



# MINUTES OF PANGBOURNE PARISH COUNCIL

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Minutes of the full meeting of the Council held at Pangbourne Village Hall on Tuesday 13 January 2026 at 7.30pm.

**PRESENT:**

Cllrs: I. Walker (Chairman), J. Higgs (Vice Chairman), T. Batten, C. Ellis,  
N. Goodwin, M. Male, B. Kerr-Muir, M. Rimmer, C. Roberts,  
Clerk: R. Elkin (Clerk, RFO),  
Members of public: 1 Member of the Public was present for all or part of the meeting  
APOLOGIES RECEIVED: C. Brewer, G. Child,  
District Cllr: Cllr M. Shakespeare was not present

## **Section 1: Procedural**

**2220 To receive apologies for absence and declarations of interest relevant to agenda items**

- Apologies were received from: C. Brewer,
- No Declarations of Interest were made relevant to items on the agenda

**2221 To RESOLVE to adopt the minutes of the full council meeting held on 9 December 2025 as a true and accurate record**

Having been previously circulated and taken as read, the minutes of the meeting of 9 December 2025 were approved and signed as an accurate record with no amendments

## **Section 2: Decision Making**

**2222 To RECEIVE an UPDATE on and CONSIDER the requirements of Assertion 10 in the new Smaller Authorities Proper Practices**

**Action**

- Having been previously circulated, Councillors discussed the new NALC draft model IT Policy, formulated as part of the requirements of the new Proper Practices/AGAR Assertion 10 which is being introduced this year.
- The Clerk had marked up proposed amendments to the policy but it was agreed that this needed to be looked at in detail as a group and it was agreed that the F&C committee would meet later in January to review the policy thoroughly and agree a draft for recommendation at the next full council.
- The Clerk also stated that she had attended SLCC and HALC web sessions in preparation for Assertion 10. She also stated that she had recently met with Cloudy IT to undertake a cyber security review and discuss a number of cyber and digital improvements/amendments that could be made by the Council.
- It was agreed both to renew email hosting with the current provider but to consider further the quotation received by Cloudy IT for email and network hosting with a view to a phased move.
- The importance of Councillors ensuring they have the suitable firewalls and anti-virus software on any devices used to access council emails was re-iterated.
- The need to run accessibility checker software across the website was discussed to ensure that the Council website was fully accessible for use by sight reader software. Some small issues have been found in an initial scan which the provider will be asked to address. Similarly, the provider will be asked to confirm that the website is WCAG 2.2 AA compliant.
- It was noted that the Council already uses a .gov.uk hosted website and that staff and councillors also use .gov.uk hosted emails and so have already met that part of the assertion.
- GDPR regulations are already followed by the Council, however a check will take place to ensure that processes are up to date and relevant.
- A check will be undertaken to ensure that the Council is fully compliant and up-to-date with the Transparency Code.

**2223 To CONSIDER and AGREE a date for the accessibility event**

- Further discussion took place re the possibility of holding an event to highlight accessibility issues in the village centre particularly with regard to footways and parking.
- It was agreed to hold the event slightly later in the year so that it can be held early evening/evening to capture both the daytime issues and the evening issues with parking near the restaurants and pedestrian crossing.
- It was agreed that it would be good to try to time this event for around the time of the Annual Parish Meeting, although as it was hoped that it would be attended by Members and Officers from WBC and possibly a representative of/the MP, it would need to be guided by their diaries. Potentially the press could also be involved.
- Clerk to follow up and resolve an appropriate date.

As the time was now 8pm, Standing Orders were suspended to allow a Member of the Public to speak.

- The MOP asked that it be recorded when MOPs speak during the open forum and the Clerk pointed out that his comments from the last meeting had been recorded and noted in the minutes although no names are ever recorded in line with GDPR compliance. The Clerk also noted that comments made during the public forum do not form part of the official record of the meeting and only a brief summary is given, however this brief summary is always made.

At 8.05pm normal session resumed.

**2224 To RECEIVE an update on the proposed change to the post box outside the Post Office and related correspondence from residents and agree a course of action**

- A number of members of the public have written to the council with concerns regarding the suspension of the post box outside the Post Office/Collins Hardware store in preparation for conversion to a digital post box. Several have mentioned that the same thing occurred in Bradfield Southend and that lobbying by the Parish Council and a residents group there saw the box eventually removed and the old one re-instated.
- The Clerk stated that she had spoken to the Clerk at Bradfield Southend who confirmed that their objections were:
  - Loss of parcel posting income for the volunteer run community shop and post office in the village as digital post box income goes to Royal Mail and not Post Office Counters
  - Lack of a suitable WiFi and phone signal at the site to enable the post box to work properly
  - Lack of consultation with the community, local postmen and the post mistress at the community shop
- The Clerk also noted that she had spoken to the post office and sorting offices in the village both of whom had not had any correspondence regarding this change.
- It was agreed that mobile and WiFi signals are also poor in Pangbourne village centre and in the post office area specifically. There are also concerns regarding anything that could affect the profitability of the post office at a time when it is about to undergo significant changes/is at risk of closure as the current owner is due to retire.
- It was agreed to write directly to the Royal Mail on behalf of the Council to express these concerns.

**2225 Planning:**

**i. To receive the list of planning applications since the last meeting**

None

**ii. To discuss and agree responses not already RESOLVED by Planning Committee plus any other urgent applications received before the meeting:**

**25/02798/HOUSE** 10 Horseshoe Road, Pangbourne, RG8 7JQ

Comment  
Objection

**25/02887/HOUSE** Maidenhatch Lodge, Maidenhatch, Pangbourne, RG8 8HH  
(adjacent parish)

No Objection

**25/02892/HOUSE** Frilsham House, 12C Sheffield Close, Pangbourne, RG8 7GD

No Objection

**25/02919/HOUSE** Hillcrest, Courtlands Hill, Pangbourne, Reading RG8 7BE

No Objection

- 2226 **Finance:**
- i. **To RESOLVE to APPROVE** accounts reconciliation at 31 December 2025
  - ii. **To RESOLVE to APPROVE** the payment schedule as appended to the agenda for January 2026
- i. It was RESOLVED to APPROVE accounts reconciliation at 31 December 2025
  - ii. It was RESOLVED to APPROVE the payment schedule as appended to the agenda for January 2026 totalling **£17,025.18**

It was noted that there is a small amount of CIL money that will soon expire and it was agreed this could be used for already planned expenditure this year. All remaining CIL funds have some time left to expiry.

- 2227 **Policies and Procedures**  
**To consider to RESOLVE to approve the policies previously circulated and taken as read.**

- Standing Orders
- Investment Policy

It was **RESOLVED** to readopt both of these policies for the coming year with no amendments. It was agreed that the Clerk should look for possible higher return investments, however it was also noted that reserves are not as high as they had been a few years ago and so only short term investments should be considered.

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

**Action**

- 2228 **Reports from committees, working parties and individual councillors**

#### **VILLAGE HALL**

- Investigations continue into the water ingress in the small hall porch
- Quotes are being sought for heating and timer improvements for the hall
- Parking continues to be an issue
- Process continues with planning the re-tarmacking and line painting works planned for half term

#### **GROUNDS**

- The first cut and bale has been done for the far end of the meadows and the bales will remain on site until it is dry enough for them to be removed in the spring
- We are now working with the farmer at Path Hill/Hardwick who has extensive experience in preserving riverside hay meadows. He will assist us in writing our management plan
- The 2 dislodged/loose mooring posts found in the long grass area (presumably deposited here by flooding) have been removed
- The Clerk has agreed to attend the next PAWS planning meeting to discuss community help on this project
- Pavilion works are ongoing. It has been agreed to shelve the plans to cut out and waterproof the underlying slab. Instead, an epoxy resin pour may well be the answer as it is less invasive.
- It was agreed at a recent meeting with the sports clubs for the PC to pay for a replacement cistern in the gents and for some minimal heating in the building.
- Car park fencing quotes are still in work
- The issue of adult football viability was raised

- 2229 **To receive a brief report from the Chairman**

- It was noted that a meeting has been arranged in the coming weeks with a physical instructor running commercial classes at the recreation ground to get PL documents, etc

- 2230 **Clerk's Report**

- Update on Christmas Evening, lights, tree
- Update on Number 89 Theale Green School Bus – this has now been replaced with a small minibus, however concerns remain as to whether this is sufficient for demand
- Cyber update – see above
- Abandoned car, recreation ground – this was due for removal but was eventually removed by the owner
- Broken water mains, Reading Road – road now re-opened and the cracked tarmac repaired, however further remedial repair works will be needed for damage to the road.

- Gas works, St James Close – works have commenced to upgrade gas supplies from spun iron to plastic pipe and will take all of January. The hall supply will be included
- Grass cut, meadows
- Mooring posts, meadows
- Monday Toddler Group has now been saved as volunteers have come forward
- 3 Year Referendum Principles Town and Parish Councils – these will now be set every 3 years to give parish councils certainty when planning budgets. (RP set the limits/confirm no limits as to the increases that Parish and Town Councils can raise the precept by annually)
- Whitchurch correspondence re River Group
- Bench plaque, meadows – MOP has instructed this to be made.
- Hamblins have been instructed for a site visit to assess the water leak under the WBC car park

**2231 To receive a report from the District Councillor**

- None – not present

**2232 To answer questions from councillors, request items for next meeting or receive items for information only**

- Speedwatch progress
- Dates for appraisals tba

**2233 Correspondence:**

- None not already circulated

**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.**

- 2234**
- At 9.10pm the meeting was closed to the public
  - Discussion took place regarding adult football at the recreation ground and the future of the changing block

**Section 5: Closure**

- 2235** There being no further business the Chairman closed the meeting at 9.20pm.

The next scheduled meeting will be held on Tuesday 10 February 2026 at 7.30pm.

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date

**PLANNING APPLICATIONS TO BE REVIEWED AT OR BEFORE PARISH COUNCIL MEETING ON  
13 January 2026**

<b>APPLICATION NUMBER</b>	<b>PROPOSAL</b>	<b>Recommendation</b>
<b>25/02798/HOUSE</b>	Proposed loft conversion, hip to gable end, flat roof rear dormer, porch canopy to the ground floor, front fence and railing and internal alterations to the fenestration <b>10 Horseshoe Road, Pangbourne, Reading RG8 7JQ</b>	<b>Objection</b>
<b>25/02887/HOUSE</b> (adjacent parish)	Two storey side/rear extension <b>Maidenhatch Lodge, Maidenhatch, Pangbourne, Reading RG8 8HH</b>	<b>No objection</b>
<b>25/02892/HOUSE</b>	Proposed demolition of existing conservatory and replacement ground floor rear extension. Proposed loft conversion including hip to gable conversion and insertion of new dormer windows <b>Frilsham House, 12C Sheffield Close, Pangbourne, Reading RG8 7GD</b>	<b>No objection</b>
<b>25/02919/HOUSE</b>	Formation of new outdoor swimming pool with associated plant room building and external ASHP within the rear garden of the main house. <b>Hillcrest, Courtlands Hill, Pangbourne, Reading RG8 7BE</b>	<b>No objection</b>

**PLANNING APPLICATIONS REVIEWED SINCE COUNCIL MEETING ON 9 December 2025**

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

**WBC DECISIONS SINCE 9 December 2025**

<b>APPLICATION NUMBER</b>	<b>PROPOSAL</b>	<b>WBC Decision</b>
<b>24/02781/LBC</b>	Removal of resin applied detailing to Stairwell (RG06-RF11) and Inner Entrance Hallway (RG12) to allow repair and stabilisation of the plaster <b>Bere Court, Bere Court, Pangbourne, Reading RG8 8HT</b>	<b>Approval</b>
<b>25/02551/FUL</b>	Amalgamation of existing car showrooms together with 2 no. minor extensions, minor external alterations, reconfiguration of existing car parking, provision of associated landscaping, and other ancillary works <b>8 - 10 Station Road, Pangbourne, Reading RG8 7AN</b>	<b>Approval</b>