

## WELNEY PARISH COUNCIL

Minutes of the meeting of Welney Parish Council held at the William Marshall Centre, Hurn Drove, Welney on Tuesday 5 September 2017 at 7.30 pm.

### Present:

#### Parish Councillors

Cllr G Rainbird (Chairman)  
Cllr L Bombata  
Cllr P Edmunds  
Cllr P Gardiner  
Cllr K Goodger  
Cllr K Lind

#### District Councillors

Cllr D Pope  
Cllr V Spikings

#### County Councillors

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12 members of the Public  
Clerk

### ACTION

#### 1. Apologies for Absence

Cllr Barker & C/Cllr Humphrey.

#### 2. Declaration of Interests

Cllrs Gardiner & Edmunds declared an interest as members of the RUG.

#### 3. (a) Public Participation

The following points were raised by members of the public:

- (i) Freezer – As this is not used could it be replaced with something more useful. This will be considered at the Trustees meeting.
- (ii) Grass Cutting – Can mowing of the field continue beyond the end of the cricket season. This was agreed and will be arranged.
- (iii) Field – Volunteers to help clear round the edge of the field were requested.
- (iv) WI – The WI have asked if items could be stored in the cupboard. This will be considered at the Trustees meeting.
- (v) WMC Building – MRC have been onsite undertaking repairs. As charity trustee we will monitor the work done and follow up with MRC any issues arising.
- (vi) Defibrillator – On a recent attempt to use the defibrillator, it was not possible to obtain access to the code. This was explained by Cllr Edmunds that the code will not be issued unless there are two helpers present, one to stay with the person needing help and one to access the defibrillator.

#### 3. (b) Comments from District/County Councillors

There were no issues to raise.

#### 4. Minutes of the Last Meetings

**8 August 2017** – Item 3(a)(iv), line 3 – should read “... appropriately certified in accordance with Building Regulations.”

**24 August 2017** – Item 3(a), line 2 – should read “...showed a low slope roof ...”  
Item 3(f) – insert after first sentence “The Parish Council will write to Assent Building Control.”

Subject to the above changes, the minutes of both meetings were proposed for adoption by Cllr Bombata, seconded by Cllr Gardiner with all in favour, and the Chairman signed the minutes as a correct record of these meetings.

## **5. Matters Arising**

### **(a) Sandgate Corner Meadow**

The Heads of Terms were received and Cllr Goodger proposed that they be sent to Clerk RUG for their approval, seconded by Cllr Bombata and carried unanimously.

### **(b) Programme of Works to the River Banks – Environment Agency**

Cllr Gardiner reported that he has met with Monica Stoneham. It was agreed to invite her to the next meeting to provide an update on the works. Information regarding this work will be posted on the website.

## **6. Finance**

### **(a) Budgetary Statement**

Cllr Bombata presented the budgetary statement for August, which was received and noted.

The following invoices were agreed for payment by cheque:

Mazars (re Annual Audit)	£480.00
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To be paid by direct debit:

E-On Electric for WMC	£0.41
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### **(b) Bank Accounts**

The bank account balances as at 31 July 2017, as presented in the budgetary statement, were noted. The bank signatories, which are applicable to all accounts, have been updated and are the Chairman, Vice Chairman and Clerk.

## **7. Correspondence**

The schedule of correspondence was received.

- (a) Norfolk Accident Rescue Service – charity seeking funding
- (b) CPRE – Vision for Norfolk
- (c) NALC – Training for Councillors
- (d) Norfolk ALC - Newsletters
- (e) Active Places – Requesting information re Playing Field
- (f) Norfolk PTS – Training Update
- (g) NALC – Training re General Data Protection Regulations
- (h) Invitation to Macmillan Coffee afternoon on 29 September 2017
- (i) Police – SNAP minutes of 2 August 2017
- (j) Police Connect – Details of burglary & Op Randall Rural Crime Newsletter
- (k) J Loveday, Welney District Sports & Social Club – re procedures for grant funding  
Cllr Goodger advised that the Council had agreed previously that an organisation should be running for at least a year prior to making a grant application.
- (l) Christchurch PC – Seeking information on bus services
- (m) UK Power Network – Invitation to Stakeholder Roadshows
- (n) D Denyer – Requesting removal of trees behind her garden fence  
Cllr Edmunds advised that the trees have caused some damage and something should be done. This will be discussed at the Trustees meeting.
- (o) Environment Agency – Newsletter re Bank Works

- (p) Community Action Norfolk - Newsletter
- (q) J Loveday – Request for pre-contracts meeting paperwork
- (r) A Wardle – Forwarding link to Grantfinder

## **8. Councillors Lead on Specific Subjects**

### **(a) Finance**

Nothing further to report.

### **(b) Community Speedwatch**

Cllr Gardner is meeting with the Police Co-ordinator tomorrow with regard to the roads where this will be set up.

### **(c) SAM2**

Some donations have been received, but consideration should be given to other ways of funding.

## **9. Planning Matters**

No new planning issues have been received. The application to convert the former school into a Retreat Centre was permitted on 23 August 2017.

## **10. Highway Matters**

Cllrs Gardner & Barker have met with Andy Wallace and updated notes have been circulated to councillors. Costings regarding the footpath to New Road and Hurn Road and signs to the village hall are expected in the next few weeks.

The Ranger will visit on 18 September. Any further issues should be forwarded to Cllr Gardiner.

## **11. Communications**

### **(a) Website**

The Chairman thanked Cllr Bombata for updating the website.

Consideration was given to arranging surgeries to provide an opportunity for villagers to raise and discuss issues with councillors. Cllr Bombata proposed that a trial be held with 2 councillors holding a surgery on a set day, to be advertised in advance, seconded by Cllr Gardner and carried by 4 votes to 2.

### **(b) Welcome Pack**

Cllr Gardner is reviewing and drafting updates to the pack. This will be considered by the Council.

## **12. Parish Council Vacancy**

There is still a vacancy for someone to be co-opted.

## **13. Defibrillator**

Cllr Edmunds outlined arrangements for the defibrillator and explained that 6 – 10 volunteers would be required, to be dialled simultaneously. This will be advertised on the website and in the Welney News. Cllr Edmunds proposed that the emergency number be set up, at an initial cost of £45 and an annual fee of £100 thereafter. Seconded by Cllr Goodger and carried unanimously.

**14. William Marshall Centre & Playing Field**

The repairs and maintenance were currently being undertaken, as noted above.

**15. Items for Next Agenda**

Community litter pick - date  
Business/information cards

As the following item related to the Parish Clerk, Cllr Bombata proposed that the public be excluded, seconded by Cllr Edmunds and carried unanimously.

The public meeting closed at 9.00 pm.

**16. Parish Clerk**

The issue of the Clerk’s pay was raised. Timesheet and breakdown of pay due was discussed. The hours worked in July were 33 hours and in August 44 hours. Amounts due for the months are £333.27 and £444.36 respectively, which is a total of £777.63.

Agreement was reached to pay and to reduce the Clerk’s hours to the original agreed of 6 hours per week. The Clerk has had to work too many hours over the last two months, due to the extra workload that has had to be dealt with. The Clerk, in an email to the Council, has requested that the hours worked are more in line with agreed hours. Both issues carried unanimously.

Email and hard copy documents from the previous Clerk need to be retained by the Council. It was agreed that Cllr Lind would speak to the previous Clerk to reach an agreement on how these documents can be released to the Parish Council.

A draft contract for the Clerk was looked at and will be modified as necessary, prior to issuing to the Clerk for signing.

The schedule of equipment presented by the Clerk was unanimously approved. The Clerk will be informed to place an order.

The meeting closed at 9.50 pm

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