



MINUTES OF PANGBOURNE PARISH COUNCIL

Minutes of the Meeting held via Zoom Video Conference on Tuesday 12th January 2021 at 7.30pm.

PRESENT:

Cllrs: P. Maclver (Chairman), G. Child, S. Ferguson, C. Hartley,
J. Higgs (Vice Chairman), G. Hurley, B. Kerr-Muir, P. Sanderson (joined after start),
Clerk: R. Elkin (Clerk), J. Simpson (Asst Clerk)
District Cllr: G. Hurley was present
Members of public: 1 MOP in attendance for part of the meeting

APOLOGIES/ABSENCE: P. Hawkins, N. Goodwin,

Action

Section 1: Procedural

1152 Apologies for absence and Declarations of Interest relevant to Agenda Items

Apologies for absence were received from P. Hawkins and N. Goodwin.
JH declared a non-pecuniary interest as a life member of the Bowls Club.
BKM declared an interest in item 6 as she has an official lay role in the Church of England.

It was agreed to suspend standing orders to allow a member of the public to speak with regard to a future planning application they intend to lodge with the Local Planning Authority. Due to the particular location of the property, West Berkshire had advised them to present this to the Parish Council in advance of the application and to discuss any concerns at this stage.
Following the presentation by the member of the public, Councillors asked a number of questions.

Normal session then resumed and the member of the public remained in the public gallery.

1153 Minutes of the Parish Council Meeting held on 8th December 2020

It was **RESOLVED** unanimously that the Minutes of the Meeting of 8th December 2020, having been taken as read, were a true and accurate record and duly signed by the Chairman.

1154 Outstanding actions carried over from previous meetings.

- Defibrillators – The school has now decided against siting a defib on the school grounds and an alternative location will need to be found for that end of the village. A location close to Chiltern Walk/the Coop Petrol Station or possibly near the Police Station were suggested as possible alternatives and will be investigated. The metal box for the one at the Recreation Ground has been installed, electrical supply connected, and the defib itself will be placed asap now the CCTV is live.
Asst Clerk has been looking into virtual training for sports clubs, councillors, members of the public, etc and is seeking quotations. She is also seeking options for maintenance packages.
- 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.
The Asst Clerk has been in contact with the Environment Agency and these will all need to be supplied by the PC or at cost via the EA. Asst Clerk to investigate this further. These could be purchased via CIL in next year's budget. Action is ongoing but on hold due to the weather and current situation.

BKM Clerk
Grounds
Asst Clerk

Asst Clerk/
Clerk/
Grounds

- Cycle Racks/Active Travel project - in work - no further update. Asst Clerk
- Advertising sign at Pages Gardens - JH has followed up and will continue to pursue this. JH
- Actions relating to Recreation Ground and renewal of leases and licences to be made a priority. This matter to be discussed further at the informal strategy meeting. NG, PS and Clerk to progress this matter. HALC meeting has been arranged. NG PS 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 All Officers

Actions Completed:

- The defibrillator box has been placed at the recreation ground and will soon be fully installed
- CCTV installation is now 99% complete. Additional signs need to be installed and the final IT connection to the office needs to be done. Staff also require training.

Section 2: Decision Making

- 1155 **To RESOLVE to APPROVE the final Budget for 2021-22 and the Precept Demand for 2021-22 to be sent to the District Authority by January 31st.**
- It was unanimously RESOLVED to approve the final Budget of £291,341 and submit the Precept of £124,514.04 for 2021-22 year to West Berkshire Council. This will be paid in April and October in two instalments of £62,257.02. Clerk
- 1156 **To RESOLVE to APPROVE the updated Parish Byelaws including the proposed revisions (previously circulated).**
- After brief discussion it was agreed to APPROVE the draft byelaws updated by BKM and circulated prior to the meeting, and to seek legal advice on the proposed byelaws from the legal team at HALC to determine the next actions to take and whether these need to go to the Secretary of State. Clerk BKM
- 1157 **To CONSIDER the draft proposal for a bid to the Co-op Community Fund for a hedge planting scheme at Chiltern Walk and agree any actions necessary to take this matter forward**
- The Asst Clerk presented a proposal for tree planting at Chiltern Walk. It is intended to plant a hornbeam hedge along the fence line to the rear of the Cooperative Garage. It is hoped that this will help reduce noise and pollution from the garage and car wash for residents and reduce noise from football games. Hornbeam has been chosen for good all year cover, low maintenance and as a thornless variety near the play area. It was RESOLVED that the proposal be submitted to the Cooperative for a grant for £500 towards the scheme. The Coop have suggested that they would like to be involved in the planting itself and to make a community event on the day of the planting. This may need to be delayed or scaled back depending on timing due to the pandemic. Asst Clerk
 - GH commented that it would be good to do further work to re-seed the goals and so on later in the year. He also suggested that permanent football goals should be considered for the recreation ground
- 1158 **To CONSIDER and REVIEW recent communications regarding the current condition of the Thames Path and other local footpaths and agree a parish council response**
- The Clerk updated the Council that she had received a number of communications in recent weeks from local residents and landowners regarding the current condition of several of the village's footpaths and in particular the Thames Path at the River Meadows and beyond. One communication from a local landowner expressed concern for the stretches leading from Pangbourne to Purley Lock. The Clerk stated that she had circulated much of this correspondence

to Councillors along with photographs of areas of erosion and sections where the path was almost impassable. In particular, the modern boardwalk made from reconstituted plastic, was caked with mud and very slippery, and in addition, there was an approx. 50cm deep pothole immediately in front of the boardwalk and a very muddy approach. She stated that the successive lockdowns had led to a huge increase in the numbers using the footpaths over the year and this winter which had considerably impacted on their condition. The Clerk raised this matter for Councillors to consider and asked them to decide on what action they wished to take in this regard.

- The District Councillor stated that he had seen correspondence between members and officers at West Berkshire Council suggesting that they had been instructed to visit the site and investigate actions to take.
- It was further reported that WBC were considering a number of actions including possible warning signs regarding the current conditions and potentially signs to ask children to keep away from dangerous sections of the riverbank.
- PM noted that the paths are walked by many people from outside the parish and funding needs to come from West Berkshire, being responsible for footpaths across the district, and the EA, being responsible for the river.
- The Clerk also stated that the interaction between the river and parish land needs to be carefully considered. For instance, Alise has reported that the recent flooding had brought significant volumes of litter onto the meadows to be dealt with.
- It was also suggested that maybe options to lay stones and gravel could be explored if the NT raise no objections.
- It was agreed to observe the actions being taken by West Berkshire and to continue to lobby for improvement works to be done.

1159 To RECEIVE an UPDATE and NOTE what action has been taken with regards to the CIL funding available from the District Council

- The District Councillor and Clerk have spoken to APT and the Tennis Club to encourage them to put in bids for the advertised West Berkshire CIL grants available up to £10k. The Asst Clerk has also approached other local organisations such as Adventure Dolphin and the Playgroup.
- The deadline for applications was early January. Both groups have entered bids and the Council wished them success. Due to the short notice of the scheme, the Council had no fully formed bids of their own ready at this time. The approval panel is meeting in late January and it is anticipated that the groups will hear whether they have been successful quite quickly. Funds are to be spent within the next year.

1160 To CONSIDER and AGREE a response to the PCC (Parochial Church Council) with regards to hire charges for the Church Office going forward

- The Clerk gave a brief summary of a meeting held with the PCC last year regarding use of the main hall on a Sunday and the use of the office opposite the Parish Council Office. The history of the land on which the Village Hall is sited and funding agreements for the extension were detailed. It was further detailed that ten years on, arrangements for the office now needed to be revisited.
- A brief discussion took place and it was agreed that while good relationships should be maintained, a financial settlement needed to be agreed. It was proposed to meet again with the PCC to discuss this further. PM and the Clerk will meet with representatives of the PCC.
- It was noted that the Church of England is a registered charity.
- Another factor to consider would be any changes that may result from a new incumbent taking office over the next year and it is unclear whether they may wish to make more use of the hall on Sundays.

Clerk
PM

It was also suggested that the agreement, once arranged, is formally documented and includes agreed use of the rear car park, utilities, internet and Sunday use as well as the office.

1161 To CONSIDER the recent communication from Pangbourne Tennis Club and agree a response

- The Tennis Club has recently sent several communications to the Parish Council requesting a grant of £3,000 towards resurfacing of the courts. The Club has a match funding arrangement in place until February with the Good Exchange, however they are looking to carry this forward if possible.

- The Parish Council usually only awards grants in April/May and September and only has limited funds remaining for this financial year.
- The Clerk stated that detailed financial and project plans provided by the tennis club had been circulated to councillors in advance of the meeting.
- The Clerk asked the council to consider whether they wished to consider a grant award, or the possible use of CIL funds either this year or next financial year from April and whether they wished her to put this on a future agenda.
- After a thorough discussion it was decided that the two councillors with responsibility for the Recreation Ground, NG and PS would arrange to meet with the club to better understand the funding requirements and the work planned and make a recommendation to council at the next meeting.

PS
NG

District Councillor GH left the meeting at this stage while planning applications were discussed.

1162 Planning:

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

- i. Please see detail appended at the end of these minutes
- ii.

20/02841/ADV	Strutt and Parker, 1 High St, Pangbourne, RG8 7AE
20/03048/HOUSE	Highfield, Flowers Hill, Pangbourne, RG8 7BD
20/02240/HOUSE	Blue Daws, Pangbourne Hill, Pangbourne RG87AS

Comment
No Objection
No Objection
No Comment

District Councillor GH re-joined the meeting

1163 Finance

- i. To **RESOLVE to APPROVE** Accounts reconciliation as at 31st December 2020
- ii. To **RESOLVE to APPROVE** expenditure for payment in January 2021
- iii. To **Note the Publication of the Annual CIL report for 2019/20**

- i. The Accounts Reconciliation at 31st December 2020 was approved.
- ii. It was **RESOLVED** to approve expenditure amounting to £19,153.74 and appended to the minutes. It was agreed to hold over the Contractors invoices until next month.
- iii. It was noted that the Annual CIL Report for 2019/20 has been published to the website and sent to the Local Authority

1164 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

1165 Reports from Committees, Working Parties and individual Councillors

GROUNDS

- CH gave a brief update on CCTV which is now up and running and installed. Redacted still photos will be circulated to Councillors to show the capture area from each camera. There is further signage to go in as soon as possible and an additional camera to install next month.
- There is already an early indication that litter level may have reduced around the pavilion and this will hopefully improve with the additional signage.
- Locations have been mapped for the 40 new saplings to be planted at the allotments and track, however this will need to be timed carefully when current restrictions are eased to allow

the community to be part of the planting and so the project is currently on hold until this is possible.

- The PIR sensors and floodlighting at the Public conveniences at the Recreation Ground have been installed
- Electricians have surveyed the electrics at the pavilion and a new modern circuit board will need to be installed. Additionally, now that the plug-in heaters have been removed from the building due to safety concerns and cost, frost protection will need to be investigated.

VILLAGE HALL

- No update

F&C

- Following the recent meeting, the set up for electronic payments is being progressed.
- The next meeting will be scheduled for 27th January.

1166 To receive a brief report from the Chairman

- No Report

1167 Clerk's Report

- We have now had confirmation from Electoral Services that we can advertise the current vacancy and that no election has been called for by Electors. The Clerk will go ahead and advertise.
- A reimbursement of legal fees already expended of £3,768 is expected into the bank account imminently. This is a reimbursement of costs recovered from another party in a legal matter. A further amount will be held on account against further expenditure by the council in this matter.
- Update on recent ELMS reporting to WBC – as above. Officers will continue to keep reporting issues with village drains until there is some progress.
- All the Parish owned trees are now mapped on Parish Online and the work has been used as a case study by Parish Online. Councillors requested that they all have access.
- The new Website is almost ready to go live and has been scheduled to go live next month. It was proposed that the swapping over of hosted emails is phased gradually after that. Anyone using exiting .gov emails will need to archive their existing emails beforehand.
- The mandates for changes to signatories' access have now been approved by the bank and online passwords and card readers have arrived. They will be distributed to councillors this week. Further discussion on processes for online payments will be discussed at the next F&C meeting and test payments will be made before the next meeting.

1168 To receive a report from the District Councillor

- GH has been in recent correspondence with Nick Carter at West Berkshire and is hopeful that some progress can be made regarding free 30 minutes parking at the Station Road Parking. GH
- Footpath 21 - a letter of authority has been requested from West Berkshire to enable the Parish Council to write to residents to request trimming of hedge adjacent to the footpath and elsewhere. This is still outstanding GH
- Further correspondence has taken place regarding wholesale renewal of pavement surfacing outside the Rhubarb Tree and under the Railway Bridge by the doctors. GH
- GH also stated that he has received the same responses to issues raised on ELMS system mainly relating to drains, and he has highlighted the automatic closure of these requests without any visible action to Nick Carter GH
- Correspondence has also been exchanged regarding visibility reporting of outstanding enforcement actions reported to WBC that have not yet been progressed. GH
- Finally, Nick Carter has agreed that he will look into the poor condition of some of the white and yellow road markings in the centre of the village. GH

The Clerk also raised the matter of the recent demolition of the Belisha beacon at the pedestrian crossing in the village centre on Boxing Day. It is believed that a van on the private land in front of the GH

parade of shops was reversing across the footway onto the highway when it knocked the beacon over. It has been reported to West Berkshire and the Police, however the Clerk requested that the District Councillor follow this up with Highways as yet another example of safety concerns for pedestrians at this location.

Councillors stated that this could very easily have involved a pedestrian or child.

GC stated that he recently observed 6 vans parked on the footway and private land .

1169 To answer questions from Councillors, request items for next meeting or receive any items for information only

- SF has now joined the AWE Local Liaison Committee who meet three times a year and will report back in due course.
- GC stated that he had noticed there was a dropped kerb and traffic mirror on a property on Pangbourne Hill and questioned whether there was planning permission for this as he did not believe that there was permission in place. WBC have previously advised that traffic mirrors are not generally approved. GH asked that GC forward further details to him so that he can query this with enforcement.
- In light of the amount of work required to make progress on Recreation Ground matters, it was agreed that the Grounds Committee would be cancelled for January and an informal working meeting would take place to discuss next steps.

GC GH

1170 Correspondence:

- Correspondence regarding the new date for the Public Inquiry – ROW/3231731
- Correspondence regarding Keep Britain Tidy clean up 2021 – a date has been set for June, slightly delayed this year in anticipation of further government restrictions.

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.

1171 A brief discussion took place and it was agreed that PM will send a response to the correspondence from the solicitors regarding a matter relating to land adjacent to Pangbourne Meadow.

PM

Section 5: Closure

1172 There being no further business the Chairman closed the meeting at 9.43pm.

The next scheduled meeting will be held on Tues 9th February 2021 at 7.30pm.

_____Chairman

_____Date

**PLANNING APPLICATIONS TO BE REVIEWED AT OR BEFORE PARISH COUNCIL MEETING ON
12th January 2021 (Virtual)**

<i>APPLICATION NUMBER</i>	<i>PROPOSAL</i>	<i>Recommendation</i>
N/A	Extension to Wharf House, Ferry Lane – 5-minute presentation from Martin Bishop	
20/02841/ADV	New vitrine screens in the screens in the windows of the southern and west elevations Strutt and Parker, 1 High Street, Pangbourne, Reading, RG8 7AE	
20/03048/HOUSE	Construction of new gazebo Highfield, Flowers Hill, Pangbourne, Reading, RG8 7BD	
20/02240/HOUSE	Demolition of existing garage and new detached out building. New rooflights to the rear Blue Daws, Pangbourne Hill, RG8 7AS	

PLANNING APPLICATIONS REVIEWED SINCE COUNCIL MEETING ON 8th December 2020 (Virtual)

<i>APPLICATION NUMBER</i>	<i>PROPOSAL</i>	<i>Recommendation</i>
20/02898/FULD	Conversion of buildings (Tudor house annex and pump house) to form 3 no. independent dwellings (1 x two bed, 1 x three bed and 1 x four bed) to include single storey extensions and 2 no side roof dormers to existing annex and two storey extension to former pump house. Section 73A application to vary Condition 2 (approved plans) of planning permission reference 18/01102/FULD. Tudor House, Maidenhatch, Pangbourne, Reading, RG8 8HP	Pangbourne Parish Council has NO OBJECTION to this planning application and supports the recommendation made by Bradfield Parish Council

WBC DECISIONS SINCE 8th December 2020

<i>APPLICATION NUMBER</i>	<i>PROPOSAL</i>	<i>WBC Decision</i>
20/02539/HOUSE	Extension to side and rear 40 Horseshoe Road, Pangbourne, Reading, RG8 7JH	<i>Approval</i>
20/02502/TPW	Ash - Reduce crown by 3-4m to appropriate growth points, leaving the tree with a good balanced crown; light crown thin of 10% by removing epicormic growth of no larger than 15mm. Walnut - Reduce crown by 2-3m to appropriate growth points, leaving the tree with a balanced crown; crown lift to 3-4m to appropriate growth points. Cedar - To reshape the crown by reducing long lateral branches by 3-4m. 11 St James Close Pangbourne Reading RG8 7AP	<i>Approval</i>
20/02740/TPC	T2 Weeping Willow - Fell to ground level. In decline. T3 and T4 Leyland Cypress - Fell to ground level. Too close to property. T5 Robinia Pseudoacacia - Fell to ground level. In irreversible decline and nearing the end of its safe useful life expectancy. 3 The Moors Pangbourne Reading RG8 7LP	<i>Approval</i>

20/02329/FULD	Section 73 - Application to vary Conditions 2 (approved plans), 3 (materials), 4 (construction method statement) and 7 (drainage) of planning permission 20/01046/FULD - 5 Bedroom detached dwelling, detached garage and hardstanding. Former Camden Ridge, Riverview Road, Pangbourne, Reading	<i>Approval</i>
20/02154/HOUSE	Internal and external alterations to existing garage outbuilding, and erection of lean-to greenhouse extension (resubmission of Planning Permission No. 17/01768/HOUSE). Use of part of ground floor for residential purposes ancillary to the main dwelling. Courtlands, Tidmarsh Road, RG8 7AY	<i>Refusal</i>



Chiltern Walk planting scheme

The area denoted in red on the map on the left shows the extent of the land belonging to Pangbourne Parish Council which is known as the Chiltern Walk play area. The Parish Council became the registered owner in October 1967. This transfer of land was part of the agreement between the developer of what was then referred to as the Willow Tree Green Estate. This ensured that this land would be retained as an open amenity space for the general public. The deeds for this transfer of land show various trees across the space.

The Parish Council would be grateful to be considered for the Co-op Community grant so that we could use the grant to improve the Chiltern Walk play area. We would like to plant a new Hornbeam hedgerow alongside the fence by the Co-op garage, a wildlife friendly area and three new trees in the available spaces. These improvements would help to offset the emissions from the Co-op garage, reduce the noise from the play area and increase the bio diversity of the Parish. The hedgerow would also provide shelter and a source of food for wildlife. The wildlife friendly area would feature shrubs that are recognised for their attractiveness to pollinating insects and provide shelter and a further source of food for wildlife.

Provisional Costing

Item	Quantity	Cost
50m of 80/100cm bareroot Hornbeam hedging, spaced at 30cm apart (zig zag)	166 @ £1.69	£280.54
Canes	166	£24.90
Rootgrow	2.5l	£47.99
Bonemeal	3kg	£9
Trees 1.5m to 2m	3 @ £49.99	£149.97
Wildlife friendly shrubs	4 @£15	£60
TOTAL		£572.40

Item	Quantity	Cost
50m of 90/120cm bareroot Hornbeam hedging, spaced at 30cm apart (zig zag)	166 @ £2.09	£346.94
Canes	166	£24.90
Rootgrow	2.5l	£47.99
Bonemeal	3kg	£9
Trees 1.5m to 2m	3 @ £49.99	£149.97
Wildlife friendly shrubs	4 @£15	£60
TOTAL		£638.80