

## WELNEY PARISH COUNCIL

Minutes of the meeting of Welney Parish Council held at the William Marshall Centre, Hurn Drove, Welney on Tuesday 7 November 2017 at 7.30 pm.

### Present:

#### Parish Councillors

Cllr G Rainbird (Chairman)  
Cllr M Barker  
Cllr L Bombata  
Cllr P Edmunds (Vice)  
Cllr P Gardiner  
Cllr K Goodger

#### District Councillors

Cllr D Pope

#### County Councillors

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3 members of the Public (of whom 1 is from Welney News and 1 is the Caretaker)

### 1. Apologies for Absence

Cllr K Lind  
Cllr D. Denyer  
D/Cllr Spikings

### 2. a. Declaration of Interests

Cllrs Gardiner & Edmunds declared an interest as members of RUG. Cllr Goodger declared an interest re Planning item on the Agenda

### b Agree Minute Taker

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Mrs Liz Parlett has resigned with immediate effect.

Motion – Cllr Bombata to take over as temporary minute taker - proposed Cllr Edmunds, seconded Cllr Goodger, carried unanimously.

### 3. (a) Public Participation

The following points were raised by members of the public:

A parishioner asked if there has been further progress on retrieving emails from previous Parish Clerk – Council has some printed emails. Still working on the issue.

The caretaker reported that a package meant for the Environment Agency was brought over to the Community Centre for Delivery – Environmental Agency needs to be informed to give out the correct address (the old village Hall), She also needs Councillors' contact details to be able to call any of them when necessary. Told that the information is available on the Parish Councils website. A list will be given to the Caretaker by Cllr Bombata.

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

#### Summary of Comments

- Borough Council now have meetings every 6 weeks instead of 4.
- Boundary Commission have decided to reorganise wards
- Welney has been put with Marshall St James.
- Cllr Pope has written an objection letter to Boundary Commission – Pointing out that Welney should go with Upwell if some of the criteria for boundaries (e.g. Social cohesion) is to be adhered to. They agreed – but the case still need to be argued

- The Parish Council, Individuals and organisations can write to complain – the more complain the better the chance of a review. There is a strong case for a review.

#### 4. Minutes of Last meeting

Cllr Gardiner pointed out that Cllr Spiking was erroneously recorded, in the minutes of the meeting held on 3 October 2017, as being present at the meeting. This was corrected. The Chairman signed the minutes as a correct record of the meeting

#### 5. Matters Arising

##### (a) Sandgate Corner Meadow

The Borough council has not agreed to the proposal by the Welney Parish Council (WPC) to reduce the rent to the Parish Council from £250 to a peppercorn rent. RUG will have to pay the full £250 to the WPC who will be leasing it from the Borough Council and renting it out to RUG. This will be put on the agenda for the next WPC meeting to come up with a letter of agreement between RUG and the Parish Council so that the WPC can get back to the Borough Council to agree the terms of the lease.

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

Summary of Report from Cllr Gardiner based on site visit with Ann Wardle

- Site will be closed this week all items will be cleared shortly
- 1/3 of work done. The remaining 2/3 to be completed in the new year when Environment Agency return in July 2018 to continue with the work
- Trail will hopefully be opened for dog walkers soon
- Environment agency has a meeting on Thursday 16th of November 2017. All Invited.
- Cllrs Matt Baker and Graham Rainbird will attend

#### 6. Finance

##### (a) Budgetary Statement

Cllr Bombata presented the budgetary statement for October, which was received and noted. Cllr Edmunds pointed out that, based on the information therein, we only have £13.19 left towards paying Westcote. It was agreed that we should monitor the situation and decide what to do next time Westcote needs to be paid.

The following invoices were agreed for payment by cheque and Direct Debit

Clerk's outstanding salary (July & August)	£556.17 (£548.52+ £7.65 expenses)
Tax and NI to be paid to HMRC	£305.32
Eon Street Lighting (Direct Debit)	£99.72

Moved by Cllr Edmunds, seconded by Cllr Bombata. Carried Unanimously.

- (b) (i) One of the Parish Council's Account was changed to the Welney Playing Field Trustee account (Parish Council acting as Trustee)

**(ii) A new address needs to be provided to the Bank pending the appointment of a new clerk.**

##### **Decision**

Moved by Cllr Goodger that this should be Cllr Rainbird's (Chairman's) address. Seconded by Cllr Gardiner. Carried Unanimously.

**Action**

Cllr Rainbird to write to the Bank to change the details

**7. Correspondence**

**The schedule of correspondence.**

- No correspondence schedule available as Clerk had not provided a list of emails received. Chairman' has had no time to check all emails that have come in.
- Chairman to have a look again and forward necessary emails to Councillors.
- Incoming email need to be distributed to councillors on a necessity basis. All emails are being sent to councillors currently, This is not necessary.
- Agreed that Cllr Bombata will draft letter to MRC regarding outstanding issues.

**Action**

- Cllr Bombata to be given access to council' 'gmail' email account, look through emails coming in, direct the relevant ones to Councillors and provide list for next meeting
- Letter to MRC regarding outstanding defects to be written by Cllr Bombata to be approved by Council and sent to MRC

**8 Council Committees and Lead on Specific areas**

**Community Speed Watch**

Summary of Cllr Gardiners Report and discussion:

- 3 sessions have taken place so far, One taking place 08/11/17. Highest speed recorded is 50mph on Main Street (speed Limit 30mph), The second highest is 38mph.
- One car dangerously overtook 4 cars as they slowed down on seeing the Community speed watch team setting up.
- WPC Emily Carter (Western District Engagement Officer) from Kings Lyn promised to attend one of our session.
- Speed watch seminar taking place in Wymondham on Saturday 11/11/2017. Cllr Gardiner attending. Cllr Gardiner will also be attending Summit for Community Speed watch
- A villager volunteered to join the community speed watch team after seeing the team in action.
- Serious issue with traffic
- Can result of monitoring be used to request a reduction of the speed approaching the village from Lakes End from 40mph to 30mph?
- It will be nice if the data can be used to reduce the speed limit on the Wash Road to 40mph (currently 60mph)
- ANPR was introduced in another area in the Borough and it has helped to reduce the speed
- Can the money saved on the insurance premium for the Community Centre be used towards paying for the SAM2 system – Welney Parish Council needs to raise £1400.
- Will it be possible to use the data collected to request speed calming measures within the village? It is disappointing that this has not been considered before.

**Decision**

- Data collected will be used to put a case forward for applying for funding for footpath on March Road.
- Discussion on the possible use of the money saved on Insurance for SAM2 system to be put on the agenda for the next Council meeting

**Action**

- Cllr Gardiner to look at the issue of the footpath and Cllr Bombata to look at potential funding
- Cllr Bombata to create a projection of the Council financial needs till the end of the current financial year – to see if any funds can be diverted

## 9. Planning Matters

### Summary of discussion

- It was noted that the planning application for the conversion of the Old Croft Farm Barn into dwellings has been approved without the Welney Parish Council being able to make any comment. It seems as if the Parish Council had been sent the notification, but we have not responded possibly due to the clerk transition.
- It was proposed that two councillors should be nominated to be responsible for planning matters and they can consider any planning application and report back to the council
- Two councillors volunteered to take the lead on planning

### Decision

- Moved by Cllr Bombata to elect the volunteers Cllrs Barker and Goodger as planning lead, seconded by Cllr Edmunds. Passed Unanimously.

### Action

- Cllrs Barker and Goodger to take an active lead on Planning and look at all emails from the Borough Council regarding planning application and report back to the Welney Parish Council.

No new planning applications have been received.

## 10. Highways

### Summary of discussion:

- Highways informed by Cllr Gardiner, through Parish clerk, of all work that need to be done in the village. Not much done.
- Sandgate Corner – Roads disintegrating.
- Road Sign damaged.
- Signs indicating direction to William community Centre will cost £350 with a potential funding of 50% from the community Partnership Scheme, Will bring cost down to £175.
- Funding for the footpath (£28,000) should also be applied for again with a 50% contribution from the Community partnership scheme.
- It was suggested that Welney Parish Council should apply for the funding for the signs
- Cllr Pope will provide details of contact in the Borough Council that might be able to give information on possible funding
- Light out in New Road

### Decision

- Moved by Cllr Goodger for Cllrs Gardiner and Edmunds to canvas residents of March Road (door-to-door and report back to the Council, Seconded by Cllr Bombata. Carried Unanimously.

### Action

- Cllrs Gardiner and Edmunds to canvas residents of March road
- Cllr Goodger to contact Westcote regarding faulty light
- Cllr Rainbird to obtain funding contact information from Cllr Pope

## 11. Welcome Packs – to agree the final version

Welcome pack is ready

### Action

Cllr Gardiner to send to Cllr Bombata to peruse and format as necessary then send to councillors for perusal and approval

## 12. Clerk Vacancy

The resignation of the clerk means there is a vacancy for a new clerk

### Summary of Discussion

- Previous advert to be revised and included in CALC and NALC. We might need to cast wider.
- It will be ideal for clerk to live in the parish but not compulsory
- A professional clerk will be better though we should be willing to employ an inexperienced person and get them trained
- The current 6 hours per week allocated for clerking duties might not be enough.
- We should contact neighbouring Parishes to inquire if any of the Clerks are willing to Take on the role at Welney Parish Council in addition to their current job
- Actions
- Revamp advert used the last time and place advert in relevant publications including online
- Contact neighbouring Parishes.
- We should check online to see if there are clerks advertising their services for second jobs and to include the vacancy on the Welney Parish Council website

#### **Decision**

Motion by Cllr Edmunds for Cllr Rainbird to revamp previous advert and place adverts in CALC, NALC and other relevant publications. Seconded by Cllr Baker. Carried Unanimously

#### **Action**

- Cllr Rainbird to revise advert and place in relevant publications
- Cllr Goodger to contact neighbouring Parishes (e.g Christ Church & Manea)
- As he is currently the minute taker Cllr Bombata to come up with a more realistic figure of how many hours the job of being a clerk should take.
- Cllr Bombata to check online to see if there are clerks advertising their services for second jobs and to include the vacancy on the Welney Parish Council website

### **13. Council Website and Email / Equipment**

#### **(a) Website (Domain Name) and email address**

##### **Summary of Discussion**

- Current Welney Parish Council email address/es arrangement not fit for purpose.
- Email address is having to be changed every time there is a change in Parish Clerk. .
- The Council should have one email address which will be kept for ever,
- To have this the Council will have to register a domain name
- Possible options are [www.welneypc.gov.uk](http://www.welneypc.gov.uk), [www.welneyparishcouncil.org.uk](http://www.welneyparishcouncil.org.uk), [www.welneypc.org](http://www.welneypc.org), [www.welneyparishcouncil.org](http://www.welneyparishcouncil.org), [www.welneypc.or.uk](http://www.welneypc.or.uk) or [www.welneyparishcouncil.org.uk](http://www.welneyparishcouncil.org.uk)
- Corresponding email address can then be set up for the clerk depending on which domain name is agreed upon. e,g [clerk@welneypc.gov.uk](mailto:clerk@welneypc.gov.uk),
- **.gov.uk** cost £75/year (must pay for 2 years upfront) ,**.org** / **.org.uk** cost approximately £10-£15 per year. **.org.uk** recommended.
- Consider buying a letterI box to be mounted outside the Community Centre for mails

##### **Decision**

Motion moved by Cllr Baker and seconded by Cllr Edmunds that we should adopt the suggestion by Cllr Bombata of registering the domain name [www.welneypc.org.uk](http://www.welneypc.org.uk) with the corresponding clerk email address of [clerk@welneypc.org.uk](mailto:clerk@welneypc.org.uk). Carried Unanimously

##### **.Action**

- Cllr Bombata to register domain name and set up email address

#### **(b) Equipment**

##### **Summary of Discussion**

- It was suggested that all equipment belonging to the Parish Council should be retrieved and brought back into the custody of the Clerk (when we have a new one) or a councillor.

- List of equipment seem not to be accurate as previous clerk (Pat Copeman) has indicated that the Overhead projector, camera, laptop and External Disk Drive in her possession do not belong to the council but to the Wash Archive group. Mrs Copeman would hence want to keep hold of them rather than hand them back to the Council.
- It transpires that the Wash Group is a Sub-Committee of the Council and hence the equipment are council properties.
- Can some of the photographs in the archive be published on the parish Council Website
- New photos should also be taken to add to the archive
- Funding can be obtained through the Transparency Funding scheme for new laptop for the use of the clerk.
- Shall we wait for new clerk before buying a new laptop or go ahead.
- All old equipment need to be put through PAT (portable appliance testing)

**Decision**

Motion passed by Cllr Barker and seconded by Cllr Edmunds that Cllr Bombata should apply for the transparency funding for a new laptop. Carried Unanimously

A meeting to be arranged with the Council and members of the Wash Group to enlighten councillors of the work that had already been done by the group and to see how the data collected so far can be displayed/exhibited and made available to the public.

Apply for funding to buy new laptop.

Arrange to have all old equipment to be PAT tested. Cllr Goodger to arrange specialist contractor to carry out PAT testing.

**Action**

- Cllr Bombata to put in an application for funding for a new laptop through the Transparency Code Funding scheme.
- Cllr Goodger to arrange a meeting between the Parish Council and the Wash Club

**14. Training**

Councillors, especially new Councillors to attend training

**Summary of Discussion**

- Cllrs Rainbird and Bombata went on a public training course.
- Cllrs Gardiner, Denyer and Bombata are booked to go on a training course on the 15<sup>th</sup> of November 2017
- Cllr Bombata declined as he has recently been on a training course
- There are Councillors who can not attend training course if it is during working hours.
- We should investigate to see if a trainer can come over to run an in-house training for Welney Parish Councillors at the William Marshall Centre

**Decision**

Two councillors to attend training Course and arrangements to be made to book a trainer to come in house to train other councillors

**Action**

- Cllrs Gardiner and Denyer to attend training Course on the 15<sup>th</sup> of November 2017
- Cllr Graham to book trainer to come inhouse to train all Councillors.

**15. Items for next agenda**

- (i) Communications Strategy. (ii) Emergency Number for Village (Defibrillator). (ii) Update of Cascade List (iii) Resident consultation regarding footpath

Meeting closed at 21.17

**Signed** ..... **Date**.....