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, 4th November 2026

at 7.00 pm in The Memorial Hall

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 (admission to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100E.
In attendance: Cllr McKay (Chair), Cllr Rieunier (Acting Proper Officer), Cllr Stewart-Smythe, Cllr Harris, Cllr Jones and Cllr Leeming
Also in attendance: Cllr Howard Woollaston – District Councillor

Agenda Items

88-11/26 | 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.
Resolved: Cllr Marshall sent apologies. Council accepted the reasons for absence.

89-11/26 | Declarations of Interests and Dispensations
To receive any declarations of Members' interests on this agenda.
The Localism Act 2011 and the Code of Conduct adopted by the Parish Council.
Noted: That none were given.

90-11/26 | Minutes of Previous Meetings
Local Government Act 1972 Sch 12 para 41(1).
Resolved: That the Council approves as a correct record and authorises the Chair to sign, the minutes of the Full Council meeting held on 7th October 2026.

91-11/26 | Public Participation
The meeting was adjourned for a brief period to allow members of the public to address the Council. As no members of the public came forward, the meeting was immediately reconvened into formal session.

92-11/26 | Planning Applications
(In planning matters the Council acts as a consultee of the principal authority). To consider the following Planning Applications:

26/02073/HOUSE – Trainers House, Whitehouse Stables, Upper Lambourn
Single storey side extension including double garage.
Resolved: That the Council raises no objection to planning application 26/02073/HOUSE.

26/02225/HOUSE – Crokers Hole Farm, Seven Barrows, Lambourn
Internal alterations and extension (less than 100sqm) solar panels and air source heat pumps/renewables.
Resolved: That the Council raises no objection to planning application 26/02225/HOUSE.

26/02148/LBC – 18 High Street, Lambourn
Proposed single storey side/rear infill self-contained extension following demolition of the current 1980s addition.
Resolved: That the Council objects to planning application 26/02148/LBC.

93-11/26 | Clerk's Progress Update
An operational progress report was received from the Clerk on outstanding actions.
Noted: That catch up administrative work continues to progress, the Hallmaster booking system is in place and managed service providers for IT systems are scheduled for review.

94-11/26 | Highways and Traffic Management
To consider ongoing traffic and parking issues along the High Street and discuss potential collaborative measures with West Berkshire Council (WBC) highways authority and Thames Valley Police.
Resolved: That Cllr Jones, Cllr Stewart-Smythe and Cllr McKay form a working group to review the following suggestions:

- Requesting a ticketless grace period for the village car park.
- Clarifying and reinforcing 15 minute express parking signage outside the Co-op.
- Conducting GDPR compliant volunteer traffic tallies during peak periods.
- Requesting double kerb blips outside The George to enforce absolute stopping prohibitions.

It was further **resolved** to bring forward the traffic survey previously budgeted for to support representations.

It was **noted** that Cllr Woollaston is formally approaching West Berkshire Council to receive feedback on the cost/benefit of parking charges received to date.

95-11/26 | Streetlighting Repairs and Maintenance
To review quotations and consider necessary expenditure for streetlighting repairs.
Resolved: That the Council delegates responsibility for the annual budget for streetlight repairs to the Clerk to obtain formal repair quotations for the units at Foxbury, Tubbs Farm Close and Oxford Street, to continue coordinating with Volker regarding unlit project columns, and to enable necessary repairs to be made.

96-11/26 | Memorial Board Offer
To consider an offer made to the Parish Council regarding the donation and placement of a memorial board.
Resolved: That the Council accepts the offer from the Lambourn Royal British Legion (RBL) for the donation and permanent wall display of the hand engraved wooden Roll of Honour plaque within the Memorial Hall.

97-11/26 | Memorial Hall Day Rate Tariffs
To review, consider and approve revised day rate hire agreements and tariff structures for the Memorial Hall.
Resolved: That the Council approves the revised day rate hire schedule for 8 hour and 10 hour booking blocks as follows:

- **Registered Charity / Local Non-Profit:** £85.00 (8 Hour Day Rate) | £105.00 (10 Hour Day Rate)
- **General / Commercial Use:** £125.00 (8 Hour Day Rate) | £155.00 (10 Hour Day Rate)

(Note: Hours beyond the agreed block revert to standard hourly rates of £13.20/hr or £19.60/hr).
It was further **resolved** that the West Berkshire day rate will be revised at a later date but maintained at £220 for 2027's election booking.

98-11/26 | Reintroduction of the Halls and Streets Committee
To consider the re-establishment and reintroduction of the Halls and Streets Committee.
Resolved: That following discussion, the decision to re-establish the Halls and Streets Committee will be deferred to the March 2027 Full Council meeting for further review.

99-11/26 | Parish Defibrillators
To receive updates on taking over operational responsibility and maintenance of the public defibrillator stationed outside Lambourn Library.
Noted: That the Council formally assumes operational responsibility and maintenance (including replacement batteries and pads) for the library defibrillator following agreement with Lambourn Surgery.

100-11/26 | Allotments and Open Spaces
To resolve to approve quotations for necessary repairs to the allotment drive.
Resolved: That the Council approves the formal quotation of £2,340.00 + VAT from K & C Services Ltd for essential resurfacing repairs to the entrance drive of the Lambourn Allotments.

101-11/26 | Land Registry First Registration of Parish Land Parcels
To receive a report regarding unregistered land parcels (Allotments off Baydon Road and Mill Lane Recreation Area).
Resolved: That the Council approves the procurement of specialist legal services and earmarks up to £3,000 (plus VAT) from general reserves to undertake a Voluntary First Registration (based on documentary and possessory evidence) for both land parcels and grants delegated authority to the Clerk, in consultation with the Chair, to instruct solicitors and sign the necessary applications.

102-11/26 | Appointment of Responsible Financial Officer (RFO) and Bank Mandates Update
To formally confirm the appointment of Jane Humphreys as Responsible Financial Officer (RFO) pursuant to Section 151 of the Local Government Act 1972 and update bank mandates.
Resolved: Pursuant to Section 151 of the Local Government Act 1972, the Council formally resolves:
a) To confirm the appointment of Jane Humphreys as Responsible Financial Officer (RFO).
b) To update bank mandates across all accounts held with Unity Trust Bank, Barclays Bank and Newbury Building Society.
c) To approve the specific banking authorisations as follows:

- **Unity Trust Bank:** Add both **Vicky Rieunier** and **Jane Humphreys** as Administrators and online users. Furthermore, the Council explicitly approves and instructs the removal of legacy administrators and signatories where physical signatures cannot be obtained, in accordance with Unity Trust Bank's governance protocols for administrative removal.
- **Barclays Bank and Newbury Building Society:** Add Jane Humphreys as authorised user with full operational and transactional account access.

103-11/26 | Finance and Administration
To review financial management updates, receive bank reconciliations and approve the schedule of payments presented.
Resolved: That the Council approves the schedule of payments presented for October 2026 totaling £18,080.58 gross against receipts of £9,561.25. Furthermore, noting that regular financial sign-off was previously interrupted by the vacancy of the RFO and Clerk roles, the Council formally accepts and ratifies the first quarter accounts to re-establish regular statutory reporting.
Noted: That the first quarter bank reconciliations were reviewed, signed and agreed by Cllr Leeming and Cllr Jones in line with our internal audit procedures.
Noted: The Council recorded its formal thanks to Jane Humphreys for completing the first quarter accounts and for her hard work and assistance to date.

104-11/26 | Lambourn Neighbourhood Development Plan (LNDP)
To receive an update on the LNDP and consider responses to the Examiner's Report. Sue Cocker gave a brief update to the Council.
a) Resolved: That the Council accepts the Examiner's recommendations for the LNDP as contained in the Examiner's Report.
b) Resolved: That the Council agrees that the Decision Statement be published on 27th November 2026.
c) Resolved: That the Council agrees to the Minor Modifications identified in the Decision Statement.
Noted: The Council recorded its formal thanks to Sue Cocker for all her hard work on the LNDP project.

105-11/26 | Future Agenda Items
To request items for the next agenda and note the next Ordinary Meeting.
Noted: That no specific future agenda items were raised. Due to the meeting being unquorate on the originally scheduled date, it was agreed that the next Ordinary Meeting of the Parish Council will be held on **Tuesday, 9th December 2026**.

106-11/26 | Exclusion of Press and Public

To resolve that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for confidential business relating to staff appointments and contractual matters.

Resolved: That the Council moves into confidential session (Part 2).

CONFIDENTIAL SESSION (PART 2)

107-11/26 | Staffing Arrangements and Interim Recruitment

To receive confidential updates regarding staff vacancies, interim administrative cover options, and permanent recruitment.

Resolved: To ensure ongoing administrative continuity following a staff vacancy, the Council grants delegated authority to the Clerk and the Staffing Committee to manage the recruitment, contractual terms and appointment of a temporary administrative support role within approved budgetary parameters.

108-11/26 | Close of the Meeting

The Chair declared the meeting closed at 8.25 pm.