

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

**Welford Parish Council Annual Meeting Held on Zoom Wednesday
5th May 2021 at 7pm**

Present: David Hunt Chair, Councillors - Martyne Ellard, Henry Burgoyne Probyn, Sam Kynaston, Paul Stanley
District Councillors; Dennis Benneyworth, Claire Rowles, James Cole
Parish Clerk Sonia Coyle

Meeting started at 19:02

1. Apologies for Absence

None

2. Election of Chairman & Vice Chairman

DH was PROPOSED as Chairman by PS, seconded by SK. Elected. Paul Stanley was PROPOSED as Vice Chairman by ME and seconded by DH. Elected.

3. Review of Minutes

DH proposed that the minutes for the meetings held on the 10th March, 26th March and 7th April were APPROVED and the Councillors AGREED.

4. Declarations of Interest

None.

5. Finance & Compliance

Payments since last meeting

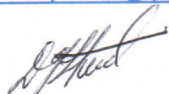
| Supplier | Description | Amount |
|------------------|---|------------|
| Autela | Payroll costs 6 months | £ 73.92 |
| HMRC | Tax/P32 Jan, Feb, Mar | £ 262.60 |
| Branson | 2 x Benches | £ 796.80 |
| Clerk's expenses | Weebly - 1 month, postage costs | £ 18.94 |
| GMG | Maintain MUGA March | £ 50.00 |
| St Gregory's | Church Donation 18-20 | £ 1,800.00 |
| Glasdon | Fido 25 litre dog bin plus fixings | £ 140.96 |
| TV Air Amb | Donation 18-19 | £ 500.00 |
| Clerk | April Salary - includes March extra hrs & Mileage | £ 299.17 |

Welford Parish Council Clerk – Sonia Coyle

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Signed



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Payments to be made before next meeting

| Supplier | Description | Amount |
|------------------|--|----------|
| Clerk's expenses | Weebly Website - with 10% discount | £ 151.20 |
| Clerk's expenses | Post & postcrete mix for new dog bin - Easton | £ 13.32 |
| Clerk's expenses | Postage - special delivery to Lloyds to request transfer | £ 6.85 |
| GMG | Maintain MUGA April | £ 50.00 |
| GMG | Maintain MUGA May | £ 50.00 |
| Clerk | May salary & mileage | £ 283.75 |
| Clerk | June salary | £ 258.05 |
| Autela | Q2 Payroll costs | £ 48.24 |
| Playsafety Ltd | Annual inspection | £ 82.20 |

The Clerk presented the bank reconciliation and AGAR to the Council for approval. At the end of the year the closing balance was £18,732.55 – full breakdown of both documents attached as separate reports.

The Clerk then presented the internal audit and pointed out that the auditor had noted “that all his previous recommendations have or will be fulfilled and would like to place on record his sincere and grateful thanks to the Clerk for all she has achieved. Despite the ongoing Pandemic he found the administration and procedures of the Council to be carefully planned, controlled and well documented”. During the year ahead the Risk Management, Financial Regs and Policies and Procedures are to be reviewed.

A copy of the Fixed Asset Register (FAR) was then presented to the Councillors which had been updated to include the Laptop and Projector. It was noted that the dog bins should also be included. Councillors APPROVED.

The insurance renewal cost is £484.31 which Councillors APPROVED and a copy of the FAR will be sent to Zurich to ensure all records are up to date.

The Clerk also requested that a Councillor carry out a banking reconciliation every 2 months with the clerk to ensure financial compliance. It was AGREED that Cllr ME would do this.

6. Receive Reports

Chairman's Report

A temporary sign has been put in place on the MUGA to inform users that any damage caused will affect the enjoyment of others – this is due to the use of scooters/skateboards which may possibly damage the surface.

DH also presented paint details for the phone box, however, there have been no suggestions on the website from any parishioners as to what they would like to see the box used for. ME PROPOSED a Facebook account be set up to see if this could generate any interest. Councillors AGREED.

Councillors to review at the next meeting and consider getting a professional in to treat & repair the phone box before painting it.

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Clerk's Report

Clerk read out emails of thanks from the Thames Valley Air Ambulance & Charles Puxley (St Gregory's Church) for the donations received.

WBC have a survey in place for Public Rights of Way – details are on the website; members of the public are welcome to take part. Clerk has issued the paperwork to the Councillors and asked for their responses to be submitted by 19th May. Clerk will then submit report from the PC.

PC completed Local Authority Call for Evidence Survey relating to meeting remotely or in hybrid format – Clerk to submit responses online.

Welford Road will be closed from Monday 12th July through to Saturday 18th September due to bridge repairs (further details will be posted on the website).

The new dog bin for Easton has arrived and Cllr PS will install.

A sign has been placed on all 5 noticeboards informing parishioners of the website and there has been an increase in numbers viewing the site.

Another meeting date has been requested with WBC to discuss the request for a footpath on the B4000 in Wickham. A site visit has also been requested to review footpath WELF/16/2 following an email regarding the poor condition of the path.

District Councillor's

JC said it had been a tough year with lots of changes. The Parish Council report will be posted on the website with the details.

CR is chairing a new health scrutiny committee and has been appointed Safer Streets Champion.

DB has maintained his role with the Fire Brigade & will continue to update the PC accordingly.

CR made her apologies and left the meeting.

7. Wickham Settlement Boundary

WBC have confirmed receipt of the PC's response and will review all responses from town and parish councils. Their intention is to publish the finalised proposed settlement boundaries later in the year in the draft version of their Local Plan Review (LPR). They will then use the LPR to formally consult with the wider public.

8. Elton Lane – Highway Record

The clerk read out the response from Stuart Higgins at WBC confirming that if the gap in the highway record on Elton Lane is recorded as a restricted byway any private motor vehicular rights held by residents would not be affected. Cllrs PROPOSED the Clerk contact residents to let them know. *[Post meeting note; Clerk has received written confirmation from S Higgins that the residents affected have already been notified by WBC – at the moment this is an informal consultation, if formalised residents will be given an opportunity to object]*

9. Marsh Common

Quote for all works stated below £295 +Vat

-Clearance of vegetation to clear pathways to form into the new common space as detailed with the maps provided.

-Removal of willow trees and green waste currently stacked forming a border to be relocated and stacked for nature.

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-Removal of all metal fencing, sheets and wiring previously dumped in the area and relocate at the entrance of the common space ready to be taken away to the tip to reduce waste costs

-Removal of zip wire going across water ways to save wildlife flying or jumping into it

Quote for bridge £736.20 +VAT, due to safety concerns raised by a parishioner it was AGREED to install a handrail on the bridge at a cost of £152.60 +VAT.

Councillors AGREED that these costs would be covered by S106 money – clerk to request a transfer of £1420.56. Clerk to ask for a quote for a maintenance contract – 3 visits a year.

At this point DB made his apologies and left the meeting.

Following recent correspondence with Michelle Sherman at WBC it was proposed that a boundary survey of Marsh Common be carried out. It was AGREED that Geosight will carry out the survey at a cost of £1174 +VAT (this money is to be transferred from the S106 funds).

21;02 DH requested an extension to the meeting of 15 minutes. Councillors AGREED.

JC made his apologies and left the meeting.

Clerk to check with Elaine Cox (WBC) during site visit location of public footpath signs. Currently one at Elton in wrong location which needs to be removed. Location of Lambourn Valley Way signs also need to be reviewed.

10. Playground Inspection

Not yet taken place.

11. Meeting dates for the year ahead

| | |
|----------------------------|------------------------------|
| 7 th July | 5 th January 2022 |
| 15 th September | 2 nd March 2022 |
| 3 rd November | 4 th May 2022 |

Meeting ended 21;16

Next meeting; 7th July – Wickham Village Hall TBC

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