

**Minutes of the Annual Meeting of the Council held on Wednesday 17<sup>th</sup> May 2023 at 7pm  
in Wickham Village Hall**

**Present:** Sam Kynaston (Chair), David Hunt (Vice Chair), Martyne Ellard, Paul Stanley and Henry Burgoyne-Probyn.

**In attendance** Angela Boyce (Parish Clerk), Cllr Denise Gaines, Tony and one member of the public

The existing Chairperson, Martyne Ellard, with the agreement from the council, used her discretion to move item 1 - 3 of the agenda due to two councillors being late to the meeting.

The meeting started at 7.05pm

The meeting started with the Newly elected District Councillors Denise Gaines and Tony Vickers introducing themselves.

7.07pm Henry Burgoyne-Probyn arrived, before taking his seat he signed his acceptance of office.

- 1. To elect the Chairperson of Welford Parish Council** Cllr. Kynaston was proposed by Cllr Ellard and seconded by Cllr Stanley. It was RESOLVED unanimously to elect Cllr Kynaston as the Chairperson for 2023/2024.
- 2. To elect the Vice Chairperson of Welford Parish Council** Cllr. Hunt was proposed by Cllr Stanley and seconded by Cllr Burgoyne-Probyn. It was RESOLVED unanimously to elect Cllr Hunt as the Vice Chairperson for 2023/2024.
- 3. To complete the Acceptance of Office forms for both the Chairperson and Vice Chairperson** The chair and vice chair signed their acceptance of office forms.

7.28pm The meeting resumed at item 11 of the agenda.

- 4. To receive apologies for absence** Sam Kynaston was going to be late to the meeting due to being stuck in Traffic. Sam Bell was out of the country, District Cllr Dennis Benneyworth.
- 5. To agree absent Councillors can sign their acceptance of office before the next meeting** It was agreed that Sam Bell could sign his acceptance of office before the next meeting as he was out of the country and was unable to attend the annual meeting.
- 6. To receive any Declarations of Interest** There were none.
- 7. To confirm and sign the minutes of the meeting held on 1<sup>st</sup> March 2023** RESOLVED the minutes of the meeting held on 1<sup>st</sup> March were signed as a true and accurate record.
- 8. Matters Arising from the Minutes of the Meeting held on 1st March 2023**
- 9. Open Forum** There was nothing to discuss.
- 10. Reports**  
Chairs' Report. The Chair welcomed district councillors.

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Clerks' Report. The Clerk reported that the post office at Stockcross will be closing on 19<sup>th</sup> May, which is a great shame. The shop will remain open.

District Councillors' Report. Cllr Vickers reported that he had respectively become the designated person for Planning and Denise housing and highways.

7.20pm Sam Kynaston arrived, before taking his seat he signed his acceptance of office.

7.22pm The council resumed back to items 1 – 3 of the agenda.

11. **Risk Assessment update** The risk assessment was discussed and approved.
12. **To discuss and approve the sub committees** It was agreed that Cllr Ellard, Cllr Kynaston and Cllr Burgoyne-Probyn would be on the employment subcommittee and Cllr Ellard would be Chairperson. A date for a meeting in June to be arranged.
13. **To approve the appointment and contract of the new internal auditor.** The Clerk had circulated an email informing the council that the internal auditor she had appointed to carry out the audit for 2022/23 had not responded to any of her emails or calls. The Council approved a new internal auditor, Kennet Business Services, they already carry out the internal audit for another Parish Council and have agreed to do the internal audit for Welford PC.
14. **To discuss and approve Councillor training** There was a discussion regarding up to date councillor training. The Clerk will make some enquiries with West Berkshire Council and Berkshire Local Association of Councils.
15. **Finance Payments and receipts** The following payments and receipts were approved. There was also a discussion regarding putting the savings into a high interest account. The Clerk will look into this.

**15.1 Payment and receipts Business Current Account**

02/05/2023	WBC Dog waste and bin collections	409.8
02/05/2023	ROSPA PLAY SAFETY Inspection	90
02/05/2023	ANGELA BOYCE WAGES APRIL	431.36
28/03/2023	ANGELA BOYCE WAGES MARCH	456.53
28/02/2023	WICKHAM VILLAGE HALL	50
28/02/2023	ANGELA BOYCE WAGES FEBRUARY	452.87

02/05/2023	WEST BERKS COUNCIL Precept, 1 <sup>st</sup> Instalment	5599
07/03/2023	WEST BERKS COUNCIL Grant for swing	221.55

**15.2**

**Payments and receipts Business Savings Account**

09/05/2023	INTEREST (GROSS)	1.35
11/04/2023	INTEREST (GROSS)	1.5
09/03/2023	INTEREST (GROSS)	1.11
09/02/2023	INTEREST (GROSS)	1.62

16. **Path at Elton (Welford 16)** There have been a number of complaints that the path has not been maintained and is not passable. It was agreed with West Berkshire Council when planning permission was given for a property to be built, the owners would maintain the footpath. The condition has not been upheld. Cllr Ellard has been in touch with West Berkshire Council and they have agreed that there is a condition. Cllr Ellard to forward details to the district councillors.
17. **Interference with a public right of way** There have been complaints regarding the footpath at Elton Farm where the new houses have been built, have blocked off the footpath and put a sign up asking people to seek an alternative route, on a public right of way. The Clerk to contact West Berkshire Council.
18. **Traffic calming at Elton** There was a discussion regarding speeding vehicles along Elton Lane in Weston. The Clerk to write to West Berkshire Council's road safety officer to request a safety sign to be put up.
19. **Damaged stile at Weston/Welford** There is a broken stile in Welford that needs reporting. The Clerk to contact West Berkshire Council to check who the owners are and report to them if necessary.
20. **To discuss the Clerks appraisal** The sub committee to have a discussion prior to arranging an extra ordinary meeting.
21. **MUGA Safety Inspection** The clerk had sent out the safety inspection report from ROSPA. There were 2 items that required attention. 1, the back board on the net was damaged, the clerk is in touch with Playdale who supplied the equipment. 2, There is an issue with rabbit holes on the surface, the clerk spoke to Playdale who can quote for matting. The clerk will obtain a quote for the mattings. There were other items which do not require immediate action. The clerk will make Welford Estates and the primary school aware of the rabbit holes on the field.
22. **Wickham bench update** There was a discussion regarding the bench at Wickham, a quotation has been received to refurbish the bench and replace the existing slats with plastic wooden slats at a cost of £800. The Chair will look at the existing bench, if the bench is suitable for refurbishment, it was agreed to go with the quote of £800.
23. **Annual Assembly update** It was confirmed the date of 31<sup>st</sup> May, the notices will go out 7 days before, the Chair will write a report, Cllr Stanley to organise the food with the The Five Bells, Cllr Hunt to organise refreshments and the Chair from Kintbury Parish Council will come and give a talk about grant funding.
24. **The following meeting dates were agreed for the year ahead. The Clerk to confirm the hall booking with Christine.**
  - 5 July 2023
  - 6 September 2023
  - 1 November 2023
  - 3 January 2024
  - 6 March 2024
  - 1 May 2024
  - 22 May 2024 (Annual Assembly)

**AOB** Cllr Ellard reported that the door on the noticeboard at Easton requires a repair. Cllr Stanley agreed to go and take a look and will do the repair.

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**Close of meeting**

There being no further business the Chair declared the meeting closed at 8:26pm.

The next meeting will be held on 5<sup>th</sup> July at 7pm in Wickham Village Hall.