LAMBOURN PARISH COUNCIL

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Minutes of the BOSA Committee Meeting
Monday 26th October 2026
in the Memorial Hall at 7.00 pm

Present: Ian McKay, Jemma Marshall, Chris Harris, Lexie Leeming, Tony Stewart-Smythe and Vicky Rieunier (Clerk)

33-10/26 | Acceptance of Apologies for Absence
To receive and accept apologies for absence in accordance with Schedule 12 of the Local Government Act 1972.
Resolved: All members were present.

34-10/26 | Declarations of Members' Interests
To receive any declarations of members' interests on this agenda in accordance with the Localism Act 2011 and the Parish Council Code of Conduct.
Noted: None given.

35-10/26 | Election of a Committee Chair
To elect a Chair for the BOSA Committee.
Resolved: Cllr Chris Harris was duly elected as Chair of the BOSA Committee.

36-10/26 | Election of a Committee Vice Chair
To elect a Vice Chair for the BOSA Committee.
Resolved: Cllr Anthony Stewart-Smythe was duly elected as Vice Chair of the BOSA Committee

37-10/26 | Minutes of Previous Meeting
To confirm and sign as a correct record the minutes of the BOSA Committee meeting held on Wednesday 22nd July 2026.
Resolved: The minutes of the previous meeting were agreed and signed as a correct record.

38-10/26 | Public Participation
To receive any public questions or statements relating to local affairs.
Noted: No members of the public were present.

39-10/26 | Finance Review
To review the BOSA financial report for the current year to date.
Noted: The financial report was discussed and noted.

40-10/26 | Allotments
a) To discuss and agree the management agreement, administration delegation policy and grant funding arrangements with the Allotment Society.
Resolved: It was agreed to send the draft management agreement to the Allotment Society.

b) To consider quotes provided for the drive refurbishment at the entrance from the road.
Resolved: Noting that only two quotes could be obtained, the committee voted to accept the quote provided by K & C Services at £2,340 plus VAT .

c) To discuss allotment water bills and usage.
Resolved: It was agreed that the Allotment Society should retain responsibility for payment of water usage.

41-10/26 | Playground Inspections
a) To receive an update from Cllr Harris on weekly visual inspections.
Noted: It was noted that Cllr Harris will continue to undertake the weekly visual inspections.

b) To note and ratify the instruction to ARD (at £180 + VAT) to replace the defective and vandalised protective matting on the pyramid climbing frame outrigger stay.
Noted: The action was noted and ratified.

42-10/26 | Mill Lane Recreation Ground
a) To discuss the condition of the grass over the larger playing field following the summer drought.
Resolved: Noting that the area lacks grass and requires reseeding, the committee agreed to obtain a quote and include it as a budget item for next year.

b) To decide whether to reinstate the goalposts and net at the north end.
Resolved: It was agreed to keep the goal nets down for the time being.

c) To discuss arrangements for clearing leaves from the park following leaf fall.
Resolved: Following discussion regarding leaf accumulation behind the goal and underneath trees causing damage to the grass, the committee agreed to request an additional clearance budget of £150.

d) To review the condition of the two pedestrian gates into the recreation ground and consider repair options or volunteer support.
Resolved: to request quotes to repair and refresh the gates.

43-10/26 | Old Cricket Field
a) Dogwood Cut Back - proposal for the Committee to agree to put this work out to tender.
Resolved: The committee agreed to put the dogwood cut back work out to tender.

b) Woodland Management Plan - to consider deferring this item until 2027.
Resolved: It was agreed to look into costs for a professional to produce a management plan to incorporate into next year's budget.

c) Hard Standing - to consider deferring options for the future use of the hard standing and progression toward public consultation until 2027.
Resolved: The committee agreed to formally defer this item until 2027.

44-10/26 | Cemetery and Land Purchase
a) To receive operational updates regarding the clearance and refurbishment of the cemetery bunkers, steel orders and tipping best practices with the grave digger.
Noted: The bunkers have been cleared of chalk and rubbish and are awaiting refurbishment, with steels arriving during the week. Once refurbished, best practices for tipping with contractors will be clarified.

b) To receive any burial updates from the Clerk.
Noted: Catch-up is currently in progress.

c) To identify two councillors to undertake hand push safety testing of headstones at closed churchyards (Upper Lambourn Cemetery and St Luke's).
Resolved: Cllrs Harris and McKay were identified and appointed to undertake the testing.

45-10/26 | Grass Maintenance Contract & Working Group
a) To receive a report from Cllr Harris on recent hedge cutting and the general condition of contract works.
Noted: The committee is continuing to review the contract and will arrange a winter catch up for outstanding jobs. A follow up meeting with the contract's manager has been arranged for week commencing 2nd November to provide feedback.

b) Working Group Setup: To formally agree and sign off on the establishment, remit and regular meeting schedule of the Grounds Maintenance Working Group (comprising Cllrs Stewart-Smythe, Marshall, Harris and McKay) tasked with regularly reviewing the quality of service provided by the contractor.
Resolved: All members were in agreement to establish the working group.

c) Ivy Removal and Cut Back: To consider approval to continue the cut back and removal of ivy this year (supporting info ref: 07-04/26), with a possible reduction to three days' work rather than five following consultation by Cllr Harris with the contractor on necessary priority areas.
Resolved: The committee resolved to allocate a maximum of 4 days to undertake the quoted work.

46-10/26 | Memorial Bench Policy
To discuss any applications received under the newly adopted Full Council Memorial Bench Policy.
Resolved: Following discussion subjecet to confirming the concrete pad requirements and exact placement, the committee voted to accept the memorial bench request by 4 votes in favour to 1 against.

47-10/26 | Projects for 2027–28
To review and discuss initial project proposals for the 2027–28 financial year.
Noted: The committee discussed initial project proposals, including:

- Old Cricket Field tree management proposal
- Leveling the children's play area at Mill Lane
- Mill Lane Rec grass reseeding

48-10/26 | Memorials (Information Only)

In loving memory of
MICHAEL JOHN VAUGHAN
7th September 1936
23rd March 2025
Quietly missed
Forever in our thoughts
R.I.P.

In loving memory of
Kim Cummins
29.05.1959 – 22.11.2025
a beautiful Wife,
devoted Mother and
the most amazing
Nan Nan
Forever in our hearts

Noted: Received for information only.

49-10/26 | Items for Next Meeting
To note items for inclusion on the next committee agenda.
Noted: It was noted that the date of the next meeting has been changed from 16th December to Monday 11th January.

Meeting Closed: 8.43 pm