WELFORD PARISH COUNCIL

Annual General Meeting Held on Wednesday 17th May 6.45pm in Wickham Village Hall

Present

D. Hunt Chairman L. Woodhead Councillor G. Frampton Vice Chair Sarah Youldon Clerk C. Halliwell Councillor Parishioners: 1

Councillor P. Stanley

Apologies

L. Chamberlain Councillor Anthony Stansfeld Kintbury Ward Councillor

Minutes: The minutes of the March meeting were agreed and signed. Apologies were received from Clir Chamberlain, Clir Cole & Clir Stansfeld. Declarations of Interest: There were no declarations of interest. Momination of Chairperson: Clir Stanley proposed Clir Hunt to continue as Chairman, Clir Frampton seconded the proposal. Clir Hunt accepted the position and signed the Acceptance of Office declaration. SY SYouldon to copy to WBC. Nomination of Vice Chair: Clir Hunt proposed Clir Frampton to continue as Vice Chair, Clir Stanley seconded the proposal. Clir Frampton accepted the position and signed the Acceptance of Office declaration. SY SYOuldon to copy to WBC. Nomination of Vice Chair: Clir Hunt proposed Clir Frampton to continue as Vice Chair, Clir Stanley seconded the proposal. Clir Frampton accepted the position and signed the Acceptance of Office declaration. SY SYOuldon to copy to WBC. Nomitaters were raised in the Open Session. Matters Arising Parish Defibrillator(5): The Parish Hall Committee agreed in principle to the installation of a public access defibrillator at the front of the willage hall, they acknowledged that the hall gates could not be locked. S Youldon to agree exact location and obtain a quote for installation. Proposal that a second defibrillator could be installed in Weston at the Weston Farm offices, S Youldon to forward further details of the Chir Chair and requirements to Clir Halliwell for agreement from the owner. It was noted that this location would require a second sign on the road to ensure location is clear. S Youldon to obtain installation quote in approval is granted. Highways Update — 2016 Survey: The 2016 survey provided an interesting comparison against the 2006 survey, showing a general increase in traffic of around 20%. PC questioned how much of a true representation this was as 2016 survey was carried out the week before Christmas when there would be less school / commuter traffic. Concern was raised over the number of 7:55 plus vehicles using the B4000 as the	James Cole	Kintbury Ward Councillor		
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promote to businesses within their villages. Businesses outside of the Parish would be asked to pay an annual fee to help cover the cost of the website hosting, all to research what other websites/parish	articles for the front page	e highlights section. Local service/business advertising was discussed and it was		
annual fee to help cover the cost of the website hosting, all to research what other websites/parish	agreed that businesses within the Parish should be allowed to advertise free of charge, Councillors to			
magazines are charging and feedback.	· · · · · · · · · · · · · · · · · · ·			
	magazines are charging a	nd feedback.		

Insurance Renewal: 4 quotes had been obtained for comparison, with the cheapest quote meeting the PC's needs at £428.42. The offer of a 5% discount to sign a three year contract was dismissed, based on		
the principle that this was index linked anyway so would rise next year and that often more competitive	SY	
quotes can be obtained on a yearly basis. S Youldon to raise cheque and arrange cover to start 01/06/17.	31	
Welford & Wickham Primary School – Request for New Gates: The PC had received a request from the		
school to install gates at either end of the playing field footpath to increase security for the school		
children. PC were in agreement with the principle, this could potentially be funded by \$106 money as it		
is an improvement to Parish Open Space, this was not agreed and a vote would need to take place in		
July. S Youldon to contact the Ramblers Association to see if they would install free of charge, if not to	SY	
	31	
obtain quotes for further discussion at the July meeting.		
Annual Playground Inspection Report: The report raised 3 minor low risk issues for the PC to address.		
The first was additional signs to warn of the basketball hoop dangers, S Youldon proposed a vinyl self-		
adhesive notice for the metal uprights giving a written warning as no standard warning symbols are		
available. Cost of £20 approved for this, S Youldon to organise. The second and third issues were ground		
levels, S Youldon to investigate a solution and feedback.		
Policies & Procedures Adoption: The Internal Auditor suggested that the PC put in place a general	C) (
policies and procedures document, S Youldon has researched this and drafted a version incorporating	SY	
the current Standing Orders and Financial Regulations. The draft document is currently 20 pages, S		
Youldon to circulate on email for comment, prior to adoption at the July meeting.		
Planning		
17/00904/HOUSE – 138 Wickham Heath, application to build a timber frame car port building, PC		
submitted a response of no objections.		
Finance		
2016/2017 Accounts & Internal Audit: A meeting was held between the Clerk and the chosen internal		
auditor in April, the inspection confirmed that the Council was meeting its requirements and D Weller		
signed off the annual report. The annual return, together with the bank reconciliation, explanation of		
differences and internal audit documents were forwarded to the Councillors for review prior to the		
meeting. The internal control checklist was completed by Cllr. Halliwell and S Youldon on the 30/03/17.	SY	
Section 1 and 2 of the Annual return was completed and signed by the Chairman and Clerk. S Youldon to		
return completed documents to Mazars, upload copies to Parish website and post Public Rights notice		
on boards.		
Councillors Expenses: Cllr Hunt submitted an expenses claim for the Annual Parish Meeting (APM)		
presentation of £129.95, together with £32.40 for the APM. This was approved and cheque 626 issued.		
Cllr Woodhead's expenses to follow for the APM food.		
Balance, Invoices & Receipts:		
The account balance as of the 16/05 is £14,337.69, plus the £10,842.26 of Section 106 money held in a		
separate deposit account.		
The balance includes the following cheques:		
24/03 Chq 620 West Berkshire Council – Annual Charge for Dog Bins £302.72 (inc £50.45 VAT)		
25/04 Chq 621 S Youldon £173.47 – April Clerk Wages		
22/04 Chq 622 Playsafety Ltd – Annual Playground Safety Inspection £79.80 (inc £13.30 VAT)		
22/04 Chq 623 D Weller – Internal Audit Fee £49.90		
The following monies were received:		
26/04 West Berkshire Council – First Precept Payment £4,000.00		
The following cheques were approved and signed at the meeting:		
Dated 25/05 Chq 624 – S Youldon £173.27– May Clerk Wages		
17/05 Chg 625 – PC Insurance 01/06/17 to 31/05/18 £428.42		
17/05 Chq 626 – D Hunt – £162.35		
Section 106 Money: This item was deferred to the APM where Parishioners could comment.		

The meeting closed at 7.30pm and the APM followed immediately after

The date for the next meeting is the 19th July 2017 at 7.30pm

The remaining 2017 meetings are:

13th September and 15th November