



LAMBOURN PARISH COUNCIL

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

Telephone: 01488 72400

Clerk: Mrs Karen Wilson

Assistant Clerk: Rachael Burns

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MINUTES OF A FULL COUNCIL MEETING IN THE MEMORIAL HALL ON WEDNESDAY 6 APRIL 2022 AT 7:30 PM

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

1 member of the public

Apologies: Cllr Snowden.

Councillor declaration of Interest

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

Cllr Leeming declared an interest in 22/00704/FUL + 22/00756/FULMAJ.

186 CHAIR'S REPORT

The chair confirmed the 3 principles of transparency, inclusivity, and accountability.

Setting the tone for people wanting to join the Parish Council to fill the 4 empty seats by encouraging inclusivity, tolerance and acceptance of different mindsets.

Each Council was asked what their idea of governance was, and the answers ranged from:

- Ensuring parishioners knew the role of the Parish Council and West Berkshire council to clarify what the Parish Council can do.
- Be clear on aspirations.
- Unhelpful to those in need.
- Challenging West Berkshire Council but not being listened to.
- Accountability for spending the precept.
- Rules and regulations.
- Code of Conduct (councillor performance).
- No legal responsibility to govern.
- Diligence and due process.
- Policy compliant.
- Transparency.
- It was resolved to discuss communication and how the Parish Council can improve the way it communicates with parishioners.

187 MINUTES OF THE PREVIOUS MEETING

LGA 1972 Sch 12 para 41(1)

The minutes of the 3 February (additional post meeting amendments requested by the Chair) and 2 March 2022 to be approved and signed. Resolved to remove 'and the Chair of staffing to feedback' February minutes Proposed Cllr Billinge-Jones, Seconded Cllr Spence
March minutes proposed by Cllr Cocker and seconded by Cllr Jones

188 COUNCILLOR BILLINGE-JONES RETIREMENT

The Council would like to thank Cllr Billinge-Jones for his hard work and dedication over the past 12 years. He will be missed, but we are happy to report that he will continue to be a co-opted member on some of the Council committees, so we will still be seeing him regularly.

Cllr Billinge-Jones was thanked for his years of service and asked to remain. Cllr Billinge-Jones confirmed that he will remain a co-opted committee member on Hall & Street and BOSA.

All Councillors were grateful for the knowledge and support they have received from Cllr Billinge-Jones.

189 PUBLIC SUBMISSIONS

Public Bodies (admission to meetings) Act 1960

No Public submissions

190 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).

22/00576/HOUSE – Green Tiles, Greenways, Lambourn - Removal of existing conservatory and construction of extension to southwest elevation and construction of new conservatory to northwest elevation. **Action LS. No Objection unanimously agreed.**

22/00636/HOUSE – 2 Long Hedge, Lambourn – Erection of a detached car port. **Action IMcK. No Objection unanimously agreed.**

22/00704/FUL – Saxon House, Upper Lambourn – Proposed hostel for racing staff, and a new barn for accommodating stables and storage. **Action VR.**

This application is for a racing hostel and a barn for stabling/equipment storage. It is situated behind and between Flemington Stables and Saxon House. I will present this application in two parts

Firstly, in top yard, Saxon House there is an existing brick-built barn that it will be converted and extended to create a 5-bedroom hostel for racing staff with a laundry and drying room. The gross internal area would be 101m² of which 54m² is existing floor area. The height to eaves and ridges of the staff hostel will be the same as the existing building. The extension would have an eaves height of 2.4m.

The materials for the hostel would match the existing brickwork as would the slate roof. The conversion of this property would not have an obvious visual impact to the area.

Given our understanding of the need for affordable accommodation for racing staff and the nature of the proposed conversion, I would recommend – No objection

The second part of the application is for an agricultural style barn which would be sited above Saxon House and behind and to the side of Flemington Stables.

The land it would be sited on is an open green field in AONB. The barn will have a floor space of 437m², with eaves of 4.3m and a ridge height of 6.2m.

Based on a rough calculation, I would estimate that it could be used for up to 20 stables if used to capacity. This has not been detailed in the application so it would need to be confirmed to allow Highways to assess movements for muck, horse transport etc.

Given the size of the development I would also expect to see a SuDS plan.

The barn would be directly behind Saxon House, Saxon House is a grade II listed building. As can be seen in the visual impact views included in the application, the barn appears to overshadow and

dominate Saxon House's setting in the landscape. This will have a material impact on a listed building.

The landscape character assessment undertaken by the LNDP highlights that in Upper Lambourn occasional large modern barn structures detract from the overall landscape quality and should be resisted unless carefully designed to minimise visual impacts.

Also, as part of the emerging LNDP we are looking closely at buildings around and above the 140 contour to prevent spread of development up the valley sides. This barn is potentially at this mark. An important consideration for new racing developments, is that as we are smaller than Newmarket we have limited land available. So, when we do have applications for new developments, it is important to ensure the quality of the product for the future of the racing industry.

Objection to the barn – building on open green field, no SuDS plan, visual impact on neighbouring house, the landscape character assessment undertaken by the LNDP highlights that in Upper Lambourn occasional large modern barn structures detract from the overall landscape quality and should be resisted unless carefully designed to minimise visual impacts.

Also, as part of the emerging LNDP we are looking closely at buildings around and above the 140 contour to prevent spread of development up the valley sides. This barn is potentially at this mark.

An important consideration for new racing developments, is that as we are smaller than Newmarket and have limited land available. So when we do have applications for new developments, it is important to ensure the quality of the product for the future of the racing industry

The Council would like it noted that given our understanding of the need for affordable accommodation for racing staff and the nature of the proposed conversion, if the Hostel application was separate to the Barn application then they would be likely to recommend – No objection to the hostel.

Objection to application by a vote of 7 to object and 2 abstentions.

22/00754/HOUSE + 22/00755/LBC2 – Bumblebee Cottage - Installation of a 6 Panels Solar PV System to the rear/south facing roof pitch of listed asset. Action MBR. Support Upgrade to efficient, green energy. Unanimously agreed.

22/00756/FULMAJ – Land East of Malt Shovel Lane, Upper Lambourn - Section 73: Variation of Condition 1 (Time Frame) of previously approved application 18/00774/FULMAJ: Proposed change of use of land from agricultural to equestrian use, formation of racing stable complex including new dwelling for horse trainer, residential accommodation block for staff, horse stable block, new access from the B4000 and associated infrastructure. Action MBR.

The new nutrient neutrality was discussed and it was agreed to No Objection by a vote of 8 with 2 abstentions.

191 PLANNING CORRESPONDENCE

21/01638/COMIND – Unit 6 and Unit 8 Lambourn Business Park, Lambourn Woodlands – Temporary change of use of block 6 and block 8 to open storage (class B8) plus the erection of associated boundary treatments. Strongly Object. This will cause unrestricted vehicular movement, increase in traffic and

noise disruption in an area that Highways have said is sustainable. Unsightly within the AONB and goes against policy. Undermines entire project. **APPROVED.**

22/00012/COND1 – 12 Newbury Street, Lambourn - Application for approval of details reserved by conditions 3 (materials) and 4 (windows/doors) of approved 20/00543/HOUSE - Garage conversion to garden room with fencing to front. Retrospective dining area extension. **APPROVED.**

21/03096/COND01 - Rhonehurst Stables, Unnamed Road From Malt Shovel Lane To Sarcens, Upper Lambourn - Application for approval of details reserved by condition 8 (Lighting) of approved 21/01181/FUL - Outdoor manège. **APPROVED.**

21/02026/HOUSE - The Old Farm, Road Known As Newbury Road, Eastbury - Demolition of garage. Erection of part two-storey and part single-storey extension to the north elevation. Formation of porch. Alterations to existing outbuilding. **APPROVED.**

21/03212/CERTE - Uplands Upper Lambourn - The annexe shown on drawings 20127.151A and 20127.152A has been in use for more than 10 years. As staff accommodation. The applicant has paid separate council tax on the annexe for several years. **NOTED. REFUSED.**

22/00113/HOUSE - Brigstock, Eastbury - Addition of a triple bay dormer window to first floor landing area on the west elevation. **No Objection. APPROVED.**

22/00063/05NOAC - New Warehouse East Of, Membury Business Park, Ermin Street, Lambourn Woodlands – **Enforcement Complaint. West Berkshire has addressed this and the new warehouse has been removed.**

21/02961/HOUSE - Limetrees, The Broadway, Lambourn- Demolish existing garage. New single storey extension and two storey extension. **No Objection. APPROVED.**

21/03213/HOUSE + 21/03214/LBC2 - Uplands, Upper Lambourn - Replacement of conservatory with garden room. **No Objection. APPROVED.**

21/02045/FUL – Land West of Four Acres Yard and South of Ermin Street, Lambourn Woodlands - Proposed Change of Use of Land for the siting of 1 Mobile Home and 1 Touring Caravan. **Appeal under Section 78 of the Town and Country Planning Act 1990., under reference 22/00010/INQ. Does the Council wish to speak informally or as a ‘Rule 6’ party.**
It was resolved to write to the Inspector restating and elaborating on the Objection the Council have raised. Cllr Cocker and Jones will write up the response.

21/02668/FUL – Hunt Kennels Farm, Ermin Street, Lambourn Woodlands - Demolition of existing kennel facilities and erection of Class B8 commercial building. **OBJECTION. APPROVED.**

192 LOCAL NEIGHBOURHOOD DEVELOPMENT PLAN

Neighbourhood Planning Act 2017

LNDP update.

Green Space.

Volunteers to assist with pop-up consultation.

Confirmation of the spend to date against budgeted figure.

The LNDP SG is considering Policy Options for inclusion in the LNDP. As you know, 8 policy areas have been identified, based on public consultations, the Residents' Questionnaire and surveys. We are working with our consultants to decide what could be included, making comparisons with existing policies already in place at national and local level, so we don't either duplicate or contradict them. (NDPs have to be "in general conformity", which does allow some flexibility.) The SG has decided to use the landscape as an overarching theme. This will not only reassert the importance of the AONB and environmental concerns, but also underpin consistency. (This evening we have already touched on the sensitivity of the valley sides in terms of development and this will be in the Plan)

Examples of policies under consideration include:

- Ways to provide a balanced housing supply
- Promoting and maintaining PROWs
- Encouraging infrastructure for electric cars
- Addressing ALL flooding issues
- Providing support for businesses (including the RTI) offering apprenticeships and other training schemes.

Some of these may not be within the remit of NDP policies but can be included as community aspirations.

The SG has been looking at Local Green Space Designations. LGSs are small (sometimes very small, but they can be up to 19 hectares) which are demonstrably special to local communities and which can be designated, via the NDP, and thus protected. There is a process for doing this, so we are looking for suggestions for land which could be included. If anyone has any suggestions, please get in touch.

The LNDP cannot be made without public support and input and we are now at a stage when input from parishioners is particularly important. An informal public update and feedback is planned during May, in which details of potential policies and design codes will be on display for comment, in the exhibition format which has proved successful in the past.

The times, dates and venues are to be finalised, but provisionally:

- Eastbury Church: 7th May (Sat. Morning)
- WSM VH: 19th May (Thurs. evening)
- Upper Lambourn JCE offices: 25th May (Weds. evening)
- Lambourn Memorial Hall: 27th May (Fri. morning and evening) and 28th May (Sat. morning)

We hope this will give everyone an opportunity to attend, gain an understanding of what is possible and contribute ideas, especially their views on what and where development could be suggested. To encourage participation the SG would like a leaflet advertising the exhibitions and explaining where we are in the emerging Plan, to be delivered to all households in the Parish in late April/early May. Assistance from Parish Councillors and others is necessary to achieve this, so please let me know when you are available to help.

Cllr Cocker confirmed that the income received had been the Lambourn Parish Council grant and reclaimed vat. Expenditure has been on consultancy fees, training course, drone survey and survey monkey.

Cllr Cocker requested Parish Councillors assistance with leaflet dropping to inform parishioners of the consultation. Cllr Bulbeck Reynolds volunteered for Eastbury and Cllr Rieunier Upper Lambourn.

193 FINANCE COMMITTEE

Confirmation of the spend to date against budgeted figure and outstanding items.

Completed items:

Cllr Bulbeck Reynolds confirmed that the Financial Regulations have been updated to include on-line banking. Salaries were reviewed and ensured that all staff were at least on minimum wage. Previous auditors resigned and new auditors have been appointed. The interim audit has been undertaken.

Tech upgrade to Office 365 has been completed, with just training outstanding, Website has been created with a .gov.uk domain name.

In progress items:

Insurance cover, what is legally required.

Budgeting - formalisation of the process, forecasts versa spend must be reviewed.

Risk Assessment tool must be upgraded.

Cloud based financial software package

Overall, the budgets have been mostly within budget, with a few overspends.

Energy will be an on-going concern with the increase in prices.

No Grants given out this financial year, due to lack of communication.

The bank account is in the black, without moving money from the earmarked reserves.

21:01 Cllr Bracey left

194 BOSA COMMITTEE

Confirmation of the spend to date against budgeted figure and outstanding items.

Cllr Noll confirmed that the BOSA committee have achieved the following:

Endorsed tree planting

Issues with hedge height at Eastbury resolved.

Upgraded cemetery software

Got a valuation for the allotment paddock

Look into CCTV at Mill Lane, but currently this is unachievable

3 Post Lane Works passed to Howard Wollaston as potential member bid.

Faulke Walwyn Way works passed to Howard and Jockey Club Estate for members bid.

Testing recycle bin at the Upper Lambourn Cemetery

Annual topple test.

Moved a dog bin and replaced 2 dog bins.

Quote undertaken for multiple works in the St Michael churchyard, but this does not fall under LPC statutory maintenance duty.

Quote for Old Cricket Field skate park equipment not taken forward due to cost implications

Quotes have been received for Eastbury and Mill Lane replacement equipment, refurbishment of the Old Cricket Field shelter agreed and drainage and horse track.

Eastbury Timbers replaced

New cradles seat in Mill Lane and new steps for the slide.

Anti-graffiti spray was investigated but found not to be safe.

In Progress:

St Michaels tree

Mill Lane working group proposal

Replacement of fire damage picnic bench

Complaints Mill Lane Fence

Allotment society report

Cemetery regulations update

Clearance of cemetery shed

Old Cricket Field ownership

Upper Lambourn Cemetery land

Cemetery mapping

Weatherproof treatment to fence at Old Cricket Field carpark

Spend has been under budget, with a note that the burial fee income has reduced, perhaps due to more cremations taking place.

Overall, there has been an underspend on the budget.

Cllr Bulbeck Reynolds suggested the remainder be moved to Earmarked Reserves for use next year.

195 HALL & STREETS COMMITTEE

Confirmation of the spend to date against budgeted figure and outstanding items.

Cllr Billinge-Jones thanked the previous Chair (Cllr Cocker) for their hard work, as he has only recently taken over.

Completed objectives:

Hall electrical sockets replaced

Hall painted and pictures removed

Clerk's office painted

Damaged fence panels in the passageway have been replaced.

Hall hire forms have been revamped and terms updated.

Obsolete streetlights have been replaced.

Public toilet lock replaced.

A re-evaluation of energy usage has been undertaken with a reduction in Streetlight power costs.

All Salt bins have been checked, labelled and filled as required.

A streetlight survey has been undertaken and ownership confirmed.

A Reciprocal Agreement has been put in place for Almshouse to use the Memorial Hall free.

In Progress:

Emergency exit passageway to be resurfaced.

Phase 4 and 5 Streetlight upgrade.

A request has been made to Camera Club for local photographs to be hung in the hall.

Investigating repairs to the Market Cross

Replacement bulbs for the office

In discussion with West Berkshire Council regarding portal speed detection devices and fining of speed vehicles.

Budget:

Hall rentals are down due to covid-19 and hall closure.

Water bill is within budget, cleaning materials under budget due to hall closure, defib pads overbudget, streetlight maintenance underbudget, due to all obsolete streetlights being upgraded out of Earmarked Reserves as parts are no longer available.

Market rental has fluctuated.

196 RACING COMMITTEE

Confirmation of the spend to date against budgeted figure and outstanding items.

Cllr Bulbeck Reynolds stated that Cllr Snowden has worked very hard rewording the racing letter.

Both Cllr Snowden and Cllr Leeming have worked hard to get the Racing levy in and this is reflected in the largest receipt of racing levy to date.

197 MONTHLY ACCOUNTS

LGA 1972 s150 (5)

Salaries £3922.94

<u>April</u>	Cost	Expenditure to date	Budget	Committee
Scofell	£997.99	£9,148.26	£9,979.92	BOSA
Countryside	£799.20	£7,326.00	£7,992.00	BOSA
Mike Billinge-Jones	£14.39	£1,408.76	£1,500.00	Finance
Smart Integration	£114.00	£1,697.75	£2,000.00	H & S
Rialtas Business solution	£148.80	£102.00	£0.00	Finance
Lambourn Surgery	£342.22	£89.00	£0.00	H & S
Enervo	£453.04	£130.92	£3,100.00	H & S
WBC Lambourn Centre	£11,825.07	£0.00	£11,500.00	Finance
HMRC	£3,152.15	£9,507.06	£13,000.00	Finance
Parish On-Line	£240.00	£3,388.02	£10,978.00	BOSA
WBC - Dog bins	£620.38	£53.00	£1,000.00	Finance
Lambourn Universal Stores	£12.13	£3,251.33	£2,900.00	Finance
August House Design	£3980.00	£2,119.00	£ 6900 EMR	H & S
Standing Orders				
Pension	£817.91	£9,220.62	£9,814.92	Staffing
Hall water	£22.06	-£402.54	£700.00	H & S
Hall Electricity	£94.00	£810.17	£1,200.00	H & S
S/L Electricity	£508.42	£5,806.36	£6,000.00	H & S
BT	£18.00	£1,722.17	£1,600.00	Finance
BT	£107.44	£1,722.17	£1,600.00	Finance

Unanimously agreed to all payments

198 OFFICE OPENING HOURS

Proposal to confirm the return to normal office hours for the Clerks. Unanimously agreed

199 QUEENS JUBILEE CELEBRATION

Proposal from Cllr Noll to confirm the Parish Council involvement in the Queens Jubilee celebration and financial contribution.

Cllr Noll confirmed that the British Legion and Festival Committee are not undertaking jubilee celebrations.

Mrs Brown (working on behalf of the Lambourn Junction cic) has requested a donation towards the celebrations to be held at the Sports Club on Friday 3 June.

Unanimously agreed to a £250 donation once the grant paperwork has been completed.

A further request for free use of the Memorial Hall on Monday 6 June for Cream teas was unanimously agreed.

200 WINTER SALTING

The unconfirmed figure (awaiting official figure) is £2,542.17 but may change due to current weather conditions. The final invoice will be sent once salting runs have stopped.

The Clerk confirmed that there will be an increase as the gritter were out last week.

Cllr Bulbeck Reynolds stated there will be an overspend.

201 ERMIN STREET TRAFFIC CALMING

Proposal from Cllr Jones and Tony King to support the paper justifying traffic calming and speed restrictions on Ermin Street, Lambourn Woodlands. Withdrawn by applicant.

202 BEE PROTECTION

Proposal from Cllr Bulbeck Reynolds for the Parish Council to vote to write to Laura Farris (MP) in response to the January 14th approval of thiamethoxam for use by farmers in sugar beef production (which are harmful to bees).

Cllr Bulbeck Reynolds read out prepared wording which was approved by Full Council and will be sent to the Clerk for the letter to be sent to Laura Farris (MP). This was agreed by a vote of 9 in favour.

{Post meeting note: Wording not received by the office after numerous requests}

203 STREETLIGHTS

Proposal to confirm all new streetlights outside of the CCTV area will include a half luminosity between midnight and 5am. Unanimously agreed.

21:31 Agreed to extension of time

21:31 Member of the public left

204 ANNUAL ASSEMBLY

Proposal to discuss the Annual Assembly format and confirm the date 20 April 2022.

Resolved to move the Annual Assembly to the 27 April (as the 20 April was too close to Easter) and return to the pre-covid format by inviting the police, district councillors and local charities.

This will have a 7:30 pm start and serve tea and coffee.

Cllr Bulbeck Reynolds confirmed that Councillors do not have to attend. The Clerk noted that it would be advisable for Councillors to attend to represent their wards to the community.

Cllr Noll requested hybrid connectivity to ensure inclusivity.

205 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 with thanks to Cllr Billinge-Jones for covering this while Clerk holiday.
Playground inspection
Streetlight's repairs
Payment runs
Office closure due to office redecorating.
Moving of office equipment
Burial enquiries
Staff Appraisals
Information gathering meeting LAMB02
Hall & Street meeting.

207 ITEMS FOR FUTURE AGENDAS

Communication discussion

The Clerk requested nominations for Chair after confirmation that the individual is willing to stand by the 25 April.

Cllr Jones and Cocker proposed: Membury Industrial spread, weight of LPC regarding planning applications

21:41 Cllr Leeming left

206 EXCLUSION OF PRESS AND PUBLIC TO DISCUSS STAFF SALARIES

Proposal from the staffing committee to discuss staff remuneration for 2022/3.

Confirmation of the spend to date against budgeted figure and outstanding items.

The information about to be presented to you is confidential and the detail of which will not be made available to the public. We do need to ensure a record is kept of what has been agreed, for future reference, without directly referring to it in the minutes. So, the public minutes for this section will be worded in a general way to indicate a discussion and agreement has taken place. It will also be minuted that a detailed note is attached to these minutes which is not available to the public but will be available to councillors. This is in line with the suggestion from our internal auditor. The notes will also be signed to confirm their content.

The Staffing Committee had its first meeting in September. The current members are myself, Helen Noll who is the vice Chair, Moz Bulbeck Reynolds and Bridget Jones. Our first task was to agree the committee's terms of reference. I have used this as a guide to what we've achieved this year.

- Put in place a revised contract of employment for new starters
- Recruited an Assistant Clerk
- Confirmed successful completion of the Assistant Clerk's probation period
- Created an Employee Handbook
- Put in place a performance management system to ensure all employees have an annual review
- Identified training for councillors and staff
- Reviewed all relevant policies and put forward new ones where appropriate
- Reviewed the pension offering for new recruits and agreed a provider
- Recommended amounts for annual pay review

The majority of the hard work has been done this year in setting up new policies and procedures. It should now be a case of keeping everything up to date and the continuous process of development and improvement. There are a few specific projects to be carried over to next year:

- Review and update the Clerk's contract to reflect some recent changes in legislation.
- Review the Clerk and Assistant Clerk's job descriptions to ensure they include changes in working practice eg maintenance of the website, social media.
- Identifying and advising on training for the year for both staff and councillors
- A thorough review of staff workload and hours.

Budget

I was not part of the budget setting process for 2020/21 but I can confirm that staff salaries are within budget. Training is slightly over budget but was set at a very low level, national average per head is £500 per person, ours is £100

HMRC software calculates PAYE and NI, pension contributions are worked out by the fund provider so we have to assume they are correct.

Proposed Staff Salary Review

The Litter picker and Caretaker will increase by 6.6% to minimum wage of £ 9.50 per hour.

Unanimously agreed.

Relief Caretaker to increase by 3.8%. It was confirmed that the hourly rate was higher due to unsociable hours. **Unanimously agreed.**

Assistant Clerk would increase by 1 SP 3.76% with an additional Spinal Point on completion of ILCA (timescales to be agreed). **Unanimously agreed**

22:03 Clerk was asked to leave

{Post meeting note: it was unanimously agreed that the Clerks Salary would remain capped at 2020 Spinal Point level}

Chair:

Date: 4 May 2022