

MINUTES OF THE MEETING OF WELBOURN PARISH COUNCIL HELD ON
WEDNESDAY 14th MARCH 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. Maureen Lunn (ML)
Mr. Robert Gibson (RG)
Parish Clerk - Miss Sarah Brown

- 03.01.00 **Chairman's Welcome** **Action**
The Chairman Cllr. Robert Cross welcomed everyone to the Meeting.
- 03.02.00 **Public forum**
- 03.02.01 Two members of the public were present.
- 03.02.02 A parishioner asked if the Parish Council had been approached by the District Council, regarding removing a section of wall to gain vehicle access to a bungalow on Manor Close from Beck Street? The parishioner wanted to know why they hadn't seen a planning application as the area had already been surveyed and was inside the conservation area?
- 03.02.03 The Parish Councilors thanked the parishioner for making them aware. The Clerk was asked to contact our District Councilor and County Councilor to try and look into the matter and report back at the next meeting. **Clerk**
- 03.02.04 A parishioner wanted to raise their concern over planning application ref:- 18/0242/FUL. Although the smoke problem from the boilers chimney had been remedied there was still a problem with ash debris. They also felt the existing boiler house is an eyesore and would like it to be moved.
- 03.03.00 **Acceptance of reasons for absence**
Apologies were received from Cllr. Harriet Huntsman
It was resolved to accept her apology.
- 03.04.00 **Declarations of interest**
There were no declarations of interest.
- 03.05.00 **Minutes of the previous meeting**
The Notes of the previous meeting held on 14th February 2018, copies of which had been circulated previously to members, were accepted as Minutes Proposed by Cllr R. Storer and seconded by Cllr J. Beaty. The Chairman duly signed the minutes.
- 03.06.00 **Police Report**
The police emailed they could not attend. No crimes had been reported this month.
- 03.07.00 **District and County Matters**
- 03.07.01 No District or County councilors was able to attend this meeting.

- 03.08.00 **Matters arising from the previous meeting**
- 03.08.01 **Risk Assessments to be reviewed- to ensure full insurance coverage.**
- 03.08.02 The volunteer Group need risk assessments for the tasks they will be completing (litter picking, mending verges etc.) to ensure they are covered by the Parish Council insurance policy.
- 03.08.03 Cllr S. Spedding volunteered to assist preparing the risk assessments **SSg**
- 03.08.04
- 03.08.05 **Feasibility of Parish Councillors having a separate gmail account for all Parish Council emails.**
It was agreed that we will wait to review further developments with Data Protection legislation.
- 03.09.00 **Clerk's Report Appendix A**
- 32.09.01 The Clerk's report was reviewed, no issues arising with the report.
- 03.10.00 **Appendix B and C – cheques paid and cheques to be paid.**
- 03.10.01 Reviewed and accepted
- 03.11.00 **Financial report**
- 03.11.01 **Amendment of reporting of financial matters**
- 03.11.02 It was decided to change the format of the current accounts reporting, so that all five accounts are visible, and everything can be seen at a glance.
- 03.11.03 The Parish Councillors confirmed that the grant for the Forge will only be used for what is agreed under the terms of the grant (improvements and projects). It was agreed the grant would also be listed on a separate page of the accounts listing all the grants money held by the Parish Council, stating what money was allocated to each, and itemizing the amount used and when, so clearly showing the total amount left **Clerk**
- 03.11.04 **Earmarking of Reserves**
- 03.11.05 Although reserves had been put aside with the intention of covering large projects like replacing the Village Hall heating system or replacing the roof, it has never been officially earmarked. It was suggested to comply with guidelines on transparency we should formally earmark these funds.
- 03.11.06 It was decided the Clerk should suggest a set up for the Parish Councillors to review at the next meeting. **Clerk**
- 03.11.07 **Discuss options of using a Debit card facility or Credit card**
The Clerk proposed the idea of having either a Debit card or a Credit card, due to some companies phasing out cheques. Some business accounts charge for a debit card, so other Parish Councils had got around the charges by using a credit card and paying off the balance in full at each statement **Clerk**
- 03.11.08 The Clerk was asked to get more details on current charges on the facilities and put on the Agenda to be reviewed at the next meeting.
- 03.11.09 **Agree access for accounts**
- 03.11.10 The Clerk would like to be able to see all of the bank accounts, as it will be required to provide all the information needed for the financial reports with the new layout.
- 03.11.11 The Parish Council agreed that as the R.F O this should be allowed and that they are happy for this to happen and for the Clerk to have full control of all the accounts, with Cllr R. Storer and Cllr H. Huntsman for backup. Cllr. Storer to action these changes with HSBC and the Melton Mowbray Building Society. **RS**
- 03.12.00 **Events Notice board/ prevent Fly poster littering**
- 03.12.01 Do we want another notice board to put posters on?
- 03.12.02 Councillors present agreed that unfortunately, finances do not allow for the purchase of another notice board.
- 03.12.03 To help with the fly poster littering the volunteer group could remove old out of date posters. **Clerk**

- 03.13.00 **Ridges & Furrows meeting 22/02/18 update**
- 03.13.01 Lucy Lumb's evening at The Joiners was fairly well attended.
- 03.13.02 The next meeting is on Wednesday 28th March 2018 10.30am-12.30, where they will be starting the grants process.
- 03.13.03 The Parish Council has already pledged £3000 to the project from the s106 monies and the grants will be applied for in the Parish Council name. Therefore, a Parish Councillor volunteer is required to be the named person for the grant correspondence. Cllr R. Cross is willing to be a contact but hasn't got much time to attend meetings in the day due to work commitments RC
- 03.14.00 **Lincs Rural**
- 03.14.01 At present there was no need to obtain advice and we will respond to their letter, referring them to The Neighbourhood Plan. Clerk
- 03.15.00 **Volunteer Maintenance Group**
- 03.15.01 Ten adults have volunteered so far, but several children had also wanted to take part. It was agreed that the Parish Council will put a waiver together to say that the Parish Council are not responsible for the children's safety. Safety remains solely with the parent who is supervising them. Clerk
- 03.15.02 For the Parish Council's current insurance to cover the volunteers we have been told we must list names, address and contact details for all volunteers and have current risk assessments on each activity. Cllr S. Spedding agreed to write the Risk Assessment for Litter Picking. Clerk/SSg
- 03.16.00 **National Citizen Service**
- 03.16.01 An email had been received from the National Citizen Service asking if we had any projects suitable for them.
- 03.16.02 The parish Council decided we would reply suggesting painting the causeway bridge on the Castle Hill site, the clearing of the embankment and water way and planting bulbs and wildflowers on site. The rejuvenation of the allotment site would also be put forward as another possible project. Clerk
- 03.17.00 **Planning Applications**
- 03.17.01 **Planning Application Reference: 17/1842/HOUS** Decision Notice
Proposal: First floor extension & alterations to dwelling
Planning permission granted
- 03.17.02 **Planning Application Reference: 18/0242/FUL**
Proposal: Proposed retention of biomass heating system with revised location, cladding & flue (Resubmission of 17/0982/FUL)
Location: Welbourn Hall Nursing Home, Hall Lane, Welbourn
- 03.17.03 Due to the application being unclear on various points we have already contacted the planning office and asked for further clarification and have been given an extension until the 30th March 2018 to comment on the application. It was agreed that when further clarification is received, we will hold a site meeting to fully review the application. All Cllrs/
Clerk
- 03.17.04 **Planning Application Reference: 17/1779/FUL**
Proposal: Change of use of paddock and surrounding woodland and provision of eight glamping style domes, Yoga retreats.
Location: Chestnut Tree Farm, Pottergate Road, Welbourn.
- 03.17.05 The Parish Council has no objections Clerk
- 03.17.06 **Date for the next meeting and meeting schedule for the coming year:**
Wednesday 11th April 2018 at 7.30 pm
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 8.45pm.

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
Volunteer Maintenance Group	15.02.18	Put together a advert to be placed in the "Two Villages magazine", calling for volunteers to help tidy the village by completing simple maintenance tasks like litter picks or mending grass verges etc. So far 5 adults and 4 under 18's have responded to the advert offering their services.
Lincs Rural Housing Association	19.02.18	Received a letter and information booklet regarding The Lincs Rural Housing Association, letter asked to place their group on our next meetings Agenda and to confirm if we would like any help or advice from them. Scanned all details and emailed to all Parish Councillors.
LFAN (Lincolnshire Funding Advice Network)	19.02.18	Registered with the LFAN to gather information of grants available, which we could apply for, to help village projects
I.T Training	21.02.18	Attended this Training day provided by LALC (The Lincolnshire Association of Local Councils), the first of four courses on this subject they provide.
Planning	27.02.18	Planning Application Reference: 17/1842/HOUS 5 High Street, Welbourn received decision notice and emailed to all councillors. Received Planning Application Reference: 18/0242/FUL Welbourn Nursing Home, Hall Lane, Welbourn, emailed to all councillors.
Planning	3.03.18	Received Planning Application Reference: 17/1779/FUL Chestnut Tree Farm, Pottergate Road, Welbourn, emailed details to all Parish Councillors.
Lalc Training Day	6.03.18	Attended the LALC training course on Council Finances/Audit with Councilior Maureen Lunn. The training was very informative about the new procedures brought in this year for Parish Council's Audits. It also covered current guidelines on reporting council finances and current procedures/regulations.
Clerks Email	9.03.18	Added a signature to the Parish Councils Clerks email so every email sent by the Clerk has a disclaimer on the end. Added disclaimer to comply with the new Data Protection Regulations being introduced on the 25th May 2018.

Appendix B & Appendix C Welbourn Parish Council - Parish Council Meeting 14th March 2018

Financial Input and Output report **since the last** Parish Council Meeting on 14th February 20 **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 leaving £5,207.16p residing in Client D/A.

Balances as at 09.03.2018: BMM account £846.91 Community account £154.16

Accounts authorised and paid since the last meeting

Invoice Date	Item IN	IN	Item OUT	Invoice value	VAT	Total invoice value	Date paid
25.02.18			British Telecommincations plc	£115.87	£23.17	£139.04	02.03.18
	TOTALS	£0.00	TOTALS	£115.87	£23.17	£ 139.04	

Financial Input and Output report since the last Parish Council Meeting on 14th February 2018 **Appendix C**

Accounts to be authorised and paid

Invoice Date	Item IN	IN	Item OUT	Invoice value	VAT	Total invoice value	Date paid
12.12.18			LALC (training 6-12-16)	£ 18.00	£ -	£ 18.00	14.03.18.
12.01.18			LALC (Annual Subscription)	£ 223.04	£ 44.61	£ 267.65	14.03.18
16.02.18			LALC (procedures training)	£ 16.00	£ -	£ 16.00	14.03.18
23.02.18			LALC (IT training)	£ 8.00	£ -	£ 8.00	14.03.18
01.03.18			E-on (Streetlights maintenance)	£ 90.00	£ 18.00	£ 108.00	14.03.18
09.03.18			Total staff costs	£ 467.64	£ -	£ 467.64	14.03.18
			TOTALS	£ 822.68	£ 62.61	£ 885.29	