



MINUTES OF PANGBOURNE PARISH COUNCIL

Minutes of the Meeting held via Zoom Video Conference on Tuesday 4th May 2021 at 7.30pm.

PRESENT:

Cllrs: P. Maclver (Chairman), G. Child, S. Ferguson, C. Hartley
J. Higgs (Vice Chairman), B. Kerr-Muir, N. Goodwin, I. Walker

Clerk: R. Elkin (Clerk),

District Cllr: G. Hurley was not present due to attending a meeting at West Berkshire Council

Members of public: 1 MOP in attendance for all or part of the meeting

APOLOGIES/ABSENCE: C. Roberts, P. Hawkins,

Resignations since the last meeting: G. Hurley as Parish Councillor. He continues as District Councillor.

Action

Section 1: Procedural

1235 Election of Chairman/Acceptance of Office

As this is the Annual Meeting of the Parish Council (AMPC), the current Chairman stood down and Councillors were asked to nominate a new Chairman for the coming year.

It was proposed and seconded that P. Maclver be re-elected as Chairman of the Council again for 21/22 year. There were no other nominations and members unanimously RESOLVED to agree the proposal. P.M accepted the position and signed his Declaration of Acceptance which was witnessed by the Clerk.

1236 Election of Vice-Chairman/Acceptance of Office

The Vice Chairman stood down. There being no other nominations, it was proposed, seconded and RESOLVED unanimously that John Higgs should be re-elected as Vice Chairman of the Council again for the year 2021/22. J.H accepted the position and signed his Declaration of Acceptance witnessed by the Clerk.

1237 Apologies for absence and Declarations of Interest relevant to Agenda Items

Apologies for absence – G. Hurley as D. Cllr, Cllr P. Hawkins and Cllr C. Roberts.

BKM declared an interest in the grants agenda item 1244 due to be being a supporter of APT.

1238 Appointment to Standing Committees

- i. Grounds Committee**
- ii. Finance and Compliance**
- iii. Village Hall Committee**
- iv. Planning**

- i. Grounds Committee**
 - G.C.
 - S.F.
 - N.G.
 - C.R.
 - I.W.
 - P.M. ex officio
 - J.H. ex officio
- ii. Finance and Compliance**
 - B.K.M.
 - C.H.

 - P.M. ex officio
 - J.H. ex officio

- iii. Village Hall Committee**
 - C.H.
 - I.W.
 - P.H.

 - P.M. ex officio
 - J.H. ex officio
- iv. Planning**
 - B.K.M.
 - G.C.
 - N.G.
 - C.R.
 - S.F.
 - C.H.
 - P.M. ex officio
 - J.H. ex officio

1239 Appointment to working Groups

i. Emergency Group

- P.H.
- J.H.
- N.G.
- I.W.
- S.F.
- P.M. Ex officio

ii. Cemetery Group

It was agreed to leave discussion of working groups within Grounds to the first meeting of Grounds to discuss.

It was also agreed to ask G.H. to attend this group and also PVFF in his capacity as D. Cllr.

Clrk to
contact GH

Non-Councillor members of committees will be contacted by the Clerk to see whether they wish to continue on committees.

Clerk

1240 Members on outside Bodies

- i. Pang Valley Flood Forum**
- ii. Fanny Maria Kemp Trust**
- iii. Pangbourne Twinning Assoc**
- iv. Breedons Trust**
- v. AWE Liason**

- i. Pang Valley Flood Forum**
P.H.
J.H.
- ii. Fanny Maria Kemp Trust**
J.H.
B.K.M.

- iii. Pangbourne Twinning Assoc**
P.M.
- iv. Breedons Trust**
P.M. (C.R. Possible reserve)

- v. AWE Liaison**
S.F.

N.A.G (Neighbourhood action group)

- B.K.M.
- J.H.

1241 Minutes of the Parish Council Meeting held on 13th April 2021

It was **RESOLVED** unanimously that the Minutes of the Meeting of 13th April 2021, having been taken as read, were a true and accurate record and duly signed by the Chairman.

1242 Outstanding actions carried over from previous meetings.

- Defibrillators – An alternative site is being sought for the second defibrillator and the Asst Clerk has investigated a small number of sites. **ONGOING**. BKM Clerk
Grounds
- Acquisition and installation of new signs and renewal of yellow posts at the meadows in regard to identifying fishing areas and also the replacement of the mooring posts along the river. Asst Clerk
Asst Clerk
/Clerk/
Grounds
- Actions relating to Recreation Ground and renewal of leases and licences. **ONGOING** NG Clerk
- The Clerk stated that all of the overflowing drains around the village have been reported to WBC but many of the reports have been closed without any action and the drains are still a problem. It was agreed to continue lobbying and reporting, as responsibility to resolve this ultimately lies with West Berkshire Council. G.H. asked to follow up with WBC – **ONGOING** action All
Officers,
Cllrs
District Cllr
- ***UPDATE*** The Clerk reported that a contractor had recently surveyed the drains in the entire village. She will follow this up to ascertain the outcome
- Letter to PCC and Letter to Oxford Diocese on various matters has been sent and responses received. Ongoing Clerk
- Street light replacement in the Moors-PM and Clerk to contact resident- outstanding PM Clerk
- Defibrillator training to be arranged- outstanding Asst Clerk
- Bench repair and replacement proposal outstanding Clerk/GC
- Members bid- Councillors are still to decide on an appropriate bid. The Clerk said that she had contacted the sports clubs to see if they wished to request any projects. Cllrs

At 8.00pm Standing Orders were suspended to enable members of the public to speak.
1 member of the public spoke with regard to the gate on the meadows track.

At 8.03pm normal session resumed

Section 2: Decision Making

1243 To RESOLVE to approve the Annual Schedule of Council meetings for the year 2021/22.

- After discussion and amendments, the Annual Schedule of Meetings was agreed, and the revised version will be circulated by the Clerk.

1244 To consider to RESOLVE to approve, amend or decline grants applied for by groups for 2021/22 Year in accordance with the granting policy and previously circulated to councillors.

Applications are:

• APT	£2,500
• Pangbourne Library	£2,910
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	£5,410

• NB: (Grants already awarded due to time sensitivity):	
• Flowers at Station Rd Carpark	£50
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	£5,460

- Following a grant application by APT under the granting policy terms and conditions, and discussion by Councillors, it was RESOLVED by majority and with one abstention due to a declared interest to approve the grant of £2,500 via the Good Exchange to Action for Pangbourne Toilets from S.137 expenditure.
- It was also unanimously RESOLVED to approve the grant of £2,910 requested by West Berkshire Council to support Pangbourne library from S.137 expenditure.
- The Clerk confirmed that the grant of £50 for flowers already approved has been paid, the display planted, and the Council has received thanks.
- The Clerk stated that she has just received a grant request from Pangbourne Valley Playgroup which has arrived too late. It was agreed to ask PVPG to apply in time for the second round of grants in September.

The Clerk will contact all the groups and make the necessary arrangements

Clerk

1245 RESOLVE to APPROVE the Parish Council insurance quotation for 2021/22 from Came & Co

- Having previously been circulated, the Clerk presented the 3 quotations which have been obtained for renewing the Council's annual insurance for 2021/22 via Came & Co.
- Unfortunately, there has been a significant increase in the cost of insurance for the local authority public sector following a thorough review of the sector over the past year, and as a result of the pandemic. As a result, all three quotations are significantly higher than last year. In addition, flood coverage has also been reviewed and several of the quotations either do not provide flood coverage or only cover it with a large excess and additional fees. Several Councillors also noted that they had seen their personal or business insurance costs spike this year.
- The Clerk also reminded Councillors of the recent significant claims made for vandalism at the playground and the current claim for water leak damage at the hall which was still ongoing.
- A thorough discussion ensued regarding flood coverage, the merits of a three-year deal versus a one-year deal and the relative merits and limitations of each quotation.
- Following the discussion, it was RESOLVED to accept the one-year quotation from Pen Underwriting via Came & co at £6,461.97. The Clerk will action

Clerk

1246 TO RESOLVE to APPROVE a scheme of Delegation to the Clerk which will remain in place until 4th May 2023 in order to facilitate effective decision making by Pangbourne Parish Council while Covid -19 restrictions are in place, and should face to face meetings become impacted due to changes in Government Restrictions, being unable to adhere to Covid Secure Venue compliance, or should insufficient Councillors be able to attend due to health concerns or any other Covid-19 related matter.

The Scheme will initially be used for the period 5th May 2021 - 21st June 2021 by which time face to face meetings are expected to resume, but the Scheme of Delegation will remain in place until 4th May 2023 should the future need arise. The Scheme of Delegation will only be used by the Clerk in accordance with the attached policy/scheme appended to the Minutes.

- The Clerk explained the difficulties in holding face to face meetings from 6th May until lockdown easing is expected on 21st June, with discrepancies between local government regulations and national pandemic restrictions. She explained that it has been recommended by NALC, the local ALC and SLCC to approve an enhanced Scheme of Delegation to the Clerk to cover the period until face-to-face meetings become possible, with the Council intending to meet in person on 22nd June 2021. It is further recommended to ensure that the Scheme enables the Clerk to take on those delegated powers again at any point during its timeframe, should the course of the pandemic change again, meaning that face-to-face meetings cannot safely be held (and now that virtual meetings are no longer permitted). The Clerk shall not exercise the powers delegated to her by this scheme under any other circumstances.
- The Clerk explained that this would enable the council to react to any sudden changes if they perhaps would not be able to meet in time to otherwise approve them. This is critical to ensure the smooth operation of business as usual, running services, making payments and repairs and so forth. The timeframe of the scheme was discussed, and it was agreed to amend the proposal, making the scheme valid until 4th May 2022 instead of 4th May 2023. It was unanimously RESOLVED to approve the proposed Scheme of Delegation until 2022.
- The Clerk will use this to make scheduled payments in May and June in conjunction with signatories and which will be retrospectively approved in the June meeting.

1247 To AGREE to return to in person meetings of Full Council and all Council Committees from 22nd June 2021 and to discuss and agree all necessary arrangements including arrangements for the signing of the AGAR at the June meeting

- It was agreed to return to face-to-face meetings as soon as government regulations permit it.
- It was agreed that the meetings would be held in the large hall to allow for additional distancing, and attendance by members of the public would need to be carefully controlled.
- The Clerk confirmed that the main hall has been booked and the space will be planned out.

1248 Planning:

- To receive the list of Planning recommendations since the last meeting (if any)**
- To discuss and agree responses not already resolved by Planning Committee plus any other urgent applications received before the meeting:**

- Please see detail appended at the end of these minutes
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21/00836/HOUSE Blue Daws, Pangbourne Hill, Pangbourne, RG8 7AS

Comment

No Objection

It was also noted that there had been significant tree felling at the Pangbourne Hill Development site along the highway and revealing the sub-station from the road. JH reported that he, the District

Councillor and various members of the public have reported this to the Planning Enforcement team. The Clerk also stated that she had reported this to the relevant planning officer.

Update West Berkshire Council have subsequently confirmed that this work is in line with planning permission and the requirement for visibility at the junction.

1249 Finance

- i. To **RESOLVE to APPROVE** Accounts reconciliation as at 30th April 2021
- ii. To **RESOLVE to APPROVE to DELEGATE** to the Clerk such payments as become necessary in May and June 2021 (following notification to all Councillors via email) and to retrospectively approve these payments at the June 2021 meeting of full council
- iii. To note the receipt of the interim Internal Audit report

The accounts reconciliation at 30th April 2021 was approved.

It was RESOLVED to delegate May and June expenditure to the Clerk.

The Internal Auditor visited during March and her interim report having been circulated to Councillors prior to the meeting, was officially noted by Full Council. No significant issues had been found, although the Auditor did query the process and timings of pay rises against the NJC national contracts. The Clerk provided the Council with an update, and it was agreed to make the process amendments requested by the auditor and to raise this in more detail at the next F&C meeting. The Internal Auditor is due to return in late May to undertake the Year End Audit review.

1250 Policies and Procedures

To consider to RESOLVE to approve the Policies previously circulated and taken as read.

POLICY:

None this month

Section 3: Updates and Progress Reports

1251 Reports from Committees, Working Parties and individual Councillors

Grounds Committee

- There have been issues with the new circuit board at the pavilion. PAT testing of equipment needs to be arranged by the clubs. The electrician has increased the load on the fuses.

Village Hall Committee

- Repair works at the hall are still ongoing and it is hoped that the main hall will be returned to use after May half term, however the small hall will likely continue to be out of use for many weeks yet.

F&C Committee

- No update

1252 To receive a brief report from the Chairman

- The Chairman gave a brief report.
- He noted the resignation of Cllr G. Hurley from the Parish Council and thanked him for his contribution to the Parish Council during his time as Councillor. He will continue as District Councillor for Pangbourne.
- The Chairman reported that the Code of Conduct complaints made by a member of the public against three Councillors have now been investigated by the Monitoring Officer at West

Berkshire Council and a decision has been reached. As a matter of public record, in all three complaints, there was no case to answer and no further action to be taken.

1253 Clerk's Report

- The Clerk reported that the parish had been asked to participate in the heritage weekend promotion during September with a theme of markets and food. She asked for Councillors to assist with this and with contacting the retailers as she will be very time limited.
- The Clerk reported that she had asked Highways on-road parking team to conduct more evening visits to tackle obstructive parking in the village centre.

1254 To receive a report from the District Councillor

No report.

GH did inform the Clerk that WBC are marking up ready to re-paint white lining through the village centre.

1255 To answer questions from Councillors, request items for next meeting or receive any items for information only

- JH reported that he and Brenda had attended the recent NAG meeting and raised the issue of speeding on Pangbourne Hill and anti-social behaviour and vandalism at the recreation ground.
- JH reported that he had attended the recent PVFF meeting.
- Cllrs discussed organising a SID event. GC and IW offered to be involved.
- GC stated that he suggested obtaining more benches for the River Meadows and also more trees. It was agreed to refer this to grounds.
- SF reported that she attended the latest AWE meeting.
- It was agreed to start looking into advertising for the vacancy for Asst Clerk.

1256 Correspondence:

- None not already circulated

Section 4: Confidential Session

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the items detailed below.

1257 None this month

Section 5: Closure

1259 There being no further business the Chairman closed the meeting at 9.33pm.

The next scheduled meeting will be held on Tues 22nd June 2021 at 7.30pm.

_____ Chairman

_____ Date

**PLANNING APPLICATIONS TO BE REVIEWED AT OR BEFORE PARISH COUNCIL MEETING ON
4th May 2021 (Virtual)**

<i>APPLICATION NUMBER</i>	<i>PROPOSAL</i>	<i>Recommendation</i>
21/00836/HOUSE	Proposed single storey rear extension and outbuilding following demolition of detached garage Blue Daws, Pangbourne Hill, Pangbourne, Reading, West Berkshire RG8 7AS	No Objection

PLANNING APPLICATIONS REVIEWED SINCE COUNCIL MEETING ON 13th April 2021 (Virtual)

<i>APPLICATION NUMBER</i>	<i>PROPOSAL</i>	<i>Recommendation</i>
	NONE THIS MONTH	

WBC DECISIONS SINCE 13th April 2021

<i>APPLICATION NUMBER</i>	<i>PROPOSAL</i>	<i>WBC Decision</i>
20/03102/TPW	T28, T29, T30 - Lime -crown lift to previous pruning points at approx. 4m agl. Folia, Flowers Hill, Pangbourne, Reading RG8 7BD	Approval
21/00217/TPW	T1 - Beech - Selectively prune to give a clearance of 2m to the building. G2 (6no. English Yew) and G3 (5no. English Yew) - Reduce height by approx 1.5m and lateral spread by up to 1m. T4 - Yew - Reduce in height to a 1m stem and allow to regenerate. T5 - Field Maple - Selectively reduce the over long lateral branches by approx 1.2m, cutting back to suitable growth leaving a flowing natural canopy line; Lift the crown to height above ground level of 2.5m removing secondary and tertiary growth. T6 - Common Ash - Reduce height and spread by 2m, cutting back to suitable growth. T7 - Sycamore - Selectively prune to give 1.5m clearance all round lamp head; lift crown to height above ground level of 5.5m over the highway. T8 - Ash - Remove as close to ground level as possible. T9 - English Yew - Trim all round as ongoing maintenance. Hartslock Court, Shooters Hill, Pangbourne, Reading RG8 7BJ	Approval
21/00473/HOUSE	Matching single storey rear extensions to numbers 105 and 103 Horseshoe Road, single storey storage shed to side of 103 at the rear and replacement of external windows and doors to 103 103 and 105 Horseshoe Road, Pangbourne, Reading RG8 7JL	Withdrawn

21/00430/HOUSE	Conversion of loft space including change from hipped roof to gabled, plus rear single storey extension 22 Horseshoe Road, Pangbourne, Reading, RG8 7JQ	<i>Approval</i>
21/00512/HOUSE	Erection of single storey rear extension, single storey front extension and infill of existing porch Winloed, Bere Court Road, Pangbourne, Reading RG8 8LB	<i>Approval</i>
21/00538/CERTP	Convert existing garage into 4th bedroom and utility room. Rebuild front porch. Floor of garage raised 200mm to match existing house. Flat roof of garage raised 200mm to give sufficient headroom 3 Briars Close Pangbourne Reading RG8 7LH	<i>Approval</i>