



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 5th of NOVEMBER 2025
AT 7.30 PM
IN THE MEMORIAL HALL**

Meeting called by: Gary Wyatt-Hawkins – Clerk

Signature: *G Wyatt-Hawkins*

Date: 5th November 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 Snowden, Cllr Harris, Cllr Earl, Cllr Jones, Cllr Leeming, Cllr Marshall, Cllr Freeston and District Cllr Woollaston.

Agenda Items

136-11/25 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 McKay and Cllr Middleton sent apologies. Council accepted the reasons for absence.

137-11/25 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 142-11/25, Planning Application Ref. No: 25/02293/HOUSE and recused herself from the discussion accordingly.

138-11/25 To receive and sign the minutes of the Full Council Meeting held on Wednesday, 1st of October 2025

Local Government Act 1972 Sch 12 para 41(1)

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

139-11/25 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.

140-11/25 Public Participation

141-11/25 The Climate and Nature Bill

To **note** that Newbury Town Council have stated they are supporting an awareness campaign.

To **consider** the request from a member of the public asking if Lambourn Parish Council will also support it.

Details are provided in 21102025 Newbury CAN Bill motion for Lambourn Council

Noted: Resident, Deborah Phillips, requested that Lambourn Parish Council formally back the climate and nature bill becoming an act of parliament by expressly joining the zero-hour cross party campaign in unity with numerous other councils across the country & many not for profit organisations such as the Berkshire Campaign for the Protection of Rural England. Deborah Phillips expressed her thanks to Lambourn Junction/Lambourn Environment Group for their pledge of support and the councillors for their service to the community.

Resolved: Cllr Mead proposed, and Cllr Earl seconded that a decision be **deferred** until the December 2025 Full Council Meeting to allow the councillors to understand the full scope and purpose of the bill in greater detail. Unanimously **agreed**.

Action: The Chair and the Clerk's Office to circulate the responses (to be provided by Deborah Phillips) to the question posed by council.

142-11/25 **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).

14 Oxford Street Lambourn Hungerford RG17 8XT

Ref. No: 25/02134/FUL | Received: Thu 18 Sep 2025 | Validated: Thu 18 Sep 2025 |

Status: Pending Consideration

Comments and observations:

Lambourn Parish Council – **Resolved** not to object. Unanimously **agreed**.

Whynot Eastbury Hungerford RG17 7JP

Ref. No: 25/02276/HOUSE | Received: Fri 03 Oct 2025 | Validated: Tue 07 Oct 2025 |

Status: Pending Consideration

Comments and observations:

Lambourn Parish Council – **Resolved** to object as the flat roof was not in keeping with character or appearance of the area. Unanimously **agreed**.

Folly House Upper Lambourn Road Lambourn Hungerford RG17 8QG

Ref. No: 25/02293/HOUSE | Received: Tue 07 Oct 2025 | Validated: Tue 07 Oct 2025 |

Status: Pending Consideration

Comments and observations:

Lambourn Parish Council – **Resolved** to support the application. Unanimously **agreed**.

Fairview Long Hedge Lambourn Hungerford RG17 8NA

Ref. No: 25/02241/HOUSE | Received: Tue 30 Sep 2025 | Validated: Mon 06 Oct 2025 |

Status: Pending Consideration

Comments and observations:

Lambourn Parish Council – **Resolved** not to object. Unanimously **agreed**.

29 Millfield Lambourn Hungerford RG17 8YQ

Ref. No: 25/02298/HOUSE | Received: Tue 07 Oct 2025 | Validated: Mon 13 Oct 2025 |

Status: Pending Consideration

Comments and observations:

Lambourn Parish Council – **Resolved** not to object. Unanimously **agreed**.

Riverside Cottage Goose Green Lambourn Hungerford RG17 8YB

Ref. No: 25/02331/LBC | Received: Wed 08 Oct 2025 | Validated: Thu 23 Oct 2025 |

Status: Pending Consideration

Comments and observations:

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

143-11/25 **Membury Asphalt Plant Appeal Hearing**

To **note** the feedback from Cllr Jones and Cllr Snowden regarding the October Membury Asphalt Plant Appeal Hearing.

Noted: Cllr Jones reported that committee hoped to have reached a decision before the end of the current calendar year. The Chair expressed the thanks for the council for the efforts of Cllr's Jones, Snowden and Woolaston.

144-11/25 **Planning Decisions – For Information Only**

Planning Decision details are provided in the Councillor's supporting information document: "2025-11-05 Planning Decisions".

145-11/25

Grant Application Request

To **consider** a request from Lambourn CiC to assist in the cost of purchasing Christmas trees for the High Street for the sum of £250.00

Details are provided in the Councillor's supporting information document pack 11-2025

Resolved: Cllr Jones proposed, and Cllr Freeston seconded that the council grant the application. Unanimously **agreed**

146-11/25

Recent Traffic Accidents on Ermin Street

To **note** the approved letter regarding recent traffic accidents on Ermin Street was sent to Lee Dillon MP on the 27th of October 2025.

Re: Action on Item 121-10/25 October 2025 Full Council Meeting

Noted: as above and that no response has been received from the office of Lee Dillon MP.

Action: District Cllr Woollaston advised he would email Lee Dillon MP to request a response.

147-11/25

20 MPH Speed Limit Village Roll Out

To **note** the action to advise the Public of West Berkshire Council's plans and to arrange a public event on 4th of November at the Memorial Hall with a large-scale map on display, could not be completed.

To **agree** a new date for the event.

Re: action on Item 122-10/25 October 2025 Full Council Meeting

Noted: The Clerk informed council that the workload of the office prohibited the fulfilment of the task and requested that council consider a revised date for the event where the proposed West Berkshire Council changes to parking in Lambourn could also be discussed with the residents.

Resolved: Cllr Snowden proposed, and Cllr Jones seconded that a public survey be undertaken to gather the views of the community, in advance of any public event, and that it should also address the upcoming West Berkshire Traffic and Road Safety public consultation on changes in parking restrictions around the area of Lambourn CofE Primary School. Unanimously **agreed**.

Action: Cllr Mead to prepare the questions for the survey and circulate to councillors for their feedback.

148-11/25

Speed Control

To **note** that the order for the two Speed Indicator Devices (SIDs) is being progressed by the Clerk's Office.

To **consider** the management of the SID's and agree which councillor's will be involved in SID relocations.

Re: action on item 123-10/25 October 2025 Full Council Meeting.

Noted: As above. Cllr Mead, Cllr Freeston, Cllr Marshall and Cllr Jones volunteered to assist in SID relocations.

149-11/25

Public Convenience Upgrade

To **note** that the Public Convenience Upgrade Project Invitation to Quote submission window expired on the 31st of October. Three contractors visited the Hall. Submissions will be provided to council ahead of the meeting, but as the expiry date is after the issue of the summons, they are not provided with the agenda and other supporting information.

Re: item 082-08/25 August 2025 Full Council Meeting.

Noted: The Clerk advised that three quotes had been received before the deadline of the 31st of October, but there had not been time before the meeting to scrutinise the quotes. Prices quoted were presented to the council. Council was reminded that the Members Bid Funding would expire in February 2026.

Resolved: Cllr Jones proposed, and Cllr Freeston seconded that the drainage element of the works be undertaken as a priority and that only those remedial works necessary to enable the Public Convenience to continue to operate be undertaken. The target for the spend on these works should be £10,500.00 and should include some elements of refurbishment such as replacement of the WC. Unanimously **agreed**.

Action: The Clerk's Office to request the suppliers provide new quotes to accommodate the above.

150-11/25

Market Square Refresh

To note that the Clerk's office checked the proposed location for the rack and determined that there may be an issue due its proximity to a dropped curb. The Clerks Office need to seek guidance from West Berkshire Planning as the location also fell outside of the Parish Council's Market Square property boundary.

Re: item 125-10/25 October 2025 Full Council Meeting.

Noted: as above.

- 151-11/25 Cemetery Bunker Clearance**
 To **discuss** the findings of Cllr Earl and Cllr Freeston in regards to the hedge reduction and availability of the Grab Lift.
Re: item 126-10/25 October 2025 Full Council Meeting
Noted: Cllr Freeston advised that the hedge could be lowered to allow a grab lift to operate.
Resolved: Cllr Harris proposed, and Cllr Mead seconded that Cllr Freeston's offer to perform the hedge reduction be undertaken next week and that Cllr Harris would provide quotes for the clearance by grab lift. The amount to be removed will be subject to the allocated £550.00 set in the 2024/25 budget. Unanimously **agreed**.
- 152-11/25 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.
Deferred item 127-10/25 October 2025 Full Council Meeting
Noted: Cllr Harris advised that some minor edging had been undertaken at a cost of £175.00.
Resolved: Cllr Mead proposed, and Cllr Harris seconded that consideration of any further works would be deferred until the March 2026 Full Council Meeting.
- 153-11/25 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.
Deferred item 128-10/25 October 2025 Full Council Meeting
Noted: Cllr Harris advised that West Berkshire council do not have sufficient funding to accommodate adequate roadside gulley clearance.
Resolved: Cllr Harris proposed, and Cllr Mead seconded that subject to the West Berkshire report on recent inspections and the actions they propose to take, the Finance committee will consider what funding may be appropriate to present to council in the December 2025 meeting. The estimated costs would be based on six to ten additional clearances at a cost of between £55.00 and £65.00 per gully clearance. Unanimously **agreed**.
- 154-11/25 Grit Bins**
 To **consider** the options for the refilling of the Grit Bins due to the low number of refills falling below the minimum level to deliver beneficial economic advantage.
Resolved: Cllr Jones proposed, and Cllr Harris seconded that all grit bins should be filled and that a cost for a full-size grit bin to replace the small grit bin outside the library be obtained:
Action: The Clerk's Office to obtain a cost for a full-size grit bin.
- 155-11/25 Grounds Maintenance Report**
 To **consider** the results of the recent performance review of the Grounds Maintenance Supplier.
Noted: The Clerk advised that a review with the Grounds Maintenance Supplier had been undertaken and that they were informed of some quality and attendance issues. The Grounds Maintenance Supplier committed to undertake to resolve all reported issues as a matter of priority and improvements have been seen accordingly.

 To **consider** the options submitted by the Grounds Maintenance Supplier in relation to grass cutting intervals.
Noted: The Grounds Maintenance supplier have advised that the cessation of cuts at the end of October and not continuing until March would be detrimental to cut quality. Cllr Harris requested that the Clerk's Office arrange a meeting to further convey the reported issues on site.
Action: The Clerk's Office to liaise with the Chair, the Grounds Maintenance Supplier and Cllr Harris to discover if there will be an opportunity to undertake a meeting considering the current office workload.
Resolved: Cllr Jones proposed, and Cllr Mead seconded that the contract continue as agreed to allow the Grounds Maintenance Supplier to resolve the reported issues before considering any changes in cut intervals or periods. Unanimously **agreed**.

 To **consider** the quotes for the ivy/elder clearance.
Resolved: Cllr Harris proposed, and Cllr Jones seconded that Craig Nolan be selected to undertake the Ivy Clearance for a provisional period of five days with a contingency of two additional days of needed, with one disposal run to be included. Unanimously **agreed**.

Details are provided in the Councillor's supporting information document pack 11-2025

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

1. Cemetery Land Purchase
 - a **Re:** *item 130-10/25 October 2025 Full Council Meeting*
 - b The Clerk advised that the Clerk's office has not completed reviewing the documents for signature.
 - c **Action:** The Clerk's office to arrange with councillors for the signing of the documents once reviewed.
2. Traffic Survey
 - a **Re:** *item 130-10/25 October 2025 Full Council Meeting*
 - b **Noted:** The Clerk advised that the originally selected Survey Company has been informed of the pending 20 MPH Speed Limit Village Roll Out and advised that the centre of Lambourn still be surveyed and that a meeting with councillors be arranged to progress. Cllr Jones advised that the consultant used by the Woodlanders group provided an excellent service and already have local knowledge.
 - c **Action:** The Clerk's Office to contact the alternative Survey Company to investigate costs and services.
3. Winter Salting Information
 - a **Re:** *item 130-10/25 October 2025 Full Council Meeting*
 - b **Noted:** The Clerk apologies for the delay in providing the information and confirmed it has now been sent. Cllr Snowden advised the details needed clarification on two routes.
 - c **Action:** Cllr Snowden to provide marked maps of the location for the Clerk's Office to forward to West Berkshire Council.
4. Changes in Waste Legislation
 - a **Re:** *item 130-10/25 October 2025 Full Council Meeting*
 - b **Noted:** The Clerk advised that a conversation with the Market Toby had yet to be undertaken.

To **note** the current task list for the Clerk's Office

Details are provided in the Councillor's supporting information document pack 11-2025

Noted: The Clerk advised that due to legislative changes occurring over the course of the year and into next year, the Clerk's Office resources were being stretched and wished council to be aware as the workload is expected to impact the productivity of the office.

157-11/25 Lambourn Library additional hours costs for 2026-27

To **note** that West Berkshire Libraries have advised that the 2026/27 costs for additional opening hours at Lambourn Library will be £6,603.00. Last year a budget figure of £5,073.00 was allocated. £4,485.00 was paid to West Berkshire Libraries therefore, £488.00 will be allocated to a new EMR. The contribution by The Friends of Lambourn Library to the new cost is not currently known.

Noted: as above. Cllr Earl advised that Lambourn Library would be seeking £5,200.00 for next year's contribution.

Action: The Clerk's Office to include the figure when the budget is considered at the November 2025 Finance Committee Meeting.

158-11/25 Flood Forum Meeting

To **note** the feedback from Cllr Harris regarding the October Flood Forum Meeting

Noted: Cllr Harris advised that a report would be made available after the meeting.

Action: Cllr Harris to provide the report to the Clerk's Office for circulation to all councillors and as a supporting document to the minutes.

159-11/25 Lamborn Centre Joint Advisory Committee

To receive a **report** from Cllr Harris and Cllr McKay on the Lamborn Centre Joint Advisory Committee meeting on Thursday, the 23rd of October.

Noted: Cllr Harris advised that a report would be made available after the meeting.

Action: Cllr Harris to provide the report to the Clerk's Office for circulation to all councillors and as a supporting document to the minutes.

Details are provided in Lamborn Centre Joint Advisory Committee Info Pack 2025-11

160-11/25 Remembrance Day Wreath

To **confirm** the procurement of the Poppy Wreath for the Remembrance Sunday service and to **request** for council members to undertake the laying of a wreath.

To **discuss** parish council representation at Eastbury and Lambourn Woodlands.

Noted: The Clerk advised that the Wreath has been procured. The Chair advised that he would be willing to attend the service and asked if any other councillor wished to place the Poppy Wreath. Cllr Marshall volunteered to also attend the service. Parish council representation at Eastbury and Lambourn Woodlands was not discussed in order to conclude the meeting on time.

161-11/25 Next Financial Year Objectives

To **note** that the Finance Committee will be meeting on the 26th of 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 and an exceptional meeting will be required for any projects “not presented in this meeting” to be considered.

Noted: as above

162-11/25 Monthly Accounts

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

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

To **note** receipt of the second instalment of the bi-annual precept payment from West Berkshire Council.

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

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

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

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

163-11/25 Future Agenda Items

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

Noted: Cllr Marshall requested that an item be included to propose that Lambourn Parish Council Website posts be repeated across other social media platforms.

164-11/25 Close of the meeting

The Chair **declared** the meeting closed at: **21:32**

Signed: *S Mead*

Date: 14/01/2026