
Welney Parish Council

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

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

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

Public: three

Apologies : BCllr Spikings

MINUTES

- 1. To elect a chairperson for this meeting:** The chair thought she was going to absent for this meeting, but she was present so this item was not required.
- 2. To consider and approve apologies for absence:**
Apologies were approved.
- 3. To declare any conflicts and pecuniary interests on any items on this month's agenda:**
None were given.
- 4. 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
- 5. Public Forum:**
No one wished to speak.
- 6. To discuss Action Log:**
 - The dog waste bin has been delivered, now waiting for the post and this can then be installed at Sandgate Corner.
 - The Clerk will contact the Cleanup department about collecting litter picking equipment from the Borough Council.
 - A community Speedwatch representative was at the meeting and told the Council it is normally about twice a month they carry out a Speedwatch. This item can now be closed
 - Defibrillator, new pads have been received this month for the defibulator. this is being checked weekly by volunteers. This item can now be closed.
 - Playing field bank account. Mr. Loveday informed the Clerk that goalposts had been ordered. Councillor Harvey will check if this has been done as no goalpost have been delivered. The Council as seeking someone to put the basketball hoop back up too.
 - The Clerk has contacted Westcotec twice regarding this, she will email again to get this repaired and the bulb changed to an LED

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- Quotes for a new bus shelter have been received, Councillor Barker and the Clerk will find out if it could be located the other side of the road. If purchased this will be with the help of the Parish Partnership funding, County Councillor Dawson advised that CIL could be asked for a grant too.
- The Clerk has reported to Highways the following after a walk through the village with Mr. Gardiner. Some of these issues have been reported before and nothing has been completed.
 - ❖ Taymor Place pavements, these are in poor repair. (Suggest these are carried out in advance of Chestnut Avenue works programmed for current year 21/22)
 - ❖ Main street pavement between Wren Cottage and Chestnut Avenue again the pavement is in a poor state of repair and has trip hazards. Needs urgent repairs suggest 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. Similarly, the depth gauges on the Suspension Bridge side also require attention
 - ❖ The Welcome to Welney sign on the right-hand sign going into Welney from Lakes End has been hit and needs straightening/repairing or replacing
 - ❖ Bedford Bank East this sign needs replacing
- The emails were sorted by the previous Clerk and the current Clerk is also keeping the emails in files. This item can be closed
- Various email address for the Clerk, one listed is used by a different council now. The Clerk just uses welneypcclerk@gmail.com. This item can be closed.
- Individual email address for Councillor's, it was agreed that they would continue using the email addresses they already have. This item can be closed
- Separate emails account for the William Marshall Charity was set up in June 2021. The Clerk no longer deals with the charity emails. This item can be closed
- The laptop has been repaired and is currently in good working order. This item can be closed
- A filing system has been completed by the Clerk and files are kept on a locked cabinet. This item can be closed.
- Old files are currently with the Police, during the investigation against a former Clerk.
- Policies and Procedures: a Core Documents list have been produced and sent to the Council. Currently working through the list but all policies are completed in draft format waiting for adoption.
- Stationery, the Clerk has purchased stationery for the Council. This item can now be closed.

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- Gmail account the password has been changed so only the Clerk can access this. As some emails are highly confidential. This item can now be closed.
- 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.

7. To discuss Core Documents:

- i. To discuss and adopt Financial Regulations Policy, Councillor Barker suggested an amendment to this policy to include the wording that two signatories sign the payment authorisation on the bank account. This is already being done but would like the wording added in. The Clerk will amend this and adoption will take place next month.
- ii. To discuss and adopt the Data Protection and Safeguarding Policies. No issues with these, but will adopt next month when other Councillor's have had time to read them.

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

- i. To discuss and resolve comments on planning applications
 - Ref 21/04165/F the Council have not yet discussed this, as it's believed to be on the border with Lakes End. Comments should be received by 8th September
 - 21/01584/F the Council approved this planning application
- ii. To discuss the Parish Partnership Scheme to purchase a new bus shelter. The Clerk produced a report with two quotes, the one which offers everything required is £6997 excluding VAT. The Clerk and Councillor Barker, will enquire of quotes for wooden bus shelters and also if it can be located on the other side of the Street. County Councillor Dawson informed the Council that a CIL grant maybe applied for in the next round and this would contribute to the new shelter.
- iii. To discuss where to hold future meetings when the road floods. A parishioner urged the William Marshall Centre should be opened again. The Council reported they want this too and are working very hard to achieve this. In the meantime, Councillor Harvey will contact the church warden to see if meetings can be held there.

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9. Finance:

- i. The outstanding payments were approved for payment.

All payments to be paid by the next working day.

Payments for September 2021 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP <small>electronic payment /direct debit</small>	Supplier/Service
Melanie Hilton Salary	811.62	0.00	811.62	EP	65 hours
Melanie Hilton Expenses	9.80	0.20	10.00	EP	Mileage meeting 3rd August and C5 envelopes
HMRC	300.04	0.00	300.04	EP	Month 6
Nest Pension scheme	39.63	0.00	39.63	DD	Employee £22.65, Employer £16.98
Marshall's Charity Welney	1,000.00	0.00	1,000.00	EP	Footpath Loan Repayment (£3000 paid to date)
Stephenson Smart	125.00	25.00	150.00	EP	Payroll services to 30th July 2021
NALC	30.00	6.00	36.00	EP	Mat Barker Finance for Councillors training 8th July 2021
Glasdon	123.35	24.67	148.02	EP	Dog waste bin Sandgate Corner
NPTS	22.00	0.00	22.00	EP	Budgeting Course shared cost with Upwell PC
Community Heart beat	46.00	9.20	55.20	EP	Adult pads for defibulator
Westcotec	333.36	66.66	400.02	DD	invoice 5/11/2020, 11/1/2021, 5/7/2021 not paid
Eon	137.70	6.89	144.59	DD	streetlight electricity supply
TOTAL	£1,817.41	£138.62	£3,117.12		

- ii. **To note the cashbook:** this was noted
- iii. To approve the William Marshal Centre payment to Birkett's solicitors, this was not discussed as a former Councillor put this on the agenda.
 - ❖ The Clerk reported the new Unmetered Supply Certificate had been produced and sent to Eon for the streetlights. This gives a saving of roughly £60 per month.
 - ❖ The Clerk also asked the Council that any media contact should be passed onto her to deal with.
 - ❖ Councillor Lowry produced a report regarding Highways. This is attached.
 - ❖ County Councillor Dawson informed the Council he was still working hard with the issues regarding the road flooding every year. Liz Truss MP and Stephen Barclay MP are also involved. The cost is anything between £4M and £58M.

10. Proposed Agenda items for next meeting: none were given

11. Next meeting date: 4th October 2021 Welney Wetland Centre 7pm

12. The meeting closed at 8.17pm.

Signed by the Chairman Date

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