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## Welney Parish Council

### Minutes of the meeting of Welney Parish Council, Tuesday 4<sup>th</sup> January 2022, 7pm at the William Marshall Centre

**Committee Members:** Cllr. Harvey (Chair), Cllr Steele (Vice-Chair), Cllr. Barker, Cllr. Lowry, Cllr. Spears, Cllr Gardiner, Cllr Goodger.

**Those Present:** Cllr. Lowry, Cllr. Spears, Cllr Gardiner, Cllr Barker, Cllr Goodger, BCllr Rose, Clerk M Hilton.

**Public:** one

**Apologies :** Cllr. Harvey, Cllr Steele

#### MINUTES

As the Chair and vice chair were not present a Chair was voted for. Councillor Goodger was voted to be chair for this meeting.

1. **Welcome and opening remarks:** The Chair welcomed everyone to the meeting
2. **To consider and approve apologies for absence:**  
Apologies were approved.
3. **To approve the minutes of the last meeting**  
The minutes for the last full Council meeting were discussed and with one alteration on item 6 bullet point 4 the minutes were approved and signed by the Chair.
4. **To receive Declarations of Interest on the Agenda Items:** none were received.
5. **Public Forum:** one member of the public was present.
6. **To discuss Action Log:**
  - To Seek old files: Councillor Spears will meet with Mr. Cox for the handover of the files he currently has. Still waiting for the return of the files held by the police.
  - Bedford Bank: a committee has been set up by the residents a few Councillors have joined and will report back any findings.
  - One roundel and the outer road white lines are still to be completed. Councillor Spears and Gardiner have met with Andy Wallace and this will be completed in Spring 2022.
  - Elderly Signpost rusty post: a new one has been ordered by Highways
  - Chestnut Ave. this has been repaired but after only a week it has cracked and weeds have started to grow through. Waiting on Highways for remedial work.
  - The pot hole on Chestnut Ave has been repaired.
  - Back Drove at a Highways meeting a 'DO NOT FOLLOW YOUR SATNAV' sign was ordered. Clerk emailed Andy Wallace in December and is waiting on a reply.

Clerk to the Council; Melanie Hilton (CiLCA Qualified).

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- Councillor Gardiner will investigate two old bank accounts at Barclays Bank, this is still yet to be done.
  - To move the noticeboard, Councillor Gardiner and Spears meet with Andy Wallace and this will be moved to outside the church, Highways will check for any cables or pipes that maybe there before it is moved. A new sam2 post has been ordered too.
  - Steps new old phone box have been reported to Highways as the rails are unsafe.
  - Councillor Goodger will speak with Ms. Markham regarding a memorial plaque which the Council has received money for.
  - A pot hole at Delph Bridge on A1101 has been reported.
  - The kerb stones at the corner of Hale Drove House have been reported.
- 7. To discuss the Casual Vacancy:** a discussion took place, a Councillor had heard that some residents have concerns about the perception of the 'old' Parish Council getting back together. This was made clear on two occasions in the discussion this was not aimed at the new candidate. A vote took place and Mr. Bombata was voted onto the Council with four votes and one abstention. He was invited to take part in the discussion but could not vote as his papers had not been signed yet. The Clerk will send the paperwork onto Mr. Bombata tomorrow. Mr. Bombata did state he could not attend the meeting until 7.30pm due to other commitments.
- 8. To discuss the Parish Councils website:** The Clerk has received a quote for the continuation of the website with Norfolk Association of Local Councils (NALC) for £150 + VAT. Another quote from Norfolk Parish Training and Support (NPTS) is for £179 + VAT. The Clerk explain that staying with NALC meant the Council had to continue to subscribe to NALC. Mr. Bombata did say he could take on the website but the Clerk explained that it comes under her remit of work. The Council voted for the Clerk to start a new website with NPTS and it would take her between four and five hours to complete the build.
- 9. To discuss the storage of Parish Council documents at the William Marshall Centre:** it was agreed all paperwork for the Council should be kept at the Clerks address where it will be locked away.
- 10. To discuss the basketball hoop installation at William Marshall Centre the Playing Field:** as the original contractor has not started the work or answered any emails, Councillor Spears has sought three quotes and it was agreed to meet at the William Marshall Centre on Sunday 9<sup>th</sup> January at 10am to discuss the position of the installation. Mr. Laws will be told by the Clerk he has the contract once the position has been agreed.
- 11. To discuss communications with the Parish:** Clerk to report more frequently about what the Council are working on and achievements. This will be easier when the new website is up and running.

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- 12. To discuss two new streetlights purchased with CIL monies:** this was deferred until the February meeting, to allow Councillors to think about whether the money should be used on something else.
- 13. To re appoint Clerk as the Responsible Financial Office (RFO):** the Clerk was appointed as the RFO.
- 14. To approve the Assets Register and the Health and Safety lists:** Mr. Bombata enquired about the two printers, the Clerk explained that one had an electrical fault and both were dried up and quite old, it had been agreed at the December meeting that they should be scrapped. The assets register and the Health and Safety sheets were approved.
- 15. To discuss delegated powers for Clerk and Committees. *Delegation is the act of authorising an officer, a committee to make a decision on the council's behalf. Delegation must be formally agreed by the full council (see 5jv.i of Standing Orders):*** the decision was deferred until the February meeting when the Clerk will send more details through.
- 16. To approve Helen Carrier to complete the internal audit for 2022:** this was approved
- 17. To review terms of reference for Finance Committee. *(Terms of Reference informs members of the matters for which they are responsible for):*** this was approved
- 18. To discuss having the following policies as per the Standing Orders:**
- Press Media Policy
  - employment policies and procedures

It was agreed that both policies are required the Clerk will send draft copies out to the Council and will be discussed at the February meeting.

### **19. Reports from Individual Councillor's, Working Groups and Clerk:**

- To discuss planning applications Cllr Barker:
- Planning Application Consultation 21/02293/F Single storey extension to an existing bungalow to create a new family room with a roof terrace over. Remodelling of the area to create a utility room at Mill Farm Bungalow March Road Welney Norfolk PE14 9SE. *Welney Parish Council advises approval of this application.*
- Welney flooding steering group: Councillors decided not to invite other Parish Councils to a joined up meeting for the time being. Instead the majority of Councillors believe they need to lobby people who follow the Welney Flood Watch page on Facebook this has over 7000 followers. Councillor Barker will ask the Facebook group a number of questions and report back. This item to remain on the February agenda.
- Update on gateways, Sam2 installation after meeting with Highways: *Cllr's Spears and Gardiner* had a site meeting with Highways on 16<sup>th</sup> December 2021. The siting for the gates and the SAM2 installation has been agreed, hopefully the gates will be an indication that you are entering into a village and will be a traffic calming measure. The Clerk needs to apply for the CIL grant.

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- To discuss the Speedwatch team: Cllrs Gardiner and Spears reported that following a serious confrontation incident with a passing motorist at the end of October the Welney Speedwatch Team had been temporarily suspended pending the police investigation. The police were expected to attend tonight's meeting unless they were called to an incident. The Clerk will invite them for the February meeting.

### 19. Finance:

- The outstanding payments were approved for payment. **All payments to be paid by the next working day.**

Payments for January 2022 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Melanie Hilton Salary	806.37	0.00	<b>806.37</b>	EP	64.5 hours
Melanie Hilton Expenses	39.23	4.24	<b>43.47</b>	EP	16 miles Dec. meeting WMC 16 miles to sorting filing at WMC, Filing cabinet key, suspension files, file dividers
HMRC	296.18	0.00	<b>296.18</b>	EP	Month 10
Nest Pension scheme	39.04	0.00	<b>39.04</b>	DD	Clerks pension
Advanced Payroll Services	25.00	0.00	<b>25.00</b>	EP	Payroll services for November 2021
Norfolk PTS	24.00	0.00	<b>24.00</b>	EP	The Essentials Seminar 31st March 2022
Westcotec	111.12	22.22	<b>133.34</b>	DD	Street light maintenance
Eon	69.64	3.48	<b>73.12</b>	DD	Streetlight electricity supply
<b>TOTAL</b>	<b>£1,410.58</b>	<b>£29.94</b>	<b>£1,440.52</b>		

- To note the cashbook:** this was noted
- To note the Quarterly Progress Against Budget:** this was noted.

### 20. Proposed Agenda items for next meeting:

- Parish Council representation on Marshall's Charity

**21. Next meeting date:** the next meeting is 1<sup>st</sup> February at the William Marshall Centre 7.15pm

**22.** The meeting closed at 9.40pm.

Signed by the Chairman ..... Date .....

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