



# LAMBOURN PARISH COUNCIL

The Memorial Hall, Oxford Street, Lambourn, Berkshire. RG17 8XP

Telephone: 01488 72400

Clerk: Mrs Karen Wilson

Assistant Clerk: Rachael Burns

email: info@lambourn-pc.gov.uk

## MINUTES OF A HYBRID FULL COUNCIL MEETING ON WEDNESDAY 3 NOVEMBER 2021 AT 7:30 PM

**Present: Cllr Snowden, Cllr Rieunier, Cllr Cocker, Cllr Spence, Cllr Noll, Cllr Bracey, Cllr Leeming, Cllr McKay, Cllr Jones, Cllr Billing-Jones, Cllr Bulbeck Reynolds (Chair) and Mrs. Wilson (Clerk).**

### Members of the public

**Julie Blogg (in the hall)**

**Christian Noll and Peter Penfold via zoom.**

### Councilor declaration of Interest

*Disclosable Pecuniary Interests Regulation 2012 (SI 2012/1464).*

Cllr Snowden and Cllr Leeming declared a non-pecuniary interest in 21/02686/AGRIC.

Cllr Bracey declared a non-pecuniary interest in 21/02279/MDOPO and 21/02464/COMIND.

## 103 CHAIR'S REPORT

The Chair welcomed everyone to the meeting, noting a Full house and welcoming our new Councilor Lexie Leeming.

It was agreed to move item 114 to follow 105.

The Chair thanked everyone for their understanding of her absence last month in particular Cllr Billing-Jones for chairing the meeting.

Following the training sessions which various councillors have undertaken and in the interest of openness, transparency and inclusion, there will be improvement to how the parish Council work to reflect responsibility of the Parish Councillors.

The Financial training raised questions over internal controls, monthly statement, cash balances, reserves, risk management, disaster recovery and the AGAR. The council should ensure that the RFO acts properly and efficiently to avoid the risk of loss, fraud or bad debt, whether through deliberate or careless actions. Throughout the year the council needs to satisfy itself that expenditure is both lawful and in line with council decisions, and that proper controls are in place to prevent any possibility of fraud. No council wants to risk being the subject of adverse local media coverage relating to financial mismanagement, lack of control or poor budgeting.

The clerk/RFO will be able to provide general advice on finance and should have access to advice from the sector membership organisations. However for more complex projects it is important to ensure that specialist advice is obtained, especially in relation to subjects such as VAT."

The Chair has been in discussion with Anna Field (Lambourn Junction) regarding youth services. Berkshire Youth are attending site on the 19 November to engage with teenagers (year 5 and above). There has been a request for the Parish Council to provide a grant for the catering costs.

The Chair recently attended a site visit in Eastbury and has requested that Howard Woollaston read out a statement from the Council at the meeting taking place tonight.

Copy of the statement:

The site visit was attended by the Chair of the Parish Council whereby it was stated that the applicant had satisfied the officers that they had been living at the horse yard & paddock location for more than 4 years. It was specifically noted that the applicant had been able to register for the Electoral Role at the address. And that they had utility bills for the address going back more than 4 years. It was also stated that there had been multiple complaints made about unlawful building at the location prior to the previous 4 year period, but that “no enforcement notices were served and was dealt with via officer discussions”. Therefore we wish to question the Electoral Roll registration, the previous complaints to planning enforcement and the Council’s own Core Strategy Development Plan.

With regard to establishing residence for the previous 4 years: getting utilities to a horse yard is not uncommon. Even recreational areas can have water and electricity, but that is all this land was supposed to be used for. A recreational horse yard & paddock. So to be able to get onto the Electoral roll from an address which is only designated as a recreational horse yard would require utilising a non-standard route. Firstly to be eligible to get on to the electoral roll you must have a qualifying address. So how does a recreational horse yard become a qualifying address? Or was the application made under a special category? We therefore ask this committee to refer this back to electoral services to investigate why a non-qualifying address was used to register for the electoral role, or to explain how this address came to be used. Until this is addressed, we still maintain that it would be illegal to certify this as an independent dwelling. To address the previous complaints to planning enforcement: While the planning officers today can only go on what they are presented with for this application for the Certification, the Planning committee have a more wholistic view of the broader picture. Many will be aware that at previous District Parish Council Conferences run by West Berkshire Council in the past 6 years, it has been stated by the planning team themselves that there is insufficient enforcement officers and a backlog which is unachievable to address. Therefore the lack of understanding with regard to the “why” have previous enforcement notices not been issued and “why” have local concerns not been addressed, becomes somewhat clearer. Has the lack of resource in the Council led to members of the community being ignored? And while councillors at the site visit stated that residents have the right to make complaints and alert the Council to issues, in this case, it appears that complaints have fallen on deaf ears. If residents are to have any confidence in the council, they need to know they are being heard, respected and actions are being taken. So we ask the committee to consider failings to properly investigate and document the complaints and outcomes to a public and transparent standard. Furthermore we ask you to consider that if these had been properly investigated with evidence to support, would the application be before you today?

With regard to the AONB: The Council has a Core Strategy Development Plan Document which was adopted in July 2012 and covers until 2026, therefore covering more than the 4 year period leading up to this application. In the Core strategy doc, the AONB is the subject of Policy 5 where it states: the “North Wessex Downs Area of Outstanding Natural Beauty will be a place where the landscape is managed to conserve and enhance its natural beauty in accordance with its national designation.” In addition, within the Core Strategy, the objective regarding housing growth states, that homes...” will be delivered in an effective and timely manner, will maximise the use of suitable brownfield land and access to facilities and services and will be developed at densities which make the most efficient use of land whilst responding to the existing built environment.” How then, does this application fit into the Council’s own Strategy?

Therefore the Lambourn Parish Council makes three requests within our objection to the application for certification. They are:

1. We ask the committee to consider failings to properly investigate and document the complaints made by residents in the years leading up to now.
2. We ask this committee to refer this back to electoral services to investigate the legality of registering this address for electoral roll purposes.

3. We ask the committee to not reference this case for future considerations, but rather to act now, in line with the Council's own Core Strategy Development Plan and reject this application as it falls outside all provisions made in its agreed public document.

#### **104 MINUTES OF THE PREVIOUS MEETING**

##### ***LGA 1972 Sch 12 para 41(1)***

The minutes of the 6 October 2021 approved and signed. Proposed by Cllr Billinge-Jones and seconded by Cllr Bracey.

#### **105 PUBLIC SUBMISSIONS**

##### ***Public Bodies (admission to meetings) Act 1960.***

No Public submissions.

#### **114 WEBSITE**

Proposal from Cllr Rieunier to revisit the approach to providing a fully compliant website for LPC to ensure we meet audit and transparency code requirements. Do we use chose an off the shelf specialist parish council website provider or continue along the bespoke route

##### **Cost for off the shelf packages:**

Websitesforparishcouncils.co.uk - £349 set up + £150 per annum hosting

Netwiseuk Premier package - either standard £499 + £250 per annum or  
premium £599 + £300 per annum

Myparishcouncil.co.uk – no response.

Bespoke package in the region £5000 as per specification provided.

Alternatively Lambourn Junction have offered a collaboration with the Parish Council which may provide a cost effective and compliant solution for the provision of a website for the Lambourn Parish Council. This would offer Lambourn Parish Council a formalised arrangement to publish and maintain council information on the [lambourn.org](http://lambourn.org) website. The contractual arrangement would be between the Lambourn Junction community interest company and Lambourn Parish Council and would regulate the ownership, maintenance, updates and deletion of any information relating to the Parish Council.

The Chair counter proposed that the scope document, which was agreed by the working party, should be sent out to all providers to even the playing field.

#### **Suspension of Standing orders**

Christian Noll prosed that as the Lambourn Junction was a non-profit organization, it could now enter into a legal agreement with the Parish Council to provide web hosting. He proposed a free of charge maintenance and updating, written into the formal agreement, so all compliance issues can be addressed. This could either be hosted on the Labourn.org website or as a separate entity. He felt the better option was to host on the Lambourn.org site to prevent any fragmentation. He confirmed that the website had never been hacked and he was not touting for business, just working from the belief in the community.

#### **Re-instated Standing orders**

The Chair confirmed that HALC had stated that a community website should not host Parish Council pages, but Christian has gone beyond that by offering a separate website to resolve these concerns.

Cllr Rieunier confirmed that in the Nov 2020 and May 2021 the lack of website had been noted by the auditor. A temp website was agreed in the interim, but a permanent one should be in place before the next audit visit. The easiest option is the 'off the shelf' Website which is complaint and simply need the Parish Council information uploaded. She also reminded Councillors that the Clerks combined weekly hours was 44 hours, in which this would need to be factored in when considering time allocation. The off the shelf packages meet all the regulations and are updated to ensure compliance. We already have a .gov.uk domain name, what is needed is the design. A bespoke package will be time consuming and more costly, and decisions would need Full Council approval. Cllr Noll asked for the Clerks input. She replied that the less time consuming would be an off the shelf package. The Chair proposed a working group to work on the content. A discussion was held on whether the Parish Council would need Facebook, Twitter feeds or on-line booking, but this could be added in at a later stage.

### **Suspension of Standing Orders**

Christian confirmed that a lot of the information s already existing on the Lambourn.org website as it already posted that invitation and minutes. When asked he confirmed that a bare bones site could be created in 2 days.

### **Re-instated Standing Orders**

Cllr Cocker proposed that a decision was made tonight to prevent this the wrath of the auditor. She proposed that a Parish Council Website should put the Parish Council first, not be hidden in pages of a hosted website, thus strongly supported Cllr Rieuner's proposal of an off the shelf package.

A vote was taken and by a vote of 6 to 4 (Chair abstained) it was democratically decided to accept Christians offer of hosting a website. Cllr Billinge-Jones and Cllr Jones will work with Christian to confirm design and content.

The Chair confirmed that Cllr Billinge-Jones and Cllr Jones would have delegated authority to confirm whether a separate website or hosting on the Lambourn.org website would be best.

## **106 PLANNING APPLICATIONS**

*Town and Country Planning Act 1990.*

*(Please note in planning matters the Parish Council acts as the consultee of the Principal Authority, West Berkshire Council. The Principal Authority being the deciding body).*

**21/02279/MDOPO - Land Adjacent to Lynchets View Road Known As Upper Lambourn Road Upper Lambourn** - Discharge of Planning Obligation on approved application 03/00155/FUL for the proposed sale of land edged red for residential development, subject to planning. **Action VR + SC. Object. This is a matter for the legal team not a planning issue. The is insufficient information to make an informed decision.**

**21/02464/COMIND - Former Lambing Barn and Land, Sheepdrove Organic Farm** - Use of the application site for wedding ceremonies and receptions for 5 months a year, including the erection of a tipi for 5 months a year, use of the former Shepherd's rest as a Registrar's Office, use of the open sided former lambing shed to host wedding ceremonies, use of hardstanding apron for car parking and use of land adjoining the tipi for the overnight camping of guests. **Action MBJ. By a vote of 8 – 2 (1 abstain) agreed to Objection. Access via a single track, Enforcement of EH conditions, Volume of guests.**

**21/02487.FUL – Sheepdrove Organic Farm, Warren Farm, Sheepdrove, Lambourn - Change of use of unit from agriculture to mechanic workshop (sui generis), Action MBJ. No Objection.**

**21/02589/FUL – Rowdown Farm Buildings, Rowdown, Upper Lambourn - Change of use of agricultural workshop building to flexible commercial uses (Class E). Action VR + LL. Support, Employment opportunity, Positive investment in the community, General improvement to facilities available to residents.**

**21/02620/HOUSE – 1 Batten Cottage, Ermin Street, Lambourn Woodlands – New porch and amendments to window fenestration. Action SC. No Objection**

**21/02638/LBC2 – Hare House, Hill Drop Lane - Section 19: Variation of Condition 2 - Ecology of approved application 20/02673/LBC2: Listed building consent for the retention of unauthorised works for change of plain tile to the existing main roof and side extension and the change of slate on the rear catslide roof, in materials to match original, Action BJ. No Objection.**

**21/02668/FUL – Hunt Kennels Farm, Ermin Street , Lambourn Woodlands – Demolition of existing kennel facilities and erection of Class B8 commercial building. Action SC + BJ. Objection Wrong classification B8 should be E(g)(iii) in a site within the AONB. Outside designated employment area, rural permissions granted on 82/17205/ADD has lapsed. This is agricultural land, building should be agricultural not industrial**

**21/02686/AGRIC – Land Adjacent Top yard at Saxon House, Upper Lambourn – Application to determine if prior approval is required for a proposed agricultural storage barn. Action VR. Refer back. This is a matter for the legal team due to insufficient information.**

## **107 PLANNING CORRESPONDENCE**

**21/01384/COND1 - Hare House, Hill Drop Lane, Lambourn Woodlands, Hungerford. -Application for approval of details reserved by conditions 3 (schedule of materials),5 (areas of glazing),6 (inspection of works) and 7 (details of specific features) of planning permission 20/02969/LBC2 - Internal and external alterations for the conversion of the former public House into a dwelling following an approved change of use application, along with associated landscape works. APPROVED.**

**20/01264/FULMAJ – Fognam Farm, Upper Lambourn. - Equine pre-training, rest, rehabilitation, and recuperation facility for racehorses, including removal of existing building, erection of new three-bedroom managers house, garage store building with office above, 2no. staff accommodation units, conversion of existing building to form 28no. Stables, new horse walker, new lunge pen, all weather turns out and canter track. Objection. Inadequate protection of AONB and SSSI site. Lack of proper information provided regarding this site e.g. Transport survey and Design & Access statements). APPROVED.**

**Cllr Cocker noted that Cllr Rieunier received favourable comments on her presentation to West Berkshire Council.**

**21/02168/CLASSR – Sheepdrove Organic Farm, Warren Farm, Sheepdrove, Lambourn - An application to determine if prior approval is required for a proposed: Change of Use from Agriculture to Flexible Commercial Use under Schedule 2, Part 3, Class R of GPDO. Planning permission s not required.**

**21/01778/FULMAJ - Neardown Stables, Neardown, Road known as Upper Lambourn Road, Upper Lambourn - Retrospective application for converted container for accommodation. No Objection. REFUSED.**

**21/01786/OUTD – Upshire House, Greenways, Lambourn - Outline Planning Permission for a 3-bedroom dwelling to accommodate a racehorse trainer. Matters to be considered: Access; Appearance; Layout; Scale. Section 73 application to vary condition 14 (vehicle access) of planning permission 21/00370/OUTD. Objection Access to stables must use Hungerford Hill. APPROVED.**

**21/01097/COMIND – Land at New Barn Farm, Wantage Road, Lambourn – Construction of woodchip surfaced gallop with rails and associated landscaping and mitigation planting (part retrospective). Amended location plan and further landscaping information received.**

**21/02245/HOUSE – 7 Walkers Lane, Lambourn - Two storey front and rear extension. No Objection. APPROVED.**

**2101896/MDOPO -Windsor House, Crowle Road, Lambourn - Modification of Planning Obligation on Approved Application 79/11051/ADD - To discharge Clause 2 of the s.52 (now S106) agreement dated 3 August 1979. This application is made under Section 106A of the Town and Country Planning Act. Application Withdrawn.**

21/02038/FUL - Uplands, Road Known as Drain Hill, Upper Lambourn - New horse track entrance and gate. **No Objection. APPROVED.**

**21/02013/HOUSE – 4 Sheepdrove Road, Lambourn – Two storey side extension – No Objection. APPROVED.**

**21/026160/HOUSE – 1 and 2 Land End Cottages, Ermin Street, Woodlands St Mary - Side extension to 1 Lane End Cottages, internal alterations to provide larger kitchen to 2 Lane End Cottages, reposition outbuilding and rearrange off-road parking to provide additional parking for both dwellings. No Objection. APPROVED.**

**21/02254/PACOU - Sheepdrove Organic Farm, Warren Farm, Sheepdrove, Lambourn - Application to determine if prior approval is required for a proposed: Change of Use of Agricultural Buildings to a flexible use within Storage or Distribution (Class B8), Hotels (Class C1), Commercial/Business/Service (Class E), or until the end of July 2022, uses previously classified as Assembly and Leisure (Class D2) - Proposed change of use of 2 units within an existing agricultural building at Sheepdrove Organic Farm to a flexible commercial use, namely Class E(g)(i-iii) of the Use Classes Order in accordance with Schedule 2, Part 3, Class R of the Town and Country Planning (General Permitted Development) (England) (Order) 2015 (the GPDO).  
**Prior Approval is Not Required by the Local Planning Authority, for the proposed development.****

## **108 DISTRICT PARISH CONFERENCE**

Cllr Cocker to provide feedback from the District Parish Conference.

Cllr Cocker has the minutes, and they are available on request from the Clerk. The main point too note was the Police speed watch which is being launched today. Limited equipment is available to be loaned but the expectation is for Councils to purchase their own but then authorisation is still required for it to be used.

**109 BOSA COMMITTEE**

Feedback from the BOSA meeting held on the 20 October 2021. No feedback

**110 FINANCE COMMITTEE**

Feedback from the finance meeting held on 3 November at 6pm. Covered in the Chari report.

**111 LOCAL NEIGHBOURHOOD DEVELOPMENT PLAN**

*Neighbourhood Planning Act 2017*

1. A Landowners'/Land managers' online Survey will be issued shortly.
2. The LNDP's Minutes Secretary, Sara Moule has retired. We wish Sara well and are looking for a replacement.
3. The LNDP SG are looking at the implications of WBC's presumption that all NDP's will allocate housing sites in their designated areas. Once the SG has all the information needed, members will make a presentation to LPC. The local allocation of housing could, in future, become a responsibility of the Parish Council, albeit via the LNDP SG.

Cllr Cocker asked for all to note point 3.

**112 MONTHLY ACCOUNTS**

**LGA 1972 s150 (5)**

These are the invoices due for payment:

Salaries			£3 922.94
		<b>Expenditure</b>	
<b><u>November Full</u></b>	<b>Cost</b>	<b>to date</b>	<b>Budget</b>
Scofell	£997.99	£5,156.29	£9,979.92
Countryside	£799.20	£4,129.00	£7,992.00
Mike Billinge-Jones	£14.39		£1,500.00
Paddock Rental	£520.00	0	£520.00
Poppy Appeal	£30.00	0	£35.00
Carol Lowman	£9.00	550	£13.00
Viking Direct	£131.35	550	£13.00
Information			
Commissioners Office	£40.00	741.75	£1,000.00
<b>Standing Orders</b>			
Pension	£817.91	£5,131.07	£12,200.00
Hall water	£32.66	-£454.15	£700.00
Hall Electricity	£94.00	£402.85	£1,200.00
S/L Electricity	£651.62	£2,688.75	£6,000.00
BT	£18.00	£1,600.00	£1,423.00

**[Post meeting note: Agreement by quorate of Finance committee as this was not discussed and agreed by Full due to time constraints, but no concerns raised regarding the payments of expected expenditure].**

**113 THEO HARRIS MEMORIAL TRUST**

Proposal to confirm whether the Parish Council accept a nomination of the Chair being an ex-officio member to Theo Harris Memorial Trust. Cllr Cocker explained that the trust was set up in 1974 with education as the priority (educational grants). The vicar and Chair of Lambourn Parish Council are ex-officio members, along with other trustees. The responsibility is to attend 1 meeting per year. Resolved to include this as part of the responsibility of the Chair for future records. Unanimously agreed.

**115 REMEMBERANCE SUNDAY**

Proposal to confirm attendance of the service and laying of the wreath. Resolved that Cllr Snowden will lay the wreath on behalf of the Parish Council.

**116 WEST BERKSHIRE ENGAGEMENT**

Proposal to request a volunteer to co-ordinate with WBC following the engagement consultation. The areas they are focusing on are Communication, Engagement, Customer service, Resources and Planning. The Chair has request 1 Councillor per section, but West Berkshire Council team have confirmed that they will all be dealt with together to reduce resources and time commitment. Resolved that the Clerk would represent the Council.

**117 WEST BERKSHIRE DEMAND RESPONSIVE TRANSPORT**

Proposal for a volunteer to enter discussion with Neil Bateman, transport planner, Stantec regarding on demand transport within Lambourn. Cllr Billinge-Jones volunteer to represent the Parish Council.

**118 REQUEST TO MOVE A DOG BIN**

Request received from a resident to move the dog bin outside their house and ensure the bis are emptied as per contract. In the interest of time, this was referred to the BOSA committee for decision via email.

**119 CHRISTMAS TREES IN BRACKET (HIGH STREET)**

Proposal from the Clerk to confirm whether the Parish Council are going to be installing Christmas trees in the High Street.

**Suspension of Standing Orders**

Julie Blogg confirmed that the trees would need to be cut and shaped to fit into the brackets. Lights would be good but confirmation would be required of the residence being home to plug them in. The Chair proposed that the Clerk look into the logistics and put a proposal together.

**120 CHRISTMAS GATHERING AND OFFICE OPENING HOURS**

Proposal for the Clerk to discuss Christmas gathering/meal for the Councillors and staff and office hours over the festive period. By a vote of 7 agreed to hold a summer gathering instead of a Christmas gathering. The Clerk will be allowed a budget of £180 for staff Christmas dinner/gathering.



Unanimously agreed to close the office 24 Dec at 1pm to 2 January 2022. [Post minute note: 2 is a public holiday, so office will be open 3 January 2022].

**121 PARISH CLERKS MONTHLY UPDATES**

*LGA 1972 s101 Information only:*

Information from the Clerks regarding matters arising over the last month.

Hall rental invoices and enquires

Market rental collection

On-line banking

Mailbox issues hopefully resolved.

Banking of cash and cheques

BOSA meeting

Playground inspection

Streetlight's reported

Streetlight Inventory spreadsheet

Hall Quote request

Street light inventory

Planning site visit

**122 ITEMS FOR FUTURE AGENDAS**

Items for agenda

Cllr McKay requested an additional Streetlight between the Broadway and Memorial Hall – this was referred to Hall & Street.

Cllr Jones will have feedback from the patient participation and community conversation Forums.

[post meeting note – these have been moved to the January agenda to allow more time for budget discussion at the next meeting].

**21:29 Meeting closed.**

**Chair:**

**Date: 1 December 2021**