



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 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 972 s 100.

In Attendance: Cllr McKay, Cllr Jones, Cllr Freeston, Cllr Marshall and Cllr Middleton.

Agenda Items

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

Local Government Act 1972 ss 15 & 34

Resolved: Cllr McKay **proposed**, and Cllr Jones **seconded** that Cllr Freeston be elected as Chair. **Unanimously** agreed.

Noted: The Clerk advised that Cllr Mead stood down from his position of Chair and as a parish councillor with effect on the 5th of May 2026. The Council expressed their gratitude for his work and commitment to the council during his tenure.

002-05/26 Election of Vice Chair

Local Government Act 1972 ss 15 & 34

Deferred: The election of Vice Chair was deferred until the June Meeting. **Majority** agreed.

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.

Resolved: Cllr Earl and Cllr Leeming sent apologies. Council accepted the reasons for absence.

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.

Noted: That none were given.

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)

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

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*).
Resolved: Cllr McKay **proposed**, and Cllr Marshall **seconded** that the application be accepted. Majority **agreed** with one abstention and one objection.
- Noted:** Cllr Middleton announced his resignation and left the meeting @ 20:02
- 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.
Comments and observations:
Lambourn Parish Council – **Resolved** not to object. Concerns to be submitted to West Berkshire Planning.
Unanimously **agreed**.
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- Land South Of Tower Works Lambourn Woodlands Hungerford**
Ref. No: 26/00641/COND | Received: Thu 19 Mar 2026 | Validated: Thu 19 Mar 2026 |
Status: Awaiting decision
Comments and observations:
Lambourn Parish Council – **Resolved** to object.
-
- 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
Comments and observations:
Lambourn Parish Council – **Resolved** not to object.
-
- 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
Comments and observations:
Lambourn Parish Council – **Resolved** not to object.
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- 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
Comments and observations:
Lambourn Parish Council – **Resolved** not to object.
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- 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**
Agreed Membership: Cllr McKay, Cllr Freeston, Cllr Earl, and Cllr Marshall (Cllr Earl subject to confirmation at June 2026 Meeting)
 - 2. Planning Working Group**
Agreed Membership: All Councillors
 - 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-institute the Finance and Staffing Committees as with defined members or retain the existing **Plenary** structure.

Resolved: Cllr Jones proposed, and Cllr Rieunier seconded that Staffing and Finance Committees be reestablished. Unanimously **agreed**.

Staffing Committee

Agreed Membership: Cllr Jones, Cllr Rieunier , and Cllr Marshall

Finance Committee

Agreed Membership: Cllr Rieunier, Cllr McKay , and Cllr Freeston

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 Rieunier

Lambourn Joint Advisory Committee: Cllr McKay

Lambourn Library: Cllr Jones and Cllr Earl

West Berkshire Police: 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/>

Resolved: Cllr Rieunier proposed, and Cllr Freeston seconded that all of the above be adopted. Unanimously **agreed**.

014-05/26 Meeting Dates

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

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

Resolved: Cllr Rieunier **proposed**, and Cllr Jones **seconded** that the above be adopted with the addition of Finance and Staffing meetings to be considered in the June 2026 Meeting. Unanimously agreed.

015-05/26 Risk Management Schedule

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

Re: document *LPC Risks Report 2026-27*

Resolved: Cllr Freeston proposed, and Cllr Jones seconded that the above be adopted. Unanimously **agreed**.

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.

Noted: As above

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*

Noted: The Clerk's Office to investigate the HALC auditing services and report.

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.

Noted: As above

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.

Noted: As above

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*

Resolved: Cllr Rieunier **proposed**, and Cllr Jones **seconded** that a notice be posted on the parish council website and social media to request public feedback in relation to the above 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)

Resolved: Cllr Freeston **proposed**, and Cllr Jones **seconded** the approval of the schedule of payments and the pending transactions presented. Unanimously **agreed**.

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*

Deferred: Pending further investigations into the financial arrangements.

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*

Noted: As the parishioner is now a standing councillor, the request for information is now moot.

Closed Session Items

024-05/26 Staffing Matters

To **consider** the appointment of LGRC Associates Ltd to supply a Locum Clerk to stand in until a replacement Clerk and RFO is hired.

Resolved: Cllr Freeston **proposed**, and Cllr Rieunier seconded that LGRC Associates Ltd.'s proposal be accepted and that the Locum Clerk be involved in the interview process as part of their role. Unanimously **agreed**.

Resolved: Cllr Rieunier **proposed**, and Cllr Freeston **seconded** that the recruitment of a replacement for the Clerk is to be undertaken by the Staffing Committee and that Cllr Rieunier be given temporary delegated authority to have access to the Parish Council Website and Social Media accounts for the purpose of posting the Job Advertisement reusing the previous role outline and definition with adjustments made in respect of salary changes. Unanimously **agreed**.

Noted: The Clerk Advised that the Clerks Office was undertaking the Interim Audit the day after the meeting and would begin to prepare a comprehensive handover document as a priority along with addressing the bank mandate changes.

Other items were **noted**

025-05/26 Future Agenda Items

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

Noted: The Clerk omitted to include the item requested in the April 2026 Meeting:

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

Cllr McKay requested that an item be included to discuss the delays in the advised plans for improvements at the Lambourn Centre.

This will be added the June 2026 Meeting

026-05/26 Close of the meeting

The Chair **declared** the meeting closed at: 21:45