



# 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 1<sup>st</sup> of OCTOBER 2025  
AT 7.30 PM  
IN THE MEMORIAL HALL**

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

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

**Date:** 1<sup>st</sup> October 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

**113-10/25 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 and attended the meeting virtually. Council accepted the reasons for absence.

**114-10/25 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.*

**115-10/25 To receive and sign the minutes of the Full Council Meeting held on Wednesday, 3<sup>rd</sup> of September 2025**

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

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

**116-10/25 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.*

**117-10/25 Public Participation**

**118-10/25 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).*

**Storage Land at Area 2 Lambourn Business Park Lambourn Woodlands Hungerford RG17 7RY**

**Ref. No: 25/01845/FUL** | Received: Fri 15 Aug 2025 | Validated: Fri 22 Aug 2025 |

**Status:** Pending Consideration

**Comments and observations:**

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

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- 119-10/25 Planning Decisions – For Information Only**  
 Planning Decision details are provided in the Councillor’s supporting information document: “2025-10-01 Planning Decisions”.
- 120-10/25 Request a Community Governance Review (CGR)**  
 To note that the letter requesting a Community Governance Review by West Berkshire Council was sent on the 8<sup>th</sup> of September 2025. No response has been received at this time.  
*Re: Item 075-08/25 August 2025 Full Council Meeting and item 100-09/25 September 2025 Full Council Meeting. Local Government and Public Involvement in Health Act 2007.*  
**Noted:** As above
- 121-10/25 Recent Traffic Accidents on Ermin Street**  
 Cllr Jones to **report** on the action to draft a letter to be sent to West Berkshire Council referencing the conversation with Lee Dillon last year and expressing the views and concerns of the parish and circulate to all councillors for their feedback.  
**Noted:** Cllr Jones presented the draft letter to council. Cllr Mead proposed, and Cllr Harris seconded that it be sent to West Berkshire District Council. Unanimously **agreed**.
- 122-10/25 20 MPH Speed Limit Village Roll Out**  
 To **note** the communication from West Berkshire’s Principal Engineer, Traffic And Road Safety of the district wide roll out of 20 mph speed limits within the Towns and Villages of West Berkshire.  
*Re: Details are provided in the Councillor’s supporting information document: “2025-10-01 20 MPH Speed Limit Village Roll Out”*  
**Noted:** Cllr Jones proposed, and Cllr Mead seconded, that the public would be advised of the plans and that a public event should be arranged for the 4<sup>th</sup> of November at the Memorial Hall with a large-scale map on display to aid in considering which roads would be suitable for inclusion in the planned rollout. Unanimously **agreed**.
- 123-10/25 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.  
*Re: item 081-08/25 August 2025 Full Council Meeting.*  
**Noted:** Cllr Mead advised that the planned SIDs could be reset to accommodate any changes resulting from the 20 MPH Speed Limit Village Roll Out, and that approval had been granted for the proposed locations. Some works may be required to provide suitable poles in Lambourn Woodlands.
- 124-10/25 Public Convenience Upgrade**  
 To **note** that the Public Convenience Upgrade Project Invitation to Quote document has been published, and copies have been sent to three known potential contractors. No quotes have been received to date.  
*Re: item 082-08/25 August 2025 Full Council Meeting.*  
**Noted:** The Clerk advised that three suppliers have expressed an interest. Two have performed inspections, and one is scheduled to attend next week.
- 125-10/25 Market Square Refresh**  
 Cllr Harris and the Clerk’s Office to report on the action to procure a “Sheffield Stand” bicycle rack and confirm the location and all associated costs for presentation to council at the October 2025 Full Council Meeting.  
*Re: item 104-09/25 September 2025 Full Council Meeting.*  
**Noted:** The Clerk advised that Cllr Harris has indicated his suggested location.  
**Action:** The Clerk’s office is to discover what processes need to be observed to proceed with installation.
- 126-10/25 Cemetery Bunker Clearance**  
 To **consider** a proposal by Cllr Harris for the lowering of the bounding hedges at the Upper Lambourn Cemetery to allow a grab lifter to be employed for the removal of materials from the bunkers.  
*Re: Details are provided in the Councillor’s supporting information document: “2025-10-01 Cemetery Bunker Clearance”*  
**Noted:** Cllr Freeston advised that he could undertake the reduction of the hedges.  
**Resolved:** Cllr Harris proposed, and Cllr Mead seconded that Cllr Freeston’s offer be accepted subject to confirmation of the requirements and costs for the provision of a grab lifter. Unanimously **agreed**.  
**Action:** Cllr Harris and Cllr Earl to investigate requirements and advise the Clerk’s office to allow for quotes to be obtained.

**127-10/25 Mill Lane Turf Community Project**

To **consider** a proposal by Cllr Harris for the Parish Council to purchase some turf to be laid by a working group in Mill Lane Rec children's play area. The estimated cost for the turf would be £350.00 Inc VAT.

**Noted:** Cllr Harris proposed, and Cllr Jones seconded that the item be deferred until the December 2025 Full Council Meeting. Unanimously **agreed**.

**128-10/25 Gully Clearance**

To **consider** a proposal by Cllr Harris regarding the Parish Council arranging and paying for additional road gully clearing between West Berkshire Council routine visits.

**Resolved:** Cllr Harris proposed, and Cllr Jones seconded that the item be deferred until after the next Flood Forum Meeting (Date T.B.A). Unanimously **agreed**.

**129-10/25 Feedback from Local Community Groups**

To **receive** a report from councillors on feedback from Local Community Groups.

**Noted:** Cllr Jones reported on the Lambourn Surgery Patient Participation Group and the Lambourn Surgery Winter Vaccination Programme. Details of both are to be posted Online and on the Hall Notice Board.

Cllr Harris advised that the date for the next Lambourn Centre Joint Advisory Committee meeting is Thursday, the 23rd of October.

The Clerk advised that Lambourn Youth Council had emailed the council and proposed the following as replacements for the skate park at the Old Cricket Field:

- Benches and seating
- Play equipment (slide/swing)
- Basketball court

**Action:** The Clerk's Office to post Online and on the Hall Notice Board details provided by Cllr Jones.

**130-10/25 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
    - i The Clerk advised that the Clerk's office was reviewing the documents for signature.
    - ii **Action:** The Clerk's office to arrange with councillors for the signing of the documents once reviewed.
2. Traffic Survey
  - a **Re:** item 087-08/25 August 2025 Full Council Meeting
    - i **Resolved:** Cllr Mead proposed, and Cllr Jones seconded that the focus of the survey should be on Ermin Street and the ingress/egress into the Eastbury, Lambourn and Lambourn Woodlands. Unanimously **agreed**.
    - ii **Action:** The Clerk's office to advise the Traffic Consultant accordingly.
3. Winter Salting Information
  - a **Re:** item 087-08/25 August 2025 Full Council Meeting
    - i The Clerk advised that the information was available and that it would be sent at the earliest opportunity.
    - ii **Action:** The Clerk's office to send the information accordingly.
4. Changes in Waste Legislation
  - a **Re:** item 088-08/25 August 2025 Full Council Meeting
    - i **Noted:** The Clerk advised that a conversation with the Market Toby had yet to be undertaken.

**131-10/25 External Auditor Response**

To **note** that the external auditor, PKF Littlejohn, have completed their review of the AGAR and have issued their external auditor report and certificate.

The following documents were published on the Parish Council Website and posted on the Hall Notice Board on the 23<sup>rd</sup> of September 2025.

- Notice of conclusion of audit
- AGAR (Sections 1, 2 & 3)

**Noted:** As above

**132-10/25 Next Financial Year Objectives**

To **note** that the Finance Committee will be meeting in November to prepare the 2026/27 budget for presentation to council for approval, and that all costed projects and objectives need to be agreed in advance of this meeting.

**Noted:** As above, and the Clerk advised that the 26<sup>th</sup> of November is recommended as the date for the meeting, allowing the Allotment Society to hold their AGM and report on whether they will be passing general management of the allotments back to the Parish Council.

**133-10/25 Monthly Accounts**

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

1. August Costs
2. August 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 Harris seconded the approval of the schedule of payments presented. Unanimously **agreed**.

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

**Re:** document *August 2025 Transactions and Cost For Approval 2025-10* (presented at meeting)

**134-10/25 Future Agenda Items**

To **request or consider** items for the next agenda.

Feedback to be included for the following items:

- 20 MPH Speed Limit Village Roll Out Public Meeting
- Membury Asphalt Plant Appeal Hearing
- Flood Forum Meeting

**135-10/25 Close of the meeting:**

The Chair **declared** the meeting closed at: **20:52**

Signed: *S Mead*

Date: 05/11/2025