



## Stratfield Mortimer Parish Council Minutes

### Minutes of the Meeting of the Parish Council held on Thursday 11 September 2025 at 19:30 at Mortimer Methodist Church Hall, West End Road, Mortimer, RG7 3TB

*Draft minutes subject to approval.*

#### Present

##### Councillors

Cllrs D Kilshaw (Vice-Chairman, in the Chair in the absence of the Chairman), N Carter (arrived at 19:36), M Dennett, H Geary, M Lock, D Morsley, A Richardson, K Strong, and J Todd.

##### Officers of the Council

Miss D Davis.

##### Public/Press

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

#### Part I

##### 25/056 To receive any apologies for absence

Cllrs G Bridgman, S Hill, and R Saunders sent apologies.

##### 25/057 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.

##### 25/058 Public Questions

##### 25/059 Minutes of last meeting

To approve the Minutes of the Full Council meeting held on 17 July 2025.

The Minutes of the Full Council meeting held on Thursday 17 July 2025 were received with no amendments and approved, with one abstention, for signature by the Chairman as a true record of the meeting.

**25/060 Chairman's remarks**

Cllr Kilshaw:

- Noted that Cllrs H Kilshaw and M Shaw had resigned.

**25/061 Clerk's report**

The Clerk's report was received. The Clerk additionally explained:

- The external auditor has signed off the AGAR and it has been returned with no comments, the public notice has been displayed on noticeboards and on the website.
- The Council will be publishing its first electronic bulletin in October. The Clerk asked that Councillors send over articles for the bulletin with a maximum of up to 250 words by 23 September.

**#Cllr N Carter arrived.**

**25/062 Items to be taken into private session**

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

Cllr Kilshaw proposed items 25/066.6 Neighbourhood Plan policies to be taken into private session. Cllr Richardson seconded.

**Resolved** unanimously.

**# Cllr Kilshaw brought Agenda items 25/066 1 Councillor Vacancy and 25/066 4 Pizza Van forward.**

**25/066 Items for consideration****1 Councillor Vacancy**

**To consider an application (and any subsequent applications received) for co-option to fill the Casual Vacancies on the Parish Council and vote to appoint a co-opted parish councillor, to commence on 19/09/2025 with the condition they have been at their address for 1 year.**

Mrs J Allan's application was considered for the current vacancy. She gave a brief introductory talk and answered questions from the floor (and then left the meeting whilst a vote was taken). Cllr Kilshaw proposed Mrs Allen be co-opted onto the Council. Cllr Richardson seconded.

**Resolved** unanimously.

**4 Pizza Van**

**To resolve on the proposal from Pizza Press regarding the provision of a pizza van in Stratfield Mortimer.**

The Council considered an application from Mr Ahmed to operate a pizza van within the Parish for six days a week, 17:00–21:00. Mr Ahmed gave a short presentation and responded to questions. A member of the public, with links to Mr Ahmed through Mortimer Football Club, spoke in support of the proposal.

It was proposed by Cllr Kilshaw that a three-month trial be approved for three days a week, 17:00–21:00, on days to be chosen by Mr Ahmed. Seconded by Cllr Geary.

**Resolved** unanimously.

## **25/063 Reports from Committees, Steering Groups, Working Parties and Outside Bodies**

### **1 Neighbourhood Action Group report**

Cllr Kilshaw reported:

- No meetings have been held since the last report.
- He has been corresponding with the neighbourhood policing team regarding the fire at St John's cottage.
- Cllr Kilshaw asked Cllr Carter to correspond with West Berkshire Council regarding safety arrangements at St Johns Cottage.

### **2 Outside Bodies**

Cllr Lock reported that there had been a decline in enquiries to the Clarkes Charity.

## **25/064 Policy amendments**

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

- a **2509 Policy Note**
- b **SMPC Scheme of Delegation v4.1**
- c **SMPC Policy Guidance and Glossary v2.1**
- d **SMPC Financial Regulations v7.1**
- e **SMPC Fairground Use Policy v1.1**
- f **SMPC Standing Orders v5.1**

After a discussion Cllr Kilshaw proposed adoption of the policies 25/064 b-f en bloc. Cllr Richardson seconded.

**Resolved** with one abstention.

## **25/065 Changes to Bodies or Body memberships**

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

- The Clerk reported that Cllr Carter had resigned from the Community Committee.
- Cllr Kilshaw proposed the co-option of Mr D Butler to the Mortimer to Burghfield Cycleway steering group. Cllr Richardson seconded.

**Resolved** unanimously.

## **25/066 Items for consideration**

### **1 Councillor Vacancy**

**To consider an application (and any subsequent applications received) for co-option to fill the Casual Vacancies on the Parish Council and vote to appoint a co-opted parish councillor, to commence on 19/09/2025 with the condition they have been at their address for 1 year.**

Minuted above.

### **2 Bus Shelters**

**To resolve to accept the grant from West Berkshire Council for the provision of three bus shelters, in accordance with the grant agreement, and to further resolve that the Clerk procure the bus shelters in line with the Council's financial regulations upon receipt of the grant.**

Cllr Geary proposed to proceed with the grant application from West Berkshire Council for the provision of three bus shelters in accordance with the grant agreement and to sign the agreement in accordance with the councils Standing Orders, and further proposed that the Clerk procures the bus shelters upon receipt of the grant. Cllr Kilshaw seconded.

**Resolved** unanimously.

### **3 Mortimer to Burghfield Cycleway and Footpath**

#### **a To receive an update**

#### **b To resolve to proceed to tender for the first two phases of the footpath, as recommended by the Finance and General Purposes Committee.**

Cllr Kilshaw reported:

- The Steering Group has not met following the last Finance and General Purposes Committee.
- Mr D Butler has given some advice on the tender which shall be taken and applied.

### **4 Pizza Van**

**To resolve on the proposal from Pizza Press regarding the provision of a pizza van in Stratfield Mortimer.**

Minuted above.

### **5 Members Bid**

**To resolve any proposals for the current round of funding with a view to any applications being completed by the 26 September deadline.**

The proposals for the Members' Bid were:

- Replacement of playground equipment item "*Skate-roller*" with equipment suitable for children with Special Educational Needs (SEN).
- Installation of a quad recycling bin on the Fairground.

Both proposals were discussed in detail, and a vote was taken on each. Each proposal received eight votes in favour and one abstention. The Chairman exercised the casting vote and voted to proceed with the SEN playground equipment.

Following further discussion with Cllr Carter, it was agreed to proceed with an application for both proposals, making it clear within the application that the SEN playground equipment was the preferred option.

### **6 Neighbourhood Plan policies**

**To resolve to approve the draft policies for the Neighbourhood Plan prior to public consultation in October.**

Minuted in Part II.

## 7 Budget 2025/2026

**To receive confirmation of the approach and timetable for the preparation of the 2025/26 budget.**

The timetable was received.

## 25/067 Finance

(See appendix)

### 1 Accounts to the 31 July 2025

**To receive and approve the Income and Expenditure Report to the 31 July 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 July 2025. Cllr Richardson seconded.

**Resolved** unanimously.

### 2 Accounts for Payment

**To receive and approve items of expenditure- Schedules Ai and Aii: *Report 25/067.2***

Not needed.

### 3 Payments made and authorised by Chairman and/or Clerk - to note

**To receive and note a summary (Schedules Bi/Bii): *Report 25/067.3***

### 4 Regular or previously authorised payments made - to note

**To receive and note a summary (Schedules Ci/Cii): *Report 25/067.4***

### 5 Transfers between accounts authorised by Chairman and Clerk - to note

**To receive and note a summary (Schedule D): *Report 25/067.5***

Items 25/051.3, .4 and .5 were received and noted en-bloc.

## 25/068 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, 24 July
- b Community Committee, 31 July
- c Planning and Highways, 28 August
- d Finance and General Purposes, 28 August

The meetings were noted and minutes received.

### 2 District Councillor Reports

The District Councillor's report was received.

### 3 Correspondence: *Report 25/068.3*

The report was received.

#### 4 **Councillor Surgeries**

Cllr Geary reported minimal responses from Councillors regarding availability to attend Councillor surgeries.

#### 5 **Minor Matters.**

See agenda item 25/70.

### **25/069 Action Trackers**

**To review the Action Trackers for the following committees:**

- 1 **Planning and Highways 25/069.1**
- 2 **Estate Management 25/069.2**
- 3 **Community 25/069.3**

The Action Trackers were noted. The Clerk reported that the action trackers will be updated prior to each committee meeting as opposed to prior to each meeting of the full Council.

### **25/070 Minor matters**

- Cllr Kilshaw reported that the Fairground Fence had been vandalised repeatedly and this has happened again since the last meeting. The Custodian spent a Sunday repairing it and the Council extended their thanks to him. The Clerk has now received the specification for the replacement of the Fairground Fence along The Street and quotes will be sought shortly.

### **25/071 Communications**

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

None.

### **25/072 Future agenda items**

**To identify specific future agenda items.**

- Cllr Geary advised he will write a proposal for the next meeting of the Full Council, the proposal will contain a set of standards of what the Council expects from the Councillors, an example was given which was responding to all emails and reading meeting papers.

## **Part II**

### **25/073 Exclusion of Press and Public (if needed)**

**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 Kilshaw proposed.

Cllr Geary seconded.

**Resolved** unanimously.

## **Part II**

**Neighbourhood Plan policies**

**To resolve to approve the draft policies for the Neighbourhood Llan prior to public consultation in October.**

Cllr Kilshaw proposed that the draft policies were approved to go to public consultation.

Cllr Geary seconded.

**Resolved** unanimously.

## **Close**

The meeting closed at 21:09

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

**Miss Danielle Davis**

**15/09/2025**

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## Appendix – payment schedules

### Schedule Ai

Item	Date of Invoice	Payee Details	Amount £
1.	31.05.25	White Horse Contractors: Cemetery extension inc VAT	54893.60
2.	24.06.25	TGMS: 50% construction monitoring phase payment ic VAT	2268.00
3.	30.06.25	Ridge: fee for updated to drawings to WBC inc VAT	1800.00
4.	30.06.25	Stocksigns: payment of SID's inc VAT	7141.79
5.	17.07.25	Oliver Signs: Summer newsletter inc VAT	806.40

### 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.	22/07/25	S Taylor: NPSG admin June	106.25
2.	22/07/25	Dads shop: keys inc VAT	11.37
3.	17/06/25	Unity Trust: Manual handling fee	1.20
4.	22/07/25	M Dennett: screws for ASWC	12.79
5.	22/07/25	D Davis: petrol for strimmer	11.15
6.	22/07/25	Harlequin: t shirts for council inc VAT	183.82
7.	22/07/25	Tactical: Holiday cover litter bins and litter picking inc VAT	180.00
		<b>Card Payments and Direct Debits</b>	
1.	02/07/25	Lloyds: monthly card fee	3.00
2.	01/07/25	Amzn: dot stickers for funday inc VAT	7.49
3.	01/07/25	Amzn: Sweets for Funday inc VAT	31.49
4.	03/07/25	Amzn: post it notes inc VAT	13.65
5.	04/07/25	Amzn: Scissors inc VAT	6.60
6.	04/07/25	Amzn: file dividers inc VAT	17.05
7.	04/07/25	Amzn: highlighters inc VAT	7.66
8.	04/07/25	Amzn: mouse inc VAT	21.99



9.	04/07/25	Mortimer Bistro: Funday prizes	150.00
10.	10/07/25	Amzn: Lithium battery charger for SID inc VAT	37.99
11.	10/07/25	Amzn: batteries for SID X 3 inc VAT	299.97
12.	24/07/25	Post office post	1.55
13.	24/07/25	Networld: tennis court centre straps inc VAT	25.58
Item	Date of Payment	Payee Details	Amount £
<b>Electronic Bank Payments</b>			
1.	18/08/25	S Taylor: NPSG admin July	112.50
2.	18/08/25	Dads shop inc VAT	127.34
3.	20/08/25	S Hill reimbursement fence rails inc VAT	93.60
4.	15/08/25	Amzn: white paper inc VAT	22.98
5.	15/08/25	Amzn: key pouch inc VAT	8.18
6.	15/08/25	Amzn: sticky stuff remover inc VAT	15.39
<b>Card Payments and Direct Debits</b>			
7.	04/08/25	Lloyds: monthly card fee	3.00

### Schedule Ci

Item	Payment Date	Payee Details	Amount £
<b>Electronic Bank and Card Payments</b>			
1.	31/07/25	Salaries: Month 4, July 2025 inc pension contributions	5518.85
2.	31/07/25	HMRC: PAYE & NI for Month 4 , July 2025	1718.01
3.	22/07/25	SCS Ltd: Fairground grounds maintenance June 25 inc VAT	407.20
4.	17/07/25	Fresh Pay: admin fee for June inc VAT	7.80
5.	09/07/25	BT: remaining charges inc VAT	30.12
6.	22/07/25	Tactical: Cemetery grass cut inc VAT	96.00
7.	22/07/25	Tactical: Cemetery cut and weed treatment inc VAT	132.00
8.	22/07/25	Openstrike: gov domain inc VAT	160.00
9.	22/07/25	SLCC: S Taylor Membership inc VAT	240.00
	22/07/25	Mortimer Methodist: Hall hire May	225.00
1.	22/07/25	Mortimer Methodist: Hall hire June	175.00
2.	22/07/25	Tactical: Dog waste empty June inc VAT	145.61
3.	22/07/25	Geosphere: Parish online mapping membership- annual inc VAT	192.00
4.	22/07/25	Tactical: Cemetery grass cutting and weed treatment inc VAT	132.00
5.	22/07/25	WBC: quarterly rent	875.00
6.	22/07/25	Purple Dragon: IT support March-June 25	520.00
7.		<b>Direct Debits</b>	
8.	01/07/25	OVO: Electricity inc VAT	24.00
9.	01/07/25	OVO: Electricity inc VAT	33.00
10.	10/07/25	EE: mobile phone charges & WiFi hotspot	42.64
11.	23/07/25	OVO: Electricity inc. VAT	30.00
12.	31/07/25	Suez: Waste collection May inc VAT	108.38
13.	31/07/25	Unity Trust: service charge	11.55
14.	07/07/25	Smart pension: monthly admin fee inc VAT	26.40
15.	01/07/25	Google: DNS services	0.23
16.	22/07/25	Gigaclear: Monthly Fee	72.00
Item	Payment Date	Payee Details	Amount £

<b>Electronic Bank and Card Payments</b>			
1.	31/08/25	Salaries: Month 5, August 2025 inc pension contributions	4987.38
2.	31/08/25	HMRC: PAYE & NI for Month 4 , July 2025	1445.09
3.	12/08/25	Fresh Pay: admin fee for July inc VAT	7.80
4.	18/08/25	Tactical: Cemetery grass cut with hedge cut inc VAT	480.00
5.	18/08/25	Mortimer Methodist: Hall hire July	225.00
6.	18/08/25	Tactical: Dog waste empty July inc VAT	145.60
<b>Direct Debits</b>			
7.	01/08/25	OVO: Electricity inc VAT	24.00
8.	01/08/25	OVO: Electricity inc VAT	33.00
9.	11/08/25	EE: mobile phone charges & WiFi hotspot	42.64
10.	26/08/25	OVO: Electricity inc. VAT	30.00
11.	29/08/25	Suez: Waste collection May inc VAT	106.56
12.	31/08/25	Unity Trust: service charge	12.60
13.	07/08/25	Smart pension: monthly admin fee inc VAT	26.40
14.	01/08/25	Google: DNS services	0.60
15.	22/08/25	Gigaclear: Monthly Fee	72.00

### Schedule Cii

Item	Payment Date	Payee Details	Amount £
<b>Electronic Bank and Card Payments</b>			
1.	17/06/25	Ridge: Geo environmental survey report inc VAT	1680.00
2.	17/06/25	Midland Entertainment: Funday main arena act inc VAT	2370.00
Item	Payment Date	Payee Details	Amount £
<b>Electronic Bank and Card Payments</b>			
1.	22/07/25	Mortimer Hobby Hall: Grant from 24/25	1500.00
2.	22/07/25	AES: FG water supply inc VAT	9453.60

### Schedule D

Item	Payment Date	Payee Details	Amount £
<b>Electronic Bank and Card Payments</b>			
1.	18/07/2025	CCLA to Unity trust	60000.00