

WELFORD PARISH COUNCIL

Meeting Held on Wednesday 9th May 2018 - 7.30pm in Wickham Village Hall

Present

D. Hunt	Chairman	C. Halliwell	Councillor
G. Frampton	Vice Chair	Sarah Youldon	Clerk
P. Stanley	Councillor	J. Cole	Kintbury Ward Councillor
L. Chamberlain	Councillor	2 Parishioners	

Apologies

A. Stansfeld	Kintbury Ward Councillor	Not Present	L. Woodhead	Councillor
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Welcome	Action
<u>Declarations of Interest:</u> There were no declarations of interest.	
<u>Nomination of Chairperson:</u> Cllr Hunt stepped down as Chairman. Cllr Halliwell raised a point from his BALC councillor training that there is a recommendation that a Chairman should not be in place for more than 5 years. This was a recommendation rather than a requirement and Cllr Chamberlain thanked Cllr Hunt on behalf of the PC for his work as Chairman and stated that while Cllr Hunt is doing a good job and committed to the role the PC would like him to continue. Cllr Stanley proposed Cllr Hunt to continue and Cllr Frampton seconded this. Cllr Hunt accepted the position and signed the Acceptance of Office. S Youldon to forward signed paperwork to WBC.	Resolved SY
<u>Nomination of Vice Chair:</u> Cllr Chamberlain proposed Cllr Frampton continue as Vice Chair and Cllr Stanley seconded this. Cllr Frampton accepted the position and signed the Acceptance of Office. S Youldon to forward signed paperwork to WBC.	Resolved SY
<u>Minutes:</u> The minutes of the March meeting were agreed as a correct record and signed by the Chairman.	
Councillors noted that no apologies had been received for the second time from Cllr Woodhead. Cllr Hunt to make contact and report back.	DH
Open Session	
<u>Traffic Lights through Weston:</u> Cllr Chamberlain queried what work was taking place through Weston before the turning to Elton as nothing could be seen and the temporary traffic lights were frequently not working. S Youldon to check with highways.	SY
<u>School Parking on Welford Road, Wickham:</u> Cllr Stanley reported that the parents are parking too close to exit from the lane alongside the school causing local residents problems when pulling out. There have been between 4-5 accidents or near misses in the past 6 months. Suggested that the school lines are extended to improve safety. S Youldon to speak with the School initially.	SY
<u>Fly Tipping at the top of Easton Hill:</u> There has been an ongoing issue with fly tipping at the pull in at the top of Easton Hill. Warning signs have now been erected by WBC. Cllr Cole urged for all incidences of fly tipping to be reported to WBC. The best way to report occurrence is through the WBC website, where users are given a reference number confirming that the report has been logged.	All
<u>Water Leak on B4000 Wickham:</u> Councillors raised concerns about the ongoing water leak on the hill of the B4000 traveling out of Wickham towards Newbury. S Youldon had reported this to Thames Water who stated it was surface water. Councillors recalled a similar leak some years back, all the authorities ignored the leak despite several reports which eventually lead to a driver being killed slipping on the ice that it created. Cllr Cole suggested that this is escalated to highways as a safety issue, S Youldon to make contact.	SY
<u>Pedestrian Bridge at Weston:</u> Cllr Halliwell reported that the handrails of the pedestrian bridge over the River Lambourn had now been replaced by WBC Public Rights of Way team.	Resolved
<u>School Fundraising Event 30th June:</u> Friends of Welford & Wickham CofE Primary School asked the Clerk to share information on their planned festival style fundraising event on Saturday 30 th June. PC confirmed it was happy to publicise the event on the Parish website. The organisational team have confirmed that they will be applying for a Temporary Event Licence, and have the relevant insurance, risk assessments etc. are in place. PC to share at the Parish Meeting being held on the 16 th May.	
Matters Arising	
<u>Request for Contribution – Westongate/Grayling QC Bill:</u> Following the decision made at the March meeting to not contribute towards the Westongate QC Bill, Cllr Halliwell wanted to correct some of the facts that the PC had discussed in coming to the decision. Cllr Halliwell stated that the Environment Agency had issued a licence for the disposal of treated sewage into the River Lambourn and had the	

<p>campaign group not highlighted the matter and brought it to Judicial Review, the installation by Clean Slate would have gone ahead. As it was, the Environment Agency only backed down and rescinded the licence 5 minutes before the Review, meaning it did not have to pay the campaign groups legal costs. WBC however, stated that they would not have granted this amendment to the planning permission and on those grounds had refused to take any responsibility for the legal bill. Cllr Cole believed that the campaign had been instrumental in highlighting the matter and had stated this during the discussions at the March meeting. Cllr Halliwell was disappointed that the PC regularly donated towards the village hall and upkeep to the Churchyards but did not see fit to provide a one off donation to these legal costs. The Councillors appreciated the disappointment but felt that the decision made not to contribute remained valid. It was also noted that the report that Boxford Parish Council had contribute towards the bill was in fact incorrect, no record of this was found in the PC minutes. Cllr Halliwell reported that since the March meeting the Weston area parishioners raised so much money that the QC bill had been paid, and excess money had to be returned to some very generous parishioners.</p>	Resolved
<p><u>Highways Update:</u> S Youldon followed up with the highways team on the agreed S106 projects which include: refurbishment of the VAS at Wickham, investigation into a second VAS at Wickham near the Five Bells; white entrance gates at Weston; switching of the yellow backed road sign near Elton Lane at Weston. Highways have reported back that the highways resurfacing programme is the current priority and these matters will be looked at late Summer / Autumn. S Youldon to follow up then. The Speed Review hearing request for Welford has been accepted and will be added to the hearing which should be held late 2018.</p>	SY
<p><u>Bench at Easton Bus Stop:</u> The replacement recycled plastic bench slats have been received and will be installed in June. S Youldon had retrieved the Welford Parish Council plaque from the old notice board and did not believe it was worth reusing. Initial quotes have been obtained for a brass plaque at around £20. Councillors agreed to a new plaque on this basis. S Youldon to organise.</p>	Resolved SY
<p><u>Parking Matters</u></p>	SY
<p><u>Mant Close:</u> Letters had been sent to the 30 residents of Mant Close, 14 responses had been received all agreeing that some action should be taken. Half felt that it would be better to remove the grass verge on the inside of the bend in its entirety and tarmac this to provide parking spaces. S Youldon to investigate this approach with the land owners (WBC) and report back.</p>	
<p><u>Junction of Church Hill, Wickham:</u> Regular parking on the land at the junction of Church Hill is still continuing to be an issue, with the PC receiving a second complaint that this was not only obstructing the sightlines, it damaged the grass and prevented WBC from mowing the area. The local PCSO had been keeping an eye on the area with her colleagues but they did not agree that the sightlines were being obstructed and as the car was not on the pavement they would not take any action. WBC are the owners of the verge, S Youldon to raise the matter to them and report back.</p>	SY
<p><u>MUGA Annual ROSPA Inspection:</u> ROSPA had made several low risk observations which have been noted by the PC. S Youldon to investigate the cracked wood plank on the goals and report back and check the condition of the rotting post. The PC wished to thank Hayley Brown for resolving with the supplier the fault found on the metal joint on one of the goal posts. This has now been resolved fully under warranty.</p>	
<p><u>Appointment of Data Protection Officer:</u> NALC have just confirmed that the Government will be amending the Data Protection Bill to exempt all Parish Council from the requirement to appoint a Data Protection Officer. All other measures will still apply. S Youldon confirmed that the PC holds only general information for the Councillors – which has to be available to the public and holds no mailing list for the Parish. The remaining information held relates to the Electoral Register and planning applications but these are held only in accordance with the guidance already provided by WBC. S Youldon is continuing to review the information published and will report to the PC as required.</p>	Resolved SY
<p><u>Adoption of New Standing Orders and Risk Assessment:</u> S Youldon circulated to the Councillors prior to the meeting the new model Standing Orders provided by BALC and the updated Risk Assessment report. Councillors agreed adoption of both documents.</p>	Resolved
<p><u>Annual Parish Meeting Arrangements:</u> Cllr Frampton offered to provide the snacks for the meeting and Cllr Hunt agreed to bring the wine and glasses. Cllr Hunt to contact Cllr Woodhead to check attendance as she normally provides additional food, Cllr Chamberlain offered additional assistance. Suggestion from Clerk that a 2 or 4 page newsletter is considered next year as the door drop, to make more of the opportunity of contacting every house in the parish. Agreed this would be considered, S Youldon to add c. £85 to the 2019/20 budget.</p>	DH, GF, LC SY

Planning	
<u>18/00403/HOUSE Yew Tree Cottage, Easton</u> – Extension to existing garage to create home office and provide greenhouse with workshop / garden machinery store. WBC has granted this application.	Resolved
<u>18/00187/FULD The Garage Block, Crossways, Hoe Benham</u> – Replacement dwelling and garage. WBC has granted this application.	Resolved
Finance	
<p><u>Internal Auditor Report:</u> David Weller had completed the internal audit and the report had been circulated to Councillors for review prior to the meeting. The auditor had noted a recommendation that the Councillors initial cheque stubs going forward as good practice, and also noted that the risk assessment was due for review at the May meeting. S Youldon has actioned both these comments. The auditor reported that the Parish Council has in place safe and efficient arrangements and maintains robust controls on payments as an integrated part of the overall financial control system. He concluded that the management of processes within the PC are well controlled and monitored</p> <p><u>2017/18 Annual Governance and Accountability Return:</u> Councillors reviewed the Annual Governance and Accountability Return 2017/18 and signed this off. Under the new guidelines Parish Councils meeting the criteria are able to certify themselves exempt from this submitting the return to the external auditor. The Councillors agreed that the PC was meeting all its obligations and were reporting in a transparent way and voted 4 to 1 to submit the exemption certificate. This would save the Parish Council £200. S Youldon to complete.</p> <p>In line with its commitments the Parish Council will be publishing the Return complete with a record of spending, the internal auditors report and the asset register on the Parish website. S Youldon to scan and upload.</p> <p><u>Balance, Invoices & Receipts:</u></p> <p>The account balance as of the 09/05 will be £11,588.19 plus the £10,229.33 of Section 106 money held in a separate deposit account.</p> <p>The balance includes the following transactions:</p> <p>17/04 Chq 667 – Autela Group PAYE Admin Q4 £46.08 includes £7.68 VAT</p> <p>25/04 Chq 668 – S Youldon April Clerk Wages £181.58</p> <p>17/04 Chq 669 – ROSPA MUGA Safety Inspection £79.80 includes £13.30 VAT</p> <p>17/04 Chq 670 – Kedel Group Ltd, Bench Slats for Easton £154.36 includes £25.72 VAT</p> <p>The first Precept payment of £4,000 has been received from WBC</p> <p>The following cheques were approved and signed at the meeting:</p> <p>09/05 Chq 671 – David Weller, Internal Audit £44.40</p> <p>09/05 Chq 672 – Clerk Expenses – 19th March to 9th May £91.95 (Postage, Printing and Mileage)</p> <p>09/05 Instruction to Lloyds bank to transfer £128.64 from S106 savings account to current account for the Easton bench slats.</p> <p>Chq 673 dated 25/05/18 – S Youldon May Clerk Wages £181.38</p> <p><u>Insurance:</u> Clerk reported that the insurance renewal had been received from the current broker which saw an increase from £428.42 to £495.56. S Youldon had obtained an additional quote from Zurich direct at £465.82. A further small saving of £20 could be made by signing a 3 year agreement, Councillors felt this was not significant enough to be worthwhile and it was better to obtain comparative quotes again next renewal. S Youldon listed the insurance benefits and Councillors agreed to take out the Zurich policy, cheque 674 was written to pay the invoice.</p>	<p>Resolved</p> <p>Resolved SY</p> <p>Resolved</p> <p>Resolved SY</p>
Any Other Business	
<p><u>Defibrillator for Halfway:</u> S Youldon reported on a new public access defibrillator cabinet on the market that did not require connection to mains electricity. Agreed this was worth investigating further for Halfway. S Youldon to report back in July.</p>	SY

The meeting closed at 9.13pm

The remaining 2018 meetings are scheduled for:

16th May Annual Parish Meeting, 18th July, 12th September and 14th November

