



Stratfield Mortimer Parish Council Report

16/07/2026

Finance and General Purposes Committee

Clerk's Report- Appendix 26/020

1 West Berkshire Council Service Delivery Offers

West Berkshire Council has circulated its updated Service Delivery Offers for Town and Parish Councils.

The documents set out the range of services that the District Council is able to provide to parish councils, together with the associated costs where applicable. They are intended to assist councils in understanding the support available and to help inform future service planning and budgeting.

The offers have been circulated to Members for information. Should any Committee wish to explore whether any of these services may be of benefit to the Parish Council, the Clerk can obtain further information and report back as required.

2 Parish Office Lease

The lease for the Parish Council office has now been finalised, signed on behalf of the Parish Council and returned to West Berkshire Council.

The Council is now awaiting confirmation that the lease has been formally completed. No further action is required at this stage, and Members will be updated if any further correspondence is received.

3 Englefield Cycleway Lease

The lease with the Englefield Estate for the section of the Mortimer to Burghfield Cycleway crossing their land has now been completed.

The lease is currently being registered with HM Land Registry with the assistance of Clifton Ingram Solicitors. This is a procedural step to formally record the Parish Council's leasehold interest and no further action is required from Members at this stage.

4 Wokefield Common Section 30 Highways Agreement

The Section 30 Highways Agreement for the section of the Mortimer to Burghfield Cycleway crossing Wokefield Common has now successfully completed the legal review process.

Following discussions between the Parish Council, Freeths Solicitors and the Trust's representatives, the final amendments have been agreed and incorporated into the document. Freeths have confirmed that no further amendments are required, and the agreement is now ready for execution.

5 Street Trading Consents

West Berkshire Council has now provided clarification on the application of Street Trading Consents for events held on Parish Council land.

Their advice confirms that where an event includes traders selling goods (such as food, crafts or other merchandise), a Street Trading Consent is required, even where the event itself is free to attend. Rather than requiring individual traders to obtain their own consents, West Berkshire Council recommends that the event organiser applies for a single one-day Street Trading Consent, which can cover all stallholders. The current fee is £74, and organisers may recover this cost from traders if they wish.

As a result, the Parish Council's Fairground hire documentation will be updated to ensure organisers of relevant events are aware of this requirement and obtain the necessary consent before their event takes place.

Miss Danielle Davis- 10/07/2026