



MINUTES OF PANGBOURNE PARISH COUNCIL

Minutes of the full meeting of the Council held at Pangbourne Village Hall on Tuesday 11th February 2025 at 7.30pm.

PRESENT:

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

Clerk: R. Elkin (Clerk, RFO),

District Cllr: Cllr M. Shakespeare was not in attendance

Members of public: 3 members of the public were present for all or part of the meeting

APOLOGIES RECEIVED: G. Child, C. Ellis

ABSENT: C. Roberts

Section 1: Procedural

Action

2031 To receive apologies for absence and declarations of interest relevant to agenda items

Apologies were received from G. Child and C. Ellis
C. Roberts was absent

No declarations of interest were made

2032 To RESOLVE to adopt the minutes of the full council meeting held on 14th January 2025 as a true and accurate record

Having been previously circulated and taken as read, the minutes of the meeting of 14th January 2025 were approved and signed as an accurate record with no amendments.

2033 Outstanding actions carried over from previous meetings

Cemetery car park – ONGOING – legal teams are progressing

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 .

Traffic/pavements working group – Speedwatch set-up ongoing – PPC now has 3 trained members.

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 granted. Payment plan to be discussed. ONGOING

APT – Station Road toilets – especially in light of current issues and expenses at rec ground toilets – ONGOING

CR
NG/AH
/Clerk
IW
NG/
Asst
Cik/Cik
ALL

COMPLETED ACTIONS

- Planning amendment approval received for the path at the recreation ground
- Permission in principle granted by NT Covenants Board for ADC works

Section 2: Decision Making

Action

- 2034 To CONSIDER, REVIEW and ACTION land documents relating to the toilet block at Pangbourne Recreation Ground**
- Having been previously shared with Councillors, the draft lease surrender documents provided by the Council's legal representatives were reviewed and discussed and will be duly signed by the Chairman and Clerk at the meeting of the Recreation Ground Charity which is to follow this meeting.
 - These record the formal surrender of the long term lease by West Berkshire Council for the toilet block and reversion of full ownership to PPC (as PPC Charity).
 - The lease requires countersignature by WBC and will be returned to the Council's legal team to follow up
- 2035 To CONSIDER, REVIEW and ACTION land documents relating to Land at Pangbourne Hill Cemetery**
- Having previously been circulated to Councillors, a draft document relating to the easement required for access at Pangbourne Hill Cemetery was reviewed.
 - A number of minor recommendations have been made by the Council's Solicitors and it was RESOLVED to accept these and request amendments to the document by other parties involved.
 - It was further agreed to query the "orange" section on the revised mapping shown adjacent to the car park land . This appears to propose PPC maintenance for a larger area than anticipated .
 - Clerk to follow up
- 2036 To CONSIDER and AGREE a course of action regarding replacement or repair of the storage container at the village hall**
- Three quotations have been received for the replacement of the storage container at the village hall which is now over 10 years old and reaching the end of its usable life. Patch repairs have been undertaken and discussion took place as to whether further repairs would be successful in the long term or whether it was now better to replace.
 - The quotations were reviewed and consideration was given to the tight access to the site as well as the logistics of emptying , storing contents and removing the existing container alongside delivery of a new one.
 - It was RESOLVED for a new container to be sought and for expenditure in the region of £2,700 with further exploration of the details to be done by the Clerk /Asst Clerk
 - Once installed , racking can be sought for better storage

As the time was now 8pm , it was agreed to suspend Standing Orders so that two members of the public were able to speak. They represented the residents of Riverview Road and outlined their intentions to install a new locked gate on the private footpath which leads from the station . Over recent years this has been left unlocked and members of the public have been able to unofficially walk this path and it's use has increased since the covid pandemic lockdowns. The residents reported that an increase in anti-social behaviour , especially relating to drugs has also been experienced. It is also a condition of the agreement with Network Rail that the footpath remains as a private access only.

The Council agreed to publicise the new arrangements via an insert into the next edition of the magazine and asked for updates as to when the gate was likely to be installed.

The two members of the public then left the meeting at 8.10pm and Standing Orders resumed.

- 2037 To REVIEW AND AGREE the Annual Schedule of Meetings for 25/26 year**
- The Clerk presented the first draft of the Annual Schedule of Meetings for 25/26 year.
 - These were generally acceptable, however the dates for Village Hall and Grounds Committees will be revised slightly to bring them both back onto the same evenings.
 - The Clerk will make the amendments and re-issue the final version
- 2038 To RECEIVE an UPDATE on the recreation ground path**
- Planning permission for the route amendments for the path has now been granted and the concerns raised by the Football Association have been resolved.
 - First instalment deposits have been paid to both contractors and the schedule locked in for 3 weeks commencing March 10th (weather permitting).
 - Both contractors have been in contact to agree the final details of the sub-base and top surface works and are satisfied with access arrangements for the site.
 - A “works” compound is to be set up in the carpark at the recreation ground and materials will be stored behind the football changing block.
- 2039 FINAL AGREEMENT to progress the new bus shelter proposals and sign the SLA agreement**
- Having sought reassurances from WBC Transport Officers regarding some of the liability conditions in the bus shelter SLA in relation to installation, it was agreed to accept, sign and return the SLA which allows for grant funds from the governments BSIP (Bus Service Improvement Fund) to be given for up to 2 shelters in Pangbourne. It is hoped that these funds may be released by year end or early in 25/26 year
- 2040 To REVIEW and AGREE a response to the nuisance and obstruction communication proposal from WBC**
- Officers at WBC have recently circulated a proposal in relation to “nuisance and obstruction” particularly where this relates to overgrown hedges and trees on footpaths and highways.
 - The proposal is for town and parish councils to be given the option to send out first warning letters rather than officers at the district council who would only step in at a later stage if remedial works were not undertaken by householders.
 - A discussion took place regarding whether Councillors would wish to become involved in this bearing in mind that the statutory authority for this would remain WBC and also the additional admin time for parish officers that this would involve.
 - It was generally agreed that the Parish Council were happy to remind residents via newsletters, noticeboards, the website and social media of their responsibilities in this regard which they felt was a softer and potentially more effective approach to residents in the first instance.
 - Residents with individual concerns or issues could continue to report these directly to WBC via their report a problem links on their website.
- 2041 UPCOMING DATES – Annual Litter Pick and Annual Parish Meeting /Millennium Award**
- The Clerk reminded Councillors that the Annual Litter Pick has been arranged for Sunday 27th April at 10am and the Annual Parish Meeting is set for Tues 29th April
 - Volunteers were requested for the litter pick and Councillors were reminded of their need to attend the Annual Parish Meeting
 - Discussion took place regarding the Annual Parish Meeting and it was agreed to stick with the existing format .
 - Discussion also took place regarding the recipient(s) of the Millenium Award for this year
 - The Clerk asked for assistance with arrangements including refreshments .

2042 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:

25/00047/HOUSE 32 Meadowside Road, Pangbourne, RG8 7NH

25/00123/HOUSE Oakingham House, Bere Court Road, Pangbourne, RG8 8JU

25/00208/HOUSE Hill Rising, Green Lane, Pangbourne, RG8 8LD

Objection
No
Objection
No
Objection

A meeting has been requested by Planning Consultants working locally to discuss revised plans . It was agreed that any meeting should be transparent and that the Parish council would listen but make no comment. It was further agreed that at least two , ideally three councillors should be in attendance and that the meeting would not influence any future application made.

2043 Finance:

- i. To RESOLVE to APPROVE accounts reconciliation as at 31st December 2024
- ii. To RESOLVE to APPROVE the payment schedule as appended for January 2025

- i. The accounts reconciliation for 31st January as appended to these minutes were circulated outside of the meeting and approved.
- ii. The payments due in February 2025 totalling £38,257.97 as appended to these minutes were approved. It was noted that deposit payments for the path may need to be made between meetings

Policies and Procedures

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

2044 NONE

Section 3: Updates and Progress Reports

Action

2045 Reports from committees, working parties and individual councillors

VILLAGE HALL

- Cooker ignition
- Changes in hirers
- Fire Safety workshop Cbas
- Fire alarm panel -battery replacement

GROUNDS

- Pavilion works update
- Toilet vandalism and update on repairs
- Allotment fence repairs and tree works
- Clock update and funding
- MTG public engagement to be arranged once BBOWT report is back

2046 To receive a brief report from the Chairman

- Next stages of the Speedwatch group to be set up
- Shooters Hill Speeding to be monitored by highways

2047 Clerk's Report

- Update on PSPO proposal
- Village sign and garden
- Fete date confirmed-14th June
- Chiltern Walk clearance work update
- Shooters Hill Speeding
- £20k crime prevention fund open
- Dog training request hall
- Christmas light repair-complete
- APT correspondence

2048 To receive a report from the District Councillor

- The District Councillor was not in attendance and did not send a report

2049 To answer questions from councillors, request items for next meeting or receive items for information only

None

2050 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.

- 2051**
1. ALC Update
 2. Staffing Matter relating to resignation of Asst Clerk . It was agreed to recruit a replacement

Section 5: Closure

- 2052** There being no further business the Chairman closed the meeting at 9.30pm.
The next scheduled meeting will be held on Tuesday 11th March 2025 at 7.30pm.

_____ Chairman

_____ Date

**PLANNING APPLICATIONS TO BE REVIEWED AT OR BEFORE PARISH COUNCIL MEETING ON
11 February 2025**

<i>APPLICATION NUMBER</i>	<i>PROPOSAL</i>	<i>Recommendation</i>
25/00047/HOUSE	First floor extension to include master bedroom, ensuite and family bathroom on the footprint of the existing single storey rear and side extension 32 Meadowside Road, Pangbourne, Reading, RG8 7NH	<i>Objection</i>
25/00123/HOUSE	Detached ancillary leisure building with associated landscaping Oakingham House, Bere Court Road, Pangbourne, Reading RG8 8JU	<i>No objection</i>
25/00208/HOUSE	Installation of free standing greenhouse. Hill Rising, Green Lane, Pangbourne, Reading RG8 8LD	<i>No objection</i>

PLANNING APPLICATIONS REVIEWED SINCE COUNCIL MEETING ON 14 January 2025

<i>APPLICATION NUMBER</i>	<i>PROPOSAL</i>	<i>Recommendation</i>

WBC DECISIONS SINCE 14 January 2025

<i>APPLICATION NUMBER</i>	<i>PROPOSAL</i>	<i>WBC Decision</i>
24/01229/FUL	Erection of a replacement dwelling with basement following the demolition of the existing dwelling; associated private amenity and erection of front gates. Bowden Hill, Pangbourne, Reading, RG8 8PT	<i>Approval</i>
24/01601/FUL	Construct a timber canopy supported by timber posts, with a roof covered in corrugated metal profile sheeting similar to the existing canopy on-site. on-site. Pangbourne Delivery Office, 2 Church Road, Pangbourne, Reading RG8 7AA	<i>Approval</i>
24/01827/HOUSE	Replacement of existing single storey volume to the south with new walls, roof, glazing and external canopy. Installation of two external canopies to the north elevation, alongside a small single storey extension to the existing entrance hall and replacement porch. Replacement windows, doors, soffits, fascias and rainwater goods throughout the property, with minor alterations to several existing openings. Installation of 4no. dormers to the north roof and 1no. rooflight to the south roof. Painted/limewash finish to the existing brickwork finish across the whole property. External landscaping including a plunge pool to the north-east of the house.	<i>Approval</i>

	Buckeridge, Pangbourne Hill, Pangbourne, Reading RG8 7AS	
24/02289/HOUSE	<p>Modifications to existing windows and dormer windows to front and rear of dwelling. New rooflight in lieu of dormer to front of dwelling. New aluminium framed louvered pergola to rear of dwelling. Replacement rooflights to rear of dwelling.</p> <p>Larkspur, 5 Breedons Hill, Pangbourne, Reading RG8 7AT</p>	<i>Approval</i>
24/02290/LBC	<p>Installation of replacement signs to include 2x new pictorial panels to the existing post signs, 2x sets of externally illuminated sign written house names and repainting to the exterior render and windows.</p> <p>The Swan Hotel, Shooters Hill, Pangbourne, Reading RG8 7DU</p>	<i>Approval</i>
24/02287/ADV	<p>Installation of replacement signs to include 2x new pictorial panels to the existing post signs, 2x sets of externally illuminated sign written house names.</p> <p>The Swan Hotel, Shooters Hill, Pangbourne, Reading RG8 7DU</p>	<i>Approval</i>
24/02416/HOUSE	<p>Convert the existing coach house into habitable accommodation</p> <p>11 Thames Avenue, Pangbourne, Reading, RG8 7BU</p>	<i>Withdrawn</i>
24/02451/FUL	<p>Section 73a Variation of Condition (10) Approved Plans of approved application 22/00056/FUL: First floor extension to building with mansard roof. Minor alterations to permitted scheme shell including new and altered window positions.</p> <p>Churchill Island, Tidmarsh Road, Pangbourne, Reading RG8 7BB</p>	<i>Approval</i>
24/01514/LBC	<p>Changes to fireplace to form open hearth in Entrance Hall (RG12), together with the restoration of Study fireplace (RG01)</p> <p>Bere Court, Bere Court, Pangbourne, Reading</p>	<i>Approval</i>