

# WELNEY PARISH COUNCIL

## Minutes for October Meeting of Welney Parish Council

Tuesday 02 October, 2018 at 19.30

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

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Present: - Councillors

P. GARDINER (PG)  
M. BARKER (MB)  
L. HOWARD (LH)  
G. BOMBATA (LB)  
K. GOODGER (KG)

Parish Clerk

D. LAWSON (Clerk)

Public (MoP)

9

BCKL&WN district representatives

D. POPE

ITEM	AGENDA ITEM & DETAIL	ACTION
1	<b>Meeting Housekeeping Announcements</b> Chair opened meeting and alerted members of public that there were no confidential matters identified on the agenda.	n/a
2.1	<b>To receive &amp; accept Members' Apologies for Absence</b> Apologies presented in email by GR with reason with notice of GR's resignation as councillor, creating another vacancy. Apologies received from 1 BCKL&WN Cllr.	n/a
2.2	<b>To receive Members' Declarations of Interest:</b> 1. PG is Chair of RUG. 2. LB & KG in relation to William Marshall charity	
3	<b>Public Participation :</b> No Police or County representatives present 2. BCKL&WN representative – nothing to report 3.1 MoP raised problem of quality of road near old Welney nursery. This is another matter along with speeding to be passed to County Cllr representative 3.2 MoP complained about increased volume of traffic through village from Mick George trucks. Chair agreed to contact Ouse Washes works representative to ascertain if connected. 3.3 MoP repeated question re structure of WM Community Centre building. Once again public was informed that this is not a topic for the Welney Parish Council. 3.4 MoP made false allegation that Welney Parish Council is	Clerk & NCC Cllr  Chair  n/a  n/a

	<p>trying to hide its connections with the WM Community Centre building. Public was advised that the WM Community Centre building is a separate legal entity and that it is not the lawful business of the Welney Parish Council.</p> <p>3.5 MoP questioned proposed routing of new pathway. Explanation provided that proposed route is to be consistent with the PPS grant application, with hedge cut back to poles.</p> <p>3.6 MoP raised question of speed of traffic through community. Public was advised that there is new signage on its way, but it is admitted that additional signage and traffic calming is required. The engagement officer has been invited to attend meetings and this invitation should be reiterated.</p> <p>3.7 MoP raised point about tractor drivers using mobile phones. Public was advised that this is not really within the scope of WPC responsibilities and public should contact NCC Police on Police matters.</p> <p>3.8 MoP requested copy of WPC Complaints Procedure. It was agreed that if an electronic version exists it can be uploaded to the WPC web-site.</p> <p>3.9 MoP asked about availability of accounts. Public was informed that these are now in a position to be posted on the WPC web-site pending responses to questions from the external auditors.</p> <p>3.10 MoP asked why WPC has been holding meetings in secret. Public was informed that there have been no secret meetings and that:</p> <ul style="list-style-type: none"> <li>* it is perfectly lawful to hold working party sessions to better acquaint members with technical aspects of WPC business</li> <li>* it is obligatory under the law to exclude members of the public from certain stages of meetings where the topics in question are confidential, such as for HR or contract negotiation issues.</li> </ul> <p>3.11 MoP asked why the official documents loaded onto the WPC web-site are in a different format from previously when they were document links. Clerk explained that the Norfolk-ALC web-site instructions for the WPC web-site were followed for publishing, but that it is entirely possible that there are other instructions elsewhere for uploading documents in another format and when there is time an attempt will be made to locate these alternative instructions.</p>	<p>n/a</p> <p>PG</p> <p>n/a</p> <p>Clerk / LB</p> <p>Clerk</p> <p>n/a</p>
4	<p><b>To approve minutes of previous meeting – 04 September 2018</b></p> <p>Following a request by KG to highlight the reason for his abstention on a vote for reasons of previous declarations of interest, Minutes for September 2018 meeting were proposed, seconded and approved with all in favour.</p>	

5	<p><b>Annual Return (AGAR)</b></p> <p>Clerk explained that it has been possible to produce the annual accounts for the 2017 / 2018 period based on the bank statement information and the relevant values have been transposed to the AGAR for submission to the external auditors with questions relating to next steps for completing the end to end process in order to avoid penalties.</p> <p>The proposed AGAR financials submission was shown on the screen for the public to study and question. There were no questions from the public or members. It was proposed (LB) that this set of financials for the AGAR be submitted to the external auditors, seconded by KG and approved by all.</p>	
6	<p><b>Clerk's Report &amp; Parish Council Administration</b></p>	
6.1	<p><b>Clerk's Report :</b></p> <p>Clerk reported on-going delays with getting up to speed with WPC business and getting it under control due to the lack of a full-time clerk previously and many transition issues, IT compatibility issues, limitations imposed by working with web-mail product, lack of electronic copies of files / records, the additional time consumed to address accounting issues and resultant loss of time to devote to other parish business.</p>	
6.2	<p><b>Parish Council Administration</b></p> <ol style="list-style-type: none"> <li>1. IT equipment – Chair procured specified items to be reimbursement by WPC as Chair's out of pocket expenses and equipment was delivered to meeting in full view of members and public. MB to set up laptop.</li> <li>2. Co-option of new members – Clerk explained that time delay for co-option of 2 new members had expired and following resignation of another member there will be a third vacancy to be filled. Clerk to contact BCKL&amp;WN to start formal process for co-option of third councillor with view to make selection of all candidates at next meeting.</li> <li>3. Bank accounts – still have problems imposed by bank preventing the addition of all agreed names as signatories</li> <li>4. Completion of transfer to trust administration &amp; formalities – to defer to next meeting</li> <li>5. Move to payment by Direct Debits – request for DD services from GO-DADDY for web hosting</li> </ol>	<p>MB</p> <p>Clerk</p>
7	<p><b>Finance &amp; Bills for Payment</b></p>	
7.1	<p><b>Budget vs Actual position &amp; funds available</b> – LB presented the budget v actual figures based on the model he prepared when acting clerk. Currently, there is no indication of funding issues. LB needs to transfer electronic copy to Clerk for use in future.</p> <p>Clerk reminded meeting that £2500 must be transferred over</p>	<p>LB</p> <p>Clerk</p>

	<p>the account designated for the WPFT and that WPC owes Westcotec £2461.54 – this last item to be proposed for payment at next WPC meeting following confirmation of sum due from invoice analysis. Part of the Westcotec charge relates to an amount of £1830 that must be paid out before it can be recovered from the PPS scheme net of VAT.</p>	
7.2	<p><b>Bills for Payment</b> - List of bills to pay circulated :</p> <ol style="list-style-type: none"> <li>1. Reimbursement to Chair for procurement at his expense laptop, two printers and a 1 year subscription to Microsoft Office 365 all on behalf of Welney Parish Council Total @ cost of £518.97. (funds exist in WPC accounts already since Q1 2018 to cover this purchase, provided from national transparency scheme) – cheque ID = 101462</li> <li>2. Clerk’s remuneration – defined by payslip @ 953.11 cheque ID = 101461</li> </ol> <p>All items to pay were reviewed by all members present with cheque amounts, payees identities verified in presence of members of public following vote for authorisation to pay voted by all members.</p> <p>NOTE – Clerk reminded meeting that there is still a need to pay “Contribution” for the RBL for the Remembrance wreath/s that has been ordered through Downham Market branch of RBL (out of S137 funds). As there is no invoice for this item it must be voted as a charitable donation.</p>	
8	<b>Village Management - Council Committee &amp; Councillor lead on Specific Subjects</b>	
8.1	<p><b>Community Speed Watch</b> – update from PG – main point/s:</p> <ul style="list-style-type: none"> <li>• Lost a member of team but have received expression of interest from 2 new potential members</li> </ul>	
8.2	<p><b>SAM2 Speed Monitoring Camera</b> – update from MB:</p> <ul style="list-style-type: none"> <li>• Located on A1101 since 07 September</li> <li>• 32k vehicle movements for month in single direction</li> <li>• Average is 85% of vehicles are at 40 MPH in 30 MPH zone</li> <li>• 90 MPH top speed recorded on 22 September</li> </ul> <p>MB to place statistics in table to provide to NCC Police representative for area and forward to clerk. Statistics to be uploaded onto WPC web-site.</p>	MB
8.3	<p><b>Highway Matters</b> – update:</p> <ul style="list-style-type: none"> <li>• Proposed meeting by Andy Wallace from NCC Highways – date still to be arranged</li> <li>• Footpaths – MB to take lead MB and Clerk to contact Cllr Humphrey to identify when improvements will happen.</li> </ul>	MB

	<ul style="list-style-type: none"> <li>• Feedback on meetings – no feedback to report</li> <li>• Parish Partnership Scheme (PPS) - re footpath in March Road and Application for a loan to fund the other £14,000. Clerk to obtain application paperwork and start process for applying for PWLB funding.</li> </ul>	Clerk
	<p><b>Highway Matters</b>_ new discussion points &amp; carried forward actions:</p> <ol style="list-style-type: none"> <li>1. to contact NCC Highways (Andy Wallace) to inquire about rolled kerbs for speed controls at strategic locations.</li> <li>2. to inquire about repairs to pavement on New Road</li> <li>3. to inquire about long-term options for LED lighting</li> <li>4. to contact NCC Highways re condition of Wash Road, as it seems to be in condition that will result in collapse</li> <li>5. to contact NCC Highways (Andy Wallace) to ask when speed restriction signage will be painted on road surfaces</li> <li>6. to contact NCC Highways (Andy Wallace) to invite him or delegated colleague to attend a WPC meeting to discuss speed management options and desire to reduce speed as vehicles enter settlement from all directions</li> <li>7. Proposal to install LED technology as replacement for defective light</li> </ol>	
9	<p><b>Matter arising from previous minutes</b> – action list: No update available to report</p>	
10	<p><b>Planning Matters</b> – no applications submitted for consultation</p> <p>Chair informed meeting that architectural practice that had prepared planning application for new 17 dwelling housing scheme in Welney was dissolved immediately following award of approval by BCKL&amp;WN.</p>	n/a
11	<p><b>New requests and Non-Recurring Subjects (Requested topics to discuss):</b></p> <ul style="list-style-type: none"> <li>• road safety for villagers – covered elsewhere in minutes</li> <li>• web-site update – covered elsewhere in minutes. LB offered to provide update service to take burden off clerk in the short term, as the clerk’s work-load exceeds budget provisions already</li> <li>• litter pick – Sunday 18 November to avoid clashes with Remembrance and other existing diarised events – needs publicity</li> <li>• Xmas tree – tree has been donated</li> <li>• PPS items for 2019 application (bids to be submitted by 07 Dec 2018) – no new topics proposed for 2019</li> <li>• Training for councillors – members to advise clerk on courses attended and those they wish to attend</li> </ul>	
12	<p><b>Correspondence</b> - List circulated at meeting.</p>	n/a
13	<p><b>Completion of transfer to trust administration &amp; formalities</b> – Nothing to report</p>	

14	<p><b>Co-option Administration re new members :</b> Following resignation of GR, clerk to update BCKL&amp;WN and to start administrative process for co-option of new member.</p> <p>Proposed that Clerk write to GR thanking him for his services on behalf of WPC and to request the return of any property and records.</p>	<p>Clerk</p> <p>Clerk</p>
15	<b>Items for Next Agenda</b> _– cannot be debated and voted in current meeting – to be notified to Clerk	
16	<b>Confidential items</b> _– there were no confidential matters	
17	<p><b>Remembrance preparation</b> - Clerk to contact RBL in Downham Market with regards to collection of order for wreath/s and obtain notification of sum to declare as charitable donation.</p> <p>Remembrance (11 November falls on Sunday this year)</p>	
18	<b>Date for next meeting</b> = 06 November, 2018	
	<b>Meeting closure time</b> = 20.57	

Signed ..... Date .....