



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 MARCH 2025
AT 7.30 PM
IN THE MEMORIAL HALL**

Meeting called by: Gary Wyatt-Hawkins – Clerk

Signature: *G Wyatt-Hawkins*

Date: 5th March 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 McKay, Cllr Harris, Cllr Snowden and Cllr Leeming

Agenda Items

299-03/25 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.

300-03/25 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 311-03/25 as a trustee of the Eastbury Furze Trust.

301-03/25 To receive and sign the minutes of the Exceptional Council meetings held on Monday, 24th of February 2025

Local Government Act 1972 Sch 12 para 41(1)

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

302-03/25 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.

303-03/25 Public Participation

Noted: A presentation was made by Noah Blogg, Chair of the Lambourn Youth Council

Noah explained that the Youth Council's goal is to give young people a voice in the village and the means to help the local community.

Lambourn Youth Council has already voted on projects it will undertake. It is not finished yet, however, with its broader plans for what it would like to achieve still emerging, much of which has an environmental focus. One of the Youth Council's biggest concerns is cleaning the river.

They agree water quality needs attention, but they believe that it's also important that they work to remove rubbish from the river as well.

They also intend to set up a movie club where we can have people come and watch a film for a reasonable price. The use of buses is something that they wish to promote. They believe there should be shelters over bus stops so people are more encouraged to take a bus.

The Youth Council's members range in age from eleven to eighteen, and they have a budget of £9,000.00 to undertake their agreed projects.

The Lambourn Youth Council wish to offer their support to the Parish Council in matters relating to the young of the village.

Cllr Jones and Cllr Harris said they would be delighted to work with the Youth Council.

Members of the Public then spoke regarding planning applications that were under consideration.

304-03/25 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).

Out Of District Wiltshire Area Lime Down, Land Near Malmesbury In North Wiltshire

Ref. No: 25/00162/OOD | Received: Mon 27 Jan 2025 | Validated: Mon 27 Jan 2025 |

Status: Pending Consideration

Comments and observations:

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

1 Newbury Road Lambourn Hungerford RG17 8YS

Ref. No: 25/00174/HOUSE | Received: Wed 29 Jan 2025 | Validated: Thu 30 Jan 2025 |

Status: Pending Consideration

Comments and observations:

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

Frenchmans View Upper Lambourn Hungerford RG17 8QW

Ref. No: 25/00083/FULMAJ | Received: Tue 21 Jan 2025 | Validated: Thu 06 Feb 2025 |

Status: Pending Consideration

Comments and observations:

Lambourn Parish Council – **Resolved** to defer as Ward District Cllr Woolaston has already “called in” the application, which will give the applicant time to address the Parish Council's concerns at the lack of a SUDs plan, as this is an issue in Upper Lambourn.

The Parish Council will object to the removal of the hostel accommodation when surveys have clearly indicated that housing for stable staff is required in Lambourn. With the additional 40 boxes, there was no clear plan for the staff accommodation needs. Unanimously **agreed**.

Rosehill Rosehill Stables Wantage Road Lambourn Hungerford RG17 8UF

Ref. No: 25/00235/FUL | Received: Tue 04 Feb 2025 | Validated: Tue 04 Feb 2025 |

Status: Pending Consideration

Comments and observations:

Lambourn Parish Council – **Resolved** To object. Unanimously **agreed**.

4B Lion Mews Newbury Street Lambourn Hungerford RG17 8YY

Ref. No: 25/00215/LBC | Received: Fri 31 Jan 2025 | Validated: Wed 12 Feb 2025 |

Status: Pending Consideration

Comments and observations:

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

6 Baydon Road Lambourn Hungerford RG17 8NU

Ref. No: 25/00298/HOUSE | Received: Wed 12 Feb 2025 | Validated: Mon 17 Feb 2025 |

Status: Pending Consideration

Comments and observations:

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

Block 6 and 8 Lambourn Business Park Lambourn Woodlands Hungerford RG17 7RU

Ref. No: 25/00295/FULMAJ | Received: Wed 12 Feb 2025 | Validated: Mon 17 Feb 2025 |

Status: Pending Consideration

Comments and observations:

Lambourn Parish Council – **Resolved** To object. Unanimously **agreed**.

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- 305-03/25 Planning Decisions – For Information Only**
Planning Decision details are provided in the Councillor’s supporting information document: “2025-03-05 Planning Decisions”.
- 306-03/25 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.
Noted: The Clerk reported that no further update had been received from Volker Highways or SSE
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).
- 307-03/25 Planning Group Methodology Review**
To **note** the Clerk’s report on the progress of investigating the costs and arrangements for the Planning Application Consultation Training.
Noted: The Clerk advised that the Terms of Reference for the Planning Working Group had been completed on the day of the meeting and would be distributed to the Council members for their pending consideration for adoption at the April 2025 Full Council Meeting.
Action: All council members to **consider** the Draft Terms of Reference for the Planning Working Group prepared by the Clerk’s office.
Re: Item 272-02/25 February 2025 Full Council Meeting
- 308-03/25 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 advised that no progress had been made due to time constraints in the Clerk’s Office.
Action: The Clerk’s office to coordinate with District Councillor Woolaston to arrange a date for all those wishing to attend.
- 309-03/25 Racing Salting Contributions**
To **note** that the Finance Committee met on the 24th of February 2024 and agreed the figure of the balance of funds to be transferred to the Lambourn Trainers Association account.
Noted: as above.
- 310-03/25 Grass-cutting and maintenance contract(s) revisions**
To **note** the following:
- That the contracts have been amended so that they are now separated into five separate contracts (formally two).
 - That although the contracts in isolation may not exceed £25,000.00, as one supplier may bid for all, the Clerk’s Office will be obliged under Standing orders 18a to advertise the contracts on the Government Contacts Finder service.
 - That the scope of the works was approved at the February 2025 Exceptional Council Meeting and that the Clerk’s Office will proceed to seek quotes for presentation to Full Council.
 - That the Clerk’s Office advises that the total costs resulting from the revisions may exceed those previously paid due to the increased number of cuts and other fundamental changes.
- Noted:** The Clerk advised that the following items were no longer included within the maintenance contracts and that they would require Council approval to undertake one-off commissions to perform remedial works so that accurate assessments can be undertaken to allow the preparation of separate contracts in the future:
- OCF Dogwood rotation
 - Ivy cutback in all areas
 - Killing of Elders with Herbicide at St James
 - Parsonage lane boundary cut back
 - Annual clearance of leaf pile and compost at St Michael’s
 - Clearance of bunkers at Upper Lambourn Cemetery
 - Strim and clear round Christmas Tree in December
- Action:** The Clerk’s Office to circulate the final version of the contract to all members of the Council for comments prior to seeking quotes.

Re: Item 33-12/24 December 2024 BOSA Meeting and Item 297-02/25 February 2025 Exceptional Council Meeting

- 311-03/25 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: Item 277/02/25 February 2025 Full Council Meeting
Resolved: Cllr Harris proposed, and Cllr Jone seconded that the lease should be renewed. Majority **agreed** with one abstention.
Action: The Clerk to sign the lease agreement in the presence of appropriate witnesses and return it to the Eastbury Furze Trust accordingly.
- 312-03/25 The Lambourn Centre Joint Advisory Committee**
 To **note** that contact details for Cllr McKay and Cllr Harris have been sent to the Principal Sport and Leisure Officer for West Berkshire Council.
Noted: As above
Re: Item 278/02/25 February 2025 Full Council Meeting
- 313-03/25 Public Engagement**
 To **discuss** what methods might be employed to constructively engage with the community.
Noted: Cllr Mead proposed, and Cllr Jones seconded that the following methods would be pursued:
- Engagement with Lambourn Youth Council.
 - Councillors' early arrival at the hall to welcome to engage with the members of the public.
 - The rearrangement of the table layout to make it more inclusive.
- Unanimously **agreed**.
Re Action: Item 279-02/25 February 2025 Full Council Meeting. All councillors to consider and provide proposals for consideration at the next Full Council Meeting.
- 314-03/25 Annual Assembly**
 To **agree** on a date for the Annual Assembly (The Clerk proposes the 21st of May 2025).
 To consider Cllr Mead's proposal that the Annual Assembly be held on the 28th of May at 6:00 PM, and that it be followed by the Informal Meeting at 08:00, and that the June Full Council Meeting be cancelled.
Resolved: Cllr Jones proposed, and Cllr Mead seconded that the date for the annual assembly be set as 21st of May at 6:00 PM, and that it be followed by the Informal Meeting at 08:00, and that the June Full Council Meeting be cancelled. Unanimously **agreed**
Action: The Clerk's office to proceed with posting the notice of the date of the Annual Assembly and all subsequent arrangements accordingly.
Re Action: Items 280-02/25 and 282-02/25 February 2025 Full Council Meeting.
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."
- 315-03/25 WBC Request for Feedback - Overhanging Vegetation**
 To **consider** the request from West Berkshire Council for feedback on their proposal that Lambourn Parish Council administer the sending of letters, in the form approved by the Council, relating to nuisance and obstruction, in particular, overhanging vegetation.
Resolved: Cllr Jones proposed, and Cllr Mead seconded the Council should feedback that the role would introduce an additional administrative burden to the operation of the Clerk's Office and an unhelpful bureaucratic barrier to the process. Unanimously **agreed**
Details are provided in the Councillor's supporting information document: "N&O PROCEDURE WORKFLOW.pdf".
- 316-03/25 Upper Lambourn Cemetery Memorial Request**
 To **consider** if Lambourn Parish Council wishes to permit the inclusion of football badges on headstones in the Upper Lambourn Cemetery.
Resolved: Cllr Mead proposed, and Cllr Harris seconded that the Council should prohibit the inclusion of anything other than the plot number on the rear of all headstones. Unanimously **agreed**.
Details are provided in the Councillor's supporting information document: "Upper Lambourn Cemetery Memorial Request.pdf".
- 317-03/25 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 advised that there had been no significant changes to the position of items on the list.

318-03/25 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. January Costs
5. January 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**.

319-03/25 Funding and Grants (Standing Item)

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

Noted: The Clerk advised that the Members bid supported by District Councillor Woolaston for the refurbishment of the public convenience had been successful and that there was one year in which to undertake the works and claim the grant.

320-03/25 Public Convenience Upgrade – Hardware

To **approve** the purchase of the hardware for the Public Convenience upgrade

Noted: The Clerk advised that the costs are not yet ready to be presented, and the item should, therefore, be **deferred** to the April 2025 meeting.

321-03/25 Closed Session Items

322-03/25 Future Agenda Items

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

Resolved: Cllr Snowden proposed, and Cllr Mead seconded that Councillor non-attendance be included as an item on the April 2025 agenda. Unanimously **agreed**.

323-03/25 Close of the meeting

The Chair **declared** the meeting closed at 20:55

Signed: *S Mead*

Date: 02/04/2025