



# Stratfield Mortimer Parish Council Minutes

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

*These Minutes are subject to approval*

### Present

#### Councillors

CLRs D Morsley (Chairman), G Bridgman, M Dennett, H Geary, S Hill, H Kilshaw (arrived 19:48), D Kilshaw, A Richardson, K Strong, N Carter, M Shaw, and M Lock.

#### Officers of the Council

Miss D. Davis.

#### Public/Press

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

### Part I

#### **24/129 Public questions**

None were received.

#### **24/130 To receive any apologies for absence**

No apologies were received.

#### **24/131 To receive any declarations of interest**

None were received.

#### **24/132 Minutes of last meeting**

The Minutes of the Full Council meeting held on Thursday 13 February 2025 were received with no amendments and approved unanimously for signature by the Chairman as a true record of the meeting.

#### **24/133 Chairman's remarks**

- A minute's silence was observed for Cllr J. Wells, who had recently passed away.

- The Council was reminded of Cllr J. Wells' funeral, to be held on 19th March.
- The Councillors were asked to start considering which committees they will volunteer for following the committee restructure in May. All three Standing Committees will have significant workloads and a good number of councillors will be required on each to fulfil these.

## **24/134 Clerk's Report**

The Clerk's Report was received.

## **24/135 Items to be taken into private session.**

Cllr Morsley proposed that item 24-137 5 The Clerk be taken into private session.

Seconded by Cllr Bridgman.

**Resolved** unanimously.

## **24/136 Reports from Committees, Steering Groups, Working Parties and Outside Bodies.**

### **1 Planning Committee**

Cllr Richardson reported that the meeting scheduled for today was cancelled. The previous draft minutes were received, and the planning application for 15 King Street has been approved.

### **2 Climate and Environment Steering Group**

Cllr Dennett had nothing to report.

### **3 Communications Steering Group**

Cllr Bridgman reported that, as the proposed next meeting of the Community Committee is on 29 May, preparations for the next newsletter need to be well in hand before it meets. Councillors are requested to start sending new ideas for articles for the summer newsletter to the office.

### **4 Neighbourhood Plan Steering Group**

Cllr Bridgman reported that AECOM had sent through several documents with a short turnaround for response. The draft minutes were received.

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

Cllr Richardson had nothing to report.

### **6 Policies Working Party**

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

### **7 Neighbourhood Action Group report**

Cllr Kilshaw reported that a meeting was held a month ago. During this meeting, it was reported that the crime rate in Mortimer had reduced over the past 12 weeks. Thames Valley Police are aware of reports of antisocial behaviour, and several Mortimer residents were present to discuss vehicle speeding in the village.

### **8 Mortimer to Burghfield Cycleway**

Cllr Morsley reported that Ridge had sent a technical drawings pack to West Berkshire Council for technical review. A proposal for the next phase of work

(bridge design), involving grounds work inspections, has been received, to which Cllr Richardson has responded with a request for a breakdown of costs.

**#Cllr H Kilshaw arrived at 19:48**

## 9 Outside Bodies

- **Willink JAC** – Cllr Richardson reported that a meeting is scheduled for 19th March at 18:30 between Stratfield Mortimer, Sulhamstead, and Burghfield Parish Councils to discuss the value for money of annual contributions.
- **Clarks Educational Foundation** – Cllr Lock provided a brief update.

## 24/137 Items for consideration

### 1 Councillor Vacancy

**To consider any applications for co-option to fill the Casual Vacancies on the Parish Council and vote to appoint a co-opted parish councillor, to commence on 1/4/2025 2025 with the condition they are on the Electoral Register or 24/4/25 if that condition is not met.**

Mrs J Todds application was considered for the current vacancy. She gave a brief introductory talk and answered questions from the floor.

Cllr Bridgman proposed Mrs J Todd be co-opted onto the Council when one or both of the criteria set in the agenda are met.

Cllr Morsley seconded.

**Resolved** unanimously.

### 2 Policies

#### a To approve amended policies:

- i New policies note
- ii Code of Conduct V2.1
- iii Community Grant Policy V1.2
- iv Financial Regulations V5.3
- v Policy Guidance and Glossary V0.7
- vi Scheme of Delegation V1.4
- vii Standing Orders V2.4
- viii Asset Valuation and Register Policy V2.1

Cllr D Kilshaw proposed that the policies be approved and acted upon immediately en bloc.

**Resolved** with one abstention.

**# As per Standing orders V2.4 15.6 Cllr Morsley added a Motion to appoint a member to the Mortimer to Burghfield Cycleway Steering Group.**

Mr D Graham gave a brief introductory talk and answered questions from the floor.

Cllr Morsley proposed that Mr D Graham, and Cllrs D Kilshaw and H Geary be appointed to the Mortimer to Burghfield Cycleway Steering Group.

Cllr G Bridgman seconded.

**Resolved** unanimously.

**b To approve the meeting timetable for 2025/2026 as recommended by Finance and General purposes**

After some discussion Cllr Morsley proposed that the meeting timetable for 2025/2026 be approved.

Cllr D Kilshaw seconded.

**Resolved** unanimously.

**3 Annual Subscriptions and Continuous Payments**

**To receive and resolve the Annual Subscriptions and Continuous Payments as recommended by Finance and General Purposes.**

Proposed by Cllr Morsley.

Seconded by Cllr D Kilshaw.

**Resolved** unanimously.

**4 Fees and Charges 2025/2026**

**To receive and resolve the charges for 2025/26 as recommended by Finance and General Purposes.**

After some discussion the motion was proposed by Cllr Morsley.

Seconded by Cllr Bridgman.

**Resolved** unanimously.

**5 The Clerk**

**To receive a report on the Clerk's probationary period and resolve any actions to be taken.**

Minuted at part II.

**6 Advertising and Fly Posting Policy**

**To resolve to waive restrictions placed by the Advertising and Fly Posting Policy for the event 'Mortimer Fun Day' advertisements.**

Proposed by Cllr Bridgman.

Seconded by Cllr Morsley.

**Resolved** unanimously.

**7 Mortimer Fun Day**

**To consider a proposal to purchase an item for the 2025 Fun Day in lieu of sponsorship and resolve which of two items to purchase.**

After a discussion, Cllr Morsley proposed sponsoring the Mortimer Fun Day by purchasing a headline act.

**Resolved:** The proposal was carried, with two votes against and one abstention.

A vote was held to determine which act to purchase:

- *Pedal Power vs. Parkour* – Nine votes in favour.
- *The Dinosaur Invasion* – Four votes in favour.

**Resolved:** To purchase the *Pedal Power vs. Parkour* headline act for the Mortimer Fun Day

## **24/138 Finance**

- 1 **Accounts to the 31 January 2025 - to receive and approve the Income and Expenditure Report to the 31 January 2025 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 24/138 1, 2, 3, and 4 were taken en bloc. Cllr Bridgman proposed the accounts and payments be received and approved, or noted (as the case may be).

Seconded by Cllr Morsley.

**Resolved** unanimously.

## **24/139 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 13/02/2025**
  - b **Planning 27/02/2025**
  - c **Finance and General Purposes 06/03/2025**

The meetings were noted and minutes received.

- 2 **District Councillor Reports**

The written report was received and discussed.

- 3 **Correspondence**

The written report was received.

- 4 **Councillor Surgeries**

The verbal report was received. It was noted that several people attended due to the announcement in the Spring newsletter. Points were raised regarding antisocial behaviour along Longmoor Lane, overhanging vegetation, and how a member of the public can participate in climate and environment solutions. The Council was also congratulated by two members of the public on their hard work.

- 5 **Minor Matters**

- Noticeboard- members of the public are removing notices from the noticeboard without permission.
- Cllr Carter received a letter from a parishioner regarding the public driving down Pine Drive which is a private street.

- Cllr Lock reported she has communicated with West Berkshire Council regarding parking at byway 5.
- It has been noted the resident of 15 Longmoor Lane has been parking down the track again, a letter has been drafted from the office today.

## **24/140 Communications**

Ideas for the summer Newsletter will be sent through to the office.

## **24/141 Future agenda items**

To have a discussion regarding branded clothing for the Fun day to show representation

## **Part II**

## **24/142 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.**

Cllr Bridgman proposed.

Cllr Morsley seconded.

**Resolved** unanimously.

### **The Clerk- DM**

**To receive a report on the Clerk's probationary period and resolve any actions to be taken.**

Cllr Morsley reported that a very satisfactory appraisal had taken place and proposed that The Clerk's probationary period be completed immediately with her permanent contract commencing as of the date of the meeting i.e. 13<sup>th</sup> March 2025.

Cllr Bridgman seconded.

**Resolved** unanimously.

## **Close**

The meeting closed at **21:28**.

Date of next meeting: **10 April 2025**.

**Miss Danielle Davis**

**14/03/2025**

## Appendix – payment schedules

### Schedule Ai

Item	Date of Payment	Payee Details	Amount £
	03/02/25	CIA Fire and security: sim contract for CCTV inc VAT	858.00
	05/02/25	Aspect Ecology: Tree survey plus disbursements inc VAT	3880.80
	23/02/25	Oakey Tree Services: Windmill common tree works inc VAT	1344.00
	28/02/25	Ridge: issue of drawings to WBC	2400.00

### Schedule Aii

Item	Date of Invoice	Payee Details	Amount £

### Schedule Bi

Item	Date of Payment	Payee Details	Amount £
		<b>Electronic Bank Payments</b>	

### Schedule B ii

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

### Schedule B iii

Item	Date of Payment	Payee Details	Amount £
1.	18/02/25	S Taylor: NPSG admin support January	100.00
2.	18/02/25	Dads Shop: key for padlock inc VAT	7.58
3.	18/02/25	Tactical: Vegetation clearance at pillbox	174.00
4.		<b>Card Payments and Direct Debits</b>	
5.	07/02/25	Smart Pension: admin fee inc VAT	26.40
6.	22/02/25	Gigaclear monthly fee	72.00
7.	01/02/25	Google cloud inc VAT	0.28
	03/02/25	Lloyds: monthly card fee	3.00
8.	28/02/25	Microsoft: online services annual fee	230.40
9.	13/02/25	Amazon: Cyan ink for office inc VAT	101.49
10.	13/02/25	Amazon: Black ink for office inc VAT	99.54
11.	24/02/25	Payroll site: 1 additional month for payroll site	7.80

12.	25/02/25	SLCC: CILCA intro course inc VAT	60.00
13.	27/02/25	SLCC: Building your portfolio CILCA course inc VAT	300.00

## Schedule C

Item	Payment Date	Payee Details	Amount £
<b>Electronic Bank and Card Payments</b>			
1.	18/02/25	Tactical Facilities: dog waste empties Jan inc VAT	145.00
2.	18/02/25	Purple Dragon: IT support for office	130.00
3.	28/02/25	Salaries: Month 11, February 2025 inc pension contributions	4758.32
4.	28/02/25	HMRC: PAYE & NI for Month 11 , February 2025	1131.38
5.	18/02/25	SCS Ltd: Fairground grounds maintenance November 24 inc VAT	407.20
6.	18/02/25	SCS Ltd: Fairground grounds maintenance December 24 inc VAT	407.20
7.	18/02/25	Tactical: Pillbox grounds maintenance inc VAT	54.00
8.	18/02/25	ICO: Annual payment inc VAT	52.00
9.	18/02/25	Mortimer Methodist Church: Hall rental January 25	175.00
10.	27/02/25	SLCC: Membership for D.Davis	315.00
<b>Direct Debits</b>			
5.	03/02/25	OVO: Electricity inc VAT	24.00
6.	03/02/25	OVO: Electricity inc VAT	33.00
7.	10/02/25	EE: mobile phone charges & WiFi hotspot	40.09
8.	24/02/25	OVO: Electricity inc. VAT	36.00
9.	28/02/25	Suez: Waste collection January inc VAT	105.56
10.	28/02/25	Unity Trust: service charge	10.95
<b>Community Grants</b>			
1.	18/02/25	Community Grant: Mortimer Warm Welcome	600.00
2.	18/02/25	Community Grant: Oaks Childcare	1500.00