



# Pangbourne Parish Council

## Village Hall Committee Minutes

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At a meeting of the Village Hall Committee held at Pangbourne Village Hall on Wednesday 29 June 2022 commencing at 6.30pm.

Present: A Huddart, P MacIver, C Williams, J Palfrey, J Hughes  
R Elkin (Clerk), L Antonio (Asst Clerk)

Apologies: J Higgs, I Walker, S Taylor, C Knight  
No MoP were present

### ACTION

#### Section 1 – Procedural

#### VH/177 APOLOGIES FOR ABSENCE

J Higgs, I Walker, S Taylor, C Knight

A Huddart acted as Chair in the absence of I Walker

#### VH/178 DECLARATION OF INTERESTS

J Palfrey declared an interest as a member of the Parochial Church Council

#### VH/179 MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 18 May 2022 were approved and signed by the Chairman as an accurate record

#### VH/180 OUTSTANDING ACTIONS FROM PREVIOUS MINUTES

- Blinds for both halls and offices to be replaced – see VH/181
- Repair of the footpath – see VH/184
- Loss of pressure in main hall boilers – Youngs have now added leak sealant to system. Clerk will monitor pressure levels to see if this has resolved the issue
- Water leak under WBC car park – Clerk has been in touch with Paul Hendry at WBC who has agreed to liaise with Thames Water. PM stressed that this should not be viewed as a Council issue and Thames Water have confirmed that they will maintain water supply while the issue is resolved. Clerk reported that a revised bill from Castle Water was around a third of their previous estimate which suggests it is not a significant leak – ONGOING

Clerk

#### Section 2 – Decision Making

#### VH/181 TO RECEIVE AN UPDATE ON BLINDS AND APPROVE COLOUR CHOICE

Full survey for blinds in halls and offices has now been carried out. Agreed that Asst Clerk should go ahead with ordering blinds and arranging fitting. The following colours were proposed and agreed:

Asst  
Clerk

Office Blinds: Magnolia  
Front Roller Blinds for halls: Beige  
Blackout Roller Blinds for halls: Admiral (to match royal blue upholstery)

**VH/182**      **TO RECEIVE AN UPDATE ON SOLAR PANEL RESEARCH**

AH reported that attempts to progress the solar panel project have stalled as the companies they've been talking to are reporting staffing and supply chain issues. The Committee was reminded of the figures suggested by the initial survey: Installation of 8 or 9 panels would cost £34,700 and could produce an annual saving of £5,362, so payback period would be around 7 years.

Clerk reported that Council is not eligible for government Village Hall Jubilee Grants as not a charity. Alternative sources of funding were discussed but it was noted that, before funding is considered, a clear rationale for carrying out the project, a full project specification and an understanding of any technical issues would be required.

Agreed that AH would email Megan Delgarno, Environment Delivery Officer at WBC, to ask for some independent advice in order to try and progress the project. Clerk to provide her email address.

Clerk, AH

**VH/183**      **TO REVIEW AND CONSIDER QUOTES FOR MOSS REMOVAL AND NEW GUTTERING AND AGREE NEXT STEPS**

Committee reviewed the quotes from several companies for removing moss from Hall roof and replacing guttering with deep flow gutters.

Agreed that both issues require attention given problems with overflowing gutters. Also the advice from roof companies is that, if left too long, the moss can retain moisture and may begin to cause water ingress issues as well as blocking gutters and drain pipes when dislodged. JHu confirmed that historically moss removal was a regular item on maintenance schedule.

Asst Clerk to obtain quote for moss removal from A&B Roofing in order to allow fair comparison between quotes. If quote =< £2,000 then instruct to carry out work.

Asst  
Clerk

**RESOLVED to approve expenditure of up to £3,800+VAT to**

- Remove moss from Village Hall roof
- Install deep flow guttering

**VH/184**      **TO RECEIVE AN UPDATE ON PLANE TREE AND PATH RENEWAL**

Clerk reported that the Tree Officer from WBC has carried out an inspection of the Plane Tree and will carry out further investigations once he has the necessary decay detection equipment. His initial inspection suggests that the tree does not need to be removed and he has recommended a 20% volume reduction of the crown. A WBC Tree Works application will need to be completed for this work.

Clerk

As the path sits within the tree's Root Protection Area, a cellular confinement system will be required around the roots to protect them from any new path surface and an Arboricultural Method Statement will need to be completed. Pavilion Paving has been asked to revisit their quote to take into account these requirements. Asst Clerk to follow up.

Asst  
Clerk

Committee members queried whether there was more we could be doing to mitigate risk from the uneven surface. It was agreed that the path could not be closed off but that 'caution' signage might be helpful although this would not prevent claims if there was an accident as a result of the surface. It was agreed that quotes should be obtained for adding PIRs to this side of the building.

Clerk

**VH/185**

**TO REVIEW ROUTINE HALL MAINTENANCE SCHEDULE**

- PAT Testing – following on from discussion at last meeting it was agreed that although not compulsory it is good practice given members of public using the building and it is recommended by ACRE as a means of ensuring that both the Electricity at Work Regulations and the Health and Safety at Work Act are complied with. JHu to liaise with JP (church) and Clerks to arrange suitable date with Andy Sumner. He will need access to staff laptops, printers etc in addition to emergency equipment in lock up and cupboard.
- Flat Roof inspection due in September
- Asst Clerk to chase electricians for quote for replacing emergency lights
- Fire Extinguisher Inspection due – Asst Clerk will continue to chase CHUBB for a date

**JHu**

**Asst  
Clerk  
Asst  
Clerk**

**Section 3 – Updates from working groups, councillors, committee members**

**VH/186**

**ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE NEXT MEETING'S AGENDA**

None

**Section 4 – Closure**

**VH/187**

The meeting closed at 7.20pm there being no other business

The next meeting will be held on Wednesday 19 October 2022

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date