



LAMBOURN PARISH COUNCIL

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

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Clerk: Gary Wyatt-Hawkins

Deputy Clerk: Rachael Burns

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MINUTES OF A MEETING OF THE BOSA COMMITTEE ON WEDNESDAY 28th JUNE, 6.30pm AT THE MEMORIAL HALL

Present: Cllr Noll, Cllr Harris, Cllr McKay, Cllr Bracey, Cllr Rieunier, Mike Billinge-Jones (Co-opted), Bruce Laurie (Co-opted), R Burns (Deputy Clerk)

Apologies: Cllr Atkinson

01-06/23. Election of Chair and Vice Chair

Cllr Rieunier nominated Cllr Harris for Committee Chair – seconded by Cllr Noll and unanimously agreed.

Cllr Rieunier Nominated Cllr Noll for Committee Vice-Chair – seconded by Cllr Harris and unanimously agreed.

Cllr Noll agreed to continue as Chair for the duration of the meeting.

02-06/23 Minutes of Previous Meeting

The Committee unanimously approved the minutes of the BOSA Committee meeting held on Wednesday 22nd March 2023.

03-06/23 Finance Review

At Cllr Noll's request Cllr Rieunier went through the Finance Report line by line.

Spend was generally on track and Cllr Rieunier outlined that:

- In future the Grass Cutting Contract will be split down into separate lines for Cemeteries/Churchyards and Open Spaces.
- An amount of £1000 has been allocated to BOSA Project Maintenance as a budget line which the Committee can agree to spend. A much larger amount is available for BOSA projects requiring a higher spend and this has been set aside as a reserve on the advice of the accountant. Going forward Committee spending recommendations for this fund must go to the Finance Committee and then Full Council for approval.

19.09 Cllr McKay arrived

04-06/23 Tracker Review

The Committee considered items on the Tracker for information or requiring input.

The Committee were given the following **Information:**

- Cemetery Land Purchase – talks are not yet possible as the Title Deeds are not yet in Rooksnest name.
- Cemetery Mapping – Pear Technology have confirmed that Cemetery Mapping was completed in 2019 and provided the Deputy Clerk with a copy of the map. Ongoing costs are for tech support and changes.

- Noll Countryside have offered to remove the cage around the jubilee tree at the Old Cricket Field at no cost.

After some discussion the Committee unanimously agreed the following **Actions**:

- **Deputy Clerk** to purchase wood preserver and brushes with a view to volunteers from the Committee treating the fence in the Old Cricket Field Car Park after the Autumn hedge cut.
- **Deputy Clerk** to talk further with Pear Technology about the purpose of and requirement for the map. To specifically investigate whether this service could instead be offered as part of the Parish Online software they already provide to LNDP and discuss with Sue Cocker. To find out whether Cemetery Mapping is a legal requirement.
- **Deputy Clerk** to liaise with the Clerk about the best methodology for checking actual graves against the Rialtas System to find and correct discrepancies and report back.
- **Deputy Clerk** to contact Noll Countryside and request that where the tree has grown around the cage the metal should be cut back to the bark but left in situ rather than risk further damage to the tree itself.

19.20 Cllr Bracey arrived.

05-06/23 Mill Lane

- a) Cllr Noll gave a brief report on the status of the Mill Lane upgrade. The financial part of the Members Bid is now complete, and the Clerk is raising an invoice to West Berkshire Council for their part of the funding. The Silver birches will be planted in Autumn. The levelling and turfing around goals and benches will also be scheduled for then but is not covered by the West Berkshire Funding
Action: Deputy Clerk to get comparative quotes for the levelling/turfing works.
Action: Cllr Harris to provide details of a type of matting he would like the Committee to consider using under the goal mouths.
- b) Proposal for the Committee to view the Complainants response to the Clerks Letter dated 15/5/23 . Cllr Noll gave the Committee a brief outline of the history of the complaint. The Committee **unanimously agreed** no further action required.
- c) Proposal to retrospectively agree £171.36 + VAT spend on parts and £60 + VAT spend on installation for the Low Rotator by ARD – work agreed under Clerk’s expenditure and completed - **unanimously agreed**.
- d) Proposal to give permission for Scarrotts’ Fair to use Mill Lane between 22-29th August - **Unanimously agreed**.
Action: Deputy Clerk to ensure Pampered Paddocks are aware of Carnival and Fair dates to help with their scheduling.

19.40 Cllr McKay left the meeting.

07-06/23 Old Cricket Field

- a) Proposal for the Committee to consider damage to the rubberised surface between the horse track and the pavement. The Deputy Clerk met with Will Riggall of Jockey Club Estates to show him the damage. Jockey Club Estates will arrange a fix at no cost to the Council and will advise the racing community. The Committee were asked to give permission for the Old Cricket Field Car Park to be closed for a minimum of 24 hr when work takes place – **unanimously agreed.**
Action: Deputy Clerk to let the public know when closure is arranged and assist as required.
- b) Proposal for the Committee to agree £50 + VAT spend on tightening fixtures at the skate park after a parishioner complained of protruding screws. – **unanimously agreed.**
- c) Proposal for the Committee to consider the future of the skatepark. Ard have advised that the park is over 15 years old, the inner wooden frames are reaching end of life, spares are no longer available, the manufacturer Rhino Ramps no longer has a UK agent. Ard can attempt to shore up the inner frame on the far side ramp. **Unanimously agreed to defer.**
Action: Cllr Harris to have a more in-depth conversation with David Ash at Ard concerning potential replacement of inner structure.
Action: Deputy Clerk to investigate whether changes to internal structure of equipment would have potential insurance ramifications.
- d) Proposal to allow the Lambourn Girl Guides to have a colour run at the far side of the Old Cricket field on a date this summer TBC. They have their own insurance, will provide an event specific risk assessment and have been asked to provide a Material Safety Data Sheet for the powder – **unanimously agreed.**

08-06/23 Eastbury Furze

Proposal for the Committee to agree the replacement of two timbers at Eastbury Furze Play area highlighted as moderate risk during the most recent playground inspection completed End February – **deferred** to investigate whether continuing to replace timbers is best value for money going forward.

Action: Deputy Clerk to discuss with Furze Trust whether there is any movement on their previous requirement that all play equipment should be timber framed.

09-06/23 Upper Lambourn Cemetery

- Proposal for the Committee to consider a complaint from a parishioner concerning damage to a headstone end determine whether further action needs to be taken – **Unanimously agreed** no further action on the basis that Cemetery Regulations are clear that the Parish Council has no liability for damage to headstones.

- Proposal for the Committee to agree the removal of five unsold plots from the Cemetery Map: 672, 691, 694, 707, 711 in the reserved section due to lack of real-world space – **unanimously agreed**.
Action: Deputy Clerk to make any necessary arrangements with Pear Technology and Rialtas

10-06/23 Grounds Maintenance Contract

The Deputy Clerk gave feedback on the first 3 months of the new contract. There have been some teething problems with the new supplier but the standard of work has improved and the contractor has been quick to respond when issues are raised. The Deputy Clerk will continue to monitor.

11-06/23 Dog Waste Bins

Cllr Rieunier gave an update regarding ongoing issues with the new West Berkshire Council Emptying contract. Cllr Rieunier has monitored the bin emptying for five weeks and confirmed there has not been a single round where every bin was emptied. There has been some improvement but not sufficient. Cllr Rieunier has met with West Berkshire Council. It is likely that some payment will be withheld until the issues are resolved. Cllr Rieunier is also in contact with Clerks at other parishes who are experiencing the same problems.

The Committee thanked Cllr Rieunier for all her work on this.

The Committee **unanimously agreed** to defer the replacement of the Greenways dog bin until issues are resolved.

Action: Cllr Rieunier & Deputy Clerk to investigate other options for emptying including a company called Shield who have been recommended by another parish.

12-06/23 Tree Survey

Proposal for the Committee to agree on the frequency of the Tree Survey. Committee Terms of Reference state annual. The Committee **unanimously agreed** to a tree survey every three years.

Action: Deputy Clerk to obtain comparative quotes for tree survey this Autumn/winter

Action: Deputy Clerk to amend Committee terms of reference accordingly.

14-06/23 Parish Council Byelaws

Proposal to agree to update the Parish Council Byelaws – **unanimously agreed**.

Action: Deputy Clerk to transfer existing byelaws to a new set of model byelaw sheets. Current rules will remain as they are and anything new will be put to Full Council for approval.

15-06/23 Allotment Society and Paddock Rental

Cllr Rieunier updated the Committee on changes to how the flow of Paddock rental income to the Allotment Society is managed. At the request of the auditor rental money will no longer be passed directly to the Allotment Society but held in a Parish Council fund which they can access by request.

Proposal for the Committee to agree Paddock Rent from September 2023-September 2024. After some discussion and consideration of the Carter Jonas land valuation undertaken last year, the Committee **unanimously agreed** to raise the rent

from £800.00 to £1000.00 per annum from September 2023 and bring in a tender process from September 2024.

Action: Deputy Clerk to write to the current tenant outlining the decision.

16-06/23 Memorials – Information only

Leonard Byrne

15.02.1930

07.04.2023

Gone But Not Forgotten

God Bless

Charmaine Pike

17 May 1966

2 Nov 2022

A much loved

Daughter, Sister

and Auntie

Forever in our hearts

In Loving Memory of

Nicholas Antony Sperling

21.02.1944 - 22.11.2021

Reunited with

Susan Mary Hobbs

1938-2022

Reunited A Loving Wife, Mother, Nan & Great Nan, Who Fell Asleep December 23rd 2022 aged 94 years.

Forever in our Thoughts

17-06/23 Items for future agenda

- Adoption of a playground policy as recommended by the auditor.
- Consider steps that can be taken where hedges are encroaching on footpaths

Meeting closed at 8.30pm

Chair:

Date: