

MINUTES OF THE MEETING OF WELBOURN PARISH COUNCIL HELD ON
WEDNESDAY 11th APRIL 2018 IN WELBOURN VILLAGE HALL AT 7.30 PM

PRESENT

Councillors Mr. Robert Cross (MC) Chairman
Mrs. Katie Stark (KS)
Mr. John Storer (RS)
Mr. Stephen Spedding (SSg)
Mr. Stephen Short (SS)
Mr. Jake Beaty (JB)
Mrs. Harriet Huntsman (HH)
Parish Clerk - Miss Sarah Brown

- 04.01.00 **Chairman's Welcome** **Action**
The Chairman Cllr. Robert Cross welcomed everyone to the Meeting.
- 04.02.00 **Public forum**
- 04.02.01 One members of the public was present.
- 04.02.02 The parishioner came to give an update on the Allotments project he was organizing to raise funds for the Macmillan Charity and to obtain permission for some alterations to the site.
- 04.02.03 He informed the Parish Council the Macmillan District organizer is visiting the allotment site and using it as a case study, as they want to roll out projects like this across the country.
- 04.02.04 NKDC had donated a spade, fork and two wheelbarrows.
- 04.02.05 The Parishioner is receiving help to set up a online vegetable box delivery scheme and is already selling items from the allotment site on the Charity stall at Welbourn Post Office.
- 04.02.06 Three people had come forward to join the scheme and were going to be allocated sections on the second allotment plot to work.
- 04.02.07 Six cubicles had been made in a shed on the second plot to be used by people who signed up to the scheme.
- 04.02.08 The Parishioner also reported he was concerned by an allotment tenant not tending their plot for the last six months and it appearing to be overgrown.
- 04.02.09 The grass track which is used as access is unsuitable for regular vehicle access and a number of people interested in joining the scheme are disabled or have mobility issues. The area is prone to getting very muddy in autumn and winter and so slippery to walk down and vehicles are at risk of getting stuck. The parishioner asked for permission to remove approximately a foot of top soil from the track and spreading it over all the allotments. To make a more solid track using a hardcore base topped with road plainings. Cutting an area off the top allotment of approx. two feet for roadway so vehicles can get through the metal gate easier without risking catching the gate posts or running onto the growing area of the plot.
- 04.02.10 The Parish council agreed to the proposal under the following conditions: -
- 04.02.11 Only a maximum of 2 inches of topsoil is to be removed.
- 04.02.12 The topsoil is only to be distributed between the bottom end three plots (disused plots) and leveled off.
- 04.02.13 A hammerhead turning point is allowed on the bottom plot the size of a average car only.
- 04.02.14 Permission for the extra area of roadway using the top allotment would only be given if the Allotment holder agreed when asked in return for a yearly discount of rent. The area is to be marked out with string and posts, so all parties know the exact positioning of the roadway.
- 04.02.15 The drain access point on the track, which is level with second allotment plot must be protected/reinforced, as existing pipework is not very far from the surface and not designed for vehicles.
- 04.02.16 Hardcore is not to be used for the trackway only road plainings.
- 04.02.17 The Parishioner must also agree to take responsibility for cutting the community orchard

- and to both sides of the track in return for a yearly grant of £150.
Proposed by Cllr S.Spedding and seconded by Cllr R.Storer.
- 04.02.18 The Clerk was asked to write to the Parishioner to inform him of the above conditions in their agreement. **Clerk**
- 04.02.19 The Clerk was asked to give the plot holder who had not attended their plot a warning and give them a month to show progress due to weather conditions only just permitting proper use of the plots, or they would be asked to hand over the plot. **Clerk**
- 04.02.20 The Parish Councilors thanked the parishioner for making them aware of his progress and wished him well with the project.
- 04.03.01 **Acceptance of reasons of absence**
Apologies were received from Cllr.Maureen Lunn.
It was resolved to accept her apology.
- 04.04.00 **Declarations of interest**
There were no declarations of interest.
- 04.05.00 **Minutes of the previous meeting**
The Notes of the previous meeting held on 14th March 2018, copies of which had been circulated previously to members, were accepted as Minutes Proposed by Cllr S. Short and seconded by Cllr J. Beaty. The **Chairman** duly signed the minutes.
- 04.06.00 **Police Report**
The police emailed they could not attend. No crimes had been reported this month.
- 04.07.00 **District and County Matters**
- 04.07.01 District Councilor Cat Mills came and highlighted points in her report.
- 04.07.02 The New Wellbeing Service which will support people to live confident, independent lives by providing short-term (up to 12 weeks) support to reduce or prevent the need for hospital admissions and other costly interventions.
Wellbeings Lincs can support adults aged over 18 who live in Lincolnshire or are registered with a GP in the county, who meet the eligibility criteria for the service. Referrals are made through Lincolnshire County Council's Customer Service Centre. A leaflet and website for the service will be available shortly.
- 04.07.03 The Waste Strategy Public Consultation closes in July. Recommended that we read this.
- 04.07.04 FundNK money available, cash grants are available for projects that support communities in North Kesteven.The District Council operates Fund NK, a grant aid scheme for up to 50% of a project's costs. The maximum that can be applied for is £1,000 for community, £2,500 for building and £1,500 for recreational ventures. The 50% match funding can be met by voluntary labor or the donation of goods in kind. For a project to be supported it must meet qualifying criteria and support one or more of the Council's priorities. To be eligible to apply to Fund NK, groups must be not-for-profit, have a constitution or governing document, and a bank account. For more information, please visit www.n-kesteven.gov.uk/fundnk, email partnership_nk@n-kesteven.gov.uk or call the Partnerships Team on 01529 414155.
- 04.07.05 Cllr Cat Mills also confirmed that the wall between Beck Street and Manor Close is not going to be knocked down.
- 04.08.00 **Dog Fouling- How do we intend to alleviate this problem; do we need a dog warden?**
- 04.08.01 A parishioner had emailed the clerk to highlight the problem of dog fouling in the village particularly next to the tennis courts and on the pathway on Beck Street.
The issue had also come to light recently on the "Nextdoor" online forum.
- 04.08.02 The clerk had already inquired with the environmental health department at NKDC, about the possibility of community enforcement after hearing that it is possible to prosecute with either photographs or witness accounts.
- 04.08.03 We were informed that NKDC run a training course that lasts only a couple of hours,

which you need before you could be registered to enforce penalties. We were also informed that if many people came forward, the training could be organized to be held here at our village hall instead of the Sleaford site. All of which would be provided for no fee.

- 04.08.04 It was decided to put an advert in the Two Villages magazine to find out if there was any interest in the training for becoming a dog warden. The article would also highlight the anti-social behaviors impact on others in the village and ask the few that don't already clean up after their dogs to reconsider their actions. **KS**
- 04.08.05 The Clerk was asked to obtain prices for hiring a dog warden and to contact Welligore Parish Council for details about their warden **Clerk**
- 04.09.00 **The Beck- how best to control/prevent the algae**
- 04.09.01 A Parishioner had already come forward and volunteered to help clear vegetation at the edge of the Beck. They had already cleared a lot of the vegetation at the front but believed that more needed to be removed as the decomposing material was increasing nitrogen levels which encouraged/feeds the algae.
- 04.09.02 In previous years Barley straw had been added in nets across the top end and had mixed results. It was decided to put double the amount of straw in this year, adding it in two stages this time to stagger the release of the chemicals it releases as it rots that inhibits the growth of algae. **Clerk**
- 04.09.03 The Parishioner had said they wanted to try skimming any algae off the top and put reeds in the back of the Beck to act as a filter system and to consume some of the excess nitrogen.
- 04.09.04 The Parish Council is happy for the removal of the algae but asks for the Parishioner to wait before adding reeds as they are extremely invasive and may not be needed after the other proposed steps have been taken.
- 04.09.05 It was also decided that the old dead tree that is in the water needs pulling out and that the channel which feeds into the back of the Beck needs clearing out. **JB**
- 04.10.00 **Highway Verge Cutting Agreement 2018- Are we still happy to enter into the agreement?**
Reviewed and accepted. **Clerk**
- 04.11.00 **Matters arising from the previous meeting.**
- 04.11.01 See items 04.14.01 to 04.14.03,
04.14.10 to 04.14.13 and lastly
04.14.14 to 04.14.16.
- 04.12.00 **Clerk's report. Appendix A**
- 04.12.01 The clerk's report was reviewed. No issues arising with the report.
- 04.13.00 **Appendix B and C – cheques paid and cheques to be paid**
- 04.13.01 Reviewed and accepted.
- 04.14.00 **Financial report**
- 04.14.01 **Amendment of reporting of financial matters**
- 04.14.02 Cllr M. Lunn had put together a new financial spreadsheet which showed all the Parish Council funds with a page dedicated to itemizing grants and S106 money.
It showed clearly where all funds are being kept, listing all accounts.
- 04.14.03 The Parish Council was happy for this to be used to keep everyone informed on the Parish Councils finances/accounts.
- 04.14.04 While looking at the accounts it was decided to move some money, so it was easier to see what it was for. Some money like the S106 money had been allocated to projects but when payment had been made it had come out of reserves, so it didn't appear to balance with the Grants/S106 money sheet, although the overall figures all balanced.

- 04.14.05 It was agreed to move £635.57 out of the Client account into the Community account to replace the reserves taken to pay for the steps leading from the Line Bank to Dycote lane as it had been agreed to come out the S106 money.
- 04.14.06 Then transfer £370.00 from the Client account into the Community account to cover the cheque for the newly fitted handrail which was also agreed to come out the S106 money. It was suggested to be transfer in two separate transactions, so it is easier to trace when going through the accounts.
- 04.14.07 Then £947.37 was to be moved from the Deposit account into the Client Account as that is the amount that is left from the Grant that was awarded to the Forge, thus separating from the precept to make it easier to clearly define where it is.
- 04.14.08 Then £317.61 is to be moved from the BMM account into the Client account to keep what is left of the transparency grant away from the precept, and in the account which is allocated for S106 and grant monies. There is now a page on our accounts Finance sheets itemizing each grant amount and expenditure.
- 04.14.09 Lastly it was agreed to move £2000 from the BMM to the Community account to make sure there was enough money to pay this month's cheques and Direct Debit, leaving a buffer zone. **Clerk**
- 04.14.10 **Earmarking of reserves**
- 04.14.11 The Parish Council agreed that considering the previous problems with the Village Hall Roof £10,000 was to be earmarked for repairs or to go towards the future replacement of the Village Hall Roof.
- 04.14.12 £6,000 was to be earmarked for the replacement of the heating system when that is required, hopefully in the distant future.
- 04.14.13 £3,000 is to be earmarked for any major maintenance programs the Forge may require in the future.
- 04.14.14 **Discuss options of using a Debit card facility**
- 04.14.15 It was agreed as there were no charges for a debit card facility on our account and as certain payments are not easily made by cheques the clerk is to apply for a debit card.
- 04.14.16 It was agreed to put a limit on the card of £500. Proposed by Cllr R. Cross and seconded by Cllr S. Spedding.
- 04.14.17 It was also proposed to enable the Bacs facility on the account to make payment transactions quicker and easier. Proposed by Cllr H. Huntsman and seconded by Cllr S. Short.
- 04.14.18 The Parish Council's Melton Mowbray Building Society only had one signatory, Cllr R. Storer, since the previous Clerk had resigned. It was decided to update the account so that the account would have three signatories. Cllr R. Storer, Cllr S. Short and the current clerk Miss S. Brown. **RS, SS & Clerk**
- 04.15.00 **Village Hall matters/update**
- 04.15.01 The simple lease agreement between the Parish Council and the Village Hall and Playing Field Committee needs updating to include a formal maintenance agreement.
- 04.15.02 Cllr K. Stark will raise this at the Village Hall AGM (30th April @ 7pm) and if everyone agrees at the AGM, will get this added as an appendix to the Constitution. **KS**
- 04.15.03 The roof is leaking again on the Village Hall, so the roofing contractors are coming to view and advise on the cause of the problem and suggest how best to fix.
- 04.15.04 The grass on the playing field will soon need cutting. Cut to be arranged by our contractors. **Clerk...0**
- 04.15.05 Once the football teams have contacted Cllr K. Stark with their match dates the clerk will organize the grass to be cut the extra amount needed for the football teams, and any extra cuts are to be invoiced to the Village Hall Committee. **KS, Clerk**
- 04.15.06 The caravan club had recently left and as the ground was so wet the field was slightly damaged with a couple of ruts where the slabs finish.
- 04.15.07 It was decided to get quotes for both extending the slabs and several quotes for having re-enforcement plastic mesh fitted in the playfield entrance area. **Clerk**

04.15.08 A member of the Village Hall Committee had asked for the Parish Council's opinion on having a fund raiser on the Village Hall/Playing Field site and on Castle Hill. They wanted to do a "Party in the Park" event with a bouncy castle, car boot sale, music, tractors etc. The idea was to raise funds and get the community together, and using the Castle Hill site which is under used.

04.15.09 The Parish Council was all in favour of the event.

04.16.00 **Date for the next meeting and meeting schedule for the coming year:**

Wednesday 09th May 2018 – 7 pm Annual Parish Meeting
7.30 pm Annual Parish Council Meeting

Wednesday 13th June 2018 at 7.30pm

Wednesday 11th July 2018 at 7.30 pm

No meeting August 2018

Wednesday 12th September 2018 at 7.30 pm

Wednesday 10th October 2018 at 7.30 pm

Wednesday 14th November 2018

No meeting December 2018

There being no further matters to discuss, the Chairman duly closed the meeting at 9.41pm..

Signed.....

Date.....

Chair, Welbourn Parish Council.

Copies to: District Councillors Mrs. M Overton. Mrs. C. Mills. All Parish Councillors Parish Website.

ITEM	DATE	Description/Action
Planning	15.03.18	Planning Application Reference: 18/0322/HOUS, Location:- 31 Hall Orchard Lane, Welbourn, Proposal:- Erection of conservatory to rear. Circulated to all Parish Councillors by email.
Volunteer Group	19.03.18	Another two parishioners emailed to join the Volunteer Maintenance Group. Anyone else wishing to take part please email Welbournparishclerk@gmail.com with your name, address, contact number and when you are available.
Training Day For VAT/HMRC updates	21.03.18	Attended a very informative training session regarding VAT submissions, held by Lalc (The Lincolnshire Association of Local Councils).
Dog Fouling	27.03.18	A parishioner emailed asking for the Parish Council to consider reinstating a dog warden due to the escalating problem of dog waste on paths around the village and at the tennis courts.
Lalc News 164 Edition	28.03.18	Circulated to all Parish Councillors by email.
Planning	30.03.18	Planning Application Reference: 18/0242/FUL, Welbourn Nursing Home, Hall Lane, Welbourn, as requested clarification had not been received before the deadline, I submitted the Parish Council opposed this application and listed our concerns.
Projector	3.04.18	Had a new cable and socket fitted to the projector in the meeting room so fully operational again.
I.C.O	5.04.18	Had confirmation of our registration (ZA327393) to the I.C.O (Information Commissioner's Office) came through by email.

Appendix B & Appendix C Welbourn Parish Council - Parish Council Meeting 11th April 2018

Financial Input and Output report since the last Parish Council Meeting on 14th March 2018 Appendix B							
<p>S106 monies of £10842.73 received Jan. 2017 and £5000 of this donated to the Play & Leisure Project 19.02.17. Steps/access to the Stepping Out walks (steps off Dycote to the Line bank) was made with a further £635.57 April 2017 leaving remaining £5,207.16p. Resides in Client D/A. Balances as at 06.04.2018: BMM a/c £20202.9. Community a/c £888.80. Deposit a/c £13261.48. Building Society a/c £8587.18.</p>							
Accounts authorised and paid since the last meeting							
Invoice Date	Item IN	IN	Item OUT	Invoice value	VAT	Total invoice value	Date paid
	TOTALS	£0.00	TOTALS	£0.00	£0.00	£ -	

Financial Input and Output report since the last Parish Council Meeting on 14th March 2018. Appendix C							
Accounts to be authorised and paid							
Invoice Date	Item IN	IN	Item OUT	Invoice value	VAT	Total invoice value	Date paid
06/03/2018			Total Gas & Power (Forge elect)	£ 6.11	£ 0.31	£ 6.42	11-Apr
19/03/2018			Handyman (handrail for steps)	£ 370.00	£ -	£ 370.00	11-Apr
			Total Staff costs	£ 375.67	£ -	£ 375.67	11-Apr
02/04/2018			E-ON (streetlight electric)	£ 222.91	£ 11.15	£ 234.06	11-Apr
06/04/2018			Total Gas & Power (Forge elect)	£ 6.62	£ 0.33	£ 6.95	11-Apr
			TOTALS	£ 981.31	£ 11.79	£ 993.10	