

## Welbourn Parish Council

### Welbourn Annual Parish Council Meeting Agenda

**The next meeting of the Parish Council will be held on Wednesday 17 May 2023 at 7.30 pm in the Meeting Room of Welbourn Village Hall.**

There will be a 15-minute public session at the commencement of the meeting when members of the public may ask questions or make short statements to the Council. Members of the public will be welcome to stay for the remainder of the meeting except for any closed sessions, but they may not speak on any matter after the public session is closed unless invited to do so.

Mr J Fieldhouse

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<https://welbourn.parish.lincolnshire.gov.uk>

#### AGENDA

1. Chairman's welcome
2. Acceptance of reasons for absence
3. Declaration of interest in any matter on the agenda
4. Election of Chair for the forthcoming year 2023-24
5. Election of Vice Chair for the forthcoming year 2023 -24
6. To consider the co-option of Steve Spedding as a Parish Councillor
7. Appointment of Portfolio holders for the following areas of responsibility:

Drainage Human Resources Committee Policies Communications Allotments Castle Hill Schools Liaison	The Finance Committee Village Hall representative The Forge Cliff Cluster group representative Byways/Highways Planning
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8. Notes of the last meeting held on 12 April 2023 to be approved as minutes
9. Clerk's Report on matters outstanding
10. Public Forum
11. County and District Councillors update
12. Current and future maintenance responsibilities
- 13. Planning Matters to consider and discuss:**

**13.1** Notification of Receipt of Planning Application Planning Application Reference: 23/0390/FUL Proposal: Conversion of stables to holiday accommodation.  
Location: 8 North End Welbourn Lincoln Lincolnshire LN5 0ND

**13.2 Notification of Receipt of Planning Application** Planning Application Reference: 23/0391/HOUS Proposal: Proposed external renovations to include insertion of French doors, erection of a porch, addition of 2no. rooflights to the front elevation, replace the door on the eastern elevation with a window, replace the two small windows on the roadside elevation with one larger window and rendering of the single storey extension with white colourless render  
Location: 8 North End Welbourn Lincoln Lincolnshire LN5 0ND

**14. Notifications of Planning Decisions:**

None

**15. Finance Report** (From Responsible Finance Officer):- To review bank balances, invoices paid since last meeting since, items to be paid before next meeting and budget comparison: -

**15.1 Accounts value (4th May):**

HSBC Client A/c 611: £3,920.49 (Forge et al) HSBC A/c 772: £26,800.30 (For Precept)	HSBC Bmm A/c 638: £8,961.35 (Reserves) HSBC Business C/A 677: £1,267.32 <b>Bank Total: £40,949.46</b>
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**15.2 Bank reconciled:** £0 discrepancy.

**15.3 Payments made since last meeting 12 April 2023**

<ul style="list-style-type: none"> <li>○ ICO – (£35)</li> <li>○ Total Gas &amp; Power – (£14.31)</li> <li>○ LALC – (£204.00)</li> <li>○ Npower – (£350.27)</li> <li>○ NBB (Bench) – (£498.00)</li> <li>○ RFO Pay – (£290.20)</li> <li>○ Clerk Pay – (£232.00)</li> </ul>	<ul style="list-style-type: none"> <li>○ HMRC PAYE/NIC – (£58.32)</li> <li>○ Bank charges – (£8.00)</li> <li>○ Expense claim 13 – (£26.94)</li> <li>○ W.E.Smith &amp; Son – (£120)</li> <li>○ P.A.Ingamells – (£500)</li> <li>○ NKDC – (£48)</li> </ul>
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**15.4 Payment received since last meeting 12 April 2023**

Allotment Rent – (£20)

**15.5 Expected payments before next meeting: 14 June 2023**

<ul style="list-style-type: none"> <li>○ RFO Pay – (£290.20)</li> <li>○ Clerk Pay – (£290.20)</li> <li>○ P.A.Ingamells – (£250)</li> <li>○ RC Marshall – (£310)</li> </ul>	<ul style="list-style-type: none"> <li>○ G W King – (£310)</li> <li>○ Andrea Smith – (£75)</li> <li>○ *AJG Insurance – (£937.08)</li> </ul>
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**15.6 Expected Income before next meeting (14<sup>th</sup> June):**

Wayleave – (£12.92)

**15.7 Investments**

### 15.8 Budget Comparison for year ending 31<sup>st</sup> March 2023:

(For the purposes of this budget comparison, the Solar panel payments totalling £22,012.56 have been excluded).

Total budget: £22,230

Anticipated budget spend: £22,230 (Full Budget)

Actual budget spend: £23,764.06 (7% Over Budget)

Spend against budget by area:

	Budget	Actual	Percentage Difference	Reason
Utilities:	£2500	£3,330.12	33% Over	General increase in cost since 2022
Grass cutting:	£5500	£4,630	16% Under	Late invoice for last cut of the season, expect over in 2023-2024
General maintenance:	£4550	£3,750.20	18% Under	New bulbs
Insurance:	£500	£861.88	72% Over	General increase in the industry, blacksmith shop
Financial:	£1150	£360.25	69% Under	No fines received
LALC:	£550	£649.40	18% Over	Training in October for both Clerk & RFO
Clerk & RFO:	£6600	£6,894.36	4% Over	New Laptop, Other small office expense, Found Jim sooner than expected.
Village hall:	£500	£312.48	37% Under	
Community projects:	£380	£2,975.37	782% Over	Beehive Well, Jubilee mugs, Defibrillator, Blacksmith plaque, Queen's plaques.

### 15.9 AGAR timeline:

Now that we have entered the new financial year we have the AGAR process to work through, the key points of timing are:

- Internal audit completed and authorised by council at next meeting (14<sup>th</sup> June)
- Annual Governance Statement & Accounting Statement completed and authorised by council at meeting (12<sup>th</sup> July)
- Above signed by Chair and Clerk after/ outside of meeting. (After 12<sup>th</sup> July)
- Final parts completed and signed off by RFO, all sent together to Little Johns.

### **15.10 Internal Auditor:**

As with last year, to avoid paying the standard price of £210 through LALC, I have approached Andrea Smith from Waddington Parish council. She can complete the audit as she did last year for £75 approx. I do not believe the LALC service is appropriate for this Council as it offers nothing additional and charges a standard amount based on population rather than financial complexity, it also restricts our flexibility with regards timings.

**Recommendation:** Appoint Andrea Smith to carry out an internal audit.

16. Portfolio Holders Update

17. Agenda items for next meeting:

- Welbourn Neighbourhood Plan Review
- Emergency Plan Planning

### **Next meeting:**

Wednesday 14 June 2023

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

*Future Parish Council Meetings in 2023:*

14 June; 12 July; 13 September; 11 October; 8 November.

All meetings to commence at **7.30 pm**