

MINUTES OF THE MEETING OF WELBOURN PARISH COUNCIL HELD ON
WEDNESDAY 14th FEBRUARY 2018 IN WELBOURN VILLAGE HALL AT 7.30 PM

PRESENT Councillors Mr. Robert Cross (MC) Chairman
Mr. John Storer (RS)
Mrs. Maureen Lunn, (ML)
Mrs. Katie Stark (KS),
Miss Harriet Huntsman (HH),
Mr. Robert Gibson (RG)
Mr. Jake Beaty (JB)
District Councillor – Mrs. Marianne Overton (MO)
Parish Clerk - Miss Sarah Brown

- 02.01.00 **Chairman's Welcome** **Action**
The Chairman Cllr. Robert Cross welcomed everyone to the Meeting.
- 02.02.00 **Public forum**
02.02.01 Two members of the public were present.
- 02.02.02 A parishioner reported that the Church's Graveyard is getting full. The Church is raising money to put in new footpaths in the Churchyard and would the Parish Council consider making a contribution to move the fence and install a new access to extend the graveyard.
- 02.02.03 Also, to have better parking facilities, using land already owned by the Church that is currently unused since it is fenced off separately. It was pointed out that the parking facility would help to prevent damage to the grass verges down North End and the Nookin due to parking.
- 02.02.04 It was agreed to add the proposal to a future meeting and review when the Parish Council can see plans.
- 02.02.05 A parishioner attended to feedback that they felt that the way the Parish Council had dealt with the BT matter and the previous Clerk's involvement was most unsatisfactory. RC, ML, KS, JB, and the present clerk all fed back that everything the Parish Council had done, had been done with the best intentions. Cllr Storer felt that the previous Clerk had been treated badly.
See item 02.08.03 below.
- 02.03.00 **Acceptance of reasons for absence**
Apologies were received from Cllr. S. Short and Cllr. S. Spedding. District Councillor Cat Mills had emailed her apologies. It was resolved to accept these apologies.
- 02.04.00 **Declarations of interest**
There were no declarations of interest.
- 02.05.00 **Minutes of the previous meeting**
The Notes of the previous meeting held on 10th January 2018, copies of which had been circulated previously to members, were accepted as Minutes Proposed by Cllr M. Lunn and seconded by Cllr R. Storer. The Chairman duly signed the minutes.
- 02.06.00 **Police Report**
The police emailed they could not attend. The only reported crime was damage to a car outside the Post Office.
- 02.07.00 **District and County Matters**
02.07.01 Further to her monthly report County Councilor Marianne Overton reported that they were not getting the affordable housing or the S106 monies due to a lot of developers making minor modifications to avoid paying the agreed S106 money. Viability

- assessments were being used to not pay community contribution money.
- 02.07.02 Council tax is likely to be increased by £5, although the District Council is better off than they were due to Lincolnshire being allowed to keep 100% of business rates (£18m) with it being divided between District and County Council. County Council is short of funding in the long term.
- 02.07.03 Parish Cllr R. Storer informed Councillor Overton that the pot holes on Cow Lane were not getting repaired.
- 02.07.04 Parish Cllr K. Stark mentioned she had reported the potholes on Mill Hill to Lincolnshire County Council as had the Clerk.
- 02.07.05 County Councillor M Overton said she would investigate the matter. Councillor Overton reiterated that potholes need to be reported in order to get them filled. Residents need to report potholes promptly as the contract allows the District Council 28 days to get them filled.
- 02.08.00 **Matters arising from the previous meeting**
- 02.08.01 **BT account contract details**
- 02.08.02 The Parish Council has put a formal complaint into BT in that so far BT has been extremely unhelpful. We want to remove the previous Clerks name from the BT contract.
- 02.08.03 It was agreed that we will send a letter explaining the position with BT to the previous Clerk. **Clerk**
- 02.09.00 **Clerk's Report Appendix A**
- 02.09.01 The Clerk's report was reviewed.
- 02.09.02 Insurance company update.
We need to get the Risk Assessments reviewed.
It was agreed to put on the Agenda for the next meeting **Clerk**
- 02.09.03 The volunteer list needs updating with names addresses and their contact numbers to ensure we have adequate cover should a volunteer get injured. Clerk to update. **Clerk**
- 02.09.04 We need to ensure we have the defibrillator and the phone box adequately insured. **Clerk**
- 02.09.05 It was agreed that the Parish Council would pay the £35 to sign up for membership of the ICO (Information Commissioner's Office) ensuring compliance with the Data Protection Regulations which are being introduced 25th May 2018. **Clerk**
- 02.09.07 It was agreed to add to the next meeting's Agenda the feasibility of Parish Councillors having a separate gmail account for all Parish Council emails. **Clerk**
- 02.09.08 The Clerk is to review the electricity charges we are incurring for The Forge, to see if we can obtain the service cheaper with another company. **Clerk**
- 02.09.09 A parishioner had asked via the Clerk, if the Parish Council could contact Highways and ask if the road in North End could be widened as it is unsuitable in size for the HGV's which drive down it to access the industrial site.
- 02.09.10 The parishioner also asked if we could ask Highways to put kerbs in to prevent further damage to the grass verges.
- 02.09.11 It was agreed that the clerk will contact Highways and put in the requests **Clerk**
- 02.10.01 **Appendix B and C – cheques paid and cheques to be paid.**
Reviewed and accepted.
- 02.10.02 **Financial Report**
Cllr J. Storer proposed and Cllr J. Beaty seconded acceptance of the financial report.
- 02.11.01 **Street light- to decide whether to replace**
Five parishioners had complained about the missing street light outside the Old Co-op. It was agreed the Clerk was to contact Highways to confirm who we could purchase a

	new light from, or whether we had to use a set provider for the maintenance contract for the street lights. It was agreed that the street light would be replaced.	Clerk
02.12.01	Safety rail placement up the steps from Dycote Lane onto the stepping out walk	
02.12.02	It was agreed to accept the quote for £370 and that it would be paid for out of the S106 money, as had the steps previously.	RC
02.13.01	Meeting room projector- to review the three quotes to repair or replace After reviewing the three quotes it was decided to go with the quote for £125 to replace the existing socket and cable and install an HDMI ready lead using the remaining transparency fund grant.	Clerk
02.14.01	Allotments	
02.14.02	i) To decide whether to continue supplying the Brown bins for waste It was agreed to carry on providing the Brown bins this year.	Clerk
02.14.03	ii) To review the request for a 'Keep clear' sign A temporary sign had been made and put up that seemed to be doing the job. The Parish Council was happy to keep that sign.	
02.15.01	Notice Board – to decide what action to take regarding water damage The Clerk is to contact the contractor who repaired the notice board to see if they can fix the leak.	Clerk
02.16.01	Grass verges- damage caused by encroachment of vehicles & safety related issues It was also decided to get the clerk to put a poster/advert in The Two Villages Magazine to ask people to volunteer to help with village maintenance e.g. help tidy/repair the grass verges, carry out litter picks, general tidiness of hedges, etc.	Clerk
02.17.01	Cliff Cluster meeting 29/01/18 update by ML & RG It was a good meeting with most Parish Councils represented.	
02.17.02	Road Safety was the number one priority for the meeting.	
02.17.03	It was proposed that the Cliff Cluster buys a new road safety device to use for speed awareness. The device will be portable and able to record speeds so data can be passed onto highways when requesting speed changes etc.	
02.17.04	The cost would be divided between the 8 Cliff Villages totaling £254 each.	
02.17.05	One person per Parish Council will be responsible for looking after the machine. and It will be booked out in two weekly slots.	
02.17.06	It was proposed that over one weekend Cliffside Villages hold events celebrating <ul style="list-style-type: none"> ○ 100 years of the R.A.F, ○ Women's right to vote ○ Armistice for the First World War. Would Welbourn want to take part?	
02.17.07	Cllr K. Stark will raise it at the next Village Hall Committee meeting.	KS
02.18.01	Planning	
02.18.02	Planning Application Reference: 17/1746/HOUS Decision Notice Proposal: Erection of two storey and single storey rear extensions, new access and parking area. Location: 2-4 Hall Lane, Welbourn. Planning permission granted.	
02.18.03	Planning Application Reference 17/1868/HOUS Decision Notice Proposal: Erection replacement front porch canopy. Location: 3 Crosby Lane Welbourn Lincoln Lincolnshire LN5 0NR. Planning permission granted.	
02.18.04	Planning Application Reference: 17/1842/HOUS	

Proposal: First floor extension & alterations to dwelling.
Location: 5 High Street, Welbourn
Parish Council has no objections

02.18.05 **Tree works application: 18/0201/TCA**

Description of works: Fell 2 non native trees from front garden.
Location: 24 The Green, Welbourn.
Parish Council has no objections.

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

Wednesday 14th March 2018 at 7.30 pm
Wednesday 11th April 2018 at 7.30 pm
Wednesday 09th May 2018 – 7 pm Annual Parish Meeting
7.30 pm Annual Parish Council Meeting

There being no further matters to discuss, the Chairman duly closed the meeting at 10.10pm.

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
Grass Verges & dangerous parking	11.01.18	A parishioner complained about dangerous parking, both cars parking on bends and churning up the grass verges so the road becomes muddy and slippy. Agreed to put on the Agenda for the February meeting.
Planning	15.01.18	Planning Application Reference: 17/1842/HOUS 5 High Street, Welbourn, received and emailed to all Councillors.
LALC Training	16.01.18	Looked through the LALC's available training dates and booked 5 days. Booked Data Protection Regulations & Freedom of Information, Agenda & Minute taking and Meetings procedures, IT skills, Council Finances/Audit, VAT/HMRC Updates.
Street light	18.01.18	High winds knocked down a street light outside the Old Co-op on The Green. Our Contractor removed the street light & disconnected the underground electricity supply so safe for the public. Have checked that we are not covered on our insurance policy for replacement. Have requested more information from our maintenance contractors to rule out a warranty claim.
Grass Verges	22.01.18	A Parishioner complained about damage to the grass verges down North End. Agreed to look into the matter and try and contact those responsible, then pass details to Highways if not resolved.
Notice Board	26.01.18	Noticed the PC notice board next to the shop had misted up inside with condensation. On closer inspection found the bottom left hand corner of the pin board was soaking wet. Put a tight full of rice inside to absorb the excess moisture and made sure the doors were closed as far as possible. After gaining permission I trimmed the hedge which was touching it to make sure it wasn't channelling water into it. Put on the Agenda for February meeting as this hasn't improved.
Precept	01.02.18	Emailed Welbourn's Precept request forms through to NKDC
The Forge	01.02.18	Contacted NKDC's Economic Development department and asked for previous year's electricity meter readings at the Forge, so we can compare electricity tariffs to check we are getting the best tariff rate.
Insurance Company update	01.02.18	Checked our policy details, and looked into the possibility of whether we need any amendments.
General Data Protection Regulation	06.02.18	Attended this training day with Councillor Lunn, in preparation for the General Data Protection Regulations which come into effect from 25th May 2018. The day was very informative and helped to advise us of the preparations needed to be made by the Parish Council, such as registering with the ICO (Information Commissioner's Office).

Welbourn Parish Council
Appendix B & Appendix C
Parish Council Meeting 14th February 2018

Financial Input and Output report **since the last** Parish Council Meeting on 10th January 2018

Appendix B

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.
Remaining £5,207.16p resides in Client D/A.
Balances as at 09.02.2018: BMM account £1346.67 Community account £593.84.

Accounts authorised and paid since the last meeting on 13th December 2017.

Invoice Date	Item IN	IN	Item OUT	Invoice value	VAT	Total invoice value	Date paid
	TOTALS	£0.00	TOTALS	£0.00	£0.00	£0.00	NIL

Financial Input and Output report since the last Parish Council Meeting on 10th January 2018

Appendix C

Accounts to be authorised and paid

Invoice Date	Item IN	IN	Item OUT	Invoice value	VAT	Total invoice value	Date paid
06.01.18			Total Gas & Power (Forge Elec)	£ 6.75	£ 0.34	£ 7.09	14.02.18.
29.01.18			E-on (Street light Emergency)	£ 404.00	£ 80.80	£ 484.80	14.02.18
09.01.18			Staff costs	£ 301.68	£ -	£ 301.68	14.02.18
09.01.18			ICO (Information Commissioner's Office - Data Protection))	£ 35.00	£ -	£ 35.00	14.02.18
07.02.18			Total Gas & Power (Forge Elec)	£ 6.73	£ 0.34	£ 7.07	14.02.18
			TOTALS	£ 754.16	£ 81.48	£ 835.64	