



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 2nd APRIL 2025
AT 7.30 PM
IN THE MEMORIAL HALL**

Meeting called by: Gary Wyatt-Hawkins – Clerk

Signature: *G Wyatt-Hawkins*

Date: 2nd April 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, Cllr Earl, Cllr Middleton, Cllr Marshall, and Cllr Leeming

Agenda Items

324-04/25 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: All councillors were present.

325-04/25 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: None were given

326-04/25 To receive and sign the minutes of the Parish Council meetings held on Wednesday, 5th of March 2025

Local Government Act 1972 Sch 12 para 41(1)

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

327-04/25 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 items 349-04/25 and 350-04/25 would be held in closed session at the end of the meeting.

328-04/25 Public Participation

Noted: Sue Cocker presented details related to item 340-04/25 below.

329-04/25 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).

Ragnall Cottage Woodlands St Mary Hungerford RG17 7TD

Ref. No: 25/00090/FUL | Received: Fri 17 Jan 2025 | Validated: Tue 25 Feb 2025 |

Status: Pending Consideration

Comments and observations:

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

Brooks Meadow Baydon Road Lambourn Hungerford

Ref. No: 25/00400/FULMAJ | Received: Thu 20 Feb 2025 | Validated: Fri 28 Feb 2025 |

Status: Pending Consideration

Comments and observations:

Lambourn Parish Council – **Resolved** to object. Majority **agreed** with one **abstention**.

Valley Equine Hospital Upper Lambourn Road Lambourn Hungerford RG17 8QG

Ref. No: 25/00370/FUL | Received: Mon 17 Feb 2025 | Validated: Thu 13 Mar 2025 |

Status: Pending Consideration

Comments and observations:

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

330-04/25 Planning Decisions – For Information Only

To **note** the outstanding efforts made by councillors of the planning team in relation to the results of the Western Area Planning Committee Meeting on March 19th 2025.

Planning Decision details are provided in the Councillor's supporting information document: "2025-03-05 Planning Decisions".

Noted: The chair commended Councillors Jones, Harris, and Snowden for their work in engaging with the community and their dedication to representing the views of the parish.

331-04/25 Lambourn Youth Cinema

To **consider** the request from the Lambourn Youth Council to use the memorial hall as the venue for a popular cinema.

The request is:

- To apply for the PVS video presenting license (all costs to be covered by the Youth Council), using the Hall address as the registered venue.
- To enquire what hall hire cost would apply.
- To ask that there be two regular monthly evening events (perhaps the 1st and 3rd Thursday of each month to accommodate different age groups).

Resolved: Cllr Harris proposed, and Cllr McKay seconded that:

- Permission be granted for the application for a PVS licence using the Hall address as the registered venue.
- That the Hall fees be suspended for 6 months, and to allow for the use of the hall subject to availability with precedence being given to the existing users of the hall if a booking has already been scheduled.
- The Clerk **reported** that he had been advised that there would likely be only one event per month, with a probability that it would occur on a Sunday afternoon. Council were happy to accommodate this arrangement.

Unanimously **agreed**.

332-04/25 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 advised that sixty-eight of the seventy-two outstanding lamps have now been completed. One of the remaining four is a removal only. SSE has not provided Volker with a date for attending to allow for the completion of the final three fittings.

333-04/25 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.

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

Details are provided in the Councillor's supporting information document: "Terms of Reference – Planning Working Party (Draft).pdf"

Resolved: Cllr Harris proposed, and Cllr Mead seconded that the Terms of Reference be adopted at the May meeting. Unanimously **agreed**.

334-04/25 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 District Councillor Woolaston was sent an email on the 24th of March requesting a date and time to discuss making arrangements for the meeting. Cllr Woolaston confirmed that due to heavy workloads, it was unlikely that he would be able to arrange a meeting in the foreseeable future.

335-04/25 Timber replacement at Eastbury Furze

To **consider** the replacement of a timber on the Junior Multi-play Unit at Eastbury Furze.

This timber was flagged as Moderate Risk 12 in the January 2025 inspection.

The BOSA Committee has long resolved items arising from inspections when they become moderate risk.

The multiplay unit is the most substantial piece of equipment at Eastbury, and it's not possible to use a metal boot on this occasion as the rot is not at the base.

Three quotes were sought:

- Agri-Estate Services- no response
- Vitaplay – have so far been unable to quote as they have been unable to source the timber
- ARD - £929.50 + VAT

Re: Deferred from March 2025 BOSA Meeting, Item 48-03/25.

Resolved: Cllr Harris proposed, and Cllr Marshall seconded that the work go ahead, and that ARD be appointed to undertake the works. Unanimously **agreed**.

336-04/25 Grass-cutting and maintenance contract(s) revisions

To **note** the contract revisions have been completed and that the invitation to quote will be published imminently by the Clerk's Office.

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

Noted: The Clerk advised that the Invitation to Quote was published on the 1st of April on the Lambourn Parsh Website and the Government Contracts Finder. The cost for advertising the opportunity in the Newbury Weekly News for two weeks is £480.00 plus VAT.

Resolved: Cllr Mead proposed, and Cllr Earl seconded that the advertisement was too expensive and that instead, the opportunity should be posted on Facebook to attempt to attract local businesses. Unanimously **agreed**.

337-04/25 Grass Cut at Old Cricket Field

To **consider** contracting a service provider to perform grass cutting at the Old Cricket Field before the Lambourn Open Day.

Noted: The Clerk advised that the CiC have offered to undertake grass-cutting, free of charge, prior to the Lambourn open day and would provide a schedule according if the offer was accepted.

Resolved: Cllr Mead proposed, and Cllr Harris seconded that the offer be accepted with thanks. Unanimously **agreed**.

338-04/25 Horse Road Signs.

To **receive** a report from Cllr Marshall on the deployment of "slow-down. Horse, signs" that the BHS (British Horse Society) are supplying to display around the village.

Noted: Cllr Marshall reported that twenty signs have been provided, and West Berkshire Highways have granted permission for them to be deployed near yards around the village before the Lambourn Open Day.

The British Horse Society are teaming up with the National Association of Racing. Staff will be on the BHS stand on the field to promote the message of "slowing down" at locations where horses are present.

After the open day, the signs will need to be relocated regularly around the village, as they are considered "posters" and not official "traffic signage," and therefore cannot be located permanently anywhere.

On the 12th of May, Alan Hiscox, the Safety Director of the British Horse Society, will be undertaking a ride to raise awareness of the "Dead Slow" campaign, which will be covered by BBC Breakfast.

339-04/25 Lambourn Joint Advisory Committee

To **receive** an update from Cllr Harris on a recent meeting with the Lambourn Joint Advisory Committee.

Noted: Cllr Harris reported that the Lambourn Joint Advisory Committee are the facilitators that run the Lambourne Centre. They propose to hold one meeting a year and produce one report around the time of the

Parish Annual Assembly, with another report six months after providing details of usage and attendance at the centre.

The meeting is open to the public by appointment. The details of how to request to attend is not known at this time.

Cllr Harris reported that there are concessions on entrance fees available for Carers and Sufferers of Parkinson's disease. Details can be found on the Lambourne Centre's website.

340-04/25 Lambourn Library

To **discuss** potential changes to Library services with West Berkshire Libraries and how to proceed, considering the results of the recent Friends of Lambourn Library survey.

Noted: Sue Cocker reported on behalf of FoLL that a survey indicated additional opening hours at the library were desirable and were working to secure funding to allow them to open from 3:30 pm to 5:30 pm on Thursdays.

Details are provided in the Councillor's supporting information document: "04-2025 Lambourn Library"

Resolved: Cllr Harris proposed, and Cllr Mead seconded that Lambourn Parish Council continue to support FOLL with the same level of donation provided to West Berkshire Libraries. Unanimously **agreed**.

341-04/25 Public Engagement

To **agree** on how to implement item 2 below and to **note** the position of items 1 and 3.

1. Engagement with Lambourn Youth Council.
 - To **note** Cllr Jones and Cllr Harris will act as liaisons to the Youth Council.
2. Councillors' early arrival at the hall to welcome and engage with the members of the public.
 - To **agree** on a time for early public access and which councillors will be available.
3. The rearrangement of the table layout to make it more inclusive.
 - To **consider** if the hall seating arrangement is more conducive to public engagement.

Noted: Item 1 as above. The new seating arrangement was agreed to be better. Councillors **agreed** that they would be available between 7:15 and the start of the Full Council Meetings to speak to the public.

Action: The Clerk's office to include a message inviting the public to speak to the Councillors with the public notice of the meetings.

342-04/25 Dog Waste in Parks

To consider a **proposal** by Cllr Harris to post a public notice from the council advising of the dangers of not cleaning up dog waste in public parks.

Noted: Cllr Harris proposed, and Cllr Mead seconded posting a link to a recent article in the Newbury Weekly News regarding the dangers of dog waste in public spaces on the Parish Council Website. Unanimously **agreed**.

Action: Cllr Harris to provide the Clerk's office with details of the article to enable the news item to be posted.

343-04/25 Market Cross

To **approve** the start of works for the Market Cross Restoration

Details are provided in the Councillor's supporting information document: "04-2025 Market Cross Restoration"

Resolved: Cllr Harris proposed, and Cllr Earl seconded that AF Jones be instructed to commence work as soon as possible. Unanimously **agreed**.

Action: The Clerks office to commission AF Jones to undertake the works.

344-04/25 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: "04-2025 LPC-Projects Tracker"

Noted: That most items have been covered in this meeting with the exception of:

1. **The Open Spaces Sign Refresh status:** Awaiting invoice approval and then delivery to Cllr Harris.
2. **Rooksnest Estates Cemetery Land status:** The Clerks office is to seek quotes from land agents.
3. **Public Convenience Upgrade status:** See item 348-04/25 below

345-04/25 Annual Assembly

To **note** that the date of the Annual Assembly has been set as 21st of May at 6:00 PM and that all contributors have been invited accordingly.

The Chair to **invite** all councillors to attend this and the Informal Meeting following the Annual Assembly at 08:00 PM.

Re: Item 314-03/25 March 2025 Full Council Meeting

Noted: The Chair issued the invitation as above.

346-04/25 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. February Costs
5. February 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**.

347-04/25 Funding and Grants (Standing Item)

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

Noted: The Clerk advised that no new funding was currently being pursued.

348-04/25 Public Convenience Upgrade – Hardware

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

Re: Deferred from March 2025 Full Council Meeting, Item 320-03/25.

Noted: The Clerk advised that the costs are not yet ready to be presented

Resolved: Cllr Harris proposed, and Cllr Mead seconded that the item be deferred until the information is available. Unanimously **agreed**.

Closed Session Items

349-04/25 Deed of Grant - Right of Way over Land adjoining Baydon Road

To **consider** the response from Mr Hallows in relation to the offer from Lambourn Parish Council regarding the term of Deed of Grant renewal.

Re: January 2025 Full Council Meeting, Item 274-02/25.

Details are provided in the Councillor's supporting information document: "04-2025 Right of Way.pdf".

Resolved: Cllr Mead proposed, and Cllr Harris seconded that the current offer not be amended and that this should be communicated with immediate effect. Unanimously **agreed**.

350-04/25 Councillor Attendance

To **discuss** the councillor attendance levels at meetings as requested by Cllr Snowden and Cllr Mead.

Re: March 2025 Full Council Meeting Item 322-03/25.

Noted: Cllr Mead commended the councillors for their contribution, and councillor levels were discussed.

351-04/25 Future Agenda Items

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

Noted: Cllr Snowden requested that the inoperative Horse Crossing Signs and the Old Cricket Field be addressed at the next meeting of the council.

352-04/25 Close of the meeting

The Chair **declared** the meeting closed at: 21:05

Signed: *S Mead*

Date: 07/05/2025