Stratfield Mortimer Parish Council

Minutes of the Parish Council Meeting held on Thursday 10 September 2026 at Mortimer Methodist Church Hall, West End Road, Mortimer, RG7 3TB

Present

Members

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

Officers of the Council

Miss D Davis.

Public/Media

There was one member of the public in attendance, Mr D Overett representing the Neighbourhood Plan Steering Group (of which Cllrs Bridgman and Todd were also members).

Commencement

The meeting commenced at 19:33.

#A silence was observed in memory of Mr Neil Kiley, former Parish Councillor and, at the time of his death, a current Neighbourhood Plan Steering Group member and Fairground Trustee.

Part I

26/062 To receive any apologies for absence

Apologies were received from Cllrs J Allen, N Carter, S Child, S Hill and R Saunders.

26/063 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.

26/064 Public questions

None were received.

26/065 Minutes of last meeting

To approve the Minutes of the Full Council meeting held on 30 July 2026.

The Minutes of the Full Council meeting held on Thursday 30 July 2026 were received and approved for signature by the Chairman as a true record of the meeting in question.

26/066 Chairman's remarks

Cllr Bridgman reported:

- Following consideration by the Finance and General Purposes Committee, work would begin towards achieving the Local Council Award Scheme Silver Award. All councillors were asked to prepare a short biography for the Council's website. Cllr Bridgman would circulate an example to provide a consistent style.
- The Community Committee had begun considering the Council's three-year Action Plan. As this would apply across the whole Council, members were encouraged to consider priorities beyond the remit of their individual committees.
- Volunteers would be sought to assist with the Mortimer Village Market.
- West Berkshire Council had been successful in its court proceedings concerning the unauthorised traveller encampment near AWE. The judge had indicated that all but one family would be required to leave by the beginning of October.
- The Englefield permitted path linking Tower House Farm to Drury Lane had opened.
- The revised National Planning Policy Framework raised questions regarding the status and application of the Neighbourhood Plan, particularly in relation to development around "well-connected railway stations". There was a moot point as to whether such development could proceed notwithstanding the Neighbourhood Plan's position that no further housing was required, and whether any such housing would contribute towards any future housing requirement allocated to the parish through the new Local Plan.
- The Planning and Highways Committee and Neighbourhood Plan Steering Group had considered West Berkshire Council's scoping consultation and, with thanks to Tennant Barber for the initial draft, had submitted a technical response on behalf of the Parish Council.
- The premises licence application for Mortimer Bistro had been approved. Cllr Bridgman was satisfied with the response received from West Berkshire Council's Licensing Team to questions raised by the Planning and Highways Committee.
- An item concerning Phase C of the Public Right of Way project appeared later on the agenda. Cllr Bridgman proposed that a linked issue be considered under Part II due to its confidential nature.
- Cllr Bridgman and Cllr Todd, Chairman of the Planning and Highways Committee, had attended a site visit concerning the reserved land at Tower House Farm, and then attended, and spoken at, the WBC Eastern Area Planning Committee meeting. Planning permission had been granted, and it was anticipated that the Parish Council could receive approximately £135,000 in Community Infrastructure Levy funding.
- A planning application had been submitted for the construction of four dwellings at St John's House, each incorporating a third bedroom within the roof space. The application would be considered by the Planning and Highways Committee.

- A discussion concerning a potential planning submission would be considered under Part II due to its confidential nature.
- The height barrier at the car park had been damaged by a van. A replacement had been installed promptly.

#Given that Mr Overett was attending for the item, Cllr Bridgman moved 26/072.2 (Neighbourhood Plan) to next on the agenda.

26/072 Items for consideration

2 **Neighbourhood Plan**

To review and consider approving the draft Neighbourhood Plan for Regulation 14 Consultation and submission to West Berkshire Council.

Cllr Bridgman thanked Cllr Backhouse for his minor amendments and confirmed that F&GP had reviewed the draft Neighbourhood Plan in detail.

Mr D Overett, on behalf of the Neighbourhood Plan Steering Group, confirmed that, subject to the Parish Council's approval of the draft, the Steering Group was well prepared to proceed to Regulation 14 consultation. The Council thanked the Steering Group for its considerable work in preparing the document.

Members raised the following points:

- Cllr Strong identified a minor typographical error, which Cllr Bridgman confirmed would be corrected (alongside some others identified by Cllr Backhouse).
- Cllr Dennett noted that Policy CCR2 did not contain specific supporting text and asked whether this should be included. Cllrs Bridgman and Todd, and Mr Overett, agreed to bring this to the attention of the Steering Group to be considered.
- Cllr Geary noted that different terms, including "required" and "essential", had been used in relation to dark skies and recommended that consistent terminology be adopted throughout the document.
- Cllr Williams queried the wording concerning sustainable connections between the station and the village and whether it provided sufficient guidance for decision-making. Mr Overett explained that the vision statement was intended to set out the overall vision rather than prescribe precisely how it would be achieved. Cllr Todd reiterated that the vision statement should not be overly prescriptive. Members discussed the wording and agreed that the references would remain unchanged.
- Cllr Williams noted that a key was missing from one of the maps.
- Cllr Strong queried why the Turners Arms had not been included within the list of Assets of Community Value. It was explained that the Victoria Arms and Horse and Groom supported local community groups, whereas the Turners Arms did not currently fulfil the same community function. Mr Overett added that the proposed Assets of Community Value were supported by the earlier public consultation. The position could be revisited following the Regulation 14 consultation if there was evidence of (eg) community group use of the Turners Arms.

Cllr Morsley congratulated the Neighbourhood Plan Steering Group on the quality of the document.

Cllr Bridgman proposed that, subject to the amendments identified above (typos, CCR2, dark skies and the map key), the draft Neighbourhood Plan be approved for Regulation 14 consultation and submission to West Berkshire Council. Cllr Morsley seconded.

Resolved unanimously.

26/067 Clerk's report

The Clerk's report was received.

In addition, the Clerk reported that:

- A response had been received from West Berkshire Council's CIL Team confirming that the Parish Council could temporarily use General Reserves to fund a capital project, with the sum subsequently repaid from future Community Infrastructure Levy receipts.
- An incident involving wild birds being killed at the ponds on the public open space at Tower Gardens by youths with catapults had been raised by a parishioner. She asked whether members of the public could assist the Parish Council with the installation of covert cameras. The Clerk and Cllr Bridgman would discuss the matter further, including the practical and legal considerations. Cllr Todd agreed to raise the matter with BMNAG.

26/068 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 parts of agenda items 26/066 (Chairman's Remarks), 26/071.2 (Basingstoke and Deane Local Plan Steering Group), and 26/072.4 (Mortimer to Burghfield footpath and cycleway) would be considered in Part II due to the confidential nature of the matters to be discussed.

26/069 Changes to Bodies or Body memberships

Not needed.

26/070 Policies (if any)

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

a **SMPC Personnel Policy v3.1**;

b **SMPC Fairground Policy v4.1.**

Following discussion, Cllr Bridgman proposed that the two amended policies be adopted en bloc, subject to the correction of minor typographical errors.

Seconded by Cllr Kilshaw.

Resolved unanimously.

26/071 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, 06 August;**

b **Finance and General Purposes, 27 August;**

c **Community Committee, 03 September.**

The minutes were noted/received.

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

Cllr Bridgman referred members to the recent Penny Post article concerning the Basingstoke and Deane Local Plan.

Cllrs Kilshaw and Todd reported on the recent Basingstoke and Deane Borough Council Cabinet meeting that they had attended. The response to a question to that meeting from Cllr Carter indicated that it was unclear whether existing Regulation 18 representations would be carried forward to a new draft Local Plan (eg if the same sites came forward).

Cllrs Kilshaw and Todd considered it possible that the West End Farm site would not be resubmitted, although this would not be known until July 2027. Concern was expressed that delays to the Local Plan could increase the risk of speculative development.

3 **Neighbourhood Action Group report.**

Cllr Todd reported that the next meeting would be held on 16 September, with nuisance behaviour as a key topic. Cllr Kilshaw asked that fly-tipping also be raised.

4 **Outside Bodies.**

- Cllr Lock reported that the Clerk's Charity was progressing its grant applications.
- On behalf of the Traffic Management Working Party, Cllr Todd asked each councillor trained to use the ASWC/SID equipment to undertake one monitoring session before Christmas.

26/072 Items for consideration

1 **Budget 2027/28**

To receive confirmation of the approach and timetable for the preparation of the 2027/28 budget.

The timetable was received.

2 **Neighbourhood Plan**

To review and consider approving the draft Neighbourhood Plan for Regulation 14 Consultation and submission to West Berkshire Council.

This item was taken early – see minute above.

3 **Remembrance Day**

To receive an update on the planned commemorations and agree further actions to be taken.

Cllr Bridgman requested volunteers to assist with the Remembrance Day commemorations. Cllrs Strong, Todd, Backhouse, Williams, Geary, Lock and Kilshaw, together with the Clerk, volunteered to assist.

Cllr Kilshaw would operate the public address system, and Cllr Hill would be asked to coordinate the arrangements.

Cllr Bridgman reminded all councillors of the church service taking place following the commemorations.

4 **Mortimer to Burghfield footpath and cycleway**

To consider and resolve to dedicate the relevant section of the completed Mortimer to Burghfield footpath and cycleway as a restricted byway.

Cllr Bridgman explained that the Section 30 agreement with the Trust that owned Wokefield Common dedicated the route across the Common as a restricted byway. He proposed that the section crossing Five Oaken Common (owned by SMPC) that would not become adopted highway should also be dedicated as a restricted byway, providing continuity along the route.

It was noted that SMPC would remain responsible for maintaining the whole cycleway and that the route was not currently recorded on the Definitive Map.

Cllr Bridgman proposed that the relevant section crossing Five Oaken Common be dedicated as a restricted byway. Cllr Kilshaw seconded.

Resolved unanimously.

Cllr Kilshaw reported that Phases A and B were complete, subject to a further rolling after sufficient rain. Phase C would commence during the week beginning 21 September, with highway works planned for 3–18 October.

5 **External Audit**

To receive the report for 2025/26.

The report was received.

26/073 Finance

(See appendix)

1 **Accounts to the 30 June 2026**

To receive and approve the Income and Expenditure Report to the 31 July 2026 and the Balance Sheet as of that date. *26/073.1*

Members raised questions regarding differences within the balances shown. On the Clerk's advice, approval of the reports was deferred to allow her to investigate and report back at the next Council meeting.

2 **Accounts for Payment**

To receive and approve items of expenditure (Schedules Ai/Aii): *Report 26/073.2*

Not needed.

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

To receive and note a summary (Schedules Bi/Bii): *Report 26/073.3*

4 **Regular or previously authorised payments made - to note**

To receive and note a summary (Schedules Ci/Cii): *Report 26/073.4*

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

To receive and note a summary (Schedule D): *Report 26/073.*5

Items 26/073.3, .4 and .5 were received and noted en-bloc.

26/074 Items for information only

1 **District Councillor Reports**

The report was noted.

2 **Correspondence: *Report 26/074.2***

The correspondence report was noted.

Members noted that a fallen tree was obstructing the public footpath between The Avenue and Kiln Lane. This had been reported to West Berkshire Council.

26/075 Action Trackers

To review the Action Trackers for the following committees:

1 **Planning and Highways *26/075.1***

2 **Estate Management *26/075.2***

3 **Community *26/075.3***

4 **Finance and General Purposes *26/075.4***

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

26/076 Minor matters

Cllr Lock asked whether a 20 mph speed limit could be introduced between Victoria Road and West End Road. It was noted that the Transport Management Working Party was already considering a public consultation regarding this.

26/077 Communications

To identify items for communicating if any

The following items were identified for communication:

- a further news bulletin;
- an update on the cycleway;
- publicity for the Village Market; and
- the parish-wide Regulation 14 consultation, for which an online response form had been created.

26/078 Future agenda items

To identify specific future agenda items

None.

Part II

26/079 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 **26/066 Chairman's Remarks**

Members received and considered confidential information relating to a potential pre-application proposal. It was agreed to invite the prospective developer and representatives of the Neighbourhood Plan Steering Group to a Planning and Highways Committee meeting, subject to appropriate arrangements regarding the confidentiality of the information supplied.

2 **26/072.4 Mortimer to Burghfield footpath and cycleway**

Cllr Bridgman summarised the Council's previous correspondence to Burghfield Parish Council (BPC) regarding its decision not to contribute financially towards the cycleway. No response had been received.

Members discussed the concerns recorded in BPC's July meeting minutes and the need to maintain a constructive relationship between the two councils.

Cllr Geary proposed that the Clerk contact BPC to request a response and clarification of its July minutes, and suggest a confidential, jointly minuted council-to-council meeting. Cllr Morsley seconded.

Resolved unanimously.

#Cllr Bridgman proposed a time extension to 10pm if necessary, Cllr Kilshaw seconded, Resolved unanimously.

3 **26/071.2 Basingstoke and Deane Local Plan Steering Group**

Cllr Bridgman proposed that he, Cllr Kilshaw and Cllr Todd write to the Englefield Estate regarding the proposed allocation of 350 homes in the light of the revised Basingstoke & Deane position. A draft communication was reviewed and agreed for issue.

Close

The meeting closed at 21:25

Date of next meeting: 12 November 2026

Miss Danielle Davis

10/09/2026

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- July	
1.			
2.			
3.			
		Card Payments and Direct Debits- July	
1.	01/07/26	Lloyds: monthly card fee	3.00
2.	07/07/26	Grabloader – soil – inc VAT	144
3.	09/07/26	Post office: postage	11.90
4.	10/07/26	Amzn: inc VAT Push pins	4.05
5.	14/07/26	Amzn: inc VAT Pots for pushpins	16.77
6.	16/07/26	Amzn: inc VAT 3D printer filament	36.08
7.	23/07/26	Bigartandbanners: inc VAT – Village Market	75.72
8.	23/07/26	Canva: July News bulleting inc VAT	81.50
9.	23/07/26	Canva: inc VAT	21
10.	24/07/26	Post office: postage	5.95

Item	Date of Payment	Payee Details	Amount £

		Electronic Bank Payments- August	
1.	11/08/26	Transport through the ages – printed banner	£83.00
2.	11/08/26	Tactical: dog waste removal: inc VAT	6.44
		Card Payments and Direct Debits- August	
3.	03/08/26	Amzn: keyboard inc VAT	17.99
4.	03/08/26	Amzn: : keyboard inc VAT	17.99
5.	03/08/26	Lloyds: monthly card fee	3.00
6.	03/08/26	Cut My: plywood for Rocking horse inc VAT	202.91
7.	04/08/26	Amzn: warning stickers inc VAT	11.60
8.	04/08/26	Amzn: Do not use stickers inc VAT	3.83
9.	04/08/26	Amzn: out of order stickers inc VAT	5.78
10.	06/08/26	Canva: news bulletin printing	58.00
11.	07/08/26	Amzn: screws for rocking horse inc VAT	31.54
12.	07/08/26	Amzn: coffee for office inc VAT	27.97
13.	08/08/26	Amzn: bolts for rocking horse inc VAT	50.24
14.	13/08/26	Printed today: correx board for cycleway	35.57
15.	17/08/26	Amzn: paint for rocking horse inc VAT	14.97
16.	17/08/26	Amzn: paint for rocking horse inc VAT	19.94
17.	18/08/26	Amzn: Tree watering bags inc VAT	48.96
18.	19/08/26	Glasdon bin bags inc VAT	119.40
19.	19/08/26	Amzn: coffee descaler inc VAT	10.00
20.	19/08/26	Amzn: coffee disc inc VAT	5.48
21.	28/08/26	Canva: news bulletin printing	58.00

Schedule Ci

Item	Payment Date	Payee Details	Amount £
		Electronic Bank and Card Payments- July	
1.	31/07/26	Salaries: Month 4, July 2026 inc pension contributions	5583.91
2.	31/07/26	HMRC: PAYE & NI for Month 4 , July 2026	1700.52
3.	16/07/26	SCS: inc VAT	419.41
4.	16/07/26	Tactical: Cemetery & Pillbox cut: inc VAT	170.40
5.	16/07/26	WBC Office rent	875.00
6.	16/07/26	Methodist Church Hall hire June	300.00
7.	16/07/26	Shield Maintenance: Dog waste collection: inc VAT	218.40
8.	16/07/26	Purple Dragon IT support	130.00
9.	16/07/26	SLCC Membership S Taylor	253.00
10.	16/07/26	Tactical: New Cemetery grass cut & strim: Inc VAT	162.00
11.	16/07/26	Tactical: Old Cemetery: grass cut & strim: inc VAT	96.00
12.	16/07/26	Parish Online: inc VAT	192.00
		Direct Debits- July	
13.	01/07/26	OVO: Electricity inc VAT	15.00
14.	01/07/26	OVO: Electricity inc VAT	15.00
15.	03/07/26	EE: mobile phone charges & WiFi hotspot	45.56
16.	23/07/26	OVO: Electricity inc. VAT	30.00
17.	31/07/26	Suez: Waste collection Aug inc VAT	120.47
18.	31/07/26	Unity Trust: service charge	11.80
19.	01/07/26	Smart pension: monthly admin fee inc VAT	26.40
20.	01/07/26	Google: DNS services	0.95
21.	06/07/26	Freshpay	8.16

22.	17/07/26	Jotform	23.40
23.	18/07/26	Mailchimp	40.43
24.	22/07/26	Gigaclear: Monthly Fee	72.00

Item	Payment Date	Payee Details	Amount £
		Electronic Bank and Card Payments- August	
1.	28/08/26	Salaries: Month 05, August 2026 inc pension contributions	6186.55
2.	28/08/26	HMRC: PAYE & NI for Month 5, July 2026	2067.50
3.	10/08/26	SCS inc VAT	419.41
4.	10/08/26	Methodist Church Hall hire July	175.00
5.	10/08/26	Shield Maintenance inc VAT	218.40
6.	10/08/26	Tactical: cemetery cuts inc VAT	258.00
7.	10/08/26	David Sturt: Purple Dragon IT Services	130.00
8.	24/08/26	Standing Order to Fairground Charity	2701.00
		Direct Debits- August	
9.	03/08/26	OVO: Electricity inc VAT	15.00
10.	03/08/26	OVO: Electricity inc VAT	15.00
11.	10/08/26	EE: mobile phone charges & WiFi hotspot	45.56
12.	17/08/26	Freshpay	8.16
13.	17/08/26	Jotform	23.40
14.	18/08/26	Mailchimp	40.14
15.	24/08/26	OVO: Electricity inc. VAT	27.00
16.	28/08/26	Suez: Waste collection Nov inc VAT	119.51
17.	31/08/26	Unity Trust: service charge	11.95
18.	07/08/26	Smart pension: monthly admin fee inc VAT	26.40
19.	01/08/26	Google: DNS services	0.87
20.	24/08/26	Gigaclear: Monthly Fee	72.00

Schedule Cii

Item	Payment Date	Payee Details	Amount £
		Electronic Bank and Card Payments- July	
1.	16/07/26	Sapling arboriculture	3438.24
2.	16//07/26	Union Flag Company: inc VAT	842.30
3.	16/07/26	Andrew Richardson – engraving	20.00
4.	16/07/26	Bell Cornwell: inc VAT	552.00
5.	22/07/26	Amazon: 3D Printer Filament (flagpole): inc VAT	75.98

Item	Payment Date	Payee Details	Amount £
		Electronic Bank and Card Payments- August	
1.	03/08/26	RC Saunders – phase 2 inc VAT	99712.64
2.	03/08/26	Labosport – tech support cemetery inc VAT	2268.00
3.	03/08/26	White Horse Contractors – memorial wall inc VAT	56660.22
4.	03/08/26	Clifton Ingram – lease registration inc VAT	852.00
5.	11/08/26	Bell Cornwell – NP inc VAT	492.00
6.	20/08/26	WBC – road closure	673.00

Schedule D

Item	Payment Date	Payee Details	Amount £
		Electronic Bank and Card Payments	
1.	31/07/26	Transfer from Public Sector Deposit Fund to Unity Trust	160,000.00