



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

**INVITATION TO
A PARISH COUNCIL MEETING
TO BE HELD ON WEDNESDAY 6th May 2026
AT 7.30 PM
IN THE MEMORIAL HALL**

Meeting called by: Gary Wyatt-Hawkins – Clerk

Signature: *G Wyatt-Hawkins*

Date: 6th May 2026

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.

Agenda Items

001-05/26 Election of Chair and signing of the Declaration of Acceptance of Office

Local Government Act 1972 ss 15 & 34

002-05/26 Election of Vice Chair

Local Government Act 1972 ss 15 & 34

003-05/26 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.

004-05/26 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.

005-05/26 To receive and sign the minutes of the Parish Council meetings held on Wednesday, 1st of April 2026

Local Government Act 1972 Sch 12 para 41(1)

006-05/26 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.

007-05/26 Public Participation

008-05/26 Application to become a councillor

To **consider** an application to become a councillor from a parishioner.

Re: Document *Cllr Application 2025-04-23*

(Press and Public to be excluded due to the item relating to personal information).

009-05/26 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).

Fox Farm Barn Ermin Street Lambourn Woodlands Hungerford RG17 7TR

Ref. No: 26/00655/FUL | Received: Mon 23 Mar 2026 | Validated: Mon 13 Apr 2026 |

Status: Pending Consideration

Land South Of Tower Works Lambourn Woodlands Hungerford

Sheepdrove House Sheepdrove Lambourn Hungerford RG17 7UN

Ref. No: 25/02846/HOUSE | Received: Tue 09 Dec 2025 | Validated: Mon 15 Dec 2025 |
Status: Pending Consideration

16 High Street Lambourn Hungerford RG17 8XN

Ref. No: 26/00831/HOUSE | Received: Thu 16 Apr 2026 | Validated: Fri 24 Apr 2026 |
Status: Pending Consideration

16 High Street Lambourn Hungerford RG17 8XN

Ref. No: 26/00832/LBC | Received: Thu 16 Apr 2026 | Validated: Fri 24 Apr 2026 |
Status: Pending Consideration

010-05/26 Planning Decisions – For Information Only

Planning Decision details are provided in the Councillor's supporting information document: "2026-04-06 Planning Decisions".

011-05/26 Appointment of Members to Committees and granting of delegated authority to those Committees

The Chair of Each Committee total membership no less than 3, no more than 6. Chairs of the Committees will be confirmed once the Chair of each Committee has been appointed at their first meeting.

Local Government Act 1972 sections 101-106 and schedule 12

1. Burials, Open Spaces and Allotments Committee

Previous Membership comprised of 6 Members of the Council.

2. Planning Working Group (subject to the result of item 010-05/25 above)

Previous Membership comprised of 5 Members of the Council.

3. Plenary or General Operations Committee

To note that Plenary Committee to undertakes the functions of the Finance and Staffing and a minimum of three councillors can form the committee as needed.

To consider if Council would prefer to re-instantiate the Finance and Staffing Committees as with defined members or retain the existing **Plenary** structure.

012-05/26 Appointments to External Bodies

Cllrs appointed will be council representatives, i.e., they will be expected to represent the council's views at meetings and look after the council's interests.

On other bodies, members will be nominees, i.e., their main responsibility will be to the organisation to which they have been appointed.

The 2025/26 list of associations is as follows:

Flood forum: Cllr Jones

Lambourn Joint Advisory Committee: Cllr McKay

Lambourn Library: Cllr Jones and Cllr Earl

West Berkshire Police: Cllr Mead and Cllr Earl

Patient Participation Group: Cllr Earl

The Community Conversation Group (Previously known as Health and Wellbeing Ambassadors): No appointed Cllr required.

LNDP: Cllr Jones as primary plus all councillors

Liaison to the Lambourn Youth Council: Cllr Jones and Cllr Freeston

013-05/26 Policies for adoption

Lambourn Parish Council Policies

- CCTV Policy
- Committees Terms of Reference
- Communication Policy
- Data Access Statement
- Data Protection and Information Security Policy
- Data Retention and Disposal Policy
- Delegation Scheme
- Dignity at Work Policy
- Donations and Grants Policy
- Equal Opportunities Policy
- GDPR Privacy Statement
- Grants Policy
- Granting of the Honorary Freedom of the Parish Policy
- Health and Safety Policy
- Investment Strategy
- IT Policy
- Playground Management Policy
- Procurement Policy
- Publication Scheme
- Recruitment Policy
- Risk Management Policy
- Safeguarding Policy
- Salt Bin Policy (Grit Bin Policy)
- Sandbag Policy
- Sustainability Policy
- Training Policy
- Unreasonably Persistent/Vexatious Complaints Policy
- Staff Handbook

Re: All documents as published at <https://lambourn-pc.gov.uk/our-policies/>

014-05/26 Meeting Dates

To **agree** the 2026/27 schedule of Council Meeting dates.

Re: document: *Schedule of Meetings 2026-27*

015-05/26 Risk Management Schedule

To review and **approve** the Risks Report for 2026/27

Re: document *LPC Risks Report 2026-27*

016-05/26 West Berkshire Council Precept Payment + Year End Internal Audit

To **note** that the Parish Precept 2025/2026 first half payment of £93,846.00 has been received.

To **note** that the 2025/26 Year End Internal Audit is scheduled for the 7th of May 2025.

017-05/26 To appoint an Internal Auditor

To note that the appointed internal auditor has resigned and that a new auditor will need to be appointed for the 2026/27 Interim audit forward.

Re: document *Email from Internal Auditor WGW April 2026*

018-05/26 Annual Assembly

To **note** that the date of the Annual Assembly has been set as 20th of May at 6:00 PM and that all contributors have been invited accordingly.

019-05/26 Year End Accounts Closedown

The year end accounts closedown could not be completed as the Annual Statement of Interest from Newbury Building Society has not been received. All other items for the closedown (accruals, prepayments and EMR Transfers) have been prepared, and all other accounts are balanced and reconciled accordingly.

020-05/26 Section 31(6) Deposit Notice

To **consider** the Section 31(6) Deposit Notice received from West Berkshire Council

Re: document *Section 31(6) Deposit Notice*

021-05/26 Monthly Accounts

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

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

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

Re: document *March 2026 Transactions and Cost For Approval 2026-05* (presented at meeting)

022-05/26 Allotment Society

To **consider** the proposal by the by the BoSA committee regarding the funding of the Allotment Society and information provided by a member of the public.

Re: document *Email - Allotment Society Request for Funds*

Closed Session Items

023-05/26 Grounds Maintenance

To **consider** a request for information by a parishioner regarding Grounds Maintenance.

Re: document *Email - Grounds Maintenance Information Request April 2026*

024-05/26 Staffing Matters

To **consider** confidential matters relating to staffing

025-05/26 Future Agenda Items

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

026-05/26 Close of the meeting