

MINUTES OF PANGBOURNE PARISH COUNCIL

Minutes of the Meeting held via Zoom Video Conference on Tuesday 13th April 2021 at 7.30pm.

PRESENT:

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

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

District Cllr: G. Hurley was not present

Members of public: 5 MOP in attendance for all or part of the meeting (including 3 Co-option candidates). The 2 remaining members of the public did not wish to speak.

APOLOGIES/ABSENCE: C.Hartley, G.Hurley

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|  |  | **Action** |
|  | **Section 1: Procedural**  The Chairman opened the meeting by noting with sadness the death of HRH Prince Philip the Duke of Edinburgh and sent condolences on behalf of the Parish Council and residents to HRH the Queen and the entire Royal Family. He stated that due to the current health situation, there would be no in person condolence books but noted that online books had been made available by the Royal Palace Website for those who also wanted to send personal condolences. There followed a minute of silent reflection before the meeting commenced. |  |
| **1214** | **Apologies for absence and Declarations of Interest relevant to Agenda Items** |  |
|  | Apologies for absence – G.Hurley and C.Hartley  B.K.M declared an interest in agenda item 1223 as an active member of the Church of England |  |
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| **1215** | **Minutes of the Parish Council Meeting held on 9th March 2021**  It was **RESOLVED** unanimously that the Minutes of the Meeting of 9th March 2021, having been taken as read, were a true and accurate record and duly signed by the Chairman with one small amendment as follows- PM had also declared an interest in planning application 21/00512 |  |
| **1216** | **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  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. Action is **ONGOING** but on hold due to the current situation. | 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 * Letter to PCC and Letter to Oxford Diocese on various matters has been sent and responses received. Ongoing * Street light replacement in the Moors-PM and Clerk to contact resident- outstanding * Defibrillator training to be arranged- outstanding * Bench repair and replacement proposal outstanding | All  Officers, Cllrs  District Cllr  Clerk  PM Clerk  Asst Clerk  Clerk /GC |
|  | **Actions Completed:**   * Three new cycle racks have now been installed at the Recreation Ground as part of West Berkshire’s Active Travel Fund. They should hopefully encourage more people to cycle to the park and have been carefully placed to ensure that no parking spaces are lost |  |
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|  | **Section 2: Decision Making** |  |
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| **1217** | **TO CONSIDER to RESOLVE to fill 2 x Casual Vacancies via Co-option as appropriate** |  |
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|  | * The three candidates who wished to be considered for Co-option to the Parish Council were each given the opportunity to give a brief overview of why they wished to join and what they felt they could bring to the parish and took a number of questions from Councillors, their details having been circulated previously and having confirmed their eligibility. * The Chairman stated that all three were outstanding candidates and regretted that it would not be possible to take everyone and hoped that all three would wish to assist the Council in the future. Following consecutive votes by show of hands, it was RESOLVED by absolute majority that Ian Walker and Conor Roberts were to be Co-Opted to become Pangbourne Parish Councillors. C.R signed his Acceptance of Office Forms in front of the Clerk and Councillors and took his seat for the remainder of the meeting. IW left the meeting at this point due to a prior commitment. The Clerk requested that they both make arrangements in the coming days to sign the remaining paperwork. The Chairman thanked all three candidates for putting themselves forward. |  |
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| **1218** | **TO DISCUSS the ending of the Coronavirus Legislation from May 6th 2021 as regards the ability to hold local authority meetings by virtual means and to agree to bring forward by one week the scheduled May 2021 Full Council meeting to Tuesday May 4th to enable this meeting to be held remotely. This meeting will be the (AMPC) Annual Meeting of the Parish Council. To further discuss whether to hold the June Meeting or to re-approve a scheme to *Delegate Authority* to the Clerk until face to face meetings can fully resume after June 21st. Arrangements will need to include a means of signing off the annual accounts in June which can only be done by Full Council, possibly by an Extra-ordinary meeting of the Council in late June.** **To agree an approach to enabling public participation at council meetings in the coming months, possibly by virtual means.** |  |
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|  | * The Clerk gave an update on the ending of the Coronavirus Legislation as it applies to Local Authority meetings and the implications of this for upcoming meetings of the Parish Council. * After discussion it was agreed to bring forward the May meeting to 4th May and move back the June meeting to enable them both to be held legally. The June meeting is intended to be face to face. * It was noted that the large hall would need to be used for in person meetings. The Clerk will look at working out a maximum capacity (including the public) to ensure they are covid secure. * It was further agreed to propose a scheme of delegation on the next agenda to facilitate the normal business of the council should it not be possible to hold face to face meetings after May for any reason. * It was noted that the annual review and approval of the AGAR (accounts) can only be done by the Council and so arrangements need to be made for this, hopefully at the June meeting. * The Clerk asked whether Councillors were happy to return to face to face meetings and it was agreed to discuss this again at the next meeting. |  |
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| **1219** | **To agree the format and agenda of the (APM) Annual Parish Meeting to be held on Tuesday April 20th at 7.30pm and agree any actions necessary to take this matter forward.** |  |
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|  | * The Clerk stated that the Agenda has been issued and notices placed on the website and noticeboards. * Several groups have already expressed an interest in attending and speaking. * PM will put together a short visual presentation on behalf of the Council and it was agreed to keep everyone’s reports to five minutes especially as the meeting is being held by virtual means. * The Clerk will test the IT equipment due to the expected number of attendees. |  |
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| **1220** | **TO RECEIVE AN UPDATE on the consultation on the proposed revision to the Byelaws and agree any actions necessary to take this matter forward** |  |
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|  | * The Clerk stated that a summary of the feedback is being put together and asked Councillors how they wished to take this matter forward once that is circulated. * It was proposed that a working group should be the way forward in the first instance, which may include members of the public as well as Councillors but it is important to make sure that the group is balanced across all interest groups and that any decision making comes back to full council as only full council can approve byelaws. * Several Councillors commented that it is important to ensure that residents who have provided feedback either by being included in the working group or consulted by them. * It was agreed to produce the feedback as soon as possible and then to meet informally to discuss this in detail before bringing it back to Full Council at the appropriate time. * It was commented that this is likely to be a long process and it may be worth waiting to see how the summer progresses at the open spaces before this item is taken further. |  |
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| **1221** | **TO RECEIVE AN UPDATE on the S106 transfer of the Cemetery Carpark and associated pathway to Pangbourne Hill Cemetery.** |  |
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|  | * The Clerk stated that PM, CH and herself had met with the developers to discuss final finishes for the new car park at the Cemetery. It has been agreed that the surface will be gravelled with a hexagonal sub-base. Various planting and fencing options were agreed as well as a number of security arrangements. * GC felt that the area would still remain insecure and it was agreed to ask the developer to also install a bund while landscaping. The Clerk agreed to raise this with them. * CR commented that there are other areas of open space at the development which won’t be under Parish Council control which would also be at risk. | Clerk |
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| **1222** | **To APPROVE S.137 expenditure of £72.96 for summer planting around the village hall car park and wall by volunteers** |  |
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|  | * The Clerk asked for this motion to be amended to £50.00 now that she has clarified the amount requested. The amendment was proposed and agreed and it was unanimously RESOLVED to approve a grant of £50 under S137 powers for planting the Station Road car park wall |  |
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| **1223** | **To RECEIVE AN UPDATE and AGREE TERMS for the hire of the second office for PCC (Parochial Church Council) use.** |  |
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|  | * It was RESOLVED unanimously to approve the proposal made by the PCC for use of the Church Office as per the document circulated to Councillors in advance of the meeting. * It was agreed to propose that this should agreement should renew automatically annually but with the option for each party to review and amend the terms annually. * The Clerk will contact the PCC. |  |
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| **1224** | **Planning:**   1. **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:** |  |
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|  | i. Please see detail appended at the end of these minutes |  |
|  | ii.  **21/00573/HOUSE 151 Bourne Road, Pangbourne, Reading, RG8 7JT**  **21/00681/HOUSE 1 Thames Villas, Thames Avenue, Pangbourne, Reading RG8 7BY**  **21/00664/HOUSE 1 Horseshoe Road, Pangbourne, Reading, RG8 7JQ**  **21/00751/HOUSE Summerlea Grange, Road Known As Theale Road, Tidmarsh, Reading, West Berkshire RG8 8ES**  **21/00700/FUL 3 Croft Drive, Pangbourne, Reading, West Berkshire RG8 8AN** | **Comment**  Objection  No Objection  No Objection  No Objection  Objection |
| **1225** | **Finance**   * 1. **To RESOLVE to APPROVE Accounts reconciliation as at 31st March 2021**   2. **To RESOLVE to APPROVE expenditure for payment in April 2021**   3. **To retrospectively APPROVE emergency expenditure on repairs at the Public Conveniences**   4. **To retrospectively APPROVE emergency works to fill in hedge line at Recreation Ground** |  |
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|  | 1. **The Accounts Reconciliation at 31st March 2021 was approved.**   **The Clerk stated that all outstanding VAT has now been claimed and received into the Council bank accounts, with some presented in time for the 20/21 year end and the remainder coming in during the last few days so it will show in 2021/22 year.**   1. **It was RESOLVED to approve expenditure amounting to £17,711.69 and appended to the minutes. It was agreed that BKM and PM approve online** 2. **It was RESOLVED to approve emergency expenditure of up to £1,000 to do repairs at the toilets** 3. **It was RESOLVED to approve emergency works to fill in gaps created in the hedge line at the recreation ground by tree works last autumn . An initial expenditure of up to £1,000 was agreed** |  |
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| **1226** | **Policies and Procedures**  **To consider to RESOLVE to approve the Policies previously circulated and taken as read.** |  |
|  | **POLICY:**   * Vexatious Policy * Bee Keeping Policy (Allotment)   Having been previously circulated and following a short discussion it was RESOLVED to approve and adopt the proposed Vexatious Policy with no amendments  Due to further discussion with the beekeepers, it was proposed to hold over the Bee Keeping Policy until a later meeting to allow an opportunity for this to be reviewed further |  |
|  | **Section 3: Updates and Progress Reports** |  |
| **1227** | **Reports from Committees, Working Parties and individual Councillors**  Grounds Committee   * Return of organised sports to the Recreation Ground * New key holder arrangements at Pavilion * Update on lockdown easing at parish open spaces * Installation of Cycle Racks at Recreation Ground -line marking * Public Conveniences at Recreation Ground repairs * Enclosure of hedge line works at recreation ground * Meetings/ correspondence with Pangbourne Youth Football Club and Pangbourne Mens football club   Village Hall Committee   * Hall re-opening * Upcoming Crime Commissioners Elections * Update on Hall flood insurance claim and repairs   F&C Committee   * No update |  |
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| **1228** | **To receive a brief report from the Chairman**   * The Chairman gave a brief report. |  |
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| **1229** | **Clerk’s Report** |  |
|  | Clerk’s Report   * Internal Audit visit has taken place * Response from Co-operative regarding siting of defibrillator and hedge planting * Use of Hall car park for weekly lateral flow testing kit distribution by WBC * Emergency access arrangements to open spaces * Larger items of waste at Pangbourne Hill Cemetery * The Clerk has contacted Highways Officers re the belisha beacon repairs in village centre and the parts are on order and expected very soon * Meeting with Adventure Dolphin re trees near compound * New Heritage Group book “The Shops, Trades and Businesses of Pangbourne“ has been released and will be available in local shops from 12th April * Renewal of Grounds Maintenance (Grass) contract for 2021/22 |  |
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| **1230** | **To receive a report from the District Councillor** |  |
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|  | The District Councillor had forwarded the latest West Berkshire Newsletter to Councillors |  |
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| **1231** | **To answer questions from Councillors, request items for next meeting or receive any items for information only** |  |
|  | * JH commented that the next NAG (Neighbourhood Action Group) meeting is due and asked for items to feedback * JH also stated that he had attended the Public Footpath Enquiry and said that the final decision isn’t due until July * PH stated that he had concerns regarding obstructive pavement parking in the village, having been involved in a near miss with a car that had been unable to see him on the pedestrian crossing due to parking obstructions near the crossing, the worn state of line marking and the loss of the belisha beacon. * PM stated that he reported obstructive pavement parking |  |
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| **1232** | **Correspondence:** |  |
|  | * Speed Calming requests from residents of Bourne Road * Surviving to Thriving Grants West Berkshire Council available * Consultation from West Berkshire Council regarding Public footpaths, byeways and bridleways * Further correspondence regarding Markets in West Berkshire events * Correspondence regarding slippery boardwalks and disabled access along Thames Path- the Clerk noted that she had received some correspondence this evening with an update of some works that will take place. * Correspondence regarding increased pavement parking by commercial drivers in village centre * Correspondence from fitness instructors requesting use of the meadows and recreation ground |  |
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|  | **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.** |  |
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| **1233** | At 10.00pm it was proposed and agreed to end normal session and go into Confidential Session  **To RECEIVE, NOTE and DISCUSS a number of items of correspondence relating to land within the parish and AGREE any actions necessary to take the matter forward.**  Various items of correspondence had been circulated to Councillors in advance of the meeting and the Clerk also provided an update on external advice and information received which was all received and noted by Councillors. Following discussion, a course of action was agreed in line with that advice .  Normal session resumed at 10.24pm |  |
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|  | **Section 5: Closure** |  |
| **1234** | There being no further business the Chairman closed the meeting at 10.25pm.  The next scheduled meeting will be held on Tues 4th May 2021 at 7.30pm. |  |

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**PLANNING APPLICATIONS TO BE REVIEWED AT OR BEFORE PARISH COUNCIL MEETING ON 13th April 2021 (Virtual)**

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| ***APPLICATION NUMBER*** | ***PROPOSAL*** | ***Recommendation*** |
| **21/00573/HOUSE** | Two storey side extension and single storey front extension to dwelling with changes to fenestration and external materials  **151 Bourne Road, Pangbourne, Reading, RG8 7JT** |  |
| **21/00681/HOUSE** | Single storey extension  **1 Thames Villas, Thames Avenue, Pangbourne, Reading RG8 7BY** |  |
| **21/00664/HOUSE** | Loft Conversion to Increase height and pitch of existing rear roof to allow a usable room to be created. Propose a Dutch Gable end to reduce impact of raising roof line and to reduce loss of sun in garden. Additional opening windows above 1.7m to be added to sides of existing house. Additional roof windows to be added to existing roof (and proposed loft conversion roof).  **1 Horseshoe Road, Pangbourne, Reading, RG8 7JQ** |  |
| **21/00751/HOUSE** | Single storey extension for an Orangery to the rear of the existing building. To the north west of the existing building.  **Summerlea Grange, Road Known As Theale Road, Tidmarsh, Reading, West Berkshire RG8 8ES** |  |
| **21/00700/FUL** | Retrospective change of use of land to residential (C3) use and curtilage  **3 Croft Drive, Pangbourne, Reading, West Berkshire RG8 8AN** |  |

**PLANNING APPLICATIONS REVIEWED SINCE COUNCIL MEETING ON 9th March 2021 (Virtual)**

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| ***APPLICATION NUMBER*** | ***PROPOSAL*** | ***Recommendation*** |
|  | ***NONE THIS MONTH*** |  |

**WBC DECISIONS SINCE 9th March 2021**

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| ***APPLICATION NUMBER*** | ***PROPOSAL*** | ***WBC Decision*** |
| **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 retiled. New, larger balcony to east facade of first floor  **Bere Court Farm, Bere Court, Pangbourne, Reading, RG8 8HT** | ***Approval*** |
| **21/00177/COND1** | Approval of details reserved by Condition Nos. 14 (Biodiversity enhancements) and 16  (Arboricultural method statement) of Approved Application 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** | ***Approval*** |
| **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** | ***Approval*** |
| **21/00147/TPW** | Cut back suckers at base of all lime trees under TPO 201/21/0993 to promote proper growth of the trees themselves and to allow for traffic to pass unimpeded along the lane  **The Cottage, Bere Court Farm, Bere Court, Pangbourne Reading RG8 8HT** | ***Approval*** |
| **20/03018/TPW** | T912 and T913 - Yew - Lift low branches over driveway to approximately 5m, targeting secondary pruning points, to facilitate access to property for high sided vehicles.  **1 St James Close, Pangbourne, Reading RG8 7AP** | ***Approval*** |
| **20/02661/LBC2** | New awning to rear external drinking area with retractable canvas roof.  **The Swan Hotel, Shooters Hill, Pangbourne, Reading, RG8 7DU** | ***Refusal*** |
| **20/02662/FUL** | New awning to rear external drinking area with retractable canvas roof.  **The Swan Hotel, Shooters Hill, Pangbourne, Reading, RG8 7DU** | ***Refusal*** |