

WELNEY PARISH COUNCIL

Minutes of Meeting of Welney Parish Council

Tuesday 03 July, 2018 at 19.30

The William Marshall Centre, Hurn Drove, Welney PE14 9SD

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Present: - Councillors

D. DENYER (DD)
P. EDMUNDS (PE)
P. GARDINER (PG)
K. GOODGER (KG)

Parish Clerk

D. LAWSON (Clerk)

Public

3

BCKL&WN district representative

V. Spikings

ITEM	AGENDA ITEM & DETAIL	ACTION
1	Meeting Housekeeping Announcements Chair opened meeting and alerted members of public that there were no confidential matters identified on the agenda.	n/a
2	To receive & accept Members' Apologies for Absence Apologies presented in email by GR Apologies provided by members with reasons that were accepted for: MB, LB and LH Apologies received from 2 BCKL&WN cllrs, citing conflicting agendas	n/a
3	To receive Members' Declarations of Interest 1. KG as chair of Williams Marshall's Charity. 2. PE on the William Marshall's Charity Trust and as member of RUG. 3. PG is Chair of RUG. 4. DD is Chair of William Marshall Centre management committee 5. KG & PG with regards to planning items to be discussed	

4	<p>Public Participation</p> <ol style="list-style-type: none"> 1. No Police or County representatives present. 2. Member of the public started dialogue concerning process for contacting community centre committee to discuss build quality of the community centre. Chair informed all present how to write to the appropriate forum. 3. High level explanation provided on new ways of handling parish council accounts, with proposed workshop to iron out details. Cllr Spikings suggested some useful ideas that have proved to be a success at other parishes. 	
	<p>BCKL&WN Representative</p> <p>Cllr Spikings repeated message relating to the unknown future of West Norfolk as a District level authority.</p>	
5	<p>To approve minutes of previous meeting – 05 June 2018</p> <p>Minutes for June 2018 meeting proposed, seconded and approved with all in favour</p>	
6	<p>Introduction of Co-opted Member – Lee Howard</p> <p>Lee Howard (LH) absent – so paperwork formalities completed. As these are statutory requirements the forms must be filed and made available for the public (Register of Interests form)</p>	LH
7	<p>Annual Return</p> <p>Agreed that should be able to complete AGAR after workshop on accounts.</p> <p>Clerk to identify mutually convenient date for workshop.</p>	Clerk
8	<p>Clerk’s Report & Parish Council Administration</p>	
8.1	<p>Clerk’s Report</p> <p>Clerk reported that nothing new and significant to report, but that the challenge to get the parish’s administration under control continues with a considerable amount of work still to be done.</p>	
8.2	<p>Parish Council Administration</p>	

	<p>Accounts and filing are most significant challenge. Clerk requires access to building for filing.</p> <ol style="list-style-type: none"> 1. Suggestion to produce and circulate a log of correspondence prior to meeting. 2. Copies of statements to be sent to Chair and PG 3. Members agreed that Clerk pursue supplier of payroll service to set it up. Costs are within permitted limits meaning that matter does not require a debate. 4. Provision of IT equipment still an issue. Members had understood that funding had been agreed and all that is required no is that someone acquires the equipment. Clerk to obtain clarification from Cllr LB on his return from vacation. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
	<p>Incoming post</p> <p>Cllr Spikings suggested that it might be a good idea to log all incoming post.</p>	
	<p>Statements for other Members</p> <p>Clerk to provide copies of statements to Chair and Vice-Chair to ensure others are aware of position of funds. May be option to provide copy of download from bank when clerk has on-line access.</p>	<p>Clerk</p>
9	<p>Finance & Bills for Payment</p>	
9a	<p>Bills for Payment</p> <ol style="list-style-type: none"> 1. Westcotec – post and bracket for speed control device incl VAT @ £156.80 <p>Comment made that prices for post and brackets have changed – so need to check prices.</p> <ol style="list-style-type: none"> 2. Members expressed concern that agreed grant to church did not appear to have been made. Clerk explained limits on payments to churches and the only permitted way that payments can be made to churches. As the grant fits with the permitted reason, the grant will now be made. 3. Cllr Spikings explained history in relation to car park payments and clarified sums received and disbursed. Clerk advised Members that BCKL&WN is still to provide the lawful reason for making payment in writing. 	<p>Clerk</p> <p>Clerk</p>

9b	<p>Expected Receipts</p> <p>VAT Refund of about £7k is expected. Clerk to report arrival when access provided to bank account for on-line inquiries.</p> <p>Clerk to request the LB provides detail of VAT records and method plus parish codes for accessing VAT system on-line.</p>	<p>Clerk</p> <p>Clerk & LB</p>
9c	<p>Payment proposal process improvement</p> <p>Discussion on ways to improve payment of bills. Cllr Spikings suggested preparing classic packet of invoices for circulation and inspection by Members during meeting. Clerk responded to say that this is part of the intended improvements to be discussed. Members agreed – so process will be implemented.</p>	
9d	<p>Regular bills for services</p> <p>It was agreed by all Members that all regular bills to transfer to Direct Debit wherever possible to reduce work-load for Clerk and Members.</p>	Clerk & Chair
10	<p>Matters Arising</p> <p>1. GDPR – amendments to be emphasised in Standing Orders update on status – LB to provide Clerk updates to reflect Transparency implications on his return from vacation.</p>	Pending
11	<p>Village Management - Council Committee & Councillor lead on Specific Subjects</p>	
11.1	<p>Community Speed Watch – update provided by PG A1101 closed for 2 weeks resulting in changes in quality of information. Welney participation in county event – Welney involved and another event in August.</p>	
11.2	<p>SAM2 Speed Monitoring Camera – update provided by PG</p> <p>Device has been moved to Wisbech Road for current period before returning to Chestnut Avenue.</p> <p>Clerk to write to Police at Downham Market. MB to supply contact details and information to include in communication.</p>	<p>PG</p> <p>Clerk & MB</p>
11.3	<p>Highway Matters – update</p> <p>1. Parish Partnership cost sharing - Clerk to follow up and</p>	

	<p>sure all payments balance correctly</p> <p>2. Parish Partnership & scheme options going forward. Clerk to retrieve communications and provide to permit WPC to submit bids by deadline of 07 Dec 2018 (suggestions include footpath to connect community centre to main parts of settlement, village “gates” and LED lighting)</p> <p>3. NCC Highways & painting of 30 MPH signs on road surfaces – no update</p> <p>4. LED lighting - clerk to research costs and check if possible via Parish partnership scheme</p> <p>5. Village gates – clerk to research costs and check if possible via Parish partnership scheme</p> <p>6. Wash road – action for each Member to provide Clerk with details of road problems</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>All</p>
11.4	<p>Flood warning services_– no update</p> <p>Another meeting still needs to be scheduled and added to the agenda.</p>	
11.5	<p>Pot holes_– problem at Hurn Drove as it is a private road and not adopted by NCC. DD to communicate with local resident to explain situation</p> <p>Agreed that photos of both should be taken for forwarding to NCC Highways. <i>(who is taking photos and sending to Andy Wallace?)</i></p>	
11.6	<p>Grass Cutting & Overgrowing vegetation – non-playing field</p> <p>1. Grass cutting has stopped being a problem as result of weather and following some cuts.</p> <p>2. Overhanging trees – KG to provide names of property owners to contact</p>	<p>KG</p>
11.7	<p>Drainage grill - Hurn Drove_– non-playing field – no update</p>	
11.8	<p>Events in Welney – update from DD</p> <p>Clerk to place event info on web-site when LB returns from vacation. Info is ready to post.</p> <p>Fund raising day was reported as a success.</p>	<p>Clerk & LB</p>
11.9	<p>Footpath funding for March Road - to remain on agenda and to receive update from MB.</p>	<p>MB</p>

	<p>Costs of footpath indicated at +/-£14k. Clerk to obtain details from MB to permit preparation of options for members to approve.</p> <p>The concept of the path has been approved already and parishioners have been consulted to canvas views. The path is to provide better connection between main settlement and hall.</p> <p>Clerk to investigate Public Works Loan option costs (10/15/20 year repayment periods for £14k).</p> <p>Proposed by PG and seconded by KG with all approving to try to obtain Parish Partnership contribution with balance of funding through Public Works Loan.</p>	<p>MB & Clerk</p> <p>Clerk</p> <p>Clerk</p>
12	Correspondence	
12.1	<p>Correspondence – incoming</p> <p>There was nothing from Correspondence that required actions that are not covered elsewhere under other sections recorded in these minutes.</p>	
12.2	<p>Correspondence – <u>outgoing</u> - Open item list of actions for Clerk and members:</p> <ol style="list-style-type: none"> 1. PG requested that Clerk should write to Inspector Mark Cant at Downham Market Police Station to report SAM2 data with average percentile speed to request that the Beat Officer visits Welney on a regular basis to enforce the 30mph limit. (Note - MB will be able to provide Clerk with the data from SAM2) 2. 	<p>PG & Clerk</p> <p>MB</p>
13	<p>Planning Matters - The following planning applications were considered as part of consultation process (see declarations of interest):</p> <ol style="list-style-type: none"> 1. 18/00195/FM - Proposed development of 17 residential dwellings (including 3 affordable units) and improved vehicular access to Main Road at Land North of Grange Farm, Main Street. <p>Members voted to reject application on grounds that the footpath provision is inadequate, building density is too</p>	

	<p>high for locality and based on previous experience there is the longer term risk posed to the community in relation to adoption of the access road.</p> <p>2. 18/01106/F - Single Storey side Extension to form Garage at Orchard House, Bells Drove</p> <p>Members voted to support application as there were no issues.</p>	
14	<p><u>Items for Next Agenda</u></p> <ul style="list-style-type: none"> • completion of payroll process • staff contract of employment (statutory requirement) • staff engagement process (forms of identity, etc.) • IT equipment • annual return – is it possible to complete • feedback from accounting work-shop session • monthly finances – budget vs actual • filing • extra costs in relation to preparation of annual return 	
	Confidential items_ – there were no confidential matters	
	Next meeting = TBD August 2018 @ 19.30	
	Meeting closed at 21.45	

Signed Date