

MINUTES OF THE MEETING OF WELBOURN PARISH COUNCIL HELD ON  
WEDNESDAY 9<sup>th</sup> MAY 2018 IN WELBOURN VILLAGE HALL AT 8.10 PM  
(HELD STRAIGHT AFTER THE ANNUAL PARISH MEETING INSTEAD OF THE USUAL 7:30)

PRESENT

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

- 05.01.00 **Chairman's Welcome** **Action**  
The Chairman Cllr. Robert Cross welcomed everyone to the Meeting, before standing down as Chairman for the year.
- 05.02.00 **Election of Chairman**  
05.02.01 The Clerk asked if anyone wanted to nominate anyone to be the Chairman for this year.  
05.02.02 Councillor Storer proposed that Councillor Robert Cross should continue in the position and Cllr. Stephen Short seconded. Everyone present agreed and welcomed Cllr Cross as the Chairman again.
- 05.03.00 **Public forum**  
No parishioners were present.
- 05.04.00 **Acceptance of reasons of absence**  
05.04.01 Apologies were received from Cllr. Maureen Lunn.  
05.04.02 It was resolved to accept her apology.
- 05.05.00 **Declarations of interest**  
There were no declarations of interest.
- 05.06.00 **Minutes of the previous meeting**  
The Notes of the previous meeting held on 11<sup>th</sup> April 2018, copies of which had been circulated previously to members, were accepted as Minutes Proposed by Cllr S. Short and seconded by Cllr Rod Storer. The **Chairman** duly signed the minutes.
- 05.07.00 **Police Report**  
No crimes had been reported this month.
- 05.08.00 **District and County Matters**  
District matters had already been discussed in the Annual Parish Meeting held before at 7pm.

- 05.09.00 **Election of other Officers- To elect the Finance Committee Officers, personnel Committee, Parish Council representatives for the Village Hall Committee & portfolio positions.**
- 05.09.01 Finance Committee will stay the same with Cllr Rod Storer, Cllr Harriet Huntsman and Miss Sarah Brown the Clerk. As proposed by Cllr K Stark and seconded by Cllr R Cross.
- 05.09.02 Personnel Committee will also continue to be Cllr Katie Stark, Cllr Stephen Short and Maureen Lunn.
- 05.09.03 Parish Council representatives for the Village Hall Committee will be Cllr Stephen Short and Cllr Stephen Spedding..
- 05.09.04 Cllr Robert Cross will have the Highways Portfolio, Cllr Rod Storer will be the drains portfolio holder, Cllr Maureen Lunn will be the Planning, Cllr Robert Gibson will have the Cliff villages portfolio holder, Cllr Jake Beaty will be the Forge portfolio holder, Castle Hill portfolio will be held by Cllr Stephen Spedding, Cllr Katie Stark will deal with Communications and the Allotments will be a team effort.
- 05.10.00 **Village Hall matters/update**
- 05.10.01 A parishioner had reported that the safety rail at the Village Hall which stops cars reversing into the pond at night had become loose.
- 05.10.02 The Clerk had the Village Handyman make a temporary repair by removing the old concrete replacing the sherd off bolds with new and re-concreted it in. It was highlighted that it happen again as the fence posts were not long enough to anchor the fence when it was/is used to pull up people who have gone behind it to clear the Beck (Village Hall ponds) grate. Longer posts could not be used as the stone wall underneath blocks going deeper in the ground at that point.
- 05.10.03 It was decided the best way to stop it regularly needing repair is to extend the fence/safety rail both sides and put another two posts in anchored deeper in the ground past where the wall runs. The Clerk is to try and organize by using the local Forge to make the new sections/posts and get the handyman to erect it in position.
- 05.10.04 It had been asked if for certain really large events at the Village Hall if CastleHill could be used for parking excess cars to avoid blocking the roads especially on the main bus route.
- 05.10.05 The Parish Council decided that it could only be used on special occasions, after permission had been requested and given by the Parish Council. The other conditions was that it could only happen in summer months when the ground is firm and that however used it ensured a clear route is maintained through the middle for access and only after the Village Hall car park as been filled up to capacity.
- 05.11.00 **GDPR compliance (General Data Protection Regulations)**
- a) Update on Data Protection Officer regulations.
  - b) To receive completed Security Compliance Checklists from all councillors.
  - c) To adopt the Privacy Notices - General Privacy Notice and Privacy Notice for staff, councillors and Role Holders.
  - d) To adopt the 'Consent Form' (consent to receiving communications).
  - e) To adopt - Data Breach Policy, Data Protection Policy, Subject Access Request Procedure, Records retention Policy.
  - f) To note that the Parish Council is already registered as a Data Controller with the ICO (Information Commissioners Office)
- All the above points were agreed to and put in place with Cllr R Cross proposing and Cllr R Gibson seconding.
- 05.12.00 **Planning Application Reference: 18/0242/FUL**
- Proposal: Proposed retention of biomass heating system with revised location, cladding & flue (Resubmission of 17/0982/FUL with Amendments and Additional Information)
- Location: Welbourn Hall Nursing Home, Hall Lane, Welbourn
- 05.12.01 The Parish Council had already had a site inspection at Welbourn Hall and wanted further clarification on some points as the revised application was still rather ambiguous. It was agreed there was various concerns which need highlighting to NKDC planning department including positioning, access, road safety issues and whether it was fitting in with the conservation area. The timescale of the project was also to be highlighted as a possible

- issue .
- 05.12.02 The Clerk is to try to speak to a planning officer to ask for further clarification and put in writing our findings/concerns to the Planning Office A.S.A.P.
- 05.12.03 **Planning Application Reference: 18/0551/HOUS**  
 Proposal: Erection of a sectional garage and alterations to existing access  
 Location: 11 Dycote Lane, Welbourn.
- 05.12.04 The Parish Council has no objections.  
**Planning Application Reference:18/0322/HOUS Decision Notice**  
 Proposal: Erection of Conservatory to rear.  
 Location: 31 Hall Orchard Lane, Welbourn
- 05.13.00 **Leadenham Landfill Site notice- Do we put it up on our notice board?**
- 05.13.01 Leadenham Landfill Site will be re-opening as a landfill site only. It was agreed the notice could be displayed as long as the contact details were removed to comply with GDPR.
- 05.14.00 **Clerk's report. Appendix A**  
 The clerk's report was reviewed. No issues arising with the report.
- 05.15.00 **Appendix B and C – cheques paid and cheques to be paid**  
 Reviewed and accepted.
- 05.16.00 **Financial report**
- 05.16.01 **Sign off the 2017-2018 accounts. Certificate of Exemption & Declaration of Accounts**
- 05.16.02 The accounts for 2017-2018 had been looked at by the auditor in advance to double check that the accounts would satisfy them in their current form.
- 05.16.03 **Parish Council Insurance Policy Renewal**
- 05.16.04 The Parish Council Insurance Policy Renewal had not arrived as of yet due to the specialist insurance broker's computer system crashing. We had been told that they would contact us as soon as possible to give three renew policy prices and details of the differences in the policies.
- 05.16.05 It was decided as the price would be under the amount in the Financial orders that states the Clerk can authorize, in such circumstances that the Clerk could authorize renewal when the time comes as it is before the next meeting.
- 05.17.00 **Date for the next meeting and meeting schedule for the coming year:**  
 Wednesday 13<sup>th</sup> June 2018 at 7.30pm  
 Wednesday 11<sup>th</sup> July 2018 at 7.30 pm  
 No meeting August 2018  
 Wednesday 12<sup>th</sup> September 2018 at 7.30 pm  
 Wednesday 10<sup>th</sup> October 2018 at 7.30 pm  
 Wednesday 14<sup>th</sup> November 2018  
 No meeting December 2018
- There being no further matters to discuss, the Chairman duly closed the meeting at 9.10pm..

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
Planning	26.04.18	Notification of Receipt of Amended Plans/Additional Information 18/0242/FUL (resubmission of 17/0982/FUL Welbourn Hall Nursing home, received and emailed to all the councillors.
Planning	30.04.18	Planning Application Reference: 18/0551/HOUS,11 Dycote Lane, Welbourn, received and emailed to all the councillors.
Planning	01.05.18	Carried out a site inspection in preparation for replying to Planning Application 18/0242/FUL.
Planning	03.05.18	Decision notice for Planning Application Reference: 18/0322/HOUS, 31 Hall Orchard Lane, Welbourn, received and emailed to all the councillors.
Grass Cutting Grant	04.05.18	Received confirmation of Parish agreement and insurance documents being received.
Standing water on High Street running from Manor Close	04.05.18	Spoke to a agent at NKDC and reported the problem with the blocked drains on Manor Close and explained that Highways & Anglian water would not clear as on a unadopted road. Received confirmation that they would log it and someone in housing repairs would organise repair.
Audit	April	Gone over accounts to make sure they are ready for the internal audit.

Appendix B & Appendix C Welbourn Parish Council - Parish Council Meeting 09th May 2018

Financial Input and Output report <b>since the last</b> Parish Council Meeting on 11th April 2018							Appendix B
Balances as at 04.05.2018: BMM account £17885.30 Community account £1995.98 account £6102.41 Deposit account £12315.70 Building Society account £8587.18							Client
Accounts authorised and paid since the last meeting							
Invoice Date	Item IN	IN	Item OUT	Invoice value	VAT	Total invoice value	Date paid
	TOTALS	####	TOTALS	£0.00	£0.00	£ -	

Financial Input and Output report since the last Parish Council Meeting on 11th April 2018							Appendix C
Accounts to be authorised and paid							
Invoice Date	Item IN	IN	Item OUT	Invoice value	VAT	Total invoice value	Date paid
03/04/2018			Community Heartbeat Trust (Defibrillator battery)	£235.00	£0.00	£235.00	09-May
23/04/2018			G W King & Sons (Churchyard grass cutting)	£240.00	£0.00	£240.00	09-May
04/04/2018			Total Staff costs	£354.92	£0.00	£354.92	09-May
			TOTALS	£ 829.92		£ 829.92	

