



MINUTES OF PANGBOURNE PARISH COUNCIL

Minutes of the Annual Meeting of the Council held at Pangbourne Village Hall on Tuesday 16 May 2023 at 7.30pm.

PRESENT:

Cllrs: P. MacIver (Outgoing Chairman), G. Child, N. Goodwin, J. Higgs, A. Huddart, B. Kerr-Muir,
C. Roberts (arr 7.35pm), I. Walker (Incoming Chairman),
Clerk: R. Elkin (Clerk, RFO), L. Antonio (Asst Clerk)
District Cllr: Not Present
Members of public: 2 Members of the Public present from 7.37pm onwards

APOLOGIES/ABSENCE: N/A

Section 1: Procedural

Action

1664 Election of Chairman/Acceptance of Office

Outgoing Chairman P. MacIver opened the meeting and asked for nominations for a new Chairman. Cllr NG nominated Cllr IW and this was seconded by Cllr JH. There being no other nominations. Cllr Ian Walker was duly elected Chairman of Pangbourne Parish Council for the year 2023-24 following a unanimous vote. IW duly signed his Acceptance of Office witnessed by the Clerk. PM was given a vote of thanks by the Council for his service with the Council over the last five years and for the last four as Chairman. Following the election of the new Chairman, PM left the meeting.

1665 Election of Vice-Chairman/Acceptance of Office

The Chairman then asked for nominations for the position of Vice-Chairman. Cllr GC nominated Cllr JH which was seconded by Cllr NG. There being no other nominations, Cllr John Higgs was duly elected Vice-Chairman of Pangbourne Parish Council for the year 2023-24 following a unanimous vote. JH duly signed his Acceptance of Office witnessed by the Clerk.

1666 Apologies for Absence and Declarations of Interest relevant to Agenda Items

There were no apologies and no declarations of interest on any agenda items.

1667 Appointment to Standing Committees

Following discussion, the following appointments were RESOLVED

i. Grounds Committee

NG
GC
CR
IW (ex officio)
JH (ex officio)
NonCllr J. Power (Allots)

ii. Finance and Compliance

BKM
NG
IW (ex officio)
JH (ex officio)

iii. Village Hall Committee

AH
NG
IW (ex officio)
JH (ex officio)
NonCllr J. Palfrey (PCC Rep)
NonCllr J. Hughes (Bookings/Warden)
NonCllr C. Williams

iv. Planning

BKM
NG
CR
GC
JH (Ex Officio)
IW (Ex Officio)

1668 Appointment to working Groups

i. Emergency Group

CR
IW
NG
JH
GC

ii. Cemetery Group

DISBANDED

iii. Recreation Ground working group

IW
NG
CR

It was further agreed to aim to re-establish the Recreation Ground Management Committee including representatives from the sports clubs

1669 Members on outside Bodies

i. Pang Valley Flood Forum

JH
IW

ii. Fanny Maria Kemp Trust

JH

iii. Pangbourne Twinning Assoc

IW (ex officio)

iv. Breedons Trust

CR

v. AWE Liaison

No longer required

vi. Adventure Dolphin Charity

AH

vii. N.A.G (Neighbourhood Action Group)

JH

BKM

1670 Financial and Compliance Appointments

i. Appointment of Councillor to act as “Financial Checker within the Council”

ii. Appointment of new Signatories and removal of ex Signatories

- i. It was RESOLVED that CR would take on the role of Internal Financial Checker for the Council
- ii. It was RESOLVED to remove all outgoing signatories (PM, CH) from the bank account and add IW. It was further agreed to upgrade GC to online access and NG was to check his online access was working.

1671 Minutes of the Parish Council Meeting held on 11th April 2023

It was **RESOLVED** unanimously that the Minutes of the Meeting of 11 April 2023, having been taken as read, were a true and accurate record and were duly signed by the Chairman

1672 Outstanding actions carried over from previous meetings

<u>Cemetery Car Park</u> – ONGOING – recent email from solicitors. Angela at Vistry Partnerships/Countryside Properties to be contacted	CR
<u>Adventure Dolphin sub-lease</u> – ONGOING	NG/AH /Clerk
<u>Tennis Club Lease</u> – ONGOING – 21 year lease issue to be investigated	Clerk
<u>Tennis Club Lighting Project/Electrical work</u> – IW has met with the Tennis club – further action required. Add to agenda for Grounds Committee on 7 June. More details below in Grounds update	IW NG
<u>Bowls Club Application</u> – NG has met with Bowls Club Committee – further discussion required. The Bowls Club did not place an application for the 2023/24 round of parish council S137 grants and Clerk is to ensure they are aware of any upcoming WBC grants. The main issue for the club is the failed concrete surround to the bowling green which will be expensive to repair at approx. £15k for the entire concrete gully system.	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
<u>APT</u> – next steps to be agreed and actioned between PPC and APT	ALL
<u>Commercial Exercise Hire at Rec</u> – ongoing	NG/Grd
<u>Moors Street light</u> – resident to be contacted	Clerk

ACTIONS COMPLETED

- London Plane Tree – TPO works booked in for late May

As the time was 8pm and two members of the public were in attendance and wished to speak, Standing Orders were suspended to allow them to address the Council.

The two members of the public in attendance were members of the adult Football Club and they spoke briefly about the current status of the club and use of the football pitches. They asked for a formal meeting with members of the Grounds Committee/Parish Council to discuss the future of the building and the club. It was noted that there is currently no main adult team playing at the recreation ground and that the only adult team is a Sunday one.

It was agreed that a formal meeting would be set up within the next two months.

Standing Orders were then re-introduced and normal session resumed. The two members of the public were in attendance for the remainder of the meeting.

Section 2: Decision Making

1673 To RECEIVE an UPDATE on the new storage project/bin store project behind the toilet and changing blocks and agree any specific actions and costs necessary as part of the update

- The area of the proposed new bin store has now been cleared of scrub, trees and vegetation and some levelling of the ground has been done. Following recent rain, the area is looking quite muddy. It was discussed that a short term solution could be to obtain quotes for natural bark for the area as has been done by the dolphin centre entrance. This will be investigated and prices sought.
- It was also noted that until the new fence line is agreed and installed, the area will be very open for vehicles to pass through and also that there is now the possibility of the area being used for parking by vehicles on the track side. It was agreed to look into short term solutions such as using some of the large tree trunks left over from last year's tree works to block off vehicle access for the time being.
- It was agreed to look at the next steps for this project more fully in the upcoming grounds committee meeting on 7 June.

1674 To DISCUSS and AGREE final arrangements for the Annual Parish Meeting on Thursday 18 May

- The Clerk reported on the arrangements that have been made for the upcoming Annual Parish Meeting and who has been confirmed as wanting to speak at the meeting. There are a similar number to last year, however several groups have also opted to have a display stand for residents to browse during the informal refreshments instead.
- TVP and the new District Councillor Matthew Shakespeare have been confirmed as attending and wishing to speak.
- A short report and thanks will go to the outgoing Chairman Peter MacIver.
- Refreshments have been arranged.
- The Clerk noted that the Agenda has been circulated to all Councillors and that she would circulate any remaining reports/presentations to Councillors tomorrow so that everyone was prepared for their parts.
- The Millennium Award Winner for this year was agreed as Di Williams who secured the most votes from residents for her work in local Dementia Groups, supporting the elderly, volunteer driving and other community volunteer roles. It was agreed that AH would present the award.

1675 To RECEIVE an UPDATE on the Annual Insurance Renewal as part of the 3 year LTA (2023-2024 is year 2) and approve Expenditure

- The Clerk reported that this is the second year of the agreed 3 year LTA (long term agreement) with the Council's existing insurers and as such, the policy had been reviewed and found to be sufficient with no amendments other than updating newly acquired assets and the policy was presented to Councillors for renewal.
- It was further noted that the LTA had held prices level with last year for the cost of the policy itself, however due to the currently high rates of inflation and the index linking of the assets insured, the policy had risen by approx. 10% overall (ranging between 8% and 12% for various aspects). This was essentially due to the cost of replacement and value of the sums insured having risen by inflation since last year. It was noted that the policy may well have risen more without the LTA in place.
- It was **RESOLVED** to renew the insurance policies at £8,217.29 (main policy) and £367.36 (Cyber) for the year 2023-24.

1676 Planning:

- i. **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:**

23/00802/HOUSE Oakhill House, Courtlands Hill, Pangbourne, RG8 7BE

Objection

The Council agreed to submit no further response to the two other applications as they were not formally consulted or were minor amendments.

1677 Finance:

- i. **TO RESOLVE to APPROVE Accounts reconciliation as at 30 April 2023**
- ii. **TO RESOLVE to APPROVE retrospectively the payment schedule as appended to the agenda for May 2023**
- iii. **TO NOTE the receipt of the first instalment of the 2022/23 Precept**
- iv. **TO NOTE the receipt of the April 2023 CIL payment**
- v. **TO RESOLVE to re-APPROVE Standing Order Payments and Direct Debit Payments for the 2023/24 year**
- vi. **To RESOLVE to re-APPROVE the use of online banking for the years 2023/4 and 2024/5**

- i. The accounts reconciliation for 30 April 2023 was circulated outside of the meeting
- ii. The payments due in May 2023 of **£32,694.88** as appended to these minutes and already made were unanimously approved by the Council retrospectively
- iii. It was noted that the Council has received the first installment of the Precept at **£69,263.13**
- iv. It was noted that the Council had received **£15,198.73** in CIL Settlement in April 2023
- v. The Council re-approved the Schedule of Standing Order Payments and Direct Debits for 2023-24
- vi. The Council RESOLVED to re-approve the use of online banking again as required by Standing Orders

1678 Policies and Procedures

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

None this month

Section 3: Updates and Progress Reports

1679 Reports from Committees, Working Parties and individual Councillors

Village Hall

- Compulsory electrical repairs completed
- Rear door repairs completed
- VH committee agreed to watch and monitor damaged bollards and barriers
- Energy contracts renewed with Total Energies for 12 months
- London plane tree works booked and car park partial closure arranged

Grounds Committee

- Update on Tennis Club lighting project and electrics. It was noted that the pavilion is a long way from the sub station at over 200 meters so voltage drop will be an issue. The drop is more significant the more voltage you use so there is a concern that the proposed increased use may affect the existing operation. It was stated that the club/PC will need to investigate possible grants

to replace the cables to allow for this as well as the club investigating power efficiencies such as solar power. It was further noted that the tennis club propose to locate the "switch gear" inside the pavilion and that this was a cause for concern for a number of reasons including hirer access and fire safety. IW stated that this should instead be located outside of the building and secure cabinetry should be investigated as the most elegant solution.

- It was further noted that the existing cable supply had already been spliced into once previously for Meadow Farm, although it was noted that the meter was currently reading at zero. It was agreed to contact MF to discuss the supply.
- Update on playground resurfacing.
- Update on meetings with the sports clubs.
- Update on planning application for playground resurfacing and flood risk report.
- Update on bank clearance on meadows request.

1680 To receive a brief report from the Chairman

- There was no report from the Chairman as he was newly elected.

1681 Clerk's Report

- Update on Local Elections and any Casual Vacancies.
- It was reported that the litter pick on Sunday 23 April 2023 went well and was well attended.
- Update on Police OSARA meeting re meadows – ongoing actions
- Update on fibre works in village – these are now in full flow and have been widely advertised to residents. Main disruption should be completed within the next month.
- Streatley long term road closure for gas upgrade works is now live and so far has not caused too much disruption for Pangbourne residents.

1682 To receive a report from the District Councillor

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

1683 To answer questions from Councillors, request items for next meeting or receive any items for information only

- F&C to be arranged

1684 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.

1685 None this month

1686 **Section 5: Closure**

There being no further business the Chairman closed the meeting at 9.15pm
The next scheduled meeting will be held on Tues 13th June 2023 at 7.30pm.

_____Chairman

_____Date

**PLANNING APPLICATIONS TO BE REVIEWED AT OR BEFORE PARISH COUNCIL MEETING ON
16th May 2023**

APPLICATION NUMBER	PROPOSAL	Recommendation
23/00802/HOUSE	Single storey rear extension and first floor rear extension with solar panels to each level. Addition of new rooflights at second floor level. Reduction in height of the existing front Living Room window. Oakhill House, Courtlands Hill, Pangbourne, Reading RG8 7BE	Objection
23/00960/FUL	Section 73: Variation of Condition 5 (Lighting) of previously approved application 23/00023/FUL: Carefully designed Lighting system to three existing tennis courts Pangbourne Tennis Club, Recreation Ground, Thames Avenue, Pangbourne, Reading	No response
23/01018/COND (not consulted)	Application for approval of details reserved by condition 4 (Detail of repairs) of approved 19/02882/LBC2 - Removal of internal masonry to existing "blocked" sash windows to allow windows to be used fully for increased daylight to the rooms internally and to improve the external appearance by removing the "blackened out" appearance. Bere Court, Bere Court, Pangbourne, Reading RG8 8HT	No response

PLANNING APPLICATIONS REVIEWED SINCE COUNCIL MEETING ON 11th April 2023

APPLICATION NUMBER	PROPOSAL	Recommendation

WBC DECISIONS SINCE 11th April 2023

APPLICATION NUMBER	PROPOSAL	WBC Decision
21/02767/FULMAJ	Construction of 13 flats and courtyards with reconfigured car park. Demolition of single storey flat roofed building. 17 Clifton House, Reading Road, Pangbourne, Reading RG8 7LU	Approval
21/01289/OUTD (original application) APP/W0340/W/21/3287670 (appeal)	APP/W0340/W/21/3287670 Appeal against decision to refuse: Application for Outline Planning Permission With Some Matters Reserved: Erection of 4no new dwellings at Land Rear of Wakemans. Matters to be considered: Access and Layout. Land at Wakemans, Upper Basildon, Reading, West Berkshire	Appeal Dismissed
22/03062/HOUSE (Adjacent Parish)	Revised proposals for garage with storage above Hawksbill Cottage, Newtown, Upper Basildon, Reading, West Berkshire RG8 8JG	Approval
23/00034/FUL	Installation of a ground mounted solar PV array to provide electricity to be used in the home. Woodland Manor, Pangbourne Road, Pangbourne, Reading, West Berkshire RG8 8AW	Refusal

23/00148/HOUSE	Erection of gym attached to existing garage and gardeners W/C. Summerlea Grange, Tidmarsh, Reading RG8 8ES	<i>Approval</i>
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	<i>Approval</i>
23/00434/HOUSE	garden room Coach House, Flowers Court, Tidmarsh, Reading RG8 8ES	<i>Approval</i>
23/00528/COND (not consulted)	Application for Approval of Details Reserved by Conditions 3 (Electric Charging Point), 4 (CMS),5 (Surfacing of access),10 (Lighting strategy (AONB/Ecology)) ,11(Sample of materials) and 16 (SUDS) of planning permission 21/02273/FULD - Detached replacement residential dwelling Gulberg, Pangbourne Hill, Pangbourne, Reading RG8 7AS	<i>Approval</i>
23/00355/CERTP	The proposal consists of erecting an oak lychgate. Hill Cemetery, Pangbourne Hill, Pangbourne, Reading, West Berkshire	<i>Approval</i>