



# MINUTES OF PANGBOURNE PARISH COUNCIL

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Minutes of the Meeting held at Pangbourne Village Hall on Tuesday 11<sup>th</sup> January 2022 at 7.30pm.

**PRESENT:**

Cllrs: P. MacIver (Chairman), J. Higgs (Vice-Chairman), N. Goodwin, Z. Moosa, B. Kerr-Muir,  
C. Roberts, I. Walker, S. Taylor  
Clerk: R. Elkin (Clerk, RFO), LA (Asst Clerk)  
District Cllr: G. Hurley was not present  
Members of public: 0 MOP were in attendance for all or part of the meeting

APOLOGIES/ABSENCE: G. Child

**Action**

## **Section 1: Procedural**

### **1379 Apologies for absence and Declarations of Interest relevant to Agenda Items**

Cllr G. Child sent apologies  
There were no declarations of interest on any items on the agenda.

### **1380 Minutes of the Parish Council Meeting held on 14<sup>th</sup> December 2021**

It was **RESOLVED** unanimously that the Minutes of the Meeting of 14th December 2021, having been taken as read, were a true and accurate record and duly signed by the Chairman.

### **1381 Outstanding actions carried over from previous meetings**

- Defibrillators – A date is being fixed for the installation of the new defibrillator at Pangbourne library. 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. Grounds  
Action is ONGOING but on hold.
- Actions relating to Recreation Ground and renewal of leases and licences – ONGOING NG Clerk
- Drainage Issues around village – ONGOING Officers,  
Cllrs  
District Cllr
- Street light replacement in The Moors. PM and Clerk have met with the resident – ONGOING PM Clerk
- Defibrillator training to be arranged – ONGOING Clerk
- Village Bench repair and replacement proposal – ONGOING Clerk
- Platinum Jubilee celebrations June 2022 – ONGOING. IW/ST/CR offered to help organise events Clerk /GC
- Chiltern walk – Ivy clearance and project work – ONGOING. Clerk to obtain quotes and instruct Chairman
- Cemetery Car Park Opening arrangements – ONGOING. CR to follow up. CR
- Speeding concerns in village – IW and CR to follow up. IW CR

## **Section 2: Decision Making**

### **1382 TO CONSIDER and DISCUSS Emergency Planning for the Parish Council including cascade structure and responsibilities**

- A brief update was given on the recent emergency meeting with representatives from WBC and the flood wardens.
- WBC have an updated template for collating emergency response details for the parish which it was agreed should be completed.
- PM offered to take on the collating of this information for the emergency response cascade with LA. PM
- It was further agreed that regular testing of the emergency equipment should take place. IW agreed to take this aspect on and will arrange a date with LA to test the kit. IW LA
- It was also agreed that the council would contact people within the village with relevant skills or equipment to see if they would be willing to be part of the emergency response cascade. Similarly, it was proposed to make a record (with permission) of the various social media and messaging groups that exist within the village, and which residents of “at risk” locations use to communicate at speed, and to make use of contacts with people at these locations.

### **1383 To CONSIDER and AGREE priorities for the next six months. All Councillors to UPDATE full council on what priorities and projects they are working on and what actions they are taking.**

- The Clerk stated that there was an urgent need to progress many of the projects that have been in work over recent months, particularly in advance of year end in March. Several of these projects are almost ready and just need a final push to get them underway and funds spent.
- She asked for Councillors to each take on responsibility for a project and to contribute towards project expenditure, taking a lead for projects where they felt most passionate.
- She also reminded Councillors that CIL funds needed to be used before they expired and that time was getting tight for planning the larger cross-year projects.
- NG stated that he was currently looking at “Vision” planning for the Recreation Ground and that would be his main focus going forward. It was agreed that an informal working group style meeting be put in the diary for 26<sup>th</sup> January to agree next steps. It was further agreed to contact Theale Parish Council and other local parishes to gather a pattern of best practice regarding structures for their recreation grounds. A number of potential improvements to the ground itself were suggested and these would be explored further at the working group meeting and brought back to Grounds Committee and full council once actions for the coming year were agreed. NG
- IW will be taking on responsibility for a number of maintenance projects at the Village Hall over the coming months. He also offered to assist with the planning of a lychgate at the cemetery. IW
- PM agreed to assist with the planning of the new waste arrangements and landscaping at the recreation ground. PM
- All other Councillors were asked to come back to council on any other projects they felt they could lead in addition to any other projects they are currently working on.

### **1384 TO RECEIVE AN UPDATE on Platinum Jubilee preparations from Councillors**

- ST stated that she has joined a group who are making bunting out of recycled fabric. The Clerk said that she had been in contact with the resident who had formed the group to offer support and assistance, and said that she would investigate permissions for siting the bunting on lighting columns/the highway although she also stated that this would involve meeting quite strict criteria which may not be possible. The Clerk will update the group/group of residents once she has more information.
- The Clerk also stated that she had spoken to a number of community groups who are planning various events across the village for this weekend, and would work closely with them to offer support where needed.
- The question of whether to light a beacon at 9.15pm on Thursday 2<sup>nd</sup> June in line with events across the country was also discussed, however finding a safe location and ensuring the proper precautions are in place would require careful planning. The Clerk will re-circulate the information provided by the Office of the Lieutenancy for Berkshire.

- A number of other actions were also discussed including enquiring about the possibility of a “special” in Pangbourne Magazine and also memorial benches, a revamp of the Village Hall garden and so on. It was agreed to hold a special working meeting on 24<sup>th</sup> January to discuss the various ideas further and assign responsibilities.

**1385 TO CONSIDER the grant application from MS Therapies for the year 2021/22**

- It was RESOLVED unanimously to approve the grant of £350 to MS Therapy via s137 expenditure.

**1386 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:**

Comment

- i. There have been no responses since the last meeting
- ii. There were no new planning applications for discussion this month.

BKM noted the highways response to the recent driveway application on Shooters Hill and read this to Councillors for future reference.

It was noted that a planning appeal had been lodged regarding Blue Daws, Pangbourne Hill.

**1387 Finance**

- i. **To RESOLVE to APPROVE Accounts reconciliation as at 31st December 2021**
- ii. **To RESOLVE to APPROVE the payment schedule as appended to the agenda for January 2022.**
- iii. **TO CONSIDER amendments to the payroll process to automate via BACS and standardise to a regular fixed date within the month. Pension payments also to be investigated with a view to the same.**

- i. The accounts reconciliations as appended to these minutes for December 31<sup>st</sup> 2021 were approved unanimously.
- ii. The payments due in January 2022 of £22,142.79 as appended to these minutes, were unanimously approved by the Council.

**1388 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**

**1389 Reports from Committees, Working Parties and individual Councillors**

Grounds Committee

- The 4 Blossom into Spring cherry trees donated by West Berkshire Council have now been planted at the Recreation Ground and protective tree guards installed. IW noted that additional clamps needed to be installed to fully protect the guards. IW and PM to follow up. Thanks were extended to all the volunteers and councillors who helped with the planting. The trees have been well received by the public.
- At the same time, two new picnic benches were also installed at the Recreation Ground. If all goes well it is hoped to install up to three more benches later this year. The benches are already being well used.

IW PM

- The bare section of hedge line at the Recreation Ground created by last year's tree works, has now been re-secured with new post and rail wooden fencing. The area by the bins stores is still to be completed.
- Ground clearance has taken place by the laurel hedge to clear the rubbish and waste.
- It was noted that letters should be sent to residents of Thames Avenue regarding this area

#### Village Hall Committee

- Heating and electrics – an engineer has now attended and fixed the sticking valve.
- The foyer chairs have been re-upholstered and are due for delivery this week.
- Thames Water reports of leak (external) – awaiting further information from TW.

#### 1390 To receive a brief report from the Chairman

- The Chairman and Council welcomed Lynne, the new Assistant Clerk who has started this week. The Chairman stated that he was pleased that she had accepted the position and was very much looking forward to working with her.
- The Chairman also noted that he had been approached by a number of people regarding the recent difficulties with the performance of the village chemist and stated that he would investigate how to follow this up.

PM

#### 1391 Clerk's Report

- The Clerk reminded Councillors that she has 40 bare root saplings heeled in and awaiting proper planting, donated by the Greenham Trust for the Queen's Green Canopy. She will add this as an agenda item to discuss how to progress at the next meeting.
- The Clerk also reminded Councillors of the recently circulated section 31(6) Highways Act 1980 Declaration submitted by Sulham Estate and asked what actions the Council would like to take (if any). It was agreed to discuss the matter with Sulham Estate in the first instance.

ALL

#### 1392 To receive a report from the District Councillor

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

#### 1393 To answer questions from Councillors, request items for next meeting or receive any items for information only

- None

#### 1394 Correspondence:

- None

### **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.

None

### **Section 5: Closure**

- 1395 There being no further business the Chairman closed the meeting at 9.20pm. The next scheduled meeting will be held on Tues 8th February 2022 at 7.30pm.

\_\_\_\_\_Chairman

\_\_\_\_\_Date

**PLANNING APPLICATIONS TO BE REVIEWED AT OR BEFORE PARISH COUNCIL MEETING ON  
11<sup>th</sup> January 2022**

<b>APPLICATION NUMBER</b>	<b>PROPOSAL</b>	<b>Recommendation</b>
<b>21/03148/NONMAT</b>	Non material amendment to approved 19/02826/HOUSE - Garage conversion, new pergola and replacement driveway. Amendment - Amend height of car port roof apex to increase this by 40cm to 2.9m. <b>24 Horseshoe Road, Pangbourne, Reading, West Berkshire RG8 7JQ</b>	<b>No recommendation required</b>

**PLANNING APPLICATIONS REVIEWED SINCE COUNCIL MEETING ON 14<sup>th</sup> December 2021**

<b>APPLICATION NUMBER</b>	<b>PROPOSAL</b>	<b>Recommendation</b>
	<b>None this month</b>	

**WBC DECISIONS SINCE 14<sup>th</sup> December 2021**

<b>APPLICATION NUMBER</b>	<b>PROPOSAL</b>	<b>WBC Decision</b>
<b>21/03148/NONMAT</b>	Non material amendment to approved 19/02826/HOUSE - Garage conversion, new pergola and replacement driveway. Amendment - Amend height of car port roof apex to increase this by 40cm to 2.9m. <b>24 Horseshoe Road, Pangbourne, Reading, West Berkshire RG8 7JQ</b>	<b>Approval</b>