



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
A PARISH COUNCIL MEETING
HELD ON WEDNESDAY 6th AUGUST 2025
AT 7.30 PM
IN THE MEMORIAL HALL**

Meeting called by: Gary Wyatt-Hawkins – Clerk

Signature: *G Wyatt-Hawkins*

Date: 6th 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 1972 s 100.

In Attendance: Cllr Mead – Chair, Cllr McKay, Cllr Harris, Cllr Earl, Cllr Snowden, Cllr Jones, Cllr Leeming (virtual. No voting rights), Cllr Middleton, Cllr Marshall, Cllr Freeston and District Cllr Woollaston.

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.

Resolved: Cllr Leeming sent apologies for not being able to attend in person. Council accepted the reasons for absence.

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.

Noted: Cllr Snowden declared an interest in item 078-08/25 (25/01380/FUL and 25/01381/FUL).

073-08/25 To receive and sign the minutes of the Extraordinary Council meetings held on Wednesday, 18th 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)

Resolved: That they were a true record of the meeting's decisions. Unanimously agreed.

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.

Resolved: Cllr Jones proposed, and Cllr Earl seconded that a review be undertaken to seek to reduce the number of council seats to eleven. Unanimously **agreed**.

Action: The Clerk's office to contact West Berkshire District Council to establish the process for requesting the Community Governance Review.

- 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).
Resolved: Cllr Mead proposed, and Cllr Earl seconded that the application be accepted. Unanimously **agreed**.
- 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 Inqorate Council Meeting).
Comments and observations:
Lambourn Parish Council – **Resolved** not to object. Unanimously **agreed**.
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- Noted:** Cllr Earl **left** the meeting at 19:55
- 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 – **Resolved** to conditionally not object. Majority **agreed** with two abstentions.
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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: Pending Consideration
Comments and observations:
Lambourn Parish Council – **Resolved** to conditionally not object. Majority **agreed** with two abstentions
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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
Comments and observations:
Lambourn Parish Council – **Resolved** not to object. Unanimously **agreed**.
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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
Comments and observations:
Lambourn Parish Council – **Resolved** not to object. Unanimously **agreed**.
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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
Comments and observations:
Lambourn Parish Council – **Resolved** not to object. Unanimously **agreed**.
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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
Comments and observations:
Lambourn Parish Council – **Resolved** not to object. Unanimously **agreed**.
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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 2nd 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.
Noted: As above, and Cllr Mead commended key councillors for their efforts in supporting the views of the parish in the matter.
- 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).
Resolved: Cllr Mead proposed, and Cllr Freeston seconded that two SIDs be purchased. Unanimously **agreed**.
Action: The Clerk's office and Cllr Mead to prepare the required submissions for the required permission to locate the SID's, before placing an order for the equipment.
- 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.
Noted: Cllr Harris advised that the works will likely be undertaken in two phases, consisting of waste piping issue resolution in advance of any hardware and cosmetic works.
Action: The Clerk's office and Cllr Harris to prepare a scope of works and seek quotes to present to council.
- 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.
Noted: Council discussed a number of options and agreed to send suggestions to the Clerk.
Action: The Clerk's office to provide costs for the provision and installation of a bike rack.
- 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).
Resolved: Cllr Harris proposed, and Cllr Mead seconded that the wording be changed and that the costs were acceptable. Unanimously **agreed**.
- 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).
Resolved: Cllr Harris proposed, and Cllr Jones seconded that the proposed change of contract be undertaken. Unanimously **agreed**.
Action: The Clerk's office to amend the contract and obtain signed copies accordingly.

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)"

Resolved: Cllr Jones proposed, and Cllr Snowden seconded that the policy be adopted. Unanimously **agreed**.

Action: The Clerk's office to publish the policy on the parish council's website.

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".

Noted: Council commented that the document did not highlight any key changes to the plan compared to previous versions. No further comments were requested to be submitted.

Cllr Snowden requested that information on completed works be made available immediately after an event.

Action: The Clerk's office to investigate how and if this information can be obtained

088-08/25 Changes in Waste Collection Legislation

To **consider** early adoption of Simpler Recycling Practices ahead of the 31st of March 2027 deadline.

Re: Details are provided in the Councillor's supporting information document: "2025-08-06 Simpler Recycling Proposal"

Resolved: Cllr Jones proposed, and Cllr Mead seconded that the Market Toby be approached to see if stall holders would be able to accommodate the increase in costs/effort or if they would prefer to manage their own waste disposal.

Action: The Clerk's office to liaise with the Market Toby

089-08/25 Current Projects Update

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

1. Cemetery Land Purchase
 - a. The Clerk advised that the solicitors require signed instructions from the council, and advice would be sought on how and when to seek a change of use of the land.
 - b. **Action:** The Clerk's office to seek advice and progress accordingly.
2. Market Square Cross
 - a. The Clerk advised that work commenced last week and that the contractors would return to continue on the 11th of August 2025.
3. Traffic Survey
 - a. The Clerk requested clarification that the previous resolution still stood in light of the plans to purchase SID's. Council confirmed that they still wished to continue as previously resolved.
 - b. **Action:** The Clerk's office to instruct the selected consultant accordingly.

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).

Resolved: Cllr Mead proposed, and Cllr Jones seconded that WGW Online be appointed to undertake the internal audits for the next three years. Unanimously **agreed**.

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)

Resolved: Cllr Mead proposed, and Cllr Jones seconded the approval of the schedule of payments presented.
Unanimously **agreed**.

092-08/25 Close of the meeting

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

Signed: *S Mead*

Date: 03/09/2025