



# MINUTES OF PANGBOURNE PARISH COUNCIL

Minutes of the Meeting held via Zoom Video Conference on Tuesday 9th March 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, G.Hurley

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

District Cllr: G. Hurley was present

Members of public: 3 MOP in attendance for all or part of the meeting

APOLOGIES/ABSENCE: None

## Section 1: Procedural

**Action**

**1194 Apologies for absence and Declarations of Interest relevant to Agenda Items**

Apologies for absence -None

B.K.M declared an interest in planning application 21/00512

N.G and P.H declared pecuniary interests in 21/00473 and left the meeting for the duration of this one agenda item

J.H declared an interest as a member of the bowls club

**1195 Minutes of the Parish Council Meeting held on 9<sup>th</sup> February 2021**

It was **RESOLVED** unanimously that the Minutes of the Meeting of 9<sup>th</sup> February 2021, having been taken as read, were a true and accurate record and duly signed by the Chairman.

**1196 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**.
- 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. Action is **ONGOING** but on hold due to the weather and current situation.
- Cycle Racks/Active Travel project – A site visit has now taken place with officers from WBC. **ONGOING**
- Actions relating to Recreation Ground and renewal of leases and licences. **ONGOING**
- 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
- Letter to PCC and Letter to Oxford Diocese on various matters has been sent and responses received
- Street light replacement in the Moors-PM and Clerk to contact resident

BKM Clerk  
Grounds  
Asst Clerk  
Asst Clerk  
/Clerk/  
Grounds  
Asst Clerk  
Clerk  
NG Clerk  
All  
Officers,  
Cllrs  
District Cllr  
  
Clerk  
  
PM Clerk  
Asst Clerk

- Defibrillator training to be arranged.

**Actions Completed:**

- The Defibrillator at the Recreation Ground is now fully installed.

**Section 2: Decision Making**

**1197 TO RECEIVE AN UPDATE on the (open) consultation on the proposed revision to the Byelaws and review responses to date**

- The Chairman gave a brief update to the Council regarding the initial public response to the proposed changes /review of the existing byelaws. He said that there had been a high number of responses and that they showed a strength of feeling. The initial consultation is due to run until March 31<sup>st</sup> and the Chairman stated that full discussion would be inappropriate while this was still live and before all the responses had been returned. He expected that the process of review will be a long one and may take many months.
- The Clerk suggested that Councillors may wish to place a statement on the website giving a more detailed explanation regarding the proposal and said that she had circulated an initial draft earlier. It was agreed that a statement would be issued and that the detail would be finalised by agreement of all Councillors in the coming days.
- It was agreed to thank all respondents for their comments.
- PM further proposed that a committee could be formed including residents to take this project forward as engagement is crucial.

ALL

**1198 To RECEIVE an update on the recent flooding event at the village hall and the ongoing insurance claim**

- PM reported to Council that unfortunately the Village Hall has suffered from a major flood following a burst pipe one Sunday afternoon in mid February. Remedial action was taken immediately and Officers and Councillors have been working with the Council's insurers and a specialist drying company, however it is anticipated that the repair works will take a several weeks to complete.
- The main areas affected are the small hall and corridor where it is likely that the walls, skirtings and floor will need to be stripped out. As a result the hall may have to re-open with initially just the large hall in use.
- The Clerk reported that Police and Crime Commission Elections are booked in for early May , youth groups are permitted to start back in mid April and most other bookings in mid May and so there is a certain urgency to getting the works completed.

PM  
Asst Clerk  
Hall  
Warden  
Clerk

**1199 To CONSIDER the quotations received for building (and possibly land) survey valuations and RESOLVE to accept a tender in order to progress this matter in time for the annual insurance renewal**

- 4 quotations have been received to undertake building (and land valuations) as required routinely by the Council's insurance policy which is due for renewal in June.
- It was agreed by Councillors that no land valuations were necessary. The quotations varied widely in price. After discussion, it was **RESOLVED** to approve the quotation supplied by Cardinus Risk Management at £660+ vat. Officers to follow up.

Asst Clerk  
Clerk

At 7.59pm the session was suspended to allow members of the public to speak during public forum.

2 members of the public spoke in relation to the proposed byelaws and asked a number of questions. The Chairman responded that the statement to be released should provide further information and clarity around the proposals.

The third member of the public in attendance did not wish to speak.

Normal session resumed.

**1200 To CONSIDER the options and costings for the potential purchase of 1 x new and 3 x replacement benches within the village (CIL expenditure) as per the report previously circulated and RESOLVE to agree how to progress this matter. Possible funding bid application from WBC Covid recovery grant scheme**

- The Clerk stated that she had received a request from members of the dementia group to consider replacement of existing benches in the village centre which are otherwise in need of repair (two by the post office and bakery and one by the bus stop outside the George) as well as purchasing a new bench on the verge by Kennedy Drive /the Co-op garage. These had been requested to make it easier for the elderly to stop and pause when out and about in the village and which was seen as an important part of covid recovery. It was also noted that the existing benches were currently very well used with restaurants and cafes only able to offer takeaway service and with the increased numbers out walking locally. Approval had already been given by West Berkshire Council in the past for the bench by Kennedy Drive.
- It was agreed that the relevant written permissions needed to be sought from landowners, although the Clerk reported that she had already had some initial conversations on this aspect.
- It was raised that the functionality of the benches (arms/armless , high backs etc) as well as future maintenance needed careful consideration.
- It was RESOLVED to approve the project with expenditure of up to £ +vat approved including installation. G.C offered to take on the project and it was further resolved that Officers and GC were delegated the authority to investigate more fully the type of benches to purchase and make the necessary arrangements including installation and bring this back to Council.
- It was suggested that the Clerk investigate whether this would be suitable for a Surviving to Thriving Grant application from West Berkshire Council.

G.C  
Clerk  
Asst Clerk

**1201 To AGREE a date for the Annual Parish Meeting to be held virtually in April (20<sup>th</sup> or 27<sup>th</sup>) as per NALC guidance and to receive an update on the latest information regarding a return to physical meetings and discuss possible options for the May Annual Meeting of the Parish Council on 11<sup>th</sup> May 2021 and all subsequent meetings of the Council.**

- It was agreed to continue with the original date of 20<sup>th</sup> April for the Annual Parish Meeting and to hold it virtually before the coronavirus legislation comes to an end at the beginning of May and meetings are required to return to being held face to face.
- It was agreed to discuss the arrangements at the next full council meeting.
- The Clerk will publicise the APM in the meantime
- It was agreed to discuss the May /June full council meetings at the next meeting once the government have made a proper announcement.

**1202 TO RECEIVE AN UPDATE on the S106 transfer of the Cemetery Carpark.**

- PM reported that the land transfer and arrangements for the handover of the car park are progressing. All relevant parties have been contacted and the Council's Solicitors are drawing up the required agreements. The Clerk and Councillors are to meet with the developers to discuss this further.

G.H left the meeting while planning items were discussed due to being on the planning committee at West Berkshire Council

**1203 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.

21/00294/HOUSE Grove Cottage, Tidmarsh Rd, Pangbourne, Reading RG8 7AY  
21/00430/HOUSE 22 Horseshoe Road, Pangbourne, Reading, RG8 7JQ  
21/00364/HOUSE Hawksbill Cottage, Newtown, Upper Basildon, RG8 8JG  
21/00365/LBC2 Hawksbill Cottage, Newtown, Upper Basildon, RG8 8JG  
21/00473/HOUSE 103 and 105 Horseshoe Road, Pangbourne, Reading RG8 7JL  
21/00339/FUL 1 Sheffield Close, Pangbourne, Reading RG8 7GD  
21/00512/HOUSE Winloed, Bere Court Road, Pangbourne, Reading RG8 8LB

**Comment**

Objection  
No Objection  
Objection  
Objection  
No Objection  
No Objection  
No Objection

G.H re-joined the meeting

**1204 Finance**

- i. To **RESOLVE to APPROVE** Accounts reconciliation as at 28th February 2021
- ii. To **RESOLVE to APPROVE** expenditure for payment in March 2021
  - i. The Accounts Reconciliation at 28<sup>th</sup> February 2021 was approved
  - ii. It was **RESOLVED** to approve expenditure amounting to £17,116.29 and appended to the minutes.

It was noted that this month nearly all the payments are being made electronically rather than by cheque for the first time

**1205 Policies and Procedures**

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

**POLICY: Standing Orders**

It was **RESOLVED** to re adopt the Standing Orders again for another year subject to amending some incorrect page numbers and removing the section which mentions keeping a "book" for planning applications as these are all held electronically

**Section 3: Updates and Progress Reports**

**1206 Reports from Committees, Working Parties and individual Councillors**

Grounds Committee

- Pavilion security has now been completed, however additional CCTV cameras at the pavilion should be investigated. This will go to grounds committee
- CCTV IT issues have now been resolved
- The defibrillator at the recreation ground is now online
- Some of the sapling trees at the Allotments are now planted. Those for the meadows will be planted once lockdown eases
- The Co-op application for hedging at Chiltern Walk is ready to submit
- The bowls club intend to re-open from April

#### Village Hall Committee

- Communications have been sent regarding the Church Office
- Significant tree felling has taken place at the rectory which has resulted in the car park being far less overshadowed which should assist with the damp in that area
- Drain and Moss Clearance has now been done at the hall
- The Hall is planned to start re-opening from mid April (youth groups only) and mid May for other groups
- Routine maintenance needs to reviewed and the hall committee needs to be a focus for the council

#### F&C Committee

- No update
- Online banking progress continuing
- Appraisals continue

#### **1207 To receive a brief report from the Chairman**

- The Chairman gave a brief report.
- He reported that there had been good interest in the 2 x Casual Vacancies and that Co-option would be on the agenda for the next meeting

#### **1208 Clerk's Report**

##### Clerk's Report

- PRS/PPL have given a generous Licence rebate for last year /this year due to the hall being closed
- Local Police & Crime Commissioners elections are booked in for May
- The mid term Internal Audit visit is due at the end of March and year end arrangements have begun. These will run to the usual timetable this year and will not be extended like they were in 2020
- Update on Casual Vacancies
- John is going to the District Parish Conference on 11<sup>th</sup> March 2021 and will report at the next meeting
- The new Website has now gone live
- The Clerk asked the Council to note grant applications already received for 2021/22 year for consideration in May
- Recent Climate change meeting with WBC
- Recent Heritage Day /Markets meeting with WBC

#### **1209 To receive a report from the District Councillor**

G.H gave a report on West Berkshire's 2021/22 Budget which has been set at 1.99% for the year. This is towards the lowest end of the budget increases that they were permitted to spread over the next two years.

This is a reflection of an underspend of approx. 3.7million for 2020/21 year due to savings on adult social care and grants received from central government as a result of the pandemic.

G.H has contacted the resident that contacted the Council regarding trees in the Moors.

**1210 To answer questions from Councillors, request items for next meeting or receive any items for information only**

- None

**1211 Correspondence:**

- There was no correspondence not already circulated to Councillors

**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.

1212 None this month

**Section 5: Closure**

1213 There being no further business the Chairman closed the meeting at 9.50pm.

The next scheduled meeting will be held on Tues 13th April 2021 at 7.30pm.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

**PLANNING APPLICATIONS TO BE REVIEWED AT OR BEFORE PARISH COUNCIL MEETING ON 9<sup>th</sup>  
March 2021 (Virtual)**

<i><b>APPLICATION NUMBER</b></i>	<i><b>PROPOSAL</b></i>	<i><b>Recommendation</b></i>
<b>21/00294/HOUSE</b>	Demolition of garage. Double and single storey extension to side + detached double garage. <b>Grove Cottage, Tidmarsh Road, Pangbourne, Reading RG8 7AY</b>	Objection
<b>21/00430/HOUSE</b>	Conversion of loft space including change from hipped roof to gabled, plus rear single storey extension <b>22 Horseshoe Road, Pangbourne, Reading, RG8 7JQ</b>	No Objection
<b>21/00364/HOUSE</b>	To remove an existing timber shed and erect a 2-storey timber frame double garage with dormer windows to the front and external stair access to a first floor level to allow for an office/workspace <b>Hawksbill Cottage, Newtown, Upper Basildon, Reading, RG8 8JG</b>	Objection
<b>21/00365/LBC2</b>	To remove an existing timber shed and erect a 2-storey timber frame double garage with dormer windows to the front and external stair access to a first floor level to allow for an office/workspace <b>Hawksbill Cottage, Newtown, Upper Basildon, Reading, RG8 8JG</b>	Objection
<b>21/00473/HOUSE</b>	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 <b>103 and 105 Horseshoe Road, Pangbourne, Reading RG8 7JL</b>	No Objection



<b>21/00339/FUL</b>	Part retrospective erection of fence, piers and gates to front garden and change of use of strip of land on the northwest side of plot 1 to residential garden <b>1 Sheffield Close, Pangbourne, Reading RG8 7GD</b>	No Objection
<b>21/00512/HOUSE</b>	Erection of single storey rear extension, single storey front extension and infill of existing porch <b>Winloed, Bere Court Road, Pangbourne, Reading RG8 8LB</b>	No Objection

**PLANNING APPLICATIONS REVIEWED SINCE COUNCIL MEETING ON 9<sup>th</sup> February 2021 (Virtual)**

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

**WBC DECISIONS SINCE 9<sup>th</sup> February 2021**

<i>APPLICATION NUMBER</i>	<i>PROPOSAL</i>	<i>WBC Decision</i>
<b>20/03048/HOUSE</b>	Construction of new gazebo <b>Highfield, Flowers Hill, Pangbourne, Reading, RG8 7BD</b>	<b>Approval</b>
<b>20/02841/ADV</b>	New vitrine screens in the screens in the windows of the southern and west elevations <b>Strutt and Parker, 1 High Street, Pangbourne, Reading, RG8 7AE</b>	<b>Approval</b>
<b>21/00042/HOUSE</b>	Single Storey extension to flank of property <b>153 Bourne Road, Pangbourne, Reading, RG8 7JT</b>	<b>Approval</b>
<b>21/00224/TPW</b>	1.TPO T1 = T2 TPP/AMS -Sycamore - canopy lift to 3.5-4m, targeting sub branches where possible (paragraph 4.8 of AMS) cut ivy at base, remove dead wood and clear branches away from telegraph pole and overhead cables. 2. TPO T2 = T29 TPP/AMS - Norwegian Maple - Crown reduction of 3m, and a radial spread reduction of ~2m; to good growth points and final finished cuts of 50mm diameter. 3. TPO T4, T5, T6, T7 = T25 Norwegian Maple, T24, T23, T22 Beech TPP/AMS - Crown lift to 3m. 4.TPO T3, T8, G1 = T30, T19, G27 - Yew - Crown lift to 3m <b>Former Camden Ridge Riverview Road Pangbourne Reading</b>	<b>Approval</b>
<b>21/00091/NONMAT</b>	Non material amendment to approved 19/02826/HOUSE -Garage conversion, new pergola and replacement driveway. Amendment - Amend flat roof to pitched roof. Current height approved is 2.2m. Proposal is to increase this by 30cm to 2.5m. No changes to location of building or the area it would cover. No change to materials - all timber construction <b>24 Horseshoe Road, Pangbourne, Reading RG8 7JQ</b>	<b>Approval</b>



20/03001/COND2	<p>Application for approval of details reserved by condition 3 (Schedule of works) of approved 20/01534/LBC2 - Changes to Gutter area of Link Building to create new deeper gutter along line of Servants wing and to replace lead in gutter with Saranfil.</p> <p><b>Bere Court Bere Court Pangbourne Reading RG8 8HT</b></p>	<b>Approval</b>
20/02947/TPW	<p>T1 Sycamore - Remove Ivy from the branches and main stem. Selectively prune to give 2m clearance to the property.</p> <p>Lift the crown to a height above ground level of 5.5m by removing secondary and tertiary growth.</p> <p><b>9A Shooters Hill Pangbourne Reading RG8 7DZ</b></p>	<b>Approval</b>

DRAFT