



Stratfield Mortimer Parish Council

Minutes of the Parish Council Meeting held on Thursday 30 July 2026 at Mortimer Methodist Church Hall, West End Road, Mortimer, RG7 3TB

Present

Members

Cllrs J Allan, D Backhouse, N Carter, S Child, G Bridgman (arrived at 20:12), M Dennett, H Geary, D Kilshaw (Vice-Chairman, chairing the meeting in the absence of Cllr Bridgman), S Hill, M Lock, D Morsley, K Strong, J Todd and N Williams.

Officers of the Council

Miss D Davis.

Public/Media

There was no members of the public or media in attendance.

Commencement

The meeting commenced at 19:30.

Part I

26/044 To receive any apologies for absence

Apologies were received from Cllrs G Bridgman (Cllr Bridgman arrived at 20:12) and R Saunders.

26/045 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 Geary and Strong declared an interest in agenda item 26/054.4, St John's Road entrance, which could become a disclosable pecuniary interest depending on the discussion. They confirmed that they would not participate in the discussion and would leave the room should the interest become pecuniary.

26/046 Public questions

None were received.

26/047 Minutes of last meeting

To approve the Minutes of the Full Council meetings held on 11 June 2026.

The Minutes of the Full Council meeting held on Thursday 11 June 2026 were received and each approved for signature by the Chairman as a true record of the meeting in question.

26/048 Chairman's remarks

Cllr Kilshaw reported:

- that Phase B of the Mortimer–Burghfield Cycleway had been completed and that work on Phase C would commence on Monday. The works remained on schedule for Phases A–C to be completed before the start of the school term in September;
- that concerns had been raised regarding quad bikes using the cycleway. Physical restriction would be difficult because the barriers were required by Englefield Estate to accommodate horses and double buggies. Appropriate signage was being explored.

26/049 Clerk's report

The Clerk's report was received.

- The Clerk further reported that West Berkshire Council had confirmed to Cllr Carter that the West End Road Car Park lease could be varied to permit trading. As the Council had previously agreed a peppercorn consideration of £1 for a 12-month period with Pizza Press, the Clerk would seek the appropriate lease variation from West Berkshire Council.

The second part of the Clerk's report would be considered in Part II.

26/050 Items to be taken into private session

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

Cllr Kilshaw determined that agenda item 26/054.3, Procurement of Litter Bins for Alfred Palmer Memorial Field, and part of agenda item 26/049, Clerk's Report, would be considered in Part II due to the confidential nature of the matters to be discussed.

26/051 Changes to Bodies or Body memberships

Not needed.

26/052 Policies (if any)

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

- a **Fairground Policy v3.1;**

- b **Fairground Hire Agreement**

Cllr Kilshaw proposed that the documents be approved en bloc, seconded by Cllr Geary.

Following discussion regarding whether water should be charged at a standing daily rate or according to meter readings, Cllr Kilshaw proposed that the Fairground Policy v3.1 and Fairground Hire Agreement be approved, subject to the agreed amendments concerning water charges. Seconded by Cllr Morsley.

Resolved unanimously.

26/053 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, 25 June;**
- b **Estate Management, 9 July;**
- c **Planning and Highways, 16 July;**
- d **Finance and General Purposes, 16 July.**

The minutes were noted/received. Cllr Strong identified an error in the draft Estate Management Committee minutes, which recorded his vote on the approval of the previous minutes. As he had not attended the meeting to which those minutes related, he had abstained from the vote.

Action: The Clerk to amend the draft Estate Management Committee minutes accordingly.

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

Cllr Kilshaw had nothing to report.

- 3 Neighbourhood Action Group report.**

Cllr Todd had nothing to report.

- 4 Outside Bodies.**

Cllr Hill reported that the Burghfield and Mortimer Volunteer Bureau was experiencing difficulties recruiting volunteer drivers. Although five people had expressed an interest, only one had subsequently undertaken the role.

26/054 Items for consideration

- 1 Appointment of the Internal Auditor 2026/27**

To resolve the appointment of Mrs. C. Connell as the Council's Internal Auditor for 2026/27.

The Clerk confirmed the internal auditor has knowledge of the sector and is independent and competent. It was discussed that the auditor may be alternated in the future. Proposed by Cllr D Kilshaw.

Seconded by Cllr Allan.

Resolved unanimously.

- 2 Mortimer Scouts Donation**

To consider and resolve whether to make a donation to Mortimer Scouts following the recent fire, taking into account correspondence from the Scout Leader regarding current fundraising activities.

Cllr Morsley provided an update following the fire at the Scout hut. The Scouts had met their initial fundraising target, with support from Greenham Trust and other donations, enabling the replacement of uninsured items. However, this represented the minimum required and had significantly depleted the Scouts' reserves.

The Scout trustees were considering a further fundraising project for improvements including drainage, resurfacing the car park, creating a camping area on the former Guide hut site, and providing external toilet and shower facilities.

Members recognised the contribution made by the Scouts to young people and the wider village. It was noted that any future request for additional funding would require a separate resolution of the Council.

Cllr Kilshaw proposed that the Council donate up to £2,000 when the Scouts' new project becomes available through Greenham Trust. This was seconded by Cllr Strong.

Resolved unanimously.

3 **Procurement of litter bins for Alfred Palmer Memorial Field**

To consider and resolve the procurement of litter bins for the Alfred Palmer Memorial Field.

Minuted at Part II.

4 **St John's Road entrance**

To receive an update and resolve any further action to be taken (if any).

Cllr Todd reported on her meeting with a representative of the road committee. She explained that the works had originally been planned in three sections. The first two sections had been completed as planned, but consent for the proposed works to the St John's Road entrance had been withdrawn on the day of construction due to concerns about the potential flood risk to nearby premises. A reduced scheme was therefore undertaken, with the remaining funds retained for future maintenance.

Cllr Todd clarified that this was a private matter and that the Parish Council had no responsibility for determining the works.

#At 20:05, Cllrs Geary and Strong left the meeting due to their declared pecuniary interests.

The Council considered a request to contribute towards further repairs to the entrance. Members discussed the Council's established position of not contributing towards the maintenance of private or unadopted roads, the precedent that a contribution could create, and the difficulties associated with bringing such roads up to an adoptable standard. Possible parking enforcement and signage were also discussed.

Cllr Backhouse proposed an amendment to broaden the resolution so that it applied to all unadopted roads within the parish, rather than solely to St John's Road, thereby establishing a consistent approach to any future requests. This was seconded by Cllr Kilshaw.

Resolved: The amendment was carried by nine votes in favour, one against and one abstention.

Cllr Allan proposed the amended substantive motion, seconded by Cllr Todd.

Resolved: That the Council did not consider itself able to contribute towards the maintenance or repair of any unadopted road within the parish.

Voting: Ten in favour and one abstention.

#Cllr Bridgman arrived at 20:12.

#Cllrs Geary and Strong re-entered the meeting following the conclusion of this item.

5 Mortimer Village Market

To consider and resolve:

- a That Stratfield Mortimer Parish Council establishes and operates the Mortimer Village Market.**
- b To approve the Market Application Form and Market Terms and Conditions, as recommended by the Community and Events Working Party.**
- c To approve a pitch fee of £10 per pitch, per market as an introductory offer.**
- d To delegate authority to the Clerk, in consultation with the Chairman of the Community Committee as the Working Party's parent body, to manage the administration and operation of the market and to make future amendments to the Market Application Form and Market Terms and Conditions, provided that any material changes to the purpose, financial arrangements or overall operation of the market are referred to the Community Committee or Full Council, as appropriate.**
- e That the Village Market Working Party may review the pitch fee and recommend future changes, but any revised pitch fee must be submitted to Full Council for approval.**

The Council considered proposals for the establishment and operation of the Mortimer Village Market.

Cllr Bridgman proposed an amendment to agenda item 26/054.5.d to delegate authority to the Clerk, following consultation with such members or groups as the Clerk considered appropriate, to administer and operate the market, amend the relevant documentation and set future pitch fees up to a maximum of £50 per pitch. Any material changes to the purpose, financial arrangements or overall operation of the market would remain subject to approval by the Community Committee or Full Council, as appropriate. This was seconded by Cllr Morsley.

Resolved: The amendment was carried with one vote against.

Cllr Kilshaw then proposed that agenda items 26/054.5.a–e, as amended, be approved en bloc. This was seconded by Cllr Allan.

Resolved unanimously

26/055 Finance

(See appendix)

1 Accounts to the 30 June 2026

To receive and approve the Income and Expenditure Report to the 30 June 2026 and the Balance Sheet as of that date. 26/055.1

Cllr Kilshaw proposed to approve the Income and Expenditure Report and the Balance Sheet as at 30 June 2026. Cllr Bridgman seconded.

Resolved unanimously.

2 Accounts for Payment

To receive and approve items of expenditure (Schedules Ai/Aii): *Report 26/055.2*

Not needed.

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

To receive and note a summary (Schedules Bi/Bii): *Report 26/055.3*

Cllr Geary noted that the payment details for the Amazon transactions had been omitted. The Clerk confirmed that this was an administrative error and would circulate the missing information to all Councillors to ensure full transparency.

Action: Clerk to circulate the payment details for the Amazon transactions via the appendix in the draft minutes of this meeting.

4 Regular or previously authorised payments made - to note

To receive and note a summary (Schedules Ci/Cii): *Report 26/055.4*

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

To receive and note a summary (Schedule D): *Report 26/055.5*

Items 26/055.3, .4 and .5 were received and noted en-bloc.

26/056 Items for information only

1 District Councillor Reports

Members discussed the recent West Berkshire Council motion concerning the Basingstoke and Deane Local Plan. Questions were raised regarding the purpose and timing of the motion, whether the actions requested had already been undertaken following the Regulation 18 consultation, and whether any response had been received from Basingstoke and Deane Borough Council.

Cllr Carter explained that the motion was intended to place West Berkshire Council's position formally on record and reinforce the representations previously made. In response to a question from the Clerk, Cllr Carter agreed to establish whether any further correspondence with Basingstoke and Deane Borough Council would be made publicly available.

Cllr Hill alleged that the wording in the District Councillor's report concerning electric vehicle charging did not accurately reflect the Parish Council's decision.

Actions:

- Cllr Carter to confirm whether West Berkshire Council's further correspondence with Basingstoke and Deane Borough Council would be made publicly available.
- The wording concerning electric vehicle charging to be corrected to reflect the Parish Council's decision accurately.

2 Correspondence: *Report 26/056.2*

The correspondence report was noted.

Cllr Bridgman reported that correspondence had been received from Englefield Estate confirming that the permitted path across the field from the bottom of

Tower Gardens to Drury Lane, at the corner of Summerlug, was expected to be completed by 17 August.

26/057 Action Trackers

To review the Action Trackers for the following committees:

- 1 Planning and Highways 26/057.1**
- 2 Estate Management 26/057.2**
- 3 Community 26/057.3**

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

26/058 Minor matters

- Cllr Hill reported that several paving stones near the War Memorial had become dislodged.
- Cllr Hill and the Clerk had met with Haven Memorials at the memorial wall to discuss the proposed memorial plaques.
- Cllr Strong reported that the flagpole had been installed and was currently flying the Parish Council flag. Guidance would be prepared concerning the flying of other flags, including the Union Flag and the St George's Cross.
- Cllr Hill reported that Mr B Richer will be cutting down on his watering of the young trees on the Fairground, thanks were passed to him from the Council.

Action: The Clerk to publish a Facebook post seeking volunteers to help water the young trees.

26/059 Communications

To identify items for communicating if any

None.

26/060 Future agenda items

To identify specific future agenda items

None.

Part II

26/061 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 Kilshaw proposed.

Cllr Bridgman seconded.

Resolved unanimously.

- 1 Procurement of litter bins for Alfred Palmer Memorial Field**

To consider and resolve the procurement of litter bins for the Alfred Palmer Memorial Field.

The Council noted that Mortimer Football Club had agreed to empty the bins if they were donated to the Alfred Palmer Memorial Field Trust, provided that the volume of waste did not result in additional disposal costs.

Members discussed the appropriate capacity and the need for the bins to be sufficiently robust and resistant to antisocial behaviour.

Cllr Williams proposed that the Council purchase two Glasdon Jubilee 110-litre litter bins at a cost of £431.60 plus VAT per bin and donate them to the Alfred Palmer Memorial Field Trust. This was seconded by Cllr Morsley.

Resolved unanimously.

#Cllr Kilshaw proposed a time extension to 22:00, Cllr Morsley seconded.

Resolved with one against.

2 Clerk's report (Part II)

The Clerk reported that Burghfield Parish Council had responded to the Council's request for a financial contribution towards Phase C of the Mortimer–Burghfield Cycleway.

Members discussed the points raised in the response, including matters relating to the legal position and funding of the cycleway. It was noted that information had previously been provided to Burghfield Parish Council and that the scheme had received planning permission and support from West Berkshire Council.

Members agreed that Burghfield Parish Council should be given an opportunity to clarify its position and any outstanding concerns before the Parish Council considered making any public statement. It was also agreed that representatives of the Parish Council should offer to attend a meeting to provide further information and answer any questions.

Cllr Bridgman proposed that the Clerk, in consultation with the Chairman, Vice-Chairman and committee chairmen, prepare a response expressing the Council's surprise at the decision, addressing the points raised, seeking clarification and offering to attend a meeting. This was seconded by Cllr Morsley.

Resolved unanimously

Close

The meeting closed at 21:28

Date of next meeting: 10 September 2026.

Miss Danielle Davis

31/07/2026

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- June	
1.	15/06/26	Englefield: 25-year lease premium	25.00
2.	15/06/26	Crescent signs: CCTV signs inc VAT	177.60
3.	30/06/26	Unity Trust: manual handling charge	0.40
		Card Payments and Direct Debits- June	
1.	02/06/26	Lloyds: monthly card fee	3.00
2.	02/06/26	Amzn: pens inc VAT	5.45
3.	09/06/26	Post office: postage	4.65
4.	02/06/26	Amzn: CCTV cameras inc VAT	199.38
5.	09/06/26	Amzn: Dog waste sticker inc VAT	5.88
6.	02/06/26	Canva: May news bulletin inc VAT	58.00
7.	19/06/26	Amzn: Stainless Steel zip ties inc VAT	13.98
8.	25/06/26	Amzn: coffee inc VAT	35.74
9.	17/06/26	Jotform: monthly subscription	23.40
10.	18/06/26	Mailchimp monthly subscription	40.53
11.	25/06/26	Land registry: title deeds	7.00
12.	29/06/26	Canva: June News bulletin inc Vat	58.00
13.	29/06/26	Post office: postage	5.95

Schedule Ci

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments- June			
1.	30/06/26	Salaries: Month 03, June 2026 inc pension contributions	5598.27
2.	30/06/26	HMRC: PAYE & NI for Month 03, June 2026	1699.06
3.	13/06/26	Fresh Pay: admin fee for June 26 inc VAT	8.16
4.	15/06/26	David Sturt: Purple dragon IT services May	130.00
5.	15/06/26	Shield: Dog waste empty May inc VAT	163.80
6.	15/06/26	Shield: Dog waste empty June inc VAT	218.40
7.			
8.	15/06/26	Colourcourt: annual tennis court clean inc VAT	780.00
9.	15/06/26	Claire Connell: end of year audit	260.00
10.	15/06/26	Tactical: cemetery grass inc VAT	96.00
11.	15/06/26	Tactical: cemetery grass inc VAT	162.00
12.	15/06/26	Tactical: cemetery grass inc VAT	38.40
13.	15/06/26	Englefield: quarterly rent for cemetery	62.50
Direct Debits- June			
14.	01/06/26	OVO: Electricity inc VAT	15.00
15.	01/06/26	OVO: Electricity inc VAT	15.00
16.	10/06/26	EE: mobile phone charges & WiFi hotspot	45.56
17.	23/06/26	OVO: Electricity inc. VAT	30.00
18.	30/06/26	Suez: Waste collection inc VAT	120.95
19.	30/06/26	Unity Trust: service charge	12.40
20.	05/06/26	Smart pension: monthly admin fee inc VAT	26.40
21.	01/06/26	Google: DNS services	0.75
22.	22/06/26	Gigaclear: Monthly Fee	72.00

Schedule Cii

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments- May			
1.	15/06/26	Englefield: Lease for cycleway inc VAT	6000.00
2.	15/06/26	Bell Cornwell: inc VAT	576.00

Schedule D

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