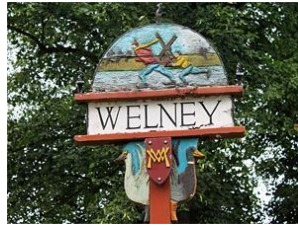


Welney Parish Council

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MINUTES of the meeting of Welney Parish Council Held on Tuesday 5th February 2019 at 7.30 pm in The William Marshall Centre, Hurn Drove, Welney, PE14 9SD

Present: Cllr P GARDINER (PG) - Chairman
Cllr M BARKER (MB) – Vice Chairman
Cllr G BOMBATA (LB)
Cllr K GOODGER (KG)
Cllr D LOWRY (DL)

Also Present: Mrs S Field – Acting Clerk

BCllr David Pope – Borough Council
8 members of the public

18/19.015 CHAIRMAN'S WELCOME

The chairman welcomed councillors and members of the public and explained the procedure for public participation insofar as if a resident wishes to speak on any item on the agenda they must inform the Clerks by no later than 12noon on the day of the meeting of their request. They will then be afforded 3 minutes (per person) to address the Councillors. A total of 10 minutes public participation is set aside at the beginning of meetings.

18/19.016 APOLOGIES

BCllr V Spikings – Apologies – Accepted
Cllr D Harvey – Apologies – Accepted

18/19.017 DECLARATIONS OF INTEREST

None.

18/19.018 CO OPTION OF COUNCILLOR

Following the interview procedure which took place on Tuesday 29th January 2019, Mrs B Steele and Mr J Loveday were appointed to the role of Councillor by co-option. Both had been provided with the Register of Members' Interests which they will complete and lodge with the Monitoring Officer within 28 days (by 5th March 2019).

Both Mrs Steele and Mr Loveday signed their Acceptance of Office papers which were witnessed by the Clerk and summarily invited to join in the rest of the meeting.

18/19.019 DISTRICT COUNCILLOR REPORT

BCllr Pope updated those present in respect of the upcoming Borough elections which will take place on 2nd May 2019.

He also stated that the Borough Council's Council Tax element will be remaining at the previous year's level.

18/19.020 COUNTY COUNCILLORS REPORT

No report received and no apologies received.

18/19.021 CONFIRMATION OF MINUTES5

The minutes of the meeting held on 8th January 2019 were duly signed by the Chairman as a true record

18/19.022 CHAIRMAN'S ANNOUNCEMENTS

The next meeting of the Parish Council will take place on Tuesday 5th March but this will commence at 6.30pm and will last for one hour. This meeting will be followed by a meeting of the Trustees of the Playing Field Charity.

Consensus of opinion would suggest that both residents and the Parish Council would like to see the family name of "Bedford" included within the road naming scheme of the new development. The Clerks were instructed to communicate this information to the relevant body.

18/19.023 VILLAGE SIGN

As requested by Parish Councillors, the Clerks has obtained three quotations for the refurbishment/replacement of the village sign.

Quotes were received from:

Signs of the Times	£1,971 + VAT
H Signs	£2,100 + VAT
The Village Sign People	£2,134 + VAT (approximate cost)

These quotations are for single sided replacement signs. All three companies have indicated that a refurbishment of the existing sign would cost considerably more than a new replacement.

The Village Sign People have also indicated that due to their workload the lead time would be between 12-15 months.

Following discussion it was AGREED that a local craftsman be approached (resident of the village) with a view to ascertaining his availability and the feasibility and price of creating a new wooden sign. This will be brought back to the next meeting for an update.

18/19.024 MARCH ROAD FOOTPATH

It was reported to those present that an updated grant application had been sent to the William Marshall Charity for their further consideration in respect of the £14,000 required to take advantage of NCC's offer of 50/50 funding of the new footpath.

The application will be considered by the Charity at their meeting on 12th February and it was AGREED that Cllrs Lowry and Steele would attend to present the case for the funding request. An update will be provided to the next meeting.

18/19.025 VILLAGE PLAYING FIELD MATTERS

The Chairman updated those present over the future arrangements to enable the Playing Field Charity Trustees to report to the Parish Council. He also updated the meeting over the plan to have the name of the bank account changed to fully reflect the Charity's separate status from the Parish Council.

The Playing Field Charity Trustees will meet quarterly commencing in March 2019 and will report to the next available Parish Council meeting to ensure separation of the two entities and promote transparency.

The next meeting of the Playing Field Charity Trustees will be held at 7.30pm on Tuesday 5th March, immediately after the Parish Council meeting which will commence at 6.30pm.

18/19.026 STREET LIGHTING

The Chairman provided those present with a report outlining a proposal to replace old inefficient/obsolete sodium lights over a three year period throughout the Parish.

The Parish Council are responsible for a total of 31 footway lights and the first tranche of lights that would be replaced would be from Delph Bridge to Chestnut Avenue. The cost for these works, to be

carried out by Westcotec (Norfolk County Council's contractor), is £2,096.20 per year for three years. It is believed that the savings on energy and maintenance bills to the Parish Council would be in the region of 50% per annum. The Parish Council have spent approximately £3,100 since the commencement of this financial year on energy costs and maintenance combined. It is hoped that installation of the new LED lights will reduce the amount of monies spent on maintenance alone. Westcotec require confirmation of the order prior to the end of this financial year if this price is to be 'fixed'.

Following discussion it was AGREED to place the order with Westcotec. It was further AGREED that in the eventuality of any future lamps failing an order will be placed for replacements to be the new LED lamps.

18/19.027 FINANCE

027.1 Adoption of Standing Orders and Financial Regulations

In order to ensure compliance with statutory legislation the Clerks had revisited the Parish Council's Standing Orders and Financial Regulations and new documents had been created based on the NALC models for 2018/2016 respectively.

Both documents were signed by the Chairman and would become effective immediately. Copies of these documents will be posted on the Parish Council website.

027.2 Financial Statements

The Clerk provided those present with the Bank Reconciliation sheet showing the total amount at bank as at 5th February 2019.

The Chairman signed a copy of the Reconciliation to which is appended the expenditure and income spreadsheets. This information will be posted on the Parish Council website.

027.3 Confirm Payments from 9th January to 5th February 2019

The following payments had now been reconciled to the bank statement:

11/01/2019	CHQ	101473	Clerks Salary	£ 347.60
11/01/2019	CHQ	101473	Clerks Salary	£ 311.00
11/01/2019	DD	EON	Energy Costs	£ 117.11
21/01/2019	CHQ	101475	Arnold Baker Book	£ 108.79
16/01/2019	CHQ	101476	Westcotec	£ 133.34
31/01/2019	CHQ	101472	Compleat Office (Stationery)	£ 28.33

27.4 Authorise signing of orders for payments

The follow cheques were presented to the Parish Council for signature:

Cheque Number	Payee	Amount
101477	Clerk (Wages)	£145.60
101478	Clerk (Wages & Exps)	£165.40
101479	Payroll Service	£60.00

27.5 Agreement and signing of AGAR for financial year 2017/18

The Clerk updated the meeting concerning the progress of the AGAR for the previous financial year. In order for this to be presented correctly to External Audit all financial paperwork would now be passed to Mr J Alexander of S&J Accountancy (Littleport) for a full internal audit to be carried and associate report to be prepared. Once this report is received all documentation will be presented to the next appropriate Parish Council meeting for agreement prior to submission to External Audit.

18/19.028 CLERKS FOLLOW UP DIARY

Nothing in addition to those matters already covered earlier on the agenda.

18/19.029 PLANNING MATTERS

No applications received.

The open session of the meeting concluded at 8.22pm

Exclusion of the Press and Public – Confidential Item

18/19.030 STAFFING MATTERS

Councillors discussed the issue of workload v hours budgeted for and the way forward was AGREED.

DATE OF NEXT FULL PARISH COUNCIL MEETING TO BE CONFIRMED

5th March 2019. This meeting will commence at 6.30pm.

Items for inclusion on the next agenda

Village sign

Hurn Drove – road surface

AGAR

March Road Footpath

There being no further business, the meeting closed at 8.30 pm.

Signed :

Chairman

DRAFT