# Pangbourne Parish Council Logo

MINUTES OF PANGBOURNE PARISH COUNCIL

Minutes of the full meeting of the Council held at Pangbourne Village Hall on Tuesday 13 May 2025 at 7.30pm.

PRESENT:

Cllrs: J. Higgs (Acting Chairman), T. Batten, C. Brewer, C. Ellis,   
N. Goodwin, B. Kerr-Muir, M. Rimmer, C. Roberts

Clerk: R. Elkin (Clerk, RFO),

District Cllr: Cllr M. Shakespeare was not in attendance

Members of public: 0 members of the public were present

APOLOGIES RECEIVED: I. Walker, G. Child,

ABSENT: None

# Section 1: Procedural

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| **2090** | **Election of Chairman/Acceptance of Office** |  |
|  | Having agreed to re-stand, Cllr IW was proposed and nominated for the position of chairman in his absence and this was seconded. There being no other nominations and following a public vote, it was unanimously RESOLVED that Cllr Ian Walker was duly elected chairman of Pangbourne Parish Council for the year 2025/26.  As IW was absent, it was RESOLVED that he would defer the signing of his Acceptance of Office to the next meeting so that it could be witnessed by the Clerk and Council. |  |
| **2091** | **Election of Vice-Chairman/Acceptance of Office** |  |
|  | The Acting Chairman then asked for nominations for the position of vice-chairman. Cllr JH was nominated and seconded. There being no other nominations and following a public vote, Cllr John Higgs was duly elected vice-chairman of Pangbourne Parish Council for the year 2025-26 following a unanimous vote.  JH duly signed his Acceptance of Office witnessed by the Clerk. |  |
| **2092** | **Appointment to Standing Committees**   1. **Grounds Committee** 2. **Finance and Compliance Committee** 3. **Village Hall Committee** 4. **Planning Committee** |  |
|  | Following discussion, the following appointments were **RESOLVED**   1. **Grounds Committee**   NG  GC  CR  CB  CE  MR  IW (ex officio)  JH (ex officio)  Non-Cllr A. Heighway (Allotments)   1. **Finance and Compliance Committee**   BKM  NG  IW (ex officio)  JH (ex officio)   1. **Village Hall Committee**   CE  MR  CB  IW (ex officio)  JH (ex officio)  Non-Cllr J. Palfrey (PCC Rep)  Non-Cllr F. House (Bookings/Warden)  Non-Cllr C. Williams   1. **Planning Committee**   NG  CR  GC  IW (ex officio)  JH (ex officio) |  |
|  | **Appointment to working groups**   1. **Emergency group** 2. **Recreation ground working group** |  |
|  | 1. **Emergency group**   CR  IW  NG  JH  GC   1. **Recreation ground working group**   IW  NG  CR  CB  Non-Cllr members of sports clubs |  |
|  | **Members on outside bodies**   1. **Pang Valley Flood Forum** 2. **Fanny Maria Kemp Trust** 3. **Pangbourne Twinning Association** 4. **Breedons Trust** 5. **Pangbourne Volunteers** 6. **Adventure Dolphin Charity** 7. **Neighbourhood Action Group (NAG)** |  |
|  | 1. **Pang Valley Flood Forum**   JH  IW   1. **Fanny Maria Kemp Trust**   JH   1. **Pangbourne Twinning Association**   IW (ex officio)   1. **Breedons Trust**   CR  CB   1. **Pangbourne Volunteers**   BKM   1. **Neighbourhood Action Group (NAG)**   JH  BKM |  |
| **2093** | **Financial and Compliance Appointments**   1. **Appointment of Councillor to act as “Internal Auditor/Checker within the Council”** 2. **Re-appointment of Signatories** 3. **Re-confirmation of payments by DD and of Salaries** 4. **Re-adoption of approval for council to use online banking** |  |
|  | 1. It was **RESOLVED** that Cllr CE act as Internal Checker within the Council 2. It was agreed that all the current signatories remain: IW, BKM, JH, NG, GC 3. It was agreed that all current DD arrangements continue. It was further agreed that over the coming months staff salaries move to automatic BACS/DD payments. 4. It was RESOLVED that the council would continue to bank online |  |
|  |  | **Action** |
| **2094** | **To receive apologies for absence and declarations of interest relevant to agenda items** |  |
|  | Apologies were received from I. Walker, G. Child  No Councillors were marked absent |  |
| **2095** | **To RESOLVE to adopt the minutes of the full council meeting held on 8 April 2025 as a true and accurate record** |  |
|  | Having been previously circulated and taken as read, the minutes of the meeting of 8 April 2025 were approved and signed as an accurate record with no amendments. |  |
| **2096** | **Outstanding actions carried over from previous meetings** |  |
|  | Cemetery car park – ONGOING. Legal teams are progressing draft easement – push back on boundaries. | CR |
|  | Adventure Dolphin sub-lease/planning application – ONGOING | NG/AH /Clerk |
|  | Traffic/pavements working group – Speedwatch set-up ongoing – contact other mobility groups (Goring) – Asst Clerk to help setting up group. Clerk to investigate what signage is available | IW |
|  | Recreation Ground Vision group – 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**   * Clock repairs at the hall and container replacement now booked |  |

# Section 2: Decision Making

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|  |  | **Action** |
| **2097** | To CONSIDER and RESOLVE to approve, amend or decline grants applied for by groups for 2025/26 year in accordance with the granting policy and previously circulated to councillors.  Applications received to date are:Approved Grant:   * **APT £2,800.00 £2,800.00** * **Pangbourne Library £3,188.00 £3,188.00 Already Approved** * **FOPPS (PTA Primary School) £3,000.00 £1,500.00** * **MS Therapy £400.00 £400.00** * **PVFF Pang V Flood Forum £200.00 £200.00** * **RBL Poppy Wreath £100.00 £100.00** * **Planting, hall wall £100.00 £100.00** * **Pressure Washer £500.00**     **£9,788.00 £8,788.00**  **In addition, the Parish Council have already approved grant funding of £4,000 in this financial year to Adventure Dolphin Charity for their youth services programme in partnership with Berkshire Youth using power LG(MP)A 1976 s.19(3) from reserves** |  |
|  | It was RESOLVED to award the grant amounts as above and applicants would be asked to receive the grant via the Good Exchange where appropriate. |  |
| **2098** | **To DISCUSS and CONSIDER the request to contribute towards a pressure washer for regular cleaning of the concrete launch at the meadows.** |  |
|  | * The Clerk reported that the Adventure Dolphin Centre had requested a support grant towards the purchase of a pressure washer and accessories for cleaning the concrete launch at the river meadows. The amount requested was £1,500 as a 50% contribution of the £3k cost. * Cllrs discussed the request, details of which had been previously circulated, and it was agreed that the council would not fund the full amount as the ADC had already been awarded generous grants this financial year and further that the “accessories” for the washer represented a substantial amount of the cost. It was queried as to what these were required for and whether the washer would also be used for washing boats. * The Clerk reminded Cllrs that for PPC as owners of the launch area, the ADC committing to clean this on a regular basis would be of benefit to the Parish as well as the centre and was something that should be being done to a schedule in any event. * It was agreed in principle to commit an additional £500 out of the grant pot towards the purchase of this item provided that there was a formal commitment to regular cleaning and also once the specification and accessories was reviewed and slimmed down. Cllrs to be kept updated. |  |
| **2099** | **To NOTE and APPROVE the renewal of the Council’s Annual Insurance Policies** |  |
|  | * The Clerk having previously circulated the insurance quotations and having asked Gallagher to do a market search, recommended renewal of the policy with Gallagher, underwritten by Hiscox for a sum of £9,568.08 with a further cyber insurance of £353.92. * It was RESOLVED to accept this quotation again and to do so on a 3 year LTA   One Cllr asked whether councils were able to consider insurance via Flood RE in areas liable to flooding and the Clerk agreed to look into this.  NB update following meeting – councils cannot apply via Flood RE as this is solely for domestic customers. |  |
| **2100** | **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:** |  |
|  | **25/00787/HOUSE** – Hayfield, Tidmarsh Road, Pangbourne, RG8 7AZ | **No Objection** |
|  | **25/00733/LBC and 25/00732/HOUSE** – Gardeners Cottage, Buckhold, Pangbourne, RG8 8QA  (adjacent parish) | **No Objection** |
|  | **25/00531/HOUSE** – 25 Thames Avenue, Pangbourne, Reading, RG8 7BY | **Objection** |
|  | **25/00774/HOUSE** – Coppinger, Riverview Road, Pangbourne, RG8 7AU | **No Objection** |
|  | **25/00910/HOUSE** – 28 The Moors, Pangbourne, RG8 7LP | **No Objection** |
|  | **25/00927/HOUSE** – 24 The Moors, Pangbourne, RG8 7LP | **No Objection** |
|  | **25/00885/FUL** – Thames Cottage, 16 Shooters Hill, Pangbourne, RG8 7DX | **Deferred to June meeting** |
| **2101** | **Finance:**   1. **To RESOLVE to APPROVE accounts reconciliation as at 30 April 2025** 2. **To RESOLVE to APPROVE the payment schedule as appended for May 2025** |  |
|  | 1. The accounts reconciliation for 30 April 2025 as appended to these minutes was circulated outside of the meeting and approved. 2. The payments due in May 2025 totalling £29,135.32 as appended to these minutes were approved. |  |
|  | **Policies and Procedures**  **To consider to RESOLVE to approve the policies previously circulated and taken as read.** |  |
| **2102** | None |  |

# Section 3: Updates and Progress Reports

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|  |  | **Action** |
| **2103** | **Reports from committees, working parties and individual councillors** |  |
|  | VILLAGE HALL   * The new storage container is booked for delivery (along with removal of the old one) on 10 June * Having now received significant donations, the clock repairs have been scheduled for the end of July * Oven clean has taken place |  |
|  | GROUNDS   * Pavilion works update – the quotations received for the repairs to the concrete slab at the pavilion are substantial (c £20k) and so this needs to be carefully reviewed and alternative solutions considered due to the other works also needing to be costed and scheduled. * Allotment fence repairs and tree works – approval for works to be sought from Suham Estates. Allot Committee to contribute to works. * NG and the Clerk met with MTG to discuss work to date and begin planning for the next phase of works/grant applications. An Expression of Interest needs to be submitted in readiness for a full grant application in the Autumn. * Public consultation needs to be undertaken at the fete, via social media, noticeboard and magazine * It was noted that the playground and car park fences at the recreation ground have some areas in a poor state of repair which need to be remedied. |  |
| **2104** | **To receive a brief report from the Chairman**  In the absence of the Chairman there was no update |  |
| **2105** | **Clerk’s Report**   * Village litter pick on Sunday 28 April – update * Scheduled gas works in village during May |  |
| **2106** | **To receive a report from the District Councillor**  The District Councillor was not in attendance and did not send a report |  |
| **2107** | **To answer questions from councillors, request items for next meeting or receive items for information only** |  |
|  | None |  |
| **2108** | **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.** |  |
| **2109** | Staffing Matter – New Assistant Clerk has now started |  |

# Section 5: Closure

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| **2110** | There being no further business the Chairman closed the meeting at 9.19pm.  The next scheduled meeting will be held on Tuesday 10 May 2025 at 7.30pm. |  |

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**PLANNING APPLICATIONS TO BE REVIEWED AT OR BEFORE PARISH COUNCIL MEETING ON   
13 May 2025**

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| ***APPLICATION NUMBER*** | ***PROPOSAL*** | ***Recommendation*** |
| **25/00787/HOUSE** | Part Retrospective removal of first floor front facing window, previously inserted using permitted development rights  **Hayfield, Tidmarsh Road, Pangbourne, Reading RG8 7AZ** | ***No objection*** |
| **25/00733/LBC**  **(adjacent parish)** | Erection of side extension to existing dwelling and internal alterations  **Gardeners Cottage, Buckhold, Pangbourne, Reading RG8 8QA** | ***No objection*** |
| **25/00732/HOUSE**  **(adjacent parish)** | Erection of side extension to existing dwelling and internal alterations  **Gardeners Cottage, Buckhold, Pangbourne, Reading RG8 8QA** | ***No objection*** |
| **25/00531/HOUSE** | Erection of double storey wrap around extension  **25 Thames Avenue, Pangbourne, Reading, RG8 7BY** | ***Objection*** |
| **25/00774/HOUSE** | Proposed extension and alterations - Proposed exterior cladding in brick and timber, roofing in grey material with extended dormer windows, additional roof lights and solar PV panels, small infill extensions to rear and front porch, demolition of conservatory, conversion and re-roofing of existing garage with 1.5 storey side extension, front gates, rear garden building.  **Coppinger, Riverview Road, Pangbourne, Reading RG8 7AU** | ***No objection*** |
| **25/00910/HOUSE** | Front porch, garage conversion and alterations to driveway.  **28 The Moors, Pangbourne, Reading, RG8 7LP** | ***No objection*** |
| **25/00927/HOUSE** | Two storey side extension and single storey rear extension. Demolition of existing garage and internal alterations. New porch canopy over existing front door.  **24 The Moors, Pangbourne, Reading, RG8 7LP** | ***No objection*** |
| **25/00885/FUL** | Redevelopment of existing boatsheds and boat club facilities together with associated access, parking and landscaping.  **Thames Cottage, 16 Shooters Hill, Pangbourne, Reading RG8 7DX** | ***Deferred to June meeting*** |

**PLANNING APPLICATIONS REVIEWED SINCE COUNCIL MEETING ON 8 April 2025**

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| ***APPLICATION NUMBER*** | ***PROPOSAL*** | ***Recommendation*** |
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**WBC DECISIONS SINCE 8 April 2025**

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| ***APPLICATION NUMBER*** | ***PROPOSAL*** | ***WBC Decision*** |
| **24/02404/HOUSE** | Single storey rear kitchen extension  **Rookwood, Thames Avenue, Pangbourne, Reading RG8 7BU** | ***Withdrawn*** |
| **25/00454/HOUSE** | Side extension to existing garage building, with new dormer windows to existing ancillary multi-use room above.  **Magnolia House, Pangbourne Hill, Pangbourne, Reading RG8 7AS** | ***Approval*** |
| **25/00480/HOUSE** | Demolition of existing rear conservatory and construction of single storey, wrap around extension  **17 Thames Avenue, Pangbourne, Reading, RG8 7BY** | ***Approval*** |