



# LAMBOURN PARISH COUNCIL

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

Telephone: 01488 72400

Clerk: Gary Wyatt-Hawkins

Deputy Clerk: Rachael Burns

email: [info@lambourn-pc.gov.uk](mailto:info@lambourn-pc.gov.uk)

**INVITATION TO  
A PARISH COUNCIL MEETING  
TO BE HELD ON WEDNESDAY 6<sup>th</sup> DECEMBER 2023  
AT 7.30PM  
IN THE MEMORIAL HALL**

**Meeting called by:** Gary Wyatt-Hawkins – Clerk

**Signature:** *G Wyatt-Hawkins*

**Date:** 6<sup>th</sup> December 2023

The Chair may, at their discretion and at a convenient time in the transaction of business, adjourn the meeting to allow any members of the public to address the meeting. Parishioners and others in attendance are reminded that they must remain silent during the transaction of formal Council business.

Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 972 s 100.

### Agenda Items

**350-12/23 Acceptance of apologies for absence**

To receive and accept apologies of 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.*

**351-12/23 To receive any declarations of member's interests or dispensation requests**

To receive any declarations of Member's interests on this agenda, in accordance with the *Localism Act 2011 and the Code of Conduct adopted by the Parish Council.*

**352-12/23 Exclusion of the press and public**

Standing Order #1c The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to *section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.*

**353-12/23 To receive and sign the minutes of the Full Council meeting held on Wednesday, 8<sup>th</sup> November, previously circulated.**

*Local Government Act 1972 Sch 12 para 41(1)*

**354-12/23 Chair's report**

To receive a **report** from the Chair.

**355-12/23 Street Lighting Project Tender Process**

**To Note** that the Clerk has prepared the contract for the above works in conjunction with Stuart Reavell, Commercial Manager at Volker Highways (meeting on 28<sup>th</sup> November 2023).

*Re: Item 321-11/23 November 2023 Full Council Meeting, Item 247-06/23 June 2023 Full Council Meeting and Item 105 November 2022 Full Council Meeting (confirmation of members bid submission relating to Item 90 October 2022 Full Council Meeting)*

**356-12/23 Road Safety Mirror**

Re: the request for a Road Safety Mirror at the High Street and Parsonage Lane crossroads, opposite the George Pub.

**To Note** the Clerk has investigated and contacted the Traffic and Road Safety team at West Berkshire Council, seeking advice on progressing the matter. A response has been received, and the Clerk will advise council accordingly.

**To Consider** the proposal to engage the services of third-party consultants (such as Ethos) in the assessment of the safety of the junction in support of further representations to West Berkshire Council.

*Re Item 322-11/23 November 2022 Full Council Meeting*

**357-12/23 Consider the sale of the Herras Fencing**

Lambourn Parish Council owns ten panels of “Herras” fencing. Cllr Harris knows of a person looking to buy a similar number.

**To consider** the proposal for the sale of the fencing panels at a proposed price of £25.00

NB: Cllr Bracey may have a view on what/when they were last used for.

**358-12/23 BOSA Costs Approval**

**1. Upper Lambourn Cemetery Hedge Cutting**

a. Re: Item **23-09/23** September BOSA Meeting.

b. **To approve** costs of £1500 + VAT for extensive hedge cut at Upper Lambourn Cemetery. Agreed at BOSA Committee at the September meeting subject to confirmation that comparative quotes not required. Confirmation was obtained from the Auditor that no comparative quotes were required but that the expenditure to be approved at Full Council.

**2. Eastbury Furze Timbers**

a. Re: Item **22-09/23** September BOSA Meeting.

b. **To approve** costs of £850 + VAT for the cutting back and fitting of metal boots to two moderate-risk timbers at Eastbury Furze. Agreed at BOSA Committee at the September meeting, but required expenditure to be approved at Full Council.

**3. Low-Grade Maintenance on all Three Play Areas**

a. Re: Item **016-11/23** November Finance Meeting

b. **To approve** costs of £4,848.50 to ensure the items highlighted in the RoSPA report are addressed before they become high-risk items or require more expensive remedial actions

**359-12/23 Policies and procedures for adoption**

**To agree** to the adoption of the following policies and procedures:

- Risk Management Policy
- Grant Policy
- Financial Regulations

**To advise** that the following policies are currently being revised for presentation to council at a later meeting.

- Playground Policy
- Standing Orders

**360-12/23 2024/25 Budget and Precept**

1. **To approve** the presented budget and agree on the proposed amounts.

a. The Chair will provide background information supporting the budget outline for 2023-2024 to ensure all running costs of the Council are met.

2. **To approve** the precept amount to request from West Berkshire District Council in accordance with the above proposed budget.

*Budget details provided in the document “2023-12-06 Parish Council Meeting Councillors Notes”*

**361-12/23 Eastbury Village Hall**

**To Note** that the Clerk has a copy of the West Berkshire Council form “Nominate an Asset for Community Right to Bid”. The Clerk requests that the trustees of Eastbury Village Hall assist with completing the section of the document headed “Part C: About the Asset”, where details of the asset are required to enable submission.

*Re: Item 338-11/23 November 2022 Full Council Meeting and Item 307-10/23 September Full Council Meeting*

**362-12/23 High Street Christmas Decorations**

**To consider** a request from Lambourn CiC to assist in the cost of hiring solar Christmas trees for the High Street to the sum of £400.00.

To discuss the proposal to purchase generic lighting decorations for Memorial Hall to be used for various events and holiday celebrations.

**363-12/23 Public Participation**

**364-12/23 Planning Applications**

*(In planning matters the Council acts as a consultee of the principal authority. The principal authority being the deciding body for planning applications).*

**27 Child Street, Lambourn, Hungerford, RG17 8NZ**

**Ref. No: 23/02472/HOUSE** | Received: Fri 27 Oct 2023 | Validated: Mon 30 Oct 2023 |

**Status:** Pending Consideration

---

**Rossmore Ermin Street Lambourn Woodlands Hungerford RG17 7SD**

**Ref. No: 23/02279/HOUSE** | Received: Tue 03 Oct 2023 | Validated: Thu 05 Oct 2023 |

**Status:** Pending Consideration

**Comments and observations.**

Re: Item **345-11/23** November 2023 Meeting. Lambourn Parish Council – Unanimously **Resolved** not to object subject to confirmation from West Berkshire Highways that there is suitable clearance between the road and the open gate position.

**To Consider** additional drawings/amended plans for the above application have been received by West Berkshire Council that may impact the previous decision.

---

**Ragnall Cottage Woodlands St Mary Hungerford RG17 7TD**

**Ref. No: 23/02677/FUL** | Received: Tue 21 Nov 2023 | Validated: Fri 24 Nov 2023 |

**Status:** Pending Consideration

**365-12/23 Planning Decisions – For Information Only**

**Land South of Tower Works Lambourn Woodlands Hungerford**

**Ref No: 23/02379/COND**

Re: Item **309-10/23** October 2023 Meeting. Ref No: 22/00858/COND1 | Application for approval of details reserved by condition 9 'zero carbon', 10 'CEMP', 11 'LEMP', 16 'levels' and 18 'travel plan' of approved application 19/02979/OUTMAJ: Outline application for the erection of a new logistics warehouse building (for occupation by Walker Logistics) (Use Class B8) with ancillary office floorspace, an aircraft museum building (Use Class D1), and associated access, car parking and landscaping. Matters to be considered: Scale.

**Status:** Approved

**Comments and observations.**

Related Application: Ref No: 23/00011/COND | Application for approval of details reserved by condition 12(Lighting) of approved 19/02979/OUTMAJ.

Lambourn Parish Council – **Objected** to related case 19/02979/OUTMAJ in December 2019 which was subsequently Refused. 23/00202/COND and 23/01299/COND were referenced in a letter regarding the Western Area Planning Committee Meeting on 23/08/2023.

---

**Perivale Baydon Road Lambourn Hungerford RG17 8NU**

**Ref. No: 23/02304/NONMAT** | Received: Thu 05 Oct 2023 | Validated: Thu 05 Oct 2023 |

(Related cases: 20/02099/FULD and 23/01491/COND)

Non-material amendment to approved 20/02099/FULD - Demolition of garage and new two-storey extension to dwelling including entrance porch; demolition of offices and stores; replacement office, stores and garage with 2 x 1-bedroom flats above. Amendment To add a condition to approved application 20/02099/FULD

**Status:** Approved

**Comments and observations.**

Lambourn Parish Council – No Recorded Information Available.

---

**3 Goose Green Lambourn Hungerford RG17 8YB**

**Ref. No: 23/01408/HOUSE** | Received: Wed 14 Jun 2023 | Validated: Fri 16 Jun 2023 |

**Status:** Refused

**Comments and observations.**

**Inholmes House Inholmes Woodlands St Mary Hungerford RG17 7SY**

**Ref. No: 23/00874/LBC** | Received: Tue 11 Apr 2023 | Validated: Mon 24 Apr 2023 |

**Status:** Approved

**Comments and observations.**

Lambourn Parish Council – **No objection** May 2023

---

**Inholmes House Inholmes Woodlands St Mary Hungerford RG17 7SY**

**Ref. No: 23/00871/FULMAJ** | Received: Tue 11 Apr 2023 | Validated: Mon 24 Apr 2023 |

**Status:** Approved

**Comments and observations.**

Lambourn Parish Council – **No objection** May 2023

---

**Inholmes House Inholmes Woodlands St Mary Hungerford RG17 7SY**

**Ref. No: 23/00614/LBC** | Received: Mon 13 Mar 2023 | Validated: Fri 24 Mar 2023 |

**Status:** Approved

**Comments and observations.**

Lambourn Parish Council – Majority resolved **No Objection** with one abstention May 2023

---

**Inholmes House Inholmes Woodlands St Mary Hungerford RG17 7SY**

**Ref. No: 23/00613/FUL** | Received: Mon 13 Mar 2023 | Validated: Fri 24 Mar 2023 |

**Status:** Approved

**Comments and observations.**

Lambourn Parish Council – **No objection** May 2023

---

**366-12/23 Issues with the West Berkshire Planning Portal**

**To report and consider** the range of issues currently experienced in the use of the West Berkshire Planning Portal, and what remedial actions can be undertaken.

---

**367-12/23 Monthly Accounts**

1. **To approve** the schedule of payments presented
2. **To approve** bank reconciliations presented
3. **To note** the September Income and Expenditure report as the current financial position of Council.

NB: Additional Costs may be presented if received after the published date of this agenda. The corresponding Minutes of the meeting will record all presented costs.

**October Costs**

| Method        | Name   | Description  | Amount    | VAT     | Total     |
|---------------|--|--|-----------|---------|-----------|
| Bank Transfer | A. J. Stone Cemetery Services Ltd.             | Single Grave Open (06/07/2023), Single Grave Open (04/07/2023), Double Grave (18/07/2023), Double Grave (19/07/2023) | £1,200.00 | £240.00 | £1,440.00 |
| Bank Transfer | A. J. Stone Cemetery Services Ltd.             | Double Grave (01/08/2023)  | £316.67   | £63.33  | £380.00   |
| Bank Transfer | Zurich Town, Parish and Community Council Team | Policy Premium, Insurance Premium Tax (IPT) @ prevailing rate  | £2,111.91 | £422.38 | £2,534.29 |
| Bank Transfer | Noll Countryside Services Ltd                  | Contractual Graveyard Maintenance for August   | £750.00   | £150.00 | £900.00   |
| Bank Transfer | DCK Accounting Solution                        | Remote accounting support for the month of August 2023.  | £250.00   | £50.00  | £300.00   |
| Bank Transfer | Shield Maintenance Ltd                         | Routine weekly collection of dog bins (18) and litter bin (1)  | £210.17   | £42.03  | £252.20   |
| Bank Transfer | West Berkshire Council                         | Returning Officer re-charge  | £75.00    | £0.00   | £75.00    |
| Applied       | Barclays Bank                                  | Banking Charges  | £13.15    | £0.00   | £13.15    |
| Direct Debit  | British Telecommunications plc                 | Bundled services   | £104.27   | £20.85  | £125.12   |

|               |   |   |           |         |           |
|---------------|---|---|-----------|---------|-----------|
| Bank Transfer | West Berkshire Council                                  | Grounds Maintenance Charge, Credit Note   | £0.00     | £0.00   | £0.00     |
| Direct Debit  | EE Limited  | Hall Mobile Phone DD  | £5.70     | £1.14   | £6.84     |
| Card Payment  | Amazon Business   | Amazon Basics Multi-purpose Copy Printer Paper, A4 80 gsm, 2500 Count (Pack of 5), White  | £21.66    | £4.33   | £25.99    |
| Direct Debit  | SSE Southern Electric                                   | Hall Electric   | £8.33     | £1.67   | £10.00    |
| Bank Transfer | DCK Accounting Solution                                 | Remote accounting support for the month of February 2023.   | £250.00   | £50.00  | £300.00   |
| Bank Transfer | Pampered Paddocks and Logs Unlimited                    | Contractual Grounds Maintenance for September   | £701.00   | £140.20 | £841.20   |
| Bank Transfer | Noll Countryside Services Ltd                           | Contractual Graveyard Maintenance for September   | £750.00   | £150.00 | £900.00   |
| Bank Transfer | Carol Lowman  | Flash Floor Cleaner, Harpic Active Gel Pine, Pink Stuff Toilet Cleaner, Zoflora Lemon, Cillit Bang Limescale Spray, Pink Stuff Toilet Cleaner, Zoflora Lemon, Harpic Duraguard, Duck Gel Marine, Fabulosa Lemon 2 | £15.98    | £3.20   | £19.18    |
| Bank Transfer | G Wyatt-Hawkins   | Certificate Fixing Strips, KINGWAY 953XL Ink Cartridges for HP 953 953XL, Syntech USB C to HDMI Adapter, Lightning Digital AV Adapter   | £59.88    | £11.98  | £71.86    |
| Card Payment  | The Poppy Shop  | Medium Layered Poppy Wreath (Type G)  | £35.42    | £7.08   | £42.50    |
| Card Payment  | Lambourn Co-Op  | First Class Stamps  | £10.00    | £0.00   | £10.00    |
| Direct Debit  | SSE Southern Electric                                   | LPC owned streetlighting (DD), Standing charges   | £424.84   | £83.59  | £508.43   |
| Direct Debit  | HMRC  | Tax and NI payment  | £3,437.06 | £0.00   | £3,437.06 |
| Card Payment  | Lambourn Foodhall Ltd.                                  | Meeting Refreshments - Interim Audit  | £4.67     | £0.93   | £5.60     |
| Bank Transfer | ICCM (Institute of Cemetery and Crematorium Management) | Cemeteries S/W + Annual Support   | £95.00    | £0.00   | £95.00    |
| Bank Transfer | Bluestone Planning Partnership LLP                      | Advice and Meetings, Preparation of Neighbourhood Plan to Pre-Submission Stage, Site Assessment and other Evidence Base Documents   | £3,409.85 | £681.97 | £4,091.82 |
| Bank Transfer | LPC Staff Salaries                                      | Salary Employee 1005, Salary Employee 1004, Salary Employee 1003, Salary Employee 1002, Salary Employee 1001  | £3,946.33 | £0.00   | £3,946.33 |

### October Income

| Method        | Name                       | Description                    | Amount  | VAT   | Total   |
|---------------|----------------------------|--------------------------------|---------|-------|---------|
| Direct Debit  | NEST Pensions              | Employee pension payment       | £367.05 | £0.00 | £367.05 |
| Bank Transfer | Healthwatch West Berkshire | Hall Rental                    | £24.00  | £0.00 | £24.00  |
| Bank Transfer | St Michael's Over 55's     | Hall Rental                    | £24.00  | £0.00 | £24.00  |
| Applied       | Barclays Bank              | Loyalty Reward                 | £0.70   | £0.00 | £0.70   |
| Cash          | Lambourn Market            | 9 Stalls                       | £90.00  | £0.00 | £90.00  |
| Bank Transfer | Diane Edwards              | Hall Rental AGM (Reduced Rate) | £30.00  | £0.00 | £30.00  |
| Bank Transfer | Allotment Society          | Hall Rental AGM (Reduced Rate) | £18.00  | £0.00 | £18.00  |

|               |                               |   |            |       |            |
|---------------|-------------------------------|---|------------|-------|------------|
| Bank Transfer | West Berkshire Council        | Precept Payment 2023 #2   | £88,500.00 | £0.00 | £88,500.00 |
| Bank Transfer | Camp Hopson Funeral Directors | Funeral - 21/4/23 Plot 471 re-open  | £420.00    | £0.00 | £420.00    |
| Cash          | Lambourn Market               | 6 Stalls  | £60.00     | £0.00 | £60.00     |
| Cheque        | LVHS                          | Hall Hire: 14 September 2023, Hall Hire: 12 October 2023, Hall Hire: 9 November 2023, Hall Hire: 14 December 2023, Hall Hire: 11 January 2024, Hall Hire: 8 February 2024, Hall Hire: 14 March 2024. 2 Hours @ Free of Charge Block Booking Offer | £144.00    | £0.00 | £144.00    |
| Bank Transfer | MJ Sly                        | Additional inscription - Plot 666   | £50.00     | £0.00 | £50.00     |
| Cash          | Lambourn Market               | 7 Stalls  | £70.00     | £0.00 | £70.00     |
| Cash          | Lambourn Market               | 7 Stalls  | £70.00     | £0.00 | £70.00     |
| Bank Transfer | West Berkshire Council        | CiL Payment   | £23,376.61 | £0.00 | £23,376.61 |

### Pending Transactions for Payment Approval

To approve the presented cost for payment as at the date of the meeting.

368-12/23

### Amendment to the Minutes of October 2023 Full Council Meeting

To Note that due to an administrative error, Item 313-10/23 included the Costs for September instead of August. An amended copy of the minutes has been prepared for approval and signing. The bank reconciliations presented at the October 2023 meeting were correct.

### August Costs

| Method        | Name                                 | Description   | Amount    | VAT     | Total     |
|---------------|--------------------------------------|---|-----------|---------|-----------|
| Applied       | Barclays Bank                        | Banking Charges   | £12.40    | £0.00   | £12.40    |
| Direct Debit  | EE Limited                           | Hall Mobile Phone DD  | £5.70     | £1.14   | £6.84     |
| Direct Debit  | British Telecommunications plc       | Bundled services  | £104.27   | £20.85  | £125.12   |
| Bank Transfer | Pampered Paddocks and Logs Unlimited | Contractual Grounds Maintenance for July  | £701.00   | £140.20 | £841.20   |
| Bank Transfer | Pampered Paddocks and Logs Unlimited | Spray of whips at Mill Lane agreed via quorate BOSA email   | £68.00    | £13.60  | £81.60    |
| Bank Transfer | DCK Accounting Solution              | Remote accounting support for the month of June 2023.   | £250.00   | £50.00  | £300.00   |
| Bank Transfer | Noll Countryside Services Ltd        | Contractual Graveyard Maintenance for July  | £750.00   | £150.00 | £900.00   |
| Bank Transfer | ARD Playgrounds                      | Repair to Half Pipe platform, Minor repairs to surface fixings as requested (verbally on 19/06/2023)        | £450.00   | £90.00  | £540.00   |
| Bank Transfer | West Berkshire Council               | Empty Dog Waste Bin   | £915.20   | £183.04 | £1,098.24 |
| Bank Transfer | West Berkshire Council               | Salting of Additional Roads within the Parish of Lambourn 2022-23, Salting of Roads within the Parish (LPC) | £3,064.60 | £612.92 | £3,677.52 |
| Direct Debit  | SSE Southern Electric                | Hall Electric   | £8.33     | £1.67   | £10.00    |
| Direct Debit  | SSE Southern Electric                | LPC owned streetlighting (DD), Standing charges   | £397.68   | £78.23  | £475.91   |
| Card Payment  | Momentive Europe Unlimited Company   | Web Monkey - Survey Platform 1-Year Subscription  | £320.00   | £64.00  | £384.00   |
| Card Payment  | Amazon Business                      | Horses in Training 2023 Book  | £18.97    | £3.79   | £22.76    |
| Card Payment  | Amazon Business                      | Hall Wall Clock   | £27.49    | £5.50   | £32.99    |

|               |                                 |  |           |        |           |
|---------------|---------------------------------|--|-----------|--------|-----------|
| Bank Transfer | LPC Staff Salaries              | Salary Employee 1005, Salary Employee 1004, Salary Employee 1003, Salary Employee 1002, Salary Employee 1001 | £3,946.33 | £0.00  | £3,946.33 |
| Bank Transfer | The Play Inspection Company Ltd | Outdoor Annual Inspection, Eastbury Park, Mill Lane Play Area, The Old Cricket Field                         | £205.50   | £41.10 | £246.60   |
| Card Payment  | Viking Direct                   | FLOOR GEL SUPER LEMO 5L, PK6 SMART 1 TOILET, Delivery (FREIGHT CHARGE), Delivery (INSURANCE CHARGE)          | £56.63    | £11.33 | £67.96    |
| Direct Debit  | Castle Water                    | Water Direct Debit Payment (Hall)  | £22.45    | £4.49  | £26.94    |
| Bank Transfer | DCK Payroll Solution            | 2023 Monthly Payroll Process Fee (1-4 employees), Additional processing per person (5 -50 employees)         | £37.00    | £7.40  | £44.40    |
| Direct Debit  | NEST Pensions                   | Employee pension payment   | £367.05   | £0.00  | £367.05   |

### August Income

| Method        | Name                         | Description  | Amount    | VAT   | Total     |
|---------------|------------------------------|--|-----------|-------|-----------|
| Bank Transfer | David William Rosier         | Purchase of Plot at Upper Lambourn Cemetery – Plot 674                                     | £370.00   | £0.00 | £370.00   |
| Bank Transfer | Blackwells Funeral Directors | Interment Fee, Gravedigger new plot, Exclusive Rights of Burial & Purchase, Administration | £1,515.00 | £0.00 | £1,515.00 |
| Applied       | Barclays Bank                | Loyalty Reward   | £0.59     | £0.00 | £0.59     |
| Cash          | Lambourn Market              | 6 Stalls   | £60.00    | £0.00 | £60.00    |
| Cash          | Lambourn Market              | 6 Stalls   | £60.00    | £0.00 | £60.00    |
| Bank Transfer | Racing Welfare               | Hall Hire 21/4/23  | £18.00    | £0.00 | £18.00    |
| Bank Transfer | Belinda Spanswick            | Hall hire 2 x sessions per Tuesday, August/September 2023 (free sessions Oct 3rd)          | £216.00   | £0.00 | £216.00   |
| Cash          | Lambourn Market              | 7 Stalls   | £70.00    | £0.00 | £70.00    |
| Cash          | Lambourn Market              | 5 Stalls   | £50.00    | £0.00 | £50.00    |
| Cash          | Lambourn Market              | 7 Stalls   | £70.00    | £0.00 | £70.00    |
| Bank Transfer | MJ Sly                       | Memorial - Plot 937  | £100.00   | £0.00 | £100.00   |

### 369-12/23 Freedom of the parish nominations

Section 249 (5) of the Local Government Act 1972, as amended by Section 29 of the Local Democracy, Economic Development & Construction Act 2009, allows a relevant authority (including a town or parish council) to admit, to be honorary freemen or honorary freewoman of the place or area for which it is the authority:

- a) Persons of distinction, and
- b) Persons who have, in the opinion of the authority, rendered eminent service to that place or area.

To proceed, a resolution must be passed:

- a) At a meeting of the Council that has been specially convened for the purpose and where notice of the object of the meeting has been given; and
- b) By not less than two-thirds of the members of the Council who vote on it.

### 370-12/23 Future Agenda Items

To request or consider items for the next Agenda.

### 371-12/23 Close of the meeting