WELFORD PARISH COUNCIL

Meeting Held on Wednesday 21st March 2018 - 7.30pm in Wickham Village Hall

Present

D. Hunt Chairman Sarah Youldon Clerk

G. Frampton Vice Chair James Cole Kintbury Ward Councillor

P. Stanley Councillor 1 Parishioner

L. Chamberlain Councillor

Apologies Not Present

C. Halliwell Councillor L. Woodhead Councillor

A. Stansfeld Kintbury Ward Councillor

Welcome	Action
Minutes: The minutes of the January meeting were agreed and signed	Resolved
Declarations of Interest: Cllr Chamberlain declared an interest in planning application 18/00403/HOUSE	
and also questioned an interest in item 1. Council agreed that there was no conflicting interest in item 1	
and agreed that Cllr Chamberlain could take place in the discussion and vote.	
Open Session	
There were no matters raised in the open session.	
Matters Arising	
Request for Contribution – Westongate/Grayling QC Bill: Cllr Hunt had received 4 letters prior to the	
meeting from members of the Westongate campaign group that formed to prevent the developer at	
Elton Lane amending his planning application and disposing treated sewage into the River Lambourn.	
The letters were requesting a contribution towards the £4,254.84 QC bill that was acquired during the	
campaign, of which £3,000 had already been raised by the group. The Council discussed at length the	
history behind this matter and the invoice in question, it was made clear that this was not an invoice to	
the Parish Council and the PC had not been involved in any way in the instruction of a QC. It was agreed	
by all, that whilst the work of the Campaign group was commendable the approach taken was not one	
that the Parish Council agreed upon. Both WBC and the Environment Agency had already declined to	
contribute towards the invoice because they are adamant that there was no need for the campaign to be	
taken to a QC, they were handling the situation and the amendment to the developers planning would	
not have been granted. The PC had previously tried to help settle the invoice by using S106 funds that	
came directly from this development at Elton Lane; this was prevented by WBC as it was an unlawful use	
of the funds. A vote was held with 3 to 1 in favour of not contributing to the invoice. It was agreed that	
this would be an unpopular decision but the Councillors felt strongly that they could not write a cheque on a retrospective request and were disappointed that they hadn't been approached during the	DII
campaign and before the appointment of the QC. Cllr Hunt to write a considered letter of response to	DH
those who had written to the PC.	
Request for Contribution – Welford & Wickham PCC: Following a letter from the Church Wardens	
requesting funds towards the upkeep of the Welford Churchyard, the Councillors voted 3 to 1 for a	Resolved
donation of £600.00, in line with the 2017/18 budget and at the same level as previous years.	Resolved
Highways Update – Speeding Concerns: Following letters sent to the residents of The Row at Welford,	
one resident responded with concerns of inappropriate speed in front of the houses. The PC had tried to	
obtain the Speed Indicator Device from WBC to assess an average speed of drivers but had been	
informed that it could not be used on a 60mph road. WBC had provided Community Awareness type	
Slow Signs and the Clerk had installed these in February. The resident had been updated and asked to	
monitor if these signs made any difference to drivers behaviour. The Councillors agreed that as there	
was no footpath here there really was a safety issue with inappropriate speed. Clerk requested to log a	SY
Speed Review Hearing request. S Youldon to draft case and contact WBC Highways team.	
The PC had been notified via WBC Highways team of a second residents concern to do with speeding	
vehicles through Wickham on the B4000. The police had been called and had been asked to carry out	
random speed checks, WBC asked the PC to monitor the situation. A request has already been made for	
partial replacement of the existing Vehicle Activated Sign and a new additional VAS near the Five Bells	
Pub. These requests will be investigated by WBC Highways in the new financial year (April) along with	
the white gates at Weston and the changing of the speed sign near Elton Lane, Weston. S Youldon to	SY
follow up with WBC in April to ensure these matters are prioritised.	
New Notice Board: Thank you to Cllr Stanley for installing the new Parish Council notice board at	Resolved
Wickham Village Hall.	

Bench at Easton Bus Stop: S Youldon presented a new quote for the supply of recycled plastic replacement bench slats at a cost of £124.64. Several Handy Men had been contact but not shown any interest. Clerks husband put forward a quote for installation at a cost of £70.00. Agreed to go ahead with the quotes, with bench slats in brown. Agreed that the project could be paid for using S106 funds. S Youldon confirmed that work would not go ahead until June due to other work commitments, Councillors agreed. Cllr Chamberlain put forward proposal to attach a plaque stating Welford Parish SY Council on the back of the bench. Cllr Stanley stated that there was a plaque on the removed Wickham notice board that could be reused. All agreed as a good idea. Updated Clerk Contract: The Clerk contract had been updated with the minor amends identified at the January meeting, it was dated from the 1st April and was signed by the Chairman and Clerk. Copy to be Resolved kept by each. **Parking Matters** Mant Close: Resident had raised concerns about the frequent parking of vehicles on the open areas of grass at Mant Close, the regular use was destroying the grass and creating wheel trenches. WBC had been identified as owning the land and the S Youldon had raised the matter with them. Before any remedial work is carried out WBC have request that the PC obtain views of the Mant Close residents as a whole. S Youldon presented a draft letter requesting residents input, with 3 options on how they would like the matter dealt with. These options were to ignore the issue, replace the no parking bollards and force excess vehicles to park on the Welford Road, or to look into ground reinforcement matting to allow SY the parking but prevent the destructive and unsightly trenches. Residents will be given a deadline in which to respond within. S Youldon to send out agreed letter. Junction of Church Hill, Wickham: This matter was raised at the January meeting, as regular parking on the land at the junction of Church Hill was obstructing the sightlines. The local PCSO had been contacted and they had spoken to a repeat offender. A Parishioner also contacted the Clerk prior to the meeting to state there was still a problem, with a regular 2-3 cars parking here, mainly during the daytime, making it SY difficult to pull out on to or across the B4000. S Youldon to liaise with the PCSO. WBC Local Plan Consultation: The Councillors had no input on this consultation. Resolved Annual General Meeting & Annual Parish Meeting Arrangements: It was agreed that the two meetings would be held on different evenings. The AGM will be held on Monday 9th May at 7.30 with the APM being held on the following Wednesday, 16th May at 7.30pm with drinks and nibbles for attending parishioners. It was agreed that a speaker should be found to help gain Parishioner interest to the meeting, S Youldon to approach the Wickham Head teacher initially. Cllr Hunt agreed to purchase wine SY for the APM, Cllr Frampton to provide accompanying nibbles and liaise with Cllr Woodhead. S Youldon to ΑII put together and print copies of a Parish door drop. Councillors to deliver these, S Youldon to circulate list of properties to Councillors. **Planning** 18/00403/HOUSE Yew Tree Cottage, Easton – Extension to existing garage to create home office and provide greenhouse with workshop / garden machinery store. Cllr Chamberlain had declared an interest Resolved in the application and abstained from the vote. Councillors reviewed the plans and agreed a response of SY No Objections. S Youldon to respond to WBC planning officer. 18/00187/FULD The Garage Block, Crossways, Hoe Benham - Replacement dwelling and garage. Resolved SY Councillors reviewed the plans and agreed a response of No Objections. S Youldon to respond to WBC Training in Viewing of Online Plans: Following the WBC decision to no longer issue hard copy plans to Parish Councils, training had been offered to the Councillors on how to view plans online. No member Resolved was having issues with this - no further training required at this stage. Planning Decisions: Clerk had reviewed previous minutes and found it had been agreed some time back that any planning applications received between meetings, where the deadline for response cannot be Resolved extended, then a quorum of 3 Councillors would meet to make a decision on the planning application on behalf of the Parish Council as an extraordinary meeting. **Finance** Appointment of Internal Auditor: Councillors agreed to re-appoint David Weller as the internal auditor for the PC for the second year running. S Youldon to prepare accounts and contact D Weller. SY Preparation for End of Year - Completion of Internal Accounts Checklist: As part of the accounts declaration the internal account checklist needs to be completed on behalf of the Council. Cllr Halliwell CH had completed this last year with S Youldon and had confirmed he was happy to complete again this SYyear. S Youldon to arrange.

Balance, Invoices & Receipts:	
The account balance as of the 21/03 will be £9,553.79 plus the £10,228.98 of Section 106 money held in	Resolved
a separate deposit account.	
The balance includes the following transactions:	
27/01Chq 657 - S Youldon refund following online purchase of New Salt Bin (gritbins.co.uk) & Rock	
Salt (Travis Perkins) £375.12 includes £62.52 VAT)	
27/01 Chq 658 – Greenbarnes Ltd Wickham Notice Board £830.22 includes £138.37 VAT	
23/02 Chq 659 – S Youldon February Wages £173.27	
The following cheques were approved and signed at the meeting:	
21/03 Chq 660 – HMRC Q4 PAYE £130.00	
21/03 Chq 661 – S Youldon Expenses November to March £117.79 – includes additional mileage for	
filling of salt bins & delivery of notice board plus Welford community road signs. Include £1.88 VAT.	
23/03 Chq 662 – S Youldon March Wages £173.27	
21/03 Chq 663 – West Berkshire Council Dog Bin Servicing £302.72 includes £50.45 VAT.	
21/03 Chq 664 – Motion Link Electric Contribution for Defibrillator £36.00 includes £6.00 VAT	
21/03 Chq 665 – Welford & Wickham PCC Donation £600.00	
21/03 Chq 666 – Austin Enterprises – 1 Years Website Hosting Feb 2018 to Jan 2019 £144.00	
Regarding Cheque 663 to WBC for dog bin services - this was slightly less than budgeted due to a change	
in the WBC contractor. Councillors expressed hope that the new contractors would provide a better	Resolved
service as there had been problems with the previous contractor apparently emptying dog bins in to the	
hedge.	
Regarding cheque 666 to Austin Enterprises - Councillors agreed the small increase of £24.00 this was	Resolved
due to an unforeseen increase in the providers costings.	
VAT: Clerk reported that the VAT return had been completed to the end of February and the refund of	Resolved
£1,068.32 had been received.	
Any Other Business	
Salt Bins: The PC thanked the Clerk for the manual work in the filling of the salt bins; this had proven a	Resolved
very cost effective way to top up all the Parish bins.	
RAF Welford Memorial Service: Cllr Hunt reported that himself and Bob Chandler; a keen historian that	Resolved
has written many articles for the parish magazine, would be attending the memorial service on the 28 th	
March. They would be laying a remembrance poppy wreath on behalf of the Parish.	
Contributions to the Website from New Rector: S Youldon reported how Reverend Miri Keen would like	SY
to make a regular contribution to Parish news, it was agreed by all that this could be uploaded and	
shared on the Parish website, together with the weekly Pew Sheets. S Youldon to implement.	
Broken Road Drain: Cllr Frampton reported on a broken side drain at Hoe Benham, S Youldon to report	SY
to WBC.	
<u>District Parish Conference:</u> Cllr Hunt reported positively on the recently held WB District Parish	
Conference focusing Health & Wellbeing. The full presentation and Q&A write up had been shared on	
email with the Councillors.	

The meeting closed at 9.45pm

The remaining 2018 meetings are scheduled for: 9th May AGM, 16th May Annual Parish Meeting, 18th July, 12th September and 14th November