

## WELFORD PARISH COUNCIL

**Meeting Held on Wednesday 15<sup>th</sup> March 2017 7.30pm in Wickham Village Hall**

### Present

D. Hunt	Chairman	L. Chamberlain	Councillor
C. Halliwell	Councillor	J. Cole	Kintbury Ward Councillor
G. Frampton	Councillor	S. Youldon	Clerk
P. Stanley	Councillor	Inspector W. Mckeown	Neighbourhood Inspector Newbury & Hungerford – Thames Valley Police

### Apologies

L. Woodhead	Councillor
A. Stansfeld	Kintbury Ward Councillor

Welcome	Action
<p><u>Minutes:</u> There were 2 amendments to the January minutes before these were signed; New Parish website quote should read £593.10 rather than £539 and under Telephone Box, Weston, it was amended to: it had been agreed prior to the meeting that this was a good location for a public access defibrillator.</p> <p><u>Declarations of Interest:</u> L Chamberlain – Maintenance at 1-6 Easton Hill, Easton</p>	SY
<b>Open Session</b>	
No matters were raised in the Open Session	
<b>Thames Valley Police</b>	
<p>Inspector Mckeown presented to the PC an update on the new operating model being adopted by the West Berks policing area and Thames Valley Police, the team would be split into 3 HUBs; a response team, a neighbourhood team (problem solving) and an investigation HUB. The closure of Hungerford police station has progressed and the building is now up for sale. Inspector Mckeown reassured the PC that the public would see no difference in the presence of neighbourhood team and response teams in the Hungerford/Lambourn area (within which Welford Parish is located) as briefings would be given to the teams at the start of shift in Newbury but those officers would then be deployed to and work in the Hungerford/Lambourn area. As part of this new model the neighbourhood officers would be working out of the Hungerford Fire Station as a new partnership venture.</p> <p>A second new initiative was also explained by Inspector Mckeown regarding revitalisation of Community Action Groups. These would become more of a Community forum where the communities would set their own priorities for the police and partner agencies. This would be a partnership approach where the police can engage with the public on matters and also ensure that the police can feedback to the community on results and issues. This would also look to make better use of the Neighbourhood Watch Scheme and an improvement in the Thames Valley Police technology would make this easier. Cllr Frampton agreed to be part of the nearest Community Action Group and contact details will be provided on email.</p> <p>Inspector Mckeown also fed back to the PC the positive area crime statistics; these were for the whole Hungerford and Lambourn area and can be viewed on the Thames Valley Police website. The area had come out well in comparison with a National picture, with many areas of crime dropping by a considerable percentage.</p> <p>The PC questioned Inspector Mckeown on the recent press articles relating to the investigation of crime. The Inspector reassured the PC that as police policy, every single crime report is investigated and attended as appropriate.</p> <p>In relation to crime prevention, Police Cadets have also been carrying out Empty Car Scans across the region. This is to advise vehicle owners of items that are vulnerable if left on display in their vehicles. This was viewed as a positive scheme in the area.</p>	
<b>Ward Councillor Report</b>	
<p>Cllr Cole updated the PC on the West Berkshire Ward Boundary changes and the reduction of Councillors from 52 to 42. The current proposal would see Welford Parish moved into the Downlands Ward; which would then contain 11 Parishes. The draft proposals will be put forward in June, but Councillors will be seeing a large increase in workload.</p> <p>The Statutory Power of Parish Councils to donate towards the West Berkshire Libraries, is still being discussed and Cllr Cole advised S Youldon to clarify the latest situation with BALC so a PC decision can be made on this. S Youldon to feedback to the Councillors.</p>	

<b>Matters Arising</b>	
<p><u>Parish Website:</u> The draft website had been reviewed by all Councillors, design and text amendments had been made prior to the meeting. The outstanding issues were addressed and agreed as follows: the amenities page would contain just the 2 pubs within the Parish, there will be no Councillor photographs on the site, only the Councillor names and contact details for the Clerk. The Spring highlight for the front page was agreed to be the PC May AGM and drinks. S Youldon to update the designer, provide additional text and then make the website live. S Youldon to include the new website on the Annual Parish Meeting flyers and posters.</p>	SY
<p><u>Speeding in the Parish:</u> Cllr Hunt and Cllr Stanley attended the Speed Indicator Device training provided by West Berkshire highways team in February. The equipment is available to hire from WBC on a weekly basis FOC and Cllr Hunt and Cllr Stanley will agree dates for this. Following the 5.5 days installation of the Speed Data Recording device in Wickham on the B4000 in 2016, Cllr Hunt reported on the increase of vehicle movements through the village since the last survey in 2006. In that ten year period there has been an increase from a daily average of 3,176 vehicles to 4,887, an increase of 1,711 vehicles per day. S Youldon has requested the full data from May 2006 and on receipt will review and analyse this further to look at average speeds and other key statistics.</p>	SY
<p><u>Telephone Box at Weston:</u> The PC has been advised by BT that due to a recently discovered safety issue with this kind of kiosk there would now be no option to adopt the kiosk and it would be removed shortly. PC agreed that Wickham Village Hall may be one suitable location for a defibrillator and S Youldon would contact the committee to see if this would be agreeable to them. Councillors were asked to consider other suitable locations (with access to power) within the Parish and report back at the May meeting.</p>	All
<p><u>Maintenance at 1-6 Easton Hill:</u> A Project Manager from Sovereign has been assigned to improving the site and put forward a proposal to replace the HERAS fencing with timber hoarding of c.1.8metres high to the front of the site. It was proposed that the HERAS fencing would remain at the back of the site to ensure it was secure and strimming of area would then been untaken behind the fencing. The PC raised concerns that this new fencing would not allow the site to be seen and the proposals put forward did not include regular maintenance of the site. There was also a concern about the area that WBC own being contained within the fencing. S Youldon to feedback PC comments to the Project Manager and request that the current HERAS fencing is replaced / re-secured where necessary and that a regular maintenance schedule is put forward.</p>	SY
<p><u>Annual Parish Meeting Arrangements:</u> It was agreed that the May Annual General Meeting would be held at 6.45pm on the 17<sup>th</sup> May with the Annual Parish Meeting held after at 7.30pm. The guest speaker was agreed as Gill Comley – WB Village Agent Coordinator – and the drinks / nibbles for the Parish would follow after. S Youldon to draft poster and door drops and circulate to the Councillors for approval. S Youldon will also obtain a photocopying quote for the flyers. Cllr Frampton agreed to provide nibbles along with Cllr Woodhead, Cllr Hunt agreed to supply the wine and glasses. Councillors agreed that Gerald Chandler’s 21 years of Parish Council membership should be recognised. Cllr Hunt suggested gift idea at a cost of c. £90, S Youldon asked to confirm if the PC can purchase this under its statutory powers. S Youldon to feedback and confirm a final cost.</p>	GF LW DH  SY
<p><u>Welford &amp; Wickham Primary School:</u> The Councillors are now receiving the weekly newsletter from the School to keep up to date with school news. The updated Memorandum of Understanding in relation to the MUGA has been agreed and signed by the PC and Mrs Dickens.</p>	
<b>Planning</b>	
<p><u>16/03554/FUL</u> – The Five Bells, Wickham, application to extend the Micro-Brewery was Granted by WBC. <u>16/03498/LBC2 &amp; 16/03497/HOUSE</u> – Weston Mill, Weston, application for LBC and planning for internal refurbishments, new window, new chimney and new link structure was Granted by WBC.</p>	
<b>Finance</b>	
<p><u>2017/18 Budget:</u> An updated budget proposing additional PC spending was provided by Cllr Chamberlain for review following the decision on the Precept at the January meeting. Councillors amended and agreed this, taking the projected spending of the PC to £18,332 requiring a precept of £7,997 for the forthcoming financial year.</p>	
<p><u>Appointment of Internal Controller:</u> Cllr Halliwell volunteered to be the PC internal controller and will meet with the Clerk in the next few weeks to run-through the accounts paper-trail in line with audit requirements.</p>	CH SY
<p><u>Appointment of Internal Auditor:</u> Councillors reviewed the CV and audit details from David Weller prior to the meeting and agreed his appointment as Internal Auditor for the 2016/17 accounts. S Youldon to confirm appointment and set up date for the audit.</p>	SY

<p>The account balance as of the 07/03 is £11,877.06, plus the £10,842.26 of Section 106 money held in a separate deposit account.</p> <p>The balance includes the following cheques:</p> <ul style="list-style-type: none"> <li>07/02 Chq 612 Austin Enterprises £296.55 – Deposit for website build</li> <li>25/02 Chq 613 S Youldon £173.27 – February Clerk Wages</li> <li>25/02 Chq 614 Crescent Signs £189.60 (inc £31.60 VAT) This completes the MUGA project and spends the last of MUGA funds raised.</li> </ul> <p>The following monies were received:</p> <ul style="list-style-type: none"> <li>16/02 BALC Transparency Code Website Grant £500.00 build plus £45.00 towards hosting</li> <li>27/02 HMRC VAT Refund 31/03/16 to 07/01/17 £383.36</li> </ul> <p>The following cheque was approved and signed at the meeting:</p> <ul style="list-style-type: none"> <li>15/03 Chq 615 S Youldon £23.66 (inc £1.21 VAT) – Clerk expenses October 2016 to February 2017</li> </ul> <p>The following cheques, which had been previously approved were signed:</p> <ul style="list-style-type: none"> <li>Dated 24/03 chq 616 HMRC £130 – Quarter 4 PAYE income tax</li> <li>Dated 24/03 chq 617 S Youldon £173.27 – March Clerk Wages</li> <li>Dated 24/03 chq 618 Autella Payroll £30.00 – Quarter 4 payroll administration</li> <li>Dated 17/03 chq 619 Austin Enterprises - £416.55 – Completion of website (remaining 50%) and 12 months hosting in advance.</li> </ul> <p><u>Bank Reconciliation:</u> An end of January bank reconciliation was supplied to the Councillors prior to the meeting.</p> <p><u>Section 106 Money:</u> Suggested that potential S106 projects should be brought to the May APM, for discussion and engagement with Parishioners.</p>	All
<p><b>Any Other Business</b></p>	
<p><u>Litter Picking:</u> A neighbouring PC raised a concern that beyond their Parish boundary the amount of roadside litter increased. They had been advised that the area in question was not within the Welford Parish boundary; the Councillors agreed that they didn't believe there was a litter issue within the Parish. No further action.</p>	

The meeting closed at 9.47pm

**The date for the next meeting is the 17<sup>th</sup> May 6.45pm AGM and 7.30pm for the Annual Parish Meeting**

**The remaining 2017 meetings are:  
19<sup>th</sup> July; 13<sup>th</sup> September; 15<sup>th</sup> November**