



MINUTES OF PANGBOURNE PARISH COUNCIL

Minutes of the Annual Meeting of the Council held at Pangbourne Village Hall on Tuesday 13th June 2023 at 7.30pm.

PRESENT:

Cllrs: I. Walker (Chairman), J. Higgs (Vice Chairman), G. Child, N. Goodwin, A. Huddart,
B. Kerr-Muir, C. Roberts (arr 7.35pm),
Clerk: R. Elkin (Clerk, RFO),
District Cllr: Cllr M. Shakespeare present from 9.00pm onwards
Members of public: 1 Member of the public was present for part of the meeting

APOLOGIES / ABSENCE: N/A

Section 1: Procedural

Action

1687 Apologies for Absence and Declarations of Interest relevant to Agenda Items

There were no Apologies. IW declared a non-pecuniary interest in a planning agenda item in Maidenhatch.

1688 Minutes of the Parish Council Meeting held on 16th May 2023

It was **RESOLVED** unanimously that the Minutes of the Meeting of 16th May 2023, having been taken as read, were a true and accurate record and were duly signed by the Chairman.

1689 Outstanding actions carried over from previous meetings

Cemetery Car Park – ONGOING – recent email from solicitors. Angela at Vistry Partnerships/
Countryside Properties to be contacted
Adventure Dolphin sub-lease – ONGOING

CR

NG/AH/
Clerk
Clerk

Tennis Club Lease – ONGOING – 21 year lease issue to be investigated
Tennis Club Lighting Project /Electrical work – IW has met with the Tennis club- further action required.
Discussed at Grounds Committee on 7th June and also at fete with members of the tennis club and the proposals to put the cabinet externally are acceptable to the tennis committee.

IW NG

Bowls Club Application – NG has met with Bowls Club Committee -Clerk to ensure they are aware of any upcoming 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 – ONGOING

NG

Traffic/Pavements working group – several interested residents. Clerk to pass on details to IW
Rec Ground Bin Storage Area – the area has been cleared of scrub and levelled and is now ready for the new fenceline and associated gates (vehicle and pedestrian) to be installed. IW, NG and LA to meet contractor on site to arrange the exact positions

IW

IW NG LA

Recreation Ground Vision group – Work ready to be shared in the Autumn

NG IW

APT – next steps to be agreed and actioned between PPC and APT – meeting in September

ALL

Commercial Exercise Hire at Rec – ongoing. NG and Clerk to re-look at proposed contract

NG/Grd

Moors Street light – resident to be contacted

Clerk

ACTIONS COMPLETED

- London Plane Tree – TPO works complete

Section 2: Decision Making

1690 Annual Governance and Accountability Return (AGAR) 2022-23

- i. The Clerk gave an update on the Parish Council's Annual Accounts Audit visit by the Internal Auditor. No issues were found, some small recommendations were made and the report has been shared with Councillors
- ii. It was RESOLVED to adopt the Internal auditors Report for 2022/23
- iii. It was RESOLVED to approve the Annual Governance Statement for 2022/23
- iv. It was RESOLVED to Approve the Annual Accounts for year ending 31st March 2023
- v. It was RESOLVED to re-appoint Claire Connell as Internal Auditor for 2023/24 year
- vi. It was RESOLVED to APPROVE the proposed dates of Public Rights of inspection
- vii. AN UPDATE was given on the upcoming dates for External Audit and Notice of Conclusion of Audit

1691 To CONSIDER a proposal for the creation of a community garden at Pangbourne allotments and to agree any actions to take the matter forward

- AH proposed that the Council consider a request by a resident to consider a community garden at Pangbourne Allotments which would consist of a few raised beds and some simple planting with the intention that people could be signposted to take part in looking after the allotment by the Boathouse Surgery and similar agencies. All Cllrs
- It was thought that there would be sufficient volunteers to get the plot up and running but the Clerk reported that she had looked into this a little and initially thought that an "entity" was probably required for the purposes of insurance, control of the plot and ownership of the lease. Clerk AH
- A discussion took place and Councillors considered whether the allotments were the right place for the garden.
- It was agreed for the Clerk to speak to NSALG (National Assoc of Allotment Gardens) for more information and to look at this more closely with AH and the resident in the first instance.
- The Council agreed to consider this project in principle and agreed it could be a very useful project for the local community if established correctly and the right site was found and the correct due diligence could be satisfied. Consideration should also be given to making sure any site chosen was fully accessible.

At just after 8pm Standing Orders were suspended in order that the Member of the Public present was able to speak in the Open Forum Session.

The Member of the Public spoke briefly regarding his operation running a temporary campsite adjacent to Pangbourne River Meadows under an exempt camping licence. He expressed his wish to obtain a year round licence and requested that the Council consider supporting this were he to re-apply.

The Chairman thanked the resident for attending the meeting and for speaking during the public forum and explained that as this was not an agenda item, no further conversation would take place regarding this matter at the current meeting.

At 8.22pm the Member of the Public left the meeting.
Normal session then resumed.

1691 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:**

23/00978/FUL Recreation Ground, Thames Avenue, Pangbourne, Reading
23/01321/HOUSE 50 Reading Road, Pangbourne, RG8 7JF
23/01312/HOUSE Pangbourne Lodge, Tidmarsh Road, Pangbourne, RG8 7AZ

No Comment
No Objection
No Objection

Additionally, a new application from the Adventure Dolphin Charity was received shortly before the meeting with a proposal to extend the compound to allow additional boat storage. The application was discussed and it was agreed to speak to the ADC charity before formulating an official response.

23/00923/FUL Adventure Dolphin, Dolphin House, Whitchurch Rd, Pangbourne, RG8 7DA

1692 **Finance:**

- i. **TO RESOLVE to APPROVE Accounts reconciliation as at 31st May 2023**
- ii. **TO RESOLVE to APPROVE retrospectively the payment schedule as appended to the agenda for June 2023**
 - The accounts reconciliation for 31st May 2023 was circulated outside of the meeting
 - The payments due in June 2023 of £18,958.10 as appended to these minutes were approved
 - A date for the upcoming F&C meeting was set for 28th June

1693 **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

1694 **Reports from Committees, Working Parties and individual Councillors**

Village Hall

- London Plane Tree TPO works completed
- Updates from recent VH meeting – improved signage for the VH carpark to be investigated including permissive parking wording (NG to supply)
- Village hall bollards condition continue to be monitored
- Improved insulation opportunities continue to be investigated and grants looked into

Grounds Committee

- Update on Tennis Club lighting project and electrics
- Update on Playground resurfacing
- Update on bowls club vandalism during half term week. CCTV provided to the Police
- A Planning Application for the playground resurfacing has been submitted and the flood risk report obtained.
- Update on meadows clearance works
- A number of Councillors are involved with the fete committee and reported that the recent fete went very well, one of the best in recent years despite the scorching weather. It was extremely well attended and the meadow was returned to its usual state afterwards with no issues. The Parish Council had arranged grounds clearance of scrub by the entrance gates and along the river to facilitate better views of the dragon boat racing before the event and grass cutting etc was arranged.

1695 **To receive a brief report from the Chairman**

The Chairman gave a brief report as follows:

- He volunteered to serve on the bar at the fete and had very positive feedback from the event
- The Annual meeting of the Parish went well and was well attended with over 45 residents on the night plus representatives from Thames Valley Police and various groups as well as the newly elected District Councillor, Matthew Shakespeare who gave an update to residents.
- IW also reported that he had gone along to the recent PAWS AGM and had found the evening very informative. It is hoped that Sulham Estates will be able to present at the September meeting

- The Chairman also reported that he had met with the Clerk to look in detail at operating costs and budgets. Continually increasing costs due to inflation as well as increased activity by the Parish Council AND with a number of new possible projects being discussed were impacting on the budget. In addition, responsibility for several village services potentially moving to the Parish Council in the mid to long term, mean that the budget would definitely need to be carefully scrutinised and it was both his and the Clerk's view that it would need to be increased significantly to continue to keep pace with the demands being placed upon it. It is worth noting that the budget had only risen in line with national increases when averaged over the past 5 years and yet the services being offered had expanded considerably.
- The Chairman also stated that he wants to draw up a 4 year plan and strategy for the council for the new Council term (2023-2027) and would lead this with Councillors.
- The importance of a neighbourhood plan was also discussed, both in financial (CIL funds) and Planning terms and the Chairman stated that this was also something that he would like to commence during his tenure, although appreciating that neighbourhood plans can take many years to complete.

1696 Clerk's Report:

- Update on Casual Vacancies – there has been some interest in the 4 remaining vacancies but no candidates have been able to apply formally yet for various reasons.
- Upcoming Police OSARA meeting re meadows June 19th
- Update on Fibre works in village and other Highways matters – Gigaclear has now largely finished its main works with residential connections to follow.
- Insurance renewal complete for 2023-24

1697 To receive a report from the District Councillor

The newly elected District Councillor attended the meeting from approx. 9pm and gave the following report.

- He stated that he had been attending quite a lot of Councillor induction training organised by WBC and in particular, training relating to highways and footpaths as these would be his area of specialism.
- Cllr Shakespeare also gave an update on the new Lib Dem administration and said that he would be able to provide a more full update on the manifesto commitments at the next meeting.
- He reported that just 15% of land in WBC is NOT AONB and that the majority of the central government housing targets were being taken up by Thatcham and Newbury, however there were pressures across the district.
- Sewage and Water issues are also high on the agenda and would be a key focus for the coming months for the executive and officers.
- Another key focus will be fixing potholes both in terms of timeframes for repair but also reviewing the target thresholds for justifying a repair.
- WBC are currently participating in the Big Community Switch where residents are encouraged to sign up to take part in a reverse auction, with utility companies bidding for those residents' energy contracts and with the lowest tender being accepted. The Clerk stated that she would advertise this on the Parish Council's social media accounts.
- The Clerk also stated that she would send the District Councillor the local Plan information from the last review.

1698 To answer questions from Councillors, request items for next meeting or receive any items for information only

BKM asked for information regarding all the recent incidents at the parish open spaces for the next NAG (Neighbourhood Action Group) meeting on 22nd June. The Clerk will send over a summary

1699 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.

- 1700** To CONSIDER a recent proposal from WBC regarding services within the village and agree a response

At 9.32pm it was proposed, seconded and resolved to suspend normal session and enter confidential session to discuss the above proposal which due to its early scoping phase and commercially sensitive nature was not yet appropriate for public discussion.

Discussion took place regarding the proposal and a number of concerns and questions were raised and it was agreed that these would need to be addressed before a formal response from the Parish Council or support could be given to the project. It was agreed to discuss this further with Cllr Shakespeare and request an update from him for the next meeting

At 9.59pm confidential session ended and normal session resumed.

1701 **Section 5: Closure**

There being no further business the Chairman closed the meeting at 10.00pm

The next scheduled meeting will be held on Weds 12th July 2023 at 7.30pm.

Chairman

Date

**APPLICATIONS TO BE REVIEWED AT OR BEFORE PARISH COUNCIL MEETING ON
13th June 2023**

APPLICATION NUMBER	PROPOSAL	Recommendation
23/00978/FUL	Re-surfacing play area and creating new pedestrian path from car park to play area and continuing on to sports pavilion at far end of Recreation Ground. Recreation Ground, Thames Avenue, Pangbourne, Reading	No comment
23/01321/HOUSE	Householders planning application for the removal of a conservatory and replacing with a single-storey rear extension, pitched roof and 'Velux' style roof lights in place of a flat roof (previously consented). Provision for 2.no 'Velux' style roof lights at second floor level to the front elevation. Previously consented 2.no rear facing dormer windows to be combined into one structure. Provision for new apertures created ground floor level to the side elevation. 50 Reading Road, Pangbourne, Reading, RG8 7JF	No objection
23/01312/HOUSE	Replacement of existing pool house with new pool house and installation of solar panels to roof of Pangbourne Lodge Pangbourne Lodge, Tidmarsh Road, Pangbourne, Reading RG8 7AZ	No objection
23/00275/FUL (additional plans)	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
23/01253/HOUSE (adjacent parish)	Demolition of existing Double garage and plant room. Construction of new Double garage, implement store and Garden building. Maidenhatch Lodge, Maiden hatch, Pangbourne, Reading RG8 8HH	No objection
23/01341/COND (not consulted)	Application for approval of details reserved by condition 3 (Written Scheme of Investigation) of approved 21/01726/LBC2 - Replacement of ceramic tiled flooring and cement/concrete base to entrance hall with Limecrete and stone tile flooring Bere Court, Bere Court, Pangbourne, Reading RG8 8HT	No comment
23/01210/TPW (not consulted)	Tree A - Ash: Remove. Damaging the wall Tree B - Cherry: Remove to make room for a caravan Tree C - Sycamore: Reduce by 50% to leave final finished height of 7.65m Tree D -Lime: Pollard Pangbourne Working Mens Club, Whitchurch Road, Pangbourne, Reading RG8 7BS	No comment

PLANNING APPLICATIONS REVIEWED SINCE COUNCIL MEETING ON 16th May 2023

APPLICATION NUMBER	PROPOSAL	Recommendation

WBC DECISIONS SINCE 16th May 2023

APPLICATION NUMBER	PROPOSAL	WBC Decision
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	Approval

LA2003 NEWPREM05 Application Ref: 21482 (licensing application)	New Premises Licence Application – Recorded Music 07:00 – 24:00 Supply of Alcohol 07:00 – 24:00 Late Night Refreshment 23:00 – 24:00 Nino's Italian Deli Ltd, 10 Reading Road, Pangbourne Berkshire RG8 7LY	<i>Granted</i>
23/00803/FUL	First floor rear extension to existing HMO Pages Gardens, Reading Road, Pangbourne, Reading RG8 7JE	<i>Refusal</i>
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	<i>Approval</i>