



## Stratfield Mortimer Parish Council Minutes

**Minutes of the Annual Meeting of the Parish Council held on**

**Thursday 12 June 2025 at 19:30 at**

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

*These minutes are subject to approval.*

### **Present**

#### **Councillors**

Cllrs M Dennett, H Geary, S Hill, D Kilshaw (Meeting Chairman), H Kilshaw, M Lock, D Morsley, A Richardson, R Saunders, M Shaw, K Strong and J Todd.

#### **Officers of the Council**

Miss D Davis.

#### **Public/Press**

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

### **Part I**

#### **25/024 Public questions**

None were received.

#### **25/025 To receive any apologies for absence**

Apologies were received from Cllrs G Bridgman and N Carter. In councillor Bridgman's absence, Cllr D Kilshaw chaired the meeting.

#### **25/026 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.

#### **25/027 Minutes of last meeting**

**To approve the Minutes of the Full Council meeting held on 15 May 2025.**

The Minutes of the Full Council meeting held on Thursday 15 May 2025 were received with no amendments and approved unanimously for signature by the Chairman as a true record of the meeting.

**25/028 Chairman's remarks**

Cllr D Kilshaw explained that in Agenda point 25/032 the Council would be reviewing 8 policies for approval, and reminded council that they had all been reviewed previously by the Finance and General Purposes Committee, as well as the Committees the policies had been assigned to.

**25/029 Clerk's report**

The Clerk's report was received.

The Clerk additionally explained that, following the last meeting of the Finance and General Purposes Committee, the office has applied for a stand and a gazebo at the Mortimer Funday, it was decided that a working party should be arranged to organise the game and the stand for the day.

The Fairground water supply was discussed and it was decided to advise the Clerk that the AES invoice for its installation would not be paid in full until the handover walk through had been completed, 10% would be retained.

**25/030 Items to be taken into private session**

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

None.

**25/031 Reports from Committees, Steering Groups, Working Parties and Outside Bodies****1 Neighbourhood Action Group report**

Cllr D Kilshaw explained there was nothing to report at this time.

**2 Outside Bodies**

Nothing to report.

**25/032 Policy amendments****1 To agree/note any Policy amendments, including:**

- a Advertising and Fly Posting Policy v2.2
- b CCTV Policy v1.2
- c Code of Conduct v3.1
- d Community Grant Policy v2.1 and revised Application Form
- e Complaints Policy v1.1
- f Record Retention Policy v2.1
- g Scheme of Delegation v3.1
- h Standing Orders v4.1

It was decided to include a section in the Record Retention Policy for the retention period of the Community Grant Application Forms. Cllr D Kilshaw proposed that the rest of the policy amendments were to be approved en-bloc, seconded by Cllr Morsley.

**Resolved** unanimously.

## **25/033 Changes to Bodies or Body memberships**

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

None.

## **25/034 Items for consideration**

### **1 Internal Auditor's Report**

**To receive the Internal Auditor's Reports for the year ended 31st March 2025.**

The Internal Auditor's Report was received.

### **2 Annual Governance and Accountability Return – Section 1**

**To consider and address each statement and approve the 2024/2025 Annual Governance Statement for signing by the Chairman and Clerk.**

Each assertion on Section 1 – Annual Governance Statement was reviewed and agreed. Cllr D Kilshaw proposed Section 1 was approved for signing by the Chairman and the Clerk of the meeting.

Seconded by Cllr Geary.

**Resolved** unanimously. Section 1 – Annual Governance Statement 2024/25 was signed by the Chairman and Clerk in the presence of the Council.

### **3 Annual Governance and Accountability Return – Section 2**

**To receive and approve the 2024/2025 Accounting Statements for signing by the Chairman.**

The figures were considered.

Cllr D Kilshaw proposed Section 2 – Accounting Statements was approved for signing by the Chairman.

Seconded by Cllr Morsley.

**Resolved** unanimously.

Section 2 – Accounting Statements 2024/25 was signed by the Chairman in the presence of the Council.

### **4 Annual Governance and Accountability Return – additional documents**

**To receive the following documents which will be submitted to the External Auditor as part of the Annual Governance and Accountability Return:**

- a **Confirmation of Dates for the Exercise of Public Rights**
- b **Bank Reconciliation as of 31 March 2025**
- c **Explanation of variances**
- d **Reconciliation between Box 7 and Box 8**
- e **A copy of the relevant minutes and agenda papers from the meeting at which the annual review of risk management arrangements during 2024/25 was discussed.**

The documents were received.

### **5 Appointment of the Internal Auditor 2025/26**

**To resolve the appointment of Mrs. C. Connell as the Council's Internal Auditor for 2025/26.**

The Clerk confirmed the internal auditor has knowledge of the sector, and is independent and competent. It was discussed that the auditor may be alternated in the future. Proposed by Cllr D Kilshaw.

Seconded by Cllr Geary.

**Resolved** unanimously.

**6 Cllr Carter**

**To request a full response from Cllr Carter regarding the latest two Newsletters.**

It was decided that as Cllr Carter was not present, this item would be moved to a future agenda.

**7 Bus Shelter Proposal**

**To review the recent correspondence from West Berkshire Council regarding the proposal to fund the provision of bus shelters in Mortimer and agree any further actions.**

The recent correspondence from West Berkshire Council was reviewed. Following discussion, it was agreed that the Council would like to proceed with enquiries regarding the installation of bus shelters in the Parish, funded by West Berkshire Council. It was further agreed to request an on-site meeting with the proposed provider, Cllr Geary, and the Clerk.

**25/035 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 Kilshaw proposed to approve the Income and Expenditure Report and the Balance Sheet as at 31 March 2025.

Cllr Morsley seconded.

**Resolved** unanimously.

**To receive, approve and resolve items of expenditure (Schedules Ai/Aii): Report 25/035.1**

Cllr D. Kilshaw proposed to approve the payments for Oakey Tree Services and Topdrill, and to approve the invoice from AES, subject to withholding 10% of the payment until the handover of the works has been completed.

Seconded Cllr Saunders.

**Resolved** Unanimously.

**2 Payments made and authorised by Chairman and/or Clerk - to note**

**To receive and note a summary (Schedules Bi/Bii): Report 25/035.2**

**3 Regular or previously authorised payments made - to note**

**To receive and note a summary (Schedules Ci/Cii): Report 25/035.3**

**4 Transfers between accounts authorised by Chairman and Clerk - to note**

**To receive and note a summary (Schedule D): Report 25/035.4.**

Items 25/035 2, 3, 4 and 5 were received and noted en-bloc.

## **25/036 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 **Estate Management, 22 May**
- b **Community, 29 May**
- c **Planning and Highways, 5 June**
- d **Finance and General Purposes, 5 June**

The meetings were noted and minutes received.

- 2 **District Councillor Reports**

No District Councillor reports were received.

- 3 **Correspondence: *Report 25/036.3***

The report was received.

- 4 **Councillor Surgeries**

Cllr Geary reported that both surgeries held were quiet.

- 5 **Minor Matters.**

- The Clerk requested permission for the Council to re-enroll the gov.uk domain for the website for a 5-year period offering significant discounts. The council unanimously agreed.
- It was reported that the West End Road Car Park flower border required weeding.
- Cllr Geary reported that the SID depolyment would be focused around The Street following recent correspondence to residents from Olivia Bailey MP.
- Cllr Hill reported that he would be discussing the decision on bricks and coping stones with Richard Earl and reporting back to Council

## **25/037 Communications**

**To identify items for communicating if any.**

None.

## **25/038 Future agenda items**

**To identify specific future agenda items.**

- Agenda item 25/034 6 would be included in a future agenda.
- Action Tracker Reports from the Estate Management, Community, and Planning and Highways would be included in future agendas.

## **Part II**

Not required.

## **Close**

The meeting closed at **20:22**

Date of next meeting: **17 July 2025.**

**Miss Danielle Davis**

**13/06/2025**

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## Appendix – payment schedules

### Schedule Ai

Item	Date of Invoice	Payee Details	Amount £
1.	06.05.25	Oakey Tree Services: Fairground works inc VAT	1278.00
2.	29.05.25	AES: Fairground water supply inc VAT	9453.60
3.	06.06.25	Topdrill: Geo-survey for cycleway inc VAT (169.30 higher than original estimate)	3249.70

### 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.	19/05/25	Dads Shop: Lawn Seed for Cemetery	7.59
2.	19/05/25	Wescotec: SID calibration and service Inc VAT	171.60
3.	19/05/25	S.Taylor: NPSG admin	125.00
4.	19/05/25	Cllr D Morsley expenses reimbursement for art competition	195.00
		<b>Card Payments and Direct Debits</b>	
1.	08/05/25	Smart Pension: admin fee inc VAT	26.40
2.	02/05/25	Lloyds: monthly card fee	3.00
3.	01/05/25	SLCC: D Davis, Introduction to CiLCA inc VAT	60.00
4.	22/05/25	Wood Finishes Direct: Oil for Franks Bench inc VAT	79.56
5.	01/05/25	Glasdon: Bin bags inc VAT	115.37
6.	27/05/25	DLVR: website and social media link annually	95.95

### Schedule Ci

Item	Payment Date	Payee Details	Amount £
		<b>Electronic Bank and Card Payments</b>	
1.	19/05/25	Tactical Facilities: dog waste empties April inc VAT	145.60

2.	30/05/25	Salaries: Month 2, May 2025 inc pension contributions	4,937.41
3.	30/05/25	HMRC: PAYE & NI for Month 2 , April 2025	1346.75
4.	19/05/25	SCS Ltd: Fairground grounds maintenance April 25 inc VAT	339.33
	13/05/25	HMRC: PAYE & NI for Month 2 , April 2025 (Underpaid so paid balance)	319.14
	19/05/25	Tactical: Cemetery grass cutting/pillbox/weed treatment inc VAT	170.40
	19/05/25	WBC: Library rent quarterly Q1	875.00
	19/05/25	Mortimer Methodist Church: April inc VAT	125.00
	19/05/25	HALC: BALC affiliation fees and NALC levy	949.87
	27/05/25	Fresh Pay: admin fee for April and May inc VAT	15.60
<b>Direct Debits</b>			
	01/05/25	OVO: Electricity inc VAT	24.00
	01/05/25	OVO: Electricity inc VAT	33.00
	12/05/25	EE: mobile phone charges & WiFi hotspot	42.64
1.	23/05/25	OVO: Electricity inc. VAT	30.00
2.	35/05/25	Suez: Waste collection April inc VAT	106.56
3.	31/05/25	Unity Trust: service charge	11.40
4.	01/05/25	Google: DNS services	0.23
5.	22/05/25	Gigaclear: Monthly Fee	72.00

### Schedule Cii

Item	Payment Date	Payee Details	Amount £
<b>Electronic Bank and Card Payments</b>			
1.	19/05/25	ColourCourt: Tennis court clean inc VAT	780.00
2.	19/05/25	Infinity Playgrounds: Gyro spiral repairs inc VAT	6820.00
3.	06/05/25	ClearCouncils: Insurance annually	1669.45

### Schedule D

Item	Payment Date	Payee Details	Amount £
<b>Electronic Bank and Card Payments</b>			
	19/05/25	From Unity Trust to CLCC	30,000.00