



# LAMBOURN PARISH COUNCIL

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

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Clerk: Gary Wyatt-Hawkins

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## MINUTES OF A MEETING OF THE BOSA COMMITTEE ON WEDNESDAY 13<sup>th</sup> SEPTEMBER 7.00pm AT THE MEMORIAL HALL

**Present:** Cllr Harris, Cllr Bracey, Cllr Rieunier, Cllr Atkinson, R Burns (Deputy Clerk)

**Apologies:** Cllr Noll, Cllr McKay, Mike Billinge-Jones (Co-opted), Bruce Laurie (Co-opted)

### 18-09/23 Minutes of Previous Meeting

The Committee unanimously approved the minutes of the BOSA Committee meeting held on Wednesday 28<sup>th</sup> June 2023.

**7.15pm** Cllr Bracey arrived at the meeting.

### 19-09/23 Finance Review

The Committee reviewed the BOSA Financial report for the year to date and made recommendations for budgeting in the year 2024-25 as follows:

<b>2177 Burial Fees Income</b>	£8000.00
<b>2101 Cemetery Water Charges</b>	£ 100.00
<b>2102 Cemetery Rates</b>	£ 830.00 (+ 10% on previous year)
<b>2105 Cemetery Refuse</b>	£2500.00
<b>2277 Paddock Rental Income</b>	£1000.00
<b>2302 Cricket Field Rent</b>	£ 1.00
<b>2303 Eastbury Furze Rent</b>	£ 500.00
<b>2315 Equipment Maintenance Contingency</b>	n/a now part of an earmarked fund.
<b>2321 Grass Cutting Contract</b>	£17412.00 fixed 3-year costs
<b>2324 Inspections</b>	£460.00
<b>2331 Dog Waste Bins</b>	£3500.00
<b>2332 Litter Bin Emptying Eastbury</b>	n/a now included in dog waste contract
<b>2342 Skate Park Maintenance</b>	n/a now part of an earmarked fund.
<b>2381 Misc Open Spaces expenditure</b>	£1000.00

As outlined at the previous meeting in June larger ad hoc and project expenditures will in future go the Finance Committee and Full Council for sign off and allocation of funds.

**Action: Clerk** to add a budget line of £400 for annual Playground Equipment Clean

**Action: Deputy Clerk** to check for other recurring expenditures so that they can be allocated their own budget line. This information to be provided to the Clerk and the Finance Committee.

## 20-09/23 Mill Lane

- a) Proposal to remove two large rotten logs from the outdoor gym area  
**Unanimously agreed.**  
**Action: Cllr Harris** to organise removal
  
- b) Proposal for the Committee to agree annual servicing of the outdoor gym equipment **Unanimously agreed** for as long as equipment remains in situ. The Committee also noted that they were happy with the decision of Full Council to remove the damaged Double Air Walker (£195 + VAT), service the remaining equipment this year (265+ VAT) and purchase touch up paint (£16 + VAT). Works are booked for 9/10/23 with Freshair Fitness.
  
- c) Proposal to discuss number and placement of silver birches and relocation of two tables. Cllr Harris outlined that the current plan is for 3 x Silver Birch trees but that he would like to know the type and size before discussing location. The Deputy Clerk outlined that the birches had originally been included to soften the boundary line in the event the hedge was replaced with a metal fence and to potentially provide shade in the play area. As the hedge has been retained and trees in the play area may cause issues with leaf and bird droppings onto equipment this item was **Deferred to next meeting**  
**Action: Deputy Clerk** to find out the type and size of proposed birches.
  
- d) The Chair updated the Committee about Goal resizing and levelling works agreed at the Full Council meeting on 6/9/23. Full Council agreed that Cllr Harris can organise the resizing of the goals and the levelling of the ground, work will start on Friday 15<sup>th</sup> September with the installation of new sockets and be completed over the following week. The Committee noted that they were happy with the Full Council decision.  
**Action: Cllr Harris** to provide the Deputy Clerk with information and schedule of the works.  
**Action: Deputy Clerk** to put these details up on the website when received.
  
- e) Proposal for the Committee to consider an expenditure on fencing off the grass repairs to be undertaken by Lambourn Junction. The Committee **Unanimously agreed** to an expenditure of up to £100 + VAT.  
**Action: Cllr Harris and Deputy Clerk** to liaise on the purchase.

## 21-09/23 Old Cricket Field

- a) To retrospectively note the committee decision taken by quorate email and approve a spend of £450 + VAT to shore up the inside of the far side quarter pipe. This was approved with 1 objection from Cllr Atkinson and work has been completed. **Noted**
  
- b) Proposal from the Chair to discuss options for the multi-use games unit. The Chair would like to reduce the height of the hoops on the unit and install a hard standing area on the side facing the road. The Deputy Clerk stated that there may be issues around changing the structure of a piece of play

equipment and more investigation would be needed. After some discussion it was decided that as the skate park equipment is also nearing its end of life the Parish Council should consider a larger project using the existing hard standing area, possibly to repurpose it as a more varied multi-games area. There is potentially money in the CIL fund or BOSA reserves that could be used towards match funding. The Committee **Unanimously agreed the following actions:**

**Action: Cllr Harris** to talk to David Ash at Ard and ask his opinion on whether a structural change to the existing multi-games unit would be problematic.

**Action: Deputy Clerk** to also investigate any legal issues around changes to equipment.

**Action: Cllr Atkinson** to informally chat with Old Cricket Field users and sound out their opinions, with a view to a more formal survey later.

- c) Proposal for the Committee to consider the future of the Skate Park – **discussed under item b above.**
  
- d) Proposal to arrange for the cut back of grass in the car park to the edge of the tarmac. Grips have recently been dug under the rear hedge of the car park to assist with drainage and during this process it was discovered that over time grass has encroached several feet onto the tarmac. Following some discussion the Committee **Unanimously agreed** that as the new contractor could not have been aware of the true boundary at the time of tender this cut back should be treated as a one-off additional expense.  
**Action: Deputy Clerk** to request a quote for the cut back from the existing contractor and also request that they cut weeds back to the kerb on the right hand side as outlined in their contract.

### **22-09/23 Eastbury Furze**

Proposal for the Committee to view comparative quotes for two timbers at Eastbury Furze – to cut the timbers down and fit metal boots that keep the wood above ground. The Committee **Unanimously agreed** to accept the quote from Ard for £795 + VAT.

**Action: Deputy Clerk** to inform Ard and arrange the works.

### **23-09/23 Upper Lambourn Cemetery**

- a) Proposal for the Committee to agree a spend of £550 + VAT for annual clearance of the bunkers – **Unanimously agreed.**
  
- b) Proposal for the Committee to discuss a quote from Noll Countryside for a more substantial cut back of the cemetery roadside hedge which has expanded over time to the point where the annual hedge cut is no longer sufficient. The Committee **Unanimously agreed** to accept Noll 's quote as the existing contractor provided that doesn't contravene other arrangements for purchasing (post meeting note: The Clerk is going to check this with HALC and the Deputy Clerk will obtain further quotes if there is an issue)
  
- c) Information only – to advise that the topple test has been completed and two gravestones laid flat 223 – Bellinger and 252 Toms - **Noted**

### **24-09/23 Grounds Maintenance Contract**

The Deputy Clerk gave feedback on the 2<sup>nd</sup> quarter of the new contract. There has only been one further complain which was from a councillor. The standard of work has generally been good and the contractor has been quick to respond when issues are raised. The Deputy Clerk will continue to monitor.

**Action: Deputy Clerk** to check when the next nettle cut of the watercourse at Fulke Walwyn Way is due.

### **25-09/23 Dog Waste Bins**

Cllr Rieunier gave an update regarding the appointment of a new contractor to empty the dog waste bins. The new contractor is Shield and although they have only been in place for just under two weeks there are already significant improvements in set up and service. Cllr Rieunier is happy that if service continues at the current level there should be no further issues going forward.

### **26-09/23 Tree Survey**

To retrospectively note the appointment of a Tree Surgeon to run the three yearly tree survey as decided at Full Council on 6/9/23 – **Noted** the appointment of Nicholsons who undertook the work previously at a cost of £1400 + VAT.

### **27-09/23 Cemetery Systems**

Feedback from the Deputy Clerk on how the office plan to check Cemetery records against grave sites and the results of further discussions with Pear Technology concerning the Cemetery Map.

- There is a statutory requirement to show who is buried in graves, the paper map meets this requirement on a basic level but Maplink links to the Rialtas Cemetery system already in use at the Council.
- It should be possible to access the electronic map from within Rialtas but the link appears to be broken.
- The Pear Technology map was created using Ordnance Survey based topography 1-2m accurate in conjunction with the original paper map and google earth. No site visit occurred but the Parish Council saw 3-4 drafts before approving.
- The Parish Online software used by LNDP doesn't connect to Rialtas so is not used by the Council for Cemetery mapping.
- Removal of the five plots as agreed at the June BOSA meeting should be covered under the existing technical support agreement –subject to Pear technology receiving further details.
- For the checking of records for disparities the office will print a full burial list and first check it against the paper map. Once this is complete it will be checked against graves on site. The Clerks will mark out time to do this – no working party is required.

**Action: Deputy Clerk** to liaise with Rialtas to reinstate the link.

**Action: Deputy Clerk** to provide further information to Pear Technology to enable removal of the five plots as agreed at the June meeting.

**Action: Clerks Office** to complete checks for disparities as outlined above.

*Cllr Atkinson abstained from voting on the following item due to declaration of interest.*

### **28-09/23 Allotment Society and Paddock Rental**

Proposal from the Clerk to move to monthly payment terms for Paddock rental.  
Month 1 - £120, Months 2-12 £80.

**Declined - One vote in favour, two votes against.**

### **29-9/23 Overgrown Hedges**

Proposal to discuss a social media drive and changes to the website to better inform parishioners how to report this issue including an update on steps taken to deal with overgrown hedges. After some discussion the Committee **Unanimously agreed the following actions:**

**Action: Deputy Clerk** to add a news story to social media and the web site letting the public know how to easily report overgrown hedges to West Berkshire Council.  
Website FAQs to also be updated with this information.

### **30-9/23 Cemetery Land Purchase**

There has been no further movement on this since the last Committee meeting.

### **31-9/23 Memorials – Information only**

Carol Purcell

Aged 67

16.12.54 - 29.09.22

Sadly Missed

June Daphne Skuse

1st June 1941

18th July 2022

In Loving Memory R.I.P.

Sheila May Highnett

Loving wife, Mother,

Grandmother

& Great Grandmother

Died 10th April 2022

Aged 93 years

In Loving Memory of

Patrick Joseph Callaghan

19th November 1940

6th March 2023

9.40pm Cllr Atkinson left the meeting

### **32-9/23 Items for next meeting**

Update on the repair of the rubberised surface at the Old Cricket Field entrance.  
The potential amalgamation of litter and dog waste bins at selected locations

**Meeting closed: 9.50pm**

**Clerk:**

**Date:**