



# MINUTES OF PANGBOURNE PARISH COUNCIL

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Minutes of the Meeting held at Pangbourne Village Hall on Tuesday 13th July 2021 at 7.30pm.

**PRESENT:**

Cllrs: P. MacIver (Chairman), J. Higgs (Vice- Chairman), G. Child, N. Goodwin, C. Hartley,  
B. Kerr-Muir, C. Roberts,  
Clerk: R. Elkin (Clerk, RFO),  
District Cllr: G. Hurley was not present  
Members of public: 2 MOP were in attendance for all or part of the meeting

APOLOGIES/ABSENCE: P. Hawkins, S. Ferguson, I. Walker,

**Action**

## Section 1: Procedural

**1280 Apologies for absence and Declarations of Interest relevant to Agenda Items**

Apologies for absence – Cllr P. Hawkins, Cllr S. Ferguson, Cllr I. Walker  
Cllr Kerr-Muir declared a personal interest in item 21/01528/HOUSE

**1281 Minutes of the Parish Council Meeting held on 22<sup>nd</sup> June 2021**

It was **RESOLVED** unanimously that the Minutes of the Meeting of 22<sup>nd</sup> June 2021, having been taken as read, were a true and accurate record and duly signed by the Chairman

**1282 Outstanding actions carried over from previous meetings**

- Defibrillators – An alternative site is being sought for the second defibrillator. The possibility of siting this at the library has been suggested. **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 current situation.
- Actions relating to Recreation Ground and renewal of leases and licences. **ONGOING**
- Drainage Issues around village – various -ongoing
  
- Street light replacement in the Moors-PM and Clerk to contact resident- outstanding
- Defibrillator training to be arranged- Advertised in magazine -**outstanding**
- Village Bench repair and replacement proposal **outstanding**

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

## **Section 2: Decision Making**

As one member of the public was in attendance with an interest in a planning application, it was agreed to move this agenda item up in order to consider this matter first.

### **1283 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 responses since the last meeting

ii.

<b>21/01528/HOUSE</b>	<b>Hillcrest, Courtlands Hill, Pangbourne RG8 7BE</b>
<b>21/01769/HOUSE</b>	<b>3 Meadow Lane, Pangbourne RG8 7ND</b>

**Comment**  
**Objection**  
**No Objection**

One member of the public was permitted by the Chairman to speak briefly on 21/01528/HOUSE and expressed various concerns regarding the application.

The member of the public left the meeting after this item

It was noted that a previous application for 41 Reading Road, Pangbourne has been withdrawn.

### **1284 To CONSIDER the quotation for tree works at Pangbourne Meadows on the bridge approach verge**

The Clerk stated that she had received a quotation, as previously circulated to Councillors and discussed at the last meeting, to plant a selection of “thorny” bushes and small trees on the embankment at the River Meadows adjacent to the bridge. This is to cover the area where a shortcut “path” has been made by those engaged in bridge jumping. Some infill planting is also to be done in the hedge line between the recreation ground and the meadows where gaps have been created. It was RESOLVED to accept the quotation for up to £1,060+vat for all labour and materials.

At 8.00pm Standing Orders were suspended to enable members of the public to speak.

1 member of the public spoke on behalf of Pangbourne Heritage Group.

They explained that the Heritage Group had been created in 2004 as an offshoot from the Parish Council at that time. Since then, several events had been organised including a large exhibition which had been undertaken in 2005 to celebrate the 60<sup>th</sup> anniversary of VE day.

More recently, a publication has been produced detailing the history of the Village’s Shops and Trades which is currently on sale.

The group now needs to increase its membership and sign up more volunteers to keep the village’s heritage alive and take care of its archive.

The enormous archive is kept at the home of one of the members and really needs to be found a safe and secure new home.

On behalf of the Group, the member of the public asked to discuss the possibility of creating storage and even maybe an opportunity for limited display with members of the Council.

Cllrs MacIver and Roberts and the Clerk expressed a desire to be involved in this and suggested that a zoom meeting be arranged. The representative of the Heritage Group was thanked for coming along to present to the Council.

Clerk  
PM  
CR

At 8.15pm normal session resumed and the member of the public left the meeting.

- 1285 To RECEIVE an update on fencing, bin and tree works at the recreation ground and agree any actions necessary to take this matter forward**
- After a short discussion it was RESOLVED to accept the quotation for fencing, ground and tree works at the Recreation Ground to enable new access arrangements for the waste contractors. The Clerk will progress the works
- 1286 To RECEIVE an UPDATE on the Members Bid and agree a course of action regarding the new access to the cemetery and security**
- Unfortunately, the Officer's Comment at WBC was not able to be obtained in time for the bid to be considered in this round.  
A discussion took place as to whether to progress this project in the meantime or to hold it over for the next round.  
It was agreed to see how the new entrance is used over the coming months and keep this item under review for possible future consideration again at a later stage.
- 1287 To DISCUSS and AGREE a course of action with regard to the existing covenants on the Recreation Ground**
- A discussion took place regarding the covenants applied to the Recreation Ground and the updating of the Charitable Trust Land Documents. After discussion, a response was agreed and will be forwarded to the Council's solicitors. Clerk
- 1288 To DISCUSS and CONSIDER the Youth Support Information provided and AGREE how to take this matter forward**
- As this item was proposed by Cllr Ferguson and she had sent apologies, this item was deferred to a later meeting for full discussion, however all Cllrs have received the report which was circulated in advance of the meeting and so some discussion did take place. It was proposed that Cllr Ferguson contacts Berkshire Youth in the short term to arrange an initial meeting and provide an update. SF
- 1289 To DISCUSS and AGREE a course of action following WBC's communication regarding Platinum Jubilee Beacons**
- A discussion took place regarding next year's Platinum Jubilee celebrations and the information the Clerk had previously circulated regarding the proposed district wide lighting of beacons over the extended bank holiday weekend in June 2022. Consideration was given as to how best to plan celebratory events for this event and what form it should take. A suitable and visible site would need to be found for a beacon as well as expertise and volunteers to organise. NG  
NG agreed to speak with the Royal British Legion and PM agreed to speak with Pangbourne College. PM  
Both will provide an update at the next meeting. It was agreed that an article asking for assistance with organising an event would be placed in a future edition of the Pangbourne Magazine once some ideas had been formulated.
- 1290 To CONSIDER the proposal for expenditure up to £10,000 +vat on tree works at Pangbourne Meadows and to agree that quotations be sought over the summer for works in the Autumn.**
- CH proposed that he continue with the next phase of the extensive tree maintenance program and seek quotations over the summer for the works required on the Meadows as highlighted in the Tree Survey. It was agreed that CH ask three companies to quote for works up to a value of £10,000 + vat with a view to booking in the work for the Autumn. It was RESOLVED to seek the quotations to this value and to start arranging the work. CH noted that the Ash trees on Parish Council land would need to be kept under review over the next few years as emergency works may well need to be done in addition to those originally planned due to ash dieback. CH

**1291 Finance**

- i. To **RESOLVE to APPROVE** Accounts reconciliation as at 30th June 2021
  - ii. To **RESOLVE to APPROVE** the payment schedule as appended to the agenda for July 2021 and to approve that the payments due for August be made under delegated authority by the Clerk and retrospectively approved in September after the summer recess
- The accounts reconciliations as appended to these minutes for June 2021 were approved
  - The payments due in July 21 of £15,181.62 and as appended to these minutes, were approved by the Council and it was **RESOLVED** that the payments falling due in August would be paid by the Clerk under delegated authority and approved retrospectively in September.

**1292 Policies and Procedures**

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

**POLICY:**

Having previously been circulated and following a short discussion, it was **RESOLVED** to re-adopt the Council's Risk Assessment for the coming year with no amendments.

Councillors were reminded that each committee should use their relevant sections regularly and be fully familiar with the detail and keep it under constant review.

**Section 3: Updates and Progress Reports**

**1293 Reports from Committees, Working Parties and individual Councillors**

Grounds Committee

- 2x new long-range cameras have been positioned on the CCTV system in the open spaces

Village Hall Committee

- CH reported that he had started looking at possible CCTV introduction into the village hall
- The hall guttering and loose cables have been fixed
- PM and CH have made a start on strengthening and repairing the rear doors to the main hall

F&C Committee

- No update

It was agreed that it would be more beneficial to postpone the next formal Grounds Committee meeting due at the end of the month and replace it with an informal working party meeting for Grounds to try and brainstorm the detail of some of the ongoing projects.

**1294 To receive a brief report from the Chairman**

- The Chairman gave a brief report on his activities this month and noted that he continues to work on the new CCTV system as well as having undertaken a number of smaller maintenance jobs around the village including the new bin hoops at the meadows.

**1295 Clerk's Report**

- The Planning inspectorate have issued an interim decision on the Public Footpath Inquiry and the next stage would be a public consultation on appeal
- Re-instatement work at the Village Hall continues very slowly despite much chasing. Materials shortages and shipping issues continue to cause delays to the delivery of the replacement flooring.
- The Casual Vacancy has been advertised and some initial candidates have come forward. The Clerk will arrange for them to meet with Councillors and ask them to submit a formal application
- The Asst Clerk Vacancy has been advertised
- Works to the Thames Path are due to start at the end of the month
- Update on animal wardens visit to Sulham Woods and Pangbourne in August
- Correspondence relating to the positioning of the dog bin at Pangbourne Allotments and a proposal for a bench has been received
- The TVP Neighbourhood Police Team and Berkshire Fire Service have recently held a Water Safety event at Pangbourne Meadows and intend to arrange further events, patrols and hopefully mounted patrols during the summer
- A World War Two shell device was recently retrieved from the river by magnet fishermen. Bomb disposal teams made the device safe and secured the area.
- To note the WBC consultation on Local Flood Risk Management (deadline 30th July)

**1296 To receive a report from the District Councillor**

No report was sent and the District Councillor did not attend the meeting as he was attending a meeting in Newbury

**1297 To answer questions from Councillors, request items for next meeting or receive any items for information only**

- None

**1298 Correspondence:**

- Horseshoe Road Junction
- West Berkshire Fire Service
- Watermill Theatre

**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.**

**1299 TO RECEIVE AN UPDATE on the recent meeting with West Berkshire legal team and agree a course of actions**

At 9.30pm it was proposed, seconded and RESOLVED that due to the confidential nature of the business to be transacted, the session be closed to the public and press for the duration of the discussion.

A summary of recent meetings and communications with West Berkshire Council's legal team was given to all Councillors and discussion took place as to how to progress various matters. A course of action was agreed by all Councillors and further updates will be provided to Council in due course.

At 10.05pm normal session resumed.

**Section 5: Closure**

**1300** There being no further business the Chairman closed the meeting at 10.07pm.  
The next scheduled meeting will be held on Tues 14th September 2021 at 7.30pm.

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date

**PLANNING APPLICATIONS TO BE REVIEWED AT OR BEFORE PARISH COUNCIL MEETING ON  
13<sup>th</sup> July 2021**

<b>APPLICATION NUMBER</b>	<b>PROPOSAL</b>	<b>Recommendation</b>
<b>21/01528/HOUSE</b>	Extensions & Alterations <b>Hillcrest, Courtlands Hill, Pangbourne, Reading, West Berkshire RG8 7BE</b>	<b>Object</b>
<b>21/01769/HOUSE</b>	Single storey side and rear extension <b>3 Meadow Lane, Pangbourne, Reading, West Berkshire RG8 7ND</b>	<b>No objection</b>

**PLANNING APPLICATIONS REVIEWED SINCE COUNCIL MEETING ON 22<sup>nd</sup> June 2021**

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

**WBC DECISIONS SINCE 22<sup>nd</sup> June 2021**

<b>APPLICATION NUMBER</b>	<b>PROPOSAL</b>	<b>WBC Decision</b>
<b>21/01068/HOUSE</b>	Dormer window extension to front elevation <b>41 Horseshoe Road, Pangbourne, Reading, West Berkshire RG8 7JH</b>	<b>Approval</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>Approval</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>Approval</b>
<b>21/01155/HOUSE</b>	Side extension at first floor level <b>80 Bourne Road, Pangbourne, Reading, West Berkshire RG8 7JS</b>	<b>Approval</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>Withdrawn</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>Conditional Approval</b>
<b>21/01003/COND1</b>	Application for approval of details reserved by condition 4 (Hardstanding details) of planning permission 20/00111/HOUSE - Single storey granny annex and associated alterations. Covered car port. <b>Highbeech House, Pangbourne Hill, Pangbourne, Reading</b>	<b>Approval</b>