



## Stratfield Mortimer Parish Council Minutes

**Minutes of the Meeting of the Parish Council held on  
Thursday 15 January 2026 at 19:30 at**

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

### Present

#### Members

Cllrs G Bridgman (Chairman), N Carter (arrived at 19:31), M Dennett, H Geary, S Hill, D Kilshaw (arrived at 19:57), M Lock, D Morsley, R Saunders, K Strong, and J Todd.

Plus Cllrs D Backhouse, S Child, and N Williams (each from item 25/102.1 onwards).

#### Officers of the Council

Miss D Davis.

#### Public/Press

There were four members of the public present (three were there at the outset and were each later co-opted onto the Council – see 25/096 and 25/102.1, and one arrived later for item 25/102.3) and no members of the press in attendance.

### Commencement

The meeting commenced at 19:30.

### Part I

#### 25/092 To receive any apologies for absence

Cllr Allan sent apologies.

#### 25/093 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.**

There were no declarations, save that Cllr Bridgman advised the Council that he knew Mr S Child but that this was a purely personal interest.

#### 25/094 Public Questions

None.

#### 25/095 Minutes of last meeting

## To approve the Minutes of the Full Council meeting held on 13 November 2025.

The Minutes of the Full Council meeting held on Thursday 11 September 2025 were received with no amendments and approved, with two abstentions, for signature by the Chairman as a true record of the meeting.

### 25/096 Chairman's remarks

The Chairman, Cllr Bridgman:

- welcomed the three members of the public who had applied to be co-opted onto the Council under agenda item 25/102.1;
- advised that he intended to, (a) bring that item - 25/102.1 - forward, and (b) (i) put back item 25/101.2 - the report from the Basingstoke and Deane Steering Group - to allow for Cllr Kilshaw's arrival (he was attending a meeting of Mortimer West End Parish Council in relation to the Basingstoke and Deane Local Plan issue) and (ii) propose partly considering that item in Part II;
- recorded the Council's thanks to James and Will Strang and Manns Farm for their assistance with the erection of the Christmas tree and for their continued support with village activities;
- advised that progress was being made regarding the permitted footpath adjacent to MOR006 through Englefield land;
- noted that recent discussions with Englefield Estate had included that permitted footpath, the footpath opposite the Alfred Palmer Memorial Field (STRA/43A&B), and the proposed Burghfield to Mortimer footpath and cycleway;
- offered congratulations to the Clerk and Deputy Clerk on successfully passing the CiLCA qualification (a round of applause followed).

### 25/097 Clerk's report

The Clerk's report was received.

The Clerk further advised that:

- a Duty of Candour Policy would be brought to the Council in due course for consideration, following recent changes in government legislation.
- Cllr Hill had inspected the SEN playground equipment and confirmed that the works had been completed satisfactorily.

### 25/098 Items to be taken into private session

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

Cllr Bridgman proposed that 25/101.2 Basingstoke and Deane Steering Group Report, and 25/102.3 Pizza Press each be taken in part into private session due to the confidential nature of certain aspects of each. Cllr Morsley seconded.

**Resolved** unanimously.

**#Cllr Bridgman brought Agenda Item 25/102.1 - Councillor Vacancy - forward.**

### 25/102 Items for consideration

#### 1 Councillor Vacancy

**To consider applications for co-option to fill the Casual Vacancies on the Parish Council and vote to appoint co-opted parish councillors.**

The applications received from Mr D Backhouse, Mr S Child, and Mr N Williams were considered. The applicants addressed the Council and answered questions from members. The applicants then left the meeting room while the Council moved into Part II, deliberated and voted.

Cllr Bridgman proposed that all three applicants be co-opted onto the Parish Council. The proposal was seconded by Cllr Morsley.

**Resolved** unanimously.

The newly co-opted councillors returned to the meeting room and Cllr Bridgman informed them of the outcome of the vote, welcoming them to the Council.

Each new councillor signed a **Declaration of Acceptance of Office** and joined the meeting.

**25/099 Changes to Bodies or Body Membership**

Cllr Bridgman gave a brief introduction to the newly co-opted councillors regarding the Council's committee structure and said that the Council would be reconsidering all committee memberships at the Annual Meeting in May in any event. He also said that Cllr Allen had left it to him to decide which committee(s) to allocate her to.

Taking into account what each of the newly co-opted councillors had said about their interests, he proposed the following committee appointments:

- Cllr Allan to join the Planning and Highways Committee;
- Cllr Backhouse to join the Estate Management Committee;
- Cllr Child to join the Planning and Highways Committee;
- Cllr Williams to join the Community Committee.

The proposal was seconded by Cllr Morsley and **Resolved** unanimously.

**#Cllr Bridgman brought Agenda Item 25/102.3 - Pizza Press - forward.**

**#Cllr D Kilshaw arrived at 19:57**

**25/102 Items for consideration**

**3 Pizza Press Contract**

**To re-consider the terms of the hire agreement for the Pizza Press van, following the resolution of 27 November 2025, in accordance with Standing Order 86.2 (Prior Resolutions), further to written notice from at least half plus one of the Voting Members. The re-consideration is specifically to determine whether a fee should be charged in place of the previously agreed peppercorn consideration.**

(The fourth member of the public – Mr Ahmed, the proprietor of Pizza Press – arrived just before the discussion commenced.)

Cllr Bridgman said that the Agenda referred to Standing Order 86.2, but no written notice had been received by the Clerk. He explained that he was not triggering Standing Order 86.1 (referral by Meeting Chairman under the previous Standing orders or referral by Body Chairman under the new version agreed earlier in the

meeting) because he considered that Standing Order to be relevant to errors and this wasn't one.

He therefore determined to proceed under Standing Order 86.3 on the basis that this was a recommendation (to review) by the Finance & General Purposes Committee. The re-consideration was specifically to determine whether a fee should be charged in place of the previously agreed peppercorn consideration.

Cllr Bridgman introduced the item and explained the background to the re-consideration. He reminded members that, following a successful trial period, the Finance & General Purposes Committee had resolved on 27 November to enter into an agreement with Pizza Press at a peppercorn rent. Subsequent discussion had raised questions regarding whether a charge should be applied.

The meeting then moved into Part II, as previously resolved (25/098) and the member of the public left the meeting room.

## Part II

It was noted that, following the agreement, Pizza Press had been advised that a Street Trading Licence was required and that the licence had been applied for and paid at a cost of approximately £1,600. Clarification had been sought from West Berkshire Council, which confirmed that a Street Trading Licence was necessary. Comparisons were also discussed with other commercial and concessionary uses of Parish Council land.

During discussion, members expressed differing views, including:

- considerations of fairness and consistency with charges applied to other users of Parish Council land;
- concerns regarding the reputational impact on the Council and the effect on local businesses;
- reservations about revisiting a decision that had previously been communicated to the Pizza Press operator; and
- observations regarding the implications of the Street Trading Licence permitting trading at alternative locations.

**Proposal:** that Pizza Press be charged a fee of £50 per week, to take effect from April 2025. Proposed by Cllr Hill and seconded by Cllr Geary.

**Amended to** (with the agreement of Cllrs Hill and Geary): subject to confirmation from West Berkshire Council that the car park lease permitted it, that Pizza Press be charged a fee of £50 per week, to take effect from April 2025. further proposal was noted that any agreement would be subject to confirmation from West Berkshire Council that the relevant car park could be used for this purpose.

**Vote:** 8 in favour, 6 against.

**Resolved:** that Pizza Press be charged a fee of £50 per week, subject to the above condition.

Cllr Kilshaw requested that his view be recorded, stating that he considered the decision to be a mistake.

## Part I

The meeting returned to Part I and Mr Ahmed was invited back into the meeting room.

The Chairman explained the outcome of the decision to Mr Ahmed, who addressed the Council regarding practical difficulties associated with the use of the West End Road car park.

***Post meeting procedural note:*** *It was subsequently identified by the Clerk that the re-consideration and decision under this item had not been taken in accordance with the Council's Standing Orders. As a result, the resolution was determined to be procedurally invalid and has no effect.*

**Cllr Kilshaw briefly left the meeting at 20:39 and rejoined at 20:42.**

### 25/100 Policies

- 1 To consider any new Policies and/or agree/note any Policy amendments, including:
  - a **Data Protection and Information Technology Policy v0.2** (new Policy to replace CCTV Policy, Data Protection Privacy Notice, and Record Retention Policy, plus part of Financial Regulations relating to passwords, etc);
  - b **Financial Regulations v8.1** (reflecting changes detailed above);
  - c **Freedom of Information Policy v1.2** (new Policy to replace FOI Access to Information Policy, FOI Freedom of Information Publication Scheme and FOI Publication Scheme Declaration);
  - d **Investment Strategy v2026;**
  - e **Policy Guidance and Glossary v3.1** (changes consequent on other Policies plus introduction of 'Core Policies' and edited Personnel Policies)

Items 25/100 1.a to .e were considered en-bloc.

During discussion, Cllr Bridgman proposed two additional amendments to the Standing Orders:

- the correction of a typographical error; and
- the inclusion of an extract from the Code of Conduct relating to dispensations for councillors to vote on the precept.

Further amendments to the Data Protection and Information Technology Policy were proposed by Cllr Backhouse and agreed as follows:

- amendment to Appendix 1 at 14 to confirm that CCTV data would be retained in accordance with Thames Valley Police guidance;
- Appendix 2 - removal of item 17;
- Appendix 4b - amendment to section 2.3 to clarify reference to Thames Valley Police and amendment to section 2.5 to clarify storage of recorded images.

Cllr Bridgman proposed that items 25/100.1.a to .e be approved en-bloc, incorporating the amendments listed above.

He also proposed that, once the Personnel Sub-Committee and F&GP had considered the proposed new Personnel Policy (intended to replace the current six

‘Personnel’ Policies), (i) the existing distinction between ‘public’ and ‘personnel’ policies be removed, (ii) all polices that were not Core Policies be treated as “Other Policies” and be publicly available, and (iii) the Policy Guidance and Glossary be amended accordingly by the Clerk (ie without needing to come back for further Council resolution).

These proposals were seconded by Cllr Hill.

**Resolved** unanimously.

**25/101 Reports from Committees, Steering Groups, Working Parties and Outside Bodies**

- 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, 20 November;**
- b **Finance and General Purposes, 27 November;**
- c **Planning and Highways, 11 December;**
- d **Finance and General Purposes, 8 January.**

The meetings were noted and minutes received.

- 2 Basingstoke and Deane Local Plan Steering Group.**

The Council received an update on the work of the Basingstoke and Deane Local Plan Steering Group.

It was reported that:

- the Steering Group had held three recent meetings, all of which were well attended by members of the public, including a public rally;
- the majority of residents attending meetings were opposed to the proposed development at West End Farm, with a small minority expressing support;
- discussions had taken place on social media representing both viewpoints, and responses had been provided where appropriate;
- the Steering Group was preparing a comprehensive objection to the draft Local Plan, with Cllr Geary coordinating the Parish Council’s formal submission;
- input had been received from an employee of AWE, and correspondence had subsequently been sent to AWE, West Berkshire Council Emergency Planning, and the Office for Nuclear Regulation;
- countdown boards highlighting the objection deadline had been erected within the village.

The meeting then moved into Part II, as previously resolved (25/098).

**Part II**

The Council received a confidential update relating to engagement with external stakeholders and it was reported that:

- a meeting had taken place with the Englefield Estate on Monday (12 January) and matters relating to land interests and future considerations were discussed;

however, no definitive position was confirmed in relation to Community Infrastructure Levy or other developer contributions at this stage;

- the fact of that meeting would be the subject of a future communications release, but only after the present emphasis on the Basingstoke and Deane Regulation 18 consultation had concluded (23 January);
- it should be emphasised that this does not prevent or discourage individuals from submitting their own representations or contacting Englefield directly.

Further discussion noted that the West End Farm site is larger than the area currently identified for development, raising concerns about the potential for future expansion. This matter has been raised with AWE and the Office for Nuclear Regulation.

The potential for Judicial Review was discussed.

## Part I

The meeting returned to Part I

### 3 Neighbourhood Action Group report.

No report.

### 4 Outside Bodies

No reports.

## 25/102 Items for consideration

### 1 Councillor Vacancy- taken after 2/098

**To consider applications for co-option to fill the Casual Vacancies on the Parish Council and vote to appoint co-opted parish councillors.**

Minuted above.

### 2 Budget

**To receive and resolve the Budget and Precept of £171,433, as recommended by the Finance and General Purposes Committee.**

The budget and precept were discussed; it was noted that:

- The Operating Reserve is £60,000.
- The Basingstoke and Deane Steering Group will be allocated £50,000 for the legal fees associated with objecting to the proposal; this will come from precept and reserve transfers. It was noted that this is not in anticipation of a judicial review at this time.

Cllr Bridgman proposed the Budget and Precept of £171,433.00 be adopted. Seconded by Cllr Morsley.

**Resolved** unanimously.

### 3 Pizza Press Contract

**To re-consider the terms of the hire agreement for the Pizza Press van, following the resolution of 27 November 2025, in accordance with Standing Order 86.2 (Prior Resolutions), further to written notice from at least half plus one of the**

**Voting Members. The re-consideration is specifically to determine whether a fee should be charged in place of the previously agreed peppercorn consideration.**

Minuted above.

## **25/103 Finance**

(See appendix)

### **1 Accounts to the 30 November 2025**

**To receive and approve the Income and Expenditure Report to the 30 September 2025 and the Balance Sheet as of that date. 25/103.1**

Cllr Bridgman proposed to approve the Income and Expenditure Report and the Balance Sheet as at 30 November 2025. Cllr Geary seconded.

**Resolved** unanimously.

### **2 Accounts for Payment**

**To receive and approve items of expenditure- Schedules Ai and Aii: Report 25/103.2**

Cllr Bridgman proposed the accounts and payments be received and approved. Seconded by Cllr Morsley.

**Resolved** unanimously.

### **3 Payments made by Clerk in consultation with Chairman - to note**

**To receive and note a summary (Schedules Bi/Bii): Report 25/103.3**

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

**To receive and note a summary (Schedules Ci/Cii): Report 25/103.4**

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

**To receive and note a summary (Schedule D): Report 25/103.5**

Items 25/103.3, .4 and .5 were received and noted en-bloc.

### **# Cllr Bridgman proposed a time extension to 22:00.**

Cllr Morsley seconded.

**Resolved** unanimously.

## **25/104 Items for information only**

### **1 District Councillor Report**

The District Councillor's report was received.

Cllr Hill asked whether the proposed 20 mph zones would affect Mortimer. Cllr Carter advised that he would look into this matter and report back to the Council.

### **2 Correspondence: Report 25/104.3**

The report was received.

### **3 Minor Matters**

See 25/106.

## **25/105 Action Trackers**

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

- 1 **Planning and Highways 25/105.1**
- 2 **Estate Management 25/105.2**
- 3 **Community 25/105.3**

The Action Trackers were noted.

## **25/106 Minor matters**

- Cllrs Kilshaw and Hill raised an issue regarding bricks for the memorial wall at the cemetery. It was agreed that the Clerk would contact White Horse Contractors to seek resolution.
- It was agreed that a Website Working Group be established comprising Cllrs Backhouse, Kilshaw, Saunders and Williams to review the council's website and propose changes.
- Cllr Morsley raised a communications matter, asking whether councillors had ideas for alternative uses for the Utility Square and whether notes could be recorded at the Estate Management Committee and relayed to the Community Committee.

## **25/107 Communications**

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

It was noted that communications would be issued by the Basingstoke and Deane Steering Group to the public regarding recent meetings with Englefield Estate and AWE, and the correspondence sent to AWE and the Office for Nuclear Regulation.

It was further noted that the next e-bulletin would be issued at the end of the month on 30 January. This would include the introduction of new councillors, information on the Community Award, and other village matters. Councillors were invited to submit any items for inclusion to the Parish Office.

## **25/108 Future agenda items**

**To identify specific future agenda items.**

None identified.

## **Part II**

### **25/109 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.**

Part II items minuted above in chronological order.

## **Close**

The meeting closed at 21:42

Date of next meeting: **12 March 2026.**

**Miss Danielle Davis**

**15/01/2026**

## Appendix – payment schedules

**Schedule Ai**

Item	Date of Invoice	Payee Details	Amount £
1.	12/01/25	IC2 Distribution: Sim contract for CCTV inc VAT	648.00

**Schedule Aii**

Item	Date of In-voice	Payee Details	Amount £

**Schedule Bi**

Item	Date of Payment	Payee Details	Amount £
<b>Electronic Bank Payments</b>			
1.	16/09/25	PKF Littlejohn Ltd inc VAT	1008.00
2.	15/10/25	Aspect Arboriculture: preparation of Arboriculture Method Statement inc VAT	2280.00

**Schedule B ii**

Item	Date of Payment	Payee Details	Amount £
<b>Electronic Bank Payments</b>			
1.	17/11/25	S Taylor: NPSG admin October	175.00
2.	17/11/25	Dads shop: hooks inc VAT	5.69
3.	17/11/25	WBCDC: St Johns School Hall Hire- NP consultations	351.00
4.	17/11/25	C Connell: mid-year internal audit	260.00
5.	17/11/25	Mortimer Village Partnership: donation to scarecrow trail	150.00
6.	17/11/25	LTA: annual subscription fee inc VAT	144.00
7.	17/11/25	SMCIC: hall hire for parish meeting	60.00
8.	28/11/25	Mortimer Village Partnership: scarecrow trail entry	10.00
<b>Card Payments and Direct Debits</b>			
1.	03/11/25	Lloyds: monthly card fee	3.00
2.	01/11/25	SLCC: training for DD And ST on Planning inc VAT	72.00
3.	04/11/25	Amzn Coffee for office inc VAT	29.99
4.	04/11/25	Amzn: Coffee for office inc VAT	35.95
5.	13/11/25	Amzn: Guillotine inc VAT	33.42
6.	14/11/25	Amzn: Ink inc VAT	319.99
7.	14/11/25	Amzn: Ink inc VAT	107.00
8.	17/11/25	Amzn: Antivirus software inc VAT	37.49
9.	18/11/25	Mailchimp: Email subscription service inc VAT	41.33
10.	20/11/25	Festive Lights ltd: power adapter inc VAT	27.98
Item	Date of Payment	Payee Details	Amount £
11.	20/11/25	Amzn: Wildlife camera inc VAT	99.43

12.	20/11/25	Amzn: USB memory sticks for cycleway tenders inc VAT	28.73
13.	21/11/25	Post office: posting of tenders	28.75
14.	24/11/25	Canva: Printing of news bulleting inc VAT	84.00
15.	28/11/25	Amzn: Laminating pouches inc VAT	11.98
<b>Electronic Bank Payments</b>			
1.	16/12/25	Stocksigns: backplates for SIDs inc VAT	512.34
2.	16/12/25	Mike Dennett: reimbursement of securenut	14.99
3.	16/12/25	Dads shop inc VAT	19.28
4.	16/12/25	Mortimer Methodist Church: Hall hire November	225.00
5.	31/12/25	Unity trust: manual handling charge	0.90
6.	16/12/25	Oliver Signs: printing for B&D SG leaflets inc VAT	397.44
7.	09/12/25	Coop- Pritt stick	1.60
8.	09/12/25	The Baoab: Christmas cards	24.50
9.	11/12/25	Amzn: Envelopes inc VAT	10.69
10.	11/12/25	SP Renology: SID additional lithium batteries inc VAT	239.97
11.	14/12/25	Amzn: security nuts inc VAT	38.39
12.	18/12/25	Horse and Groom: officers Christmas meals	99.50
13.	18/12/25	AGA Print Ltd: banner for B&D SG inc VAT	37.58
14.	18/12/25	Canva: Dec newsletter inc VAT	79.50
15.	18/12/25	Mailchimp: Email subscription service for Dec	40.78
16.	22/12/25	Post office: mailing an ERB	1.55
<b>Card Payments and Direct Debits</b>			
17.	01/12/25	Lloyds: monthly card fee	3.00

### Schedule Ci

Item	Payment Date	Payee Details	Amount £
<b>Electronic Bank and Card Payments- November</b>			
1.	28/11/25	Salaries: Month 8, Nov 2025 inc pension contributions	5604.77
2.	28/11/25	HMRC: PAYE & NI for Month 8 , Nov 2025	1804.68
3.	13/11/25	Fresh Pay: admin fee for Oct inc VAT	7.80
4.	17/11/25	David Sturt: Purple dragon IT services	520.00
5.	17/11/25	Tactical: Cemetery grass cut inc VAT	96.00
6.	17/11/25	SCS: ground maintenance Oct inc VAT	407.20
7.	17/11/25	Mortimer Methodist: Hall hire Oct	175
8.	17/11/25	Tactical: Dog waste empty Oct inc VAT	145.61
<b>Direct Debits- November</b>			
1.	01/11/25	OVO: Electricity inc VAT	24.00
2.	01/11/25	OVO: Electricity inc VAT	33.00
3.	10/11/25	EE: mobile phone charges & WiFi hotspot	42.64
4.	24/11/25	OVO: Electricity inc. VAT	30.00
5.	28/11/25	Suez: Waste collection Aug inc VAT	106.56
6.	30/11/25	Unity Trust: service charge	12.90
7.	07/11/25	Smart pension: monthly admin fee inc VAT	26.40
8.	01/11/25	Google: DNS services	0.23
9.	24/11/25	Gigaclear: Monthly Fee	72.00

Item	Payment Date	Payee Details	Amount £
<b>Electronic Bank and Card Payments</b>			
10.	31/12/25	Salaries: Month 9, December 2025 inc pension contributions	5610.76
11.	31/12/25	HMRC: PAYE & NI for Month 9, December 2025	1793.55
12.	15/12/25	Fresh Pay: admin fee for Nov inc VAT	7.80
13.	16/12/25	Englefield: quarterly cemetery rent Q4 2025/26	62.50
14.	16/12/25	ColourCourt: moss treatment inc VAT	300.00
15.	16/12/25	SCS: ground maintenance Oct inc VAT	407.20
16.	16/12/25	Tactical: cemetery grass cut and wee treatment inc VAT	132.00
17.	16/12/25	Tactical: Dog waste empty Nov inc VAT	145.61
18.	31/12/25	Salaries: Month 9, December 2025 inc pension contributions	5610.76
<b>Direct Debits- December</b>			
1.	01/12/25	OVO: Electricity inc VAT	24.00
2.	01/12/25	OVO: Electricity inc VAT	33.00
3.	10/12/25	EE: mobile phone charges & WiFi hotspot	42.64
4.	23/12/25	OVO: Electricity inc. VAT	30.00
5.	31/12/25	Suez: Waste collection Nov inc VAT	106.56
6.	31/12/25	Unity Trust: service charge	11.25
7.	05/12/25	Smart pension: monthly admin fee inc VAT	26.40
8.	01/12/25	Google: DNS services	0.65
9.	22/12/25	Gigaclear: Monthly Fee	72.00

### Schedule Cii

Item	Payment Date	Payee Details	Amount £
<b>Electronic Bank and Card Payments- November</b>			
1.	17/11/25	Ridge and Partners: Drainage report for planning	1,200.00
<b>Electronic Bank and Card Payments- December</b>			
1.	16/12/25	Tactical: 2 X Benches for APMF inc VAT	3032.40
2.	16/01/25	RC Saunders Ltd: materials deposit inc VAT	17,144.88
<b>Community Grants</b>			
1.	17/11/25	Community Grant: Toy Library	384.00
2.	28/11/25	Community Grant: Greening Mortimer	500.00

### Schedule D

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