

WELBOURN PARISH COUNCIL

Minutes of the Meeting of Welbourn Parish Council held on Wednesday 11 November 2009 in Welbourn C of E Primary School at 19:30

Present

Mr J R Storer	Chairman
Councillor M Wylie, Mr W Goodhand Mr S Lawson Mr V Brealey Mrs A Walker	Mr B Gibson
Mr M McBeath	Acting Clerk.

		Action
11.01.00	<u>PUBLIC FORUM</u> Nothing to discuss.	
11.02.00	<u>APOLOGIES</u> Councillor Overton was absent due to having another meeting to attend. Councillor Copley was absent because he was away visiting his family. Councillor Short was unable to attend.	
11.03.00	<u>DECLARATIONS OF INTEREST</u> There were no declarations of interest.	
11.04.00	<u>MINUTES OF THE MEETINGS OF 14 AND 31 OCT</u> a. The Clerk's notes of the meeting on Oct 14th had been copied to all members. Councillor Goodhand suggested a number of corrections which were agreed. Councillor Walker proposed that that the revised Notes be accepted. The minutes were then approved. b. The Notes of the Extraordinary Meeting of 31 Oct were then considered. The Chairman pointed out that a mistake had been made in giving the Acting Clerk's employment start date as 1 Nov since he had in fact been working as Acting Clerk since the Meeting on 14 October and had been formally offered the post of Acting Clerk on 20 October. It was agreed to accept the notes of the Extraordinary Meeting and that Mr McBeath's employment should be deemed to have started on 14 October 2009. The salary which was to be paid and when it was to be paid was not yet decided but it was agreed to pay him at the appropriate NALC rate. The Chairman produced a draft contract and job description based on the NALC models and asked the Acting Clerk and members to consider them before the next meeting. In the meantime the Acting Clerk was asked to record his hours to enable all parties to appreciate what was involved.	All
11.05.00	<u>MATTERS ARISING FROM PREVIOUS MEETING</u> a. <u>Change of Address</u> All major suppliers had been informed of the Clerk's change of address. BT had charged £20 to register the change. Bank correspondence was now directed to the Chairman. b. <u>Phone Box</u> The Acting Clerk had written to BT about the invitation to take over the phone box on The Green and BT had replied that if the Council did not take it over then BT would leave it in place with a	

	<p>functioning phone. As it was a listed building, BT could not remove the box without delisting it. The opportunity had been taken to report the disconnected door closer and BT had agreed to repair this.</p> <p>Decision The Council agreed not to adopt the Phone Box.</p> <p>c. Fencing by the Beck Cllr Brealey had obtained two quotes from contractors to trim the hedge and install matching post and rail fencing between the Village Hall and The Beck. Cllr Storer proposed, seconded by Cllr Brealey, that the Arbre-Care quote be accepted. This was agreed.</p> <p>Decision The Acting Clerk was instructed to advise Arbre-Care that their quote had been accepted and that they should liaise with Cllr Brealey as to when to start since the Project Contractors were still on site.</p>	Acting Clerk
11.06.00	<p><u>ACTING CLERK'S REPORT</u></p> <p>The Acting Clerk reported, through the Chair, that taking over had been difficult in the absence of access to former records and documents due to the Clerk's incapacity and because the Parish Office contents were in store during the Village Hall alterations. Not having an office from which to operate was a further difficulty. He reminded the Council that failure to complete the Audit on time in 2008 and in 2009 had put the Council in breach of its statutory duty to inform the public about the accounts and make them available for inspection.</p> <p>He now was a participating member of the towns and parishes website set up for all parish clerks in the District which was proving a very useful source of information and training. The Council had obtained an administration manual written specifically for Parish Clerks which contains detailed advice on procedures and laws affecting a Parish Council. The Acting Clerk was due to attend a NALC training course for novice clerks the following day.</p>	
11.07.00	<p>1. <u>FINANCIAL REPORT</u></p> <p>a. <u>VAT</u> The Acting Clerk reported that although a full set of accounts had been handed over, he did not have access to any invoices for the preceding part of the year so he was unable to record the VAT expenditure. This was significant because VAT refunds form an important part of the Annual Income. Minor anomalies in the received account spreadsheets had been resolved.</p> <p>b. <u>Current Budget Check</u> It seemed appropriate 6 months into the financial year to review expenditure against budget. The figures showed that the council was sensibly under budget at this point in the year.</p> <p>c. <u>Payment by BACS.</u> The acting Clerk had been asked by a supplier whether the Council could pay him by BACS rather than by cheque. Having taken advice from LALC, the Clerk advised the Council that provided that the invoice was initialled by two authorised signatories and the procedure was authorised by Council and so minuted, it would be proper for bills to be paid by BACS. After discussion it was decided to defer this item.</p> <p>d. <u>Project Funding</u> The Chairman, in his capacity as Project Fund Manager, reported that he faced a major shortfall in the Project</p>	

	<p>Account in that he had to pay a large bill in the near future but had yet to receive a VAT refund that was expected to cover it. He therefore asked for authority to transfer up to £7000 from reserves to the Project account to cover this shortfall, on the basis that the money would be replaced as soon as the funds arrived. After discussion this was agreed.</p> <p>e. <u>Projected Budget</u> The Acting Clerk produced a projected budget for 2009/10. As this was not urgent and there was little time left it was agreed to defer the matter until the next meeting but to use this submission as a basis for further consideration.</p>	Clerk
11.08.00	<p><u>RISK MANAGEMENT</u></p> <p>The Acting Clerk had circulated a draft risk management briefing sheet before the meeting but Councillor Lawson had not received it due to a problem with his email address. As the subject was so complex it was agreed to defer this item to a later date.</p>	Clerk
11.09.00	<p><u>COUNTY/DISTRICT COUNCIL MATTERS</u></p> <p>a. <u>Planning online</u> Councillor Wylie advised the Council that NKDC was about to go live with online planning. It would be possible to view all planning applications since 1974 and their current status. There was still a problem with the mapping element.</p> <p>b. <u>A607 Speed Limit</u> LCC had informed the Council that they had reviewed the speed limit on the A607 and were satisfied that it was correct in accordance with Government guidelines.</p> <p>c. <u>Waste Collection</u> NKDC had introduced a new waste collection service for litter bins and dog waste bins which would enable members of the public to phone to report full bins which would then be emptied extra to the normal schedule. This service was projected to cost £90 per bin. There are four dog waste bins and 2 large general bins within the Parish.</p>	
11.10.00	<p><u>REPORTS FROM PORTFOLIO HOLDERS</u></p> <p>a. <u>Constitution and Audit</u> The external auditor's report was still awaited.</p> <p>b. <u>Highways, Footways and Drains</u> Nothing to report.</p> <p>c. <u>Environment and Village Matters</u> The idea of starting a school planting project in the loop of the footpath at the top of the field opposite Hall Lane was being mooted.</p> <p>d. <u>Parish Plans and Public Liaison</u> Nothing to report.</p> <p>e. <u>Police and NHW</u> Councillor Copley had arranged through the Cluster Group using devolved funds for 6 children from Welbourn to attend PGL at Caythorpe. This had been a great success.</p> <p>f. <u>Health, Social and Welfare</u> The poppy wreath to which the Council had contributed had been presented in the Church by Alex Burton, ex RN, on behalf of the Parish at the evening service on Remembrance Sunday.</p>	
11.11.00	<p><u>PLANNING MATTERS</u></p> <p>a. There were no new planning permissions to report.</p> <p>b. Planning Applications:</p>	

	<p>1) Application 09/595 – a car port at No 11 Beck Street - had been refused.</p> <p>2) Application 09/0640 – alterations and garage at No 26 The Green – had been withdrawn.</p>					
11.12.00	<p><u>VILLAGE HALL DEVELOPMENT PROJECT</u></p> <p>There was no submission from the Project but a report had been put on the parish website indicating that work was in hand and on schedule (weather permitting).</p>					
11.13.00	<p><u>CHEQUES.</u> It was proposed by Councillor Storer, seconded by Councillor Goodhand, that the following payments be made:</p> <table> <tr> <td>To the Acting Clerk for stationery</td> <td>£25.82</td> </tr> <tr> <td>To Clement Keys for preparation of a statutory notice</td> <td>£46.00</td> </tr> </table>	To the Acting Clerk for stationery	£25.82	To Clement Keys for preparation of a statutory notice	£46.00	
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11.14.00	<p><u>MATTERS TO BE CONSIDERED FOR THE NEXT MEETING</u></p> <ol style="list-style-type: none"> 1. Precept 2. Risk Management Policy 					
11.15.00	<p><u>Date of Next Meeting.</u></p> <p>The next meeting would be held on 13 January 2010 in the School.</p>	Clerk				

There being no further business the Chairman closed the meeting at 21:35.

Copies to:

All PC Members

County Councillor R Phillips.

District Councillors M Wylie and M Overton.

Beat Manager: PC Hanson, Bracebridge Heath Police Station.