



# LAMBOURN PARISH COUNCIL

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

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Clerk: Gary Wyatt-Hawkins

Deputy Clerk: Rachael Burns

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## MINUTES OF A PARISH COUNCIL MEETING

HELD ON WEDNESDAY 8<sup>th</sup> JANUARY 2025

AT 7.30 PM

IN THE MEMORIAL HALL

Meeting called by: Gary Wyatt-Hawkins – Clerk

Signature: *G Wyatt-Hawkins*

Date: 8<sup>th</sup> January 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 1972 s 100.*

**In Attendance:** Cllr Mead, Cllr Jones, Cllr Marshall, Cllr Noll, Cllr McKay, Cllr Harris, Cllr Snowden and Cllr Earl

### Agenda Items

#### 228-01/25 Resignation of the Chair

To **note** the Clerk's report that Cllr Rieunier has formally submitted their resignation as Chair and Parish Councillor effective from 25/12/2024 and that it is, therefore, necessary to undertake the election of a Chair and Vice Chair and that they be **resolved** before any other formal business of council proceed.

*Local Government Act 1972 s.84(1)(a) and (d).*

**Noted:** The Clerk advised the council that Cllr Rieunier had submitted written confirmation of their resignation both as Chair and Parish Councillor. It was also noted that Cllr Atkinson has formally submitted their resignation as Parish Councillor.

The Clerk commended Cllr Rieunier for their exemplary work while Chair of the Council and her outstanding support to the Clerk's office.

#### 229-01/25 Election of Chair and signing of the Declaration of Acceptance of Office

*Local Government Act 1972 ss 15 & 34*

**Resolved:** Cllr Jones proposed, and Cllr Noll seconded the nomination of Cllr Mead to the position of Chair. The proposal was unanimously **agreed**, and Cllr Mead accepted and signed the Declaration of Acceptance of Office.

#### 230-01/25 Election of Vice Chair

*Local Government Act 1972 ss 15 & 34*

**Resolved:** Cllr Jones proposed, and Cllr Harris seconded the nomination of Cllr Noll to the position of Vice-Chair. The proposal was unanimously **agreed**, and Cllr Noll accepted and signed the Declaration of Acceptance of Office.

#### 231-01/25 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.*

**Resolved:** Cllr Middleton, and Cllr Leeming sent apologies.

Council accepted reasons for absence.

#### 232-01/25 Co-Option of Members

Co-Opted counsellor to sign Acceptance of Office and Register of Interest forms. All forms to be signed by the Clerk.

*Section 21 of the Representation of the People Act 1985*

**Resolved:** Cate Earl signed the Declaration of Acceptance of Office in the presence of the Proper Officer and the council.

- 233-01/25 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.*  
**Noted:** Cllr Noll declared an interest in item **249-01/25**
- 234-01/25 To receive and sign the minutes of the Full Council meetings held on Wednesday, 4<sup>th</sup> of December**  
*Local Government Act 1972 Sch 12 para 41(1)*  
**Resolved:** That they were a true record of the meeting's decisions.
- 235-01/25 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.*  
**Noted:** The Chair advised that from item **255-01/25**, the council would be conducted in closed session, and that members of the public would be asked to leave.
- 236-01/25 Public Participation**
- 237-01/25 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).*
- Lime Tree Meadows Lambourn Woodlands Hungerford RG17 7TT**  
**Ref. No: 24/02256/HOUSE** | Received: Thu 24 Oct 2024 | Validated: Mon 02 Dec 2024 |  
**Status:** Pending Consideration  
**Comments and observations:**  
 Lambourn Parish Council – Resolved not to oppose. Unanimously agreed.
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- 238-01/25 Planning Decisions – For Information Only**  
 Planning Decision details are provided in the Councillor’s supporting information document: “2025-01-08 Planning Decisions”.
- 239-01/25 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.  
*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).*  
**Noted:** The Clerk advised that 11 Lamp Locations out of 72 were known to have outstanding work. Of the 11, 2 required removal of previous fittings, 1 required removal of overgrowth, and the remainder were awaiting new connections to be fitted. In all cases, SSE is required to undertake the works. Recent storms have delayed these works.  
**Action:** The Clerk’s office is to check the current status of the outstanding works and seek confirmation of a resolution with Volker Highways.
- 240-01/25 Sandbags**  
 To **approve and adopt** the draft Sandbag Policy as amended by the Clerk’s Office.  
*Action from December 2024 Full Council Meeting Item 209-12/24*  
**Resolved:** Cllr Mead proposed, and Cllr Noll seconded that the Policy be adopted. Unanimously **agreed**  
**Action:** The Clerk’s office to add the policy to the Lambourn Parish Council website’s listed policies.
- 241-01/25 2025/26 Budget and Precept Outline**  
 To **approve** the presented budget and agree on the proposed amounts.  
 1) The RFO will provide background information supporting the budget for 2024-2025 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 proposed budget.  
**Noted:** The RFO advised that with the inclusion of the costs for the 2025/26 projects agreed at the December 2024 Full Council Meeting, there was now a deficit of £1,925.00 on the “Movement to/(from) Gen Reserve”. The

RFO further advised that this deficit could be accommodated with the funds in the General Reserve and that a further increase in the precept above the inflation rate was not essential.

**Resolved:** Cllr Harris proposed, and Cllr Mead seconded that the budget be adopted and that the precept of £182,115.00 (representing an increase of 2.6%) be requested. Unanimously **agreed**.

**Action:** The RFO to submit the precept request to West Berkshire Council.

**242-01/25 Traffic Consultant (20 mph speed limit)**

To **note** the Clerk's report on the position of the discussion with the consultant.

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

*Re: Item 211-12/24 December 2024 Full Council Meeting*

**Noted:** The Clerk advised that the consultant would be instructed to proceed in the new financial year and that, in the meantime, consideration needs to be given to the locations and goals that are desired to form the scope of the consultation.

**Action:** The Clerk to draft an outline of the requirements for consideration by council.

**242-01/25 Old Cricket Field Soakaway**

To consider the **proposal** by Cllr Harris that low fencing only be erected at positions where they do not pose a risk to horse riders.

*Re: Item 149-10/24 October and Item 182-11/24 November 2024 Full Council Meeting and Item 32-12/24c November 2024 BOSA Meeting.*

**Resolved:** Cllr Harris proposed, and Cllr Jones seconded that an offer by Will Riggall to erect Post and Rail fencing (revised from 3' high to 4') be accepted with LPC undertaking the material cost associated. Unanimously **agreed**.

**242-01/25 Deputy Clerk FILCA Course**

To consider the **proposal** by Cllr Noll that the Deputy Clerk be offered the opportunity to undertake the FILCA (Financial Introduction to Local Council Administration) course.

*NB: FILCA is an online sector specific learning tool to support all new Responsible Financial Officers (RFOs) in England and Wales (or officers who have a financial element to their job role).*

*The aim of the course is to provide an introduction to council finance.*

**Resolved:** Cllr Jones proposed, Cllr Mead seconded that any training requirements be considered after staff appraisals are conducted and reviewed by the Staffing Committee. Unanimously **agreed**.

**Action:** The Clerk to perform the Staff Appraisals as soon as possible and schedule a staffing committee meeting accordingly.

**244-01/25 Planning Training Feedback**

To **note** the report by Cllr Jones on the Planning Training undertaken in November 2024

**Noted:** Cllr Jones advised that the Planning Training undertaken in November 2024 had been highly beneficial and recommended that all councillors seek to undertake the training in order to better serve the community and provide valued feedback to West Berkshire Council case officers.

Cllr Jones also advised that the training was virtual and that it could be scheduled for an evening session with multiple participants attending.

**Action:** Cllr Jones will share the presentation slides with the Councillors and Clerks office.

**245-01/25 Planning Group Methodology Review**

Cllr Jones to introduce a **discussion** on the methodology employed by Lambourn Parish Council in relation to Planning Application Consultation requests, and determine if there are improvements which can be implemented.

**Noted:** Cllr Jones advised she is in the process of preparing a proposal to present at the next Full Council Meeting, which will include 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.

**Action:** Cllr Jones to provide the Clerk's office with the proposal in time for inclusion in the February 2025 Full Council Meeting.

**246-01/25 Planning Enforcement Engagement**

To **discuss** the issues identified by the Planning Group in relation to Planning Enforcement and to identify potential actions to overcome them.

**Noted:** Cllr Jones requested that District Councillor Woolaston be asked to arrange a meeting with West Berkshire Council planning team to allow the topic to be discussed.

**Action:** The Clerk's office to contact District Councillor Woolaston.

- 247-01/25 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**.  
**Noted:** The Clerk advised that a figure and term had been proposed by the land agent and that an offer would be sent to the party seeking continued right of way before the next full council meeting.  
**Action:** The Clerks office to send the offer letter
- 248-01/25 Racing Salting Contributions**  
 To **consider** the revision of the administration of the Salting Contribution arrangements and Parish Council contribution amounts.  
*Details are provided in the Councillor's supporting information document: "Racing Salting Contribution Administration Amendments".*  
**Noted:** Cllr Snowden advised that the Lambourn Trainers Association would set up an account to receive and manage the funds going forward and that minor amendments to the Memorandum of Understanding were required to refer to the correct parties. The Clerk advised that Lambourn Trainers Association would be invoiced for the roads that were explicitly salted for them and that details of routes and salting events provided by West Berkshire Highways would be included to support the invoice accordingly.  
**Action:** Cllr Snowden to provide details of the required changes to the Memorandum of Understanding to the Clerk's office.
- 249-01/25 Grass-cutting and maintenance contract(s) revisions**  
 To **consider** the BOSA Committee's proposal to revise the scope and detail of the grass-cutting and maintenance contracts prior to seeking replacement contractors to undertake the works.  
 The proposal premise is to split the current operations into multiple contracts, consider the ramifications of such an approach, and decide upon any subsequent actions to be undertaken to define requirements and timescales.  
*Re: Item 33-12/24 December BOSA Meeting*  
**Noted:** Cllr Harris advised that he had prepared a document outlining his proposed changes to the scope and detail of the grass-cutting and maintenance contracts and that he would value input and feedback from the council. The Clerk reminded council that any changes would need to be agreed at the next Full Council Meeting to allow for obtaining comparative quotes for council to consider and approve so that services are secured in good order.  
**Action:** Cllr Harris to circulate the details of the changes. All councillors to provide feedback.
- 250-01/25 Interim Audit**  
 The Clerk to Report the results of the 2024/25 Interim Audit.  
**Noted:** The Clerk advised that the council Interim Internal Audit Report found "Substantial Assurance" across all areas of the council's administration and finances, meaning:  
*A sound framework of internal control is in place and operating effectively.*  
**Action:** The Clerk to publish the results of the Interim Internal Audit Report on the Lambourn Parish Council website.
- 251-01/25 Current LPC Projects**  
 To **agree** the position and responsible parties in relation to the current active LPC projects.  
**Noted:** The Clerk advised that the Clerk's office was preparing a new projects report to ensure clear visibility of agreed actions and that it would be circulated as soon as it was completed.
- 252-01/25 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 groups will progress the matter in order to have sufficient details available for the next funding round.
  - Application for a foundation award.
    - To **note** that this objective remains active but will not likely be achieved within the current financial year.
  - The beautification of Lambourn
    - To **consider** if the project will continue**Noted:** As above but that the items were related to the current financial year.

**Resolved:** Cllr Mead proposed, and Cllr Harris seconded that “The beautification of Lambourn” project would no longer be a distinct project, but that the matter of the village gates would continue to be pursued by Cllr Mead. Unanimously **agreed**.

**253-01/25 Monthly Accounts**

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

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

**Resolved:** Cllr Mead proposed, and Cllr Harris seconded the approval of the schedule of payments and the pending transactions presented. Unanimously **agreed**.

**254-01/25 Funding and Grants (Standing Item)**

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

**Noted:** The Clerk advised that a funding request had been submitted for the upgrading of the public convenience by the former Chair.

**Closed Session Items**

**255-01/25 Accountancy Support**

To **note** the Clerk’s report in relation to the ongoing accountancy support arrangements and finance software provision.

**Noted:** The RFO advised that the accounting system has undergone amendments to ensure that the AGAR can be generated internally and that the Clerk’s office is now fully responsible for all data entry and management of the system.

**256-01/25 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.*

**Noted:** With the resignation of Cllr Atkinson, Cllr Jones volunteered to speak to Rooksnest Estates and report any repose to the Clerk’s office.

**Action:** Cllr Jones volunteered to speak to Rooksnest Estates.

**257-01/25 Future Agenda Items**

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

**Noted:** Cllr Mead requested that the matter of Public Engagement be discussed at the next Full Council Meeting.

**258-01/25 Close of the meeting**

The Chair **declared** the meeting closed at: 21:06

**Signed:** *S Mead*

**Date:** 05/02/2025