



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 EXTRAORDINARY PARISH COUNCIL MEETING
HELD ON WEDNESDAY 18th June 2025
AT 6.30 PM
IN THE MEMORIAL HALL**

Meeting called by: Gary Wyatt-Hawkins – Clerk

Signature: *G Wyatt-Hawkins*

Date: 18th 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.

In Attendance: Cllr Mead – Chair, Cllr Jones, Cllr Harris, Cllr Marshall, Cllr McKay, Cllr Earl and District Cllr Woolaston

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.

Resolved: Cllr Leeming, Cllr Middleton and Cllr Snowdon sent apologies.

Council accepted the reasons for absence.

046-06/25 To receive and sign the minutes of the Extraordinary Council meetings held on Thursday, 15th of May 2025

Local Government Act 1972 Sch 12 para 41(1)

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

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

Comments and observations:

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

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

Comments and observations:

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

Noted: Application **25/01074/PIP** had already been decided by West Berkshire planning the council resolution was recorded to reflect the pre-vote observations made directly to the relevant planning officer.

18 Millfield Lambourn Hungerford RG17 8YQ

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

Status: Pending Consideration

Comments and observations:

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

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

Resolved: The Clerk explained the ratings and comments presented in the report. Cllr Jones proposed, and Cllr Mead seconded the **approval** of the results. Unanimously **agreed**.

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

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

Resolved: Cllr Jones proposed, and Cllr Mead seconded the **approval** of all items of Annual Governance Statement. Unanimously **agreed**.

Signing the AGAR

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

Resolved: Council **witnessed** 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 to **note** that it is a legal requirement to publish the Accounts on the Parish Council Website

Resolved: The Clerk confirmed that the Audit would be published on the 19th of June 2025.

Action: The Clerk.

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, 3rd June to Monday, 14th July 2025.

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

The Clerk **advises** that the Date be set as Monday, 23rd June – Wednesday, 23rd 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.

Resolved: Cllr Mead proposed, and Cllr Jones seconded that the dates of Monday, 23rd June – Wednesday, 23rd July 2025 be adopted. Unanimously **agreed**.

Resolved: Council nominated Cllr Mead to be available to meet with electors should the Clerk not be available during these dates. Unanimously **agreed**.

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, 1st July 2024.

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

Resolved: Council **approved** the use of electronic mail to send the Audit papers to PKF Little John. Unanimously **agreed**.

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.
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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)

Resolved: Cllr Mead proposed, and Cllr Jones seconded the approval of the schedule of payments presented

Noted: The Clerk advised that due to the delayed closure of the 2024/25 accounts, the accounts are currently running two months behind schedule, and all efforts will be made to catch up before the next full council meeting.

Deferred: Cllr Mead proposed, and Cllr Harris seconded that the following items be presented at the next Full Council Meeting. Unanimously **agreed**.

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

052-06/25 Close of the meeting

The Chair **declared** the meeting closed at: 19:00

Signed: *S Mead*

Date: 06/08/2025