

**Minutes of the Meeting of the Council held on Wednesday 5th January 2022 at 7pm in
Wickham Village Hall**

Present: Cllrs David Hunt (DH, Chairman), Henry Burgoyne-Probyn (HBP), Martyne Ellard (ME) and Sam Kynaston (SK).

In attendance: Jennie Currie, Parish Clerk; District Cllr James Cole; 0 members of the public.

22/001 Public Forum

No items were received.

22/002 Apologies for Absence

Apologies for absence were received from District Cllrs Dennis Benneyworth and Claire Rowles.

22/003 Declarations of Interest from Councillors

No declarations of interests were received.

22/004 Minutes of the ordinary meeting held on 3rd November 2021

RESOLVED that the minutes of the meeting held on 3rd November 2021 were signed as a true and accurate record.

22/005 Councillor Vacancy

Members noted that the Council had a vacancy which could be filled by co-option.

22/006 Reports

i. District Councillors' Reports

Cllr Cole requested that Graham Sims, the Chairman of the Royal Berkshire NHS Foundation Trust's statement encouraging people to take up the offer of Covid-19 vaccinations be shared.

ii. Councillors' Reports

Cllr Hunt requested that Cllr Stanley provide updates on the Jubilee Memorial bench in Wickham and the Wickham phone box at the next meeting. **PS**

Cllr Hunt noted that the Baydon Road through Wickham had been resurfaced and was now a quieter road surface.

Cllr Ellard confirm that she would be the parish's Flood Warden.

iii. Clerk's Report

The Clerk had collected the papers held by the former Parish Chairman, James Puxley. The Clerk had deposited the following items at the Berkshire Record Office: Minutes Oct 1975 to Feb 1995 and May 1995 to May 1996; Accounts book from 1977 to 1999; 100 Years of Welford Parish Council 1894-1994

The Clerk had carried out checks on both defibrillators in the parish and would add this to her route when putting agendas on the boards every other month.

The Council had received a report of Veolia waste vehicles and other large vehicles cutting the corner in Mant Close, Wickham. The grass was significantly damaged. The Clerk had suggested the resident reports the matter to the District Council. Cllr Cole suggested that if the resident could take a photograph of the vehicle(s) causing the damage then this would assist the District Council. Members asked the Clerk to also report the matter.

22/007 Planning Matters

Members noted the following applications:

21/02586/HOUSE Old Oak Cottage, Lambourn Road, Weston – NO OBJECTIONS submitted
21/03020/HOUSE 136 Wickham Heath – NO OBJECTIONS submitted

22/008 2022 Annual Parish Assembly

Members noted that in addition to reports from the Chairman and District Councillors it would be good to have a speaker. James Shipman, Berkshire & South Buckinghamshire Bat Group, had previously offered to give a presentation. Cllr Ellard would invite James. **ME**

The date of the meeting would be Wednesday 15th June at 7pm. The Clerk would confirm that the hall would be available. (*Post meeting note: the Clerk had confirmed that the meeting would need to take place between 1st March and 31st May therefore the date would be brought forward.*) **Clerk**

22/009 New Standing Orders

Cllr Kynaston proposed the new Standing Orders, which were based on the most recent NALC model. Cllr Hunt seconded the proposal.

RESOLVED that the new Standing Orders be adopted.

22/010 New Code of Conduct

Cllr Kynaston proposed the new Code of Conduct, which were based on the most recent NALC model. Cllr Ellard seconded the proposal.

RESOLVED that the new Code of Conduct be adopted.

District Councillor Cole left the meeting

22/011 Employment

i. Conditions for recruiting a new Clerk and RFO

The Clerk had prepared a report outlining the responsibilities of the role of Clerk and Responsible Financial Officer (RFO) and the grading of the role benchmarked against national levels.

Cllr Kynaston proposed that the new Clerk and RFO be appointed at SCP 18-23 for 25 hours a month. Cllr Ellard seconded the proposal.

RESOLVED that the new Clerk would be appointed within the LC2 (below substantive range) of SCP 18-23 for 25 hours a month.

ii. Job description and personal specification for a new Clerk and RFO

The Clerk had prepared a job description and personal specification for a new Clerk and RFO. Members reviewed the document.

Cllr Kynaston proposed the job description and personal specification for a new Clerk and RFO. Cllr Ellard seconded the proposal.

RESOLVED that the job description and personal specification for a new Clerk and RFO would be adopted.

iii. Recruitment process for a new Clerk and RFO

Members noted that the current locum Clerk had expressed an interest in the permanent role.

Members noted advice from ACAS that they were able to employ the locum Clerk without a further recruitment process. Members discussed the locum Clerk's performance since she was employed on 1st September 2021. The locum Clerk had made extensive progress across a range of areas including improvements to the reporting and transparency of finances. Members also noted her CiLCA qualification and significant experience within parish councils.

22/011 Employment

iii. Recruitment process for a new Clerk and RFO continued

Cllr Kynaston proposed that the locum Clerk be offered the permanent role of Clerk and RFO from 1st March 2022. Cllr Burgoyne-Probyn seconded the proposal.

RESOLVED that the locum Clerk be offered the permanent role of Clerk and RFO from 1st March 2022.

The Clerk would circulate the NALC model contract, reflecting items agreed in 22/011i and 22/011ii, for Members to agree at the March meeting.

Clerk

22/012 Finance

i. Grants to Welford Cricket Club, Citizens Advice West Berkshire and Thames Valley Air Ambulance

Cllr Kynaston declared a non-pecuniary interest in Welford Cricket Club as a non-active member. Cllr Ellard proposed that grants would be made to Welford Cricket Club £300, Citizens Advice West Berkshire £100 and Thames Valley Air Ambulance £200. Cllr Burgoyne-Probyn seconded the proposal.

RESOLVED that grants would be made to Welford Cricket Club £300, Citizens Advice West Berkshire £100 and Thames Valley Air Ambulance £200.

ii. New noticeboards for Weston and Welford

Cllr Kynaston proposed that new noticeboards would be purchased to replace those at Welford and Weston. Cllr Burgoyne-Probyn seconded the proposal.

RESOLVED that new noticeboards would be purchased to replace those at Welford and Weston from Greenbarnes Ltd at a total cost of £1,653.70

RESOLVED that CIL funds would be used to purchase the new noticeboards.

iii. Receipts & payment report

November - December 2021					
Receipts					
Date	Item	Invoice #			Total
09-Nov-21	Interest	Lloyds			0.03
09-Dec-21	Interest	Lloyds			0.03
14-Dec-21	HMRC VAT	XBV126000106380 for 2018-20			449.65
23-Dec-21	HMRC VAT	XBV126000106380 for Feb-Mar 2021			188.02
		TOTAL			637.73
Payments					
Invoice Date	Name	Description	Chq No	Ref	Total
03-Nov-21	Wickham Hall	November hall hire	BACS	22	20.00
31-Oct-21	GMG	Grass cut MUGA October	BACS	23	50.00
05-Nov-21	J Hawkins	Willow tree felled on Common	BACS	24	540.00
02-Nov-21	J Currie	Expenses & Office allowance Month 8 Nov.	BACS	25	28.49
03-Nov-21	J Currie	Mileage November	BACS	26	16.20
28-Nov-21	HMRC	PAYE Month 8 November	BACS	27	84.40
28-Nov-21	J Currie	Salary Month 8 November	BACS	28	338.35
02-Dec-21	WBDC	Library contribution 2021-22	BACS	30	200.00
28-Dec-21	HMRC	PAYE Month 9 December	BACS	31	200.00
28-Dec-21	J Currie	Expenses & Office allowance Month 9 Dec.	BACS	32	67.60
28-Dec-21	J Currie	Mileage November	BACS	32	43.91
28-Dec-21	J Currie	Salary Month 9 December	BACS	32	7.65
		TOTAL			1,596.60

RESOLVED that the payments listed be approved.

22/012 Finance continued

iv. Budget report

RESOLVED that the report be approved.

v. Internal auditor for 2021-22

RESOLVED that David Weller be reappointed as internal auditor for 2021-22.

vi. Budget for 2022-23

Cllr Burgoyne-Probyn proposed the budget for 2022-23 as detailed below. Cllr Kynaston seconded the proposal.

RESOLVED that the budget for 2022-23 would be:

BUDGET FOR 22-23

RECEIPTS

Precept	8,500
Bank Interest	0
VAT Reclaim	0
CIL / S106	0
Grants / Members Bids	0
Other	0

TOTAL RECEIPTS 8,500

PAYMENTS

Administration

Clerk's Salary	4,400
Office Allowance	312
Travel	120
Audit	50
Chairman's Allowance	100
Computer equipment & software	100
Conferences & Training	50
Election & Legal fees	85
Hall hire	150
Insurance	500
Stationery	80
Subscriptions	130
Telephone	50
Website	100
Payroll services	0

Total Administration 6,227

Grants

Air Ambulance	200
WB Library	200
Church	0
Other grants	800

Total Grants 1,200

Outside Assets

Asset maintenance & repairs	100
Defibs	45
Grass cutting	600
Inspections	70
Litter & dog bins	145
Salt bins	100
Marsh Common	500

Total Outside Assets 1,560

S106/CIL 0

TOTAL PAYMENTS EXC VAT 8,987

22/012 Finance continued

vii. Precept for 2022-23

Cllr Burgoyne-Probyn proposed the precept for 2022-23 would be £8,500. Cllr Kynaston seconded the proposal.

RESOLVED that the precept for 2022-23 would be £8,500.

22/013 Marsh Common

i. Letter dated 2nd November 2021 from a neighbouring property

Members discussed the letter received from a neighbouring property disputing the Council's request to move a fence further into the property's garden. A draft response was considered.

Cllr Kynaston proposed the Council's response (included at the end of these minutes), Cllr Ellard seconded the proposal.

RESOLVED that the Council's written response would be sent to the neighbouring property.

Members requested that the Clerk send a copy of both letters to the District Council's officer with responsibility for recording Common land. **Clerk**

ii. Hedge planting near the southern boundary

Following advice from the Berkshire & South Buckinghamshire Bat Group, Cllr Ellard suggested planting a mixed native species hedge near the southern boundary. Allowing a gap for the residents from 2-3 Marsh Cottages to access the Common (unless they requested otherwise).

Cllr Ellard proposed using £225 of S106 funds to purchase the hedging, Cllr Kynaston seconded the proposal.

RESOLVED that £225 of S106 funds would be used to purchase hedging for Marsh Common.

iii. Dormouse boxes

RESOLVED to accept a gift from a resident of dormouse boxes for Marsh Common. These would be installed on the Common in the next few months.

22/014 Highways & Public Rights of Way

i. Appointing a Councillor to be responsible for speed devices

RESOLVED that Cllr Stanley would be appointed as the Councillor to be responsible for speed devices.

ii. Welford B4000 Footway

The Clerk confirmed that she had contacted the appropriate officer at the District Council, they would come back with more information in the next few months.

22/015 Appointing a Councillor to the District Library service review

RESOLVED that Cllr Ellard would attend the District Library service review.

22/016 Defibrillator training session

Prior to the 2020-21 Covid-19 lockdowns the Council had investigated providing a defibrillator training session for residents.

Cllr Burgoyne-Probyn proposed booking M. Samuels from CPR First Aid Training at a cost of £250 to provide defib and emergency first aid training, Cllr Kynaston seconded the proposal.

RESOLVED that CPR First Aid Training would be booked at a cost of £250 to provide a group session to cover defib and emergency first aid training.

Close of meeting

It was noted that the next meeting of the Council would be held at 7pm, on Wednesday 2nd March 2022. There being no further business the Chairman declared the meeting closed at 9.04pm.

Signed _____ Date _____

Full Council
Wednesday 5th January 2022

Response included for item 22/013 i

Miss J. Currie
Locum Parish Clerk
Welford Parish Council
44 Harrington Close
Newbury, RG14 2RQ

NAME
2 & 3 Marsh Cottages
Weston
Newbury
RG20 8JB

5th January 2022

Marsh Common

Dear NAME,

Thank you for your correspondence regarding the fencing at Marsh Common dated 31st October 2021. Please find below our response.

1. It is important to note that most Land Registry Title Plans, including the one you refer to, only show 'General Boundaries' rather than exact boundary locations and cannot be scaled from to produce boundary measurements in the way you describe. We do not believe the surveyors' report is incorrect and have no reason to doubt his professional opinion which was derived from his own site observations and review of relevant documentation.
2. That being said, the Parish Council will not challenge the current fence position. The Parish Council will install markers on the common so the boundary position can be preserved going forward. This includes the section where the stock wire fencing becomes unfixed wire mesh fencing at the eastern end of the boundary (photograph attached).
3. Furthermore, we would like to make you aware that the Council have agreed to plant a hedge for wildlife on the common as part of the Queen's Green Canopy initiative to mark Her Majesty's Platinum Jubilee. Some of this hedging will be planted near to the boundary in question. We are aware you currently access the common across part of the eastern end of the boundary, via the unfixed wire mesh fence panels in the photograph included below. We intend to leave a 1 metre wide gap in the hedging in this area to provide pedestrian access on foot from your property onto the common. Please let our Clerk know if you would prefer that a gap is not left in the hedging.

Please contact us again if you have any further questions.

Yours sincerely,
Jennie Currie
Parish Clerk to Welford Parish Council

Temporary fencing referred to in point 3.

