

WELFORD PARISH COUNCIL

Meeting Held on Wednesday 15th November 2017 - 7.30pm in Wickham Village Hall

Present

D. Hunt	Chairman	J. Cole	Kintbury Ward Councillor
L. Chamberlain	Councillor	Sarah Youldon	Clerk
C. Halliwell	Councillor		
P. Stanley	Councillor		

Apologies

L. Woodhead	Councillor
G. Frampton	Vice Chair

Welcome	Action
<u>Minutes:</u> The minutes of the September and October meetings were agreed and signed. It was noted that the year wasn't included in the meeting date, S Youldon to amend template.	Resolved
<u>Declarations of Interest:</u> Cllr Chamberlain declared a non-pecuniary interest in item 2. Maintenance at 1-6 Easton Hill.	
Open Session	
<u>Gates at Wickham Playing Field:</u> Cllr Hunt noted that there was no top to one of the metal gate posts – S Youldon to check if this was an existing post. Cllr Stanley noted that the gates were frequently being left open, S Youldon explained that self-closing gates were not specified and this was agreed with the school. It is up to the school supervisors / field users to close the gates to safe guard the children when using the field.	SY
<u>West Berkshire Council Update:</u> Cllr Cole shared with the PC the good news that the Child Services team within WBC had received a recording of Good in the last review, this is up two places from the previous assessment. The team are now working hard towards making this an Excellent rating at the next review. Cllr Cole updated the Councillors on the new proposed ward boundary for Welford PC; the latest proposal is to include Welford PC within the Hungerford and Kintbury Ward, which will have 3 serving Ward Councillors, further details will follow in January. Cllr Cole also shared with the PC the importance of Adult Social Care and how as part of the devolution of services, Parish Councils can assist with this, not just with letting Parishioners know what services are available but also helping with physical support – for example; paying for transport to a coffee morning. Cllr Cole advised the PC that grant funding is available to help towards this. Should the Councillors have any specific project ideas the PC should let him know.	
Matters Arising	
<u>Highways Update:</u> Following the decision at the September meeting to look into spending the Section 106 money that WBC Highways hold specifically for new highway schemes and improvements, S Youldon met with the Senior Highways Project Officer. The current Vehicle Activated Sign at Wickham is currently not working, it was noted that it is in a poor state of repair and Highways will put forward proposals to the PC to update this, noting what LED messages boards are recommended. Cllr Hunt reported that since this VAS had been out of action he felt there had been a general increase in speed through Wickham. A survey using the Speed Indicated Device will be arranged to review this. The request for a second VAS to be located near the Five Bells Public House was put forward to the Highways officer, photos were taken and possible locations noted. The Highways team will get together and come back with proposals on this, hopefully in time for consideration at the January PC meeting. Weston was also visited during the meeting, it was agreed that it would not be appropriate to site a VAS for traffic travelling towards Great Shefford. However, S Youldon discussed the concerns that the PC continue to have over the exit of Elton Lane traffic onto Newbury Road at the bend, following the construction of the new houses. The highways officer agreed to chase up the swapping of the yellow backed 30mph sign over to the other side of the road as suggested at the Speed Review Hearing last year. He noted that there was no suitable site here for a VAS and would not recommend one in the area as traffic is far lighter, he did see the Councils concerns and will discuss other possible safety measures with the team and feedback once again for the January meeting.	SY
<u>Maintenance at 1-6 Easton Hill:</u> Following the October meeting, the site at Easton has been strimmed back, Sovereign Housing have also instructed a maintenance contractor to spray ragwort at the site at least twice next year, commencing Spring 2018. S Youldon, as requested, asked Sovereign to inform the PC of their intentions for the site, they reported back that they were in the process of trying to make the site more viable but could not share further details at this time. The decision not to ask WBC to maintain	Resolved

<p>their small proportion on the land was queried by Cllr Chamberlain, but it was agreed that there would be no value at this point in money being spent here whilst the rest of the site was in its current condition. Cllr Cole added that there could be an opportunity for the PC to take on responsibility for this area under the devolution of services. The PC reported that it had no use for this land, but noted that this was an option.</p>	
<p><u>Speeding Concerns in Welford:</u> Following the concerns raised to Cllr Chamberlain by residents at The Row of cars speeding past on this lane during school drop off and collection times, Cllr Hunt conducted a survey of the traffic between 8.20 and 9.20 on the 6th and 13th November. During this period there were on both occasions only 8 vehicles using this stretch of road, although he had no speed recording device these vehicles did not appear to be travelling at an excessive speed. Cllr Chamberlain to feedback these findings to the residents and report back at the January meeting.</p>	LC
<p><u>Notice Board:</u> As reported at the September meeting the PC notice board at the front of the Village Hall in Wickham is broken and in need of replacing. Councillors agreed that a recycled plastic timber effect board would be the best option, in a light wood effect to match the general notice board and sized to allow the placement of 6 A4 sheets in a portrait format. Welford Parish Council would be printed across the top. S Youldon to confirm the exact price for this specification at the January meeting. Cllr Stanley suggested that he would be willing to install the new board, Cllr Stanley to look and report back to S Youldon. If not the case S Youldon to provide installation quotes for agreement at the January meeting.</p>	PS SY
<p><u>Bench at Easton Bus Stop:</u> Ideas provided for a new recycled plastic timber effect bench for Easton bus stop, the current part concrete part timber bench at Easton is in a state of disrepair – it was acknowledged that the bench is probably not used that frequently if so, replacing it with a more basic style would be suitable. S Youldon to provide exact costs to: a) dismantle, dispose of existing, supply and install a new bench and; b) replace the timber slats on the existing bench with a plastic composite. Quotes to be presented for decision at the January meeting.</p>	SY
<p><u>November District Parish Conference:</u> Cllr Hunt reported to the PC on the generally positive DPC held in November. The conference focused on four main areas: General Council matters and the huge reduction in budgets that they are facing, along with the new Boundary Commission recommendations, which as discussed earlier in the meeting will be published in January and will reduce the overall number of District Councillors from 52 to 43. The continuing devolution of services and the recent success that Hungerford has had in taking over the running of its library. Neighbourhood planning, this is more of a concern to larger Parish /Town Councils and will help them to speed up the planning process and grant them more control over where new homes are built within their towns / parishes. A fourth presentation report from the Police and Crime Commissioner, Antony Stansfeld. Cllr Stansfeld reported the 2016-17 Crime Performance Headlines, which showed 67,000 fewer crimes reported than 5 years ago, but figures did show increases in crime across the region in specific areas such as violence and burglary. S Youldon to forward the full presentations to the Councillors with the draft minutes.</p>	Resolved
<p><u>Donations:</u> Wickham Village Hall had written to the PC requesting a donation towards the upkeep of the hall for this next year. S Youldon obtained further information and reported back to Councillors on the work which had been carried out in the hall this past year – this included structural repairs following a car accident, new protective fence to the front of the hall and new gents toilets. Re-decorating is also expected to take place in the near future. A £600 donation towards hall upkeep in line with last year was proposed, with a majority vote. The decision on a donation to St Swithun's Church towards Churchyard maintenance was deferred to the January meeting, as no request from the Friends of St Swithun's or the PCC had been received.</p>	
<p>In line with last year Councillors voted to donate money to the Thames Valley Air Ambulance, seeing this as a valuable service to the whole of the parish. £250 donation was proposed and agreed by all. S Youldon to send off cheque with a letter requesting receipt of the donation for PC records.</p>	SY
<p><u>2018 Meeting Dates:</u> The dates for the 2018 meetings were agreed as follows: 17th January, 21st March, 16th May – AGM & APM, 18th July, 12th September and 14th November (please note the 14th rather than the 15th November as printed on the Agenda). Cllr Hunt requested that all Councillors make a note of these dates now to avoid unavoidable absences.</p>	Resolved
<p><u>Clerk Salary Review:</u> Following research conducted by Cllr Chamberlain, it was agreed that a new Clerk Employment Contract would be written referencing the National Agreement of Salaries and Conditions of Service of Local Council Clerks in England and Wales payment structures referred to as Spinal Column Points. The current contract was based on SCP 19 but the hourly rate stated contradicted this. A new</p>	Resolved

contract would be written dated 1 st April 2018 based on SCP 21 (currently £10.44 per hour) at 5 hours per week. The Council agreed that this remuneration was appropriate for the work involved and that following the review of hours present by S Youldon in September the 5 hours per week was adequate. It was agreed that the number of hours would continue to be monitored and S Youldon to report back to the Council as appropriate. Cllr Hunt to update the contract in line with the above and forward to S Youldon for signature. S Youldon to check and update the Standing Orders as appropriate.	DH SY
Planning	
17/02354/LBC2 – Application received for 23 The Row, Welford for listed building consent to replace 4 rotten single glazed timber windows with 4 new double glazed timber windows. Councillors agreed a verdict of no objections to the application. S Youldon to submit response.	Resolved SY
Finance	
Balance, Invoices & Receipts: The account balance as of the 14/11 is £11,753.68 plus the £10,846.28 of Section 106 money held in a separate deposit account. The balance includes the following transactions: Deposit 28/09 – Second Precept Payment £4,000 14/10 Chq 645 – Donation to Royal British Legion £90.00 for wreaths (S137) agreed 13/09 25/10 Chq 646 – S Youldon October Wages £173.47 The following cheques are to be approved and signed at the meeting: 15/11 Chq 647 – Village Hall Hire – May 16 to May 17 – 7 meetings £140.00 15/11 Chq 648 – S Youldon Expenses July to Oct £87.19 (inc. £3.99 VAT) Dated 24/11 Chq 649 – S Youldon November Wages £173.27 15/11 Chq 650 – Valley Fencing – Playing field Gates £744 (inc. £124.00 VAT) 15/11 Chq 651 – Wickham Village Hall £600.00 donation towards maintenance 15/11 Chq 652 – Thames Valley Air Ambulance £250.00 donation It was noted that in line with the Clerks Contract the £87.19 expenses invoice from S Youldon included £54.13 of business mileage from the 1 st September. It was clarified that as this is business mileage rather than commuting mileage and therefore the PC can pay this direct to the Clerk rather than through PAYE. Section 106 Money: As previously agreed the cost of the new gates at Wickham playing fields will be taken from Section 106 money. As the PC claim back VAT, on an annual basis a request to the bank to transfer the net cost of £620 from the Savings Account to the Current Account was signed. S Youldon to arrange with the bank. This transfer will leave a balance of £10,226.28 in the S106 Savings Account.	SY
Any Other Business	
Cllr Hunt laid the Remembrance Wreath on behalf of the Parish at the Service held by RAF Welford on Monday 13 th November. Cllr Frampton laid the wreath on behalf of the Parish at the St Swithun's Remembrance Service held on the 12 th November. It had been suggested prior to the November meeting that Parishioner Bob Chandler, bearing in mind all the research he had carried out on Parish men involved in the two wars, would be well placed to do this on behalf of the Parish. He could not make the Church Service this year but it was suggested by Cllr Hunt that he be invited to the specific Welford Memorial Service held in the Spring, S Youldon to check if this is possible, as normally only open to members of the Parish Council.	SY

The meeting closed at 9.55pm

The 2018 meetings are scheduled for:

17th January, 21st March, 16th May – AGM & APM, 18th July, 12th September and 14th November