



LAMBOURN PARISH COUNCIL

The Memorial Hall, Oxford Street, Lambourn, Berkshire. RG17 8XP
Telephone: 01488 72400

Clerk: Mrs Karen Wilson
Assistant Clerk: Mrs Ann McMath

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MINUTES OF A MEETING OF THE FULL COUNCIL ON WEDNESDAY 2nd NOVEMBER 2016 AT 7.30PM IN THE MEMORIAL HALL, LAMBOURN

Present: Cllr Penfold, Cllr E. Spence, Cllr Corney, Cllr Billinge-Jones (Chairman), Cllr Nims, Cllr Bulbeck Reynolds, Cllr Riggall, Cllr N. Spence and Mrs Wilson (Clerk).

7 members of the public

Apologies: Cllr Laurie, Cllr Walwyn and Cllr Bracey.

DECLARATIONS OF INTEREST

100 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING FROM MINUTES
The minutes of the 5th October 2016 for approved and signed.

101 PUBLIC PARTICIPATION

102 FINANCE

Settled:

Wages	£3297.13
Viking	£ 132.79
August House Design	£ 407.00
HMRC	£2298.96
K Wilson (Expenses)	£ 65.79
Mazaars	£ 480.00
Capel	£ 250.00
Mrs E Horton	£ 400.00

To be settled:

Auditing	£ 396.00
Scofell Landscapes Ltd	£2499.00
Information Commissioners Office	£ 35.00
Scofell Landscapes Ltd (Grave)	£ 276.00
West Berkshire Council	£7365.83

7:33 pm Cllr N. Spence arrived.

103 COUNCILLORS REPORT

Cllr Bulbeck Reynolds to feedback regarding River Litter clearance. She needs to speak to Cllr Chalk regarding the letter to residents before she can arrange a date.

Cllr N. Spence informed the Council that he and Cllr Riggall had an interesting and informative meeting with Mr. Potter regarding weed clearance of the river. Mr Potter gave the Clerk all the documentation pertaining to requesting permission from the Environment Agency. He also informed those present of the differences between hand vs mechanical operations.

It was decided that the 2 issues would be combined to prevent having to form 2 working parties to undertake the necessary work. Cllr Bulbeck Reynolds, Cllr N. Spence and Cllr Riggall will get together and progress this.

Cllr Corney raised the issue of removal of the spoils and stated that this should be in place before any work gets undertaken.

It was agreed to move item 111 forward

111 TREES OVERHANGING THE RIVER

Letter received from Mrs. Webb regarding overhanging trees

Suspension of Standing Orders

Mrs. Webb stated that she lives in Tubbs Farm Close and that there is a problem with overhanging trees from the other side of the river bank. She is unable to confirm the ownership of the property in question. Cllr Penfold stated that the land in question was owned by Mr. Bracey and proceeded to give Mrs. Webb his contact details.

Re-instatement of Standing Orders

104 PLANNING APPLICATIONS

16/01985/FUL – Keeps Cottage, Woodlands St Mary – Change of use from ancillary residential to B1 office use. Action MBJ. No Objection.

16/02568/FUL- Frenchman’s House, Upper Lambourn – Hostel Accommodation (C1) for stable lads employment at Frenchman’s Yard. Action WR. Support provision of accommodation for stable staff. Request that this be tied to the racing yard and for use by the racing staff only.

16/02605/FUL – Oaksey House, Oxford Street, Lambourn – Single storey extension and reconfiguration of internal layout. Installation of hydrotherapy pool. New window opening to northern elevation and door opening to western elevation. Resurfacing of existing parking area. Action TN. No Objection would like to request additional insulation of the plant room to reduce noise levels for the neighbours.

7:50pm Mr. & Mrs. Dacey arrived.

Mrs. Griffith left.

16/02732/HOUSE – 1A St Georges Terrace, Lambourn – Demolition of existing conservatory and erection of single storey rear extension. Insertion of stairwell and 2 no. light wells to serve existing basement. Erection of detached cartshed/store with home office above. Action ES. No Objection

16/02753/HOUSE – Redgers, Eastbury – Loft extension to bungalow with internal and external refurbishments. Action GC. No Objection.

16/02806/FULD – Folly House Stables, Upper Lambourn Road, Lambourn – Proposed staff cottage. Action WR. Support provision of accommodation for stable staff. Request that this be tied to the racing yard and for use by the racing staff only and that construction deliveries are restricted to after 12.

Suspension of Standing orders to allow Mr. Waters to speak regarding the following 3 applications.

Mr. Howard stated that all 3 properties are held in trust. Each property are traditional Berkshire dwellings with a mixture of thatch and clay roof with brick or brick and flint walls. The improvements are being sympathetically done to retain the character of the dwellings, while providing modern accommodation. They each sit on substantial land which would allow for the improvements without impact on the neighbouring properties.

Re-instatement of standing orders

16/02813/HOUSE – Pitt Cottage, Woodlands St Mary – Proposed extension and alterations, including demolition of existing utility/garage. Action MBJ. No Objection

16/02829/HOUSE – Ragnell Cottage, Woodlands St Mary – Proposed two storey extension and associated alterations. Action MBJ. No Objection.

16/02830/HOUSE – Sparks Cottage, Woodlands St Mary – Proposed two storey extension and associated alterations. Action MBJ. No Objection.

Mr. Water and 1 other member of public left.

16/02832/FUL – Formerly The Lamb Public House, 46 Newbury Street, Lambourn – Conversion of former public house and 3 bed staff flat to use as veterinary practice office and 1 bed ‘on call’ staff flat with single parking and associated internal and external works. Action PP. Support. Encouraging local business. Support the local Equine industry. Urban beautification of Lambourn.

105 PLANNING CORRESPONDENCE

To note: Weekly lists of planning applications and decisions.

16/01675/HOUSE + 16/01676/LBC2 – Long Acres farm, Seven Barrows, Lambourn – Erection of two storey extension and single storey glazed link. No Objection. REFUSED.

16/02010/FUL – Downs Cottage, Upper Lambourn Road, Lambourn – Change of use from an annexe to a dwelling. Objection, No compelling reason to lift the condition that the annexe be occupied by a carer and concerns regarding the parking and turning on site for both the annexe and main house. APPROVED.

16/02176/HOUSE – The Old Post Office, Ermin Street, Woodlands St Mary – Replacement garage with additional car port. No Objection. APPROVED.

16/02023/FULD – The Malt Shovel, Upper Lambourn. Application has been withdrawn.

16/01301/MDOPO – Limes Farm, Upper Lambourn – Application to modify planning obligation of planning permission 10/01484/XCOMIN. Proposed modification: To amend the land shown edged red on the site layout plan, to remove the land edged red on the plan named ‘Limes Farm Sale of Land’. No Objection. APPROVED.

16/19368/FULMAJ – Farncombe Down, Baydon Road, Lambourn – Erection of breaking and rehabilitation yard including stables and ancillary facilities, staff accommodation and change of use to land for equestrian use. No Objection. APPROVED.

16/00929/FULD – Garden Land at the Firs, Eastbury – New self-build dwelling to be built in the garden of The Firs, Eastbury. APPEAL has been made to the Secretary of State.

106 NEIGHBOURHOOD PLAN

Proposal from Cllr Billinge-Jones regarding forming the steering committee and aims.

A working party meeting was held on the 12 October 2016 and those present recommend the preparation of a Neighbourhood Plan. The typical costing is in the region of £10 000.

A steering committee needs to be formed including Councilors and other members of the public, with the option of including Great Shefford and East Garston.

This needs to be members of community groups, local business, Racing industries and parishioners. After much discussion on the aims:

- 1) Have more effect in the control of developments
- 2) Focus LPC on Parishioners needs
- 3) Developers contributions
- 4) Preserve the heritage of Racing in Lambourn while respecting AONB
- 5) Transport, parking, health, school and/or growth
- 6) Tri-County integration.

It was agreed to move forward and form a steering committee with Cllrs Penfold, Bulbeck Reynolds, Billinge-Jones and Riggall and other interested parties.

107 GRASS CUTTING CONTRACT

Proposal from Burials to confirm Grass cutting agreement – to go to tender. Cllr N. Spence could not remember what was decided at the Burial meeting, but he proposed (subject to Clerk confirming the agreement reached in Burials) to go to tender with the documentation. Seconded by Cllr Billinge-Jones.

[Post meeting note: – extract from mints of the Burial meeting held on the 19 October
GRASS CUTTING CONTRACT

Discussed possible changes/additions to the grass cutting contract prior for it going out to tender. It was suggested that the cut back of the Parsonage Lane boundary (also Three Post Lane) to be added as an annual task. It was arranged at the last site meeting with the contractor (27/09/16) as a one off task. Area to be cleared of weeds, nettles and low hanging branches to aid sight lines and improve safety.

Reported that over growing vegetation obscuring road sign at the bottom of Baydon Road at Parsonage House. Hedge is on private land. The contact for management committee for this site is Andrew Snowden.[Management company has since changed and contact is no longer Andrew Snowden].

It was suggested that that the gravedigging section be separated out from the main contract. It was felt this would give more control to the gravedigger and also ease arrangements. Cllr. Penfold stressed that easing and streamlining communication regarding grave digging could only be a positive. Council to consider if the contract can be split and the consequences of splitting the contract?

The committee wished to minute that the site meeting held with the contractor on 27th September 2016 was very efficient and extremely helpful.

Grasscut agreement to be confirmed at Full Council prior to going out to tender.]

108 LIBRARY

The Red Quadrant survey is available.

Feedback from Cllr Laurie from the Friends of Lambourn meeting and in regards to the proposals put forward by WBC.

Suspension of standing orders

Mrs. Cocker read out Cllr Laurie's report from the last Friend of Lambourn Library meeting held on the 2 November 2016.

Introduction

The Executive of West Berkshire Council considered three general options for the future of libraries at its meeting on 20 October and has started a Public Consultation which will end on 11 December. A final decision will be taken by the Full Council at West Berks in the New Year and there is no indication that there is a worked up implementation plan at present. The Council have indicated that they will do this when an option is chosen.

All options involve some contribution from Parish Councils (circa £150,000 in total across West Berkshire) but there is no indication about what that would mean for Lambourn.

All options involve some use of volunteers if our library is to remain open. All options assume the closure of Wash Common Library and the merger of the "at home" service with the mobile library.

Options

These are the options put to the West Berkshire executive on 20 October (with officer comments on risks)

A. 50% Reduced Staffing in Branch Libraries.

Eight static libraries retained, Wash Common closed

Newbury Library run by paid staff

Seven branch libraries run by paid staff, assisted by volunteers, with their staffing reduced by half.

Benefits

Minimum risk of legal challenge

Retained staff expertise in all libraries and thus much reduced chance of reputational damage to the Council.

Maximum sustainability and scope to extend services through libraries as the Council's front door.

Responsive to stakeholder feedback from recent public consultation and engagement

Risks

Full savings target not achieved (**estimated £580k**).

Community groups may be less attracted to this model, as it may frustrate their ambitions to influence and run their local library.

Increased pressure on branch staff to deliver services if volunteers are not forthcoming or are not retained.

B. Hub and Spoke Library Network

Eight static libraries retained, Wash Common closed

Newbury Library run by paid staff

Two "hub" branches run by staff, assisted by volunteers, with their staffing reduced by half.

Five "spoke" libraries run by volunteers, with appropriate support from a Libraries Team, but with no paid staff present day to day.

Strengths

Provides a hub library in the West and East of district.

Allows distribution of staff to East, West and Centre of the district.

More flexibility than Option C to manage resilience issues.

Achieves greater savings than Option A. (**estimated £620k**)

Blends staff expertise and volunteer enthusiasm.

Risks

Potential risk of challenge to service offer in the five spoke libraries.

Risk of challenge if the Council's agreed support is not fully provided or is seen not to be fully provided.

Service level agreements would need to be in place with community groups at spoke libraries to clarify the responsibilities of all parties and to cover sustainability issues, including "what happens?" when volunteers don't fulfil their responsibilities.

Reduced level of expertise in customer service across five libraries.

Community groups may be less attracted to this model than Option C.

C. Seven branches fully volunteer run

Eight static libraries retained, Wash Common closed

Newbury Library run by paid staff

Seven branches run by volunteers, with appropriate support from a Libraries Team, but with no paid staff present day-to-day.

Strengths

A greater financial saving (**estimated £645k**)

Local community groups and councils may find this model attractive

Risks

Higher risk of challenge.

Risk of challenge if the Council's agreed support is not fully provided or is seen not to be fully provided.

Views of Friends of Lambourn Library

Our main concerns focus on:

- a) The lack of any rationale or financial modelling which takes us from the Needs Assessment to the proposals. We have contacted Mike Brook but had an unhelpful response.*
- b) Concerns that Friends groups will not be able to sign service level agreements unless they become incorporated bodies eg a charity*
- c) How has the £150,000 contribution from Parish Councils been derived and based on that what is a fair allocation for Lambourn? For instance we would expect Thatcham to contribute considerably more than Lambourn and what about adjacent parishes which use the library such as East Garston and Shefford in our case?*
- d) Options b and c seem to involve the parishes in taking over maintenance responsibility for buildings but this is not explicit. If these are West Berks Libraries then the maintenance should lie with them*
- e) It seems that option A gets most of the savings and is a robust and deliverable solution. The other options have increasing risk and complexity for relatively low marginal increase in savings*

Newbury's costs dominate the overall costs. Even a small percentage of the Newbury costs transferred to volunteers would have a proportionately greater effect than closing Lambourn completely. Similarly a contribution from Newbury Town Council would greatly assist the total and be right on grounds of equity.

These issues have been sent to Cllr Lundie for comment and action.

Public Meeting

The Friends of Lambourn Library have called a public Meeting in the memorial Hall at 7.30 on 16 November to:

Outline the options

Confirm that any option for keeping Lambourn library open will involve some measure of use of volunteers and seek volunteers

Gain feedback from the public for the Friend's response to the consultation.

Recommendation

The Council is recommended to:

- 1) note the options and the further questions that need answering before it can give anything but moral support to the library***
- 2) Agree a response to the Consultation at its December meeting following the Public Meeting and further discussions with our Councillors and officers of West Berkshire Council***

A discussion was held regarding the possible outcomes and expectations.

All were invited to the Friend of Lambourn Library public meeting to be held in the Memorial Hall on the 16 November at 7:30pm, and asked to complete the on-line consultation form.

It was agreed to wait until the next Full Council meeting scheduled for the 7 December before providing feedback to WBC from LPC.

Cllr Billinge-Jones thanked Mrs. Cocker and the Friends of Lambourn Library, Cllr Laurie and Cllr E. Spence for their input and continued hard work in trying to get a suitable resolution.

Re-instatement of standing orders

109 YOUTH CLUB

Cllr Bulbeck Reynolds to update. Cllr Bulbeck Reynolds is still trying to get a second signatory to start up the charity. She has been in discussion with local people and will continue to progress this. She did inform LPC that Greenham Common Trust has shown an interest in financially supporting this venture. She is still enquiring about a venue and any suggestions would be welcomed.

9pm Mrs. Cocker left.

110 COMMUNITY INFRASTRUCTURE LEVY

Proposal to discuss options regarding the expected income of £4595.63 (2015) + £5484.38 (2016). Expenditure needs to be confirmed by 28 February 2017.

Cllr Corney suggested additional street lighting in Eastbury and Cllr Bulbeck Reynolds proposed additional bins in Eastbury.

Cllr Billinge-Jones proposed moving this item onto December's Full Council meeting and requested suggestions get emailed in to the Clerks in the interim.

112 POPPY WREATH

Information only: Poppy wreath order for Remembrance Sunday.

Neither Cllr Billinge-Jones nor Cllr Laurie are available to lay the wreath, but Cllr Penfold and Cllr N. Spence will be attending the service and will lay the wreath.

113 TREE CUTTING WORKS

Proposal to accept quote of £ 1 512 + vat for tree works to be carried out at Mill Lane St Michaels churchyard and 3 Post Lane. All agreed to this work being undertaken.

114 HUNGERFORD HILL

Mrs. Dacey came into the office regarding no movement on the Hungerford Hill speeding issue. She has taken advice from the Police who state that this is a Parish Council issue.

Suspension of Standing Orders

Mrs. Dacey was unimpressed by the lack of interest the Parish Council have shown towards her letter written in August. There is a speeding problem on Hungerford Hill which needs to be addressed. Her neighbour is unable to cross the road with her 4 children in order to visit her mum, she has to drive to visit her. The police have attended site and have had a speed camera in situ – one car was unable to be stopped and was travelling at 42 miles per hour. She has been told that a successful system has been introduced in Baydon.

Cllr Corney stated that the traffic calming has not provided a solution to the traffic issue in Baydon (as she drives that route everyday).

The wheelie bin stickers and their removal were discussed. As well as the request for a solution.

The Clerk asked whether Mrs. Dacey had received a letter from Mr. Vidler (WBC).

She has been trying to get a responsible person in WBC to respond and deal with this issue.

Dear Mrs Dacey

Hungerford Hill, Lambourn TM35

Post List 75144

Thank you for your enquiry regarding the above that has been forwarded to me by Lambourn Parish Council.

As West Berkshire Council are the Highway Authority responsible for the Public Highway at this location I will be dealing with your enquiry.

However, as it may take a while to gather the relevant information I intend to respond to you in full of my findings within the next 21 days.

Yours sincerely

Christopher Vidler

Senior Engineer

Highways & Transport West Berkshire Council Market Street Newbury RG14 5LD

(01635) 503232 | Ext 3232 | chris.vidler@westberks.gov.uk

Cllr Bulbeck Reynolds suggested that both Mr. & Mrs. Dacey sign up to attend the next SID training course to be held in January. She also suggested the use of the WBC reporting speeding portal. Every time they feel that a car is travelling too fast – go on-line and report it. She also suggested a flashing speed sign to be erected.

9:21pm Mr. & Mrs. Dacey left.

Re-instatement of standing orders

115 CHRISTMAS MEAL

Proposal to confirm the Councilors Christmas meal

The Plough - £25.50

The George - £ 18 (2 course) or £23.50 (3 course).

The Council decided to hold their evening dinner at the George on 14 December.
Clerk to confirm date and send out invitations. Councillors to check their diaries and notify the clerk if the date needs to be changed. The staff will be given the option of the evening meal or lunch meal.

Cllr Corney and Cllr E. Spence to attend the lunch.

116 AUDITORS REPORT

Information Only:

The audit has been completed and the report is available.

116 STANDING ORDERS AND FINANCIAL REGULATION

Proposal to discuss and update Standing Orders and Financial Regulations.

Cllr Penfold suggested the following changes to the grant application:

‘should benefit the Residents within the Parish of Lambourn’

He would also like the addition of ‘set of account, name of officers and objectives of the organization.

Cllr Billinge-Jones will amend and set before the next Full Council meeting

Cllr N. Spence asked whether this would be in the budget for next year in the precept as he would object to an increase in the precept. The Clerk reminded everyone that the budget figure need to be sent to her in order for the proposed precept amount to be discussed at the next Full Council meeting.

Due time constraints it was decided to move this onto the next Full Council meeting.

117 CORRESPONDENCE

Rural Services Network – Newsletter

iVolunteer – Newsletter

HMRC – Employers Bulletin

Volunteer Centre – Newsletter

West Berkshire Heritage – What’s On.

Berkshire Youth – What’s On

West Berkshire Council – Proposed Budget cuts

Mr Werrell – Footpath from Oldings Hill to Chilton Foliat Road.

Cllr Riggall and Cllr Corney agreed to meet with Mr. Werrell to discuss options and how to progress this concern.

Clerks & Councils Direct - Newsletter

118 ITEMS FOR DISCUSSION/AGENDA ITEMS

Devolution of Powers

WBC Budget cuts

Library Response

Budget/Precept request

Review of Standing orders and Financial Regulation.

Community infrastructure Levy

Grass cutting contract

9:35pm meeting closed.

Chairman:

Date: 7 December 2016