



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 THE BOSA COMMITTEE MEETING 16th NOVEMBER 2022, 7.30PM AT THE MEMORIAL HALL

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

Members of the public: Mike Billinge-Jones

Apologies: Pierre Josling (Allotment Society), Bruce Laurie (Church Warden)

15. MINUTES OF PREVIOUS MEETING TO BE APPROVED

The minutes of the last meeting on 18th May 2022 were unanimously approved and signed by the Chair.

16. FINANCE

The Committee went through the finances line by line and agreed the preliminary forecast for 2023-24. The Committee used predicted inflation of 10% as a base and then adjusted upwards in those areas where inflationary pressures were deemed likely to be higher. The Committee unanimously agreed the preliminary figures as follows:

- **2177 Burial Fees Income** no change, £2000
- **2101 Cemetery Water Charges** inflationary increase of 10% from £65 to £74
- **2102 Cemetery Rates** inflationary increase of 10% from £711 to £782
- **2105 Cemetery Refuse** set at £500 to cover one annual clearance of bunkers - previously taken from Open Spaces Contingency.
- **2115 Cemetery** no change at £0
- **2120 Grave Numbers** no change at £0 as costs are invoiced to purchasers
- **2121 Contract Burials** no change at £0 as costs are invoiced to purchasers
- **2122 Gravedigging Charges** no change at £0 as costs are invoiced to purchasers
- **2277 Paddock Rent at Allotments** for budgeting purposes an inflationary increase of 10% from £800 to £880 but the actual increase will be based on the RPI when the tenancy is renewed in September 2023.
- **2302 Cricket Field Rent** no change at £1
- **2303 Eastbury Furze Rent** inflationary increase of 10% from £474 to £521 to cover annual RPI increase.
- **2304 Sand and Sandbags** no change at £0, use contingency fund if required.
- **2315 Equipment Maintenance /OS Contingency** no change at £5000
- **2321 Grass Cutting Contract** Increase of 20% from £18230 to £21876. The current contract prices were set for 3 years in 2019 and are up for renewal in 2023. As the work is labour intensive and there are expected to be further significant increases in wages costs the Committee decided a 10% increase was unlikely to be sufficient.

- **2324 Playground Inspections** There are two professional inspections per year covering three locations. Inflationary increase from £367 to £400
- **2331 Dog Waste Bins** Emptying of the waste bins is undertaken by WBC, they employ a contractor and pass on the cost. Increase from £825 to £3192.12 as advised by West Berkshire Council.
- **2342 Skatepark Maintenance** Move current funding of £4850 into Earmarked Reserves for a Skatepark Maintenance Project.
- **2380 BOSA Expenditure** This is currently set at £1000 for ad hoc expenditure but is to be increased to £2500 to cover the cost of the Tree Survey that is due to take place in late 2023. A preliminary fee proposal of £1400 has been received for the tree survey but firm quotes can't be obtained until nearer the time. This fund also needs to cover £375 for a playground clean and an amount for a new sign at Eastbury Furze.

17. MILL LANE

Update from the Chair – deferred until after the budgeting process.

- Proposal for the Committee to consider local sponsorship for up to 6 Silver Birch Trees. After some discussion the Committee unanimously decided the following **Action:**
Assistant Clerk & Chair to sound out Community Interest in sponsoring Memorial Silver Birches at £290 per tree which covers the tree, planting and watering until established. This will be done via the LPC website and social media with Parishioners invited to register their interest by Christmas. If interest is low other sources of funding will be investigated.
- Proposal to revisit the plan to reposition benches as part of the upgrade plan. It had previously been agreed on the advice of Thames Valley Police that the picnic benches should be removed from inside the Children's Play Area and replaced with single benches to discourage anti-social behaviour. On further consideration the Committee felt that this action may unfairly impact parents and small children that use the play area. The Committee unanimously decided not to proceed with bench removal at this stage and to instead look at increasing the planting along the rear of the park to reduce noise, resulting in the following **Action:**
Assistant Clerk to obtain advice from Penny Brewer and others on how they think this could be achieved and what would be needed.
- Proposal to consider whether the Committee wish to act when items are highlighted as moderate risk in a playground inspection. There is only one item currently flagged as a moderate risk, the stand alone slide at Mill Lane. This has been fitted with new steps in the past year but there is some damage to the wooden sides and playground companies have declined to quote for a fix preferring to quote to replace. The Committee unanimously decided to leave the slide in situ and agreed the following **Action:**
Assistant Clerk to provide a copy of the slide assessment to **Cllr Bracey** who would like to investigate.

18. BOSA TRACKER REVIEW

The Committee discussed items from the tracker with actions still pending and agreed that:

- The issue of ownership of the Old Cricket Field is still paused waiting LNDP Review
- **Cllr Bracey** will arrange for removal of the metal cage from the memorial tree at the Old Cricket Field and place the plaque on a wooden stake.

19. ALLOTMENT SOCIETY

Proposal for the Committee to consider an Allotment Society Managed Compost area at Upper Lambourn Cemetery. **Mike Billinge-Jones** responded on behalf of the Allotment Society. He thanked the Parish for their kind offer but respectfully declined as the Allotment Society are already in receipt of free manure.

20. CEMETERY

- Proposal for the Committee to decide on the next steps to tackle persistent breach of regulations at Upper Lambourn Cemetery. After some discussion the Committee unanimously agreed that Cemetery users would be invited via advance publicity to clear breach items from their plots twice per year by 1st April and 1st November. Following these dates the Parish Council will clear dangerous items via a volunteer Working Party and hold them in storage for collection.
Action: Assistant Clerk to put the necessary measures in place.
- Proposal to consider a request to place an inscription on the rear of an existing headstone due to lack of space. The Committee unanimously agreed to allow this. (Post meeting Note: Assistant Clerk has informed the Grave Lessee)
- Assistant Clerk update on Cemetery Mapping. A list has been located of the graves which were being looked at but there is little supporting information to explain their status. Investigation is ongoing.

21. OLD CRICKET FIELD

Proposal for the Committee to agree on an approach to loose gravel at the Skatepark. The Chair outlined that this is a temporary issue that will be resolved as grass grows over the top of the drainage channel. The Assistant Clerk confirmed that the new drainage has been working very effectively in extremely heavy rain, the only standing water was approx. 1cm deep and was a result of the tarmac surface not being level. The Committee unanimously agreed the following **Action:**

Assistant Clerk to buy an outdoor broom and respond ad hoc to any complaints that may arise in the meantime.

22. MAINTENANCE CONTRACT RENEWALS

The maintenance contracts are due for renewal in April 2023. **Mike Billing-Jones** explained that an exhaustive process was undertaken prior to the last tender process and the **Assistant Clerk** confirmed that she was not aware of any complaints about the frequency and nature of the maintenance. After some discussion The Committee unanimously decided the following amendments/additions:

- To include provisions for damage caused in the course of work – Contractor to fix and pay for in an agreed timescale.
- To amend the wording so that the annual Mill Lane Hedge Cut is always to 1.2m
- To add an annual cut back of the Allotment hedge, footpath number 4 from Hungerford Hill to the start of the Allotments.
- That penalties for persistent breaches would not be necessary as payment it would be sufficient to withhold payment.
- Where the contract specifies removal of fallen branches it should be outlined what constitutes a branch **Action: Assistant Clerk** to request information from the Diocese via Bruce Laurie as they already have a definition in place that uses diameter measurements.
- Where anything is flagged as not completed or where a complaint has been made remedial action should be completed within two weeks of the contractor being informed.
- The native spiky hedging to be planted at Mill Lane will need watering in its first season **Action: Assistant Clerk** to request that this is priced as a separate add on.
- **Action: Assistant Clerk** to prepare tender documents.

23. DOG BINS

- The Committee unanimously agreed that the missing Greenways dog bin should not be replaced.
- The Committee unanimously agreed that there was no reasonable case for moving the dog bin at Mill Lane in response to a parishioner request. **Action: Assistant Clerk** to write to parishioner.
- Proposal for the Committee to consider whether to reduce the number of dog bins in the parish to keep costs down. The WBC contract for dog bin waste removal is increasing from £825 to £3192.12 in 2023. This is considerably cheaper than any quote the Parish Council have obtained but as the increase is significant enough to warrant a review. The Committee discussed the possibility of reducing the number of dog bins but decided in the first instance on the following **Action: Assistant Clerk** to contact WBC and establish whether a reduction in the number of bins would actually make any significant difference, requesting examples for a reduction of 3 bins and a reduction of 5.

- Proposal for the Committee to agree on costs for a potential trial of free dog poo bags at one location in 3 Post Lane for a period of three months. The Chair raised the point that costs for this would come in around the £200 mark and may be difficult to justify while dog bins are under review on cost grounds. After some discussion the Committee unanimously agreed not to proceed with a trial at this stage but requested the following **Action:**
Assistant Clerk To reframe the trial in terms of an information campaign to encourage dog users to dispose of their waste responsibly and to bring firm costs for that proposal to the next meeting.

24. WOODLAND ST. MARY CHURCHYARD EXTENSION

Proposal from Bruce Laurie to discuss an extension to Woodland St. Mary Churchyard. As Bruce Laurie was not present the Committee unanimously agreed on the following **Action:**
Assistant Clerk to ask Bruce Laurie to put his costed proposal to The Committee in writing for consideration.

25. MEMORIALS – INFORMATION ONLY

Evelyn Simon Grey Faber
1960 – 2021
Bon Viveur

PETER MERVYN SOPP
In memory of a loving Husband, Father and Grandfather
05.06.1927 to 03.08.2021

MARIAN SOPP
Beloved Daughter
10.11.1951 to 07.08.2020

Cecil George Rackham
Who passed away peacefully
30.5.1930 – 28.6.2022
Missed and dearly loved by
His children and grandchildren
Reunited

26. ITEMS FOR FUTURE AGENDA

Mill Lane Upgrade
 Revised Dog poo bag trial
 Cemetery working party

Meeting ended 21.19

Chair:

Date: