



# 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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**INVITATION TO  
A PARISH COUNCIL MEETING  
TO BE HELD ON WEDNESDAY 6<sup>th</sup> AUGUST 2025  
AT 7.30 PM  
IN THE MEMORIAL HALL**

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

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

**Date:** 6<sup>th</sup> August 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

**071-08/25 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.*

**072-08/25 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.*

**073-08/25 To receive and sign the minutes of the Extraordinary Council meetings held on Wednesday, 18<sup>th</sup> of June 2025**

To **Note** that the Full Parish Council Meeting held on 02/07/2025 was inquorate and, as such, no formal decisions were taken. Any items requiring resolution at that meeting will be brought forward for decision at this meeting.

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

**074-08/25 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.*

**075-08/25 Request a Community Governance Review (CGR)**

To **consider** if Lambourn Parish Council should request a "Community Governance Review (CGR)" to be undertaken by West Berkshire Council to reduce the number of councillor seats (currently 15) and, if so, what reduction would be requested.

*Local Government and Public Involvement in Health Act 2007.*

**076-08/25 Application to become a councillor**

To **reconsider/ratify** the 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).*

**077-08/25 Public Participation**

**078-08/25 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:** Planning Working Group advised councillors **not to object** (June 2025 Inquorate Council Meeting).

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

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

**Status:** Planning Working Group advised councillors **to object** (June 2025 Inquorate Council Meeting).

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

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

**Status:** Planning Working Group advised councillors **to object** (June 2025 Inquorate Council Meeting).

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**10 Gwyns Piece Lambourn Hungerford RG17 8YZ**

**Ref. No: 25/01441/HOUSE** | Received: Mon 23 Jun 2025 | Validated: Mon 23 Jun 2025 |

**Status:** Pending Consideration

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**2 Battens Farm Cottage Ermin Street Lambourn Woodlands Hungerford RG17 7TN**

**Ref. No: 25/01611/HOUSE** | Received: Tue 15 Jul 2025 | Validated: Fri 18 Jul 2025 |

**Status:** Pending Consideration

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**Whitehouse Farmhouse Upper Lambourn Hungerford RG17 8QP**

**Ref. No: 25/01672/HOUSE** | Received: Thu 24 Jul 2025 | Validated: Fri 25 Jul 2025 |

**Status:** Pending Consideration

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**4A High Street Lambourn Hungerford RG17 8XN**

**Ref. No: 25/01616/LBC** | Received: Tue 15 Jul 2025 | Validated: Wed 23 Jul 2025 |

**Status:** Pending Consideration

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**079-08/25 Planning Appeal in relation to 23/02142/MINMAJ**

To **Note** that the Inspector appointed by the Secretary of State will hold a Hearing, opening at 10:00 on 2<sup>nd</sup> of October 2025 to decide the appeal.

Any councillors that will be attending need to advise the Clerk's Office to ensure that their details (Name, email address and status, i.e. interested party, local resident, etc.) are registered with the Council's Appeals Team prior to the opening day.

**080-08/25 Planning Decisions – For Information Only**

Planning Decision details are provided in the Councillor's supporting information document: "2025-08-06 Planning Decisions".

**081-08/25 Speed Control**

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

To **consider** the proposal prepared by Cllr Mead.

**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.

**NB:** Cllr Harris recommended, and Cllr Jones agreed that the proposal be adopted (June 2025 Inquorate Council Meeting).

**082-08/25 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.

**083-08/25 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:** item 061-07/25 June 2025 Inquorate Council Meeting.

- 084-08/25 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"  
**NB:** Cllr Harris recommended, and Cllr Jones agreed that the proposal be adopted (June 2025 Inquorate Council Meeting).
- 085-08/25 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  
**NB:** Cllr Harris recommended, and Cllr Earl agreed that the proposal be adopted (June 2025 Inquorate Council Meeting).
- 086-08/25 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.  
 The Clerk's Office to present the new policy for **approval and adoption**.  
**Re:** Details are provided in the Councillor's supporting information document: "Unreasonably Persistent-Vexatious Complaints Policy (Draft)"
- 087-08/25 Winter Service Plan 2025/26 – Consultation**  
 To **consider** the information provided by the Assistant Clerk from West Berkshire Council and note any comments/amendments resolved as a result.  
**Re:** Details are provided in the Councillor's supporting information document: "Winter Service Plan 2024-25 (PUBLIC) DRAFT"
- 088-08/25 Changes in Waste Collection Legislation**  
 To **consider** early adoption of Simpler Recycling Practices ahead of the 31<sup>st</sup> of March 2027 deadline.  
**Re:** Details are provided in the Councillor's supporting information document: "2025-08-06 Simpler Recycling Proposal"
- 089-08/25 Current Projects Update**  
 The Clerk to provide an update on the following council projects:
1. Cemetery Land Purchase
  2. Market Square Cross
  3. Traffic Survey
- 090-08/25 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 advises that only one response has been received.  
 Cllr Jones recommended, and Cllr Earl agreed that WGW Online be appointed to undertake the internal audits for the next three years (June 2025 Inquorate Council Meeting).
- 091-08/25 Monthly Accounts**
1. **To approve** the schedule of payments presented
  2. **To approve** the bank reconciliations presented
  3. **To note** the June Income and Expenditure report as the current financial position of Council.
1. May and June Costs
  2. May and June Income
  3. Pending Transactions for Payment Approval
- To **approve** the presented cost for payment as at the date of the meeting.  
**Re:** document *May and June 2025 Transactions and Cost For Approval 2025-07/08* (presented at meeting)
- 092-08/25 Close of the meeting**