



# MINUTES OF PANGBOURNE PARISH COUNCIL

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Minutes of the Meeting held at Pangbourne Village Hall on Tuesday 10<sup>th</sup> May 2022 at 7.30pm.

**PRESENT:**

Cllrs: P. Maclver (Chairman), J. Higgs, G. Child (arr. 7.40pm), A. Huddart, C. Knight,  
B. Kerr-Muir, C. Roberts (arr. 7.45pm), S. Taylor, I. Walker,

Clerk: R. Elkin (Clerk, RFO),

District Cllr: G. Hurley was not present

Members of public: 0 MOP were in attendance for all or part of the meeting

APOLOGIES/ABSENCE: Z. Moosa, N. Goodwin,

**Action**

## **Section 1: Procedural**

**1461 Election of Chairman/Acceptance of Office**

As this is the Annual Meeting of the Parish Council (AMPC), the current Chairman stood down and Councillors were asked to nominate a new Chairman for the coming year.

It was proposed and seconded that P. Maclver be re-elected as Chairman of the Council again for 2022/23 year. There were no other nominations and members unanimously RESOLVED to agree the proposal. PM accepted the position and signed his Declaration of Acceptance which was witnessed by the Clerk.

**1462 Election of Vice-Chairman/Acceptance of Office**

The Vice Chairman stood down. There being no other nominations, it was proposed, seconded and RESOLVED unanimously that John Higgs should be re-elected as Vice Chairman of the Council again for the year 2022/23. JH accepted the position and signed his Declaration of Acceptance, witnessed by the Clerk.

**1463 Apologies for absence and Declarations of Interest relevant to Agenda Items**

Cllrs Z. Moosa and N. Goodwin sent apologies.

Cllr PM declared a non-pecuniary interest in the planning item on Church cottage

1464 Appointment to Standing Committees

- i. Grounds Committee
- ii. Finance and Compliance
- iii. Village Hall Committee
- iv. Planning

i. Grounds Committee

NG  
GC  
CR  
IW  
ZM  
PM ex officio  
JH ex officio

ii. Finance and Compliance

BKM  
NG  
IW  
  
PM ex officio  
JH ex officio

iii. Village Hall Committee

IW  
AH  
CK  
ST  
  
PM ex officio  
JH ex officio

iv. Planning

JH (ex officio)  
BKM  
NG  
CR  
GC  
  
PM ex officio

1465 Appointment to working Groups

i. Emergency Group

i. Emergency Group

IW  
CR  
JH  
PM

ii. Cemetery Group

ii. Cemetery Group

Disband via next grounds meeting

1466 Members on outside Bodies

i. Pang Valley Flood Forum

iii. Pangbourne Twinning Assoc

v. AWE Liaison

i. Pang Valley Flood Forum

JH  
IW

ii. Fanny Maria Kemp Trust

iv. Breedons Trust

ii. Fanny Maria Kemp Trust

JH

iii. Pangbourne Twinning Assoc

PM

iv. Breedons Trust

CR

v. AWE Liaison

BKM is happy to be the AWE liaison Cllr

PM was also happy to represent the council on the Adventure Dolphin Charity where he is also a Trustee, as is AH

**1467 Minutes of the Parish Council Meeting held on 10<sup>th</sup> May 2022**

It was **RESOLVED** unanimously that the Minutes of the Meeting of 10th May 2022, having been taken as read, were a true and accurate record and were duly signed by the Chairman

**1468 Outstanding actions carried over from previous meetings.**

- Actions relating to Recreation Ground and renewal of leases and licences. ONGOING NG Clerk
- 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/GC
- Platinum Jubilee celebrations June 2022 – ONGOING. The Clerk noted that the council had been unsuccessful in obtaining a grant Chairman
- Chiltern walk ivy clearance and project work – ONGOING – Clerk to obtain quotes and instruct work Clerk
- Cemetery Car Park, opening arrangements – ONGOING CR to follow up CR
- Speeding concerns in village – IW and CR have been following up with West Berkshire Council Highways Dept via Gareth Dowding. A speed check for Pangbourne Hill has been undertaken and a Variable Device has been installed temporarily and will be monitored. GC and IW will continue to follow this up. IW CR
- The playground gates are to be ordered and arrangements for resurfacing need to be made. Clerk
- Clerk, NG and PM to meet to discuss plans for new waste arrangements at the recreation ground Clk PM NG
- Financial Regulations – The Clerk has checked the references to EU legislation and these have not yet been updated in the national model. BKM will run a review of the 2018 version. Clerk/BKM
- **ACTIONS COMPLETED:**  
Emergency Planning – The Asst Clerk has arranged for the generator to be emptied and cleaned. The new defibrillator has been installed at St Bernadette's.

**Section 2: Decision Making**

**1469 To CONSIDER and RESOLVE further works at the first meadows copse to stump grind, level and sow grass as per quotation circulated with the agenda and to consider seeking quotations for treatment for the remaining two copses.**

- The Clerk reported that work to crown lift trees at the first copse on the meadow had taken place over Easter and the area now looks much better and has been cleared of waste and scrub which should help with anti-social behaviour in this area as visibility had been improved. After discussion, it was agreed to approve further works to fully stump grind, level and sow grass seed in this area to make it useable for the public.
- A discussion took place regarding investigating further works at the meadows on the second and third copses. It was agreed to look into exactly where the copses sat as regards NT land and whether permission would be needed to undertake any works.
- It was agreed that the Clerk look into this and seek three quotes for work to copse number two and bring back her findings to council. Only after this had been completed, and the impact on the “natural aspect” of the meadows been assessed, would a quote for the third copse be considered. It was further agreed that the cleared copses should be left to slowly grow back rather than receiving regular clearance. Clerk

**1470 To CONSIDER and RESOLVE to approve actions relating to repair, removal and replacement of the mooring posts at the river meadows**

- The Clerk stated her concerns that the mooring posts at the meadows needed to be monitored. It was agreed that the Clerk and Cllrs meet with the contractor who had recently installed the wooden posts by the track to look at what could be done and at what cost. The preferred option will be to remove any unsafe posts and make safe rather than to replace having sought advice from the EA and National Trust Clerk

**1471 To CONSIDER and agree a new policy for the annual council insurance which is due for renewal from 1<sup>st</sup> June**

- The Clerk reported that she had met with the Council's insurance brokers in April but had only been able to secure one quotation from the market rather than three through the broker this year due to a number of market changes. She has approached two other providers, however was still awaiting final quotations and expressed her disappointment that she was not able to obtain these in time for the meeting as the policy is due for renewal at the beginning of June.
- The Clerk noted that industry market changes this year, combined with the re-valuation of the Council's buildings, and recent claims meant that the premium would rise.
- Cllrs discussed the quotation received to date and the options likely to be offered by the other providers based on a summary from the Clerk. It was agreed that the Clerk be authorised to approve an insurance quotation up to the value of £8,000 including a separate flood policy if necessary and that agreement be reached on the final policy between meetings to allow this to be renewed in time. The decision will be ratified at the next meeting.

Clerk

All

**1472 To review the Annual Parish Meeting held last month and agree any actions for future meetings**

- A brief review of the meeting took place and it was generally agreed that it was a successful evening with a good turnout from residents and speakers.
- It was again suggested that the meeting could take a more hybrid form going forward, to reduce the length of time given to presentations by encouraging groups to present via stands and displays instead. It was also suggested that the informal, social elements of the evening could come halfway or at the end.
- Thanks were given to the Clerk and Asst Clerk for their hard work in organising the meeting.

**1473 To RECEIVE an UPDATE from the Recreation Ground working group and agree any actions necessary to take matters forward**

- As several members of the working group were absent from the meeting it was agreed to defer this agenda item.

**1474 To receive an update on jubilee activities and agree any actions necessary – particularly the time capsule event – and agree Councillors to take this on.**

- The Asst Clerk has been making preparations for the event and it was reported that discussions were taking place with the primary school and local groups for a daytime presentation and burial of the capsules. This will take place after the long bank holiday weekend to enable pupils from the school to attend. It was agreed that the capsules would be buried for 30 years with a view to being lifted after that.
- PM, GC expressed an interest in attending the event
- The jubilee bunting made from recycled fabric by a group of volunteers is due to be erected around the village in the coming weeks.

**1477 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. | 22/00953/FUL St Andrews School, Buckhold, Pangbourne, RG8 8QA               | No objection |
|     | 22/00979/OOD Coombe Park, Coombe Park Road, Whitchurch On Thames, RG8 7QT   | No objection |
|     | 22/00997/HOUSE Badgers, Riverview Road, Pangbourne, RG8 7AU                 | No objection |
|     | 22/01037/FUL First Floor, Abacus House, Horseshoe Road, Pangbourne, RG8 7JQ | No objection |
|     | 22/01054/HOUSE Wharf House, Ferry Lane, Pangbourne, RG8 7DW                 | No objection |
|     | 22/01120/LBC2 Church Cottage, Pangbourne Hill, Pangbourne, RG8 7AX          | No objection |
|     | 22/01099/HOUSE 16 Purley Way, Pangbourne, RG8 7JY                           | Objection    |
|     | 22/01140/HOUSE 23 Briars Close, Pangbourne, RG8 7LH                         | Objection    |

**1478 Finance:**

- i. To RESOLVE to APPROVE Accounts reconciliation as at 30th April 2022
- ii. TO RESOLVE to APPROVE the payment schedule as appended to the agenda for May 2022
- iii. TO NOTE the receipt of the first instalment of the 2022/23 Precept
- iv. TO RESOLVE TO APPROVE Standing Orders and Direct Debits for the 2022/23 year

- i. The accounts reconciliation for April 30th 2022 was approved
- ii. The payments due in May 2022 of £24,889.68 as appended to these minutes were unanimously approved by the Council.
- iii. It was noted that the first installment of the Council Precept has been received for this year.
- iv. The Clerk presented current DD payments and Standing Orders and suggested additional ones for this year. These were agreed by Council for the coming year.

**1479 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**

**1480 Reports from Committees, Working Parties and individual Councillors**

Grounds Committee

- No report as the Chairman was absent

Village Hall Committee

- IW reported that the central heating system is still causing problems and continues to lose pressure. Two internal expansion vessels have been replaced and there is one further external vessel which could be replaced if necessary. If the issue is still not resolved after that, a radwell fix could be done.
- IW also stated the need to look at the heating system holistically for the future.
- The solar project is ongoing

1481 **To receive a brief report from the Chairman**

- The Chairman gave a brief report and noted that the fire service had been called to the meadows.

1482 **Clerk's Report**

- i. The Clerk stated that roadworks were planned for St James Close which would involve closing the main car park, and for the footpath under the railway bridge on Whitchurch Road in the village which would mean closing this essential route. The Clerk will advertise these as widely as possible, however both were much needed works.
- ii. The Clerk provided an update to councillors on a matter at the Cemetery
- iii. There has been an arson incident in the toilets with damage to the baby change facilities
- iv. Waste arrangements, recreation ground – this project is outstanding. The Clerk asked for a meeting with Councillors
- v. Dog bins update – these have arrived and installation is being arranged
- vi. Chiltern Walk – ongoing matters relating to the goals and perimeter. The Clerk has met with a tree officer from West Berkshire.

1483 **To receive a report from the District Councillor**

The District Councillor did not attend the meeting and did not send a report

1484 **To answer questions from Councillors, request items for next meeting or receive any items for information only**

- BKM raised the issue of changes to the NAG (Neighbourhood Action Group) meeting with Police and neighbouring parishes. She suggested that Pangbourne could offer to host.
- Email addresses
- CR reported that he has recently visited a park with his family which was exceedingly well managed in terms of its staffing, signage and other arrangements. He suggested that there are a number of ways Pangbourne could adopt a similar approach and look into temporary summer wardens. The Clerk raised the issue of holiday and sickness cover/role resilience for the parish's existing warden.

1485 **Correspondence:**

- None not already previously circulated or discussed

**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.**

1486 None this month

1487 **Section 5: Closure**

There being no further business the Chairman closed the meeting at 9.43pm.  
The next scheduled meeting will be held on Tues 14th June 2022 at 7.30pm.

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date

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

<b>APPLICATION NUMBER</b>	<b>PROPOSAL</b>	<b>Recommendation</b>
<b>22/00953/FUL (adjacent parish)</b>	Proposed extension to the nursery building, installation of air source heat pump and associated works. <b>St Andrews School, Buckhold, Pangbourne, Reading, RG8 8QA</b>	No objection
<b>22/00979/OOD (Out Of District Planning Consultation - South Oxfordshire District Council)</b>	22/S1324/FUL: The erection of a replacement dwelling and associated works. <b>Coombe Park, Coombe Park Road, Whitchurch On Thames, RG8 7QT</b>	No objection subject to listing decision Comment re green energy
<b>22/00997/HOUSE</b>	Two storey front extension <b>Badgers, Riverview Road, Pangbourne, Reading, West Berkshire RG8 7AU</b>	No objection
<b>22/01037/FUL</b>	Change of use from Use Class E(g) (offices) to use as a Beauty Salon, offering Beauty and Advanced Skin Aesthetics to clients (sui generis). <b>First Floor, Abacus House, Horseshoe Road, Pangbourne, Reading, West Berkshire RG8 7JQ</b>	No objection Comment re waste arrangements
<b>22/01054/HOUSE</b>	Construction of a 1.5 storey Kitchen/Diner <b>Wharf House, Ferry Lane, Pangbourne, Reading, West Berkshire RG8 7DW</b>	No objection
<b>22/01120/LBC2</b>	Installation of chairlift <b>Church Cottage, Pangbourne Hill, Pangbourne, Reading, West Berkshire RG8 7AX</b>	No objection
<b>22/01099/HOUSE</b>	Proposed single storey side and rear extension. <b>16 Purley Way, Pangbourne, Reading, West Berkshire RG8 7JY</b>	Objection
<b>22/01140/HOUSE</b>	Formation of new first floor side extension over existing garage, re working of existing front porch with roof over and single storey rear extension. Shed to end of garden <b>23 Briars Close, Pangbourne, Reading, West Berkshire RG8 7LH</b>	Objection

**PLANNING APPLICATIONS REVIEWED SINCE COUNCIL MEETING ON 12th April 2022**

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

**WBC DECISIONS SINCE 12<sup>th</sup> April 2022**

<b>APPLICATION NUMBER</b>	<b>PROPOSAL</b>	<b>WBC Decision</b>
<b>22/00208/HOUSE</b>	Demolition of existing garage. Single storey side/rear extension consisting of garage, utility room, kitchen and dining room, porch and ensuite front extension <b>139 Bourne Road, Pangbourne, Reading, West Berkshire RG8 7JT</b>	<b>Approval</b>

<b>22/00261/HOUSE</b>	Part two storey, part single storey rear extension. New roof dormer window and 2no. front roof windows <b>21 Thames Avenue, Pangbourne, Reading, West Berkshire RG8 7BY</b>	<b><i>Approval</i></b>
<b>22/00280/HOUSE</b>	Demolition of existing conservatory and erection of a two storey rear extension, two new ground floor windows on side elevation and two new second floor dormer windows on rear elevation <b>50 Reading Road, Pangbourne, Reading, West Berkshire RG8 7JF</b>	<b><i>Approval</i></b>