



MINUTES OF PANGBOURNE PARISH COUNCIL

Minutes of the Meeting held at Pangbourne Village Hall on Tuesday 14th March 2023 at 7.30pm.

PRESENT:

Cllrs: P. MacIver (Chairman), N. Goodwin, J. Higgs, A. Huddart, B. Kerr-Muir, S. Taylor, I. Walker,
Clerk: R. Elkin (Clerk, RFO)
District Cllr: G. Hurley was not present
Members of public: 1 MOP was in attendance for part of the meeting

APOLOGIES / ABSENCE: C. Roberts, G. Child,

Action

Section 1: Procedural

1627 Apologies for Absence and Declarations of Interest relevant to Agenda Items

C. Roberts and G. Child sent apologies.

No interests were declared in any items on the agenda

1628 Minutes of the Parish Council Meeting held on 10th January 2023

It was **RESOLVED** unanimously that the Minutes of the Meeting of 14th February 2023, having been taken as read, were a true and accurate record and were duly signed by the Chairman

1629 Outstanding actions carried over from previous meetings

<u>Second copse on meadows</u> – Remaining stump grinding will be undertaken in March due to weather	clerk
<u>Cemetery Car Park</u> – ONGOING- meeting held with solicitors	CR
<u>Pharmacy</u> provision in Village – PM to follow up on previous email to the Regional Lead for Community	PM
<u>Pharmacy at the NHS</u> – ONGOING	
<u>Adventure Dolphin sub-lease</u> – ONGOING	PM
<u>Tennis Club Lease</u> – meeting to be arranged	Clerk
<u>Tennis Club Lighting Project /Electrical work</u> -IW to arrange a meeting with the Tennis club	IW
<u>Bowls Club Application</u> – meeting on site to be arranged by NG. Bowls club have been contacted	NG
<u>Traffic/Pavements working group</u> – several interested residents. Clerk to pass on details to IW	IW
<u>Recreation Ground Vision group</u> - no update and work not yet ready to be shared	NG IW

ACTIONS COMPLETED:

- It was noted that a tree had fallen across the footpath that runs from Horseshoe Park to the Allotments
-tree reported to the land owner
- Meeting with APT (action Pangbourne Toilets) has taken place

Section 2: Decision Making

1630 To CONSIDER the correspondence received from APT (Action for Pangbourne Toilets) and agree any actions necessary to take the matter forward

- The Chairman reported to the meeting that he and the Clerk had met with members of APT to discuss the long term future of the Station Road Toilets which are currently charity run. It was discussed that there needs to be agreement as to a long term view of the management of their operation to ensure continuity of this important service. With planned refurbishments expected to be completed over the next year and with the charity having operated the toilets for over six years, it was felt that there should be a discussion and consultation regarding whether this was something that could or should be transferred to Council operation in the mid to long term via a phased transfer .
- After discussion it was agreed that this would be of no small cost to the council and as an ongoing annual cost, it would need to be funded by a significant increase in the precept demand of residents. It was agreed that the first stage should be a considered consultation with residents to see whether there was sufficient community engagement and support to justify the transfer. It was noted that the charity had worked extraordinarily hard over the past decade to operate and improve the toilets (believed to be the only charity in England to operate public toilets in this way, an amazing achievement) and it would be a loss to the village were they to close . APT were thanked for providing this service for so many years and for continuing to do so. It was , however noted that there did need to be a positive public consultation result in order for the parish council to accept a transfer of ownership. ALL APT
- It was also noted that there had been mention of a statutory duty to ensure provision of public toilets as part of the governments levelling up bill , however no details of this were yet available.
- It was further noted that if a transfer did take place , it would need to be operated by the Parish Council as a local authority and the charity would need to be wound up as the council did not wish to operate them as sole trustee.
- It was agreed to work with APT to devise a consultation document in the first instance. This should be via multiple routes to ensure as many residents are reached as possible both electronic and hard copy. PM and Clerk to devise a first draft to share with APT

1631 To NOTE the upcoming Elections, the timetable of events and the actions required by Councillors standing for re-election

- The Clerk reminded Councillors of the details of the upcoming local elections in May and talked them through the timetable of events as well as ensuring they knew what was required for completing their election nominations. ALL

At 8pm it was RESOLVED to suspend Standing Orders in order that a member of the public could speak to the Council during the advertised Public Forum

A member of the Pangbourne Tennis Club Committee spoke briefly to provide an update on the Tennis Court Lighting Planning Application which had been submitted and whilst there was not yet a final decision , he was hopeful that it would be approved. He spoke of the difficulties of now funding the project which were significant and reported that the LTA (Lawn Tennis Assoc) had informed the club that it required a very long lease in place (21 years) in order to provide a loan despite any loan only being issued for a very short duration (3 years). The Council responded that this seemed an odd requirement based on the terms of the loan and also at odds with advice they had received regarding the length of standard sports leases. The member of the club offered to revisit this again . He also reported that the club would be applying to the council for a grant in the next financial year.

At 8.05pm the normal meeting resumed and Standing Orders were re-instated . The member of the public left the meeting.

1632 To REVIEW and AGREE the Annual Schedule of meetings for 2023-24

- The Draft Annual Schedule of meetings was previously circulated and discussed by the meeting. It was agreed to delete the planned dates for additional Planning Meetings as these are now always held during the full council meeting. It was further agreed to move both the February and April Full Council meetings by one week to avoid school and public holidays which had caused low attendance at these meetings this year. The Clerk will make the amendments and re-circulate and publish.
- Councillors were asked to ensure that they had the final dates in their diaries , reminded of the requirement to regularly attend meetings and asked to send any apologies in good time for meetings .

Clerk
ALL

1633 To DISCUSS the upcoming ANNUAL MEETING OF THE PARISH on Thurs 18th May and AGREE the format and any actions necessary to plan this event including the presentation of the Millennium Award for 2023

- It was agreed to keep the existing format of the meeting again this year and further agreed not to have a guest speaker. Tight time keeping for speakers will be essential yet again.
- Invites will need to be prepared for local groups and posters placed on notice boards. The Clerk agreed to produce the posters and the Chairman agreed to send them
- It was noted that the new incoming Council and Ward /District Councillor would be in place by the timing of this meeting

ALL
PM
Clerk

1634 To CONSIDER the new toilet cleaning contract for 2023-2024

- It was agreed to continue with the existing Public Convenience Cleaning contractors for renewal despite the terms of the contract being significantly less favourable than previously and at a much greater cost. It was agreed that the contractors had done a good job in recent years and had been responsive when dealing with the Open Space Warden and with vandalism and maintenance etc. It was noted that a higher burden for these repairs would now fall on the parish council with the new contract and it was agreed to for the Clerk to continue negotiating the details of the contract , however after looking at alternatives , the current contractor still represented the best value .

1635 CONSIDER and DISCUSS recent correspondence regarding use of the meadows for commercial exercise

- PM reported that he had been approached in his capacity as both ADC trustee and PC Chairman regarding possible use of the meadows for commercial exercise classes.
- It was again noted that the covenants on the meadows prevent any commercial use and that this could not be permitted .
- It was further agreed that the Chairman of the Grounds Committee would meet with the interested company to discuss whether there were options to hold classes at the Recreation Ground instead , but baring in mind neighbours , hours of operation and other existing activities.

PM
NG

1636 To REVIEW the Council Strategy Document and receive an update on agreed actions

The Parish Council Strategy Document was reviewed and progress against the key objectives measured with councillors providing updates on their specific projects.

- Councillors and Officers reported back on actions to date and outstanding actions
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1637 Planning:

- To receive the list of planning applications since the last meeting**

Comment

None

- ii. To discuss and agree responses not already resolved by Planning Committee plus any other urgent applications received before the meeting:

23/00275/FUL First Floor, 20 Reading Road, Pangbourne, RG8 7LY

23/00410/HOUSE Paget, Sulham Lane, Pangbourne, RG8 7LJ

23/00465/HOUSE Bowden Wood, Pangbourne, RG8 8PT

23/00434/HOUSE Coach House, Flowers Court, Tidmarsh, RG8 8ES

23/00355/CERTP Hill Cemetery, Pangbourne Hill, Pangbourne,

23/00335/COND Cross Keys, Church Road, Pangbourne, RG8 7AR

No
Objection
No
Objection
No
Objection
No
Response
No
Response

1638 Finance:

i.To RESOLVE to APPROVE Accounts reconciliation as at 28th February 2023

ii.TO APPROVE an S.137 grant for flowers for the village hall wall

iii.TO RESOLVE to APPROVE the payment schedule as appended to the agenda for March 2023

- The accounts reconciliation for 28th February 2023 was approved as appended to these minutes
- It was RESOLVED to approve a grant for planting at the village hall wall
- The payments due in March 2023 of £17,118.48 as appended to these minutes were unanimously approved by the Council
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1639 Policies and Procedures

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

Financial Regulations were re-adopted by the Council with minor amendments reflecting changes to Statute following the UK's exit from the EU and related changes to expenditure thresholds.

It was noted that section 2.2 refers to the appt of an internal auditor (a non signatory councillor) in addition to the (external) Internal Auditor – (currently Claire Connell) who is appt by the Council and the External auditors (PKF Littelljohn) . It was agreed that this Councillor should be appt at the May meeting of the new Council.

It was further noted that sections 6-9 require resolution every two years for the continued use of BACS as a payment method. Again it was agreed to do this in the May meeting

Section 3: Updates and Progress Reports

1640 Reports from Committees, Working Parties and individual Councillors

Village Hall

- New Hall Hire charges have been agreed and sent to hirers.
- Recent Hall booking deposit
- Recent hall meeting with committee member from Padworth village hall

Grounds Committee

- Update on playground resurfacing project and resistograph testing
- Update on playground resistograph testing
- Parish Plan Grant submitted
- Lychgate Planning application (Certificate of Lawfulness) submitted
- NG has begin meeting with club representatives

1641 To receive a brief report from the Chairman

- PM reported that the new street lighting column arm had been fitted on the wharf footpath , however he had been contacted again by a resident regarding this area. WBC have been contacted as there is a limit to how much more the parish will be able to do within its powers.
- PM reported that he had received a letter regarding inconsiderate parking around the school
- PM reported that he and the OS Warden have been working on the CCTV in response to recent incidents. He re-iterated that a maintenance contract needed to be investigated
- PM reported that he had requested the District Councillor forward 2 separate communications from residents regarding planning enforcement issues. The Clerk confirmed that GH had done this.

1642 Clerk's Report:

- i. Casual Vacancy
- ii. Annual litter pick on Sunday 23rd April 2023
- iii. Parish Plan Grant Funds received
- iv. Further vandalism at Recreation ground toilets
- v. Upcoming defibrillator and emergency first aid course
- vi. Resurfacing of the bottom of St James Close completed
- vii. Upcoming Roadworks update
- viii. Wild flower patch Recreation Ground
- ix. Grant request from PPG which has been circulated for consideration at the April meeting

1643 To receive a report from the District Councillor

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

1644 To answer questions from Councillors, request items for next meeting or receive any items for information only

- It was agreed that staff appraisals would be booked in for the week of 27.3.23

1645 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.

1646 At 9.38pm it was proposed , seconded and resolved to enter confidential session due to the private nature of the issue to be discussed.

It was RESOLVED to APPROVE a family request in relation to matters at Pangbourne Hill Cemetery

At 9.40pm it was resolved to end confidential session.

1647 Section 5: Closure

There being no further business the Chairman closed the meeting at 9.41pm

The next scheduled meeting will be held on Tues 11th April 2023 at 7.30pm.

Chairman

Date

**PLANNING APPLICATIONS TO BE REVIEWED AT OR BEFORE PARISH COUNCIL MEETING ON
14th March 2023**

APPLICATION NUMBER	PROPOSAL	Recommendation
23/00275/FUL	Change of use from ancillary retail to residential to form two flats and erection of first floor extension. First Floor, 20 Reading Road, Pangbourne, Reading RG8 7LY	No objection
23/00410/HOUSE	Alterations to porch, part garage conversion, first floor side extension and single storey rear extension. Paget, Sulham Lane, Pangbourne, Reading, West Berkshire RG8 7LJ	No objection
23/00465/HOUSE	Partial demolition of the existing dwelling, erection of ground and first floor extensions, the creation of a detached outbuilding within the rear garden, and the creation of a detached garage, along with hard and soft landscaping and associated works Bowden Wood, Pangbourne, Reading RG8 8PT	No objection
23/00434/HOUSE	garden room Coach House, Flowers Court, Tidmarsh, Reading RG8 8ES	No objection
23/00355/CERTP (not consulted)	The proposal consists of erecting an oak lychgate. Hill Cemetery, Pangbourne Hill, Pangbourne, Reading, West Berkshire	No response
23/00335/COND (not consulted)	Approval of details reserved by Condition No. 5 (Balustrade (Prior Approval)) of Approved Application 22/02743/FUL : Existing canvas roof - detached pergola - replaced with timber structure pergola with polycarbonate roof Cross Keys, Church Road, Pangbourne, Reading, West Berkshire RG8 7AR	No response

PLANNING APPLICATIONS REVIEWED SINCE COUNCIL MEETING ON 14th February 2023

APPLICATION NUMBER	PROPOSAL	Recommendation

WBC DECISIONS SINCE 14th February 2023

APPLICATION NUMBER	PROPOSAL	WBC Decision
22/02590/HOUSE	Replace flat roof to existing bedroom with a pitched roof and install a new first floor over existing flat roofed garage. Hadleigh House, Courtlands Hill, Pangbourne, Reading, West Berkshire RG8 7BE	Withdrawn
22/02669/LBC	Installation Of Replacement Illuminated And Non Illuminated Signs To Include 1x Double Sided Hanging Sign, 2x Set Of Individual House Name Letter, 1x History Board, 1x Set Of Signwritten Letters And Logo, 1x Amenity Board, 1x Lantern, 5x Uplighters, 1x Menu Case and Repainting Of The Building Cross Keys, Church Road, Pangbourne, Reading, West Berkshire RG8 7AR	Conditional Approval

22/02668/ADV	Installation Of Replacement Illuminated And Non Illuminated Signs To Include 1x Double Sided Hanging Sign, 2x Set Of Individual House Name Letter, 1x History Board, 1x Set Of Signwritten Letters And Logo, 1x Amenity Board, 1x Lantern, 5x Uplighters, 1x Menu Case Cross Keys, Church Road, Pangbourne, Reading, West Berkshire RG8 7AR	<i>Conditional Approval</i>
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