



Stratfield Mortimer Parish Council Minutes

Minutes of the Annual Meeting of the Parish Council held on

Thursday 15 May 2025 at 19:30 at

Mortimer Methodist Church Hall, West End Road, Mortimer, RG7 3TB

Present

Councillors

CLRs G Bridgman (Chairman from item 25/002), M Dennett, H Geary, S Hill, D Kilshaw, H Kilshaw, M Lock, D Morsley (Chairman to item 25/001), A Richardson, R Saunders, M Shaw, K Strong and J Todd.

Officers of the Council

Miss D Davis.

Public/Press

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

Cllr Morsley paid tribute to Alan Thorpe, former head of St Mary's, parish and district councillor, and Honorary Alderman (2012). She recalled his 1985 school football team's Wembley win and visit to Windsor Castle, noted his Yorkshire roots and love of cricket, and shared personal memories. A minute's silence was held.

Part I

25/001 Election of Chairman

To elect a Chairman of the Parish Council for 2025/26 – Chairman to sign Declaration of Office.

Cllr Bridgman was nominated by Cllr Morsley and seconded by Cllr D Kilshaw. There were no other nominations and Cllr Bridgman was elected unopposed. Cllr Bridgman signed a declaration of office.

25/002 Election of Vice-Chairman

To elect a Vice-Chairman of the Parish Council for 2025/26 – Vice-Chairman to sign Declaration of Office.

Cllr D Kilshaw was nominated by Cllr Geary and seconded by Cllr Dennett. There were no other nominations and Cllr Kilshaw was elected unopposed. Cllr Kilshaw signed a declaration of office.

25/003 Public questions

None were received.

25/004 To receive any apologies for absence

Apologies were received from Cllr N Carter.

25/005 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/or gifts and hospitality, in line with the Parish Council's Code of Conduct.

None were received.

Cllr Bridgman moved agenda item 25/0012 Chairman's Remarks to be taken next.

25/012 Chairman's remarks

Cllr Bridgman:

- Welcomed Ryan Saunders as a new councillor;
- Reminded councillors to submit newsletter items by the end of next week;
- Thanked Cllr Morsley for her significant contribution as Chairman to the work, and achievements on behalf, of the Council over the last two years. He then presented her with a personal gift and a round of applause followed.

25/006 Committee Members

To appoint Councillors to the Committees for 2025/26:

- 1 Members were appointed to Standing Committees as follows (the Chairman and Vice-Chairman being members of all Standing Committees ex officio):

- a **Community**

Cllrs Carter, Dennett, Geary, Lock, Morsley, Richardson, Saunders and Strong.

- b **Estate Management**

Cllrs Geary, Hill, Lock, Richardson, Saunders and Shaw.

- c **Planning and Highways**

Cllrs Dennett, Hill, Lock, Richardson and Todd.

- 2 **To consider the co-option of J Hannawin to the Community Committee.**

Mr J Hannawin gave a brief introductory talk and answered questions from the floor.

Cllr Bridgman proposed that Mr Hannawin be co-opted onto the Community Committee. Cllr Morsley seconded.

Resolved unanimously.

It was left to the Community Committee to decide whether Mr Hannawin should be a Voting Member.

25/007 Committee Chairman

Voting Members of each Committee to elect Committee Chairmen for 2025/26:

Committee Chairman were elected by the Members of each Standing Committee as follows:

- a **Community**
Cllr Morsley.
- b **Estate Management**
Cllr Hill.
- c **Planning and Highways**
Cllr Richardson.

25/008 Finance and General Purposes Committee

To appoint a minimum of two further Members to the Finance and General Purposes Committee for 2025/26.

In addition to the Council Chairman, Council Vice-Chairman and Committee Chairmen, who were automatically Members of F&GP, Cllr Bridgman proposed Cllrs Carter, Geary, Strong and Todd as further Members.

Seconded by Cllr Morsley.

Resolved unanimously.

25/009 Working Parties and Steering Groups

To confirm the continued need for the Council's working parties and steering groups, and appoint/reconfirm Councillor and Co-Opt Members for 2025/26:

The following appointments/reconfirmations were made:-

- a **Climate and Environment Steering Group**
Cllrs Carter, Dennett (who will organise the next meeting), Richardson and Shaw.
The Steering Group is to elect a Chairman at their next meeting.
- b **Mortimer to Burghfield Footpath and Cycleway Steering Group**
Cllrs Bridgman, Geary, D Kilshaw, Morsley, Richardson and Shaw, plus current co-opted member Mr D Graham.
Cllr D Kilshaw was elected as Chairman by the Steering Group Members present, and will organise the next meeting.
- c **Neighbourhood Plan Steering Group**
Cllrs Bridgman, Carter and Todd, plus current co-opted members Mr T Barber, Mr B Coe, Mr N Kiley, Mrs A Marsden, Mr D Overett and Ms J Wines, and new co-opted members Mr M Hillyer and Ms C Stafford.
The Steering Group is to elect a Chairman at their next meeting (Cllr Bridgman confirmed that this was scheduled for the following week).

d Emergency Plan Working Party

There was a debate as to whether there was a continued need for this working party. The conclusion was that it was not required.

Proposed by Cllr Bridgman.

Seconded by Cllr Geary.

Resolved unanimously.

25/010 Outside Bodies and Committees

1 To appoint Parish Council representatives to annual appointments:

Parish Council representatives were appointed as follows:

a AWE Local Liaison Committee

Cllr Bridgman.

b Burghfield and Mortimer Neighbourhood Action Group

Cllrs D Kilshaw and Todd.

c Burghfield and Mortimer Volunteer Bureau

Cllr Hill (the Clerk was asked to look into the time commitment required).

d St John's Hall Management Committee

Cllr Shaw.

e Stratfield Mortimer Relief in Need Charity

Cllr Lock.

f Wokefield Common Advisory Committee

Cllr Shaw.

2 To note Parish Council representatives in continuing fixed term of office:

The following continuing appointments were noted:

a Clarke's Educational Foundation: Cllr M Lock (4-year term until February 2028);

b Friends of Mortimer Library Executive Committee: Cllr Lock and Mr C Lewis (both ongoing);

c Stratfield Mortimer Fairground Trust: Cllr D Kilshaw (4-year term until October 2025) and Mr N Kiley (4-year term until October 2026).

It was noted that there may arise a need for the Council to make an appointment for a trustee on the emerging Garth Hall CIO – clarification was awaited from the Garth Hall group.

25/011 Minutes of last meeting

To approve the Minutes of the Full Council meeting held on 10 April 2025.

The Minutes of the Full Council meeting held on Thursday 10 April 2025 were received with no amendments and approved unanimously for signature by the Chairman as a true record of the meeting.

25/012 Chairman's remarks

Minuted above.

25/013 Clerk's Report

The Clerk's Report was received.

It was noted that the Fairground water supply project has not been completed due to some electrical investigations.

Cllr Kilshaw updated the council on the cemetery extension project with regards to some minor positioning change to the path and the memorial wall.

25/014 Items to be taken into private session

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

None.

25/015 Reports from Committees, Steering Groups, Working Parties and Outside Bodies**1 Planning Committee**

Cllr Richardson reported that there had been a Planning Committee meeting prior to this one - two applications were reviewed with no objections.

2 Climate and Environment Steering Group

Cllr Dennett reported that he will be discussing the analysed data from the EIR request with Thames Water.

3 Neighbourhood Plan Steering Group

Cllr Bridgman reported that at the next meeting they will be working through the AECOM reports approved by Locality. The draft minutes of the last meeting were received.

4 Mortimer to Burghfield Cycleway Steering Group

Cllr Morsley reported that the geo-technical survey has been completed, with WBC Highways' technical approval still pending. A new approach to the cycleway was discussed at the Steering Group meeting, and confirmation is awaited on WBC's funding contribution.

As the new Chairman of the Steering Group, Cllr Kilshaw said he was reviewing the way forward, with a possible phased approach to construction and potentially using local small contractors/sub-contractors – this would all be discussed at the next Steering Group meeting.

5 Emergency Planning Working Party

This Working Party has now been disbanded.

6 Neighbourhood Action Group report

No meeting has occurred since the last meeting of the full Council, however, Cllr Kilshaw reported that he has been in communication with the Police regarding some irresponsible motorcycle and moped riders (with a request that they be reported to the Police if spotted).

7 Outside Bodies

Nothing to report.

25/016 Policy amendments

To agree/note any Policy amendments, including:

- 1 **Financial Regulations v7.0**
- 2 **Policy Guidance and Glossary v2.0**
- 3 **Scheme of Delegation v2.0**
- 4 **Standing Orders v4.0**

Cllr Bridgman took the meeting through the amendments proposed to the four policies.

The amendments were proposed en-bloc by Cllr Bridgman, and seconded by Cllr Morsley.

Resolved unanimously.

Cllr Bridgman advised that the CCTV policy is under review, and there followed a discussion as to which Body should review it prior to it going to Full Council for agreement – decided that this should be the Finance and General Purposes Committee.

25/017 Changes to Bodies or Body memberships

To consider changes to Bodies or Body memberships (if required).

Cllr H Kilshaw explained he will be looking to step down in the coming months as he will be moving from the area (hence not seeking appointment to Committees, etc).

25/018 Items for consideration

1 Insurance

To receive confirmation of the arrangements for insurance cover in respect of all risks.

The Clerk confirmed that Finance and General Purposes had reviewed the insurance and quotes received. The Council shall be renewing its policy through Clear Councils.

2 Reserve Transfers

To resolve the Year End Reserve Transfers as recommended by Finance and General Purposes.

The Year End Reserve Transfers, as recommended by Finance and General Purposes, were proposed by Cllr Bridgman and seconded by Cllr Geary.

Resolved unanimously.

3 Post Office Closure Notification

To discuss the closure of Mortimer Post Office and consider whether the Council has a role in the search by Post Office for a new location.

The Post Office Closure was discussed.

The Council expressed disappointment at the short notice of the closure, and Cllr Lock highlighted the impact on pensioners, calling it a disservice.

Olivia Bailey MP had requested a meeting and a response had been sent agreeing to such.

The reason for Co-op's withdrawal was unclear. Cllr Strong suggested approaching Morrisons regionally as a potential alternative. A mobile or volunteer-run Post Office was also discussed. The knock-on effect on Burghfield's Post Office was noted.

Cllr Bridgman proposed writing three letters: to the Post Office and to the Co-op, to question the short notice announcement and reasons for closure, and to Morrisons regarding the potential for an alternative site.

Cllr Hill seconded.

Resolved unanimously.

25/019 Finance

1 Accounts to the 31 March 2025 - to receive and approve the Income and Expenditure Report to the 31 March 2025 and the Balance Sheet as of that date

Cllr Bridgman proposed to approve the Income and Expenditure Report and the Balance Sheet as at 31 March 2025.

Cllr Morsley seconded.

Resolved unanimously.

2 Accounts for Payment - to receive and approve items of expenditure (Schedules Ai and Aii)

Cllr Bridgman proposed to approve the items of expenditure.

Cllr Morsley seconded.

Resolved unanimously.

3 Payments made with the authorisation of Chairman/Vice-Chairman and/or the Clerk - to receive and note a summary of payments made (Schedules Bi and Bii)

The summary was received and noted.

4 Regular or previously authorised payments made - to receive and note a summary of payments made (Schedule C)

The summary was received and noted.

5 Transfers between accounts authorised by Chairman and Clerk – to receive and note a summary (Schedule D): Report

The summary was received and noted.

(See Appendix for all payment schedules.)

25/020 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 24/04/2025**

b **Finance and General Purposes 01/05/25**

The meetings were noted and minutes received.

2 District Councillor Reports

The written report from Cllr Carter was received and discussed. Cllr Bridgman noted that a response to queries from himself and the Clerk regarding the previous newsletter were still outstanding.

It was also noted that parts of the latest Newsletter were inaccurate.

3 Correspondence

The written report was received and noted.

4 Councillor Surgeries

A verbal report was received.

5 Minor Matters

- Cllr Bridgman noted that the MVP Scarecrow Trail theme had been set and asked members to consider forming a Working Party; this will go to the Community Committee.
- Cllr Hill reported on the war memorial works—initial dates (20–21 June) are unsuitable; he will request alternatives.
- Cllr Hill will collect additional fencing materials due to recent vandalism at the Fairground.
- Cllr Richardson noted a request from MVP for storage for scarecrow trail pots. The council office garden was suggested – Cllr Richardson to take back to MVP;
- Cllr Strong requested to engage with Mortimer History Society regarding a potential new Council logo – agreed.
- Cllr Morsley asked for a discussion on future uses of the Utility Square – for discussion in the next Community Committee and Estates Management Committee meetings.

25/021 Communications

To identify items for communicating if any.

- Publicising the new appointments, committee memberships, etc.
- To publicise that the Council will be communicating with the Coop, post office and Olivia Bailey MP with regards to the Post Office.
- The passing of Alan Thorpe will be shared in the next Newsletter.

25/022 Future agenda items

To identify specific future agenda items.

- To request a full response from Cllr Carter regarding the latest two Newsletters.
- Estate Management Committee to discuss the request of Mr A Thorpe's wife to place a memorial bench at the cricket grounds.

Part II

25/023 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.

Not required.

Close

The meeting closed at **21:20**

Date of next meeting: **12 June 2025.**

Miss Danielle Davis

15/05/2025

Appendix – payment schedules

Schedule Ai

Item	Date of Invoice	Payee Details	Amount £
1.	06.05.25	Oliver Signs: Spring Newsletter printing	705.80

Schedule Aii

Item	Date of Invoice	Payee Details	Amount £
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Schedule Bi

Item	Date of Payment	Payee Details	Amount £
Electronic Bank Payments			

Schedule B ii

Item	Date of Payment	Payee Details	Amount £
1.	11/04/25	Dads Shop: Hazard tape	5.74
2.	11/04/25	Tactical: Waste removal WE road carpark inc VAT	115.00
3.	02/04/25	Andrew Hazleden: Community award plate	280.00
4.		Card Payments and Direct Debits	
5.	07/04/25	Smart Pension: admin fee inc VAT	26.40
6.	02/04/25	Lloyds: monthly card fee	3.00
7.	10/04/25	OGS: compost bulk bag west end road carpark	79.95
	14/04/25	SLCC: D Davis, Building your portfolio CiLCA	250.00
8.	11/04/25	Dads Shop: Hazard tape	5.74

Schedule Ci

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments			
1.	11/04/25	Tactical Facilities: dog waste empties Feb inc VAT	145.60
2.	11/04/25	Purple Dragon: IT support for office March 25 inc VAT	130.00
3.	30/04/25	Salaries: Month 1, April 2025 inc pension contributions	4,701.23
4.	30/04/25	HMRC: PAYE & NI for Month 1 , April 2025	1,044.00
5.	11/04/25	SCS Ltd: Fairground grounds maintenance February 25 inc VAT	339.33

7.	11/04/25	SCS Ltd: Fairground grounds maintenance March 25 inc VAT	339.33
8.	11/04/25	Rialtas: Software support for VAT submission annual fee inc VAT	116.00
9.	11/04/25	Rialtas: Software support for Alpa 1 user annual fee inc VAT	203.00
10.	11/04/25	Tactical: Cemetery grass cutting 03/4/25 inc VAT	80.00
11.	11/04/25	Tactical: Cemetery grass cutting 20/3/25 inc VAT	80.00
12.	01/04/25	ICCM: Annual membership fee inc VAT	105.00
13.	11/04/25	Mortimer Methodist Church: February inc VAT	150.00
14.	11/04/25	Mortimer Methodist Church: March inc VAT	150.00
Direct Debits			
1.	01/04/25	OVO: Electricity inc VAT	24.00
2.	01/04/25	OVO: Electricity inc VAT	33.00
3.	10/04/25	EE: mobile phone charges & WiFi hotspot	42.64
4.	23/04/25	OVO: Electricity inc. VAT	30.00
5.	31/04/25	Suez: Waste collection March inc VAT	106.56
6.	30/04/25	Unity Trust: service charge	11.40
7.	01/04/25	Google: DNS services	0.25
8.	22/04/25	Gigaclear: Monthly Fee	72.00

Schedule Cii

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments			
1.	30.04.25	Ridge: cost estimate and 50% of coordinating bridge foundation designs	2,500
2.	11.04.25	WBC: Willink Leisure Centre contract withdrawal fee	15,530.04

Schedule D

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments			