



LAMBOURN PARISH COUNCIL

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

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Clerk: Mrs. Karen Wilson

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MINUTES OF THE BOSA COMMITTEE MEETING 19th JANUARY 2022, 7.30PM AT THE MEMORIAL HALL

In attendance: Cllr Billinge Jones, Cllr Bracey, Cllr Bulbeck Reynolds, Cllr McKay, Cllr Noll, R. Burns (Assistant Clerk)

Members of the public: Pierre Josling (Allotment Society)

Apologies: Bruce Laurie (Church Warden)

32. ELECTION OF CHAIR

Cllr Noll proposed herself for the position of Chair, seconded by Cllr Billing-Jones. Cllr Bulbeck Reynolds raised questions of governance for situations where the Chair has a casting vote on a matter involving a conflict of interest. Following a brief discussion, the committee unanimously agreed the following process.

- In the first instance the casting vote goes to the Vice-Chair,
- If the Vice-Chair is not in attendance, then non-urgent matters to be addressed at the next BOSA committee meeting and urgent matters to be raised at the next meeting of Full Council.

33. MINUTES OF PREVIOUS MEETING TO BE APPROVED

The minutes of the last meeting on 20th October were unanimously approved and a copy will be provided to the Chair for signature (post meeting note: copy provided to Cllr Noll 20/1/22)

34. FINANCE REPORT

The Vice Chair went through the financial report line by line to ascertain whether there will be any remaining funds in the 2021-22 budget. After some discussion the Committee decided on the following **Actions**:

- **Asst.Clerk** to liaise with the **Clerk** to agree the likely figures for Rest of Year spend once outstanding works and bills are considered. This information to be reported back to the Committee highlighting any unused funds.

35. BOSA TRACKER REVIEW

The Committee reviewed items on the BOSA Tracker where a decision was required, resulting in the following **Actions and decisions**:

- **Asst.Clerk** has received a letter from Carter Jonas confirming a rental valuation for the Paddock adjacent to the allotments. Cllr Billing-Jones proposed this be passed to the Allotment Committee for consideration so that they can agree a strategy and report back to the Committee, seconded by Cllr Bracey and unanimously agreed.

(Post meeting note: Letter forwarded to Cllr Billinge Jones and Pierre Josling 20/11/22)

- Cllr Billinge-Jones reported on the potential purchase of additional land for Upper Lambourn Cemetery. Robert Price of Rooksnest has agreed that the owners will sell the land to the Parish Council but are not willing to bear a loss in the process. However, Mr Price will try to ensure that the owners cover sales costs that might otherwise fall to the Parish Council. The current status is that Mr Price is to let the Parish Council have firm figures with a view to proceeding with a deal after harvest 2022. A change of use from arable to church land will be for Lambourn Parish Council to arrange.
- The Committee unanimously agreed not to proceed with the refurbishment of the shelter at the Old Cricket Field at this time, with the proviso that this will be re-visited if sufficient funds are found to be left in the 2021-22 budget
- **Asst.Clerk** to investigate costs and suitability of anti-graffiti spray for play areas.
- The Church Warden had requested that several works be undertaken at St. Michael's Churchyard. The Committee unanimously agreed that the works in question do not fall under the Parish Council duty of maintenance. **Clerk** to inform the Church Warden and advise on process and funding pathways.
- **Asst.Clerk** to advise Pete Noll that the Committee agree to go ahead with a trial of a recycling bin at Upper Lambourn Cemetery. Agreement to the trial proposed by Cllr Bulbeck Reynolds, seconded by Cllr Bracey and agreed by all members eligible to vote. The trial will run for two months and then be subject to review.
- **Asst.Clerk** to investigate the legal requirements around the use of volunteers to assist in council matters. The Committee unanimously agreed that a Topple Test of gravestones should be undertaken annually but that the Clerks would not be sufficiently strong to move any gravestones that required it. It's estimated that the complete Topple Test would take around two hours.
- **Asst. Clerk** to check contracts for the Maintenance Contractor and Gravedigger at Upper Lambourn Cemetery and see what provisions are included regarding damage caused in the course of work. Additionally, to write to both parties requesting that when using mechanical equipment, they access the area over grass from the end of the path rather than crossing the kerbed edging.
- **Asst.Clerk** to inform the **Clerk** that going forward Village Wardens should be the responsibility of Full Council rather than the BOSA committee as their scope is much broader. The was proposed by Cllr Bulbeck Reynolds, seconded by Cllr Noll and unanimously agreed.
- The Committee unanimously agreed that it is not feasible to install CCTV at Mill Lane due to the extreme height that would be required to establish a line of sight to the main antennae at The Memorial Hall. Item closed.
- **Asst.Clerk** to draft a letter in response to a complaint concerning a fence down in high winds at the Mill Lane Play area. The fence in question belongs to the complainant, is old and weighted with vegetation on both sides. Cllr Billinge-Jones had visited site and taken photographs showing that both sides of the fence are outside of the Mill Lane boundary which is marked by existing fence posts. Cllr Billinge-Jones proposed that the Parish Council is not responsible for clearance, seconded by Cllr Bulbeck-Reynolds and unanimously agreed.

36. CEMETERY

The Committee engaged in a discussion of the Cemetery fees including a comparison with current fees at Newbury, Hungerford and Sparsholt. Following this the Committee unanimously agreed to keep the current rates but to increase the administration fee element from £10 to £15.

Asst.Clerk to amend documentation, and inform relevant parties and **Clerk**

Cllr Billinge-Jones' report on the potential purchase of additional land for Upper Lambourn Cemetery was discussed under the BOSA Tracker review, please see **item 35**.

37. PLAYGROUND INSPECTIONS

The Committee unanimously agreed to stay with the Play Inspection Company for 2022/23

38. MILL LANE WORKING GROUP

Cllr Billinge-Jones and Cllr Noll provided a brief update. Since the last meeting the WBC tree officer has been in touch and confirmed that he can see no reason why LPC can't apply for a hedge removal order. The working Group are looking at the option of replacing the hedge with a metal fence as has been seen in Thatcham, this would have a planting of slim trees behind it such as Silver Birch allowing for both sight into the park to discourage anti-social behaviour but also still providing some screening.

Asst.Clerk to contact WBC tree officer to make sure a site visit isn't required.

The committee undertook a discussion of funding options for an upgrade to Mill Lane. Cllr Bulbeck Reynolds suggested that CIL(Community Infrastructure Levy) money and a Members Bid would be the way to proceed and that the Working Group should speak to Howard Woollaston about match funding for a Lambourn Parish Council and West Berkshire Council collaboration.

Cllr Noll to meet with the Clerks to discuss the funding process.

39. MEMORIALS – INFORMATION ONLY

No memorials.

40. ITEMS FOR FUTURE AGENDA

Cllr Billinge-Jones requested that feedback from the Allotment Society regarding the future of the Paddock be added to the next agenda

Meeting ended 8.55pm

Chair:

Date: