



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 AN ANNUAL PARISH COUNCIL MEETING

HELD ON WEDNESDAY 7th May 2025

AT 7.30 PM

IN THE MEMORIAL HALL

Meeting called by: Gary Wyatt-Hawkins – Clerk

Signature: *G Wyatt-Hawkins*

Date: 7th May 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 – Chair, Cllr McKay, Cllr Harris, Cllr Earl, Cllr Snowden, Cllr Jones and District Cllr Woollaston

Agenda Items

001-05/25 Election of Chair and signing of the Declaration of Acceptance of Office

Local Government Act 1972 ss 15 & 34

Resolved: Nomination received for Cllr Mead to the position of Chair (proposed by Cllr Jones and seconded by Cllr Harris). Unanimously **agreed** and Cllr Mead accepted and signed the Declaration of Acceptance of Office of Chair.

002-05/25 Election of Vice Chair

Local Government Act 1972 ss 15 & 34

Resolved: No councillors declared a wish to stand as Vice Chair. Cllr Mead proposed, and Cllr Harris seconded, that the role remain unfilled. Unanimously **agreed**.

003-05/25 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 Leeming, Cllr Middleton, and Cllr Marshall sent apologies. Council accepted the reasons for absence.

004-05/25 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: Noted that none were given.

005-05/25 To receive and sign the minutes of the Parish Council meetings held on Wednesday, 2nd of April 2025

Local Government Act 1972 Sch 12 para 41(1)

Resolved: That they were a true record of the meetings decisions. Unanimously **agreed**.

006-05/25 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.

007-05/25 Public Participation

008-05/25 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).

Unit 6 Rowdown Farm Buildings Rowdown Upper Lambourn Hungerford

Ref. No: 25/00839/FUL | Received: Tue 15 Apr 2025 | Validated: Tue 15 Apr 2025 |

Status: Pending Consideration

Comments and observations:

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

Inholmes House Inholmes Woodlands St Mary Hungerford RG17 7SY

Ref. No: 25/00772/LBC | Received: Mon 31 Mar 2025 | Validated: Fri 11 Apr 2025 |

Status: Pending Consideration

Comments and observations:

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

Inholmes House Inholmes Woodlands St Mary Hungerford RG17 7SY

Ref. No: 25/00771/HOUSE | Received: Mon 31 Mar 2025 | Validated: Fri 11 Apr 2025 |

Status: Pending Consideration

Comments and observations:

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

009-05/25 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 expressed the council's thanks and commended all councillors involved for their commitment to representing the will of the community.

010-05/25 Committee Restructure

To **consider** a proposal by Cllr Mead to:

Migrate the functions of the Hall and Streets Committee to Full Council to accommodate the reduction in Councillor seats currently occupied.

Migrate the functions of the Staffing and Finance Committees to a new Plenary Committee.

Meetings will not be scheduled in advance and will be called as required.

To formally acknowledge the role of the Planning Working Group by the adoption of the Terms of Reference

Resolved: Cllr Mead explained the reasoning behind the above restructuring of the committees, that being to better utilise councillors' availability and to streamline the decision-making process.

Cllr Harris seconded the proposal. Unanimously **agreed**.

011-05/25 Appointment of Members to Committees and granting of delegated authority to those Committees

The Chair of Each Committee total membership no less than 3, no more than 6. Chairs of the Committees will be confirmed once the Chair of each Committee has been appointed at their first meeting.

Local Government Act 1972 sections 101-106 and schedule 12

1. Finance Committee (disbanded as per the result of item 010-05/25 above)

As per item **010-05/25**, the functions of the Finance Committee will be accommodated within the Plenary Committee.

2. Staffing Committee (disbanded as per the result of item 010-05/25 above)

As per item **010-05/25**, the functions of the Staffing Committee will be accommodated within the Plenary Committee.

3. Burials, Open Spaces and Allotments Committee

Agreed Membership: Cllr Mead, Cllr McKay, Cllr Harris, and Cllr Jones

4. Halls and Streets Committee (disbanded as per the result of item 010-05/25 above)

As per item **010-05/25**, the functions of the Halls and Streets Committee will be accommodated within the Full Council Meetings.

6. Planning Working Group (formed as per the result of item 010-05/25 above)

Agreed Membership: Cllr Jones, Cllr Harris, Cllr Leeming, and Cllr Middleton.

7. Plenary or General Operations Committee (formed as per the result of item 010-05/25 above)

Agreed Membership: All councillors.

012-05/25 Appointments to External Bodies

Cllrs appointed will be council representatives, i.e., they will be expected to represent the council's views at meetings and look after the council's interests.

On other bodies, members will be nominees, i.e., their main responsibility will be to the organisation to which they have been appointed.

The 2024/25 list of associations is as follows:

Flood forum: Cllr Harris

Lambourn Joint Advisory Committee: Cllr Harris, Cllr McKay

Lambourn Library: Cllr Earl

West Berkshire Police: Cllr Mead

Patient Participation Group: Cllr Jones

The Community Conversation Group (Previously known as Health and Wellbeing Ambassadors): Cllr Jones

LNDP: Cllr Jones

Lambourn Church of England School House Trust: No representatives required

The Theo Harris Memorial Trust: No representatives required

Liaison to the Lambourn Youth Council: Cllr Jones, Cllr Harris

Noted: The current list of associations was read, and alterations were made as above

013-05/25 Policies for adoption

Lambourn Parish Council Policies

Code of Conduct

Financial Regulations

Standing Orders

CCTV Policy

Committee Terms of Reference

Proposed revision to allow delegated authority for responding to repairs, public safety risks, or unforeseen incidents. Re: document Committee Terms of Reference

Communication Policy

Data Access Statement

Data Protection and Information Security Policy

Data Retention and Disposal Policy

Defibrillator Policy

Delegation Scheme

Dignity at Work Policy

Donations and Grants Policy

Equal Opportunities Policy

GDPR Privacy Statement

Grants Policy

Granting the Honorary Freedom of the Parish

Health and Safety Policy

Investment Strategy

Playground Management Policy

Procurement Policy

Publication Scheme

Recruitment Policy

Risk Management Policy

Safeguarding Policy

Salt Bin Policy (Grit Bin Policy)

Sandbag Policy

Sustainability Policy

Terms of Reference – Planning Working Party (*New. Re: Item 333-04/25 April 2025 Meeting*)

Training Policy

Staff Handbook

Re: All documents as published at <https://lambourn-pc.gov.uk/our-policies/>

Resolved: Cllr Mead proposed, and Cllr Jones seconded that all of the above be adopted, including the noted additions and revisions accordingly. Unanimously **agreed**.

- 014-05/25 Meeting Dates**
 To **agree** the 2025/26 schedule of Council Meeting dates.
Re: document: *Schedule of Meetings 2025-26*
Resolved: Cllr Harris proposed, and Cllr Jones seconded that the above be adopted. Unanimously **agreed**.
- 015-05/25 Risk Management Schedule**
 To review and **approve** the Risks Report for 2025/26
Re: document *LPC Risks Report 2025-26*
Noted: Cllr Snowden requested that the risks associated with the crossing of Horse Tracks be added to the Risk Management Schedule.
Resolved: Cllr Mead proposed, and Cllr Jones seconded that the above be adopted and that the additional risk proposed by Cllr Snowden be added. Unanimously **agreed**.
Action: The Clerk's office to assess the risks associated with the crossing of Horse Tracks, and they be added to the Risk Management Schedule.
- 016-05/25 West Berkshire Council Precept Payment + Year End Internal Audit**
 To **note** that the Parish Precept 2025/2026 first half payment of £91,057.50 has been received.
 To **note** that the 2024/25 Year End Internal Audit was completed on the 22 of April 2025.
Noted: as above, and that the Internal Audit Report will be presented at the next Full Council Meeting after its arrival. Cllr Mead commended the Clerk's office for the success of the Audit.
- 017-05/25 Acknowledgement of support from Lambourn CiC**
 To formally acknowledge and extend the thanks of the Parish Council to Lambourn Community Interest Company for their generous support in performing grass cutting within the Play Areas and Cemeteries while the Parish Council seeks new contractors.
 In gratitude, the council is pleased to confirm that all hall hire costs for the Lambourn Youth Cinema and Youth Council will be waived for a period of six months.
Noted: The Chair expressed the council's thanks to the CiC and Lambourn SHED members for their assistance.
- 018-05/25 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, that being the remaining bracket fitting will be attended by SSE on the 7th May 2025.
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).
 The Clerk is to request authorisation to procure the repair of the street light on Three Post Lane by Volker Highways at a cost of £342.16.
Noted: The Clerk advised that final works should have been undertaken on the day of the meeting, and that the Clerk's office will confirm with Volker the status and provide a report as soon as possible.
Resolved: Cllr Jones proposed, and Cllr Mead seconded, that the repair of the street light on Three Post Lane be undertaken by Volker Highways. Unanimously **agreed**.
Action: The Clerk's office to arrange the works with Volker Highways accordingly.
- 019-05/25 Planning Group Methodology Review**
 To **note** Cllr Jones has arranged for a Planning Appeals Training Session on the 14th of May at 19:00 – 20:30. All councillors are encouraged to attend.
Noted: Cllr Jones advised council of the purpose of the training.
Action: The Clerk's office to forward a meeting invitation to all councillors, including the details of the remote meeting link.
- 020-05/25 Dog Waste in Parks**
 To **note** that the **resolution** to post a public notice from the council advising of the dangers of not cleaning up dog waste in public parks could not be undertaken, as the original material was accessible only to registered users subscribing to the copyright owner's website (Newbury Weekly News). Therefore, re-publication was not permissible.
Re: 342-04/25 April 2025 Full Council Meeting
Noted: As above.

- 021-05/25 Market Cross**
 To note that Confirmation for the works for the Market Cross Restoration has been sent to the contractor.
 The project will be named “Market Square Refresh” and requires councillor proposals for infrastructure works.
Noted: As above.
Action: All councillors to consider and propose potential infrastructure works to be considered for inclusion in the project.
- 022-05/25 Horse Crossing Sign**
 Cllr Snowden to request that council consider resolving the issue with the inoperative Horse Crossing Sign at the Old Cricket Field.
Noted: The Clerk’s office confirmed they had received no information on the subject.
Action: Cllr Snowden to request Jockey Club Estates to resend any available details, and Cllr Harris will inspect the location and report to the Clerk’s office.
- 023-05/25 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: “05-2025 LPC-Projects Tracker”
Noted: All projects were discussed during the course of the meeting.
- 024-05/25 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 345-04/25 April 2025 Full Council Meeting
Noted: The Chair issued the invitation as above.
Action: Cllr Jones to provide details to the Clerk’s office of an additional attendee to be invited.
- 025-05/25 Year End Accounts Closedown**
 To **consider** the RFO’s request to appoint Railtas to provide consultation services for the Year End close-down of the accounts at a cost of £912.00. The requirement is to deal with the potential inaccuracies generated by the previous Financial Service Provider in submitting the 2023/24 AGAR.
NB: All reported expenditure was accurate and only variances were misexplained.
Resolved: Cllr Earl proposed, and Cllr Mead seconded that Clerk’s request be granted. Unanimously **agreed**.
- 026-05/25 Approval of Virements and EMR Transfers**
 To approve the RFO’s proposed Year End accounts virements and EMR transfers.
Re: document *2025 Year End accounts virements and EMR transfers* (presented at meeting)
Resolved: The Clerk presented the 2025 Year End accounts virements and EMR transfers as per the document. Cllr Jones proposed, and Cllr Mead seconded that the actions be applied according. Unanimously **agreed**.
- 027-05/25 Monthly Accounts**
 To approve the schedule of payments presented
 To approve bank reconciliations presented
 To note the March Income and Expenditure report as the current financial position of Council.
 March Costs
 March Income
 Pending Transactions for Payment Approval
 To **approve** the presented cost for payment as at the date of the meeting.
Re: document *March 2025 Transactions and Cost For Approval 2025-05* (presented at meeting)
Resolved: Cllr Jones proposed, and Cllr Mead seconded the approval of the schedule of payments and the pending transactions presented. Unanimously **agreed**.
- 028-05/25 Speed Control**
 To **consider** a proposal by Cllr Mead to identify potential locations for the installation of Speed Indicator Devices (SIDs).
Noted: Cllr Mead advised that the details of the available SID’s were not yet available.
Deferred: Cllr Mead to share the details with council once details have been obtained.

029-05/25 Public Convenience Upgrade – Hardware

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

Re: Deferred from April 2025 Full Council Meeting, Item 348-04/25.

Deferred: Cllr Harris proposed, and Cllr Mead seconded that the purchase of the hardware be undertaken once the scope of the works is finalised. Unanimously agreed.

030-05/25 Cemetery Land Purchase

To select a supplier to provide conveyancing services for acquiring the cemetery land.

Re: document Quotes for Legal Costs

Resolved: Cllr Harris proposed, and Cllr Mead seconded the appointment of Dickins Hopgood Chidley to undertake the conveyancing of the Cemetery Land. Unanimously **agreed**.

031-05/25 Future Agenda Items

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

Cllr Snowden requested that the matter of councillor protection from harassment resulting from the execution of their duties be considered.

032-05/25 Close of the meeting

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

Signed: *S Mead*

Date: 15/05/2025