



# LAMBOURN PARISH COUNCIL

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

Telephone: 01488 72400

Clerk: Gary Wyatt-Hawkins

Deputy Clerk: Rachael Burns

email: [info@lambourn-pc.gov.uk](mailto:info@lambourn-pc.gov.uk)

**INVITATION TO  
AN EXTRAORDINARY PARISH COUNCIL MEETING  
TO BE HELD ON WEDNESDAY 18<sup>th</sup> June 2025  
AT 6.30 PM  
IN THE MEMORIAL HALL**

**Meeting called by:** Gary Wyatt-Hawkins – Clerk

**Signature:** *G Wyatt-Hawkins*

**Date:** 18<sup>th</sup> June 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.*

**Agenda Items**

**044-06/25 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.*

**045-06/25 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.*

**046-06/25 To receive and sign the minutes of the Extraordinary Council meetings held on Wednesday, 15<sup>th</sup> of May 2025**

*Local Government Act 1972 Sch 12 para 41(1)*

**047-06/25 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.*

**048-06/25 Public Participation**

**049-06/25 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).*

**1 Newbury Road Lambourn Hungerford RG17 8YS**

**Ref. No: 25/01089/HOUSE** | Received: Tue 13 May 2025 | Validated: Tue 13 May 2025 |

**Status:** Pending Consideration

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**Fognam House Upper Lambourn Hungerford RG17 8RB**

**Ref. No: 25/01074/PIP** | Received: Fri 09 May 2025 | Validated: Tue 13 May 2025 |

**Status:** Pending Consideration

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**18 Millfield Lambourn Hungerford RG17 8YQ**

**Ref. No: 25/01200/HOUSE** | Received: Wed 21 May 2025 | Validated: Fri 06 Jun 2025 |

**Status:** Pending Consideration

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**050-06/25 Consider the Annual Internal Audit Report and the 2024/2025 Year-End Accounts**

**Internal Audit report**

To **note** and approve the report from the Internal Auditor and resolve the Audit report.

**Section 1 Approve Annual Governance Statement**

To approve each of the statements in the accompanying document:

*Notes for Councillors Regarding Annual Governance Statement 2025*

**Section 2 Certify the Accounting Statements 2024/2025 – Annual Year-End Accounts**

To **certify** and **approve** the presented Accounts.

**Signing the AGAR**

To **witness** the signing of the AGAR by the Chair & Clerk/Responsible Finance Officer.

**Publish the Audit on the Website**

To **confirm** the publishing of the Audit on the Website and **note** that it is a legal requirement to publish the Accounts on the Parish Council Website

**Approve the dates for the Public to exercise their rights.**

To **note** that the External Auditor has recommended that the dates be advertised as Tuesday, 3<sup>rd</sup> June to Monday, 14<sup>th</sup> July 2025.

However, the latest possible dates that comply with the statutory requirements are Tuesday, 1<sup>st</sup> July and Monday, 11<sup>th</sup> August 2025.

The Clerk **advises** that the Date be set as Monday, 23<sup>rd</sup> June – Wednesday, 23<sup>rd</sup> July 2025.

Council to **nominate** a Councillor to arrange to be available to meet with electors should the Clerk not be available during these dates.

**External Auditor**

To **note** that the default submission deadline for the receipt of the approved AGAR and supporting documentation to the External Auditor is Tuesday, 1<sup>st</sup> July 2024.

Council to be requested to **approve** the use of electronic mail to send the audit documents to PKF Little John.

**051-06/25 Monthly Accounts**

1. To **approve** the schedule of payments presented
2. To **approve** the bank reconciliations presented
3. To **note** the April Income and Expenditure report as the current financial position of Council.

1. April Costs
2. April Income
3. Pending Transactions for Payment Approval

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

**Re:** document *April 2025 Transactions and Cost For Approval 2025-06* (presented at meeting)

**052-06/25 Close of the meeting**