



Stratfield Mortimer Parish Council Minutes

**Minutes of the Meeting of the Parish Council held on
Thursday 13 November 2025 at 19:30 at
Mortimer Methodist Church Hall, West End Road, Mortimer, RG7 3TB**

Present

Members

Cllrs G Bridgman (Chairman), N Carter, M Dennett, H Geary, M Lock, D Morsley, 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.

Commencement

The meeting commenced at 19:33.

Part I

25/074 To receive any apologies for absence

Cllrs Allan and Saunders sent apologies.

25/075 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.

25/076 Public Questions

Two members of the public attended the meeting and asked questions:

- A representative from Pizza Press attended to provide an update on current operations. They reported that business is busy on Fridays, Saturdays, and Sundays, and noted increasing requests for deliveries. They also enquired about the possibility of operating on additional days and offering a delivery service.

Members noted that no complaints had been received and feedback on social media has been positive. It was agreed that, since this matter was not on the agenda for decision at this meeting, the proposal would be brought to the Finance & General Purposes Committee meeting on 27 November for discussion and resolution.

- A member of the public attended to raise concerns regarding the potential development at West End Farm, and to highlight the presence of ground-nesting birds in the area. Cllr Bridgman noted that the presence of ground-nesting birds alone was unlikely to prevent development but confirmed the matter would be considered as part of the wider discussion later in the meeting.

25/077 Minutes of last meeting

To approve the Minutes of the Full Council meeting held on 11 September 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.

25/078 Chairman's remarks

Cllr Bridgman:

- Noted that arrangements for the Christmas dinner at the Horse & Groom have been confirmed, with the menu to be circulated shortly. The event will take place on 18 December, with arrival from 19:00 for 19:30.
- He also reminded members that CIL and Planning training will be held on 10 December at 18:30 in the Library, emphasising the importance of this session in light of recent CIL abatement matters.

25/079 Clerk's report

The Clerk's report was received. The Clerk additionally explained that the SID batteries are running out of charge faster than they should be. All reports of dead batteries in SIDs are to be reported to Cllr Dennett.

25/080 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 one element (potential letter to Lord Benyon) of item 25/083.5 5 (Basingstoke and Deane Local Plan Steering Group) be taken into private session.

Resolved unanimously.

25/081 Changes to Bodies or Body Membership

- 1 To note the formation of the Basingstoke and Deane Local Plan Steering Group by the Planning and Highways Committee.**

This was noted.

- 2 To note the resignation of Cllr A Richardson from the Council and the consequent need to:**

- a **elect a new Chairman by the Planning and Highways Committee (hence the preceding Extraordinary Meeting of that committee); and**
- b **appoint (in lieu of a decision by the Finance and General Purposes Committee) a replacement Supervising Councillor (for the purposes of the Financial Regulations).**

The election of Cllr Todd as the new Committee Chairman at the preceding committee meeting was noted. Cllr Todd was also appointed as the Supervising Councillor.

- 3 **To agree the re-appointment of Cllr D Kilshaw to the Stratfield Mortimer Fairground Trust.**

Cllr Bridgman proposed Cllr Kilshaw be appointed to the Stratfield Mortimer Fairground Trust. Cllr Lock seconded. **Resolved** unanimously.

- 4 **To consider the appointment of a member to the St Johns Hall Management Committee.**

Cllr Carter was appointed as a member of the St Johns Hall Management Committee.

- 5 **To note the resignation of Cllr N Carter from the Community Committee and the Neighbourhood Plan Steering Group.**

It was noted that Cllr Carter's resignation from the Community Committee had already been reported at the meeting of the full Council on 11 September.

- 6 **To note the resignations of Mr M Hillyer and Mrs C Stafford from the Neighbourhood Plan Steering Group**

The resignations were noted.

25/082 Policy amendments

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

- a **Scheme of Delegation v6.0**

The changes were noted.

25/083 Reports from Committees, Steering Groups, Working Parties and Outside Bodies

- 1 **To note the draft minutes of the Parish Meeting held on 25 October**

The minutes were received.

- 2 **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, 18 September**
- b **Planning and Highways, 9 October**
- c **Estate Management, 9 October**
- d **Community Committee, 16 October**
- e **Finance and General Purposes, 30 October**
- f **Planning and Highways, 30 October**

The meetings were noted and minutes received.

3 Neighbourhood Action Group report

Cllr Kilshaw reported that an extraordinary meeting had been due to be called approximately four to five weeks ago. However, in the interim, a call had taken place with PC Robert Hubbard-Clark, during which it was noted that the Police have recently carried out several covert and overt operations in Burghfield and Mortimer. These operations have resulted in multiple arrests, and the Police are currently investigating issues relating to e-bikes and catapults.

Cllr Bridgman highlighted that a public session had been held from the Community Centre car park on the previous Friday, but this was poorly advertised, and this concern had been raised by him with the Police officers present.

Fly-tipping issues on Drury Lane and West End Hill were discussed, including the potential use of “sticky” cameras at a cost of approximately £35 each. It was noted that West End Hill falls under Hampshire Highways.

Cllr Kilshaw confirmed that the next NAG meeting will take place in January 2026.

4 Outside Bodies

Cllr Bridgman reported that he had attended the AWE Local Liaison Committee meeting held the previous week. The meeting had had presentations from Bryan Lyttle (AWE Planning) and Carolyn Richardson (WBC Emergency Planning) as well as others (Office of Nuclear Regulation, Environment Agency, etc).

Discussions had covered the ONR and the DEPZ, and various members had expressed interest/concerns regarding the plans being developed by Basingstoke & Deane. It was noted that it will be important to see what emerges from the forthcoming Reg 18 process, and what the AWE, ONR, WBC, etc have to say.

5 Basingstoke and Deane Local Plan Steering Group

The Steering Group has met twice, and a comprehensive spreadsheet has been developed to track all issues. Work is currently underway on the first (approximately 50%) of the identified actions. One of the tasks involves engaging with Englefield, which would be addressed in Part II of the meeting. The next Steering Group meeting has been scheduled.

The group was described as highly energised and productive. Cllrs Geary and Todd had attended the Basingstoke & Deane Cabinet Meeting last night, as had Cllr Carter in his WBC capacity.

The Chairman thanked the Steering Group for their ongoing work and congratulated Cllr Carter on his presentation to the Cabinet Meeting. It was noted that a recording of that meeting is available on YouTube.

25/084 Items for consideration

1 Councillor Surgeries

To resolve whether to continue councillor surgeries following the incoming results of the resident questionnaires.

An email from a member of the public was noted. Members discussed the ongoing low attendance at surgeries.

Cllr Morsley advised that initial questionnaire results show over half of respondents were unaware surgeries existed, with no significant concern expressed about the loss of the printed newsletter. The bulletin remains well received, and several respondents suggested holding two or three public meetings each year instead.

It was observed that residents already communicate effectively with the Council and decided to discontinue surgeries (and to consider replacing them with periodic public meetings).

It was further suggested that residents could contact the Clerk to arrange a meeting with a councillor in the Library if needed.

2 Internal Audit Report

To receive the mid-term Internal Audit Report.

The report was received.

3 External Audit

To receive the report for 2024/25.

The report was received.

4 Christmas Tree Installation

To receive an update and confirm the arrangements for the installation of the tree.

The tree will be installed on 21 November. Cllr Kilshaw will borrow a telehandler from a local farmer and power will be available for the installation. Volunteers were put forward for the installation.

5 Potential tender(s) for Mortimer to Burghfield Footpath and Cycleway project [DK](#)

To resolve, if thought necessary, a procedure for the Clerk to authorise the issue of a tender or tenders in respect of the project, having taken into account the views of the Mortimer to Burghfield Footpath and Cycleway Steering Group.

Cllr Bridgman outlined the proposal. Cllr Kilshaw and Mr D Butler have prepared the draft tender pack, which will be considered by the Steering Group on 18 November. Following this, the agreed draft would be passed to the Clerk to determine whether the tender should proceed, following any consultation she considers necessary with the Chairman of the Community Committee.

Cllr Bridgman proposed the resolution, Cllr Kilshaw seconded.

Resolved unanimously.

25/085 Finance

(See appendix)

1 Accounts to the 30 September 2025

To receive and approve the Income and Expenditure Report to the 30 September 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 September 2025. Cllr Geary seconded.

Resolved unanimously.

2 Accounts for Payment

To receive and approve items of expenditure- Schedules Ai and Aii: *Report 25/085.1*

Not needed.

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

To receive and note a summary (Schedules Bi/Bii): *Report 25/085.3*

4 Regular or previously authorised payments made - to note

To receive and note a summary (Schedules Ci/Cii): *Report 25/085.4*

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

To receive and note a summary (Schedule D): *Report 25/085.5*

Items 25/085.3, .4 and .5 were received and noted en-bloc.

25/086 Items for information only

1 District Councillor Report

The District Councillor's report was received.

2 Correspondence: *Report 25/086.3*

The report was received. In addition to the report Cllr Morsley reported that a letter had been sent to West Berkshire Council regarding the proposed devolution of powers relating to overhanging vegetation.

3 Minor Matters

See agenda item 25/088.

25/087 Action Trackers

To review the Action Trackers for the following committees:

1 Planning and Highways 25/087.1

2 Estate Management 25/087.2

3 Community 25/087.3

The Action Trackers were noted.

25/088 Minor matters

- Cllr Hill expressed thanks to all the volunteers who assisted with the Remembrance events on Sunday.
- Cllr Morsley reported on newsletter sign-ups, noting that currently fewer than 10% of the electoral roll are subscribed to the mailing list, and encouraged members to promote sign-ups. Cllr Morsley also requested support for data entry relating to the questionnaire responses, and a volunteer came forward.
- It was noted that some printed news bulletins will continue to be delivered to locations such as Glenapp Grange, the Surgery, Badgers Croft, and The Baobab for the benefit of elderly or offline residents.
- The next news bulletin is scheduled for release next week.

25/089 Communications

To identify items for communicating if any.

None.

25/090 Future agenda items

To identify specific future agenda items.

- Cllr Geary will prepare a paper on expectations from Councillors to be put forward at a future meeting of the Council.

Part II

25/091 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 Bridgman proposed.

Cllr Kilshaw seconded.

Resolved unanimously.

Part II

Reports from Committees, Steering Groups, Working Parties and Outside Bodies- Basingstoke and Deane Local Plan Steering Group

Following discussion, the wording of a letter to Lord Benyon was finalised. The letter will be publicised once a response has been received.

Close

The meeting closed at 21:04

Date of next meeting: **15 January 2026.**

Miss Danielle Davis

13/11/2025

Appendix – payment schedules

Schedule Ai

Item	Date of Invoice	Payee Details	Amount £
1.			

Schedule Aii

Item	Date of Invoice	Payee Details	Amount £

Schedule Bi

Item	Date of Payment	Payee Details	Amount £
		Electronic Bank Payments	
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 £
		Electronic Bank Payments	
1.	16/09/25	S Taylor: NPSG admin August	87.50
2.	16/09/25	Dads shop: keys inc VAT	41.69
3.	30/09/25	Unity Trust: Manual handling fee	0.60
4.	17/09/25	D Davis: reimbursement of eye test	89.00
5.	17/09/25	D Kilshaw: reimbursement of tap for FG	9.19
6.	16/09/25	Tactical: hornets nest removal inc VAT	90.00
7.	16/09/25	Crescent signs: white vinyl inc VAT	98.40
8.	17/09/25	Tactical: disposal of nitrous oxide inc VAT	18.00
		Card Payments and Direct Debits	
1.	02/09/25	Lloyds: monthly card fee	3.00
2.	03/09/25	Canva: annual fee for graphic design software	100.00
3.	18/09/25	Old House Store: War memorial works	113.04
4.	23/09/25	Amzn: NPSG pens inc VAT	9.17
5.	23/09/25	Amzn: NPSG tape for noticeboards inc VAT	13.65
6.	23/09/25	Amzn: dot stickers and card paper inc VAT	18.18
7.	24/09/25	Amzn: Coffee for office pod machine inc VAT	24.49
8.	24/09/25	Amzn: Coffee pod machine descaler inc VAT	3.98
9.	24/09/25	Coop: coffee for office inc VAT	13.50

Item	Date of Payment	Payee Details	Amount £
Electronic Bank Payments			
1.	15/10/25	S Taylor: NPSG admin Sept	225.00
2.	15/10/25	Dads shop inc VAT	55.50
3.	15/10/25	Mortimer Methodist Church: Hall hire September	150.00
4.	15/10/25	Oliver Signs: printing for NP consultations inc VAT	165.00
5.	15/10/25	G Bridgman reimbursement War memorial works	49.00
6.	17/10/25	G Bridgman reimbursement Refreshments for away day	53.63
7.	10/10/25	Mortimer Library: printing for NP consultations	2.80
8.	13/10/25	GOV: Land registry	7.00
9.	27/10/25	GOV: Land registry	7.00
10.	17/10/25	Amzn: scarecrow materials inc VAT	11.88
11.	13/10/25	Coop: Coffee americano	6.75
12.	31/10/25	Roal British Legion: Wreath inc VAT	20.00
Card Payments and Direct Debits			
13.	01/10/25	Lloyds: monthly card fee	3.00

Schedule Ci

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments			
1.	30/09/25	Salaries: Month 6, Sept 2025 inc pension contributions	5131.21
2.	30/09/25	HMRC: PAYE & NI for Month 6 , Sept 2025	1482.53
3.	17/09/25	Fresh Pay: admin fee for Aug inc VAT	7.80
4.	16/09/25	Englefield Estate: quarterly cemetery rent	62.50
5.	16/09/25	Tactical: Cemetery grass cut inc VAT	96.00
6.	16/09/25	Tactical: Cemetery cut and weed treatment, pillbox cut inc VAT	170.40
7.	16/09/25	Mortimer Methodist: Hall hire Aug	75.00
8.	26/09/25	Tactical: Dog waste empty Aug inc VAT	145.61
9.	16/09/25	Vitaplay: quarterly playground inspections inc VAT	117.60
10.	16/09/25	Tactical: Cemetery grass cutting and weed treatment inc VAT	96.00
Direct Debits- Sept			
1.	01/09/25	OVO: Electricity inc VAT	24.00
2.	01/09/25	OVO: Electricity inc VAT	33.00
3.	10/09/25	EE: mobile phone charges & WiFi hotspot	43.43
4.	23/09/25	OVO: Electricity inc. VAT	30.00
5.	30/09/25	Suez: Waste collection Aug inc VAT	106.55
6.	30/09/25	Unity Trust: service charge	9360
7.	05/09/25	Smart pension: monthly admin fee inc VAT	26.40
8.	01/09/25	Google: DNS services	0.23
9.	22/09/25	Gigaclear: Monthly Fee	72.00
Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments			
10.	31/10/25	Salaries: Month 7, October 2025 inc pension contributions	5282.74
11.	31/10/25	HMRC: PAYE & NI for Month 7, Sept 2025	1597.55
12.	13/10/25	Fresh Pay: admin fee for Sept inc VAT	7.80

13.	15/10/25	SCS: ground maintenance sept inc VAT	407.20
14.	15/10/25	SCS: ground maintenance July inc VAT	407.20
15.	15/10/25	WBC: office rent quarter 3	875.00
16.	15/10/25	Tactical: Dog waste empty Sept inc VAT	145.61
17.	15/10/25	NPS: Key cutting services inc VAT	169.20
18.	15/10/25	CCB: Annual CCB membership inc VAT	42.00
Direct Debits			
1.	01/10/25	OVO: Electricity inc VAT	24.00
2.	01/10/25	OVO: Electricity inc VAT	33.00
3.	06/10/25	BT: fee taken by BT was refunded same month BT error inc VAT	32.40
4.	10/10/25	EE: mobile phone charges & WiFi hotspot	42.64
5.	26/10/25	OVO: Electricity inc. VAT	30.00
6.	31/10/25	Suez: Waste collection Sept inc VAT	106.56
7.	31/10/25	Unity Trust: service charge	10.80
8.	07/10/25	Smart pension: monthly admin fee inc VAT	26.40
9.	01/10/25	Google: DNS services	0.64
10.	22/10/25	Gigaclear: Monthly Fee	72.00

Schedule Cii

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments			
1.	15/10/25	Infinity Playgrounds: WetPour inc VAT	26080.00
2.	15/10/25	Ridge: PO 2402 inc VAT	1200.00
3.	10/10/25	Real Christmas: Real Christmas trees inc VAT	620.00
Community Grants			
1.	22/10/25	Community Grant: St Johns Mortimer	1082.00
2.	22/10/25	Community Grant: Mortimer Table Tennis	350.00
3.	22/10/25	Community Grant: Burghfield Mortimer Volunteer group	1000.00
4.	22/10/25	Community Grant: Mortimer Hobby Hall	1500.00
5.	22/10/25	Community Grant: Mortimer Warm Welcome	500.00
6.	22/10/25	Community Grant: Mortimer Methodists Church	500.00

Schedule D

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments			
1.	10/10/2025	Unity trust to CCLA	30000.00