



# LAMBOURN PARISH COUNCIL

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

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Clerk: Gary Wyatt-Hawkins

Deputy Clerk: Rachael Burns

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**NOTE OF AN INQUORATE  
PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 2<sup>nd</sup> July 2025  
AT 7.30 PM  
IN THE MEMORIAL HALL**

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

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

**Date:** 2<sup>nd</sup> July 2025

**In Attendance:** Cllr Jones – Chair, Cllr Harris, Cllr Earl, Mr Freeston and District Cllr Woollaston

**Agenda Items**

**053-07/25 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 Mead, Cllr Leeming, Cllr McKay, Cllr Snowdon, Cllr Marshall, and Cllr Middleton sent apologies. Council **accepted** the reasons for absence.

**054-07/25 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** that none were given.

**055-07/25 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.*

**056-07/25 Application to become a councillor**

To **consider** an application to become a councillor from a parishioner.

*Re: Document supporting information for councillors "Cllr Application 2025-07-02"*

*(Press and Public to be excluded due to the item relating to personal information).*

**Noted:** Cllr Harris recommended, and Cllr Earl agreed that the application be accepted.

**057-07/25 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).*

**Windmill Farm Baydon Road Lambourn Hungerford RG17 7BN**

**Ref. No: 25/01158/FUL** | Received: Fri 23 May 2025 | Validated: Wed 11 Jun 2025 |

**Status:** Pending Consideration

**Comments and observations:**

Lambourn Parish Council Planning Working Group – **Advised** not to object.

**Saxon House Stables Upper Lambourn Hungerford RG17 8QH**

**Ref. No: 25/01380/FUL** | Received: Fri 13 Jun 2025 | Validated: Mon 23 Jun 2025 |

**Status:** Pending Consideration

**Comments and observations:**

Lambourn Parish Council Planning Working Group – **Advised** to object.

**Saxon House Stables Upper Lambourn Hungerford RG17 8QH**

**Ref. No: 25/01381/LBC** | Received: Fri 13 Jun 2025 | Validated: Mon 23 Jun 2025 |

**Status:** Pending Consideration

## Comments and observations:

Lambourn Parish Council Planning Working Group – **Advised** to object.

### 058-07/25 Planning Decisions – For Information Only

Planning Decision details are provided in the Councillor's supporting information document: "2025-07-03 Planning Decisions".

### 059-07/25 Speed Control

To **consider** a proposal by Cllr Mead to agree to the installation of Speed Indicator Devices (SIDs) at identified locations.

The Clerk to present a proposal prepared by Cllr Mead for the consideration of the council.

**Re:** Details are provided in the Councillor's supporting information document: "2025 Speed Indicator Device Purchase and Locations"

**Deferred:** item 028-05/25 May 2025 Full Council Meeting.

**Noted:** The Clerk **advised** that the proposal was for the purchase of three SIDs and that the proposed locations were in Eastbury, Lambourn and Lambourn Woodlands.

**Noted:** Cllr Harris recommended, and Cllr Jones agreed that the proposal be adopted.

### 060-07/25 Public Convenience Upgrade

Cllr Harris to advise on the current status and next actions to define the scope of works required to progress with the Public Convenience Upgrade Project.

**Deferred:** item 029-05/25 May 2025 Full Council Meeting.

**Noted:** Cllr Harris advised that he will be working with the Clerk's Office to prepare the preliminary details gathered in order to present a proposal outlining the scope and anticipated costs to Full Council for approval. District Cllr Wollaston reminded council that all works would need to be completed before the expiration of the deadline for claiming the funds from the Members Bid, secured to undertake the work in this financial year

**Action:** Cllr Harris and the Clerk's Office to prepare the proposal to present to council as soon as possible.

### 061-07/25 Market Square Refresh

To **consider** proposals resulting from the May 2025 Full Council Meeting Item 021-05/25 **action:** "All councillors to consider and propose potential infrastructure works to be considered for inclusion in the project."

**Deferred:** Due to low councillor attendance making the meeting inquorate, the item was deferred to the next Full Council Meeting.

### 062-07/25 Horse Crossing Sign

To receive an **update** from the Clerk's office regarding the May 2020 Full Council Meeting Item 021-05/25 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. "

**Noted:** Cllr Snowden was not in attendance. Cllr Harris advised that the matter had been resolved by the Jockey Club Estates. Council expressed their thanks accordingly.

### 063-07/25 Eastbury Furze Signage

To **consider** the costs for the request for changes to the wording of the signage at the Eastbury Furze Play Area

**Re:** Details are provided in the Councillor's supporting information document: "2025 Eastbury Furze Play Area Signage Wording"

**Noted:** Cllr Harris recommended, and Cllr Jones agreed that the replacement signs be purchased.

### 064-07/25 Amendment to Grass Cutting Contract

To consider the BOSA Committee request to allow a change of contract at St James' Church to make each visit cut and collect at a cost of £80.00 per visit (24 visits annually = £1,920.00).

**Re:** June BOSA Committee Meeting Item 11-06/25

**Noted:** Cllr Harris recommended, and Cllr Earl agreed that the changes and additional costs be adopted.

### 065-07/25 Councillor protection from harassment

The Clerk to report on the findings of the Clerk's Office regarding the measures and processes available to support councillors who have been subject to harassment.

**Noted:** The Clerk advised that he has requested guidance from West Berkshire Council's Monitoring Offices on the complaints processes and available protection/support to councillors. To date, no response has been received. The Clerk advised that a new policy (Unreasonably Persistent-Vexatious Complaints Policy) be drafted for consideration for adoption at the next Full Council Meeting.

**Action:** The Clerk's Office to present the new policy for approval and adoption at the next Full Council Meeting.

#### 066-07/25 Current Projects Update

The Clerk to provide an update on the following council projects:

1. New Street Lighting
  - a. **Noted:** The Clerk advised that all works were now completed and a new Unmetered Supply (UMS) Certificate would be sought as soon as possible. West Berkshire Council may then be approached to determine if they wish to undertake management of the street lights going forward.
  - b. **Action:** The Clerk's Office to proceed to obtain a revised UMS.
2. Cemetery Land Purchase
  - a. **Noted:** The Clerk advised a conveyancing solicitor has accepted to undertake the required work and that two councillors would be required to act as signatories for the legal documentation. Additionally, a planning application will need to be submitted for the change of use of the land. Cllr Mead, as Chair, is required and Cllr Harris volunteered to be a second.
  - b. **Action:** The Clerk's office to investigate and proceed with the required actions.

#### 067-07/25 Internal Auditor Appointment

To consider the results of the Clerk's office sourcing of comparative quotes for the appointment of an Internal Auditor for a three-year agreement.

**Re:** Details are provided in the Councillor's supporting information document: "2025 Internal Auditor Quotes"

**Noted:** The Clerk advised that only one response had been received.

**Noted:** Cllr Jones recommended, and Cllr Earl agreed that WGW Online be appointed to undertake the internal audits for the next three years.

#### 068-07/25 Suspension of Council Meetings for Summer Recess

To **consider** whether the Council is having a summer recess and, if so, whether it should be contingent on no planning applications requiring consideration, whereupon they would be undertaken in a "Planning Applications only" meeting.

**Noted:** The Clerk advised that one planning application has already been received that would require an extension to be heard at an August meeting.

As this meeting was inquorate, an August meeting would be required to ratify any items requiring decisions from this meeting.

**Noted:** Cllr Jones recommended, and Cllr Harris agreed, not to undertake a summer recess.

#### 069-07/25 Monthly Accounts

1. **To approve** the schedule of payments presented
  2. **To approve** the bank reconciliations presented
  3. **To note** the May Income and Expenditure report as the current financial position of Council.
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1. May Costs
  2. May Income
  3. Pending Transactions for Payment Approval

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

**Re:** document *May 2025 Transactions and Cost For Approval 2025-07* (presented at meeting)

**Noted:** Item **051-06/25** of the Extraordinary Parish Council meeting held on Wednesday 18th June 2025 deferred the following:

2. *To approve the bank reconciliations presented*

3. *To note the April Income and Expenditure report as the current financial position of Council.*

The Clerk advised that the presentation of the May Income and Expenditure report and corresponding bank reconciliations now supersede the April documents, but that they should still be checked and approved retrospectively.

**Noted:** The approval of the bank reconciliations and cost for payment presented are to be **deferred** to the August meeting.

#### 070-07/25 Close of the meeting

The Chair **declared** the meeting closed at: 20:57