

Welford • Hoe Benham • Easton  
  
Weston • Wickham • Halfway

**Minutes of the Ordinary Meeting of the Council held on Wednesday 25<sup>th</sup> June 2025 at 7.30pm in Wickham Village Hall**

**Present:** Cllr Henry Burgoyne-Probyn (Chair), Cllr Martyne Ellard (Vice Chair) and Cllr Paul Stanley.

**In attendance** Angela Boyce (Parish Clerk)

The meeting started at 7:54pm

1. **To receive apologies for absence** Apologies were received from Cllr Sam Kynaston, Cllr Sam Bell and District Councillors Denise Gaines and Dennis Benneyworth and Tony Vickers.
2. **To receive any Declarations of Interest.** There were none.
3. **To confirm and sign the minutes of the ordinary meeting held on 7<sup>th</sup> May 2025.**  
RESOLVED the minutes of the meeting held on 7<sup>th</sup> May 2025 were signed as a true and accurate record.
4. **Matters Arising from the Minutes of the Meeting held on 7<sup>th</sup> May 2025**
  - 4.1 **Meeting dates.** To discuss moving the day of the meetings and approve meeting dates for the year ahead. There was a discussion, The PC agreed that it would not be suitable moving the meeting from a Wednesday to the first Monday. The following dates were agreed.  
Wednesday 25th June 2025  
Wednesday 3rd September 2025  
Wednesday 11th November 2025  
Wednesday January 7th 2026  
Wednesday March 4th 2026  
Wednesday May 6th 2026  
Wednesday May 20th 2026.
5. **OPEN FORUM.**  
There was nothing to discuss.
6. **Correspondence.**
7. **Reports**
  - 7.1 District Councillor's Report. There was nothing to report.
  - 7.2 Chair's Report. There was nothing to report.
  - 7.3 Clerk's Report. There was nothing to report.
8. **To confirm and sign AGAR (Annual Governance and Accountability Return) audit forms for financial year 2024-25**  
Certificate of Exemption Annual Governance Statement of the Annual Governance and Accountability Return 2024/25 Form 2 was resolved and approved by all members present and was signed by the Chair and the Clerk.

Section 1 Annual Governance Statement of the Annual Governance and

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Accountability Return 2024/25 Form 2 was resolved and approved by all members present and was signed by the Chair and the Clerk.

Section 2 Accounting Statements of the Annual Governance and Accountability Return 2024/25 Form 2 was resolved and approved by all members present and was signed by the Chair and the RFO.

All members present approved the Receipts and Payments accounts from Year End 31 March 2025.

This concludes the proceedings for signing off the Annual Governance and Accountability Return 2024/25 Form 2. The Clerk to upload all unaudited documents to the website (transparency) and ensure the Notice of Public Rights is uploaded to the website and is available on the Noticeboards.

9. **Request for Financial Support:** There was a discussion, the PC considered a grant application from The West Berkshire foodbank initiative, Hungry Holidays. The PC recognises the value of the work undertaken by the organisation and require further information was resolved that the request does not meet the criteria for funding under Section 137 of the Local Government Act 1972. The PC, therefore, regretfully declined the application unless there is a direct benefit to the Parish. The Clerk to notify the applicant of this decision.
10. **Bus Shelter.** There was a discussion, the PC approved the design and signed the terms and conditions of the bus shelter grant.

11. **Planning**

11.1 **Applications**

**25/01175/HOUSE** Benham Grange, Bath Road, Halfway. Proposed single-storey extension, entrance canopy and minor alterations. There were no objections

**25/01115/HOUSE** Elton House, Weston, Newbury. Conversion of part of existing garage to provide residential annexe and erection of carport. There were no objections

11.2 **Decisions**

12. **Finance**

12.1 **Payments**

|            |                                                  |        |
|------------|--------------------------------------------------|--------|
| 17/06/2025 | SERVICE CHARGES                                  | 4.25   |
| 03/06/2025 | ZURICH TOWN & PARISH - Insurance                 | 466.57 |
| 03/06/2025 | ROSPA PLAY SAFETY - Playground Inspection        | 96     |
| 03/06/2025 | D K GARDENING SERV - MUGA and Common maintenance | 175    |
| 03/06/2025 | MISS ANGELA BOYCE - Clerks salary May            | 571.15 |
| 03/06/2025 | BIBBY - Dog waste bins                           | 88.4   |
| 19/05/2025 | SERVICE CHARGES                                  | 4.25   |

12.2 **Receipts**

|            |                  |      |
|------------|------------------|------|
| 09/06/2025 | INTEREST (GROSS) | 2.77 |
| 09/05/2025 | INTEREST (GROSS) | 2.84 |

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Signed..... Date.....

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- 13. Parish Plan update** There was a discussion, the clerk to look at parish plan designs and circulate to the members once done.

**Close of meeting**

There being no further business, the Chair declared the meeting closed at 8:15pm

The next Parish Council meeting will be held on Wednesday 3<sup>rd</sup> September 2025 at 7:30pm in Wickham Village Hall.