



# MINUTES OF PANGBOURNE PARISH COUNCIL

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Minutes of the full meeting of the Council held at Pangbourne Village Hall on Tuesday 10 June 2025 at 7.30pm.

**PRESENT:**

Cllrs: I. Walker (Chairman), J. Higgs (Vice Chairman), T. Batten, C. Brewer, N. Goodwin, C. Roberts  
Clerk: R. Elkin (Clerk, RFO),  
District Cllr: Cllr M. Shakespeare was not in attendance  
Members of public: 7 members of the public were present for part of the meeting

**APOLOGIES RECEIVED:** G. Child, C. Ellis, B. Kerr-Muir, M. Rimmer

**ABSENT:** None

## **Section 1: Procedural**

### **2111 Election of Chairman/Acceptance of Office**

At the May 2025 Meeting 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 at the last meeting he signed his Acceptance of Office at this meeting as previously resolved.

### **2112 To receive apologies for absence and declarations of interest relevant to agenda items**

Apologies were received from G. Child, C. Ellis, B. Kerr-Muir, M. Rimmer  
No Councillors were marked absent  
No Declarations of Interest were given

### **2113 To RESOLVE to adopt the minutes of the full council meeting held on 13 May 2025 as a true and accurate record**

Having been previously circulated and taken as read, the minutes of the meeting of 13 May 2025 were approved and signed as an accurate record with no amendments.

### **2114 Outstanding actions carried over from previous meetings**

Cemetery car park – ONGOING – legal teams are progressing draft easement – push back on boundaries  
Adventure Dolphin sub-lease/planning application – ONGOING

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.

Recreation Ground Vision group – 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  
Clk/Clk  
ALL

### **COMPLETED ACTIONS**

- Clock repairs at the hall booked for the end of July
- Container replacement at the hall completed

## **Section 2: Decision Making**

### **Action**

#### **2115 To CONSIDER Planning Application 25/00885/FUL Thames Cottage, 16 Shooters Hill, Pangbourne, RG8 7DX and receive representations from the applicant and members of the public**

2 representatives of Pangbourne College and a number of nearby residents were in attendance to speak in regard to the new and revised application for upgraded boathouses and facilities at the College's Shooters Hill site which had been delayed from the previous meeting to ensure that anyone who wished to could attend.

The College spoke first on the changes since the previous (withdrawn) application and gave further information regarding the new plans, what has been done to address the previous concerns, and outline the intended levels of use which are confirmed to be the same as existing with no intensification.

Members of the public were then given time to speak, particularly the immediate neighbours to number 16 Shooters Hill who would be most affected by the new club house and shed.

Concerns were raised regarding overshadowing, the closeness of the building line to the water's edge, and noise from the outdoor terrace.

Continuing concerns were raised regarding parking and traffic management at the site.

It was stated by the college that 60% of their training time is done off the water due to climate change affecting suitability of river conditions and that the usage plan was recently updated.

Key concerns were:

- Intensification of use
- Impact on immediate neighbours to number 16
- Weekdays pupil arrivals could be controlled but weekend/visiting parents/events was much harder
- use of marshalling for events and gala days by college/park and ride schemes
- enforcement of conditions.

It was noted by the Parish Council that the College has made significant changes and improvements since the last application and addressed many of the concerns, for which they were to be applauded, and it was generally felt that this was a much improved scheme. They were thanked for attending this evening.

Despite that, Pangbourne Parish Council felt that at this stage, it would still need to OBJECT to the proposal due to the lack of information in the application regarding the impact on the immediate neighbours at number 14, and noted that despite the approx. 85 documents in the application, none of them clearly evidenced this. As a result, until the council could be sure that no harm would be done to the neighbouring property, they felt that they should object. It was noted that a visit was planned by the relevant LPA Officer in the coming days to make an assessment on this aspect and it was hoped that this could be resolved to the satisfaction of all.

It was further agreed that the Council should request that, should the LPA be minded to approve the application, reassurances and conditional approval be given as regards restricting intensification of use and control of parking.

The representatives from Pangbourne College and the Members of the Public left the meeting after this item.

#### **2116 Annual Governance and Accountability Return (AGAR)**

- i. To RECEIVE AN UPDATE on Pangbourne Parish Council's annual accounts audit
- ii. To RESOLVE to adopt the internal auditor's report for 2024/25
- iii. To RESOLVE to approve the Annual Governance Statement for 2024/25
- iv. To RESOLVE to approve the Annual Accounts for year ending 31 March 2025
- v. To RESOLVE to re-appoint Claire Connell as internal auditor for 2025/26 year
- vi. To APPROVE the proposed dates of public rights of inspection
- vii. To RECEIVE AN UPDATE on the upcoming dates for External Audit and Notice of Conclusion of Audit

- i. The Clerk provided a short update on the Parish Council's annual accounts audit and the end of year visit by the Internal Auditor including the advice given regarding the Risk Assessment
- ii. It was RESOLVED to adopt the internal auditor's report for 2024/25
- iii. It was RESOLVED to approve the Annual Governance Statement for 2024/25, Councillors having read and agreed responses to each box/line of the Statement
- iv. It was RESOLVED to approve the Annual Accounts for year ending 31 March 2025 following their presentation by the Clerk
- v. It was RESOLVED to re-appoint Claire Connell as internal auditor for 2025/26 year
- vi. It was APPROVED that the dates of the Exercise of Public Rights of inspection should be 20 June to 1 August 2025
- vii. AN UPDATE was given on the upcoming dates for External Audit and Notice of Conclusion of Audit in September

**2117 To RESOLVE to approve expenditure for professional advice relating to Pangbourne Parish Council Charity**

Further to recommendations and requirements in the Audit Guidelines (JPAG) and Practitioners Guide, and legal advice already sought, it was agreed that the Council should set aside budget to better understand its management obligations for the Recreation Ground, in relation to part of this land being under the ownership of the Parish Council as a Sole Trustee of a Charitable Trust, and the remainder being held under the direct ownership of the Parish Council. This area is complicated with VAT, governance and audit considerations, and specific sector advice is required.

It was RESOLVED that a sum of £5,000 be budgeted from general reserves to seek professional advice and clarification on this matter in the first instance.

Advice would be sought from: Parkinson Partnership, SLCC and Wellers.

**2118 To CONSIDER and APPROVE next steps in the Rec Vision and Mend The Gap (MTG) projects to include grant bid preparations and pre-app planning applications**

A brief update was given by Cllr NG regarding the recent meeting with MTG and as regards the upcoming Parish Council stand at Pangbourne Village Fete to outline proposals and canvass opinion on what residents would like to see at both the river meadows and recreation grounds.

A number of Councillors and Officers agreed to undertake shifts on the stand and the Clerk and Chair of Grounds agreed on the displays to be created. The Clerk will make all the necessary arrangements.

A letter will be sent separately to Thames Avenue residents as potentially the most affected by any proposals. A QR code will be created for the public consultation survey which will be shared via all the usual digital, paper and asset channels.

It was agreed to send an Expression of Interest letter to MTG as the next step in a further round of funding application.

**2119 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:**

**25/00885/FUL**

Thames Cottage, 16 Shooters Hill, Pangbourne, RG8 7DX

**APP/W0340/D/25/3365375**

Oakingham House, Bere Court Road, Pangbourne, RG8 8JU

**(Appeal against refusal**

**25/00123/HOUSE)**

Objection  
No Further  
Comment

**iii. To APPROVE a response to licensing relating to Ninos pop up van**

A response to the recently received licensing application was retrospectively resolved having been required to be sent in advance due to the short LPA deadline.

**2120 Finance:**

- i. To RESOLVE to APPROVE accounts reconciliation as at 31 May 2025
- ii. To RESOLVE to APPROVE the payment schedule as appended for June 2025

- i. The accounts reconciliation for 31 May 2025 as appended to these minutes was circulated outside of the meeting and approved.
- ii. The payments due in June 2025 totalling £22,681.36 as appended to these minutes were approved.

It was further agreed that the Clerk could purchase a new laptop as an emergency as her current one is in urgent need of replacement.

**2121 Policies and Procedures**

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

None

### **Section 3: Updates and Progress Reports**

**Action**

**2122 Reports from committees, working parties and individual councillors**

VILLAGE HALL

- The old time expired storage container at the village hall has now been replaced with a new one. Thanks were given to the Asst Clerk for organising. Racking to be ordered for better storage.
- Clock repairs are booked for the end of July.
- The radiator in the hallway near the table storage has once again been knocked off the wall and is leaking. It has been made safe but a more permanent solution is required as this is a regular occurrence.

GROUPS

- MTG next phase of funding is now open.
- Gate at playground has failed and is in need of urgent repair as the hinges have dropped and are marking the surface. The hinge soft close needs retiming.
- Fencing repairs at playground urgently need to be undertaken.
- Cone net replacement at playground on order.
- Bin compound flooding to be resolved.
- Pavilion update – funds need to be found for the most essential of works. All other works should be funded by the clubs. Leases and legal agreements must come first. It was requested that the Clerk pull together 3 years' expenditure at the pavilion as a guide to annual costs.
- Fete update.
- Leak at cemetery (tap)-now repaired.

**2123 To receive a brief report from the Chairman**

- The Chairman gave a brief update on his recent meeting with members of APT and agreed that they would present at the September council meeting.
- The Chairman gave brief details of an incidence of vandalism at the height barrier gate on the track.

**2124 Clerk's Report**

- Bus shelter installations – exact locations have now been agreed and these are in order
- Scheduled gas works in village – Horseshoe Road is in works, upcoming works due at Chiltern Walk, Pangbourne Hill and other sites around village due to time-expired pipes.
- Path resurfacing – Aston Close and Grahame Ave – upcoming
- WBC consultation now live on new Ridgeway unitary
- PSPO progress – approved expenditure on signage
- Fencing works at Chiltern Walk
- Building damage at 2 The Square
- Pangbourne College Volunteers – litter picking and works in small hall garden

**2125    To receive a report from the District Councillor**

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

**2126    To answer questions from councillors, request items for next meeting or receive items for information only**

None

**2127    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.

- 2128**    To consider a correspondence request from a local business as regards the sale of alcohol near the meadows.

**Section 5: Closure**

- 2129**    There being no further business the Chairman closed the meeting at 9.40pm.  
The next scheduled meeting will be held on Tuesday 8 July 2025 at 7.30pm.

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date

**PLANNING APPLICATIONS TO BE REVIEWED AT OR BEFORE PARISH COUNCIL MEETING ON  
10 June 2025**

<b>APPLICATION NUMBER</b>	<b>PROPOSAL</b>	<b>Recommendation</b>
<b>25/00885/FUL</b>	Redevelopment of existing boatsheds and boat club facilities together with associated access, parking and landscaping. <b>Thames Cottage, 16 Shooters Hill, Pangbourne, Reading RG8 7DX</b>	<b>Objection</b>
<b>APP/W0340/D/25/3365375</b> <b>Appeal against refusal:</b> <b>25/00123/HOUSE</b>	Detached ancillary leisure building with associated landscaping <b>Oakingham House, Bere Court Road, Pangbourne, Reading RG8 8JU</b>	<b>No comment</b>

**PLANNING APPLICATIONS REVIEWED SINCE COUNCIL MEETING ON 13 May 2025**

<b>APPLICATION NUMBER</b>	<b>PROPOSAL</b>	<b>Recommendation</b>

**WBC DECISIONS SINCE 13 May 2025**

<b>APPLICATION NUMBER</b>	<b>PROPOSAL</b>	<b>WBC Decision</b>
<b>25/00576/ADV</b>	Digital display screen positioned inside the store advertising deals, Produce ect. <b>6 - 7 The Square, Pangbourne, Reading, RG8 7AG</b>	<b>Approval</b>
<b>25/00639/HOUSE</b>	Detached garage. 5.50 x 4.00 overall <b>Summer Place, Newtown, Upper Basildon, Reading RG8 8JG</b>	<b>Approval</b>
<b>25/00714/HOUSE</b>	Modifications to the internal layout, replacement of select external doors and windows, and the installation of solar panels on the roof <b>Trijonet, Bere Court Road, Pangbourne, Reading RG8 8JT</b>	<b>Approval</b>
<b>25/00787/HOUSE</b>	Part Retrospective removal of first floor front facing window, previously inserted using permitted development rights <b>Hayfield, Tidmarsh Road, Pangbourne, Reading RG8 7AZ</b>	<b>Approval</b>