
Welney Parish Council

Minutes of the meeting of Welney Parish Council, Monday 4th October 2021, 7pm at Welney Wetland Trust

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

Those Present: Cllr. Harvey, Cllr. Lowry, Cllr. Barker, Cllr Steele, Cllr. Spears, BCllr Rose, Clerk M Hilton.

Public: one

Apologies : BCllr Spikings, CClr. Dawson,

MINUTES

- 1. Welcome and opening remarks:** The Chair welcomed everyone to the meeting
- 2. To welcome our new Councillor:** The Chair welcome Councillor Spears to the meeting
- 3. To elect a vice-chair:** unanimous vote for Councillor Steele to become Vice Chair, Councillor Steele signed his declaration of office.
- 4. To consider and approve apologies for absence:**
Apologies were approved.
- 5. To approve the minutes of the last meeting**
The minutes for the last full Council meeting and the Finance meeting were approved and signed by the Chair
- 6. To receive Declarations of Interest on the Agenda Items:**
None were given.
- 7. Public Forum:**
A Parishioner is frustrated with Highway's responses to work that needs completing in the village. Four roundels were completed today but still waiting for many more items to be started. A pot hole in Chestnut Ave has been marked for repair for several months.

8. To discuss Action Log:

General

- The fraud case: a meeting has been asked for with the police to discuss the case.
- The dog waste bin has been installed, grateful thanks to Peter Gardiner and Paul Spears for installing this. The Clerk is still chasing the incorrect number of bins being invoiced by the Borough Council.
- The Clerk will diary a discussion on a litter picking for March 2022
- Playing field bank account. A new set of goal posts has been ordered, and the concrete pad and basketball hoop installation should be carried out at the end of October.

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

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- The streetlight near the defibulator should be repaired by the 19th October.
- The Clerk has ordered a poppy wreath for Remembrance Sunday
- Councillor Barker is waiting for quotes for wooden bus shelters. The clerk reminded the Council this must be voted on at the next meeting so the deadline for the Parish Partnership Scheme (PPS) grant is not missed.

Highways

- ❖ No further update on Bedford Bank
- ❖ The roundels have been painted today, still no SLOW or white line painting. This should be completed at the end of October.
- ❖ Elderly Signpost rusty post: a new one has been ordered by Highways
- ❖ The trod between Sandgate Corner and Stockyard Farm: the Clerk will get a quote from Highways for this to be replaced. A decision will then be made to whether the PPS grant can be applied for.
- ❖ Taymor Place pavements repairs, this is in the 22/23 programme, Chestnut Ave. should be complete late September early October 2021
- ❖ Main Street pavement repairs between Wren Cottage and Chestnut Avenue, this is programmed for 22/23
- ❖ The depth gauge on the left hand side (the first one) going out of Welney is missing and needs replacing urgently before the winter weather kicks in. These are all ordered and once delivered we will arrange for them to be erected
- ❖ The Welcome to Welney sign on the right-hand sign going into Welney from Lakes End has been hit, Highways to take a look at and order a replacement.
- ❖ Bedford Bank East this sign has been ordered by the Clerk; this can take 6 months before it will be installed.
- ❖ The pot hole on Chestnut Ave has been reported by the Clerk, this has already been reported several months ago by a parishioner
- ❖ Back Drove at a Highways meeting a 'DO NOT FOLLOW YOUR SATNAV' sign was ordered, but has never arrived the Clerk will chase this.

Administration

- Old files are currently with the Police, during the investigation against a former Clerk.
- Policies and Procedures: four policies to be discussed later in the agenda and four more in November to be discussed and approved.

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- The money that was raised in 2004 has been ringfenced in a separate bank account. This will be used to purchase new goal posts at the playing field and installation of a concrete pad and basketball hoop.
- The office at William Marshall Center: the desk is being removed and given back to a parishioner who kindly donated this. Filing cabinet will be moved back into the office. Clerk will then set up a filing system when the old files have been returned by the police and solicitors.

Finance

- ❖ Investigate two old bank accounts at Barclays: these will be investigated and reported on at the next meeting
- ❖ Consider building up reserves in the Council's finance: this will be discussed in the Finance meeting.

Washes flooding: a meeting has been set up by Liz Truss MP on the 8th October, members of the Council will be attending.

9. To discuss streetlighting request in Chestnut Avenue at the entrance to the children's playground: the Clerk has contacted Westcotec to receive a quote for a streetlamp to be installed. The Council also briefly discussed streetlights for the trod at Sandgate. The Clerk will ask for a Marshalls Charity application form, and apply for a grant for this.

10. To update the Councillor's Responsibility Matrix: the clerk updated this to include Councillor's Steele and Spears preferences. This will be emailed to the Council.

11. To discuss Core Documents:

- To discuss and adopt Financial Regulations Policy: this was adopted
- To discuss and adopt Data Protection Policy: this was adopted
- To discuss and adopt Safeguarding Policy: this was adopted
- To discuss and adopt Equal Opportunities: this was adopted

12. Reports from Individual Councillor's, working Parties and Clerk:

- To discuss and resolve comments on planning applications: Planning Application Consultation 21/01465/F Construction of a general purpose building for storage and stables (retrospective) at Stanborough House Welney Road Lakes End Norfolk PE14 9QB. *Welney Parish Council advises approval of this application*
- To discuss the Parish Partnership Scheme to purchase a new bus shelter. Councillor Barker is waiting for a quote for a wooden bus shelter. BCllr Rose asked the Clerk to contact Amanda Driver reading CIL grants. (Post meeting CIL grants are not available at the moment)
- To receive an update on the William Marshall Centre: BCllr Rose, Cllr Harvey and Cllr Lowry met with MRC, this is the company that built the building. MRC are having internal discussions regarding the repairs and a maintenance contract. There needs to be a fire, water and air condition check carried out before the building can open. Birkett's have been informed they must not carry out any further work for the Charity.

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13. Finance:

- i. The outstanding payments were approved for payment.

All payments to be paid by the next working day.

Payments for October 2021 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP <small>electronic payment /direct debit</small>	Supplier/Service
Melanie Hilton Salary	784.72	0.00	784.72	EP	62.5 hours
Melanie Hilton Expenses	39.48	4.20	43.68	EP	Mileage meeting 7th Sept and 2nd Sept delivering dog waste bin, 21st Basketball installation meeting (50.4 miles total) Keys cut for letterbox and noticeboards
HMRC	281.32	0.00	281.32	EP	Month 7
HMRC	393.60	0.00	393.60	EP	Outstanding Month 5 & 6 2020
Nest Pension scheme	36.71	0.00	36.71	DD	Clerks pension
Glasdon	104.85	20.97	125.82	EP	pole and bags for dog waste bin Sandgate Corner
Advanced Payroll Services	25.00	0.00	25.00	EP	Payroll services July 2021
Community Heartbeat	100.00	20.00	120.00	EP	Village emergency telephone system
Live4 soccer	2,020.79	404.16	2,424.95	EP	(already paid)
Westcotec	111.12	22.22	133.34	DD	Street light maintenance
Eon	74.72	3.74	78.46	DD	streetlight electricity supply
TOTAL	£2,436.48	£475.29	£4,447.60		

- ii. **To note the cashbook:** this was noted
- iii. **The Quarterly Progress Against Budget:** this was noted
- iv. A date of 20th October 2021 has been set to start the budget setting for 2022/23

14. Proposed Agenda items for next meeting:

- The Queens Platinum Jubilee
- Councillor Training
- Christmas Lights competition
- Litter bins
- Dog waste bins
- Defibulator training, Councillor Harvey will deal with this.
- Two parishioners left money to the village after they passed away. Councillor Harvey will look into this.

15. Next meeting date: Finance meeting 20th October 6pm at the William Marshall Centre. Next full Council meeting is 2nd November 2021 Welney Wetland Centre 7pm

16. The meeting closed at 8.45pm.

Signed by the Chairman Date

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