

---

## Welney Parish Council

### Minutes of the meeting of Welney Parish Council, Tuesday 2<sup>nd</sup> November 2021, 7pm at Welney Wetland Trust

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

**Those Present:** Cllr. Harvey, Cllr. Lowry, Cllr Steele, Cllr. Spears, Cllr Gardiner, Cllr Goodger, BCllr Rose, BCllr Spikings, CCllr. Dawson, Clerk M Hilton.

**Public:** one

**Apologies :** Cllr. Barker

#### MINUTES

1. **Welcome and opening remarks:** The Chair welcomed everyone to the meeting
2. **To welcome our two new Councillor's:** The Chair welcome Councillor's Gardiner and Goodger to the meeting
3. **To consider and approve apologies for absence:**  
Apologies were approved.
4. **To approve the minutes of the last meeting**  
The minutes for the last full Council meeting were approved and signed by the Chair
5. **To receive Declarations of Interest on the Agenda Items:**  
None were given.
6. **Public Forum:** a parishioner asked to discuss the William Marshall Centre (WMC) the Clerk explained that this was a Parish Council meeting and nothing to do with the WMC Charity. He also asked for a paper trail of the building being handed over to the Charity, the Clerk has explained this twice in emails. The Clerk has sought advice on this and the building does indeed belong to the Charity and not the Parish Council.
7. **To discuss Action Log:**
  - The fraud case: a meeting has been asked for with the police to discuss the case.
  - Playing field bank account. A new set of goal posts will be delivered this month. The Clerk has chased the contractor regarding the concrete pad and basketball hoop installation should be carried out at the end of November.
  - Councillor Spears has found a hard wood bus shelter for the purchase price of £6350 excluding VAT this is without a new concrete pad. The Clerk has applied for Parish Partnership Scheme (PPS) grant to cover half the cost. PPS will give the decision for this at the end of March 2022.
  - No further update on Bedford Bank Cllr Lowry and BCllr Rose are waiting for a response from the Environmental Agency.

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

Mobile; 07368 420237 Email; [welneypcclerk@gmail.com](mailto:welneypcclerk@gmail.com) 7<sup>th</sup> October 2021

---

## Welney Parish Council

- Two roundels which were agreed by Highways have not been completed. A 30 and 40 at Sandgate corner. Still no SLOW or white line painting. The Clerk will chase Andy Wallace at Highways.
  - Elderly Signpost rusty post: a new one has been ordered by Highways
  - The trod between Sandgate Corner and Stockyard Farm: the quote for this was £26700 for a surface of tar and chip £30250 for a surface of asphalt. This is too expensive even with PPS funding, so will have to wait until it's in Highway's programme to repair.
  - Taymor Place pavements repairs, this is in the 22/23 programme,
  - Chestnut Ave. this has been repaired but after only a week it has cracked and weeds have started to grow through. Clerk will add to Andy's list of things to check and complete. County Councillor Dawson is keeping a keen interest on this.
  - Main Street pavement repairs between Wren Cottage and Chestnut Avenue, this is programmed for 22/23
  - 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.
  - The office at William Marshall Centre: the filing cabinet has been put back. The Clerk will set up a filing system, when all old paperwork has been returned from the police.
  - Councillor Gardiner will Investigate two old bank accounts at Barclays Bank
- 8. To consider request from Community Speed watch team for Welney Parish Council to purchase a second fixed 30 flashing sign or another SAM2. To be submitted through Parish Partnership Scheme (PPS) and other 50% to be submitted through Marshall's Charity if PPS grant is approved.** Councillor Gardiner has received a quote from Westcotec. A fixed flashing sign is over £4K with £2K maintenance fee total £6270. The flashing sign maybe be sited on corner of Chestnut Ave, this will depend on Highway's report. A serious incident has occurred on Main Street with the Speed watch team, the police have been informed. The data from them camera show many motorists travel at 37 mph in the 30-mph zone. With one travelling at 85pmh! The Speed watch team believe gates at the entrance points into Welney may help reduce the speeding through the village. The gates cost £397 per gate with a possible nine around the village entrances. It was agreed to place gates nearest to the centre of the village first, to see if this reduces the speed traffic. Borough Councillor's Spiking s and Rose agreed to

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

Mobile; 07368 420237 Email; [welneypcclerk@gmail.com](mailto:welneypcclerk@gmail.com) 7<sup>th</sup> October 2021

---

## Welney Parish Council

donate £150 each from their allowance towards the first set of gates. County Councillor Dawson said he may be able to give some funding too. The Clerk will email him regarding this.

Councillor Gardiner proposed a Sam 2 fixed 30 flashing sign and this was agreed by the Council. Councillor Gardiner will forward the application form to the Clerk.

**9. To discuss streetlighting request in Chestnut Avenue at the entrance to William Marshall Children's Playground:**

a number of new streetlights was discussed, one on the cul de sac at Chestnut Ave, one at Sandgate opposites Giles Landscapes, from Giles Landscapes to Chestnut Ave times two. The new footpath towards Hurn Drove times two. The Council discussed there maybe complaints from parishioners regarding in the invasion of light with these. The minimum you can order is two streetlights at a cost of £3900 plus VAT from Westcotec. It was agreed this is too expensive with the tight budget for next year. Borough Councillor Spikings suggested a CLF funding could be applied for in January 2022, the Council could also ask the for trod at Sandgate and more village gates then also. Amanda Driver is the contact for this at the Borough Council.

**10. To update the Councillor's Responsibility Matrix:** The Clerk updated this to include Councillor's Gardiner and Goodger preferences. This will be emailed to the Council.

**11. To discuss Councillor training and the purchase of 'The Good Councillor Guide' for each Councillor:** The Clerk will order 7 'Good Councillor Guide' books and book an induction training session for all Councillor's for Spring 2022 with Norfolk Parish Training and Support.

**12. To discuss the purchase of a dog waste bin at Bedford Bank:** it was agreed not to purchase a new dog waste bin.

**13. To discuss another litter bin in the village and the best place to locate it:** it was agreed not to purchase a new bin. Councillor Spears will look at the lock and either this will be repaired or a new one purchased.

**14. To discuss moving the Parish Council Noticeboard to another location:** the current position hides the line of sight for larger vehicles. Ideas for siting's were in front of the church or outside the Lamb and Flag. Councillor Harvey will ask the landlords at the pub if this would be possible.

**15. To discuss the Queens Platinum Jubilee (maybe planting of a tree?):** a lighting of a beacon was discussed but these cost £490 and would be lit at 9.15pm. Councillor Goodger will see if he is able to make a beacon, Councillor Harvey will give him the specifications. The Clerk will ask the William Marshall Centre if a tree could be planted in March 2022 on the playing field to celebrate the Queens Platinum Jubilee. Other things considered were a village barn dance.

**16. To discuss a Christmas Lights Competition for Welney:** The Clerk will purchase a cup at around £35. Advertising will be on Facebook, and on noticeboards. The judging will take place on Friday 17<sup>th</sup> December 2021. The winner gets to keep the trophy until 2022 when the competition will be run again.

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

Mobile; 07368 420237 Email; [welneypcclerk@gmail.com](mailto:welneypcclerk@gmail.com) 7<sup>th</sup> October 2021

## Welney Parish Council

### 17. To discuss core documents:

- i. **To discuss and adopt Grants Awards Policy:** this was adopted
- ii. **To discuss and adopt Code of Conduct:** change the euros sign with pounds sign, this was then adopted
- iii. **To discuss and adopt Risk Management Policy:** change village hall to William Marshall Centre, this was then adopted
- iv. **To discuss and adopt Training and Development Policy:** this was adopted

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

- i. **To discuss and resolve comments on planning applications:** there have been no planning application in October.
- ii. **To discuss the Parish Partnership Scheme to purchase a new bus shelter:** It was agreed a new concrete pad for the new bus shelter isn't required. A hardwood bus shelter was agreed by the Council which has a lifespan of 50 years. The cost is £6350 plus VAT. The bus stop is currently used by 7 to 9 children each day. The Clerk has applied for PPS grant and this will be decided in March 2022 if the grant has been approved.
- iii. **To receive an update on the William Marshall Centre:** Cllr Harvey reported the building has been levelled, doors and windows fixed. The electricians will be checked over this Friday. Fire extinguisher test and water checks are waiting to be completed. The outside light doesn't currently work, the electricians will be asked to check this.

### 19. Finance:

- i. The outstanding payments were approved for payment. The Clerk was questioned why her hours are more than 12 per week as in her contract. The Clerk explained that Welney Parish Council had no cashbook, no policies, which have all been set up by the current Clerk. The Chairman and the County Councillor supported the Clerk with this and said more hours may be required.

### All payments to be paid by the next working day.

#### Payments for November 2021 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP <small>electronic payment /direct debit</small>	Supplier/Service
Melanie Hilton Salary	774.28	0.00	<b>774.28</b>	EP	61.5 hours
Melanie Hilton Expenses	31.66	1.16	<b>32.82</b>	EP	two trips to Welney, 2022 diary £6.98 £10 diagnostics on computer
HMRC	272.96	0.00	<b>272.96</b>	EP	Month 8
Nest Pension scheme	35.54	0.00	<b>35.54</b>	DD	Clerks pension
Poppy Wreath	17.00	0.00	<b>17.00</b>	Cheque	Cheque number 300001 for poppy wreath for Remembrance Sunday
Welney Wetland Trust	150.00	30.00	<b>180.00</b>	EP	Welney PC room hire
Advanced Payroll Services	50.00	0.00	<b>50.00</b>	EP	Payroll services for August & September 2021
Community heartbeat	175.00	35.00	<b>210.00</b>	EP	Cardiac Arrest Response Seminar face to face 26th November
Westcotec	111.12	22.22	<b>133.34</b>	DD	Street light maintenance
Eon	137.70	6.89	<b>144.59</b>	DD	disputed August 2021 invoice now requires payment (new UMS certificated has been applied to the acct)
Eon	69.64	3.48	<b>73.12</b>	DD	Streetlight electricity supply
<b>TOTAL</b>	<b>£543.46</b>	<b>£98.75</b>	<b>£1,923.65</b>		

- ii. **To note the cashbook:** this was noted
- iii. **To discuss and approve 2022/2023 budget:** the Council held a budget setting meeting in October. The Clerk explained that in line with inflation of 4% the Precept would need to be increased. A 4% increase is 59p per month (over 10 months) on a band D home. County Councillor Dawson said that Norfolk County Council are being pushed by officers for a 6% rise, however the council is seeking to restrict this to 3% .

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

Mobile; 07368 420237 Email; [welneypcclerk@gmail.com](mailto:welneypcclerk@gmail.com) 7<sup>th</sup> October 2021

---

## Welney Parish Council

- iv. The Clerk was asked to bring the bank statements to the next meeting by Councillor Goodger.

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

- Overgrown hedges encroaching on March Rd, the Clerk asked for at least two Councillor's and photo evidence to be brought to the next meeting.

County Councillor Dawson informed the Council Liz Truss MP is pushing the County Council for reports by December 2021 regarding the flooding issues at Welney. Borough Councillor Rose has contacted The Local Community Scheme and local business to get a know how the flooding affects them. BCllr Rose has also contacted Stephen Barclays MP to get support from neighbouring villages for example, Christchurch, Ten Mile bank.

A letter has been received regarding the dredging of the river, the clay at the bottom has been removed. The Clerk was asked to send a supporting letter asking did the contractors make a mistake or did they follow a brief.

**21. Next meeting date:** Next full Council meeting is 7<sup>th</sup> December 2021 Welney Wetland Centre 7pm

**22.** The meeting closed at 9.34pm.

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

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

Mobile; 07368 420237 Email; [welneypcclerk@gmail.com](mailto:welneypcclerk@gmail.com) 7<sup>th</sup> October 2021