# Pangbourne Parish Council Logo

MINUTES OF PANGBOURNE PARISH COUNCIL

Minutes of the full meeting of the Council held at Pangbourne Village Hall on Tuesday 14 January 2025 at 7.30pm.

PRESENT:

Cllrs: I. Walker (Chairman), J. Higgs (Vice Chairman), T. Batten, C. Brewer, G. Child, C. Ellis, N. Goodwin, B. Kerr-Muir, M. Rimmer, C. Roberts,

Clerk: R. Elkin (Clerk, RFO),

District Cllr: Cllr M. Shakespeare was present for part of the meeting

Members of public: 0 members of the public were present

APOLOGIES RECEIVED: None

# Section 1: Procedural

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|  |  | **Action** |
| **2012** | **To receive apologies for absence and declarations of interest relevant to agenda items** |  |
|  | No apologies were received.  No declarations of interest were made. |  |
| **2013** | **To RESOLVE to adopt the minutes of the full council meeting held on 10 December 2024 as a true and accurate record** |  |
|  | Having been previously circulated and taken as read, the minutes of the meeting of 10 December 2024 were approved and signed as an accurate record with no amendments. |  |
| **2014** | **Outstanding actions carried over from previous meetings** |  |
|  | Cemetery car park – ONGOING – legal teams are progressing. | CR |
|  | Adventure Dolphin sub-lease/planning application – ONGOING – ADC section to be rewritten.  A meeting has taken place with National Trust covenants officers and a covenant application made. | NG/ Clerk |
|  | Traffic/pavements working group – Speedwatch set-up ongoing – PPC now has 3 trained members. | IW |
|  | Recreation Ground Vision group – As planning and funding have been secured, the path to the pavilion can progress asap as the funding has a short timeframe with completion required before July. Planning amendment needed for the change of route and width. Payment plan to be discussed. ONGOING | NG/ Asst Clk/Clk |
|  | APT – Station Road toilets – especially in light of current issues and expenses at rec ground toilets – ONGOING | ALL |
|  | **COMPLETED ACTIONS**   * Insulation works at village hall * Lighting and fire safety works at hall. |  |

# Section 2: Decision Making

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|  |  | **Action** |
| **2015** | **To CONSIDER and AGREE a response to the Service Delivery Offer proposed by WBC Libraries Service regarding changes to future funding contributions by PPC and a potential increase in opening hours** |  |
|  | The Clerk reported on the meeting she had attended with officers from WBC and the District Council prior to Christmas. A report had been circulated to councillors prior to the meeting with the following proposals:   * WBC are removing the mobile library service across the district and replacing it with a home delivery service for rural areas. * WBC budgets have been re-organised for 2025/26 year meaning that the S.137 contribution which PPC has been requested to make annually since 2017 to support library services is no longer essential to ensure that libraries can continue to operate at their current levels for the upcoming year. It is proposed that the current funding arrangements cease in 2024/25 year. * WBC has instead proposed that town and parish councils can “opt” to continue making contributions via S.137 powers towards library services and that these would be used to extend opening hours rather than maintain existing service levels. * WBC have provided a detailed breakdown of the operating costs for Pangbourne Library by hour which suggests that should PPC maintain contributions at current levels of approx. £3,300 pa, an additional 1.5 hours could be funded across the year. It is proposed that these would be used to extend Saturday opening hours to 2pm from 12.30pm as Saturday mornings are one of the busiest times. * If PPC agree to support this new proposal, the arrangement would be subject to review annually.   Following discussion, it was **RESOLVED** to continue making annual contributions towards Pangbourne Library at roughly the current rate in order that an additional 1.5 hours on a Saturday will be funded for 2025/26 year. The Clerk will make the arrangements with WBC. |  |
| **2016** | **To CONSIDER and AGREE a response to the Service Delivery Offer proposed by WBC Parks and Countryside as regards signing up to a 3 year tree maintenance contract** |  |
|  | * Correspondence and further information on the service delivery offer by WBC having been circulated prior to the meeting, councillors considered the proposal to enter into a 3 year deal with WBC to deliver tree surveying contract for the parish. At this stage this is a draft proposal, the exact details of which will evolve dependent on how many town and parish councils opt in/express an interest. If sufficient parishes sign up to a contract, the intention would be to employ a specific officer to manage the contracts and conduct the tree surveys. WBC would also offer the opportunity to parishes to seek quotes for any resultant works which needed to be done, either in house by WBC or by one of their approved contractors. * Discussion took place regarding the merits and concerns with the proposal bearing in mind that the Parish Council has well over 600 trees on its land. * It was generally agreed that this could:  1. help ease the burden of arranging regular tree surveys across PPC land and free up staff time, 2. dependent on the final contract offered, cost no more than PPC currently pay for surveys and may even present an opportunity to save costs, 3. have the benefits of an even better dialogue with tree officers at WBC and a consistent approach to tree management across the district/district ownership and parish ownership within Pangbourne, 4. present the opportunity for some cost savings by using WBC recommended contractors for any resultant works.  * The drawbacks could be:  1. loss of control over what surveys are done and when, based on the contract terms, 2. desire to maintain good relationships with existing range of local tree contractors who have detailed knowledge of parish trees/are good eyes on the ground, 3. WBC recommended works may prove more expensive in long term, 4. contract may no longer meet our needs within the 3 year term and PPC must still satisfy itself that it has assessed all risk regularly and taken appropriate actions. As a result, how much of a time saving does this really represent?  * It was **RESOLVED** to instruct the Clerk to express a formal interest in joining the scheme, subject to further details emerging, with a view that the Parish may sign up to the surveying contract but may still instruct its own contractors for works, may use preferred contractors or a blend of both. * This item will return to the agenda when further information is available. |  |
| **2017** | **To CONSIDER and AGREE a response to the WBC offer for a fully funded new bus shelter (binding contract)** |  |
|  | * Having previously been circulated, Councillors discussed again the proposal to deliver and install at least one and potentially two new and fully funded bus shelters within the village. These will be funded by a central government BSIP grant and delivered by WBC before passing into parish ownership. * Councillors were able to review the SLA which has now been provided for the works and had a number of queries regarding the details of delivery, particularly planning obligations and utility searches. The Clerk was asked to follow up on this with the intention that these being satisfied, Councillors will be able to agree to sign the binding SLA agreement at next month’s meeting. |  |
| **2018** | **To RECEIVE an UPDATE on the members’ bid application for funding for the hall clock and other hall improvements** |  |
|  | * A members’ bid application has now been submitted for funding for the repairs required to the clock and tower at the village hall which has currently been removed. The application also includes a number of further improvements for the small hall to allow it to be used more easily for business meetings. * The outcome of the application should be known in the next few weeks. |  |
| **2019** | **To RECEIVE an UPDATE on the recreation ground path and AGREE final details, contractors and expenditure** |  |
|  | * It was RESOLVED to instruct ECS and Trailflex to undertake the ground works and surfacing respectively as per the CIL funding application costs of approx. £50k (subject to contingency and final sqftage). * A revised planning application has been submitted for the amended route of the path, the result of which is still outstanding. * It is hoped that the works will be undertaken during mid to late March which should allow the ground conditions to improve and avoid peak time use of the rec ground during the works. * It was noted that contactors are requesting a substantial deposit to secure the dates and order materials and it was agreed to proceed on this basis. |  |
| **2020** | **Planning:**   1. **To receive the list of planning applications since the last meeting** | Comment |
|  | None |  |
|  | 1. **To discuss and agree responses not already RESOLVED by Planning Committee plus any other urgent applications received before the meeting:** |  |
|  | **24/02740/HOUSE** 55 Shooters Hill, Pangbourne, RG8 7EA  **24/02741/LBC** | **No Objection** |
|  | **24/02781/LBC** Bere Court, Bere Court, Pangbourne, RG8 8HT | **No Objection** |
| **2021** | **Finance:**   1. **To RESOLVE to APPROVE accounts reconciliation as at 31 December 2024** 2. **To RESOLVE to APPROVE the payment schedule as appended for January 2025** 3. **To NOTE the changes to the Council’s bank accounts which have come into effect in January** |  |
|  | 1. The accounts reconciliation for 31 December as appended to these minutes was circulated outside of the meeting and approved. 2. The payments due in January 2025 totalling £30,625.52 as appended to these minutes were approved. It was noted that deposit payments for the path may need to be made between meetings. 3. It was noted that two of the Council’s bank accounts have now been changed to commercial accounts with the Treasurer’s Account expected to convert to a commercial account in the coming weeks. New fees and updated terms and conditions will apply from January. |  |
|  | **Policies and Procedures**  **To consider to RESOLVE to approve the policies previously circulated and taken as read.** |  |
| **2022** | STANDING ORDERS  Having been previously and taken as read, Councillors agreed to re-adopt these for another year with no amendments. |  |

# Section 3: Updates and Progress Reports

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|  |  | **Action** |
| **2023** | **Reports from committees, working parties and individual councillors** |  |
|  | VILLAGE HALL   * Update on energy efficiency works planned (grant funded) * Update on accepting cheques and cash * Storage container – to be discussed at Hall Committee * Hall heating repairs * Marking up permit spaces |  |
|  | GROUNDS   * Pavilion works update * Pavilion update meeting with sports clubs next Monday * Meeting with National Trust covenants officers * Path update * Toilet vandalism and update on repairs |  |
| **2024** | **To receive a brief report from the Chairman**   * IW reported that the Christmas evening had been quieter than usual due to the poor weather but had still been a success. He stated that the Christmas tree has now been removed and recycled and thanks were given to Kings Trees for providing this service free of charge. The owners of The George were thanked for allowing the tree to be situated on their forecourt once again. * IW stated that now that 3 councillors have completed their speedwatch course, he will make arrangements for the next stage of getting the group established. |  |
| **2025** | **Clerk’s Report** |  |
|  | * Upcoming road works in January * Correspondence re village sign and garden * WBC Playing Pitch Strategy * WBC carparks – since new fees introduced, impacts already being seen on PPC carparks * PPC and PCC meeting re car parking and Sundays * ANPR feedback * Chiltern Walk clearance work update * Shooters Hill speeding |  |
| **2026** | **To receive a report from the District Councillor**   * MS was in attendance for the latter part of the meeting and provided an update on various matters at West Berkshire Council including the budget constraints facing the Council for 2025/26 year. * MS was able to provide an important update on the Central Government Local Council Devolution White Paper which is currently progressing through Parliament. Town and parish councils are largely unaffected by the proposed changes which are targeted to be implemented by 2027, however there will be significant change at district and next tier councils across the country with the inevitable further devolution to town and parish councils that this will entail. * The proposal requires district councils to merge to form unitary authorities of approx. 500,000 residents which would mean West Berkshire (approx. 165,000 residents) merging with two similarly sized local authorities to form a new larger authority. * Further to this, these unitary authorities will also group together with other unitary authorities to form a super sized area of approx. 1.5million residents which would then be represented by a mayor. * Clearly this will have a significant implication on the strategies and day-to-day functions of WBC and all other local authorities in the weeks, months and years to come. WBC will next be due to hold local elections in 2027, for example. |  |
| **2027** | **To answer questions from councillors, request items for next meeting or receive items for information only** |  |
|  | Councillors raised the issues with various emergency roadworks on the Tidmarsh Road which have been causing traffic disruption this week. |  |
| **2028** | **Correspondence:**  None not already previously circulated or discussed. |  |

# Section 4: Confidential Session

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|  | **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.** |  |
| **2029** | ALC Update |  |

# Section 5: Closure

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| **2030** | There being no further business the Chairman closed the meeting at 9.42pm.  The next scheduled meeting will be held on Tuesday 11 February 2025 at 7.30pm. |  |

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**PLANNING APPLICATIONS TO BE REVIEWED AT OR BEFORE THE PARISH COUNCIL MEETING ON 14 JANUARY 2025**

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| ***APPLICATION NUMBER*** | ***PROPOSAL*** | ***Recommendation*** |
| **24/02740/HOUSE** | Replacement single storey rear extension, new 2nd storey rear extension, internal alterations, replacement garage building with office above  **55 Shooters Hill, Pangbourne, Reading, RG8 7EA** | ***No objection*** |
| **24/02741/LBC** | Replacement single storey rear extension, new 2nd storey rear extension, internal alterations, replacement garage building with office above  **55 Shooters Hill, Pangbourne, Reading, RG8 7EA** | ***No objection*** |
| **24/02781/LBC** | Removal of resin applied detailing to Stairwell (RG06-RF11) and Inner Entrance Hallway (RG12) to allow repair and stabilisation of the plaster  **Bere Court, Bere Court, Pangbourne, Reading RG8 8HT** | ***No objection*** |

**PLANNING APPLICATIONS REVIEWED SINCE COUNCIL MEETING ON 10 December 2024**

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| ***APPLICATION NUMBER*** | ***PROPOSAL*** | ***Recommendation*** |
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**WBC DECISIONS SINCE 10 December 2024**

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| ***APPLICATION NUMBER*** | ***PROPOSAL*** | ***WBC Decision*** |
| **24/00641/HOUSE** | To create a garden, by reinstating the original brick and flint wall, erecting a green house, cycle store, driveway with car port.  **45 Shooters Hill, Pangbourne, Reading, RG8 7EA** | ***Refused*** |
| **24/00642/LBC** | To create a garden, by reinstating the original brick and flint wall, erecting a green house, cycle store, driveway with car port.  **45 Shooters Hill, Pangbourne, Reading, RG8 7EA** | ***Refused*** |
| **24/01576/HOUSE**  **(adjacent parish)** | Single storey side extension to create a utility room. Remove the existing flat roof over the single garage. Erection of new pitched roof over garage. Ground floor front extension to form covered entrance porch. Enlarged windows at first floor front and rear. Horizontal cladding on front and rear gable walls. New white render.  **Wisteria Cottage, Newtown, Upper Basildon, Reading RG8 8JG** | ***Approval*** |
| **24/01346/HOUSE** | Demolition of existing rear conservatory and construction of single storey, wrap around extension  **17 Thames Avenue, Pangbourne, Reading, RG8 7BY** | ***Refused*** |
| **24/02240/HOUSE** | Proposed Carport and Shed  **Hadleigh House, Courtlands Hill, Pangbourne, Reading RG8 7BE** | ***Approval*** |
| **24/02224/HOUSE** | Single storey side extension  **4 Breedons Hill, Pangbourne, Reading, RG8 7AT** | ***Approval*** |