



# LAMBOURN PARISH COUNCIL

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

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## MINUTES OF THE BOSA COMMITTEE MEETING HELD ON WEDNESDAY 18<sup>th</sup> SEPTEMBER 2024 AT 11.30am, N THE MEMORIAL HALL

**Meeting called by:** Rachael Burns – Deputy Clerk

**Signature:** R. Burns

**Date:** 12<sup>th</sup> September 2024

**In Attendance:** Cllr Harris – Chair, Cllr Rieunier, Cllr Noll, R.Burns – Deputy Clerk.

**Apologies:** Cllr Atkinson

### 14-9/24 Minutes of Previous Meeting

The Committee unanimously approved the minutes of the BOSA Committee Meeting held on Wednesday 19<sup>th</sup> June 2024.

### 15-9/24 Finance Review

- a) The Committee reviewed the BOSA Financial Report for the year to date and **unanimously agreed** that the finances are on track.
- b) The Committee **unanimously agreed** preliminary budget forecast for the next financial year as follows:
  - 2101 Cemetery Water Charges – increase 2.2%**
  - 2102 Cemetery Rates – increase 2.2%**
  - 2105 Cemetery Refuse – increase 2.2%**
  - 2122 Gravedigging Charges – No change**
  - 2177 Burial Fees Income – Reduce by £2000.00.**
  - 2321 Grass Cutting Contract Cemeteries – No Change**
  - 2277 Paddock Rent – Increase 2.2%**
  - 2278 Allotment Footpath Access – subject to an imminent evaluation**
  - 2302 Cricket Field Rent – No Change**
  - 2303 Eastbury Furze Rent – No Change**
  - 2316 Playground Clean – No Change**
  - 2317 Outdoor Gym Service – No Change**
  - 2318 Tree Survey Works - £7000.00**
  - 2319 Mill Lane and OCF Upgrade – Will become Projects. Figure to be allocated by Finance Committee.**
  - 2320 Low Grade Maintenance – 2025-26 figure to be agreed at Full Council once quote received.**
  - 2321 Grass Cutting Contract Open Spaces – No Change**
  - 2324 Playground Inspections – Increase 2.2%**
  - 2331 Dog Waste Bin Emptying – increase 2.2%**
  - 2332 Litter Bin Emptying – Increase 2.2%**

**Action:** Deputy Clerk to advise Clerk of forecast for inclusion at Finance Committee (post meeting note: Action completed 19/9/24)

### **16-9/24 Potential Projects for 2025-26**

The Committee Reviewed suggested BOSA projects for the 2025-26 financial year and **unanimously agreed** to take the following projects forward for consideration by the Finance Committee in November.

**Action: Clerk** to add these projects to the November Finance Committee agenda.

#### **Project 1 – Potential installation of a fenced Multi Games Court at the Old Cricket Field**

To consider a Multi Games Court as a replacement function for the hard standing area that is accessible to the wider community.

**Action: Deputy Clerk** to contact the supplier and request a more detailed quote.

**Action: Cllr Rieunier and Clerks Office** to agree a framework and launch a Community Consultation.

#### **Project 2 – Potential installation of Astro Turf Goal Mouths at Mill Lane**

To consider the installation of Astro Turf goalmouths to stop erosion of the ground in the goalmouths, improve safety and remove the need for future ground levelling works.

There are potential options to fund this project in the current financial year, it will be considered for 2025-26 if these options fall through.

**Action: Clerk** to add a proposal to decide funding of the goal mouths to the Full Council meeting agenda for November.

**Action: Cllr Harris** To provide detailed costs to the Clerk's Office.

#### **Project 3 – 2 x new picnic tables at Mill Lane**

The two new tables would replace the tables currently located against the rear boundary. They would be positioned further into the body of the play area to discourage anti-social behaviour.

**Action: Deputy Clerk and Cllr Harris** to arrive at a forecast figure for removal and disposal of the existing tables and potentially a further cut down of the foundations of the removed double air-walker to take place at the same time.

#### **Project 4 – Extension of the drainage at the Old Cricket Field**

A potential solution to funnel additional water from when the soakaway is full under the horse track and away from the hard standing area into the body of the park.

**Action: Cllr Harris** to obtain costs and more detailed information.

#### **Project 5 – A further programme of Low-Grade Maintenance to play equipment.**

An extension of this year's project to run a programme of repairs that address issues rated low risk. This improves safety and prolongs the life of the equipment by preventing further wear.

**Action: Deputy Clerk** to obtain a full quote for the Clerk and Finance Committee.

### **17-9/24 Mill Lane**

- a) The Committee **noted** that the two new litter bins have been installed and the existing bin has been removed and refurbished.
- b) Proposal for the Committee to decide whether to proceed with a new fence to protect the hedge. The Committee **unanimously agreed to defer** to December pending further assessment.
- c) Proposal to agree a strategy for the future of the wildflower area at Mill Lane. The Committee **unanimously agreed** to give the area a further year to establish.  
**Action: Deputy Clerk** to ask the supplier to mow short now that the season is over.

- d) Proposal to discuss a new solution for the relocation of the picnic tables. This was covered under agenda item **16-9/24 Potential projects for 2025-26**. The tables are now likely to be replaced rather than relocated.
- e) Proposal to discuss the potential cutback of a tree that has dropped a branch into a garden at Mill Lane. The Committee **unanimously agreed the following actions:**  
**Action: Cllr Harris** to arrange for a tree surgeon to assess.  
**Action: Deputy Clerk** to write to the complainant and advise that the assessment will take place.

#### **18-9/24 Old Cricket Field**

- a) Proposal from Chair of Committee to approve a spend on remedial works to the hard standing. This will be discussed at Full Council in October.  
**Action: Deputy Clerk** to advise Clerk to add to the agenda (post meeting note: Clerk advised 19/9/24)
- b) Proposal for the Committee to agree next steps for a community project to clear around selected trees. The Committee **unanimously agreed to defer to December** pending walkaround.
- c) The Committee **noted** that Full Council are considering a request from a parishioner to a grill or other cover over the soakaway and that the **Clerk** will be undertaking a risk assessment.

#### **19-9/24 Three Post Lane**

The Committee **noted** that the Grass Maintenance contractor has been given permission to place signs on Parish Council owned Lamp posts requesting that dog mess is properly disposed of.

#### **20-9/24 Maintenance Contract Monitoring**

It was **noted** that there are still some issues with the length of the grass in the play areas.

**Action: Deputy Clerk** to write to the contractor reminding them that cuts should be as short as possible and not higher than 40mm.

#### **21-9/24 Programme of Playground Maintenance**

The Committee **noted** that this programme came in under budget and **unanimously declined** a proposal to use the underspend on further works during this financial year. This is because the Committee agreed to a new Maintenance programme for 2025-26 which was discussed under agenda item **16-9/24**.

#### **22-9/24 Upper Lambourn Cemetery and Land Purchase**

- a) Proposal from the Committee Chair to remove unwanted plants such as Sycamore from the cemetery hedge.  
**Action: Cllrs Harris and Rieunier** to visit, assess and report back to the Committee.
- b) The Committee **unanimously agreed** a proposal to write letters to individual lessees who are most seriously in breach of Cemetery regulations outlining the reasons for the regulations and the consequences of failure to adhere to the rules.  
**Action: Deputy Clerk** to prepare a draft letter  
**Action: Deputy Clerk and Cllr Harris** to walk round and identify the affected plots.
- c) Cemetery Land Purchase – nothing further to report at this time.

### **23-9/24 Park Rules and Byelaws**

The Committee reviewed the existing byelaws and **Unanimously agreed** that no changes were required at this time. Other items that may come up in future can be addressed by policies or rules.

**Action: Deputy Clerk** to transfer existing Byelaws to the Government's current Model Byelaw forms, provided this can be done without requiring further Secretary of State approval

### **24-9/24 Dog Waste Bins**

The Committee **unanimously agreed** to purchase a replacement for a damaged dog waste bin at Mill Lane.

**Action: Deputy Clerk** to purchase the selected replacement after checking that it can utilise the existing post.

**Action: Cllr Harris** to install

### **25-9/24 Memorials – information only**

In Loving Memory of

PADDY PRICE

1939-2014

MARLENE PRICE

1946 - 2019

Together forever in  
heart and soul.

Forever in our hearts,  
your loving family.

George Bodman

Who died 4<sup>th</sup> June 2022

Aged 92 years

Modest and Gentle of Heart He Touched Us All

With Love and Kindness Rest in Peace.

In Loving Memory of Catherine Walwyn

5 Nov 1928 – 21 Jan 2023

Wife to Fulke, mother of Jane

And grandmother of Isabel

Greatly missed by all.

Belind Mordaunt

1933 – 2024

### **26-9/24 Items for Next Meeting**

Removal of unwanted vegetation from cemetery hedge

**Meeting closed: 1.25pm**

**Clerk:**

**Date:**