

Welford • Hoe Benham • Easton  
Welford Parish Council  
Weston • Wickham • Halfway

**Welford Parish Council Virtual Meeting Held on Zoom Wednesday  
10<sup>th</sup> March 2021 at 7pm**

**Present:** David Hunt Chair, Councillors - Martyne Ellard, Henry Burgoyne Probyn, Sam Kynaston, Paul Stanley

District Councillors James Cole, Dennis Benneyworth

Parish Clerk Sonia Coyle

Meeting started at 19:02

**1. Apologies for Absence**

Claire Rowles

**2. Declarations of Interest**

Cllr Kynaston declared an interest in item 6 as the boundary review backs onto his property.

**3. Minutes of the meeting held 13<sup>th</sup> January 2021**

DH requested that “for Easton” be included in the sentence below

- Councillors AGREED to purchase a new dog bin and PS will help with the installation. To be put by the layby where the footpaths cross the road.

It was RESOLVED to APPROVE the Minutes and the Chairman was authorised to sign them as an accurate record of that meeting.

**4. Receive Reports**

**Chairman’s Report**

- Recently there have been individuals using the skateboards and or scooters on the MUGA. DH PROPOSED putting a temporary laminated sign on the goalposts stating No skateboarding, bicycle riding, rollerblading, scooter riding. PS requested that it includes “Please don’t spoil this for other people” councillors AGREED.

**Clerk’s Report**

- Email received from a parishioner regarding the condition of footpath Welf/16/2 – clerk to contact WBC
- Surviving to Thriving Fund deadline for applications is 30<sup>th</sup> September – money available for local organisations to carry out projects.
- Clerk informed Councillors that volunteers may be required if there is a need to surge test for Covid-19.

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- A request has been received from Citizens Advice West Berkshire requesting donations to help the people of West Berkshire. ME PROPOSED £50 and this was unanimously APPROVED.
- Clerk has been informed that the defibrillator battery is now out of warranty. A check of both defibs to be carried out by SC & PS
- Clerk awaiting response from Heather Wells @ WBC following a request to look into the possibility of purchasing white gates similar to East Garston (which are attached to their speed signs and are smaller).
- Clerk provided costings for new dog bin in Easton and Councillors APPROVED the purchase of a green 25ltr bin at a cost of £109.02 (net) plus £42.17 for fixings. The bin at the entrance to the play area in Wickham is to be sealed up and put out of action to allow the new bin in Easton to be emptied by WBC – we cannot add an extra bin to our collections.
- Year end training attended and Becoming a councillor (clerk will supply link to councillors when made available from NALC)
- Clerk to contact Laura Farris’ office with a view to attending a Parish Meeting

**Representatives from Outside Bodies**

**5. Finance & Compliance – SC**

1.1 Orders for Payment

Payments since last meeting

<b>Supplier</b>	<b>Description</b>	<b>Amount</b>
GMG	Maintain Muga Dec	£ 50.00
SLCC	ILCA Training course	£ 118.80
Austin Enterprises	Website Training	£ 45.00
D Hunt	Postage costs	£ 13.40
SLCC	The Clerk's Manual	£ 52.30
PKF Littlejohn	Admin Fee for chasing for notification of exemption	£ 96.00
S Coyle	Printer Inks, postage stamps, 3 x files, plastic wallets, phone bill	£ 89.93
Autela	Payroll - basic January hours	£ 206.45
Currys	Laptop, Microsoft 365, Projector, HDMI cable	£ 1,039.98
Hornbeck	(Landmark) Sign for Marsh Common	£ 1,017.00
WBC Libraries	Library Donation	£ 600.00
Playdale	MUGA repair items	£ 20.03
Autela	Feb Salary & Nov-Dec extra hours & Mileage	£ 565.18

Payments to be made before next meeting

<b>Supplier</b>	<b>Description</b>	<b>Amount</b>
GMG	Maintain Muga Jan & Feb	£ 100.00
Autela	Salary Mar includes Jan extra hours & mileage	£ 348.79
Autela	Payroll costs 6 months	£ 80.40
HMRC	Tax/P32 Jan, Feb, Mar	£ 262.60
St Gregory's	Church Donation	£ 600.00
TV Air Ambulance	Donation	£ 250.00
DMH	Risk Assessment Package (50% of cost shared with East Garston PC)	£ 55.00

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Payments received since last meeting

Supplier	Description	Amount
HMRC	2020 VAT claim	£ 441.55

Bank account totals

<b>Current Account</b>	<b>£12640.48</b>
<b>Savings account - S106 Money</b>	<b>£ 8,951.37</b>
Issued 25th Feb 2015 - valid for ten years	

Clerk requested confirmation to move £1017 from savings account to the current account for the sign and Councillors APPROVED.

### **Review of Standing Orders and Code of Conduct**

Code of Conduct reviewed – no changes made.

Standing Orders reviewed and the following amendments recorded;

### **REGULAR MEETINGS**

Meetings of the council shall normally be held on the second Wednesday of each alternate month, in the village Hall or Online (as appropriate) at 7pm. Meetings should not last longer than two hours. If this cannot be avoided a break must be permitted.

### **EXPENDITURE**

Payments shall be authorised by the Council and signed by two Councillors. The RFO shall not be a signatory on any cheques.

### **6. Wickham Settlement Boundary**

Due to the amount of documentation involved it was PROPOSED that a separate meeting be held to discuss this. Councillors AGREED to 7pm on the 7<sup>th</sup> April.

### **7. Elton Lane – Highway Record**

Stuart Higgins (Definitive Map Office @ WBC) had submitted a request to record a gap in Elton Lane as a restricted byway. Clerk to confirm that if this goes ahead homeowners will still have vehicular access to their homes before councillors make any decision.

### **8. Abandoned Cars/Fly Tipping**

SK to inform WBC of abandoned car on Welford Road. SC to inform WBC of rubbish abandoned next to the bus stop in Easton. Earlier in the week there had also been a toilet left on Welford Road just after you pass under the M4 bridge. DH informed the council that this had since been removed.

### **9. Marsh Common**

ME, PS and the Clerk recently visited Marsh Common with Paul St Pierre (PSP) from the Environment Agency. PSP stated that the common is a wet woodland – lovely mosaic of wet habitat which you don't get much of nowadays. **ALL** of the points below were discussed with him before being presented at the meeting.

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HBP PROPOSED that access routes are created, and an area be created for people to sit.  
Dogs must be kept on a lead.

A small crossing/bridge be made to cross the water.

Rubbish to be removed

Section 106 money to be used to purchased 2 backless benches from Branson Street Furniture at a cost of £620 (net)

Councillors AGREED to the proposals and asked the Clerk to obtain a quote for the following work; Path clearing, removing overhanging branches on the bridge (JC - consider making a beetle bank from the branches), cost of making a small bridge – 3 oak sleepers covered with chicken wire to ensure people don't slip, no handrail required. Cut back the willow tree (overhanging greenhouse on other side of fence) – keeping as much as possible.

21.04 JC & DB made their apologies and left the meeting. Clerk requested DH Extend the meeting for the remaining items on the agenda.

#### **10. Website**

Clerk reported that there had been no suggestions for the use of the Wickham phone box. In the meantime, PS & HBP will look at repairing the phonebox before a final decision as to its use is made.

Visitor numbers to the website have been low. Clerk emailed residents in Weston to inform them it is up and running again. SK to do the same in Wickham. Clerk will put a flyer up on the 5 noticeboards to try to spread the message across the parish.

#### **11. Playground Inspection**

Inspection will take place during April – no further details. Clerk is awaiting delivery of spare parts to enable PS to carry out repairs.

**Meeting ended 21:22**

**Next meetings;**

**Emergency Meeting (Settlement Boundary) 7pm 7<sup>th</sup> April  
28<sup>th</sup> April AGM**

**Annual Parish Meeting date TBC following Covid restrictions**

DRAFT

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