
Welney Parish Council

Minutes of the meeting of Welney Parish Council, Tuesday 6th July 2021, 7pm at Welney Wetland Trust

Committee Members: Cllr. Harvey (Chair), Cllr. Barker, Cllr. Loveday, Cllr. Lowry, Cllr. Pratley, Cllr Giles

Those Present: Cllr. Harvey, Cllr. Barker, Cllr. Loveday, Cllr. Lowry, Cllr. Pratley, Cllr Giles, BCllr. Rose, BCllr. Spikings, Clerk M Hilton.

Public: two

Apologies : CCllr. Dawson, Cllr. Giles

MINUTES

1. To consider and approve apologies for absence:

Apologies were approved. Although apologies must come through the Clerk in future

2. To declare any conflicts and pecuniary interests on any items on this month's agenda:

None were given.

3. To approve the Minutes of the last meeting

The minutes were approved and signed by the Chair

4. Public Forum: A parishioner asked if the William Marshall Centre could consider changing insurers so the building could host the Parish Council meetings again. He also asked to look at the accounts for 2020-2021. Cllr Harvey agreed to look at the insurance and will arrange a date for the accounts to be inspected.

5. To discuss Councillor Vacancies:

Welney Parish Council currently has two vacancies, with no one coming forward, the Clerk agreed to put a notice on the Facebook page to encourage new members.

6. To note Councillor Responsibility Matrix: The Clerk updated the responsibility matrix and will email to Councilor's

7. To update the Asset Register:

The defibulator was added to the register

8. Reports from individual Councillor, Working Groups and Clerk:

- i.* To approve Planning applications: *Cllr Barker*
- Planning Application Consultation 21/00499/F Replacement of existing dwelling at Lady Fen Cottage Hundred Foot Bank Welney Wisbech Norfolk this application was approved.
- ii.* To receive an update from the Highways Working Group Cllr Lowry: Cllr Lowry read a report, which is available on the website.
- iii.* To receive a defibulator update Cllr. Harvey: Cllr Harvey thanks Carline Loveday and Cllr Lowry for helping with the defibulator. A code is required to check it, and this should be done weekly. The area needs a good clean and the books removed. Clerk to put on Facebook to give 14 days to clear the books otherwise they will be removed.

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- iv. To receive dog waste bin update Cllr. Harvey: the new dog waste bin at Sandgate Meadow has been approved. Councillors discussed a village sign and other dog waste bins to be put on the other side of the wash. This maybe included in next years budget. To be discussed further at the next meeting.

9. Finance:

- i. The outstanding payments were approved for payment.

All payments to be paid by the next working day.

Payments for July 2021 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Salaries	1,112.64	0.00	1,112.64		
Jennifer Millard Salary				EP	June Hours
Jennifer Millard expenses	16.20	0.00	16.20	EP	mileage
Melanie Hilton Salary				EP	28 hours
Melanie Hilton Expenses	21.74	1.47	23.21	EP	Mileage collecting laptop 8/6/21 and files 11/6/21
Lee Davies Salary				EP	4 hours
Upwell Computer Repairs	375.00	0.00	375.00	EP	Upgrade current laptop and supply USB enclosure
Steven Ashton Pest Controller	112.50	0.00	112.50	EP	Mole clearance Welney Village Hall Recreation Ground
Norfolk Parish Training & Support	211.14	0.00	211.14	EP	Support service for Welney Parish Clerk and Council
NALC	90.00	18.00	108.00	EP	Charities and Parish Council Course 29/1/2021
Eon	137.70	6.89	144.59	DD	Street light energy
Peter Gardiner	24.25	0.00	24.25	EP	Post Crete for PC Noticeboard
PlusNet	33.99	6.80	40.79	DD	Broadband WMC
TOTAL	£2,135.16	£33.16	£2,168.32		

*salaries are shown together re data protection.

- ii. **To note the cashbook:** the Clerk has prepared a cashbook from scratch for the financial year 2021-2022. The cashbook was noted.
- iii. **To note QPAB (Quarterly Progress Against Budget):** again, the Clerk has produced this document to clearly show the spend against the budget each quarter.
- iv. **To discuss which payments belong to the William Marshall Centre:** it was agreed to hold a Finance meeting to discuss this. The Clerk asked whether these payments made by the Council are then invoiced to the WMC to reimburse the Council. This has not been done in the past, the Clerk will invoice quarterly until the invoices change to the correct bank accounts.
- v. **To note an update from the Finance working Party:** Cllr Barker reported in 2018 a fund-raising event took place and raised £639.89. this amount is in Welney Parish Councils current account, it was agreed this will now be moved to the Charity Account.
- vi. **To discuss changing payroll provider:** the Clerk informed the Council Advanced Payroll Services have offered to provide payroll services for £25 per month, currently with Stephenson Smart the Council pays £100 for 3 months payroll and another £25 per annum for HMRC submissions. It was agreed to change payroll provider to Advanced Payroll Services.
- vii. **To note new bank account with Unity Trust:** three signatories signed the new bank account submission form. Clerk will now set up the new bank account with them. All monies will be transferred to this account leaving £1 in the Barclays accounts. The monies will then be separated again like with Barclays.
- viii. **To discuss the playing field money being given to RUG for the play area:** this money was raised in 2004 and has never been used. The Clerk explained that there was not the budget to install

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play equipment at WMC, as costs would include inspections, insurance and repairs. The Council discussed whether goals or a basketball net could be installed, they will get quotes and report back.

10. To approve and sign new Clerk's contract (Melanie Hilton) and approve Clerk's pension

The Council approved the contract and pension, the Chair signed the Contract.

11. Proposed Agenda items for next meeting: dog waste bins

12. Next meeting date: 3rd August Welney Wetland Centre 7pm

13. The meeting closed at 8.03pm.

Signed by the Chairman Date