

Welford • Hoe Benham • Easton

Welford Parish Council

Weston • Wickham • Halfway

Welford Parish Council Virtual Meeting

Held on Zoom Tuesday 15th December 2020 at 7pm

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

Parish Clerk Sonia Coyle

Apologies: District Councillor James Cole, District Councillor Dennis Benneyworth

Meeting started at 19:00

1. Apologies for Absence

District Councillors Cole & Benneyworth (both attending training)

2. Declarations of Interest

None

3. MINUTES OF THE PREVIOUS MEETING HELD

RESOLVED: Minutes from meeting held on 18th November 2020 were agreed as correct. Approved DH seconded SK.

4. EXCLUSION OF PRESS & PUBLIC

RESOLVED: That by virtue of the confidential nature of the business to be transacted the press and public be excluded from the meeting during consideration of the following items of business under Section 2 of the Public Bodies (Admission to Meetings) Act 1960

Terms of service of employees

Early stages of dispute

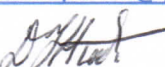
Note: At the conclusion of the Part II discussions, the Parish Council resumed consideration of the Part I Agenda

5. CHAIRMAN'S REPORT

DH went through ROSPA report – clerk had emailed ahead of meeting. No major issues. Several small remedial tasks which PS will review and action accordingly. Clerk to check with insurers as to how often MUGA should be checked. PS & clerk to carry out monthly review as of 2021. Clerk to obtain copy of GMG contract for next meeting.

Welford Parish Council Clerk – Sonia Coyle

Email welfordparish@yahoo.com

Signed 

Tel 07810 443122

Dated 23/1/21

6. CLERK'S REPORT

6.1 Website

Council agreed to another training session with Austin Enterprise before website goes live again after meeting in January.

6.2 Laptop

Clerk informed the council that the role requires a laptop and it was agreed that the quotes would be submitted at the next meeting. A quote for a projector was also requested. SK has a spare McAfee which could be allocated to the laptop.

6.3 Training

Clerk has attended Agendas & Minutes which has been funded by Lambourn and Budget training funded by East Garston Council. The following training was also attended and was free; Online Crowd Funding – The Good Exchange and What You Need to Know. East Garston has purchased the Arnold Baker "Local Council Administration" book at a cost of £120. The clerk requested funding for ILCA and the Clerk's Manual £50 which Council agreed.

6.4 Outstanding Matters

The clerk informed the council that there is a need to update the status of projects listed below and will contact WBC in the New Year.

VAS request for Easton & Weston

Speed Limit signs in Weston/white gates

Relocation of dog bin

Defib training – has been placed on hold due to Covid restrictions

Mant Close parking

It was confirmed that both DH & PS have been trained to use SID (hand held)

Red phone box – Clerk to organise a poster informing parishioners that the website is up and running again and also to ask for suggestions for the phone box.

6.5 Laura Farris

Local MP has requested to attend a meeting in the future – Clerk will email with date for AGM.

6.6 Standing Orders & Code of Conduct

To be reviewed – following Internal Audit Report.

7. LGA 1972 s150 (5)

Payments since last meeting

NAME	GOODS/SERVICE	AMOUNT INC VAT
GMG	Maintenance MUGA Oct	£50

To be paid by next meeting

NAME	GOODS/SERVICE	AMOUNT INC VAT
K Griffiths	Payroll	£88.64
S Coyle	Shelf, brackets, plugs & screws, 2 x files, dividers, paper Car parking x 2	£69.78
Austin Enterprises	Website training x 2 sessions & taking website offline	£120.00
David Weller	Internal Audit Financial Year ending 31/3/20	£50.00
GMG	Maintenance MUGA Nov	£50.00
Autela	Payroll Oct & Nov 41 hours & mileage	£521.22

Clerk had emailed Internal Audit report and fixed asset register (FAR) ahead of meeting.

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The auditor recommended that following the appointment of a new Parish Clerk a review of the Internal Audit should be undertaken by the Parish Council, if possible, before the end of the 2020/21 financial year but it is appreciated that this may not be possible at present in which case the review should be carried out as soon as possible. Following on from the audit it was agreed that once the paperwork has been approved by the bank for Councillors PS & ME to be signatories there will be no need for the clerk to sign cheques.

The FAR was reviewed and one noticeboard and filing cabinet were removed, the clerk had updated the FAR with the following items; bench, noticeboard (at Halfway), 2 x gritbins and 4 A2 maps. Updated copy attached as separate document.

8. PUBLIC RIGHTS OF WAY ON B4000

Meeting to take place 22nd December to show location for possible clearing of area on B4000 where there is no walkway to get to public footpaths WELF/7/2 & WELF/6/1 with Paul Hendry from WBC, District Councillor Cole, DH, SK and the Clerk

9. NOTICEBOARDS & 4 RIGHT OF WAY MAPS

Maps to be placed at following locations;

Easton noticeboard

Welford – opposite the Cricket Club/Welford Gates entrance – Clerk to obtain quote for posts

Lambourn Valley Way on Welford Common – Clerk to obtain quote for posts

Five Bells Wickham (subject to Clerk speaking with Duncan)

PS will put maps up.

10. SIGN for ELTON

ME proposed a warning sign for pedestrians and dogs be in place as there is no footpath and some deliveries are being driven at speed. Clerk to check with WBC if the road is adopted.

11. WELFORD COMMON

Quotes to be obtained to clear fallen tree over the bridge and for a sign to be installed on the common showing a map of the common to also include the right of way map – perhaps side by side. Clerk to email Michèle Sherman at WBC confirming the Parish Council is helping maintain and manage the common.

12. DATES FOR 2021 MEETINGS

13th January

10th March

28th April AGM to be held after Parish Meeting

9th June

11th August

6th October

8th December

9th February

13. ITEMS FOR NEXT AGENDA

Meeting ended at 21:40

DATE of NEXT MEETING: Wednesday 13th January 2021 7pm

Welford Parish Council Clerk – Sonia Coyle

Email welfordparish@yahoo.com

Signed



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Dated

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