



Stratfield Mortimer Parish Council Minutes
Minutes of the Annual Meeting of the Parish Council held on
Thursday 17 July 2025 at 19:30 at
Mortimer Methodist Church Hall, West End Road, Mortimer, RG7 3TB

Present

Councillors

Cllrs G Bridgman (Chairman) M Dennett, H Geary, S Hill, D Kilshaw, H Kilshaw, D Morsley, A Richardson, R Saunders, M Shaw, and K Strong.

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

25/040 Public questions

None.

25/041 To receive any apologies for absence

Cllrs N Carter, M Shaw and J Todd sent apologies. Cllr M Lock did not attend.

25/042 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.

25/043 Minutes of last meeting

To approve the Minutes of the Full Council meeting held on 12 June 2025.

The Minutes of the Full Council meeting held on Thursday 12 June 2025 were received with no amendments and approved, with one abstention, for signature by the Chairman as a true record of the meeting

25/044 Chairman's remarks

Cllr Bridgman:

- Noted that the previous agenda item 'Cllr Carter- To request a full response from Cllr Carter regarding the latest two Newsletters' will be postponed to a meeting when Cllr Carter is in attendance.
- Explained that following the recent fires on the Fairground, the event and subsequent action will be discussed at the Estate Management Committee meeting on 24 July 2025.

25/045 Clerk's report

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

- There has been a recent break-in at the cemetery shed. Minimal items were taken. The incident has been reported to the Neighbourhood Policing Team, and the shed is being secured again.

25/046 Items to be taken into private session

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

None.

25/047 Reports from Committees, Steering Groups, Working Parties and Outside Bodies

1 Neighbourhood Action Group report

The draft minutes were received. Cllr Kilshaw reported an increase in reported crime, mostly related to antisocial behaviour. Neighbourhood policing levels have also increased. A discussion took place regarding the security of the development site at Windmill Court.

2 Outside Bodies

Cllr Hill will be attending the meeting of the Volunteer Bureau on 22 July.

25/048 Policy amendments

1 To agree/note any Policy amendments, including:

a Record Retention Policy v2.3

There was a discussion regarding record security and procedures – Cllr Strong offered to advise the officers as necessary.

Cllr Bridgman proposed adoption of the policy as tabled. Cllr Richardson seconded.

Resolved unanimously.

25/049 Changes to Bodies or Body memberships

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

None.

25/050 Items for consideration

1 Restructured Budget

To receive the re-organised budget.

The re-organised budget was received.

25/051 Finance

(See appendix)

1 Accounts to the 30 June 2025

To receive and approve the Income and Expenditure Report to the 30 June 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 30 June 2025. Cllr Morsley seconded.

Resolved unanimously.

2 Accounts for Payment

To receive and approve items of expenditure- Schedules Ai and Aii: *Report 25/051.2*

Cllr Bridgman proposed to approve the payments. Cllr Hill seconded.

Resolved unanimously.

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

To receive and note a summary (Schedules Bi/Bii): *Report 25/051.3*

4 Regular or previously authorised payments made - to note

To receive and note a summary (Schedules Ci/Cii): *Report 25/051 .4*

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

To receive and note a summary (Schedule D): *Report 25/051.5*

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

25/052 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 and Highways, 26 June

b Finance and General Purposes, 3 July

The meetings were noted and minutes received.

Cllr Richardson referred to the meeting of the Planning and Highways Committee that had taken place prior to this meeting and said that nothing particularly controversial had been discussed, and that minutes would be produced in due course.

2 District Councillor Reports

The District Councillor's report was received.

3 Correspondence: *Report 25/052.3*

The report was received.

4 Councillor Surgeries

Cllr Bridgman expressed his disappointment at the lack of response from some councillors to his email regarding the recent surgeries. It was noted that there has

been a significant lack of public attendance at these sessions, and a discussion will take place at the next meeting of the Community Committee meeting regarding the future of council surgeries.

5 Minor Matters.

- Cllr Hill noted that the remedial works at the War Memorial are still outstanding, he will confirm a date for works to be scheduled imminently.

25/053 Action Trackers

To review the Action Trackers for the following committees:

- 1 Planning and Highways 25/053.1**
- 2 Estate Management 25/053.2**
- 3 Community 25/053.3**

The Action Trackers were noted. Cllr Bridgman asked Cllrs Hill and Morsley, as Chairmen of the Estate Management and Community Committees, to note the edited column headers in the Planning and Highways Action Tracker and, in conjunction with officers, bring their draft Trackers in line.

Cllr Bridgman also commented that the Action Trackers would be a standing agenda item for Full Council, so that councillors who were not on a particular committee could see what was being dealt with.

25/054 Communications

To identify items for communicating if any.

None.

25/055 Future agenda items

To identify specific future agenda items.

- The Office will share a recent post about the Councils attendance at the Mortimer Fun Day.

Part II

Not required.

Close

The meeting closed at 20:23

Date of next meeting: **11 September 2025.**

Miss Danielle Davis

18/07/2025

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 £
		Electronic Bank Payments	

Schedule B ii

Item	Date of Payment	Payee Details	Amount £
		Electronic Bank Payments	
1.	17/06/25	SLCC: Qualification fee CiLCA D Davis	450.00
2.	17/06/25	S Taylor: NPSG admin May	100.00
3.	17/06/25	Vitaplay: Jan 25 inspection inc VAT	117.60
4.	17/06/25	Vitaplay: April 25 inspection inc VAT	117.60
5.	17/06/25	Dads shop: screws, keys, battery inc VAT	25.05
6.	17/06/25	Digital Credibility: end of year admin	231.70
7.	17/06/25	ROSPA: annual inspection inc VAT	316.80
8.	17/06/25	AES: resin for footpath inc VAT	300.00
9.	17/06/25	AES: repair of heigh barrier inc VAT	477.60
10.	30/05/25	St John's Hall: BMNAG	32.00
11.	17/06/25	Unity Trust: Manual handling fee	1.20
		Card Payments and Direct Debits	
1.	02/06/25	Lloyds: monthly card fee	3.00
2.	06/06/25	SLCC: S Taylor CiLCA fee	450.00
3.	17/06/25	Safelinks: Defib pads inc VAT	189.23
4.	22/06/25	Amazon: Black ink inc VAT	88.92
5.	22/06/25	Amazon: coloured ink inc VAT	260.90

Schedule Ci

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments			
1.	17/06/25	Tactical Facilities: dog waste empties May inc VAT	145.61
2.	30/06/25	Salaries: Month 3, June 2025 inc pension contributions	4,548.22
3.	30/06/25	HMRC: PAYE & NI for Month 3 , June 2025	1369.29
4.	17/06/25	SCS Ltd: Fairground grounds maintenance May 25 inc VAT	339.33
5.	17/06/25	Tactical: Cemetery grass cutting/pillbox/weed treatment inc VAT	134.40
6.	17/06/25	Fresh Pay: admin fee for June inc VAT	7.80
7.	17/06/25	Englefield: Q2 rent cemetery	62.50
8.	17/06/25	Claire Connell: internal year end audit 24/25	260.00
9.	17/06/25	Tactical: cemetery grass cutting 14/5/25 inc VAT	96.00
Direct Debits			
1.	01/06/25	OVO: Electricity inc VAT	24.00
2.	01/06/25	OVO: Electricity inc VAT	33.00
3.	12/06/25	EE: mobile phone charges & WiFi hotspot	42.64
4.	23/06/25	OVO: Electricity inc. VAT	30.00
5.	30/06/25	Suez: Waste collection May inc VAT	106.56
6.	31/06/25	Unity Trust: service charge	11.40
7.	06/06/25	Smart pension: monthly admin fee inc VAT	26.40
8.	01/06/25	Google: DNS services	0.23
9.	22/06/25	Gigaclear: Monthly Fee	72.00

Schedule Cii

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

Schedule D

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