



# LAMBOURN PARISH COUNCIL

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

Locum Clerk: Karen Crowhurst  
Assistant Clerk: Rachael Burns

email: [info@lambourn-pc.gov.uk](mailto:info@lambourn-pc.gov.uk)

## MINUTES OF THE LAMBOURN PARISH COUNCIL HELD ON WEDNESDAY 3RD JUNE 2026 AT 7.30PM IN THE MEMORIAL HALL

**Present:** Cllr S Freeston (Chair) Cllr B Jones, Cllr I McKay, Cllr J Marshall and Cllr V Rieunier.

**Also present:** Karen Crowhurst Locum Clerk

Members of the public: Four.

- 026/06/26 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.
- There were no apologies for absence.
- 027/06/26 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.**
- There were no declarations of Members interests.
- 028/06/26 To accept the minutes of the meeting held on Wednesday 6<sup>th</sup> of May as true and accurate recordings of the meetings. - Local Government Act 1972 Sch 12 para 41(1)**
- Proposed:** Cllr Freeston. **Seconded:** Cllr Jones.
- Resolved unanimously** to accept the minutes of the Council meeting held on Wednesday 6<sup>th</sup> of May as a true and accurate record of the meeting.
- 029/06/26 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.*
- There was no exclusion of the press or members of the public.
- 030/06/26 Public Participation**
- One member of the public who advised he is a former Councillor raised concerns and advice regarding.
- Graves at the Cemetery,

- The tactical contract and requested that this be looked at.
- Clearing arisings from grass cutting.
- Dead dandelions.
- The methodology of grass cutting being conducted.
- More accountability.

The member of the public was advised by the Chair that a written response would be sent to him regarding his concerns.

**031/06/26 Co-option of Councillors** - To consider Co-opting a candidate for Eastbury Ward and any other people to consider. Co-opted Councillors will need to sign an acceptance of officer document prior to being able to join the meeting.

After Anthony Stewart-Smythe informed Members what he could bring to the Council. The meeting moved to a vote by a show of hands

Cllr Freeston proposed it to co-opt Mr Stewart Smythe as a co-opted Member to Lambourn Parish Council. Cllr Jones seconded this. All were in favour.

**Resolved** that Mr Stewart-Smythe be Co-opted. Mr Stewart-Smythe signed an Acceptance of Office meeting witnessed by Council Members and the Locum Clerk who was working remotely.

**032/06/26 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

26/00924/LBC Pigeon House Eastbury Hungerford RG17 7JQ  
 External alterations to existing house; including removal of existing door and creation of enlarged opening to allow for new timber casement window.  
<https://publicaccess.westberks.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TE7ARSRDHY600>

**Comments and observations -No objections.**

26/00911/FULMAJ Land To The South Of Rookery Cottages Kingwood Lambourn Woodlands Hungerford Berkshire  
 The provision of a covered horse training track. Section 73 application to vary condition 4 of previously approved application 12/00376/COMIN  
<https://publicaccess.westberks.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TE5ALLRDHX200>

**Comments and observations – No objections.**

26/00971/FUL The Old Manor Stables Upper Lambourn Hungerford RG17 8RG  
 Construction of two American barns of 20 boxes each  
<https://publicaccess.westberks.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TEM4EGRDI2300>

**Comments and observations- No objections.**

**Planning Decisions** - None received.

**034/06/26 Monthly Accounts**

a) **To approve the schedules of payments presented**

*To not the payment for LGRC was paid outside of process due to ensure the urgent need of the service could be provided*

It was agreed for this item to be deferred.

**b) To receive a verbal report from the Locum Clerk regarding the Financial Year End and Annual Return**

The Locum Clerk advised that the Annual Return has now been downloaded and is ready for completion for submission to the Internal Auditor and then the External Auditors. The Clerk advised that the year end has been completed by Rialtas and the financial year 2026-27 budget will need to be added.

**c) To note the extension date granted from the External Auditors until 31<sup>st</sup> July 2026**  
Members noted the extension of time.

**d) To consider other contingency arrangements to meet the audit requirement and IT matters.**

No arrangements were discussed.

**e) To note there is a new assertion on the Audit form – Assertion 10** (Information previously circulated)

Members noted the addition of Assertion 10 pertaining to GDPR, and use of IT is now included as part of the audit regime.

**035/06/26 To consider the installation of a memorial bench at the OCF – Information to follow.**

It was agreed that further investigation needs to take place which should include the type of bench, the cost and location.

**035/06/26 Bank Mandate and signatories-** To consider other signatories and add an Officer onto the bank to raise payments.

The current arrangement was explained. The Locum Clerk advised that the current procedure for the raising and authorising of payments is unlawful, as well as the risk to those raising and authorising payments. The Locum Clerk also advised that the mandate would need to be changed to accommodate the legislation or a new bank be sourced.

**036/06/26 Future Agenda Items –** To request or consider items for the next Agenda

- Public Toilets upgrade
- Maintenance Contract Review
- Co-option of another Council Member.

**037/06/26 To Close of the meeting**

There being no further business, the meeting closed at 20.23