



Stratfield Mortimer Parish Council

Minutes of the Annual Meeting of the Parish Council held on Thursday 14 May 2026 at Mortimer Methodist Church Hall, West End Road, Mortimer, RG7 3TB

Present

Members

Cllrs G Bridgman (Chairman), M Dennett, H Geary, D Kilshaw (arrived at 19:46), D Morsley, K Strong, J Todd and N Williams.

Officers of the Council

Miss D Davis.

Public/Press

There was one member of the public present.

Commencement

The meeting commenced at 19:30.

Part I

26/001 Election of Chairman

Cllr Bridgman was nominated by Cllr Geary and seconded by Cllr Strong. There were no other nominations and Cllr Bridgman was elected unopposed. Cllr Bridgman signed a declaration of acceptance of office.

26/002 Election of Vice-Chairman

Cllr Kilshaw was nominated by Cllr Bridgman and seconded by Cllr Dennett. There were no other nominations and Cllr Kilshaw was elected unopposed. (Cllr Kilshaw signed a declaration of office upon his arrival.)

26/003 To receive any apologies for absence

Apologies were received from Cllrs J Allan, D Backhouse, N Carter, S Child, S Hill, M Lock, and R Saunders.

26/004 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

Cllr Bridgman declared an interest in relation to his expenses claim under item 26/019.2.

26/005 Public Questions

The member of the public, Mr Gareth Price, updated Members on the ongoing situation regarding Garth Hall/Mortimer Hobby Hall. He told the meeting that a charity had been formed, a bank account opened, and initial plans submitted to West Berkshire Council Planning, who had raised no objections in principle.

Mr Price advised that the Royal British Legion had not been responding to communications, and that an issue was that RBL had had personnel changes. Concerns were raised regarding the poor and potentially dangerous condition of Garth Hall, with demolition costs currently being explored.

Members discussed providing support to Mortimer Hobby Hall, including assisting with the compilation of a brief history of Garth Hall and drafting a letter to support the charity in a further communication from it to the RBL. (Cllr Dennett advised he could assist with the history of Garth Hall.)

Cllr Bridgman proposed that the matter be referred to the Community Committee, that the charity be asked to prepare a briefing note for the committee (asap), and that the committee consider issuing a letter in support from the Council. Seconded by Cllr Morsley.

Resolved unanimously.

(Mr Price departed.)

26/006 Policy amendments (1)

To consider a proposal voiced at the most recent Finance & General Purposes Committee meeting regarding the membership of that committee and decide whether to amend the Scheme of Delegation

The Members considered a proposal from F&GP regarding the membership structure of that committee, and whether an amendment to the Scheme of Delegation was required.

Members discussed the importance of F&GP Members also serving on other Standing Committees to ensure wider representation across Council business and agreed to endorse the recommendation that each Standing Committee (other than F&GP itself) elect a Member (in addition to the Committee Chairman, who was automatically a Member) to F&GP at their next meeting.

Cllr Bridgman proposed that the Scheme of Delegation be amended as discussed. Cllr Kilshaw seconded.

Resolved unanimously.

26/007 Committee Memberships (1)

1 To appoint Councillors to the Standing Committees for 2026/2027

Following a discussion, and taking into account, (a) the decision at 26/006, and (b) Members' and Co-Opt's preferences expressed to the Clerk in advance, the following memberships were agreed - proposed en-bloc by Cllr Bridgman, seconded by Cllr Kilshaw and **Resolved** unanimously.

In addition to Cllrs Bridgman and Kilshaw who, as Council Chairman and Vice-Chairman, were automatically Members in respect of all of the committees:

a **Finance & General Purposes**

The Committee Chairmen to be elected at item 26/008, plus one further Member from each committee as detailed in item 26/006;

b **Community**

Cllrs Carter, Child, Dennett, Lock, Morsley, Saunders, Strong and Williams, plus Mr J Hannawin who was again co-opted onto the committee;

c **Estate Management**

Cllrs Backhouse, Geary, Hill, Lock, Morsley, Saunders and Strong;

d **Planning and Highways**

Cllrs Allen, Child, Dennett, Hill, Lock, Morsley, and Todd.

#The Chairman took agenda item 26/007.2 after item 26/008

26/008 Committee Chairman

The Voting Members of each Committee to elect Committee Chairmen for 2026/2027

The following Committee Chairmen were elected unopposed by the Members of each committee present:

1 **Community**

Cllr Morsley;

2 **Estate Management**

Cllr Hill;

3 **Planning and Highways**

Cllr Todd.

26/007 Committee Memberships (2)

2 **Members of the Financial & General Purposes Committee to appoint members to the Personnel Sub-Committee for 2026/2027**

Since, by being elected as Committee Chairmen, Cllrs Morsley and Todd were Members of F&GP, Cllr Bridgman proposed that they were once again appointed as Members of the Personnel Sub-Committee (in addition to himself and Cllr Kilshaw), together with one or two further Members once F&GP had met. Seconded by Cllr Morsley and **Resolved** (by F&GP Members present) unanimously.

26/009 Steering Groups and Working Parties

1 **The Voting Members of each Standing Committee to confirm the continued need for the Council's Steering Groups, and appoint/reconfirm Councillor and Co-Opt Members for 2026/27**

Following discussion by each committee it was agreed to retain all of the existing Standing Committees, and to appoint the Members of each as below.

a **Community Committee - Climate and Environment Steering Group**

Cllrs Carter, Child, Dennett and Williams;

b Estate Management Committee - Mortimer to Burghfield Footpath and Cycleway Steering Group

Cllrs Bridgman, Geary, Kilshaw, Morsley, and Williams, plus current co-opted Member Mr D Graham;

c Planning & Highways Committee –

i Neighbourhood Plan Steering Group - Cllrs Bridgman and Todd, plus current co-opted Members Mr Barber, Mr Coe, Mr Kiley, Mr Overett and Ms Wines;

ii Basingstoke and Deane Local Plan Steering Group - Cllrs Geary, Kilshaw, Strong and Todd, plus current co-opted Members Mrs Clark, Mr Overett, Mr Weedon, Mr Wightman, Ms Wines and Mr Parry.

2 To note the proposal at item 26/017.1 for a Community Award Panel to be a Working Party of the Council created annually in accordance with, and for the purposes of, the Community Award Policy

The proposal in the draft policy was noted.

26/010 Outside Bodies and Committees

1 To appoint Parish Council representatives to annual appointments

The following appointments were agreed:

a AWE Local Liaison Committee

Cllr Bridgman;

b Burghfield and Mortimer Neighbourhood Action Group

Cllrs Todd and Kilshaw. It was noted that Cllr Kilshaw wished to step down from the group and Members agreed that Cllr Allan would be invited to join and, should she accept, the appointment would be deemed approved by Council;

c Burghfield and Mortimer Volunteer Bureau

Cllr Hill;

d St John's Hall Management Committee

Cllr Carter;

e Stratfield Mortimer Relief in Need Charity

Cllr Lock;

f Wokefield Common Advisory Committee

Mr M Shaw (the Clerk to check that he was prepared to continue representing the council on the Committee).

2 To note Parish Council representatives in continuing fixed term of office:

a Clarke's Educational Foundation: Cllr M Lock - 4-year term until February 2028;

b Friends of Mortimer Library Executive Committee: Cllr M Lock – ongoing;

c Friends of Mortimer Library Executive Committee: Mr C Lewis – ongoing;

d Stratfield Mortimer Fairground Trust: Mr N Kiley - 4-year term until October 2026 (Cllr Geary explained the changes to Fairground Trust appointments for 2026/27).

26/011 Meetings Calendar

To determine the time and place of Council Meetings and Standing Committee Meetings up to and including the next Annual Meeting, to be detailed in the Calendar

Cllr Bridgman proposed the Meetings Calendar, Cllr Geary seconded.

Resolved unanimously.

26/012 Minutes of last meeting

To approve the Minutes of the Full Council meetings held on 12 March 2026 and the extraordinary meeting of the Full Council on 2 April 2026

The Minutes of the Full Council meetings held on Thursday 12 March and 2 April 2026 were received and each approved for signature by the Chairman as a true record of the meeting in question.

26/013 Chairman's remarks (1)

Cllr Bridgman reported that he had queried with West Berkshire Council why recent correspondence advised that all addresses on Register of Interests forms should be redacted, rather than acknowledging the option in the new legislation to publish such. Councillors were reminded to review their Register of Interests and advise the Clerk whether they wished their address not to be redacted.

Members were advised that the Parish newsletter was in preparation, and articles should be submitted to the Clerk where requested.

An update was provided on the Mortimer to Burghfield cycleway project. Burghfield Parish Council had confirmed it would not be contributing funding. Phase A had been completed, and Phase B was due to commence the following week. The Council was awaiting documentation from Englefield Estate and Wokefield prior to progressing agreements. An opening ceremony for Phase A would take place on 26 May at 10:15.

Cllr Bridgman also advised that a draft office lease received from West Berkshire Council had been deemed unacceptable and a revised draft had been returned for consideration.

26/014 Clerk's report

The Clerk's report was received.

26/015 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 aspect of item 26/013 (Chairman's remarks) be taken into Part II. Cllr Kilshaw seconded.

Resolved unanimously.

26/016 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, 12 March;**
- b **Planning and Highways, 2 April;**
- c **Estate Management, 16 April;**
- d **Community, 23 April;**
- e **Finance and General Purposes, 30 April.**

The draft and adopted minutes were noted.

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

Cllr Geary provided an update from the Basingstoke and Deane Local Plan Steering Group. Members were advised that B&D Environmental Planning and Housing Committee meetings had been taking place regularly and that concerns had been raised regarding Site SPS 5.15. Cllr Geary read extracts from recent discussions.

3 **Neighbourhood Action Group report**

No report provided.

4 **Outside Bodies**

No reports received.

26/017 **Policy amendments (2)**

To consider any new Policies and/or agree/note any Policy amendments, including:

1 **Community Award Policy v2.2 (to agree)**

Cllr Bridgman proposed approval of the policy as agreed by the Community Committee. Cllr Morsley seconded.

Resolved unanimously.

2 **Financial Regulations v10 (to note consequential amendments by Clerk)**

The amendments were noted.

26/018 **Items for consideration**

1 **Insurance 2026/27**

To receive confirmation of the arrangements for insurance cover in respect of all risks

The Clerk confirmed that F&GP had reviewed the insurance and quotes received. The Council shall be renewing its policy through Clear Councils.

2 **Reserve Transfers**

To resolve the Year End Reserve Transfers as recommended by the Finance and General Purposes Committee

The Year End Reserve Transfers, as recommended by F&GP, were proposed by Cllr Bridgman and seconded by Cllr Kilshaw.

Resolved unanimously.

3 **Alan Thorpe Trophy**

To consider a request from the organisers of the Alan Thorpe Trophy for funding towards the engraving of the trophy (£14.50)

The Members considered the request, and the wording to be engraved, and discussed ownership of the trophy, with it being understood that the trophy was not owned by the cricket club.

It was agreed, subject to clarification of the above points, that the Council would fund the engraving costs. Cllr Morsley would liaise with Mr A Richardson regarding the wording.

26/019 Finance

(See appendix)

1 Accounts to 31 March 2026

To receive and approve the Income and Expenditure Report to the 31 March 2026 and the Balance Sheet as of that date

Cllr Bridgman proposed to approve the Income and Expenditure Report and the Balance Sheet as at 31 March 2025.

Cllr Geary seconded.

Resolved unanimously.

2 Accounts for Payment – authorisation sought

To receive and approve items of expenditure- Schedules Ai and Aii: *Report 26/019.2*

Cllr Bridgman proposed to approve the items of expenditure (but did not vote on the item).

Cllr Morsley seconded.

Resolved with two abstentions and one against.

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

To receive and note a summary (Schedules Bi/Bii): *Report 26/019.3*

4 Regular or previously authorised payments made - to note

To receive and note a summary (Schedules Ci/Cii): *Report 26/019.4*

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

To receive and note a summary (Schedule D): *Report 26/019.5*

Items 26/019.3, .4 and .5 were received and noted en-bloc.

26/020 Items for information only

1 District Councillor Report

The District Councillor's report was received.

2 Correspondence: *Report 26/020.2*

The report was noted.

26/021 Action Trackers

To review the Action Trackers for the following committees:

1 Planning and Highways 26/021.1

2 Estate Management 26/021.2

3 Community 26/021.3

The Action Trackers were noted.

26/022 Minor matters

- Cllr Kilshaw referred to concerns regarding issues with the Cemetery Extension memorial wall, which had been raised with Richard Earl, the project manager.
- Cllr Geary raised concerns regarding fly-posted correx signs around the village. Members discussed whether signs placed on public infrastructure could be removed and noted that planning permission may be required. It was agreed that Stratfield Mortimer Parish Council would raise the matter with the Public Protection Partnership and West Berkshire Council, who could then contact relevant landowners. The Clerk would investigate further.
- Cllr Morsley raised concerns regarding advertising on notice boards. It was agreed that a reminder email would be issued to all notice board holders.

26/023 Communications

To identify items for communicating if any

Members identified the Parish Newsletter and News Bulletin as items for communication.

26/024 Future agenda items

To identify specific future agenda items

Members identified a response to Burghfield Parish Council from the Mortimer to Burghfield Cycleway Steering Group as a future agenda item, subject to agreement of the wording by the Chairman and Clerk.

Part II

26/025 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 Morsley seconded.

Resolved unanimously.

26/026 Chairman's remarks (2)

Cllr Bridgman reminded Council of the Pizza Press/West End Road car park issue and gave a timeline - the Clerk had asked Cllr Carter, as a District Councillor, who the officer at WBC who had said that the lease would not allow a subletting was, but neither the Clerk, nor he as Council Chairman, had received an answer, despite a number of emails.

Cllr Bridgman proposed that the Clerk submit an FOI request to WBC, and appraise the Leader of Council of the issue. Cllr Morsley seconded.

Resolved unanimously.

Close

The meeting closed at 21:06.

Date of next meeting: **11 June 2026.**

Miss Danielle Davis

15/05/2026

Appendix – payment schedules

Schedule Ai

Item	Date of Invoice	Payee Details	Amount £
1.	14/04/26	G Bridgman- expenses for WBC road safety session plus car-park and coffee	35.00
2.	07/05/26	Defib world- replacement batteries inc VAT	722.39

Schedule Aii

Item	Date of Invoice	Payee Details	Amount £
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Schedule Bi

Item	Date of Payment	Payee Details	Amount £
Electronic Bank Payments			
1.			
2.			

Schedule B ii

Item	Date of Payment	Payee Details	Amount £
Electronic Bank Payments- March			
1.	19/03/26	Dads shop: Keys inc VAT	8.54
2.	19/03/26	Stocksigns – fixings and backplates inc VAT	466.50
3.	19/03/26	SLCC: Membership fee Danielle Davis	316.00
4.	31/03/26	Andrew Hazleden: community award plate	320.00
Card Payments and Direct Debits- March			
1.	02/03/26	Lloyds: monthly card fee	3.00
2.	02/03/26	Amzn: coffee descaler	6.47
3.	02/03/26	Amzn: cellotape	9.51
4.	02/03/26	Amzn: coffee	36.49
5.	02/03/26	Microsoft online services	230.40
6.	06/03/26	ICO annual fee	52.00
7.	13/03/26	Amzn: ant-theft knuts	38.89
8.	17/03/26	Jotform: monthly subscription	23.40
9.	18/03/26	Mailchimp monthly subscription	40.90
10.	26/03/26	Amzn: coffee	36.02
11.	27/03/26	Canva: news bulletin	58.50
12.	28/03/26	Microsoft online services	883.20

Item	Date of Payment	Payee Details	Amount £
Electronic Bank Payments- April			
1.	14/04/26	Coop funeral care- mis payment correction	82.50
2.	14/04/26	St Johns Village Hall: APM 2026 rental	48.00
3.	14/04/26	Dads shop inc VAT: Keys	19.95
Card Payments and Direct Debits- April			
4.	02/04/26	Lloyds: monthly card fee	3.00
5.	07/04/26	Amzn: laminating pouches inc VAT	11.98
6.	13/04/26	Glasdon: bin bags inc VAT	119.40
7.	17/04/26	JotForm inc VAT	40.20
8.	18/04/26	Mailchimp inc VAT	40.20
9.	20/04/26	West Berks Council: library rental	28.00
10.	12/04/26	Amzn: paper A4 inc VAT	22.79
11.	22/04/26	Amzn: post its inc VAT	8.77
12.	22/04/26	Amzn: ink inc VAT	429.35
13.	23/04/26	Amzn: new office phone inc VAT	137.99
14.	27/04/26	Canva: news bulletin printing	58.00

Schedule Ci

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments- March			
1.	31/03/26	Salaries: Month 12, March 2026 inc pension contributions	5306.03
2.	31/03/26	HMRC: PAYE & NI for Month 12 , March 2026	1677.43
3.	13/03/26	Fresh Pay: admin fee for March 26 inc VAT	7.80
4.	19/03/26	Englefield Estate: quarterly cemetery rent	62.50
5.	19/03/26	David Sturt: Purple dragon IT services Feb	130.00
6.	19/03/26	David Sturt: Purple dragon IT services March	130.00
7.	19/03/26	West Berkshire Office Rent Quarterly in Advance	875.00
8.	19/03/26	SCS: ground maintenance Jan & Feb inc VAT	814.40
9.	19/03/26	Mortimer Methodist: Hall hire Feb	150.00
10.	19/03/26	Mortimer Methodist: Hall hire March	75.00
11.	19/03/26	Tactical: Dog waste empty Feb inc VAT	145.60
12.	31/03/26	Tactical: cemetery grass and weed, pillbox, inc VAT	296.40
13.	31/03/26	Tactical: Dog waste empty March inc VAT	145.60
Direct Debits- March			
1.	02/03/26	OVO: Electricity inc VAT	24.00
2.	02/03/26	OVO: Electricity inc VAT	33.00
3.	12/03/26	EE: mobile phone charges & WiFi hotspot	40.67
4.	23/03/26	OVO: Electricity inc. VAT	30.00
5.	31/03/26	Suez: Waste collection inc VAT	117.11
6.	31/03/26	Unity Trust: service charge	11.65
7.	31/03/26	Unity Trust: manual handling charge	0.90
8.	07/03/26	Smart pension: monthly admin fee inc VAT	26.40
9.	01/03/26	Google: DNS services	0.85
10.	23/03/26	Gigaclear: Monthly Fee	72.00
Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments- April			
11.	30/04/26	Salaries: Month 01, April 2026 inc pension contributions	5673.98

12.	30/04/26	HMRC: PAYE & NI for Month 1, April 2026	1812.63
13.	14/04/26	Fresh Pay: admin fee inc VAT	8.16
14.	14/04/26	Rialtas: annual membership inc VAT	396.00
15.	14/04/26	West Berks Council quarterly office rent	875.00
16.	17/04/26	ICCM: annual membership	110.00
17.	14/04/26	SCS: grounds maintenance March 26 inc VAT	407.20
Direct Debits- April			
1.	01/04/26	OVO: Electricity inc VAT	24.00
2.	01/04/26	OVO: Electricity inc VAT	33.00
3.	02/04/26	EE: mobile phone charges & WiFi hotspot	40.67
4.	23/04/26	OVO: Electricity inc. VAT	30.00
5.	30/04/26	Suez: Waste collection inc VAT	117.11
6.	30/04/26	Unity Trust: service charge	12.10
7.	10/04/26	Smart pension: monthly admin fee inc VAT	26.40
8.	01/04/26	Google: DNS services	0.86
9.	22/04/26	Gigaclear: Monthly Fee	72.00

Schedule Cii

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments- March			
1.	19/03/26	Externiture: bus shelters inc VAT	7834.48
2.	19/03/26	Externiture: bus shelters inc VAT	17902.89
3.	19/03/26	RC Saunders Limited: cycleway phase 1 inc VAT	12502.80
4.	19/03/26	Bell Cornwell: inc VAT	684.00
5.	31/03/26	RC Saunders: Fence additional inc VAT	688.80
6.	31/03/26	RC Saunders: Fence inc VAT	21345.00

Schedule Cii

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments- April			
1.	31/04/26	Bell Cornwell: legal fees inc VAT	2622.00

Schedule D

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments			
1.	30/03/26	Transfer from Public Sector Deposit Fund to Unity Trust	70000.00