



LAMBOURN PARISH COUNCIL

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

email: info@lambourn-pc.gov.uk

Minutes of A Parish Council Meeting held on Wednesday, 7th October 2026 at 7.00 pm in The Memorial Hall

Meeting called by: Vicky Rieunier – Temporary Voluntary Clerk & RFO

Signature: Vicky Rieunier

Date: 1st October 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 100E.

In attendance: Cllr Stewart-Smythe, Cllr Harris, Cllr Rieunier (Acting Proper Officer), Cllr McKay, Cllr Jones and Cllr Leeming.

Also in attendance: Cllr Howard Woollaston – District Cllr

Agenda Items

65-10/26 | Acceptance of apologies for absence

To receive and accept apologies for 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 sent apologies. Council accepted the reasons for absence.

66-10/26 | Declarations of Interests and Dispensations

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.

67-10/26 | Minutes of Previous Meetings

Resolved: That the Council approves as a correct record and authorises the Chair to sign, the minutes of the Full Council meeting held on 1st July 2026 and the Extraordinary General Meetings held on 16th July 2026 and 21st September 2026.

Local Government Act 1972 Sch 12 para 41(1)

68-10/26 | Public Participation

The meeting was adjourned for a brief period to allow members of the public to address the Council on matters relating to local affairs,
As no members of the public came forward to address the Council, the meeting was immediately reconvened into formal session.

69-10/26 | Planning Applications

Following a brief discussion.

1 Mill Lane (Ref: 26/01885/HOUSE)

Planning permission sought for a dropped kerb leading onto Newbury Road.

Resolved: That the Council raises no objection to planning application 26/01885/HOUSE for 1 Mill Lane, Lambourn

70-10/26 | Precept Payments

Noted: Receipt of the second half of the annual precept payment (£93,846) from West Berkshire Council.

71-10/26 | Finance and Payments

An operational update was received regarding financial system access and accountancy review progress. The following additional payments that fall outside the regular payment framework were presented to Council for approval:

15/05/2026	Lambourn Surgery Replacement Battery	£342.22
27/07/2026	Refurb of Eastbury Shelters - Lambourn Shed (Min Ref: 09-04/26)	£100
03/10/2026	V Rieunier, Lockable Filing Cabinet for Confidential Files	£21.20

Regular Payment Invoices Received

23/09/2026	Tactical September Maintenance	£2,838.11
30/09/2026	Rialtas Web (Min Ref: EGM 08-09/26(R))	£148.40

Resolved: That the Council notes and ratifies the essential operational payments released under EGM Minute 12-09/26(R) and approves the above paper verified invoices presented and receives the operational update regarding financial systems and accountancy support.

72-10/26 | Annual Governance and Accountability Return (AGAR) 2025/26

Noted: Submission of the 2025/26 AGAR documents to external auditor PKF Littlejohn LLP, acknowledgement of receipt and publication of the required notice and documents on the council website and Memorial Hall noticeboard on 30th September 2026.

73-10/26 | Remembrance Sunday Arrangements

Resolved: That the Council approves expenditure of up to £40 under Section 137 of the Local Government Act 1972 for a Remembrance Sunday poppy wreath and appointed Cllr Leeming as the council representative to lay the wreath on behalf of Lambourn Parish Council.

74-10/26 | Playground Inspections

An update was received from Cllr Harris regarding playground inspection reports. Cllr Harris confirmed that he will temporarily undertake weekly visual safety inspections to maintain continuity of safety monitoring.

Noted: That the Council receives the playground inspection update from Cllr Harris and records its thanks for undertaking temporary weekly visual inspections.

75-10/26 | Allotments

An update was received regarding the drafting of an agreement between the Council and the Allotment Committee.

Resolved: That the Council appoints Cllr Chris Harris as a representative to the Allotment Committee and notes the progress update on drafting the Council Allotment agreement.

76-10/26 | Memorial Benches

A proposed policy for memorial benches and a public request for a bench at the Old Cricket Field were considered.

Resolved: That the Council adopts the proposed Memorial Bench Policy and delegates responsibility for the approval of the Memorial Bench to the BOSA Committee following receipt and review of the application form.

77-10/26 | Burial Ground and Cemetery Matters

An operational update was received regarding cemetery administration and routine maintenance.

Resolved: That the Council receives the operational update for the burial grounds and cemetery matters.

78-10/26 | Defibrillator Policy Review

An update was provided on recent maintenance costs for parish defibrillators and the status of the 2024 policy.

Resolved: That the Council agreed the presented defibrillator maintenance cost of £342.22 and confirms that the 2024 Defibrillator Policy needs reviewing and approval before its publication on the council website.

79-10/26 | Cemetery Refurbishment Works

A quotation received for the refurbishment of the cemetery bunkers was presented and reviewed.

Resolved: That the Council reviewed the quotation of £1,000 for the refurbishment of the cemetery bunkers and resolves to award the contract to the selected supplier.

80-10/26 | BOSA Meeting Date

Noted: That the next meeting of the Burials, Open Spaces and Allotments (BOSA) Committee will take place on Monday, 26th October 2026 at 7.00 pm in the Memorial Hall.

81-10/26 | Archival Records

A request was considered from the Almshouse regarding historical Parish Council records held on their premises.

Resolved: That the Council received the update regarding historical parish records held at the Almshouse and agrees to arrange collection for safe council storage prior to any transfer to the Berkshire Record Office.

82-10/26 | Future Agenda Items

Members requested that the following items be included on the agenda for the next Ordinary Meeting on 4th November 2026:

- Acceptance of the Examiner's Report for the Lambourn Neighbourhood Development Plan
- The siting of a defibrillator for Upper Lambourn
- The Allotment Policy
- Repairs to the Allotment drive.

83-10/26 | Exclusion of Press and Public

in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of personnel and staffing matters.

It was **resolved** that the Council excludes the press and public from item 83-10/26 to 86-10/26

CONFIDENTIAL SESSION

84-10/26 | Staffing and Financial Management Arrangements

An update was received on the recruitment process for the Clerk & Responsible Financial Officer (RFO).

Resolved: That, supported by five members in accordance with Standing Order 7, the Council agreed unanimously to update its previous decision under Minute 09-09/26(R) regarding external accountancy services and resolves instead to recruit a part-time Responsible Financial Officer (RFO) to manage the Council's financial administration internally, requesting the Staffing Committee to progress the recruitment process.

85-10/26 | Staffing Committee Recommendations and Associated Expenditure

Recommendations from the Staffing Committee were considered regarding staff qualification recognition.

Resolved: That, under Section 112 of the Local Government Act 1972 and as part of the staff remuneration package, the Council approves the recommendations of the Staffing Committee:

- To grant a one-off discretionary payment of £500 to the Deputy Clerk in recognition of the successful attaining of the CiLCA qualification to be processed through standard PAYE payroll, and
- To grant a one-off discretionary honorarium of £250 to the Deputy Clerk in recognition of the additional administrative duties undertaken to ensure operational continuity, to be processed through standard PAYE payroll.

86-10/26 | Professional Support Services

Resolved: That the Council approves an additional expenditure of £100 for professional support services.

87-10/26 Close of the meeting The Chair declared the meeting closed at 8.13 pm.