



# 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)

**MINUTES OF  
A PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 3<sup>rd</sup> of SEPTEMBER 2025  
AT 7.30 PM  
IN THE MEMORIAL HALL**

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

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

**Date:** 3<sup>rd</sup> September 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.*

**In Attendance:** Cllr Mead – Chair, Cllr McKay, Cllr Harris, Cllr Earl, Cllr Jones, Cllr Leeming, Cllr Marshall, Cllr Middleton, Cllr Freeston and District Cllr Woollaston.

## **Agenda Items**

**093-09/25 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 Snowden sent apologies. Council accepted the reasons for absence.

**094-09/25 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.

**095-09/25 To receive and sign the minutes of the Full Council Meeting held on Wednesday, 6<sup>th</sup> of August 2025**

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

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

**096-09/25 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.*

**097-09/25 Public Participation**

**098-09/25 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).*

**Land South Of Middle Pond and West Of Ermin Street Lambourn Woodlands Hungerford**

**Ref. No: 25/01680/CLASSR** | Received: Tue 22 Jul 2025 | Validated: Tue 22 Jul 2025 |

**Status:** Pending Consideration

**Comments and observations:**

Lambourn Parish Council – **Resolved** to object. Unanimously agreed.

- 099-09/25 Planning Decisions – For Information Only**  
Planning Decision details are provided in the Councillor’s supporting information document: “2025-09-03 Planning Decisions”.
- 100-09/25 Request a Community Governance Review (CGR)**  
To **receive** an update from the Clerk’s Office on the submission of the request for a Community Governance Review to West Berkshire Council.  
**Noted:** The Clerk confirmed that the letter to West Berkshire Council has been prepared and will be sent, subject to the approval of the council. No amendments were requested.  
**Resolved:** Cllr Jones proposed, and Cllr Mead, that the letter be sent to West Berkshire Council. Unanimously **agreed**.  
**Action:** The Clerk’s Office to send the letter to West Berkshire Council  
**Re:** Item 075-08/25 August 2025 Full Council Meeting  
*Local Government and Public Involvement in Health Act 2007.*  
**Re:** Details are provided in the Councillor’s supporting information document: “2025-09-03 Request for a Community Governance Review”
- 101-09/25 Recent Traffic Accidents on Ermin Street**  
To **discuss** the recent accidents on Ermin Street and the impact on the community.  
**Resolved:** Cllr Jones proposed, and Cllr Mead seconded, that a letter be sent to West Berkshire Council referencing the conversation with Lee Dillon last year and expressing the views and concerns of the parish. Unanimously **agreed**.  
**Action:** Cllr Jones to draft a letter and circulate to all councillors for their feedback.
- 102-09/25 Speed Control**  
To **receive** an update from Cllr Mead and the Clerk’s Office regarding the required applications to West Berkshire Council to site two Speed Indicator Devices (SIDs) at the identified locations.  
**Noted:** Cllr Mead confirmed that eighty per cent of the locations had been agreed in principle and that confirmation on two more locations awaits permission to use existing poles. Once confirmed, the Clerk’s Office will proceed to procure the devices with a goal of deployment by the end of October 2025.  
**Re:** item 081-08/25 August 2025 Full Council Meeting.
- 103-09/25 Public Convenience Upgrade**  
To **receive** an update from Cllr Harris and the Clerk’s Office regarding the Public Convenience Upgrade Project Invitation to Quote document.  
**Noted:** The Clerk advised that the Invitation to Quote document has been prepared and will be posted as a news item on the Parish Council Website and sent to known suppliers. Councillors requested no amendments to the document.  
**Action:** The Clerk’s Office to proceed to post the invitation and contact potential suppliers.  
**Re:** item 082-08/25 August 2025 Full Council Meeting.  
**Re:** Details are provided in the Councillor’s supporting information document: “2025-09-03 Public Convenience Renovation Invitation to Quote”
- 104-09/25 Market Square Refresh**  
The Clerk to report on **suggestions received as per the action for councillors agreed at the August 2025 Full Council Meeting**  
**Noted:** The Clerk advised that options for bike racks had been provided to the council for their consideration and feedback.  
**Resolved:** Cllr Harris proposed, and Cllr Jones seconded, that a “Sheffield Stand” be procured and that it be installed in a location close to the entrance to Three Post Lane. Unanimously **agreed**.  
**Action:** Cllr Harris and the Clerk’s Office to confirm the location and all associated costs for presentation to council at the October 2025 Full Council Meeting.  
**Re:** item 021-05/25 May 2025 Full Council Meeting **action:** “All councillors to consider and propose potential infrastructure works to be considered for inclusion in the project.”  
**Re:** item 082-08/25 August 2025 Full Council Meeting **action:** “Council discussed a number of options and agreed to send suggestions to the Clerk”.

*Re: Details are provided in the Councillor's supporting information document: "2025-09-03 Market Square Cycle Repair Station and Examples of cycle parking installed in West Berks (May 2025)"*

**105-09/25 Councillor protection from harassment**

To **note** that the Clerk's Office has published the "Unreasonably Persistent Vexatious Complaints Policy" as of 27/08/2025

**Noted:** As above.

*Re: item 086-08/25 August 2025 Full Council Meeting.*

**106-09/25 Lambourn Library additional opening hours Quarterly update**

To **note** the receipt of thanks and a Quarterly update from the Libraries Manager, Community Services at West Berkshire Council.

**Noted:** As above.

*Re: Details are provided in the Councillor's supporting information document: "2025-09-03 Lambourn Library"*

**107-09/25 Lambourn Valley Flood Forum**

To **receive** an update from Cllr Harris regarding the Lambourn Valley Flood Forum.

**Noted:** Cllr Harris presented a report on the drains and ditches status, a request to Thames Water for a current contact following their recent reorganisation, and the potential involvement of Project Groundwater in the area. Full details will be published in a separate report.

**108-09/25 Presentation of the LNDP Submission Document**

To **approve** the LNDP Submission Document following its presentation by Sue Cocker.

**Resolved:** Cllr Mead proposed, and Cllr Jones seconded that the LNDP Submission Document be approved: Unanimously **agreed**.

**Noted:** The council thanked the LNDP Working Group for their outstanding efforts over the past seven years, with particular thanks to Sue Cocker, who has acted as Chair for the duration of the endeavour.

*Re: Details are provided in the Councillor's supporting information document: "2025-08-06 Lambourn NDP Submission August 25 final"*

**109-09/25 Current Projects and Actions Update**

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

1. Cemetery Land Purchase
  - a **Re:** item 089-08/25 August 2025 Full Council Meeting
  - b **Noted:** The Clerk requested a date(s) that Cllr Mead and Cllr Harris be available to sign the required engagement documents to allow the solicitor to begin the process and advise the required steps to proceed with the purchase.
  - c **Action:** The Clerk's Office and Cllrs Mead and Harris to arrange convenient dates.
2. Traffic Survey
  - a **Re:** item 087-08/25 August 2025 Full Council Meeting
  - b **Noted:** The Clerk advised that the company previously selected to undertake the survey has been contacted, and that the Clerk's Office would be progressing the matter accordingly.
  - c **Action:** The Clerk's Office to report progress at the October 2025 Full Council Meeting.
3. Winter Salting Information
  - a **Re:** item 087-08/25 August 2025 Full Council Meeting
  - b **Noted:** The Clerk advised that a full breakdown of the routes, times and salting was available and would be sent with the corresponding invoice to the Lambourn Trainers Association. The Clerk requested an email address to which the invoice should be sent.
  - c **Action:** Cllr Leeming to provide the required contact details to the Clerk's Office.
4. Changes in Waste Legislation
  - a **Re:** item 088-08/25 August 2025 Full Council Meeting
  - b **Noted:** The Clerk advised that a conversation with the Market Toby had yet to be undertaken.

**110-09/25 External Auditor Response**

To **receive** an update from the Clerk's Office regarding the response received from the External Auditor in August 2025.

**Noted:** The Clerk advised that the External Auditor had requested further clarification of the variances submitted. The Clerk has sent the requested information before the deadline, but no response has been received as of the time of the meeting. The Clerk also advised that the Internal Auditor has been informed, and they advise that if any further requests are made, they would be willing to assist in resolving the matter.

**111-09/25 Monthly Accounts**

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

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

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

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

**Noted:** That the July Income and Expenditure report was the current financial position of Council.

**Re:** document *July 2025 Transactions and Cost For Approval 2025-09* (presented at meeting)

**112-09/25 Close of the meeting**

The Chair **declared** the meeting closed at: 20:50

**Signed:** *S Mead*

**Date:** 01/10/2025