



LAMBOURN PARISH COUNCIL

The Memorial Hall, Oxford Street, Lambourn, Berkshire. RG17 8XP
Telephone: 01488 72400

Clerk: Karen Wilson
Assistant Clerk: Rachael Burns

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

The Clerk opened the meeting and asked if there were any additional nominations. In the absence of Cllr Noll, only Cllr Rieunier could confirm acceptance of office. Confirmation of Cllr Noll will be moved to the January agenda.

110 ELECTION OF CHAIR AND VICE-CHAIR

Proposal to elect a chair and vice-chair of the Parish Council.

Cllr Rieunier has been nominated as Chair by Cllr Jones, seconded by Cllr Cocker.

Cllr Noll has been nominated as vice-chair by Cllr Rieunier and seconded by Cllr Cocker.

Present: Cllr Mead, Cllr Rieunier, Cllr Cocker, Cllr Jones, Cllr Bracey, Cllr McKay, Cllr Noll and Mrs Wilson (Clerk).

4 Members of the public.

1 guest connected via TEAMS

Acceptance of apologies for absence

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted

Apologies: Cllr Snowden and Cllr Leeming. Dist. Cllr Woollaston, Cllr Spence.

DECLARATIONS OF INTEREST

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

None noted.

111 CHAIRS REPORT

The Chair welcomed everyone to the December meeting and thanked everyone for voting her in, She confirmed that she would do her best to ensure that effective and lawful decisions are taken at our meetings, assisted by the clerk and guide our activities by managing the meetings of the council.

She went on to confirm that it was the Clerks last day tomorrow. Karen has been with Lambourn Parish Council since the 1st of October 2010 so more than 12 years. During that time, it's fair to say that Karen will have seen quite a few councillors come and go, now it's our turn to wish Karen the best of luck with her new endeavours.

Cllr Cocker presented a gift to the Clerk and the Clerk thanked all Councillors.

112 MINUTES OF THE PREVIOUS MEETING

LGA 1972 Sch 12 para 41(1)

The minutes of the 2 November 2022 approved and signed.

113 PUBLIC PARTICIPATION

Public Bodies (admission to meetings) Act 1960.

114 LAMBOURN WOODLANDS ACCIDENTS

Proposal: In the light of recent serious accidents, to write to WBC Highways to ask what progress they have made in improving safety along the B4000.

Cllr Jones raised concerns over the number of accidents and near accidents occurring along the B4000 (Ermin Street). The woodlanders Group are working with West Berkshire Council to find solutions. In the last month 2 very serious accidents have occurred resulting on road closures and property damage. The residents are fearful and are requesting a speed review. The residence have paid for a speed review and have shared the information with West Berkshire Council.

The Chair suspended Standing orders

Mr Yeld addressed the Council and confirmed that for those living along Ermin Street, road safety was a major concern. Parishioners have raised petitions and objected to planning applications, but no action has been taken and they grow increasingly frustrated and fearful.

The traffic survey has confirmed more than 27000 road users, of which 1 in 5 are HGV's. The HGV numbers have risen by 10% from previous survey undertaken 18 months previously. There has been a 7% traffic density increase and parishioners have 10 seconds to pull out from their driveways and join the flow of traffic.

Over 1/3 drivers are over the posted 50mph speed limit. 500 drivers would be fined every week, which could result in a £2.6m revenue stream for West Berkshire Council, if this section had speed camera.

He is requesting a larger speed signs and speed reductions at junctions and education that speed limits are not targets, but guidelines. 300 householders desperately need the Parish Council support and action to be taken before lives are lost. What is required is a Champion at West Berkshire Council and education of Membury Businesses.

Cllr Jones confirmed that there are concerns about the size and scale of planning within the AONB, not in keeping with the AONB policies. Membury has many businesses without planning permissions and assistance is needed to work with West Berkshire Council.

She proposes that the Parish write to West Berkshire Council in support of the local parishioners and to provide the traffic survey data to West Berkshire. **Unanimously agreed.**

19:40 Cllr Noll arrived.

115 PLANNING APPLICATIONS

Town and Country Planning Act 1990

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

22/02799/HOUSE – 11 Honey Hill, Lambourn - Two storey side extension to add new lounge and study, plus two bedrooms with one en-suite. **No Objection, Noted that the orange sign has not been posted. Unanimously agreed.**

22/02731/HOUSE – 29 High Street, Lambourn - Construction of new outbuilding to replace existing timber garage; building to comprise home office and workshop together with covered parking. **Objection. Mindful of and in agreement with the Conservation officers' objections. Unanimously agreed.**

22/02785/FUL – Rowdown Farm Buildings, Rowdown, Upper Lambourn - Change of use of agricultural workshop building to flexible commercial uses under Class E, specifically E(a), E(b), E(e) and E(g) (i), (ii) and (iii). **Support provision of equine hub covering the needs of the local community. Unanimously agreed.**

22/02674/LBC – Baydon House, 14 High Street, Lambourn - Minor internal changes only, no demolition works. Erection of partition walls in ground floor flat to create defined bedroom space. Plan view of ground floor attached showing new partition walls. **No Objection. Unanimously agreed.**

22/02924/HOUSE – Lime Tree Meadows, Lambourn Woodlands - Erection of a two storey rear extension and front porch, alterations to external treatments. Replacement garage building. **Objection to the size of the garage which is much larger than the original outbuilding footprint with a visual impact from the road.**

Noted that this is the third application with a different name – Hern Cottage Farm, Hunt Kennels, and Lime Tree Meadows. Note that the mobile caravans must be moved on completion.

Request - should planning permission be granted, there should be a tie between the main house and garage. Unanimously agreed.

22/02885/HOUSE – 1 Essex Place, Lambourn - Section 73a: Variation of Condition 2 (Approved Plans) of previously approved application 20/03091/HOUSE - Proposed two-storey side extension with mezzanine in roof space, single-storey rear extension, new front porch and new attached garage. Replace all windows and render and cladding to external walls.

Suspension of Standing orders to allow 2 parishioners to speak in opposition to this planning application.

The parishioners are objecting to 22/02880/NONMAT and in particular to the flat roof with parapet wall which will create a social area which will overlook their properties and create noise pollution.

The Council resolved to **Object to 22/02880/NONMAT on the ground of impact on the neighbours' amenities. The parapet wall makes the single story roof accessible.**

Unanimously agreed

No Objection to 22/02885/HOUSE, but would like confirmation that the render colour would be in keeping with the street scene. Unanimously agreed

Re-instatement of Standing Orders

20:21 2 Members left.

22/02886/FUL – The Barn, Fox Farm, Ermin Street, Lambourn Woodlands - Section 73A: Vary condition 9 (use class) of previously approved application 05/00607/FUL: Conversion of

redundant building to equine veterinary surgery and farriers (resubmission). No Objection.
Unanimously agreed

116 PLANNING CORRESPONDENCE

22/02199/HOUSE + 22/01200/LBC2 – Eastview Cottage, Eastbury - Minor alterations to layout within 20th century extension and introduction of contemporary extension to accommodate open plan kitchen and dining area. **No Objection. APPROVED.**

22/102277/COND3 - Weathercock House, Upper Lambourn - Application for Approval of Details Reserved by Condition 3 (Roof tiles) of planning permission 21/01988/LBC2 - To provide a new structural support frame alongside the existing "defective" "A" frames along with replacement floor beams and floor joists where and as required with a focus on retaining and using existing materials where possible. **APPROVED.**

22/01492/FULMAJ + 22/01491LBC2 - Inholmes House, Inholmes, Woodlands St Mary - Repairs and alterations to The Estate Office. **No Objection. APPROVED.**

22/01490/FULMAJ - Inholmes House, Inholmes, Woodlands St Mary - Repairs and alterations to The Estate Office. **No Objection. APPROVED.**

22/01233/FULMAJ - Inholmes House, Inholmes, Woodlands St Mary - Erection of a car port and store. **No Objection. APPROVED.**

22/01234/FULMAJ - Inholmes House, Inholmes, Woodlands St Mary - Extensions and alterations to the main house, demolition and re-build of sheds and infilling of external swimming pool. **NO Objection. APPROVED.**

22/01237/FULMAJ - Inholmes House, Inholmes, Woodlands St Mary - Refurbishment of main house and alteration to external window and door openings. **No Objection. APPROVED.**

22/01772/COMIND - Ermin Street Stables, Ermin Street, Lambourn Woodlands - : Erection of replacement stables, demolition of the existing stable structures which has become no longer fit for purpose. **This letter is to confirm that the above-mentioned application has been withdrawn as requested.**

22/01493/LBC2 - Inholmes House, Inholmes, Woodlands St Mary- Repairs and alterations to Engine House and Potting Sheds. **No Objection. APPROVED.**

22/01238/LBC2 - Inholmes House, Inholmes, Woodlands St Mary - Refurbishment of main house and alteration to external window and door openings. **No Objection. APPROVED.**

22/02168/HOUSE - 1 Battens Court, Ermin Street, Lambourn Woodlands - Rear boot room/utility extension and amendments to window fenestration. **No Objection. APPROVED.**

22/00897/RESMAJ – Land South of Tower Works, Lambourn Woodlands – Approval of reserved matters following Outline application 19/02979/OUTMAJ for the erection of a new logistics warehouse building (for occupation by Walkers Logistics) (use class B8) with ancillary office floorspace, and aircraft museum building (Use Class D1), and associated access, car park and landscaping. Matters to be considered: Access, Appearance, Landscaping and Layout.
Additional drawings/amended plans have been received.

22/02387/COMIND – Weathercock House, Upper Lambourn - Application for Approval of Details Reserved by Condition 2 (Building recording) of planning permission 21/01988/LBC2 - To provide a new structural support frame alongside the existing "defective" "A" frames along with replacement floor beams and floor joists where and as required with a focus on retaining and using existing materials where possible. **APPROVED.**

22/02947/TPC – Paddock Cottage, Goose Green, Lambourn – T1 – Sycamore x2 - Re-pollard back to previous pollard points. T2 – Sycamore – Reduce crown back to previous reduction points, approximately 2m in height and 1.5m in spread. T3 – 3 x Sycamore growing on Common Land behind property- Re-pollard back to previous pollard points at log of crown at approximately 5m.

117 LOCAL NEIGHBOURHOOD DEVELOPMENT PLAN

Neighbourhood Planning Act 2017

Information only:

Feedback from the LNDP Steering Group.

Cllr Cocker confirmed that the pre-submission consultations will be scheduled for later in January (dates to be advised).

118 MONTHLY ACCOUNTS

LGA 1972 s150 (5)

Salaries	Nov	£ 4024.35
	Dec (post-dated 20 December)	£2754.11

Invoices received within budget

Scofell Landscapes Ltd	£997.99
Noll Countryside	£799.20
JH Cresswell	£960.00
Willmont Electricals	£648.00
West Berkshire Library	£4200
Poppy Appeal	£35.00
Vileda	£65.16
Plumworld Toilet Seats	£48.65
Enerveo	£680.29
SLCC (job evaluation take out of training budget)	£603.00
Working the Greener Way Online (audit)	£428.00
Industrial Cleaning Contractors (out of office refurb)	£1506.00

Invoices received over budget

West Berkshire Council (Election)	£300.00
HALC	£133.20
JP Locksmith Services	£120.00
Scofell Landscape Ltd (hedge reduction)	£666.00

Additional transfer:

LNDP Vat reclaim	£667.30
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Standing Orders

Pension	£939.69
Water (Hall)	£22.06
Electricity (Hall)	£10.00
Electricity (S/L)	£491.99

BT (mobile)	£20.78
BT (phone & Internet)	£111.23

Final Pension payment of £241.99 + monthly payment £939.69 to be made by BAC and Direct debit to be cancelled.

Unanimously agreed to all payments, cancellation of direct debit and final payment.

119 FINANCE TERMS OF REFERENCE

Finance committee proposes a change to the finance terms of reference.

Existing: Membership - Composed of the Chair of each committee. The previous Chair will be entitled to stay for the following year. Other members may be co-opted if they are a Vice Chair of a committee and have been nominated. The Committee will be made up of Council members only. The Committee will consist of not less than 3 members and not more 6.

Proposed: Membership - Composed of the Chair of each committee. The previous Chair will be entitled to stay for the following year. Other members may be co-opted if they are a Vice Chair of a committee or [are signatories on the bank accounts](#). The Committee will be made up of Council members only. The Committee will consist of not less than 3 members and not more 6.

Unanimously agreed

120 PRECEPT

Proposal to confirm the precept

Proposal to discuss the budget for 2022/23 and confirm the precept demand as per below table.

Precept Request:

	Expense	Income	Precept
Admin	12818	863	11995
S137	6220		6220
Staffing	68550		68550
Burials	1356	2000	-644
Allotment	880	880	0
Open Spaces	38340		38340
Halls	8780	2000	6780
Streets	24880		24880
Market	1000	2500	-1500
Heritage	2000		2000
Racing	2500	2500	0
Public Convenience	50		50
Grants Lambourn Centre	11846		11846
LNDP	10000		10000
			<u>180476</u>

The Chair confirmed that the Finance Committee would like to present to you the first draft of the budgeting process to calculate the precept next year. They are very aware of the hardship our parishioners may be facing with the ongoing financial situation.

With this in mind, they are looking to maintain rather than expand our existing utilities and services, and have assumed a 10% increase for these. They have made cuts to our staffing budget, following the SLCC pay evaluation process which has now been completed. They

have also taken the decision to not undertake any new projects, unless it meets the criteria for usage of our CiL funds and/or can be wholly or match funded from other sources.

However, they do have two projects that will need additional funds to complete, the first one is the streetlight upgrades in Eastbury and Lambourn which we are undertaking to take advantage of purchasing economies of scale, to reduce expensive maintenance costs as well as the obvious environmental benefits and secondly, the NDP which will help positively impact housing, the local economy and environment. Once adopted the Parish Council will be able to claim 25% of CiL monies rather than the current 15% that is attached to Lambourn. Both these projects will be of enormous benefit to our community.

On screen you will see the annual precept request and the charge to a Band D council tax bill from previous years:

2020-21 = 144,140 or £80.30

2021-22 = 145,000 or £81.56

2022-23 = 155,150 or £86.90

Whilst we do not have the information available to make an accurate final calculation, they believe a requested increase of approximately £10 per band D household a year. This will be carried to the January meeting for discussion and confirmation.

121 BANK MANDATE CHANGE

Proposal to confirm the removal of the Clerk as signatory on the Santander and Barclays accounts and the addition of Cllr Rieunier and Cllr Mead. **Unanimously agreed.**

Proposal to confirm the additional of Cllr Rieunier and Cllr Mead on the Newbury Account. **Unanimously agreed.**

122 STREETLIGHT UPGRADE

Proposal from Streetlight group to no longer upgrade all faulty lights, as previously resolved by Full Council due to imminent upgrade project.

Resolved to that each faulty obsolete streetlight will be assessed on a case-by-case basis. Unanimously agreed.

123 RURAL CRIME

Proposal from Cllr McKay to invite the police for feedback on the rural crime rate within the Parish. This will be moved to the January meeting as requested by PCSO Bremmer. She will be offering a Tool Marking event at the Allotments following the 3 burglaries there in the interim.

Mr Billinge-Jones from the allotment Society has confirmed that the tool marking has been delayed until the Spring allowing allotment holders to claim on their insurance and replace their tools.

Resolved that the Office will send a list of questions (duplicates of the questions asked at the Annual Assembly to PCSO Bremner before the January meeting) for answers to be provided at the meeting.

124 AUDIT REPORT

Auditors report has been received for Councillors review.

The Chair asked for feedback.

Cllr Mead noted that the report was nice and comprehensive.

The Chair welcomed any feedback that helped to improve the Parish Council performance. She noted that overall there is nothing of concern in the audit, and confirmed that most of the issues highlighted can be addressed by the end of year audit.

The banking signatory issues highlighted will be resolved in the next couple of weeks.

The Burial Register, Data Impact Assessment, GDPR and Information Commissioner's Offices registration will be the remit of the Locum Clerk to resolve (of course this is subject to the vote later this evening).

20:47 last member of the public left after requesting paperwork to join the Parish Council.

125 EXCLUSION OF PUBLIC AND PRESS

Exclusion of Public and press to discuss the appointment of a locum clerk.

Proposal to confirm the increase in hours for the assistant Clerk to 20 per week from 1 January 2023.

Resolved to Unanimously agreed to additional hours for the assistant Clerk.

After careful consideration it was resolved to appoint Karen Crowhurst from LGLC associates to become the locum Clerk and proper officer to Lambourn Parish Council with effect from 9th December 2022

126 FUTURE AGENDA ITEMS

Cllr Cocker - response to the West Berkshire Local Plan consultation will be required at the February meeting.

Clerk: Karen Wilson

Date: 8 December 2022