



# 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 5<sup>th</sup> FEBRUARY 2025  
AT 7.30 PM  
IN THE MEMORIAL HALL**

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

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

**Date:** 5<sup>th</sup> February 2025

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**

**259-02/25 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.*

**260-02/25 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.*

**261-02/25 To receive and sign the minutes of the Full Council meetings held on Wednesday, 8<sup>th</sup> of January 2025**

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

**262-02/25 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.*

**263-02/25 Public Participation**

**264-02/25 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).*

**Windmill Farm Baydon Road Lambourn Hungerford RG17 7BN**

**Ref. No: 24/02758/HOUSE** | Received: Thu 19 Dec 2024 | Validated: Thu 19 Dec 2024 |

**Status:** Pending Consideration

**Setton House Greenways Lambourn Hungerford RG17 7LE**

**Ref. No: 24/02731/HOUSE** | Received: Wed 18 Dec 2024 | Validated: Thu 19 Dec 2024 |

**Status:** Pending Consideration

**Boldstart Farm Lambourn Woodlands Hungerford RG17 7AF**

**Ref. No: 24/02646/FUL** | Received: Wed 04 Dec 2024 | Validated: Thu 12 Dec 2024 |

**Status:** Pending Consideration

**Rhonehurst Stables Upper Lambourn Hungerford RG17 8RG**

**Ref. No: 24/02774/FUL** | Received: Thu 19 Dec 2024 | Validated: Tue 21 Jan 2025 |

**Status:** Pending Consideration

**265-02/25 Planning Decisions – For Information Only**

Planning Decision details are provided in the Councillor's supporting information document: "2025-01-08 Planning Decisions".

**266-02/25 Street Lighting Project Update**

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

*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).*

**267-02/25 Flood Forum Update**

To **note** the former chair's report of the Lambourn Valley Flood Forum meeting on the 13<sup>th</sup> of January 2025. Thames Water stated that:

- The Lining in Upper Lambourn is holding back the current groundwater.
- The Fire Station Cap Leak is not a groundwater issue but was due to "cake buildup" and is being removed on Monday 20<sup>th</sup> January they will be addenting the area to undertake further lining and look for water ingress.
- Howard Woolaston asked if future building works were likely to cause issues. Thames Water asked that if any large planning applications arrive, they be passed on.

**268-02/25 Hall Hire Fees for 2025-26**

To **consider** extending the "buy 6 sessions get one free" booking deal into 2025/26

To **approve** the hall rental fee increase based on inflation as per Hall and Street Meeting Minutes February 2024 Item 42-02/24.

*Details of the amended fees are provided in the Councillor's supporting information document: "02-2025 Hall Hire Fee Revisions 2025-26"*

**269-02/25 Burial Fees for 2025-26**

To **approve** the Parishioner Cemetery Fees, increase based on inflation and Non-parishioners increase in line with Hungerford, as per Hall and Street Meeting Minutes February 2024 Item 032-05/24.

*Details of the amended fees are provided in the Councillor's supporting information document: "02-2025 Cemetery Fee Revisions 2025-26"*

**270-02/25 2025/26 Precept**

To **note** that the precept request has been submitted to West Berkshire Council as agreed in the January 2025 Full Council Meeting Item **241-01/25**

**271-02/25 Old Cricket Field Soakaway**

To **note** the status of the offer by Will Riggall to erect Post and Rail fencing.

*Re: Item 242-01/25 January 2025, Item 149-10/24 October 2024 and Item 182-11/24 November 2024 Full Council Meetings and Item 32-12/24c November 2024 BOSA Meeting.*

**272-02/25 Planning Group Methodology Review**

To consider a **proposal** prepared by Cllr Jones regarding revisions to how Planning Applications are reviewed and to include the involvement of co-opted public members to increase the knowledge base and community representation opportunities.

*Re: Item 245-01/25 January 2025 Full Council Meeting*

**273-02/25 Planning Enforcement Engagement**

To **note** the progress on the Clerk's Office's action to arrange a meeting with the West Berkshire Council planning team in conjunction with District Councillor Woolaston.

**274-02/25 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**.

- 275-02/25 Racing Salting Contributions**  
To **note** the details of the required changes to the Memorandum of Understanding as provided by Cllr Snowden.
- 276-02/25 Grass-cutting and maintenance contract(s) revisions**  
To **note** the councillors' feedback on Cllr Harris' document outlining his proposed changes to the scope and detail of the grass-cutting and maintenance contracts.  
To **approve** any amendment to allow the Clerk's Office to obtain comparative quotes so services may be secured in good order, and to **agree** that the Clerk's Office may apply changes in the final edit provided it does not change the scope or key parameters.  
*Re: Item 33-12/24 December 2024 BOSA Meeting and Item 249-01/25 January 2025 Full Council Meeting*
- 277-02/25 Eastbury Furze Trust playground lease renewal**  
To **agree** to renew the Eastbury Furze Trust playground lease for another twenty years under the offered terms.
- 278-02/25 The Lambourn Centre Joint Advisory Committee**  
To **agree** on two nominated representatives for The Lambourn Centre Joint Advisory Committee.  
  
On the 21<sup>st</sup> of January 2025 the Lambourn Centre wrote:  
*To enable representatives of the various organisations and public bodies associated with The Lambourn Centre to meet to discuss and make recommendations on matters of mutual interest, including the overall operation of the Centre. The purpose is one of consultation, scrutiny, and advice rather than a 'management and decision-making body.'*  
It has been requested that we send confirmation of the name, email, and phone number of two nominated representatives for The Lambourn Centre Joint Advisory Committee with the first meeting to take place in March.
- 279-02/25 Public Engagement**  
To **discuss** what methods might be employed to constructively engage with the community.
- 280-02/25 Annual Assembly**  
To **agree** on a date for the Annual Assembly (The Clerk proposes the 21<sup>st</sup> of May 2025).  
*Re: Local Government Act 1972 states that: "every parish must hold Parish Meeting a year. This meeting must be held between 1st March and 1st June, and proceedings must not begin before 6pm."*
- 282-02/25 Objectives for the coming financial year**  
To consider the **proposal** by Cllr Mead to schedule an informal meeting to discuss Planning for 2026 (Brainstorming session plus the opportunity for all councillors to contribute towards improving LPC's ways of working and activities)
- 281-02/25 Committee Structure Revisions**  
To **consider** the structure of the Committees and Working Groups to ensure they support opportunities to be flexible and responsive while maintaining accountability and transparency.
- 283-02/25 Current LPC Projects**  
To **note** the position and responsible parties in relation to the current active LPC projects.  
*Details are provided in the Councillor's supporting information document: "02-2025 LPC-Projects Tracker"*
- 284-02/25 Monthly Accounts**
1. To approve the schedule of payments presented
  2. To approve bank reconciliations presented
  3. To note the December Income and Expenditure report as the current financial position of Council.
  4. December Costs
  5. December Income
  6. Pending Transactions for Payment Approval
- To **approve** the presented cost for payment as at the date of the meeting
- 285-02/25 Funding and Grants (Standing Item)**  
To provide an **update** on funding and grant requests currently being pursued or considered.
- 286-02/25 Closed Session Items**

**287-02/25 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.

**288-02/25 Future Agenda Items**

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

**289-02/25 Close of the meeting**