WELFORD PARISH COUNCIL

Meeting Held on Wednesday 17th January 2018 - 7.30pm in Wickham Village Hall

Present

D. Hunt
Chairman
G. Frampton
Chair
Chamberlain
Councillor
Sarah Youldon
Clerk

P. Stanley Councillor

Apologies

J. Cole Kintbury Ward Councillor

Welcome	Action
Minutes: The minutes of the November meetings were agreed and signed.	Resolved
<u>Declarations of Interest:</u> There were no declarations of interest.	
Open Session	
<u>Lambourn Valley Way – Handrail on Weston Bridge</u> : Cllr Halliwell reported that the timber handrail on	
the public right of way bridge at Weston needs replacing. S Youldon to report to WBC PROW	SY
department.	
<u>Parking Issues:</u> Concern was raised over the parking at the bottom of Church Hill, Wickham. Cars were	
regularly being parked half on the pavement, which is an offence and also very close to the junction -	SY
limiting visibility. S Youldon to raise the matter with the local PCSO.	
A second concern was raised with the PC over cars parking on the two grass areas at Mant Close. The	SY
concrete posts have been removed at some points and cars were regularly parking on the grass,	
damaging the surface. S Youldon to report to the relevant housing association in the first instance.	
New Rector for the Downland Benefice: Cllr Woodhead confirmed that the formal inauguration service	
for the new Rector would take place on the 12 th February at 7.30pm in Brightwalton with refreshments	
in the Village Hall after. All Welcome; Cllr Hunt confirmed his attendance.	
Matters Arising	
Councillor Declaration of Interest Forms: were reviewed and updated accordingly, S Youldon to supply	
the updated forms to WBC.	SY
Highways Update: WBC Highways have agreed to refurbish the Vehicle Activated Sign at Wickham and	
install a second sign near to the Five Bells Public House. The funds will come from the S106 money that	
WBC Highways currently hold for the Parish. Highways do not see Weston as an appropriate site for	
Vehicle Activated Signs but have agreed to install white entrance gates at either end of Weston. The	
swapping of the yellow-back 30mph sign near the junction of Grayling Lane (previously referred to as	
Elton Lane) Weston has also been confirmed, works for the above will be scheduled in the new financial	SY
year. S Youldon to follow up with Highways in April.	
Speeding Concerns in Welford: Following the concerns raised to Cllr Chamberlain by residents at The	
Row regarding cars speeding on this lane during school drop off and collection times, Cllr Chamberlain	
has revisited the residents but has been unable to discuss Cllr Hunt's findings as reported at the	6).4
November meeting. S Youldon to draft a letter to the residents at The Row stating that the residents'	SY
concerns have been looked in to, but it does not appear to be an ongoing problem, if they would like to	DH
raise the matter again, to please contact the PC. Cllr Hunt to review draft. S Youldon to copy to website.	
Notice Board: Quotes were reviewed to replace the main PC notice board at the Village Hall, Wickham.	
Councillors agreed on the 6 page man-made timber option at a cost of £691.82. Cllr Stanley confirmed	614
that the existing timber posts can be reused, and confirmed that he would be willing to install the new	SY
board. S Youldon to place order and investigate if this can come from S106 funds. Agreed to go ahead	PS
and use PC budget if not.	
Bench at Easton Bus Stop: S Youldon updated the Councillors on the condition of the bench currently	
and confirmed that the two concrete supports were still sound. Reported that it is possible to replace	
the timber slats with a recycled plastic option, costs appears to be circa £140 for the replacement slats	CV
but S Youldon is still researching delivery options. Labour costs to replace timber slats would be circa	SY
£50, agreed this was the preferred option over replacing the bench in its entirety. S Youldon to finalise	
costs, acquire material samples and report back at the March meeting.	

1 Marsh Cottages, Weston: Following the concerns raised at the July meeting regarding the structural	
condition of 1 Marsh Cottage, Weston, S Youldon confirmed that Building Control had been made aware	
of the concerns, but as the property was considered to be a dilapidated state rather than a dangerous	All
condition is not considered to be high priority. Councillors asked to monitor the situation and report	
back should the condition change to a more dangerous level.	
Website Update: S Youldon reported that the website has been upgraded with a new security certificate	
making it now an HTTPS site rather than HTTP, although no personal data collected on the site this does	
help to improve the positioning within Google search results. Councillors asked to keep S Youldon	All
informed of local events, information and possible new content. Cllr Hunt noted that a member of the	DH
Parish was keen to provide more historical information for the website, Cllr Hunt to follow up.	
<u>Updated Clerk Contract:</u> In-line with the amendments agreed at the November meeting Cllr Hunt	
updated the clerk contract for review. Agreed that an additional paragraph was required to reflect that	
the hourly rate would automatically be updated when new SCP 21 rates were released by the National	
Agreement of Salaries and Conditions of Service of Local Council Clerks in England and Wales. Also noted	
that the mileage expenses would be referenced to the HMRC Approved Mileage rates rather than the	
NJC, NJC use the HMRC information but the HMRC rates are easier to obtain. S Youldon had noted that	
the Clerk Job description had not be updated since 2013 and provided the Councillors with a new job	DH
description with the inclusion of managing the Parish website, this was approved. Councillors were also	
provided with a new expenses policy as referenced in the new Clerk contract - this policy was adopted.	
Planning	
17/02354/LBC2 –23 The Row, Welford for listed building consent to replace 4 rotten single glazed timber	Resolved
windows with 4 new double glazed timber windows. PC advised that the application had been	
withdrawn.	
Finance	
2018/19 Budget: The following matters were considered:	
New Audit Arrangements: S Youldon forwarded the information received on the new audit	
arrangements for 2017/18; it appears that the charge to the PC will increase from £100 to £200 under	
the new external auditors. It was not entirely clear if the PC would be exempt as expenditure was under	
£25,000. Further information to follow. Agreed to leave £250 for the internal and external audit in the	
budget for 2018/19 to ensure the costs are covered.	
Salt Bin Levels: £200 had been put in the 2017/18 budget for the maintenance of the grit bins, Cllr Hunt reported on the current levels, 3 bins needed to be topped up and Cllr Halliwell reported that an	CV
additional bin is needed for Grayling Lane, Weston. S Youldon to obtain quotes asap and forward to the	SY
Councillors on email.	
West Berkshire Library Contributions: WBC continues to request donations from Parish/Town Councils to	
help towards the running of the libraries including the mobile library. Usage figures for the library and	
mobile library were reviewed, Councillors voted 5 against in donating towards this, as it was viewed that	Resolved
this is a service that WBC should provide. Concerns also raised that donated money could not be	Resolved
specified to protect certain services in benefit to the Parish. The PC therefore agreed that the 2018/19	
budget would not include a donation.	
Additional Defibrillator at Halfway: Councillors had mixed views on this, S Youldon in the process of	
trying to obtain written confirmation from the owners of The Halfway Inn building, although the current	
tenant is in agreement in principle the PC would need to be assured that the equipment could be in	
place and connected to the electricity for at least the next 10 years. It was agreed that whilst further	
research is underway the budget would allow for 25% of the cost of a 3 rd defibrillator, installation and	
the £200 contingency towards training. If it was decided to go ahead a grant would be sought for the	
remaining 75% of the equipment cost.	
2018/19 Precept: Following the above decisions, the budget was finalised accordingly and Councillors	
agreed to hold the precept at £8,000. This would cover the Parish running costs and leave the PC with	
reserves of just over £8,000, this was considered adequate for unexpected costs, projects and additional	SY
services that the PC may need to take on with the changes and devolution of services at WBC. S Youldon	
to submit request to WBC.	
Balance, Invoices & Receipts:	
The account balance as of the 17/01 will be £10,037.55 plus the £10,227.62 of Section 106 money held	
in a separate deposit account.	
The balance includes the following transactions:	
15/11 Transfer of £620 from S106 Savings Account to Current Account for Gates	
	-

12/12 Chq 653 – Autella Group – Q3 Payroll Admin £38.40	
12/12 Chq 654 – HMRC – Q3 PAYE £130.00	1
22/12 Chq 655 – S Youldon December Wages £173.27	ı
The following cheque was approved and signed at the meeting:	
25/01 Chq 656 – S Youldon January Wages £173.47	
<u>VAT:</u> The VAT return will be completed and submitted at the end of January to ensure the refund is paid	
before the end of the financial year.	SY
S106 Funds: Cllr Halliwell queried the interest level on the S106 savings account prior to the meeting, S	
Youldon checked with Lloyds bank and reported that the current interest rate is 0.05% Alternative Lloyds	Resolved
community savings accounts require 32 or 60 days' notice and a continual balance of over £10,000.00.	
Agreed that it was not an option to change the account at this time.	
Any Other Business	
<u>District Parish Conference:</u> Will be held on 15 th March, Cllr Hunt agreed to attend, Councillors asked to	
confirm back to S Youldon if they would also like to attend before the end of January.	All
Litter Picking: Correspondence had been received from the Thames Valley Rehabilitation Company	1
offering individuals available to complete unpaid work as part of the Community Payback Scheme	SY
considered that litter picking around the Parish may be a good project. S Youldon to obtain further	
details and report back.	

The meeting closed at 9.00pm

The remaining 2018 meetings are scheduled for: 21^{st} March, 16^{th} May – AGM & APM, 18^{th} July, 12^{th} September and 14^{th} November