



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 4th of MARCH 2026
AT 7.30 PM
IN THE MEMORIAL HALL**

Meeting called by: Gary Wyatt-Hawkins – Clerk

Signature: *G Wyatt-Hawkins*

Date: 4th March 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 972 s 100.

In Attendance: Cllr Mead – Chair, Cllr McKay Cllr Earl, Cllr Jones, Cllr Snowden, Cllr Leeming, Cllr Freeston, and Cllr Middleton (virtual).

Agenda Items

211-03/26 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.

Resolved: Cllr Marshall and District Cllr Woollaston sent apologies. Council accepted the reasons for absence.

212-03/26 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.

Noted: That none were given.

213-03/26 To receive and sign the minutes of the Full Council Meeting held on Wednesday, 4th of February 2026

Local Government Act 1972 Sch 12 para 41(1)

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

214-03/26 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.

215-03/26 Public Participation

216-03/26 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).

To **consider** the following planning applications

Fox Farm Ermin Street Lambourn Woodlands Hungerford RG17 7TR

Ref. No: 26/00206/HOUSE | Received: Fri 30 Jan 2026 | Validated: Mon 09 Feb 2026 |

Status: Pending Consideration

Comments at observations:

Lambourn Parish Council - **Resolved** to object based on insufficient information being submitted in the application. Unanimously **agreed**.

Noted: Cllr Jones advised that West Berkshire Council have requested the assistance of Parish Councils in informing the local community of the “West Berkshire Local Plan – Call for Sites”

Cllr Jones provided information to the Clerk’s Office from the West Berkshire Council meeting attending by Cllr Jones and Sue Cocker of the LNDP steering committee on the 3rd of March 2026.

Action: The Clerk’s office to prepare a post on the Parish Council’s website in co-operation with Cllr Jones to inform the community of the opportunity.

217-03/26 Planning Decisions – For Information Only

Planning Decision Details are provided in the:

Councillor’s supporting information document pack 03-2026

218-03/26 Membury Asphalt Plant Appeal Hearing

To **note** any feedback from West Berkshire Council regarding the October Membury Asphalt Plant Appeal Hearing and the view of the inspector.

Noted: Cllr Jones and Cllr Snowden reported that no further information was available at this time.

219-03/26 Recent Traffic Accidents on Ermin Street

To **receive** an update from District Councillor Woollaston regarding seeking feedback from Lee Dillon MP in respect of the traffic accidents on Ermin Street.

Re: Item 176-02/26 January 2026 Full Council Meeting

Noted: District Cllr Woollaston was not in attendance, and the item will be carried over to the next meeting of the full council in April.

220-03/26 Public Convenience Repairs

To **note** the report from the Clerk’s Office regarding undertaking drain repairs in insulation from any renovation works.

Re: item 178-02/26 January 2026 Full Council Meeting.

Noted: The Clerk advised that the anticipated site visit had not gone forward and a new date was being sought with the contractor.

Action: The Clerk’s Office to arrange for a site visit at the earliest opportunity.

221-03/26 Bunker Clearance

To **consider** a quote for final bunker clearance received after the February 2026 Full Council Meeting.

- Remove soil and chalk from the upper Lambourn cemetery @ £500.00
- Remove and skip the bags of non-green waste @ £120.00

NB: Item 202-02/26 February Full Council Meeting: ...council will instead seek the assistance of a volunteer group to undertake the filling of skips. **Unanimously** agreed.

Action: Cllr McKay and Cllr Jones to approach local groups to determine if volunteers can be found.

To **note** that the cost of Skip Hire would be circa

2 x £300.00 (10 yard) for the soil and chalk and

1 x £250.00 (6 yard) for non-green waste

And that five councillors requested that the previous decision be reconsidered in light of the costs saving revealed by the receipt of the above quote.

Resolved: Cllr Jones proposed, and Cllr Freeston seconded that the quote for the clearance be accepted and that the works should be scheduled at the earliest opportunity. **Unanimously agreed.**

Action: The Clerk’s Office to inform the contractors and arrange for the works to be undertaken accordingly.

222-03/26 Planning Working Group

To **note** that the Clerk has identified online training course. The budget for Councillor Training 2026/27 is £350:

NALC Introduction to planning for local councils (Online On demand approx. 1 hour)

£16.00 Inc VAT

SLCC Commenting Effectively on Planning Applications (Monday 20 April, 2:00pm – 3:00pm)

£46.20 Inc VAT

HALC Introduction to Planning (Tuesday 9 June 6:30pm – 9pm)

£59.00 Inc VAT

Noted: The Clerk advised that the NALC course was on demand and hence, might be easier for councillors to accommodate into their schedules and that the Councillor training, expenses budget for 2026/27 is set at £350.00

Resolved: Cllr Jones proposed and Cllr Mead that “Steve Tilbury Consulting Ltd” be approached to enquire if a group session on the topic of “Commenting Effectively on Planning Applications” could be provided and at what cost. If it was found that this was not possible then Cllr Jones and Cllr Harris would undertake the SLCC course and all other councillors would undertake the NALC course. Unanimously **agreed**.

Action: The Clerk’s office to make enquires with Steve Tilbury Consulting Ltd and advise accordingly.

223-03/26 Hall Rental

To **consider** if the “buy 6 sessions and get a 7th free deal” on hall rental should be continued in 2026/27
To **note** the 2026/27 hall and cemetery rates increases applied as per the May 2024 Full Council Meeting Minutes Item 032-05/24.

Details are provided in: Councillor’s supporting information document pack 03-2026

Resolved: Cllr Mead proposed, and Cllr Jones seconded that “buy 6 sessions and get a 7th free deal” on hall rental continue. Unanimously **agreed**.

Noted: That the hall and cemetery rates increase will be applied as per the May 2024 Full Council Meeting Minutes Item 032-05/24.

224-03/26 Request from Lambourn Carnival and Festival

To **consider** the request from the Secretary for Lambourn Carnival and Festival asking permission for use of Mill Lane Recreational Ground for Scarrots Fair from Wednesday 26th August to Monday 31st August 2026 as part of the festival of events for Lambourn Carnival.

Resolved: Cllr Mead proposed, and Cllr Jones seconded that permission be granted. Unanimously **agreed**.

Action: The Clerk’s office to inform the Secretary for Lambourn Carnival and Festival of the Council’s decision.

225-03/26 Annual Assembly To agree on a date for the Annual Assembly

The Clerk proposes the 20th of May 2026

To **note** Cllr Mead’s reminder that the positions for Chair and Vice-Chair will require to be resolved at the May 2026 Full Council Meeting (06/05/2026), and that councillors are entitled to stand if they wish.

Resolved: Cllr Mead proposed, and Cllr Earl seconded that the date for the Annual Assembly be set as the 20th of May 2026. Unanimously **agreed**.

Noted: Cllr Mead’s reminder as above.

226-03/26 Letter regarding Delamere Stables and land at and adjacent to Baydon Road

To **note** the request from Mr Hamilton-Hallows seeking a meeting with LPC to discuss and resolve the position on access rights and **consider** if the request should be agreed.

Details are provided in: Councillor’s supporting information document pack 03-2026

Resolved: Cllr Snowden proposed, and Cllr Mead seconded that Mr Hamilton-Hallows invited to the April 2026 meeting to present his request. The item will be undertaken in the public section of the meeting and will be limited to twenty minutes. Unanimously **agreed**.

Action: The Clerk’s Office to advise Mr Hamilton-Hallows of the Council’s invitation.

227-03/26 Street Lighting Electricity

To **note** that the UMS (Unmetered Supply) Inventory has been sent to SSE and that energy cost will now be recalculated from 1st of August 2025, and we should receive revised invoices from our appointed energy supplier shortly (including a refund for the period from that date).

Noted: The Clerk advised as above and that no new tariff has been advised as at the time of the meeting.

228-03/26 LNDP Final Signoff

To **note** that the LNDP final submission has been passed to West Berkshire Council and all materials have been posted on Lambourn Parish Council website

Noted: The Clerk advised that West Berkshire Council have emailed to inform us that *there is a District Council meeting in May; however, this is the Annual Council meeting, which can only consider constitutional and procedural business, not ordinary items such as the NDP. As a result, the next suitable meeting for consideration of the NDP is the Council meeting on Thursday 16 July.*

The LNDP Steering group are working with Bluestone Planning to see if an earlier date can be secured.

229-03/26 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 156-11/25 November 2025 Full Council Meeting
 - b **To note** that the documents have been returned to the solicitor and that the Clerk's Office is investigating the next steps (i.e. Seeking Permission in Principle for land use change, required surveys, etc.)
2. Traffic Survey
 - a **Re:** item 156-11/25 November 2025 Full Council Meeting
 - b **To note** that initial contact has been made with the consultant and that a meeting will be arranged at the earliest opportunity.
 - c **Noted:** As above
3. Changes in Waste Legislation
 - a **Re:** item 156-11/25 November 2025 Full Council Meeting
 - b **To note** that the Clerk's Office will aim to speak to the Market Toby before the April 2026 Meeting.
 - c **Noted:** As above
4. Speed Indicator Devices
 - a **To receive** any update of the order ETA
 - b **Noted:** The Clerk advised that the equipment is ready and a date for delivery has been requested by the supplier.
 - c **Action:** The Clerk's Office to arrange a delivery date after Cllr Mead returns on the 23rd of March 2026

230-03/26 Monthly Accounts

1. **To approve** the schedule of payments presented
 2. **To approve** the bank reconciliations presented
 3. **To note** the January Income and Expenditure report as the current financial position of Council.
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1. January Costs
 2. January Income
 3. Pending Transactions for Payment Approval

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

Re: document *January 2025 Transactions and Cost For Approval 2025-03* (presented at meeting)

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

Noted: That the January 2026 Income and Expenditure report was the current financial position of Council

231-03/26 Banking Signatories

To **note** that the Clerk's Office will proceed to add Cllr McKay as a bank signatory, with his agreement, and to request a further councillor to also undertake to become a bank signatory for the Barclays Account.

Noted: as above and Cllr McKay confirmed he is still will to act as a Bank Signatory.

Resolved: Cllr Mead proposed, and Cllr McKay seconded that Cllr Earl should be appointed as an additional bank signatory. Unanimously **agreed**.

Action: The Clerk's office to progress with the appropriate bank mandate change requests

232-03/26 Future Agenda Items

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

Noted: Cllr Jones requested that the subject of "Planning Enforcement" be added as a discussion topic at the April meeting agenda.

Cllr Leeming requested that the subject of "Berkshire Digital Infrastructure Group News" be added to the April meeting agenda.

233-03/26 Close of the meeting

The Chair **declared** the meeting closed at: **20:31**

Signed: *S Mead*

Date: 01/04/2026