



Stratfield Mortimer Parish Council

Minutes of the Parish Council Meeting held on Thursday 11 June 2026 at Mortimer Methodist Church Hall, West End Road, Mortimer, RG7 3TB

Present

Members

Cllrs J Allan, D Backhouse, G Bridgman (Chairman), M Dennett, H Geary, D Kilshaw, M Lock, D Morsley, K Strong and J Todd.

Officers of the Council

Miss D Davis.

Public/Media

There was one member of the public and no members of the media in attendance.

Commencement

The meeting commenced at 19:30.

Part I

26/026 To receive any apologies for absence

Apologies were received from Cllrs Carter, Child, Hill, Saunders, and Williams,

26/027 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

Cllrs Bridgman, Geary, Kilshaw and Strong declared a personal interest in item 26/036.6, Mortimer to Burghfield Cycleway – Phase C Contractor Appointment, on the basis that they know the director of RC Saunders personally. They confirmed that they would remain in the meeting, participate in the discussion and vote on the matter.

26/028 Public Questions

A resident addressed the Council regarding the recent works to St John's Road, expressing concerns that the project had not been completed to the specification originally described to residents and that the remedial works were already beginning to fail.

Cllrs Bridgman and Todd provided background to the Parish Council's previous involvement, noting that the Council had supported the project but had not been

responsible for the delivery or oversight of the works. It was also noted that any contributions requested from residents had been made on a voluntary basis.

The Council agreed that the matter should be referred to the Planning & Highways Committee for further consideration. Cllr Todd, as Chairman of the Committee, agreed to write to the residents' committee responsible for the works ahead of the next meeting and to place the matter on the agenda.

Action: Chairman of the Planning & Highways Committee to write to the committee responsible for the works and to add the matter to the next Planning & Highways Committee agenda.

26/029 Minutes of last meeting

To approve the Minutes of the Full Council meetings held on 14 May 2026.

The Minutes of the Full Council meeting held on Thursday 14 May 2026 were received and each approved for signature by the Chairman as a true record of the meeting in question.

26/030 Chairman's remarks

Cllr Bridgman reported:

- that following the Parish Council's request for a contribution towards the Mortimer to Burghfield Cycleway, Burghfield Parish Council had sought further information before making a decision. The requested information had now been provided and a response was awaited.
- that an Extraordinary Meeting of the West Berkshire Council Executive was due to take place that evening, with the new Local Plan listed as an agenda item. Council awaited the outcome with interest.

26/031 Clerk's report

The Clerk's report was received.

26/032 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 determined that item 26/036.6, Mortimer to Burghfield Cycleway, would be taken into Part II.

26/033 Changes to Bodies or Body memberships

1 To consider the establishment of Working Parties:

a Community Events and Market Working Party;

The Council considered the establishment of a Christmas Events and Market Working Party. Cllr Morsley outlined the background and proposed that the Working Party also engage with members of the public who may wish to become involved. It was resolved to establish the Working Party, with Cllr Morsley appointed as Chairman. Membership was agreed as Cllrs Allan, Bridgman, Kilshaw, Lock, Morsley, Strong, and Williams.

Action: The Clerk to add recruitment to the Working Party to the next News Bulletin.

b Scarecrow Working Party. See correspondence 26/033

The Council considered the establishment of a Scarecrow Working Party following the correspondence circulated with the agenda. It was noted that a budget of £150 had been approved as part of the Council's budget-setting process in January 2026. Cllr Strong would lead, alongside Cllr Todd and the Clerk.

c Website Working Party

Cllr Bridgman recalled that a working party had been established, but neither he nor the Clerk had been able to locate the minute.

It was agreed to establish a working party with a membership comprising Cllrs Bridgman, Backhouse, Geary, Kilshaw and Saunders.

(Post meeting note: the minute was subsequently located – Full Council Meeting on 15 January 2026 at item 25/106.2, "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.")

The Clerk to follow up with the membership (as above plus Cllr Williams).

2 Membership of F&GP

Members of the Estate Management Committee to resolve which additional member of that Committee will be appointed to the Finance and General Purposes Committee.

The members of the Estate Management Committee present considered the appointment of an additional member to the Finance & General Purposes Committee (alongside the Committee Chairman). Cllrs Backhouse and Geary were nominated. Following a vote by the Estates Management Committee members present, it was resolved to appoint Cllr Backhouse (4 votes for Cllr Backhouse, 1 vote for Cllr Geary, and 1 abstention).

26/034 Policies (if any)

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

- a Code of Conduct v5.0;**
- b Fairground Policy v3.0;**
- c Personnel Policy v3.0;**
- d Policy Guidance and Glossary v6.0;**
- e Standing Orders v8.0;**
- f Spreadsheet of proposed policy ownership and review cycle.**

The Council considered the proposed policy amendments and updates. Following a discussion, Cllr Bridgman proposed the policies at 26/034.1.a-1.e, plus the new review cycle and policy ownership set out in the spreadsheet at 1.f, en bloc. Cllr Geary seconded.

Resolved unanimously.

26/035 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 **Finance and General Purposes, 28 May;**
- b **Community, 28 May;**
- c **Planning and Highways, 4 June.**

The minutes were noted/received.

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

Cllr Kilshaw reported that Basingstoke and Deane Borough Council had delayed the timetable for the delivery of its Local Plan. No further updates had been issued.

- 3 Neighbourhood Action Group report.**

Cllr Todd reported that the next Neighbourhood Action Group meeting had been scheduled for 2 July 2026.

- 4 Outside Bodies.**

Cllr Lock, reporting in respect of the Clarke's Education Foundation, advised that the foundation remained in contact with The Willink School and was awaiting this year's examination results in August before progressing applications. It was also noted that fewer young people were now progressing to university.

26/036 Items for consideration

- 1 Internal Auditor's Report**

To receive the Internal Auditor's Reports for the year ended 31st March 2025.

The Internal Auditor's Report was received.

- 2 Annual Governance and Accountability Return – Section 1**

To consider and address each statement and approve the 2025/2026 Annual Governance Statement for signing by the Chairman and Clerk.

Each assertion on Section 1 – Annual Governance Statement was reviewed and agreed. Cllr Bridgman proposed Section 1 was approved for signing by the Chairman and the Clerk of the meeting. Seconded by Cllr Geary.

Resolved unanimously.

Section 1 – Annual Governance Statement 2025/26 was signed by the Chairman and Clerk in the presence of the Council.

- 3 Annual Governance and Accountability Return – Section 2**

To receive and approve the 2025/2026 Accounting Statements for signing by the Chairman.

The figures were considered.

Cllr Bridgman proposed Section 2 – Accounting Statements was approved for signing by the Chairman.

Seconded by Cllr Morsley.

Resolved unanimously.

Section 2 – Accounting Statements 2025/26 was signed by the Chairman in the presence of the Council.

4 Annual Governance and Accountability Return – additional documents

- a **Confirmation of Dates for the Exercise of Public Rights 2025/26;**
- b **Bank Reconciliation as of 31 March 2026;**
- c **Explanation of variances;**
- d **Reconciliation between Box 7 and Box 8;**
- e **Minutes of the meeting where the current internal auditor was first appointed showing the smaller authority considered the independence of the internal auditor;**
- f **Supporting Report for Assertion M - Appendix 26-036.4.f.**

The documents were received and noted.

5 Local Council Award Scheme – Silver

To consider progressing towards applying for this award and any necessary actions.

The Council considered progressing towards the Local Council Award Scheme Silver Award and reviewed the qualifying criteria, including the draft Co-option and Election Policy. Cllr Bridgman proposed that the Clerk and the Finance & General Purposes Committee would oversee the application process and progress the Council towards achieving Silver accreditation. Seconded by Cllr Todd.

Resolved unanimously.

6 Mortimer to Burghfield Cycleway – Phase C Contractor Appointment

- a **To receive a report regarding the proposed delivery of Phase C of the Mortimer to Burghfield Cycleway and to consider a quotation from RC Saunders (circulated as a meeting paper).**

Minuted at Part II.

- b **The Council is requested to consider the application of Financial Regulations 9.1.6 and 9.4.1 in respect of the continuation of the existing Cycleway contract and resolve whether to waive the requirement for further competitive tendering and appoint RC Saunders to undertake the Phase C works.**

Minuted at Part II.

7 Speeding in the Parish

To consider speeding concerns within the Parish, including Community Speed Watch volunteers and potential solutions and to resolve any actions necessary.

The Council considered speeding concerns within the Parish and the recruitment of additional Community Speed Watch volunteers. Cllr Dennett reported that the ASWC equipment requires two trained operators, limiting deployments, and that current data identified by the SIDs showed Hammonds Heath and West End Road as the principal areas of concern.

Members discussed the potential for police enforcement and noted the potential impact of the Goring Lane closure on traffic levels. It was agreed that a report would be prepared for the Planning & Highways Committee, Cllr Geary would develop a heat map of speeding hotspots, and Cllr Dennett would assist with preparing an article for the next Parish news bulletin.

#Cllr Allan left at 20:44 returned at 20:45.

26/037 Finance

(See appendix)

1 Accounts to the 31 May 2026

To receive and approve the Income and Expenditure Report to the 31 May 2026 and the Balance Sheet as of that date. 26/037.1

Cllr Bridgman proposed to approve the Income and Expenditure Report and the Balance Sheet as at 31 May 2026. Cllr Geary seconded. **Resolved** unanimously.

2 Accounts for Payment

To receive and approve items of expenditure (Schedules Ai/Aii): Report 26/037.2

Not needed.

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

To receive and note a summary (Schedules Bi/Bii): Report 26/037.3

4 Regular or previously authorised payments made - to note

To receive and note a summary (Schedules Ci/Cii): Report 26/037.4

5 Transfers made by Clerk in consultation with Chairman - to note

To receive and note a summary (Schedule D): Report 26/037.5

Items 26/037.3, .4 and .5 were received and noted en-bloc.

26/038 Items for information only

1 District Councillor Reports

A District Councillor's report had been very recently received from Cllr Carter – the Clerk noted that the bulletin was for May.

2 Correspondence: Report 26/038.2

The report was noted.

26/039 Action Trackers

To review the Action Trackers for the following committees:

1 Planning and Highways 26/039.1

2 Estate Management 26/039.2

3 Community 26/039.3

The Council noted the Action Trackers for the Planning & Highways, Estates Management and Community Committees.

During the item, Cllr Morsley queried whether the cost of the new flagpole should be met from the Estates Management budget, as the project had originally fallen within

that Committee's remit, rather than the Community budget. The Clerk agreed to investigate.

26/040 Minor matters

- Cllr Bridgman requested volunteers to assist with marshalling the Transport Through the Ages parade on 27 June between (approximately) 10:30 and 11:45.
- Cllr Strong raised concerns regarding rumours about activity at the Four Houses Corner site, including possible vandalism and occupation of buildings exceeding the persons limit. It was agreed that the Clerk would contact West Berkshire Council for clarification and copy in the Ward Members.

Action: The Clerk to Email Mr B Bagnell and Ms D Gaines at West Berkshire Council.

- Cllr Strong reported that the new flagpole was currently being manufactured together with two hand-sewn flags and noted that the Community Committee had discussed a future flag-flying protocol for Community Square.
- Cllr Geary reported that a Freedom of Information request had been submitted to Burghfield Parish Council and that a response was awaited.
- Cllr Kilshaw advised that Pizza Press had submitted an application to Burghfield Parish Council.

26/041 Communications

To identify items for communicating if any

It was agreed that a reminder would be issued via the Parish Council website and social media channels that the outdoor fitness equipment is intended for use by those of the appropriate age and that children should be discouraged from using it in a way that prevents access by others.

The Chairman also congratulated the Clerk on the production of the annual printed newsletter.

26/042 Future agenda items

To identify specific future agenda items

None.

Part II

26/043 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.

1 Mortimer to Burghfield Cycleway – Phase C Contractor Appointment

- To receive a report regarding the proposed delivery of Phase C of the Mortimer to Burghfield Cycleway and to consider a quotation from RC Saunders (circulated as a meeting paper).**

The Council received the report regarding the proposed delivery of Phase C of the Mortimer to Burghfield Cycleway, noted the recommendations made by the Clerk within the report, and considered the quotation from RC Saunders circulated as a meeting paper.

- b The Council is requested to consider the application of Financial Regulations 9.1.6 and 9.4.1 in respect of the continuation of the existing Cycleway contract and resolve whether to waive the requirement for further competitive tendering and appoint RC Saunders to undertake the Phase C works.**

The Council considered the application of Financial Regulations 9.1.6 and 9.4.1 in respect of the continuation of the existing Cycleway contract and the recommendations received from the Clerk.

Cllr Bridgman proposed to waive the requirement for further competitive tendering and appoint RC Saunders to undertake the Phase C works. Cllr Morsley seconded.

Resolved unanimously.

Cllr Bridgman proposed a time extension to 22:00 if needed, seconded by Cllr Geary.

Resolved unanimously.

After discussion of the funding availability for Phase C of the Cycleway, Cllr Bridgman proposed that the financing of Phase C be managed by the Clerk, in their capacity as Responsible Financial Officer, using the most appropriate funding arrangements available. Cllr Kilshaw seconded.

Resolved unanimously.

Close

The meeting closed at 21:28

Date of next meeting: 30 July 2026.

Miss Danielle Davis

12/06/2026

Appendix – payment schedules

Schedule Ai

Item	Date of Invoice	Payee Details	Amount £
1.			
2.			

Schedule Aii

Item	Date of Invoice	Payee Details	Amount £

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- May	
1.	15/05/26	Reimbursement to H Geary for APM refreshments	218.46
		Card Payments and Direct Debits- May	
1.	01/05/26	Lloyds: monthly card fee	3.00
2.	01/05/26	Amzn: Charger for phone inc VAT	13.89
3.	07/05/26	Post office: postage	5.60
4.	12/05/26	Amzn: card wallets for filing cabinet inc VAT	12.32
5.	13/05/26	Amzn: folder dividers inc VAT	2.86
6.	19/05/26	Amzn: grand opening kit inc VAT	31.98
7.	19/05/26	Amzn: coffee for office inc VAT	30.21
8.	17/05/26	Jotform: monthly subscription	23.40
9.	18/05/26	Mailchimp monthly subscription	40.77
10.	21/05/26	Amzn: Cameras X 5 inc VAT	199.40
11.	21/05/26	DLVR IT Management consulting: link from Website to social media	96.84
12.	29/05/26	Amzn: Cameras X 5 inc VAT	199.40

Schedule Ci

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments- May			
1.	29/05/26	Salaries: Month 02, May 2026 inc pension contributions	5340.64
2.	28/05/26	HMRC: PAYE & NI for Month 02, May 2026	1603.77
3.	13/05/26	Fresh Pay: admin fee for May 26 inc VAT	8.16
4.	15/05/26	David Sturt: Purple dragon IT services April	130.00
5.	15/05/26	Tactical: Dog waste empty April inc VAT	145.61
6.	15/05/26	ROSPA annual inspection inc VAT	324.00
7.	15/05/26	SCS: ground maintenance April inc VAT	419.41
8.	15/05/26	Mortimer Methodist: Hall hire April	225.00
9.	15/05/26	HALC/BALC: annual membership	990.13
10.	07/05/26	Clear Councils: annual insurance	1904.59
11.	15/05/26	Tactical: cemetery grass, pillbox, inc VAT	150.00
12.	15/05/26	Infinity: Titan bearings inspection annual inc VAT	474.00
Direct Debits- May			
13.	01/05/26	OVO: Electricity inc VAT	24.00
14.	01/05/26	OVO: Electricity inc VAT	33.00
15.	11/05/26	EE: mobile phone charges & WiFi hotspot	46.39
16.	23/05/26	OVO: Electricity inc. VAT	30.00
17.	31/05/26	Suez: Waste collection inc VAT	120.47
18.	31/05/26	Unity Trust: service charge	12.25
19.	08/05/26	Smart pension: monthly admin fee inc VAT	26.40
20.	01/05/26	Google: DNS services	0.81
21.	22/05/26	Gigaclear: Monthly Fee	72.00

Schedule Cii

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments- May			
1.	15/05/26	Citizens Advice Bureau	1761.66
2.	15/05/26	Transport through the ages	1750.00
3.	15/05/26	Bell Cornwell: inc VAT	984.00
4.	15/05/26	RC Saunders: Cycleway Phase a inc VAT	98,392.64

Schedule D

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments			
1.			