



LAMBOURN PARISH COUNCIL

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

Telephone: 01488 72400

Clerk: Gary Wyatt-Hawkins

Deputy Clerk: Rachael Burns

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MINUTES OF A PARISH COUNCIL MEETING

HELD ON WEDNESDAY 4th DECEMBER 2024

AT 7.30 PM

IN THE MEMORIAL HALL

Meeting called by: Gary Wyatt-Hawkins – Clerk

Signature: *G Wyatt-Hawkins*

Date: 4th December 2024

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.

In Attendance: Cllr Noll - Chair, Cllr Atkinson, Cllr Mead, Cllr Marshall, Cllr Harris, Cllr Jones, Cllr McKay and District Cllr Woollaston

Agenda Items

200-12/24 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.

Resolved: Cllr Rieunier, Cllr Middleton, Cllr Snowden and Cllr Leeming sent apologies.

Council accepted reasons for absence.

201-12/24 To receive any declarations of member's interests or dispensation requests

To receive any declarations of Member's interests on this agenda.

Localism Act 2011 and the Code of Conduct adopted by the Parish Council.

Noted: Cllr McKay declared an interest in Planning Application Ref. No: 24/02112/HOUSE and advised he would not participate in the discussion or decision related to this item. The Chair acknowledged this declaration.

202-12/24 To receive and sign the minutes of the Full Council meetings held on Wednesday, 6th of November

Local Government Act 1972 Sch 12 para 41(1)

Resolved: That they were a true record of the meeting's decisions.

203-12/24 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.

204-12/24 Public Participation

Noted: The Chair advised that Standing Orders would be suspended and a member of the public would be permitted to speak before Item 206-12/24 Ref. No: 24/00584/HOUSE was discussed.

205-12/24 Grant Application Request

To **note** that the request from Lambourn CiC to assist in the cost of purchasing Christmas tree lights for the High Street for the sum of £250.00 deferred to the November 2024 Finance Committee meeting, was duly approved.

Noted: The Chair confirmed that the request had been granted and thanked Lambourn CiC for the outstanding work and effort demonstrated in decorating the Village Highstreet.

206-12/24 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).

1 Chapel Lane Lambourn Hungerford RG17 8YA

Ref. No: 24/02112/HOUSE | Received: Mon 07 Oct 2024 | Validated: Thu 31 Oct 2024 |

Status: Pending Consideration

Comments and observations:

Lambourn Parish Council – **Resolved** not to oppose but that the overlooking window should be addressed if permission is granted by West Berkshire Planning. Unanimously **agreed**.

The Folly Folly Road Lambourn Hungerford RG17 8QE

Ref. No: 24/02212/HOUSE | Received: Thu 17 Oct 2024 | Validated: Thu 17 Oct 2024 |

Status: Pending Consideration

Comments and observations:

Lambourn Parish Council – **Resolved** not to oppose. Unanimously **agreed**.

Standing Orders Suspended: 19:35

Standing Orders Reinstated: 19:40

14 Oxford Street Lambourn Hungerford RG17 8XT

Ref. No: 24/00584/FUL | Received: Fri 22 Mar 2024 | Validated: Thu 04 Apr 2024 |

Status: Pending Consideration

Comments and observations:

Lambourn Parish Council – **Resolved** to support. Unanimously **agreed**.

NB: May 2024 Full Council Meeting: Lambourn Parish Council — Majority Resolved with two objections and one abstention. No objection with conditions: That the proposed roof height be limited to its current dimensions and that it be tiled.

Castle Piece Stables Eastbury Hungerford RG17 7JR

Ref. No: 24/02439/FUL | Received: Mon 18 Nov 2024 | Validated: Mon 18 Nov 2024 |

Status: Pending Consideration

Lambourn Parish Council – **Resolved** not to oppose. Unanimously **agreed**.

Rossmore Ermin Street Lambourn Woodlands Hungerford RG17 7SD

Ref. No: 24/02488/HOUSE | Received: Thu 21 Nov 2024 | Validated: Thu 21 Nov 2024 |

Status: Pending Consideration

Lambourn Parish Council – **Resolved** not to oppose. Unanimously **agreed**.

207-12/24 Planning Decisions – For Information Only

Planning Decision details are provided in the Councillor's supporting information document: "2024-12-04 Planning Decisions".

208-12/24 Street Lighting Project Update

The Clerk to provide an **update** on the position of the proposed works for the street lighting as advised by Volker.

Noted: The Clerk advised that dates for the final works have not been advised to Volker Highways by SSE and that when this information was available, the council would be duly notified.

Action: The Clerk's office to seek confirmation of the dates for SSE to undertake the repair work to the existing electrical boxes to allow Volker Highways to proceed.

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).

209-12/24 Sandbags

To **consider** the draft Sandbag Policy prepared by the Clerk's Office.

Resolved: Cllr Harris proposed, and Cllr Atkinson seconded that an amendment be made to the policy to remove the words "likely to continue" from paragraph two under the heading "Primary Responsibilities". Unanimously **agreed**.

Cllr Noll proposed, and Cllr Atkinson seconded, that the policy under the heading "Businesses" be amended to read: Businesses may request the provision of sandbags at a cost to be determined at the Clerk's discretion. Unanimously **agreed**.

Action: The Clerk's office to apply the amendments to the policy for adoption at the January 2025 meeting.

*Action from September 2024 Full Council Meeting Item 146-10/24 **deferred** from the November 2024 Full Council Meeting Item 179-11/24.*

210-12/24 2025/26 Budget and Precept Outline

To **note** the current outline budget and receive councillors' feedback ahead of the January 2025 Full Council Meeting.

Noted: That two queries were answered by the RFO regarding the ongoing funding of the LNDP and the Annual Library Contribution arrangements. No amendments were subsequently requested to the outline budget.

Re: Details previously provided by the Finance Committee Chair

211-12/24 Traffic Consultant (20 mph speed limit)

To **consider** the proposal to engage a traffic consultant to undertake a review of Lambourn due to a significant increase in traffic. The purpose being to ensure efficient and safe traffic flow to improve the movement of people and vehicles in the village and support any reforms proposed to West Berkshire Council.

Resolved: Cllr Harris proposed, and Cllr Atkinson seconded that the consultant be engaged as described: Unanimously **agreed**.

Action: The Clerk's office to speak to the consultant to determine what information is needed for them to proceed and to provide the response to the council at the earliest opportunity.

NB: Approved for presentation to Full Council Item 012-11/24 November 2024 Finance Committee

Re: Item 180-11/24 November 2024 Full Council Meeting

212-12/24 Mill Lane bench replacement

To **consider** the proposal to install two tables against the rear fence that can't be relocated without damage (costs circa £2,292.00)

Resolved: Cllr Harris proposed "to remove the two tables against the rear fence and replace them with new and different location (costs circa £2,292.00). Cllr Atkinson seconded. Unanimously **agreed**.

NB: Approved for presentation to Full Council Item 012-11/24 November 2024 Finance Committee

Re: Item 180-11/24 November 2024 Full Council Meeting

213-12/24 Mill Lane goal mouth Astro Turf

To **consider** the installation of Astro Turf at the goal mouths of the Mill Lane Play Area (to stop erosion of the ground, improve safety and remove the need for future levelling works).

The indicative quote for this is £5370.40 +VAT

Resolved: Cllr Harris proposed, and Cllr Atkinson seconded that the installation proceed. Unanimously **agreed**.

Action: Cllr Harris and the Clerk's office to proceed with the arrangements for the installation.

NB: Approved for presentation to Full Council Item 012-11/24 November 2024 Finance Committee

Re: Item 16-9/24 Project 2 September 2024 BOSA Committee Meeting and deferred Item 188-11/24 November 2024 Full Council Meeting

214-12/24 Play Areas General Maintenance

To **consider** undertaking a schedule of general maintenance at a cost of circa £3,300.00.

A further quoted cost of £275.00 + VAT has been provided to apply a stain treatment to the wood at Eastbury to help preserve it against rot.

Resolved: Cllr Harris proposed, and Cllr Jones seconded that the schedule of general maintenance be undertaken. Unanimously **agreed**.

Cllr Jones proposed, and Cllr Mead seconded that a working group apply a stain treatment. Unanimously **agreed**.

Action: The Clerk's office to arrange for the schedule to be progressed with an appropriate supplier. Cllr Jones and Cllr Mead to undertake the application of the stain treatment when conditions permit.

NB: Approved for presentation to Full Council Item 012-11/24 November 2024 Finance Committee

215-12/24 Mill Lane Tree Removal

To **consider** a proposal by Cllr Harris to remove a sycamore at the bottom right corner of Mill Lane, directly behind, and pushing against the metal play area fence.

Cllr Harris has visited site with an expert to assess tree following a parishioner complaint resulting from a large branch falling into her garden. The tree is not diseased, but removal was recommended as it will likely cause further problems due to its location.

Resolved: Cllr Atkinson seconded the proposal. Unanimously **agreed**.

Action: Cllr Harris and the Clerk's office to proceed with the arrangements for the works.

NB: Approved for presentation to Full Council Item 012-11/24 November 2024 Finance Committee with additional work costs to be provided by Cllr Harris

216-12/24 Deed of Grant - Right of Way over Land adjoining Baydon Road

To **note** the status of the Deed of Grant - Right of Way over Land adjoining Baydon Road in relation to the deadline set at the December 2024 Full Council meeting Item **191-11/24**.

Noted: The Clerk advised that the deadline for payment had been made to the appointed agent and that the matter could proceed accordingly.

Action: The Clerk's office to maintain contact with the agent and proceed accordingly once all terms are met.

217-12/24 Christmas Closedown

To **consider** a proposal that the Clerk's office will be closed over the Christmas break as an ongoing practice.

Resolved: Cllr Noll proposed, and Cllr Mead seconded that the practice be adopted with the reopening of the office being the second of January 2025 for this year. Unanimously **agreed**.

218-12/24 Current LPC Projects

To **agree** the position and responsible parties in relation to the current active LPC projects.

Details are provided in the Councillor's supporting information document: "Current LPC Projects October 2024."

Noted: The Clerk advised that an update had not been prepared due to the workload of the recent Interim Audit, and that an update would be circulated as soon as possible.

Action: The Clerk to send an update to all council members when available.

219-12/24 Objectives for the coming financial year

To outline and confirm the objectives for the coming financial year.

- Budgeted project for the upgrading of the public convenience.
 - To **note** that the working group will progress the matter in order to have sufficient details available for the next funding round.
 - **Noted:** That the working group was progressing the matter accordingly.
- Application for a foundation award.
 - To **note** that this objective remains active but will not likely be achieved within the current financial year.
 - **Noted:** The Clerk advised that the result of the recent Interim Internal Audit had achieved "Substantive Assurance" across all areas. Therefore, an application for the award could be considered if a similar result was achieved in the year-end audit.
- The beautification of Lambourn
 - To **consider** if the project will continue
 - **Noted:**
 - Cllr Mead advised that the initiatives for litter clearing had been a success and, therefore, would continue.
 - Cllr Mead advised that the village gate refurbishments would be undertaken by West Berkshire Council and would no longer form part of this project.
 - Cllr Atkinson was commended for his efforts in encouraging the High Street businesses to refresh the appearance of their premises.
 - **Resolved:**
 - Cllr Mead advised that the cost of providing hanging baskets had proved prohibitive. Therefore, he proposed closing the project budget, but that the no-cost initiatives should continue. Cllr Harris seconded. Unanimously **agreed**.

220-12/24 Monthly Accounts

1. To approve the schedule of payments presented
2. To approve bank reconciliations presented
3. To note the October Income and Expenditure report as the current financial position of Council.
4. October Costs
5. October Income
6. Pending Transactions for Payment Approval

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

Resolved: Cllr Noll proposed, and Cllr Mead seconded the approval of the schedule of payments and the

pending transactions presented. Unanimously **agreed**.

221-12/24 Funding and Grants (Standing Item)

To provide an **update** on funding and grant requests currently being pursued or considered.

Noted: That no current funding or grants were being pursued.

Closed Session Items

Standing Orders Suspended: 20:25

222-12/24 Racing Committee Auditors Report

To **discuss** the confidential addendum to the Internal Auditor's report in relation to the Racing Committee.

Details are provided in the document: Councillor Supporting Information 12-2024.

Noted: The Clerk explained the findings of the Auditor's report and that they had been discussed with the Chair of the Racing Committee. Discussions were proceeding with the involved parties, and the results would be reported once concluded.

223-12/24 Application to become a councillor

To **consider** an application to become a councillor from a parishioner.

Resolved: Cllr Noll proposed, and Cllr McKay seconded that the application be approved. Unanimously **agreed**.

Re: Document supporting information for councillors "Cllr Application 2024-10-02"

(Press and Public to be excluded due to the item relating personal information).

Deferred from November 2024 Full Council Meeting Item 196-11/24

224-12/24 Accountancy Support

To **consider** matters in relation to the ongoing accountancy support arrangements and finance software provision.

Noted: The Clerk advised that the accounts system required corrective action by the software provider to ensure that the AGAR documents can be generated by the RFO.

Resolved: Cllr Noll proposed, and Cllr Mead seconded that the remedial actions required should be undertaken at a cost of £539.10 + VAT. In respect to the ongoing accountancy support, any changes should proceed at the discretion of the Clerk and RFO. Unanimously **agreed**.

225-12/24 Rooksnest Estates Cemetery Land

To provide an **update** regarding the revised offer letter follow-up sent to Rooksnest Estates.

(Press and Public to be excluded due to the item relating to the purchases of assets).

Re: Item 470-04/24 April Full Council Meeting.

Noted: The Clerk advised Rooksnest Estates have been contacted but that the matter could not be discussed at that time.

Cllr Atkinson offered to attempt to contact the Rooksnest Estates to see if the matter can be progressed.

Action: Cllr Atkinson to advise the Clerk's office of the results of any conversations with Rooksnest Estates

Standing Orders Reinstated: 20:45

226-12/24 Future Agenda Items

To **request or consider** items for the next agenda.

Cllr Jones asked that the following items be included in the agenda:

- Planning Training Feedback
- Planning Group Methodology Review
- Planning Enforcement Engagement

Cllr Atkinson

- Consider the relocation of the Community Noticeboard

227-12/24 Close of the meeting

The Chair Declared the Meeting Closed at 20:55

Signed: *S Mead*

Date: 08/01/2025