



# MINUTES OF PANGBOURNE PARISH COUNCIL

Minutes of the Meeting held at Pangbourne Village Hall on Tuesday 22nd June 2021 at 7.30pm.

**PRESENT:**

Cllrs: J. Higgs (Acting Chairman), G. Child, S. Ferguson, N. Goodwin, C. Hartley, P. Hawkins,  
B. Kerr-Muir, C. Roberts, I. Walker,  
Clerk: R. Elkin (Clerk),  
District Cllr: G. Hurley was not present  
Members of public: No MOP were in attendance for all or part of the meeting

APOLOGIES/ABSENCE: P. Maclver (Council Chairman)

The Chairman welcomed everyone back to the first in-person meeting since March 2020 due to the pandemic and welcomed new Councillors who had joined during this time to their first meeting in the village hall.

**Action**

**Section 1: Procedural**

**1260 Apologies for absence and Declarations of Interest relevant to Agenda Items**

Apologies for absence – P. Maclver (Council Chairman)

**1261 Minutes of the Parish Council Meeting held on 4<sup>th</sup> May 2021**

It was **RESOLVED** unanimously that the Minutes of the Meeting of 4th May 2021, having been taken as read, were a true and accurate record and duly signed by the Chairman.

**1262 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. The possibility of siting this at the library has been suggested. **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. GH 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 Clerk
- 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** PM Clerk
- Defibrillator training to be arranged – **outstanding** Asst Clerk
- Bench repair and replacement proposal – **outstanding** Clerk /GC

## **Section 2: Decision Making**

### **1263 Annual Audit**

- a. **To receive an update on Pangbourne Parish Council's Annual Accounts Audit.**
- b. **To RESOLVE to accept the Internal auditors Report for 2020/21**
- c. **To RESOLVE to approve the Annual Governance Statement for 2020/21**
- d. **To RESOLVE to Approve the Annual Accounts for year ending 31<sup>st</sup> March 2021**
- e. **To RESOLVE to re-appoint Claire Connell as Internal Auditor for 2021/22 year.**
- f. **To discuss any other actions required to take the matter forward**

- **1263(b), 1263(e) INTERNAL AUDIT** – The Council received, noted and RESOLVED to accept the 2020/21 Internal Audit Report from Claire Connell and RESOLVED to request her services again for the coming year.
- **1263(c) GOVERNANCE STATEMENT** – The Council considered and RESOLVED to approve the Governance Statement for 2020-21 and the effectiveness of its system of Internal control, to comply with the Accounts and Audit Regulations.
- **1263(d) ACCOUNTING STATEMENT 2020-21** – The Council considered and RESOLVED to approve and sign the Accounting Statements on the Annual Return for the year ended 31<sup>st</sup> March 2021.
- The Clerk outlined the timeline going forward and explained that the Accounts will now be sent to the External Auditor and it is hoped that the Notice of Conclusion of Audit will be received back by September.

### **1264 To DISCUSS and RESOLVE a course of action regarding 2021 WBC Members Bid**

- It was proposed that a Members Bid be put forward to West Berkshire Council for a lychgate at the new cemetery entrance. It was RESOLVED to submit this bid and GH to obtain the necessary comment at WBC in order to submit as the deadline is this week. GH has already been given the information.

### **1265 TO RECEIVE an update on fencing, bin and tree works at the recreation ground and agree additional expenditure as necessary**

- The Clerk stated that she has arranged to meet with further contractors to obtain full quotations for the fencing work required and hopes to be able to have detailed quotes for the next meeting.

### **1266 To DISCUSS tree planting at the Meadows, Recreation ground and Chiltern Walk in the short, medium and longer terms and agree various actions necessary to take this matter forward. To include:**

- **Infill of gaps in current hedge-lines**
  - **Strategic planting near bridge**
  - **Railway Embankment planting**
  - **Playground planting**
  - **Chiltern Walk planting scheme update (actions to be agreed)**
  - **Parish Council participation in "Tree-bilee" planting in 2022**
- After consideration by Councillors it was agreed to seek quotations for mature planting at the River Meadows on the embankment by Whitchurch Bridge and to infill the areas where last year's tree works have created gaps at the recreation ground perimeter.

- It was RESOLVED to go ahead with the previously agreed planting scheme at Chiltern Walk even though the likelihood of funding via a Co-op grant is uncertain. It was agreed that this was a project that the Council would like to progress in any event and to move forward with public consultation. Clerk ALL
- Mature planting in the vicinity of the playground was discussed and it was agreed to look into this further.
- It was agreed to look into planting schemes for next year's Platinum Jubilee "Tree-bilee" with suggested planting along the Meadows and near the railway embankment at the Recreation ground. It was agreed that the Clerk should look to order trees (saplings) from the woodland trust and also seek out more mature trees for certain locations. Clerk

**1267 To AGREE a group of Councillors to assist the Clerk with delivering Parish involvement in the WBC Cultural Heritage Strategy review and to assist with a parish Conservation Area appraisal**

- The Clerk gave an update on the recent WBC Cultural Heritage Strategy meeting she had attended and asked for Councillors to take on responsibility for some of the actions and projects which are likely to fall out of the strategy.
- In particular she asked for volunteers to take on the Conservation Area Appraisal.
- IW, CR and JH all offered to be part of this group. IW, CR, JH

**1268 To DISCUSS and AGREE a course of action regarding the request to permit British Military style exercise classes to be held on the recreation ground and agree any actions as necessary**

- Consideration was given to a request to hold military style fitness classes at Pangbourne Recreation Ground. After discussion it was agreed to decline permission for the classes to go ahead due to concerns regarding the number of classes and insufficient space for the activities proposed, disruption to the operational hours of the Rec Ground due to early and late classes and insufficient parking. Onsite storage facilities had also been requested which would take time to be able to accommodate. The Clerk will inform the applicant.

**1269 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. There have been no recommendations since the last meeting.

ii.

		<u>Comment</u>
21/01103/HOUSE	3 Croft Drive, Pangbourne RG8 8AN	No Objection
21/01068/HOUSE	41 Horseshoe Road, Pangbourne RG8 7JH	No Objection
21/01030/LBC2	15 Reading Road, Pangbourne RG8 7LR	No Objection
21/01029/ADV	15 Reading Road, Pangbourne RG8 7LR	No Objection
21/01155/HOUSE	80 Bourne Road, Pangbourne RG8 7JS	No Objection
21/01232/HOUSE	Holly House, Courtlands Hill, Pangbourne RG8 7BE	Objection
21/01129/HOUSE	Cadarache, Bere Court, Pangbourne RG8 8HT	Comment
21/01289/OUTD	Land at Wakemans (NOT adjacent parish as notified)	Objection
21/01296/HOUSE	Courtlands, Tidmarsh Road, Pangbourne, RG8 7AY	No Objection
21/01209/FUL	41 Reading Road, Pangbourne, RG8 7HY	Comment
21/01247/HOUSE	Wharf House, Ferry Lane, Pangbourne, RG8 7DW	No Objection
21/00339/FUL	1 Sheffield Close, Pangbourne, RG8 7GD	No Objection
21/01423/LBC2	45 Shooters Hill, Pangbourne, RG8 7EA	No Objection
21/01481/HOUSE	Oakingham House, Bere Court Road, RG8 8JU	Objection
21/01491/HOUSE	Cornerways, 12 Sheffield Close, RG8 7GD	No Objection

**1270 Finance**

- i. To **RESOLVE to APPROVE** Accounts reconciliation as at 31st May 2021
- ii. To **RESOLVE to APPROVE** the payments made in May and June 2021 of £20,717.55 and £17,576.62 respectively

- The accounts reconciliations as appended to these minutes for May and June were approved.
- The payments made in May and June 2021 under delegated authority to the Clerk, and as appended to these minutes, were retrospectively approved by the Council.

**1271 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**

**1272 Reports from Committees, Working Parties and individual Councillors**

Grounds Committee

- CH and the CCTV contractor are installing two new zoom cameras at the Recreation Ground as previously agreed
- A youth amenities survey is going to be distributed by a group who have collaborated with the Parish Council to survey what older children/young adults feel is missing or that they would like to see at the Recreation Ground. The survey is yet to be distributed and the results will be presented back to the Council
- A meeting is being held tomorrow with representatives of both the adult and youth football teams

Village Hall Committee

- Work continues on the re-instatement after the water damage. The large hall is now fully re-instated and has re-opened for hirers.
- Works in the small hall are being held up by difficulties obtaining suitable commercial grade flooring due to shipping issues related to the pandemic, Brexit and Suez Canal difficulties. It is likely that the works will now not be complete until early August.

F&C Committee

- No update

**1273 To receive a brief report from the Chairman**

- No Chairman's report this month.

**1274 Clerk's Report**

- The Clerk stated that the plumbing repairs had now been completed at the Public Conveniences, Thames Ave, and all three sections are now fully operational.
- The Building Valuation Survey has now been received and requires further discussion at the next F&C meeting.
- The Clerk and Chairman have met with WBC and new highways signage has been ordered to reflect the location of the new cemetery car park.
- Request for Cllrs feedback for WBC Engagement with Parishes Review.

- Update on various roadworks planned locally in coming weeks.
- The required notice period has now been served and the Clerk will go ahead and advertise the Casual Vacancy.
- The Clerk noted that she has been informed of proposed repair works to the Thames Path as requested by the Parish and local landowners. These paths have suffered significant erosion particularly over the last year when the impact of the pandemic has seen them very heavily used. The works are planned for July and include ground works to strengthen the boardwalks and surrounding areas as well as path upgrading and scrub clearance in the Autumn.

**1275 To receive a report from the District Councillor**

No report was sent and the District Councillor did not attend the meeting

**1276 To answer questions from Councillors, request items for next meeting or receive any items for information only**

- SF stated that she had seen that another local parish had been able to secure targeted youth engagement services from Berkshire Youth. It was agreed that she would forward on the information she had received to all Councillors and that this matter would be brought to the next meeting to establish how to follow this up in terms of what was appropriate for Pangbourne.
- CH raised the matter of the current status of utility provision at the pavilion. It was agreed to add this to the next Grounds Committee agenda.

**1277 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.**

**1278** At 9.17pm it was RESOLVED to enter confidential session.  
The resignation of one of the Assistant Clerks was noted and it was RESOLVED to advertise and recruit to fill the vacancy. A course of action was discussed in the short term until the vacancy is filled. Normal session resumed at 9.24pm

**Section 5: Closure**

**1279** There being no further business the Chairman closed the meeting at 9.25pm.

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

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date

**PLANNING APPLICATIONS TO BE REVIEWED AT OR BEFORE PARISH COUNCIL MEETING ON  
22<sup>nd</sup> June 2021**

<b>APPLICATION NUMBER</b>	<b>PROPOSAL</b>	<b>Recommendation</b>
<b>21/00819/PASSHE</b>	An application to determine if prior approval is required for a proposed: Rear single storey extension. Dimensions: To the eaves: 2.45m highest point: 3.25m, Depth from back wall: 4m, Length: 8.15m <b>27 Bourne Road, Pangbourne, Reading, West Berkshire RG8 7JT</b>	<b>No comment required (see Decision below)</b>
<b>21/01103/HOUSE</b>	Proposed ground floor rear extension, balconies to two rear bedrooms and loft conversion to provide bedroom, lounge and en suite. <b>3 Croft Drive, Pangbourne, Reading, West Berkshire RG8 8AN</b>	<b>No Objection</b>
<b>21/01068/HOUSE</b>	Dormer window extension to front elevation <b>41 Horseshoe Road, Pangbourne, Reading, West Berkshire RG8 7JH</b>	<b>No Objection</b>
<b>21/01030/LBC2</b>	The addition of signage to the front of the property with business name and details <b>15 Reading Road, Pangbourne, Reading, West Berkshire RG8 7LR</b>	<b>No Objection</b>
<b>21/01029/ADV</b>	1 sign on each of 3 elevations at front of building <b>15 Reading Road, Pangbourne, Reading, West Berkshire RG8 7LR</b>	<b>No Objection</b>
<b>21/01155/HOUSE</b>	Side extension at first floor level <b>80 Bourne Road, Pangbourne, Reading, West Berkshire RG8 7JS</b>	<b>No Objection</b>
<b>21/01232/HOUSE</b>	First floor extension over existing garage <b>Holly House, Courtlands Hill, Pangbourne, Reading, West Berkshire RG8 7BE</b>	<b>Objection</b>
<b>21/01129/HOUSE</b>	Garage extension and alterations <b>Cadarache, Bere Court, Pangbourne, Reading, West Berkshire RG8 8HT</b>	<b>No Objection</b>
<b>21/01289/OUTD (adjacent parish)</b>	Application for Outline Planning Permission With Some Matters Reserved: Erection of 4no new dwellings at Land Rear of Wakemans. Matters to be considered: Access and Layout. <b>Land at Wakemans, Upper Basildon, Reading, West Berkshire</b>	<b>Objection</b>
<b>21/01296/HOUSE</b>	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. <b>Courtlands, Tidmarsh Road, Pangbourne, Reading, West Berkshire, RG8 7AY</b>	<b>No Objection</b>

<b>21/01209/FUL</b>	Change of use from use class E (commercial, business and service) to use class C3 dwelling house <b>41 Reading Road, Pangbourne, Reading, West Berkshire RG8 7HY</b>	<b>Comment – Insufficient information</b>
<b>21/01247/HOUSE</b>	Demolish outbuilding and flat roof area and replace with 1.5 storey extension with mezzanine. Replace oil heating with water source heat pump. <b>Wharf House, Ferry Lane, Pangbourne, Reading, West Berkshire RG8 7DW</b>	<b>No Objection- requested conditions</b>
<b>21/00339/FUL</b> (additional drawings)	Retrospective permission sought for the fence and gates at the front of 1 Sheffield Close and retention of land in the front garden as residential curtilage. Proposed erection of 2x brick piers on front boundary. <b>1 Sheffield Close, Pangbourne, Reading, RG8 7GD</b>	<b>No Objection</b>
<b>21/01423/LBC2</b>	Internal refurbishment works to ground floor, first floor and loft. <b>45 Shooters Hill, Pangbourne, Reading, West Berkshire RG8 7EA</b>	<b>No Objection</b>
<b>21/01481/HOUSE</b>	The proposal consists of two main parts. Firstly, to convert the current indoor pool to create a kitchen, dining and family room area within ancillary storage areas to include boot and utility space. Above a subservient first floor extension, we propose to form two bedrooms with en suites with associated dressing areas and covered balcony. Secondly, we propose a single storey extension to the current outbuilding courtyard to create a gym. <b>Oakingham House, Bere Court Road, Pangbourne, Reading, West Berkshire RG8 8JU</b>	<b>Objection</b>
<b>21/01491/HOUSE</b>	Single storey link extension, partial garage conversion and new terrace. <b>Cornerways, 12 Sheffield Close, Pangbourne, Reading, West Berkshire, RG8 7GD</b>	<b>No Objection</b>

**PLANNING APPLICATIONS REVIEWED SINCE COUNCIL MEETING ON 4<sup>th</sup> May 2021 (Virtual)**

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

**WBC DECISIONS SINCE 4<sup>th</sup> May 2021**

<b>APPLICATION NUMBER</b>	<b>PROPOSAL</b>	<b>WBC Decision</b>
<b>21/00538/CERTP</b>	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 <b>3 Briars Close Pangbourne Reading RG8 7LH</b>	<b>Approval</b>

<b>21/00836/HOUSE</b>	Two storey side extension and single storey front extension to dwelling with changes to fenestration and external materials <b>151 Bourne Road Pangbourne Reading RG8 7JT</b>	<b><i>Approval</i></b>
<b>21/00681/HOUSE</b>	Single storey extension <b>1 Thames Villas, Thames Avenue, Pangbourne, Reading RG8 7BY</b>	<b><i>Approval</i></b>
<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>	<b><i>Approval</i></b>
<b>21/00621/TPW</b>	A - Sycamore - Reduce height by 2.5-3m to good growth points and final cuts of 50mm diameter. Damaged and broken branches would be tidied up in the process. The over-extended lower limbs would be reduced to be inline with the crown. Approximate 15-16m FFH. <b>23 St James Close Pangbourne Reading RG8 7AP</b>	<b><i>Approval</i></b>
<b>21/01207/NONMAT</b>	Application for a non-material amendment following a grant of planning permission 20/02336/HOUSE - Two storey front extension, single storey side extension, new orangery in place of existing rear extension, enlargement of the roof and general remodelling. Amendments: Increase size of front gable with associated amendments to windows. Addition of one rear rooflight. Replacement of existing canopy to side of house with new smaller canopy <b>Hill Rising, Green Lane, Pangbourne, Reading West Berkshire RG8 8LD</b>	<b><i>Approval</i></b>
<b>21/00894/COND1</b>	Application for approval of details reserved by condition 5 (SUDS) of planning permission 21/00042/HOUSE - Single Storey extension to flank of property <b>153 Bourne Road, Pangbourne, Reading, West Berkshire</b>	<b><i>Approval</i></b>
<b>20/02283/HOUSE</b>	Demolition of front porches and replacement with full width single storey, pitched roof extensions to numbers 19 and 20 Chiltern Walk <b>19 and 20 Chiltern Walk, Pangbourne, Reading, RG8 7LE</b>	<b><i>Approval</i></b>
<b>21/00836/HOUSE</b>	Proposed single storey rear extension and outbuilding following demolition of detached garage <b>Blue Daws, Pangbourne Hill, Pangbourne, Reading West Berkshire RG8 7AS</b>	<b><i>Approval</i></b>
<b>21/01114/SCREEN</b>	Demolition of Foinavon, reconfigured car park with construction of 17 flats and courtyards. <b>Land to the rear of 17 Reading Road, Pangbourne, Reading, Berkshire</b>	<b><i>NOT considered "EIA development"</i></b>

<b>21/00664/HOUSE</b>	Increase in height of the existing rear roof to facilitate a loft conversion. 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). Rear/side dormer <b>1 Horseshoe Road, Pangbourne, Reading, RG8 7JQ</b>	<b><i>Approval</i></b>
<b>21/00819/PASSHE</b>	An application to determine if prior approval is required for a proposed: Rear single storey extension. Dimensions: To the eaves: 2.45m highest point: 3.25m, Depth from back wall: 4m, Length: 8.15m <b>27 Bourne Road Pangbourne Reading West Berkshire RG8 7JT</b>	<b><i>Refusal</i></b>
<b>21/00700/FUL</b>	Retrospective change of use of land to residential (C3) use and curtilage <b>3 Croft Drive, Pangbourne, Reading, West Berkshire</b>	<b><i>Withdrawn</i></b>