

Welbourn Parish Council

MINUTES OF WELBOURN PARISH COUNCIL MEETING
HELD ON WEDNESDAY 10 JUNE 2026
IN THE WELBOURN VILLAGE HALL AT 7.30 p.m.

PRESENT

Parish Councillors Robert Cross (Chair) Michael Bighi Mark Crosby	Louise Troy Clare Rowbotham Steve Spedding Richard Duxbury
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Mr Daniel Bancroft – Responsible Finance Officer (RFO)	Mr Jim Fieldhouse – Parish Clerk District Cllr. Lucille Hagues
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Not Present

District Cllr. Marianne Overton MBE (Arrived shortly after meeting closed)	Cllr. Stephen Short
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No members of the public were present for the Public Forum.

1. Chairman's welcome
2. Acceptance of reasons for absence
 - 2.1 Apologies were received from Cllr. Short (other business meeting). These apologies were accepted.
3. Declaration of interest in any matter on the agenda – None
4. Notes of meeting held on 13 May 2026 to be approved as minutes. Proposed by Cllr. Rowbotham and seconded by Cllr. Duxbury.
 - 4.1 **Resolved:** That these be accepted as minutes of the meeting.

5. Parish Clerk's Report

- 5.1 Councillor Steve Ralph resigned from the Welbourn Parish Council on 28 May 2026 due to increasing demands of his work commitments. North Kesteven District Council has been notified and a Notice of Vacancy in the Office of Parish Councillor has been posted on the Council's noticeboard and the website.
- 5.2 Following the Resolution 11.2 at last month's meeting, the Chair and the Parish Clerk visited the site. A letter has been sent to Anglian Water requesting a site meeting with one of their engineers to discuss the issue.
- 5.3 Parish Councillors are invited to attend the upcoming North Kesteven Parish and Town Council Forum.
- 5.4 A driver has emailed to complain about a vehicle parking on the footpath at the junction of A607 and Cow Lane. The vehicle is obstructing the driver's view when pulling out of Cow Lane onto the A607.

Action Point: Parish Clerk to write to the owner of the vehicle requesting safer parking.

6. County and District Councillors update

6.1 Cllr. Hagues had nothing further to add to the news contained in her newsletter. (See Welbourn Parish Council website *Latest News*. (Cllr Hagues left the meeting at 8.15 pm.)

7. Current and future maintenance responsibilities

7.1 Consideration of quotes for repair to steps up to railway embankment at Dycote Lane. A quote of £550 has been received to renew ten steps with new sleepers.

Resolved: This quote is accepted. Parish Clerk to instruct the handyman to proceed with this repair work.

7.2 The Parish Clerk called out DCR to investigate why it was impossible to reduce the temperature in the Meeting Room (call out charge at £140 plus VAT) . The engineer found that the temperature sensor is broken. A replacement has been ordered (£305 plus VAT).

8. Planning Matters to consider and discuss:

8.1 Notification of Intended Works to Trees in a Conservation Area.

Application reference: 26/0562/TCA

Description of works: Removal of entire canopy of a hawthorn tree (leave 6ft of trunk)

Location: 14 Manor Close, Welbourn, Lincoln, Lincolnshire, LN5 0NA

Resolved: No objections.

8.2 Town and Country Planning General Permitted Development Order 1995, Schedule 2 , parts 6 and 7 - Application for prior notification of agricultural or forestry development.

Proposal: Erection of open sided, steel framed agricultural produce and implement Store.

Location: Chestnut Tree Farm Pottergate Road Welbourn

Resolved: No objections.

9. Notifications of Planning Decisions:

9.1 Application Reference: 26/0411/VARCON

Proposal: Application to vary Conditions 2 (Materials) and 3 (Approved Plans) of planning permission 25/0336/HOUS - Proposed single storey rear extension. (Changes to materials)

Location: Stables Hall Lane Welbourn

Approved:- by NK Planning.

9.2 Application Reference: 25/0701/FUL

Proposal: Demolition of existing dwelling and erection of 4no. dwellings.

Location: Stanfield 23 Crosby Lane Welbourn

Approved:- by NK Planning.

10. Finance Report: - From the Responsible Finance Officer (RFO): - To review Bank balances, invoices paid since last meeting since, and items to be paid before next meeting: -

10.1 Accounts value (3 June 2026):

HSBC Client A/c 611: £4,515.84 (Forge et al)	HSBC Bmm A/c 638: £15,581.24 (Reserves)
HSBC A/c 772: £29,647.66 (For Precept)	HSBC Business C/A 677: £3,064.77
	Bank Total: £52,809.51

(These Bank balances were crossed checked with the Bank statements and counter signed by Cllr Rowbotham.)

10.2 Bank reconciled: £0 discrepancy.

10.3 Payments made since 13 May 2026

<ul style="list-style-type: none">• Robert Marshall (Skirting boards) – (£275)• Cloud Next – (£59.98)• EE Limited – (£12.42)• BDG Mowing – (£990)• BT – (£38.34)• Gallagher – (£1,033.72)	<ul style="list-style-type: none">• HMRC PAYE/NIC – (£91.80)• Homefire Group – (£222)• Clerk Pay – (£343.42)• RFO Pay – (£423.22)• Total Gas & Power – (£45.35)• BDG Mowing – (£660)
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10.4 Income Received since last meeting (13 May 2026)

<ul style="list-style-type: none">• Forge Donation – (£200)• Allotment rent – (£25)• Allotment rent – (£25)• Allotment rent – (£12.50)	<ul style="list-style-type: none">• Allotment rent – (£25)• Allotment rent – (£50)• Allotment rent – (£25)
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10.5 Expected payments before the next meeting (8 July 2026):

<ul style="list-style-type: none">• Clerk Pay – (£429.22)• RFO Pay – (£429.22)• Clerk Expenses – (£86.09)	<ul style="list-style-type: none">• Internal Auditor – (£50)• BT – (£40.30)• DCR – (£168)
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Resolved: That Items 10.1 – 10.5 are noted and approved.

10.6 To consider and approve the following Annual Governance and Accountability Return (**AGAR**) documents:

- Internal Audit 2025-26
- Section 1 – Annual Governance Statement 2025/26
- Section 2 – Accounting Statements 2025/26 for Welbourn Parish Council

These reports were carefully considered by the members in turn.

10.6a. Resolved: That the Internal Audit Report 2025-26 be noted and approved.

10.6b. Resolved: That the Annual Governance Statement 2025 /26 be noted and approved.

10.6c Resolved: That the Accounting Statements 2025 /26 for Welbourn Parish Council be noted and approved.

11. That the Council review and approve resolutions required by HSBC UK for the new Banking mandate to be valid.

11.1 Following the resignation of two Parish Councillors earlier this year, a new Bank mandate is required. Our Bankers, HSBC UK require a special resolution to be passed before the new mandate can become effective. This resolution is shown below.

Resolved: The Bank is authorised to act on the following agreements instructions entered into or given by those persons specified by the Council (each a signatory and together signatories) for the giving those instructions as follows:

Instructions

- instructions to make payments on behalf of the Council including signing, issuing or authorising cheques, inter account transfers, standing orders, direct debits and electronic payments irrespective of whether the accounts are in credit or debit (even if the payment causes an account to be overdrawn or exceed in any agreed overdraft limit);
- any instruction to stop a payment on any account in accordance with the applicable provisions in the account terms and conditions;
- any agreement(s) signed on behalf of the Council for or relating to electronic and all telephone banking services of any kind whatsoever and the Council knows and accepts there's a power to delegate (including the power to sub delegate) the operation of these services as set out in terms and conditions governing these services. These services are extensive for example they include making payments administering accounts and applying for new products and services including credit;
- enter into any agreement(s) signed on behalf of the Council for or relating to debit, credit, charge or any other card facilities of any kind whatsoever, and the Council acknowledges and accepts that there is a power to delegate (including the power to sub delegate) as set out in the terms and conditions covering these card facilities;
- any agreement(s) signed on behalf of the Council for or relating to credit facilities of any kind whatsoever including borrowing facilities overdraft facilities and other transactions which have the commercial effect of borrowing;
- instructions to deliver any item held on behalf of the Council by the Bank in safekeeping and
- any other instructions in respect of any other transactions with the Bank (including administering the accounts detailed in Part 1 Section 2 of this mandate) and opening or closing of additional account(s) or service(s).

Specific Signing Rules

Limits

Any one signatory to authorise cheques up to and including £2500.

Any 2 signatures for amounts over £2500.

Any 2 signatures to enter into an agreement for a new product or service.

Signing Rules

The following signatories can sign alone for amounts up to and including £2500:-

James Gregory Fieldhouse; Martin Robert Cross; Stephen Gordon John Short.

The following signatories must sign with any other one signatory:-

Claire Rowbotham; Stephen Keith Spedding.

For all other instructions not specified within the specific signing rules above the Bank is authorised to act on the instructions of the highest signing rule across all your accounts.

- That any 2 authorisers are authorised by the Council to sign this mandate.

12. Portfolio Holders Updates.

12.1 Cllr Troy has received a visual intrusion complaint about a builders pallet and sundry items on The Green

12.2 Cllr. Duxbury has received a complaint about a house alarm on Grantham Road repeatedly sounding.

Action Point: Parish Clerk to write to the resident requesting that that it be checked.

13. Agenda items for the next meeting.

Meeting Closed at 20.37

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

Next meeting : - Wednesday 8 July 2026 - 7.30 pm.

Copies to: Parish Councillors, County & District Councillors, Parish Council Web Site

Future Parish Council Meetings in 2026: All meetings to commence at **7.30 pm**.

8 July 2026	14 October 2026
9 September 2026	11 November 2026

Councillor	Portfolio 1	Portfolio 2 (& 3)
Robert Cross	Byways/Highways	Human Resources & The Forge
Stephen Short	Planning & Finance Cttee	Human Resources Cttee (& VH Rep)
Clare Rowbotham	Finance Cttee	
Richard Duxbury	Communications	
Vacant	Drainage	
Michael Bighi	Schools Liaison	Nature and Environment
Steve Spedding	Castle Hill	Community Safety & Resilience
Mark Crosby	Allotments	Village Hall Rep
Louise Troy	Health & Welfare	