



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 THE BOSA COMMITTEE MEETING 18th MAY 2022, 7.30PM AT THE MEMORIAL HALL

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

Members of the public: Bruce Laurie (Church Warden), Mike Billinge-Jones, Louise Wilkin,
Fiona Drake

Apologies: Pierre Josling (Allotment Society)

01. ELECTION OF CHAIR

Cllr Bulbeck Reynolds proposed Cllr Noll for the position of Chair, seconded by Cllr McKay and unanimously carried.

Cllr Bulbeck Reynolds proposed Cllr McKay for the position of Vice-Chair, seconded by Cllr Bracey and unanimously carried.

02. MINUTES OF PREVIOUS MEETING TO BE APPROVED

The minutes of the last meeting on 19th January 2022 were unanimously approved and signed by the Chair. **Action:**

Asst.Clerk to send a copy of draft minutes waiting for approval out with the Summons going forward.

03. FINANCE REPORT

The Committee viewed the Year to Date spend for the 2022-23 budget. The Asst.Clerk informed the Committee that there is currently £7180 in Earmarked Reserves, should the Committee proceed with the lowest cost option for all works proposed at this meeting £1360 will remain. **Action:**

Asst.Clerk to refer line 2380 BOSA Expenditure back to the Finance Committee at the request of Cllr Bulbeck Reynolds on the basis that transfers from Earmarked Reserves should not show in this line.

04. MILL LANE

The Chair went through items requiring outline approval at Mill Lane and how they will address issues of anti-social behaviour and litter. It was stated that Lambourn is currently number one for anti-social behaviour according to the local police. Items included:

- The proposed removal of vegetation from the LPC side of the Rimen's boundary fence. Reduction of the large ash tree over the Rimen's Garden by 1.5-2.5 metres with some crown lifting. The West Berkshire Tree Officer has confirmed this tree is

not subject to a Preservation Order.. These items are in response to a parishioner complaint of damage and anti-social behaviour and follow a meeting between Cllr Noll, Mike Billinge-Jones and the complainant. The Committee approved these works in principle pending costs.

- The reduction of the hedge to 1.2-1.3 metres during the Autumn Cut to improve line of site into park and reduce anti-social behaviour as recommended by Andrew Giles, West Berkshire Tree Officer. The Committee unanimously approved an additional quoted cost of £555 from the existing contractor to achieve this.
- A list of items that it is proposed form the basis of the Mill Lane Upgrade Project.
 - a) Remove and dispose of the existing metal fence.
 - b) Installation of a higher Ball Fence along part of the right boundary fence.
 - c) Planting of native spiky hedging along the right boundary.
 - d) Move the 3 x picnic tables from inside the play area to other areas of the park – potentially along the hedge line and replace with additional benches.
 - e) Plant Silver Birches at intervals along the hedge line.
 - f) Install signage making clear the play area is for under 12's only.
 - g) Level the goal mouths and return.
 - h) Replace the two small litter bins with two larger bins, preferably with a flap closure to discourage rooks.
 - i) Plant a wildflower area along the left side boundary by the tree.

Louise Wilkin spoke about the Mill Lane Upgrade Project and expressed satisfaction that the hedge will now be kept. Louise asked for permission to join the general discussion which was granted by the Chair. Mrs Wilkin raised the question of inadequate litter picking provisions at busy times of year, the Asst.Clerk requested that this be put in writing to the Committee for consideration. Cllr Bulbeck Reynolds asked that the letter outline Mrs Wilkins ideal scenario as a starting point but reiterated that there is currently no budget for additional litter picking.

There was a lively discussion of the proposed plans. The Chair stated that Sheepdrove have offered £1500 in funding and the Pharmacy £500 and that she is working on a Member's Bid. The Chair has spoken with the School and they have expressed interest in being involved with the wildflower area. The Committee unanimously approved the outline plan (pending costs) with the following **Actions/amendments**:

Asst.Clerk to measure the height of the existing fence and obtain an exact length for the replacement.

Asst.Clerk to investigate whether moving the picnic tables would cause issues for the Fair.

Asst.Clerk to talk to WBC recycle team to see if it would be feasible for one of the proposed new bins to be a recycling bin.

Asst.Clerk to amend proposal to include some Silver Birches in the play area for shade.

Asst.Clerk to look at signage by the gym equipment that offers suggested workout routines.

Asst.Clerk to cost the proposals.

Cllr Bulbeck Reynolds asked that any signage considered be attractive and high quality.

05. EASTBURY FURZE TRUST

Fiona Drake of the Eastbury Furze Trust introduced herself to the Committee and gave a brief history of the working relationship between the Trust and the Parish Council, stating that the Trust are very happy with the arrangement. She raised the issue of dog fouling and out of control dogs at Eastbury Furze stating that it had been agreed previously by BOSA that the Parish Council would assist by providing new signage requesting that dogs be kept on a lead. Cllr Bulbeck Reynolds apologised that this promise had not yet been honoured and it would be addressed at the next Committee Meeting. **Action:**

Asst.Clerk to take wording from the Churchyard signs at Eastbury and investigate costs.

06. BOSA TRACKER REVIEW

The Committee discussed items from the tracker requiring a decision and unanimously agreed the following **Actions:**

- **Asst.Clerk** to inform Vitaplay that the Committee agree the amended fee of £2800 to refurbish the shelter at the Old Cricket Field.
- **Cllr Bracey** to arrange complete removal of the metal cage from the memorial tree at the Old Cricket Field and place the plaque on a wooden stake.
- **Asst.Clerk** to note that the Committee have given unanimous retrospective approval to a change in the maintenance contract schedule for St Michael's Churchyard. This is to allow for partial rewilding as per a letter from the Diocese.

07. ALLOTMENT SOCIETY

Mike Billing-Jones gave an update on behalf of the Allotment Society regarding the Paddock. It has been verbally agreed with the tenant that the rental on the Paddock will increase from £520 p.a to £800 p.a from this September and then increase by R.P.I. on an annual basis. The Tenant is to continue to undertake maintenance of the Paddock and Fencing as part of this agreement.

Asst.Clerk to write to the Tenant formally outlining this agreement.

08. CEMETERY

The Committee unanimously agreed to go forward with amendments to the Cemetery Regulations and the Introduction of a Quick Guide as outlined in documentation provided by the Assistant Clerk. The Committee further agreed that the grace period for mementos on new graves should last for six months from interment rather than the three-month option discussed at the last Committee meeting, and that the best option for clearing items would be by annual or bi-annual working party at times to be agreed by the Committee. The Committee also unanimously agreed to a request from Stephanie Barrett that volunteers be able to reduce the tree height by 2ft and re-shape subject to current LPC insurance covering volunteers and the Assistant Clerk putting together any forms and risk assessments that may be required. **Actions:**

Asst.Clerk to make the amendments to documentation as outlined and provide to funeral directors.

Asst.Clerk to put together a suggested methodology for a working party

Asst. Clerk to arrange with Mike Billing-Jones to put a new lock onto the Cemetery shed.

Asst.Clerk to arrange clear out of shed, purchase of rodent proof bins.

Asst.Clerk to check the status of current LPC insurance as it pertains to volunteers and put in place any arrangements.

09. OLD CRICKET FIELD

At the request of the Chair, Mike Billinge-Jones led a discussion of the various drainage options on offer for the skate park at the Old Cricket Field.

Cllr Bulbeck Reynolds proposed Option A £3960 + VAT for a land drain around three sides.

Cllr Bracey seconded, Cllr McKay agreed, Cllr Noll abstained due to conflict of interest.

The Committee considered a proposal from Pat Lywood of Lambourn Environmental Group for a second shelter at The Old Cricket Field, this proposal was unanimously declined on the grounds that there is currently no budget. Cllr Bulbeck Reynolds suggested that Mr Lywood could speak with District Cllr Howard Woolaston to see if West Berkshire Council have options to look at this. **Actions:**

Asst.Clerk to inform CJM Services that their quote has been accepted and arrange works.

Asst.Clerk to write to Mr Lywood with the Committee decision on the proposed second shelter.

Asst.Clerk. to establish with WBC who owns the ditch on the far side of the road with a view to being able to arrange clearance of silt in future.

10. 4 MARKET PLACE

The Committee unanimously agreed to approve the quote from Naturally Trees of £685 + VAT to undertake works on the damaged tree overhanging 4 Market Place. Bruce Laurie confirmed that he has written to the Diocese for permission, works to be scheduled once permission received.

Asst.Clerk to inform the supplier and update the residents at 4 Market Place.

11. DOG BINS

The Committee discussed a proposal for the Parish Council to provide and fill dog poo bag dispensers to encourage best practice among dog owners. The Committee unanimously agreed to a three-month trial at one location. Cllr Mackay proposed Three Post Lane, Cllr Bracey seconded, Cllr Noll voted in favour, Cllr Bulbeck Reynolds abstained on the basis that she would prefer bags to be provided from inside the Memorial Hall. **Action:**

Asst.Clerk to see if other councils have implemented this and how well it worked and to put together a proposed budget and methodology for consideration at the next meeting.

12. MEMORIALS – INFORMATION ONLY

In

Loving Memory of
Shaun Darrel Puffett
1967-2017

Always in our thoughts
Forever in our hearts

40. ITEMS FOR FUTURE AGENDA

Report on progress for the signs at Eastbury Furze
Update from the Assistant Clerk on Cemetery Mapping
Dog Poo Bin bag dispenser trial details for approval
Woodland St. Mary Churchyard Extension – Bruce Laurie
2024 Maintenance Contract renewals

Meeting ended 21.19

Chair:

Date: