification period to ensure a smooth transition. Cllr Geary seconded.

Resolved unanimously.

7 Fairground and Cemetery- Playground Maintenance Funds

To consider and resolve the virement of £692.00 from the Fairground Maintenance budget to the Playground Equipment budget to fund the repair of the Gyro-Spiral apparatus.

Cllr D Kilshaw proposed the virement, seconded by Cllr Morsley.

Resolved unanimously.

8 SID/SAM budget increase for procurement

To consider and resolve an increase in the budget for the procurement of additional SID equipment to facilitate the purchase of two units instead of one.

The decision to purchase two units was discussed. Cllr D Kilshaw proposed a virement to be added to the existing EMR, such that the amount available totalled £8,000 for the purchase of two SID units, to be sourced from either the Roads, Footpaths, and Commons Committee budget or CIL income. Cllr Richardson seconded.

Resolved with one against.

9 May meeting of the full council date

To consider and resolve the proposed rescheduling of the Full Council meeting originally set for 8 May to avoid a conflict with VE Day celebrations.

Cllr Morsley proposed moving the May Full Council meeting to 15 May 2025. Cllr Geary seconded.

Resolved with Cllr Hill opposed.

10 May VE day Working Party

To consider and agree on the necessary actions for commemorating the event on 8 May 2025.

Following discussion, it was agreed to establish a working party comprising Cllrs Bridgman, H Kilshaw, D Kilshaw, Strong, and Geary to plan the event.

Cllr Bridgman proposed a time extension for the meeting to 10pm.

Cllr Morsley seconded.

Resolved unanimously.

11 Cemetery Extension Memorial Wall

To consider and resolve the proposal to proceed with the installation of a memorial wall as part of the cemetery extension.

The proposal was discussed. Cllr Hill proposed re-including the Memorial Wall in the cemetery extension project, with funding from available CIL or general reserves. Cllr Strong seconded.

Resolved with two abstentions.

24/123 Finance

- 1 Accounts to the 31 December 2024 - to receive and approve the Income and Expenditure Report to the 31 December 2024 and the Balance Sheet as of that date.**
- 2 Accounts for Payment - to receive and approve items of expenditure (Schedules Ai and Aii).**
- 3 Payments made with the authorisation of Chairman/Vice-Chairman and the Clerk (Schedules Bi, Bii and Biii).**
- 4 Subscriptions and Continuous Payments - to receive and note a summary of payments made (Schedule C).**

(See Appendix for all payment schedules.)

Agenda items 24/123 1, 2, 3, and 4 were taken en bloc. Cllr D Kilshaw proposed the accounts and payments be received and approved, or noted (as the case may be). Seconded by Cllr Richardson.

Resolved with two abstentions.

24/124 Items for information only

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

- a **Planning 09/01/2025**
- b **Fairground and Cemetery 16/01/2025**
- c **Roads Footpaths and Commons 06/02/2025**

The meetings were noted and minutes received.

- 2 District Councillor Reports**

The written report was received.

- 3 Correspondence**

The written report was received.

- 4 Councillor Surgeries**

The verbal report was received, it was noted that improvements to advertisement should be added to the future agenda of the Community Committee.

- 5 Minor Matters**

None.

24/125 Communications

The Spring Newsletter is to be distributed shortly.

24/126 Future agenda items

Policies in relation to the Committee re-structuring will be drafted shortly for approval of Full Council.

Part II

24/127 Exclusion of Press and Public

To pass a resolution under s.1(2), Public Bodies (Admission to Meetings) Act 1960, to exclude members of the press and public from the meeting due to the confidential nature of the business to be transacted.

24/128 Mortimer Fun Day

To initially discuss the possibility of The Parish council providing a service for the Mortimer Fun day in lieu of sponsorship or a grant.

Following discussion, it was agreed that the council explore the possibility of purchasing a service or item for events, such as the Mortimer Fun Day, in lieu of a grant or donation. This idea will be taken forward to a proposal.

Close

The meeting closed at **21:42**.

Date of next meeting: **13 March 2025**.

Miss Danielle Davis

14/02/2025

Appendix – payment schedules

Schedule Ai

Item	Date of Payment	Payee Details	Amount £
	08/01/25	Wellers Hedleys: legal advice regarding Garth Hall from Dec 2022 inc VAT	2262.00
	09/01/25	Aspect Ecology: Dormouse survey report inc VAT	1260.00
	19/01/25	Traffic Management Consultants: Road safety audit for cycleway inc VAT	900.00
	27/01/25	IC2 Design Install Project: CCTV SIM annual payment inc VAT	648.00
	31/01/25	Digital credibility support (L.Hannawin): Admin support for the Clerk and Assistant Clerk	538.70
	31/01/25	Ridge: Stage 2 Road safety audit response	1200.00

Schedule Aii

Item	Date of Invoice	Payee Details	Amount £

Schedule Bi

Item	Date of Payment	Payee Details	Amount £
Electronic Bank Payments			

Schedule B ii

Item	Date of Payment	Payee Details	Amount £
Electronic Bank Payments			
1.	10/01/25	Westcotec: AWSC hardware upgrade inc VAT	600.00

Schedule B iii

Item	Date of Payment	Payee Details	Amount £
1.	10/01/25	S Taylor: NPSG admin support December	75.00
2.	10/01/25	Dads Shop: oil for Fairground and key for office inc VAT	19.91
3.	10/01/25	SCS: Vegetation clearance for cycleway inc VAT	364.80
4.	10/01/25	GB sport & Leisure: Wet & forget treatment inc VAT	62.52
5.	10/01/25	The Methodist Church rental: December meetings	125.00
6.	10/01/25	G Bridgman expenses: travel costs to AWE LLC, box for Christmas tree lights inc VAT	13.40

7.	10/01/25	D Morsley expenses: Christmas cards , staff Christmas gifts, staff Christmas meals inc VAT	190.45
Card Payments and Direct Debits			
8.	07/01/25	Smart Pension: admin fee inc VAT	26.40
9.	22/01/25	Gigaclear monthly fee	72.00
10.	01/01/25	Google cloud inc VAT	0.34
11.	02/01/25	Lloyds: monthly card fee	3.00
12.	04/01/25	Amazon: wireless mouse and pens for office inc. VAT	25.83
13.	14/01/25	Glasdon: Bin bags for The Custodian inc VAT	65.18
14.	27/01/25	Microsoft: online services	12.30
15.	04/01/25	Amazon: Wireless keyboard for office inc VAT	30.96
16.	21/01/25	Amazon: Laptop bag for SID equipment inc VAT	39.59
17.	28/01/25	Payroll site: 1 additional month for payroll site	7.80

Schedule C

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments			
1.	10/01/25	Tactical Facilities: dog waste empties Dec inc VAT	168.00
2.	10/01/25	West Berks Council: Quarterly rent for office	875.00
3.	31/01/25	Salaries: Month 10, January 2025 inc pension contributions	4527.29
4.	31/01/25	HMRC: PAYE & NI for Month 10 , January 2025	1131.38
Direct Debits			
5.	02/01/25	OVO: Electricity inc VAT	24.00
6.	02/01/25	OVO: Electricity inc VAT	33.00
7.	10/01/25	EE: mobile phone charges & WiFi hotspot	40.09
8.	23/01/25	OVO: Electricity inc. VAT	36.00
9.	08/01/25	BT: quarterly service charge	316.83
10.	31/12/25	Suez: Waste collection December inc VAT	99.58
11.	31/01/25	Unity Trust: service charge	11.40