



# MINUTES OF PANGBOURNE PARISH COUNCIL

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Minutes of the Meeting held at Pangbourne Village Hall on Tuesday 12 July 2022 at 7.30pm.

**PRESENT:**

Cllrs: P. MacIver (Chairman), J. Higgs, G. Child, N. Goodwin, B. Kerr-Muir, C. Roberts,  
S. Taylor  
Clerk: R. Elkin (Clerk, RFO), Lynne Antonio (Asst Clerk)  
District Cllr: G. Hurley was not present  
Members of public: 2 MOP were in attendance for parts of the meeting

APOLOGIES/ABSENCE: I. Walker, A. Huddart, C. Knight and Z. Moosa

**Action**

## **Section 1: Procedural**

### **1505 Apologies for Absence and Declarations of Interest relevant to Agenda Items**

Cllrs I. Walker, A. Huddart, C. Knight and Z. Moosa sent apologies.  
Cllr B. Kerr-Muir declared a non-pecuniary interest in the planning item for 22/01526/HOUSE  
Cllr J. Higgs declared a non-pecuniary interest in the planning item for 22/01499/HOUSE  
Cllr P. MacIver declared an interest as Trustee of Adventure Dolphin.

### **1506 Minutes of the Parish Council Meeting held on 14 June 2022**

It was **RESOLVED** unanimously that the Minutes of the Meeting of 14<sup>th</sup> June 2022, having been taken as read, were a true and accurate record and were duly signed by the Chairman

### **1507 Outstanding actions carried over from previous meetings**

Speeding on Pangbourne Hill – GC reported that the temporary speed counter has now been removed but he has received no communication from WBC. CR reported that feedback from local residents was that the device had been effective.

Stump grinding of second copse – Clerk reported that this work has taken place, but grass seeding will not be done until after the summer.

Defibrillator training – ONGOING – Ambulance Service and St Johns Ambulance have not been able to locate a trainer in our area.

Village Bench replacement – provisional date for installation in August.

Chiltern walk Ivy clearance and project work – ONGOING – Clerk has instructed Scofell to revisit and quote for work.

Clerk

Cemetery Car Park – ONGOING – CR to follow up.

CR

Mural project – Clerk reported that Cllr Z. Moosa has received some positive reactions from possible stakeholders to his initial enquiries – West Berks Libraries, FOPPS and PAWS – ONGOING

Pharmacy provision in Village – PM has written to NHS Trust and is awaiting a response – ONGOING

Additional Support for Council – PM has written to Chief Executive of West Berks Council asking for support – awaiting response – ONGOING

Adventure Dolphin sub-lease – WBC awaiting survey – ONGOING

Water leak – Clerk reported that Thames Water had arrived during the week and wanted to carry out some exploratory digging in the VH car park. They were unable to access the area due to a parked car and it was subsequently found that they had not obtained an appropriate permit for the work – ONGOING

#### ACTIONS COMPLETED:

- Throwline cabinet has been purchased and is due to be installed on the 14 July.
- Time Capsule Ceremony has been held and plaque due to be cemented in.

#### 1508 Open Forum

It was agreed to move the session for Parishioners to the start of the agenda to allow Angela Cullinan (MoP) the opportunity to raise two matters:

- i. AC reported that she has been appointed as Member Pioneer for the Coop in Pangbourne. Her role will be to liaise between the Coop and the local community, to encourage applications from local groups to the Coop Community Fund and to promote the values of the company. PM noted that the shop is much appreciated within the Village and welcomed the link that AC could provide. Clerk mentioned that she was having difficulties finding the appropriate person to speak to regarding litter generated at the Meadows from Coop purchases, in particular BBQs, and welcomed any help in progressing this matter with Coop.
- ii. AC requested that the 'Mile of Bunting' that was placed around the village for the Jubilee Celebrations be stored at the Village Hall for future use. It was agreed that it might be possible to find space in the lock-up given that the bunting was vacuum packed. Clerk to meet with AC to discuss the above matters. Clerk

A. Cullinan left the meeting at 7.47

Keith Lands (MoP) enquired about the availability of Council minutes on the website, in particular the Committee minutes for this year. Clerk agreed to follow up on this point. Clerk

#### Section 2: Decision Making

#### 1509 To REVIEW DISCUSS and CONSIDER the proposed Strategy Priorities Document for 2022-23 and agree any actions necessary to take this forward

PM reported that he had met with the Clerk and had compiled a list of key projects requiring attention. The projects were then grouped under key headings to form a draft Strategic Priorities Document, which was circulated to Councillors. The proposal is to make these areas of work the focus for Council business in 22/23 in order to ensure matters are progressed and to prevent distractions. The Clerk provided a list of already identified projects under these headings which could potentially use more than all of the available CIL funding.

- Councillors discussed the merits of a Neighbourhood Plan versus upgrading the Village Plan and the importance of a Neighbourhood Plan given the potential for building development in the village
- CR suggested the Legal Work be listed under each relevant heading rather than being a separate item
- PM stressed that it would be important that Councillors commit to putting their names against actions to help move things forward
- It was also noted that although the document would help Councillors to focus on particular projects, it would not mean the Council was prevented from discussing other issues or responding to residents' concerns

#### AGREED THAT:

- Councillors to submit comments to Clerk by email by the end of the week
- Councillors to state in an email which projects they are willing to work on

#### 1510 To DISCUSS issues regarding email and agree a way forward on how to progress

Following on from the survey of Councillors and staff issues with the current email system, the Clerk asked Councillors to clarify any issues they are having with the current email system and any requests they have for improvements. It was noted that having a '.gov' email address is not considered

essential but a consistent, professional sounding address that includes 'Pangbourne Parish' would be preferred.

**It was agreed that the Clerk should seek guidance from ASAP or similar IT specialists, to explore the most appropriate email solutions and to get advice on migrating existing .gov addresses.**

Clerk

**1511 To DISCUSS cover arrangements for the Open Spaces Warden**

Councillors discussed various options for covering the OSW leave periods including making more use of volunteers, employing a general handyperson who also covered some litter duties and employing teenagers/students either on an ex-gratia arrangement or zero hours contract. The general consensus was that employing a young person or student on a zero hours contract over the summer months would be the best option for this summer, with a view to possibly employing a more permanent handyperson. The Clerk pointed out that there would be safety and training considerations and employing under-18s would involve extra requirements. She also stressed that Councillors needed to take the lead on recruitment.

**AGREED to hold a supplementary meeting on Tuesday 19<sup>th</sup> (PM, BKM, NG and Clerk to attend) to discuss recruitment options and job specs.**

PM, BKM,  
NG, Clerk

**1512 To Note West Berkshire Council's Consultation on their Highway Winter Service Plan 2022 and agree any actions to be taken as necessary**

Councillors noted the service plan and were asked to consider any additional village amenities or areas that they felt should be covered. It was noted that one local resident had contacted WBC to ask that Kennedy Drive should be gritted due to the high volume of school traffic.

**Agreed that any comments/suggestions should be submitted to the Clerk by email by the end of the week**

**1513 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. To receive the list of planning applications since the last meeting  
There have been no responses since the last meeting
- ii. To discuss and agree responses not already resolved by Planning Committee plus any other urgent applications received before the meeting:

22/01374/HOUSE	1 Horseshoe Road, Pangbourne, RG8 7JQ	No objection
22/01433/FULD	Bowden Hill, Pangbourne, RG8 8PT	No objection
22/01499/HOUSE	11 Bourne Road, Pangbourne, RG8 7JT	No objection
22/01487/HOUSE	1 Briars Close, Pangbourne, RG8 7LH	No objection
22/01526/HOUSE	Holly House, Courtlands Hill, Pangbourne, RG8 7BE	No objection
22/01616/FULD	75 Reading Road, Pangbourne, RG8 7JA	No objection
22/01639/HOUSE	Charnwood, Sulham Lane, Pangbourne, RG8 7LJ	No objection

No objection  
No objection  
No objection  
No objection  
No objection  
No objection  
No objection

**1514 Finance:**

- i. To RESOLVE to APPROVE Accounts reconciliation as at 30 June 2022
- ii. TO RESOLVE to APPROVE the payment schedule as appended to the agenda for June 2022

- The accounts reconciliation for 30 June 2022 was approved
- The payments due in July 2022 of £20,143.66 as appended to these minutes were unanimously approved by the Council

**1515 Policies and Procedures**

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

**POLICY: RISK ASSESSMENT**

Having previously been circulated to Councillors, and following discussion on a number of points, it was **RESOLVED** to re-adopt the existing Risk Assessment for the coming year with no amendments.

**Section 3: Updates and Progress Reports**

**1516 Reports from Committees, Working Parties and individual Councillors**

Grounds Committee

NG noted that foliage on each side of approach road to Whitchurch Bridge was very overgrown and restricting the footpaths. Suggested Council should write to Surgery and WBC to ask them to address the issue.

NG

Whitchurch Bridge Project

BKM reported on her contribution to the recent Whitchurch Bridge Pedestrian Survey. The Clerk reported that, as agreed at the last meeting, she has written to WBC to offer the Council's support in principle for the initial stages of scoping.

**1517 To receive a brief report from the Chairman**

No report as updates provided under other items.

**1518 Clerk's Report**

- i. Dog Bins update  
All new bins now installed and well received.
- ii. Time Capsule and Jubilee Coins update  
Time Capsule Ceremony was held on 20 June and was attended by Councillors and children from Pangbourne Primary School. Clerk circulated a 'thank you' letter from the school for the time capsule and coins.
- iii. Update on Members Bid  
The Members bid for a lychgate at Pangbourne Hill Cemetery has been approved.
- iv. Update on Himalayan Balsam  
Have received advice from ARK River Kennet about best time to tackle the invasive plant. A date has been agreed for their volunteers to help Council/PAWS to clear the vegetation.
- v. Street Lighting update  
The dialogue with WBC is still ongoing. Still awaiting quote for bracket for light on the Wharf and a design and quote for the light on the Moors.
- vi. Bowls Club  
Pangbourne Bowls Club are holding a 100<sup>th</sup> Birthday celebration on Saturday 23 July to which Councillors have been invited.

**1519 To receive a report from the District Councillor**

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

**1520 To answer questions from Councillors, request items for next meeting or receive any items for information only**

No issues raised.

1521 **Correspondence:**

None not already previously circulated or discussed.

MoP left the meeting at 9.36

**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.

1522 **To REVIEW and CONSIDER land valuation reports from the Council's solicitors in relation to land off Thames Avenue and agree any actions to take this matter forward**

All Councillors have had the chance to fully study and consider the two valuation reports received.

The Clerk reported that the Council's auditor had advised that there is very clear Local Authority Governance on this issue and the Council is bound to act accordingly.

It was **RESOLVED** to instruct the Council's solicitors to proceed with the highest valuation subject to a final review.

Clerk

1523 **Section 5: Closure**

There being no further business the Chairman closed the meeting at 9.40pm.

The next scheduled meeting will be held on Tues 13<sup>th</sup> September 2022 at 7.30pm.

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date

**PLANNING APPLICATIONS TO BE REVIEWED AT OR BEFORE PARISH COUNCIL MEETING ON  
12<sup>h</sup> July 2022**

<b>APPLICATION NUMBER</b>	<b>PROPOSAL</b>	<b>Recommendation</b>
<b>22/01374/HOUSE (additional documents submitted)</b>	Section 73: Variation of Condition 2 (Approved Plans), 3 (Materials) and 4 (PD Removal Windows) of previously approved application 21/00664/HOUSE: 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, West Berkshire RG8 7JQ</b>	<b>No objection</b>
<b>22/01433/FULD</b>	Erection of a replacement dwelling following the demolition of Bowden Hill House; associated private amenity space; replacement of summer house and erection of front gates. <b>Bowden Hill, Pangbourne, Reading RG8 8PT</b>	<b>No objection</b>
<b>22/01499/HOUSE</b>	Single storey wrap around extension <b>11 Bourne Road, Pangbourne, Reading, West Berkshire RG8 7JT</b>	<b>No objection</b>
<b>22/01487/HOUSE</b>	Demolition of existing conservatory, construction of new garden room, conversion of garage to bedroom, internal alterations to ground floor <b>1 Briars Close, Pangbourne, Reading, West Berkshire RG8 7LH</b>	<b>No objection</b>
<b>22/01526/HOUSE</b>	Single storey extension to existing garage <b>Holly House, Courtlands Hill, Pangbourne, Reading, West Berkshire RG8 7BE</b>	<b>No objection</b>
<b>22/01616/FULD</b>	Demolition of existing bungalow, brick outbuilding and garage; construction of 4 flats, with associated parking, widened site entrance, new fences and drainage. <b>75 Reading Road, Pangbourne, Reading, West Berkshire RG8 7JA</b>	<b>No objection (Comments)</b>
<b>22/01639/HOUSE</b>	Garage Conversion <b>Charnwood, Sulham Lane, Pangbourne, Reading, West Berkshire RG8 7LJ</b>	<b>No objection</b>

**PLANNING APPLICATIONS REVIEWED SINCE COUNCIL MEETING ON 14<sup>th</sup> June 2022**

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

**WBC DECISIONS SINCE 14<sup>th</sup> June 2022**

<b>APPLICATION NUMBER</b>	<b>PROPOSAL</b>	<b>WBC Decision</b>
<b>22/00468/FULD</b>	Demolition of existing bungalow, brick outbuilding and garage; construction of 5 flats, with associated parking, widened site entrance, new fences and drainage. <b>75 Reading Road, Pangbourne, Reading, West Berkshire RG8 7JA</b>	<b>Refusal</b>
<b>22/00591/LBC2</b>	Changes to kitchen floor structure and alteration of doorway location in Bedroom 6 <b>Bere Court, Bere Court, Pangbourne, Reading, West Berkshire RG8 8HT</b>	<b>Approval</b>
<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>	<b>Approval</b>

<b>22/01120/LBC2</b>	Installation of chairlift <b>Church Cottage, Pangbourne Hill, Pangbourne, Reading, West Berkshire RG8 7AX</b>	<b><i>Approval</i></b>
<b>22/01099/HOUSE</b>	Proposed single storey side and rear extension. <b>16 Purley Way, Pangbourne, Reading, West Berkshire RG8 7JY</b>	<b><i>Approval</i></b>
<b>22/01140/HOUSE</b>	Formation of new first floor side extension over existing garage, reworking of existing front porch with roof over and single story rear extension. Shed to end of garden <b>23 Briars Close, Pangbourne, Reading, West Berkshire RG8 7LH</b>	<b><i>Approval</i></b>
<b>22/01185/NONMAT</b>	Non-Material Amendment to planning permission 22/00056/FUL: First floor extension to building with mansard roof. Minor alterations to permitted scheme shell including new and altered window positions. Amendment: Decorative stone porch <b>Churchill Island Tidmarsh Road Pangbourne Reading RG8 7BB</b>	<b><i>Refusal</i></b>