
Welney Parish Council

Minutes of the Annual Meeting of Welney Parish Council, Tuesday 3rd May 2022, 7.15pm at the William Marshall Centre

Committee Members: Cllr. Harvey (Chair), Cllr. Barker, Cllr. Lowry, Cllr. Spears, Cllr Gardiner, Cllr Goodger.

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

Public: 2

Apologies : Cllr Barker, CCLLR Dawson, BCllr Spikings,

MINUTES

1. Election of Chairman for the coming year and sign the declaration of acceptance of office:

Councillor Harvey was voted unanimously as Chair for the forthcoming year. She was thanked for all her hard work in 2021-2022

2. Election of Vice Chairman and sign the declaration of acceptance of office:

Councillor Spears was unanimously voted as Vice Chair for the forthcoming year.

3. To consider and approve apologies for absence: apologies were approved

4. To declare any conflicts and pecuniary interests on any items on this month's Agenda: none were declared.

5. To approve the Minutes from the last meeting: these were approved and signed by the Chair

6. Public Forum (ten minutes only): a member of the public asked when a payment was made to Welney Parish Council in respect to the fraud case. This will be an item on the next agenda. Borough Councillor Rose announced he is standing for the Conservative Party.

7. To discuss and consider the Action Log from previous meetings:

- Playing field bank account this currently has £304.09 left to spend. It was agreed to close this item until such time more money has been raised to make a purchase.
- Various Highways matters are still ongoing, missing white lines and roundel, Taymour Place and Chestnut Ave pavements, overgrown trod at Sandgate Corner, the new railings at the steps near the old phone box are loose, Back Drove signage, children's playground sign, Sandgate Meadow sign, missing traffic sign covered by a cone, solar panel depth of water issue, loose curbs o/s Croft House, the Clerk has chased Highways and will make contact again.
- Investigate the old Barclays Bank accounts. After no response from the bank Cllr's Gardiner and Harvey will make an appointment and visit the Ely branch.
- The loose curbs at Hale Drove have been marked by Highways ready to repair.
- Bells Drove streetlight, the Clerk reported on the portal during the meeting. Cllr Gardiner has also spoken to Westcotec regarding this.
- The flood sign is still flashing, Cllr Goodger has reported this several times to Westcotec
- There are loose curbs o/s Croft House Main Street, the Clerk will report this.

8. Reports from individual Councillors, Council Groups and Clerk

- i. To approve Planning applications: *Cllr Barker*

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

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22/00159/F Side single storey extension and remodelling of the external elevations, render instead of brick at Silver Crest March Road Welney Norfolk PE14 9SE. Welney Parish Council advised approval of this application. This was approved by full Council

9. **To consider and agree the responsibility matrix:** no changes were made to the Responsibility Matrix
10. **To consider the casual vacancies:** Clerk will advertise the vacancies on Facebook, they are currently on the website.
11. **To discuss training for Councillors:** Councillors decided to have Finance training with Norfolk Parish Training and Support in the Autumn. Clerk to arrange a date.
12. **To note any Health and Safety issues:** none to report

13. Finance

- i. To note payments made since last meeting. These were approved

Payments for May 2022 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Melanie Hilton Salary	884.13	0.00	884.13	EP	70.5 Hours
Melanie Hilton Expenses	10.96	0.49	11.45	EP	16 miles each way Meeting WMC
HMRC	357.45	0.00	357.45	EP	Month 1
Nest Pension scheme	47.74	0.00	47.74	DD	Clerks pension
Advanced Payroll Services	25.00	0.00	25.00	EP	Payroll services for February 2022
Steve Jackman	104.00	0.00	104.00	EP	Website development support for Welney PC
Robin Goreham	30.00	0.00	30.00	EP	Internal Auditor for accounts 2021-22
NALC	31.43	0.00	31.43	DD	Good Councillor Guides 7 copies
TOTAL	£1,490.71	£0.49	£1,491.20		

- ii. To note income and expenditure balances reconciled from the previous month. This was noted
- iii. To approve **Section 1 of the Annual Governance and Accountability Return 2020/21 - the Annual Governance Statement** (part of the external audit document). This was considered, duly completed. Chairman signed.
- iv. To approve **Section 2 of the Annual Governance and Accountability Return 2020/21 - the Accounting Statements**. The 2021/22 End of Year Accounts prepared by the Clerk were approved. It was resolved to approve Section 2 Accounting Statements 2021/22 of the Annual Governance and Accountability Return 2021/22. Chairman signed.
- v. The Clerk had already forwarded the Internal Auditors report. There were no issues with the accounts and the Clerk was congratulated on a superb set of accounting records by the Internal Auditor. Councillor Harvey thanked the Clerk for her hard work on the accounts.
- vi. To approve purchase of litter pickers: it was agreed to purchase twelve litter pickers and ten Hi Vis vests to be delivered to Councillor Harvey's address. The Clerk will order these. Councillor Spears will contact the Welney News to let them know when the litter pick will be. It was decided on 22nd May between 11am and 12pm.
- vii. To discuss Westcotec's offer of one solar street light at a cost of around £2000. It was agreed to get a full quote from Westcotec and also ask for a guarantee on how long the lighting lasts for.
- viii. The Clerk forwarded an email today to say that the Parish Partnership Scheme had approved to pay for half the purchase of a new Sam2 camera. Clerk will now start the ordering process with Westcotec. Also, Councillor Gardner asked for another bracket to be ordered for the current camera. Clerk will order this also.

The Clerk suggested a document for a running total of Cil monies income and expenditure. She will complete this and keep updated ready for reporting purposes back to the Borough Council.

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Councillor Spears and the Clerk asked for a quote from Highways to fit the village gates. The cost is £800 per pair of gates. A second quote was obtained by Councillor Spears from D Laws of £425. It was agreed to ask Highways to install these to ensure public liability is covered, and any unknown arising issues would be covered by Highways

14. **To propose any items for the next agenda:** the item brought up by a parishioner in the public forum
15. **To note the date of the next parish council meeting – 7th June 2022 at 7.15 pm at William Marshall Centre**
16. **Close: the meeting closed at 9.05pm**

Signed by the Chairman **Date**

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