



MINUTES OF PANGBOURNE PARISH COUNCIL

Minutes of the Meeting held via Zoom Video Conference on Tuesday 9th February 2021 at 7.30pm.

PRESENT:

Cllrs: P. MacIver (Chairman), G. Child, S. Ferguson, C. Hartley,
J. Higgs (Vice Chairman), B. Kerr-Muir, N. Goodwin, P. Hawkins (joined late)

Clerk: R. Elkin (Clerk), J. Simpson (Asst Clerk), J. Griffin (Asst Clerk)

District Cllr: G. Hurley sent apologies

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

APOLOGIES/ABSENCE: G. Hurley,

Resignations since the last meeting: P. Sanderson

Action

Section 1: Procedural

1173 Apologies for absence and Declarations of Interest relevant to Agenda Items

Apologies for absence were received from G. Hurley.
J.H. declared a non-pecuniary interest as a life member of the Bowls Club

1174 Minutes of the Parish Council Meeting held on 12th January 2021

It was **RESOLVED** unanimously that the Minutes of the Meeting of 12th January 2021, having been taken as read, were a true and accurate record and duly signed by the Chairman with one minor amendment.

1175 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**
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. Options are on tonight's agenda
BKM/Clerk/
Grounds
Asst Clerk
- 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.
Asst Clerk/
Clerk/
Grounds
- Cycle Racks/Active Travel project – further contact has been made with officers at WBC but a site visit is yet to take place. CH will continue to chase. **ONGOING**
Asst Clerk
CH/Clerk
- 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 and Clerk to progress this matter. Further HALC meeting to be arranged. **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
All
Officers,
Cllrs

West Berkshire Council. GH asked to follow up with WBC – **ONGOING** action

District Cllr

- Letter to PCC and Letter to Oxford Diocese on various matters will be sent within the next week.

Clerk

Actions Completed:

- The advertising sign at Pages Garden has now been removed after 6 years- JH has followed up with the property company.
- The Clerk stated that she has now confirmed with the CIL (Community Infrastructure Levy) team at WBC that the Council can use CIL funds to make grants to clubs etc via S137 expenditure powers so long as the clubs can demonstrate that the funds will only be spent for the specified infrastructure purpose intended. This would make it possible to use CIL funding for infrastructure at the Recreation Ground.
- The Clerk confirmed that APT and the Tennis Club were both advised by PPC of the recent WBC grant scheme, along with other community groups. Both clubs placed bids and Pangbourne Tennis Club were successfully awarded a grant towards maintenance of their courts. They still wish to apply for a grant from PPC going forward, however this is not now so urgent.
- JH confirmed that the dropped kerb on Pangbourne Hill mentioned at the last meeting is historic and not newly installed.

PH joined the meeting at 7.40pm.

Section 2: Decision Making

Due to having a member of the public in attendance to observe the planning agenda item, this was moved up the agenda to become the first item in this section of the meeting.

1176 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:**

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

ii.

21/00067/HOUSE Bere Court Farm, Bere Court, Pangbourne, RG8 8HT

21/00042/HOUSE 153 Bourne Rd, Pangbourne, RG8 7JT

21/00215/HOUSE 9 St James Close, Pangbourne RG8 7AP

21/00049/HOUSE Maidenhatch Lodge, Maidenhatch, Pangbourne RG8 8HH Adj Parish

Comment
No Objection/
comment
No Objection
No Objection
No Objection

The member of the public left the meeting.

1177 TO CONSIDER to RESOLVE several matters relating to Pangbourne Hill Cemetery, in particular to CONSIDER the proposed new area for cremated remains plots marked on the plan previously circulated. Also, to include the position of the concrete markers on the track and matters relating to Funeral Plans.

- JG gave a short presentation to the Council regarding existing burial areas at Pangbourne Hill Cemetery for cremated remains which are now getting close to full capacity (Sections E and F). After a brief discussion it was **RESOLVED** unanimously to begin using new areas as marked on the adjoining plan in the following order purple/pink and then yellow once the existing sections were full. The yellow section would start from the road end and work across towards the pergola.
- The turquoise/green section should be used for another row of full graves. See Appendix 1. attached to these minutes.
- A discussion also took place regarding the use of cars at the cemetery and cars parking on verges and lawn section. There has been a recent report of a collision with the concrete bollards placed to deter parking and also of distress caused to relatives by careless parking near graves.

- It was RESOLVED unanimously to order some small barriers/signage at the exits from the turning circle to state “authorised vehicles only” or similar to deter non authorised vehicles driving the unmade tracks. It was noted that this should lessen when the cemetery car park is transferred.
- The Clerk stated that there had recently been an issue with a pre-paid funeral plan insurance policy taken out with funeral directors and that she had concerns that some people believed that actual plots had been reserved through these plans when they had not. It would probably be preferable if people were encouraged to reserve plots directly with the parish council using the proper process at that point if they so wished. She stated that she and the Asst Clerk have already spoken to one of the main companies regarding this to see if there are any improvements to be made. Councillors stated that the issue was entirely outside the scope of the Council's responsibility as the plans are arranged by a third party and that they did not wish to take any further action.

1178 To CONSIDER to RESOLVE a quotation for various security measures at the sports pavilion and agree a course of action for the building and outbuildings.

- Following two recent events with youths entering the pavilion overnight, where no damage was done but sets of keys were taken, the locks have needed to be changed as a result. As the pavilion is in an isolated location and there is frequently anti-social behaviour in the area, the locksmith who came to change the locks provided a number of suggestions for security improvements to the building. These consisted of strengthening the wooden doors with steel sheeting, adding an additional “panic bar” to strengthen the locking mechanism on the bowls club side of the building and completely changing and strengthening the outbuildings on the bowls club side. A new secure key safe was also proposed. It was proposed that the new keys provided to the clubs would be unable to be re-cut to ensure we know how many are in circulation. It has come to light that many keys were in circulation to the old locks. The total quotation is £2,800 and the work does need to take place. It was RESOLVED unanimously to approve the expenditure.
- Once this is complete, the Clerk and CH will meet with committee members from the clubs to make the new key arrangements.

1179 To AGREE a course of action regarding street light no 51. Located in The Moors and agree a response to the recent correspondence received.

- After discussion of the correspondence previously circulated to councillors, it was RESOLVED that PM would offer to meet with the residents who have corresponded with the Parish Council regarding renovation rather than replacement of the column during the upgrade of lighting column 51. It was further agreed that the residents would be asked to put together a specification and costing for a satisfactory, safe and compliant alternative that could be agreed by our contractor and the Parish Council before being accepted as valid. It must be compliant with the Council's maintenance schedule and meet modern safety standards to the satisfaction of both the Council and the Council's appointed contractor in order for the Parish Council to continue with the operation and insurance of this light if this option were to progress. It would be put to the residents that the additional costs in providing and fitting a different light would need to be borne by them or by the road's residents as a group. As the current light needs replacing as a matter of reasonable urgency, it was proposed that the residents be given two months to come up with a proposal.
- Alternatively, the council will fit the original intended column (with the addition of two additional shields) at the original budgeted cost and design.
- It is important to ensure that two safe, working lights are maintained on this road which suffered in the past when the other similar obsolete light failed approx. a year ago. It took several months to replace that light because it was obsolete and a new one had to be ordered and made and electrical work permits needed to be obtained to complete the work. The Council is mindful that whichever light is chosen, it is safe and fit for purpose and able to be sufficiently maintained. Safety and functionality must be the priority over aesthetics.

PM
Clerk

1180 To CONSIDER proposals for defibrillator training and possible contracts for maintenance and agree any actions to take this forward

- JS has researched contracts covering annual defibrillator inspections and maintenance now that we are responsible for several within the village. These packages cover replacement pads as well as checks, diagnostics and repairs. She has also looked into courses for local residents, sports clubs, key personnel and council staff/councillors. The courses would need to be held virtually.

- Three quotations have been obtained for both maintenance and training.
- After discussion it was **RESOLVED** unanimously to go with Community Heartbeat for both training and maintenance. JS

1181 To CONSIDER quotations received for additional dog bins, associated waste contract and proposed locations.

- After discussion, it was **RESOLVED** unanimously to approve further investigation to seek permission from landowners for an additional 6 dog bins at various locations around the village as per the attached appendix 2.
- It was noted that one of the bins actually falls just over the boundary in Purley Parish, however the Clerk stated Purley Parish Council had no objections to Pangbourne operating a bin at this site. The Clerk will confirm that there is no issue with expenditure in another parish.
- It was further noted that all locations had been carefully chosen to be easy to collect from. The one in the Moors was the most difficult but this would be sited as close as possible to the footpath/alley to Meadowside Rd.
- It was **RESOLVED** unanimously to agree (subject to site approvals) to purchase 6 x 45 litre dog bins from Scoop Dotty Dog at a total cost of £1,962 vat inc including installation from CIL expenditure. JS
- It was further **RESOLVED** unanimously to award the contract to Scoop Dotty Dog for all 6 bins at £1,045 pa

1182 TO CONSIDER to RESOLVE to continue contributions towards the operation of the 143 Thames Travel Bus Service.

- It was **RESOLVED** unanimously to continue contributing funding towards the 143 Bus service by agreement with WBC for the next three years at the current financial levels. Clerk
- The Clerk will inform West Berkshire Council.

1183 TO CONSIDER the latest Playground Safety survey and agree any actions necessary to take this matter forward.

- The Clerk stated that there are now quite a number of minor repairs that need to be undertaken at the playground as per the detailed costings she had previously circulated. Grounds
- It was agreed that many of the smaller repairs (tightening screws, taping ropes) could be done by councillors themselves. Following on from this, the remaining repairs would be reviewed and prioritised at the next Grounds meeting and budget would be found either from CIL or Grounds to carry out those deemed necessary at this stage.
- Discussion also took place regarding setting up a “friends of” group for the playground which could potentially undertake many of the smaller repairs going forward once the current government restrictions are eased.

1184 Finance

- i. To **RESOLVE to APPROVE** Accounts reconciliation as at 31st January 2021
- ii. To **RESOLVE to APPROVE** expenditure for payment in February 2021
- iii. To **RESOLVE** to add N Goodwin to the list of Parish Council Bank Signatories

- i. The Accounts Reconciliation at 31st January 2021 was approved
- ii. It was **RESOLVED** to approve expenditure amounting to £18,230.09 and appended to the minutes. It was agreed to hold over the Contractors invoices until next month.
- iii. It was **RESOLVED** to add N Goodwin to the list of Parish Council Bank Signatories.

1185 Policies and Procedures

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

POLICY:

Financial Regulations

Having been previously circulated to Councillors, it was **RESOLVED** unanimously to adopt the current version of the Financial Regulations again for another year.

A discussion took place regarding internal audit, external audit and internal checking processes.

It was also noted that the first trial online payment approvals have taken place and some payments this month, including salaries will be made that way this month.

It is now important to work through the Council's new process to account for the move on to online payments and increased use of DD.

A discussion took place regarding item 6.5 in the Financial Regs regarding signing invoices and it was agreed to discuss this further at the next F&C meeting

Section 3: Updates and Progress Reports

1186 Reports from Committees, Working Parties and individual Councillors

GROUNDS

- CH confirmed that the electrical work required at the pavilion has now been done to bring everything up to standard.
- Anti-frost heaters have now been installed on the pipework at the pavilion to replace the now removed plug in electric heaters.
- Further work has taken place on the CCTV installation and the BT line has now been connected and it now needs to be tested and set up at the parish office.

VILLAGE HALL

- No update

F&C

- Work has been continuing to move towards online and DD payments and banking

1187 To receive a brief report from the Chairman

- The Chairman gave a brief report.

1188 Clerk's Report

- The 2021-22 S137 limit of £8.41 per elector was noted.
- We have now had confirmation from electoral services that we can advertise the first Casual Vacancy but are still in the 14-day period for the second following the resignation of PS. This should have expired before the next meeting.
- The Clerk confirmed that the Council has received a second Hall Closure Grant from WBC.
- The new website is due to go live next week.
- Online Banking applications have progressed as mentioned above.
- It was agreed that JH will attend the Public Footpath Inquiry in March.
- Correspondence regarding Thames Path conditions was noted – it was agreed that it would not be acceptable to lay a surfaced path all the way from the entrance by the Dolphin Centre to the end of the National Trust section of the Meadows. It was more appropriate that just the sections around the boardwalks and by the longer grass received a treatment if anywhere. The Clerk will respond on this basis.
- The Clerk stated that she, other Councillors and the Flood Wardens had assisted a local resident during a recent overnight flooding event.
- Focus on Pangbourne exhibition in Newbury Museum will be extended until the Autumn due to Covid-19 closures this year.
- The Clerk asked that the Council urgently considers dates for the Annual Parish Meeting which will be on the agenda for next month, particularly in light of the coronavirus regulations being set to expire on May 7th and the need to advertise the meeting.

- The Watermill Theatre have been in contact and this year's touring production, if it is able to go ahead, will be the Hound of the Baskervilles.

1189 **To receive a report from the District Councillor**

None

1190 **To answer questions from Councillors, request items for next meeting or receive any items for information only**

- None

1191 **Correspondence:**

- The Clerk noted the correspondence received from a resident of Thames Avenue regarding access via the track.

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.

- 1192 It was proposed at 9.55pm to go into Part II in order to agree the staff remuneration for the coming year from April as recommended by the last F&C Committee. It was agreed to award pay increases to bring staff in line with the National Staffing Award for 2020/21 and then use RPI from April until the 2021/22 National Pay Awards are agreed later in the year. Once this figure is announced, this will be realigned to National Pay Awards next April (22). This was **RESOLVED** unanimously.

Section 5: Closure

- 1193 There being no further business the Chairman closed the meeting at 10.02pm.

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

_____ Chairman

_____ Date

PLANNING APPLICATIONS TO BE REVIEWED AT OR BEFORE PARISH COUNCIL MEETING ON 9th February 2021 (Virtual)

APPLICATION NUMBER	PROPOSAL	Recommendation
21/00067/HOUSE	Renovation of dwelling house: First floor extension over garage to form guest suite. Ground floor rear extension to kitchen. New windows throughout, aluminium framed, double glazed. Additional weatherboard-style panels to walls on first floor. Roof retilled. New, larger balcony to east facade of first floor Bere Court Farm, Bere Court, Pangbourne, Reading, RG8 8HT	No Objection
21/00042/HOUSE	Single Storey extension to flank of property 153 Bourne Road, Pangbourne, Reading, RG8 7JT	No Objection
21/00215/HOUSE	Two storey front extension over and adjacent to the existing garage; further two storey extension to include first floor dormer window; single storey front porch extension; Single storey rear extension to include re-roofing of the existing to match; Insertion of 2No rooflights into the rear pitch of the main roof; internal alterations as indicated. 9 St James Close, Pangbourne, Reading, RG8 7AP	No Objection
21/00049/HOUSE Neighbouring Parish	Demolition of conservatory. Construction of two storey and single rear extension. Formation of front storm porch and new entrance door. Addition of conservation rooflight in front elevation. Maidenhatch Lodge, Maiden hatch, Pangbourne, Reading, RG8 8HH	No Objection

PLANNING APPLICATIONS REVIEWED SINCE COUNCIL MEETING ON 12th January 2021 (Virtual)

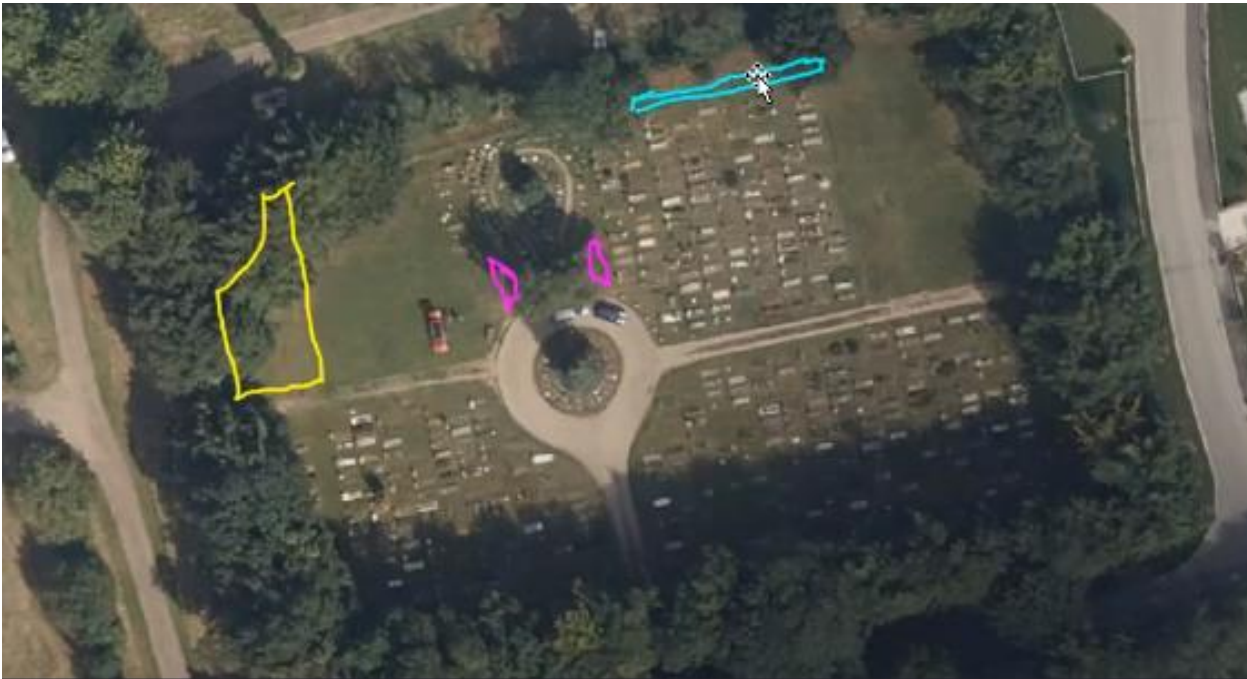
APPLICATION NUMBER	PROPOSAL	Recommendation
	NONE THIS MONTH	

WBC DECISIONS SINCE 12th January 2021

APPLICATION NUMBER	PROPOSAL	WBC Decision
20/00933/HOUSE	Section 73: Variation of condition 2-approved plans of previously approved application 19/02308/HOUSE: First floor extension over existing flat roof and dormer window to attic 68 Horseshoe Road, Pangbourne, Reading, RG8 7JL	Approval
20/02240/HOUSE	Demolition of existing garage and new detached out building. New rooflights to the rear and single storey rear extension. Blue Daws, Pangbourne Hill, RG8 7AS	Approval
20/03072/TPW	T1 - LARCH - Dead tree, remove to ground level. T2 and T3 - LARCH - Moribund trees. Extensive die back throughout their crowns. 61 Shooters Hill, Pangbourne, Reading, RG8 7EA	Approval
20/02658/TPW	T1 and T2 - Oak - approximate 2m tip reduction (esp S and W quadrants) for safety purposes. Muirwood, Green Lane, Pangbourne, Reading, RG8 7BG	Approval

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>
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Appendix 1.




- 1. Purple/Pink x 2 small sections near keyhole – CR Burials**
- 2. Yellow – oblong section towards pergola and trellis – CR Burials**
- 3. Turquoise/Green – long narrow section at rear – Full Burials**

Appendix 2.

New dog waste bins for Pangbourne



Key

 Proposed new location for dog waste bin