



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 5th FEBRUARY 2025

AT 7.30 PM

IN THE MEMORIAL HALL

Meeting called by: Gary Wyatt-Hawkins – Clerk

Signature: *G Wyatt-Hawkins*

Date: 5th 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.

In Attendance: Cllr Mead, Cllr Jones, Cllr McKay, Cllr Harris, Cllr Snowden and Cllr Leeming

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.

Resolved: Cllr Marshall, Cllr Noll, Cllr Earl and Cllr Middleton sent apologies.

Council accepted reasons for absence.

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.

Resolved: Cllr Mead **declared** he would not participate in the vote for item 277-02/25 as a trustee of the Eastbury Furze Trust.

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

Local Government Act 1972 Sch 12 para 41(1)

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

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.

Noted: No members of the public were present. The Chair advised that item 287-02/25 would be held in closed session at the end of the meeting.

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

Comments and observations:

Lambourn Parish Council – **Resolved** Not to Object. Unanimously **agreed**.

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

Comments and observations:

Lambourn Parish Council – **Resolved** Not to Object. Unanimously **agreed**.

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

Comments and observations:

Lambourn Parish Council – **Resolved** Not to Object. Majority **agreed** with one abstention.

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

Comments and observations:

Lambourn Parish Council – **Resolved** to Object. Majority **agreed** with three abstentions. Chair exercised a casting vote.

Reasons for objection were: No SUDs or muck management solutions being presented in the application.

Area 2 Land at Membury Airfield Lambourn Woodlands Hungerford RG17 7TJ

Ref. No: 25/00097/FUL | Received: Fri 17 Jan 2025 | Validated: Fri 17 Jan 2025 |

Status: Pending Consideration

Comments and observations:

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

Reasons for objection were: Concerns over drainage due to hard standing. The provision of a sink, but not toilet facilities. No management plan for contaminated sink water or potential contamination from damaged vehicles being stored at the location.

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).

Noted: The Clerk reported that Volker Highways has advised that the remaining lights that aren’t working are awaiting SSE to transfer the supply. SSE have not provided dates for this work due to ongoing storm repairs taking priority.

A lamp on Hungerford Hill was visited by SSE In January and is now working.

Additionally, the faulty lamp at the junction of Newbury Street and Mill Lane has a dead DNO service. The Clerk’s Office has requested an update of the reported faults from SSE but has yet to receive a response.

267-02/25 Flood Forum Update

To **note** the former chair’s report of the Lambourn Valley Flood Forum meeting on the 13th 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 20th January they will be attending 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.

Noted: as above and that it was reported the Man Hole opposite the fire station had been leaking during the heavy rains.

- 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”
Resolved: Cllr Mead proposed, and Cllr Jones seconded that the Fees be applied. Unanimously **agreed**.
- 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”
Resolved: Cllr Mead proposed, and Cllr Jones seconded that the Fees be applied. Unanimously **agreed**.
- 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**
Noted: The Clerk reported that the Precept request was submitted on the 13th of January 2025 and was acknowledged by West Berkshire Council as having been received.
- 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.
Noted: Cllr Harris reported that the fence has been erected, and that Jockey Club Estates has invoiced costs of £322.38(ex VAT), requiring council’s approval for payment (approved under item **284-02/25** below).
- 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
Noted: Cllr Jones explained the advantages of informed consultation responses based on the criteria employed by the planning officers. Cllr Jones recommended that the planning working group be extended to invite specialist and involved parties from the community.
Resolved: Cllr Jones proposed, and Cllr Mead seconded that Planning Application Consultation training be investigated for all council members.
Action: The Clerk’s office to investigate what arrangements can be made and what the costs would be. The Clerk’s office to prepare terms of reference for the planning working group for future consideration.
- 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.
Noted: The Clerk reported that an email was sent to District Councillor Woolaston on the 27th of January 2025. A response has been received
Action: The Clerk’s office to co-ordinate with District Councillor Woolaston to arrange a date for all those wishing to attend.
- 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**.
Noted: That no response had been received.
Action: The Clerk’s office to contact the land agent to request an update on progress.
- 275-02/25 Racing Salting Contributions**
 To **note** the details of the required changes to the Memorandum of Understanding as provided by Cllr Snowden.
Noted: The Clerk acknowledged that the bank account details of the Lambourn Trainers Association that will receive the balance of funds have been provided by Cllr Snowden. Additionally, the information requested by Cllr Snowden has now been assembled. That being:

1. The specific roads being salted at the request of the Racing Community
2. The income and expenditure figures for the last 5 years
3. The Balance to be transferred to the Lambourn Trainers Association account
4. The meeting item where the split arrangement was noted
5. West Berkshire Council's policy for salting priority

This information was made available with the exception of item 3 above, which requires a meeting of the Finance Committee to be held as soon as possible to agree on the final balance of funds for transfer to the Lambourn Trainers Association.

Action: The Clerk's office to arrange a meeting of the finance committee as soon as possible.

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

Resolved: Cllr Harris proposed, and Cllr Mead seconded that the contract be amended as needed by the Clerk's office in preparation to seek quotes. Unanimously **agreed**.

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.

Deferred: The Clerk advised that the details of the new lease have not yet arrived. The item will be added to the next Full Council Meeting

278-02/25 The Lambourn Centre Joint Advisory Committee

To **agree** on two nominated representatives for The Lambourn Centre Joint Advisory Committee.

On the 21st 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.

Resolved: Cllr Harris and Cllr McKay volunteered to stand as representatives. Cllr Mead proposed, and Cllr Jones their nomination to stand accordingly. Unanimously **agreed**.

279-02/25 Public Engagement

To **discuss** what methods might be employed to constructively engage with the community.

Action: All councillors to consider and provide proposals for consideration at the next Full Council Meeting.

280-02/25 Annual Assembly

To **agree** on a date for the Annual Assembly (The Clerk proposes the 21st 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."

Noted: Councillors requested alternative dates to ensure as many could attend as possible.

Action: The Clerk's office to circulate alternative dates for agreement at the next Full Council Meeting.

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)

Resolved: Cllr Mead proposed, and Cllr Jones seconded that an informal meeting be scheduled in the Memorial Hall. Unanimously **agreed**.

Action: The Clerks office to co-ordinate with the Cllr Mead to propose and agree a date subject to the availability of the hall.

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.

Noted: Cllr Mead asked that council consider the merger of the Hall and Streets and the BOSA committees into the Facilities and Services Committee and that working groups be established for all projects and council objectives as needed. The changes to take effect after the Annual Meeting of the Council.

Action: All councillors to consider and provide feedback regarding the above to the Chair in preparation for a future formal proposal.

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"

Noted: The Clerk presented the Projects Tracker and advised that it would be circulated whenever significant changes were applied and presented at all Full Council Meetings.

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

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

285-02/25 Funding and Grants (Standing Item)

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

Noted: No updates were available at this time.

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.

Noted: The Clerk advised that Cllr Jones has received confirmation from Rooksnest Estates that they have accepted the offer presented, as per *Item 470-04/24 April Full Council Meeting*. The Clerk's office will proceed to select and instruct a solicitor accordingly.

Action: The Clerk's office to approach local solicitors to establish costs and timescales for presentation to Full Council.

288-02/25 Future Agenda Items

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

Noted: No items were requested.

289-02/25 Close of the meeting

The Chair **declared** the meeting closed at: 21:18

Signed: *S Mead*

Date: 24/02/2025