

MINUTES OF THE MEETING OF WELBOURN PARISH COUNCIL HELD ON  
WEDNESDAY 11<sup>th</sup> OCTOBER 2017 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  
                         Mr. Jake Beaty (JB)

Newly appointed Parish Clerk – Miss. Sarah Brown  
Acting Parish Clerk / Councillor: Mrs. Maureen Lunn

- 10.01.00      **Public forum**      **Action**  
The chairman Cllr. R. Cross read Mr. P Dinning’s proposal for a project on the allotment site, to increase use of the site while raising money for the Macmillan Nurses Charity. The Parish Council agreed to the project.
- 10.02.00      **Acceptance of reasons for absence**  
Apologies had been received from Cllr. S. Spedding (family commitment). Apologies were sent by Cat Mills, District Councillor by email. **Resolved.**
- 10.03.00      **Declarations of interest**  
There were no declarations of interest.
- 10.04.00      **Minutes of the previous meeting**  
The Notes of the previous meeting held on 13<sup>th</sup> September 2017, copies of which had been circulated previously to members, were accepted as Minutes Proposed by Katie Stark and seconded by Jake Beaty.  
The Chairman duly signed the minutes.
- 10.05.00      **Police Report**  
There was no police presence or report, although it was noted a van had been reported a being broken into on The Green
- 10.06.00      **District and County Matters**  
Cat Mills, District Councillor, by email highlighted;
- NKDC carried out 100% of its planned inspections, with 96.64% premises rated as broadly compliant (higher than national average).
  - Electoral registration canvass – Electoral canvassers will be carrying out door to door visits to those that haven’t responded to electoral registration documents previously posted by the District Council. The visits will take place across the District from Saturday 30 September to Monday 6 November 2017.
  - Overview and Scrutiny review gets underway
  - Results to Mrs. Smith’s cottage conservation consultation
  - NKDC’s new depot and business units progress
  - Elected Members role in an emergency - An Emergency Planning Training session was held, highlighting the top 9 enduring risks in Lincolnshire. For more information please go to :-  
<https://www.lincolnshire.gov.uk/lincolnshire-prepared/risks>
  - NK initiatives presented to the Greater Lincolnshire Local Enterprise Partnership
  - Fairer Funding for Greater Lincolnshire Campaign
  - NKDC taking part in “getonlineweek”.

- 10.07.00 **Matters arising from the previous meeting**  
**Defibrillator, ring around system and CPR training**  
 The Parish council discussed the options of first aid training in Welbourn. Mrs. Beaty **Mrs. Beaty**  
 agreed to draw up some cost options to be discussed at the next Parish Council meeting.  
 It was agreed an advert would be placed in "The Two Villages" asking if people would **KS**  
 be interested in potential CPR training, if interested they are to email the Parish Clerk.  
 An advert would also be placed to raise awareness of the phone app (GoodSam),  
 which is a app that helps connect those in need in a medical emergency with those in  
 the local community with lifesaving skills to help until the emergency services arrive.  
 For more information please refer to [www.goodsamapp.org](http://www.goodsamapp.org).
- 10.08.00 **Clerk's Report Appendix A**  
 See Appendix A
- 10.09.01 **Financial report. Appendix B**  
 The Transparency Fund of £965 has been paid into the Community account.  
 The Clerk and previously Acting Clerk were consulting with an advisor re the purchase  
 of new IT equipment. Equipment to be purchased so that the Parish Council have the  
 means to comply with the Transparency Code
- 10.09.02 Accounts were reviewed and accepted.  
 Budget reviewed and on target.
- 10.09.03 **Finance Regulations.**  
 Model document, previously circulated to all Parish Councilors, was reviewed and was  
 accepted by the Parish Council. **Resolved.**
- 10.09.04 **Finance Panel: -**  
 It was agreed that the Parish Council would have a finance panel, consisting of  
 Rod Storer, Harriet Huntsman and the Sarah Brown, Parish Clerk & RFO..
- 10.09.05 **Finance banking arrangements: -**  
 Rod Storer already has access to all accounts as he is the principle account holder.
- 10.09.06 Harriet Huntsman would fill in a bank form and would be granted access to all the **HH**  
 HSBC accounts.
- 10.09.07 The Clerk would fill in a bank form, to give access to the HSBC Feeder Account **Clerk**  
 (Business Management) and HSBC cheque (Community)Account.
- 10.10.00 **Personnel Committee**
- 10.10.01 It was agreed that the Parish Council would have a personnel committee consisting of  
 Maureen Lunn and Katie Stark. The personnel committee will be responsible for  
 reviewing the clerk's progress/performance and for dealing with any complaints  
 regarding parish councilors.
- 10.11.00 **Rats and Moles**
- 10.11.01 **Rats**  
 To be re-reviewed at the next meeting.
- 10.11.02 **Moles**  
 The moles were deemed a problem due to the molehills damaging the mowers when **Acting Clerk**  
 the grass is cut. It was decided to proceed with professional removal taking up the  
 quote of £200 for a one-off treatment.
- 10.12.00 **Outfall from the Beck during Autumn and Winter.**  
 The square grill cover has been put back in place to safeguard the ten newly hatched **JB**  
 ducklings. JB will monitor the waterflow until spring.

10.13.00	<b>Litter</b> In view of the Litter grant of £153 It was decided to contact a contractor to carry out litter picks when he cuts hedges in and around the village, but within the Parish boundary.	Acting Clerk
10.14.00	<b>Disposal of old Office equipment</b>	
10.14.01	It was decided to ensure all Parish Council paper records are reviewed and safely stored.	Clerk & a Councillor
10.14.02	Remove hard drives and physically destroy them before disposing of the outdated IT equipment at the tip.	Clerk & a Councillor
10.14.03	<b>Asset List</b> Asset list to be reviewed removing the disposed equipment off the list.	Clerk & Councillor
10.15.00	<b>Planning &amp; Tree works</b>	
10.15.01	<b>17/1467/TCA T1 Acer – Reduce crown by 5m; T2 Acer – Reduce crown by 4m</b> The Chase, 5 Hall Lane, Welbourn No objection to the tree planning on Hall Lane	Acting clerk
	<b>Planning Application Reference: 17/1210/FUL</b>	
10.15.02	Proposal: Convert existing outhouse/store into accessible living accommodation. Location: 19 The Nookin, Welbourn, Lincoln, Lincolnshire LN5 ONE No objection to the above application	Acting clerk
	<b>Planning Application Reference: 17/1178/ADV</b>	
10.15.03	Proposal: Erection of 2 totem pole signs for car sales and repairs. Location: The New Forge, Cliff Road, Welbourn, Lincoln, Lincolnshire No objection to the above application.	Acting clerk
10.16.00	<b>PORTFOLIO HOLDERS' REPORTS.</b>	
10.16.01	<b>Compliance.RS</b> No issues	
10.16.02	<b>Environment and Highways. MC</b> Pot holes had been filled in down Dycote Lane.	
10.16.03	<b>Drains RS</b> <ul style="list-style-type: none"> <li>• Mr Overton has done a great job clearing the drainage ditch around his fields.</li> <li>• The culvert at the bottom of Graves Hill is getting silted up. Clerk will contact Highways to find out if they can clear it out.</li> <li>• Houses opposite The Poultry farm, is there raw sewerage coming out? Investigate if this is the case and if there is a issue with a septic tank.</li> <li>• The owner of the land next to Graves Hill to be asked to clear out the dyke in front of the ménage.</li> <li>• There was concern about the stream running behind the properties on Hall Orchard Lane getting silted up. Local landowner to be asked to check and clear if needed.</li> </ul>	Clerk RS ML RC
10.16.04	<b>Planning. ML</b>	
	Other than planning applications as in 10.15.00 above, nothing to report.	
10.16.05	<b>Cluster Group. RG</b> ML attended the Cliff Cluster meeting, parishes were well represented. General discussions took place. Marianne Overton was elected as chairman for one year. Further meetings to be arranged.	
10.16.06	<b>Village Hall. KS</b>	
10.16.07	Roof repair of new wider flashing seems to be working now. Heating to be resolved.	
10.16.08	Thanks must be given to Ann Broadbent, Steven Short, Rod Storer and Ted Horan for their support in getting the roof and heating repairs organized and for all their support in monitoring these.	
10.16.09	<b>Communications KS</b> No update	

- 10.16.10 **Allotments MC**  
Covered in the Public Forum
- 10.16.11 **Castle Hill. SSg**  
A parishioner had asked if the pollarded willow tree opposite to the entrance to the allotments could be trimmed so it doesn't obscure the view of the oncoming traffic from around the corner. It was decided the handyman would be tasked with trimming the tree in question. **Acting clerk**  
Update on fencing to be given next meeting. **SS**
- 10.16.12 **Forge. JB**  
Jake Beaty has kindly cut the hedge between the Forge and the property on Crosby Lane.
- 10.17.00 **Parish Clerk & RFO.**  
Sarah Brown has been appointed as the new Parish Clerk and RFO with effect from today 11 October 2017.
- 10.18.00 **Transparency Fund**  
The grant Maureen Lunn applied for has been granted for the amount of £965.00. **ML**  
The grant is given to set up the Parish Council with new office equipment consisting of laptop, scanner software, peripherals and set up costs to enable the Parish Council to be compliant with The Transparency Code. ML will source the IT equipment in conjunction with a Parishioner who has offered his consultation free. (see item 10.09.01 above).
- 10.19.00 **Data Protection**  
M Lunn and S Brown are booked onto a Study Day on Data Protection and Freedom of Information. **M Lunn  
S Brown**

**Cheques to be agreed and signed:**

Royal British Legion	£50.00
Eon	£239.25
W.E. Smith & Son	£104.40

**Items for the next meeting**

- Eon Bank payment type
- Rats

**Date for the next meeting** Wednesday 08<sup>th</sup> November 2017 at 7.30 pm

**Meeting schedule for the coming year**

Wednesday 13<sup>th</sup> December 2017 at 7.30 pm  
 Wednesday 10<sup>th</sup> January 2018 at 7.30 pm  
 Wednesday 14<sup>th</sup> February 2018 at 7.30 pm  
 Wednesday 14<sup>th</sup> March 2018 at 7.30 pm  
 Wednesday 11<sup>th</sup> April 2018 at 7.30 pm  
 Wednesday 09<sup>th</sup> 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 9.50pm.

Signed..... Date.....

Chair, Welbourn Parish Council.

Copies to: District Councillors Mrs. M Overton. Mrs. C. Mills. All PC Members. Parish Website.

Clerk's Report  
October 11th 2017 Meeting

Ridges & Furrows	19.09.17	Meeting attended by Lucy Lumb, Jaqui Lawson, Bill Goodhand, Robert Cross and Maureen Lunn. Jacqui Lawson agreed to work closely with Ridges and Furrows.
LALC AGM	Tuesday 17.10.17 5 -9 pm	Venue - Cranwell Village Hall. We will be charged £10 per delegate. Book via Clerk or direct with L ALC Office. M. Lunn plans to attend.
	03.10.17	email received from LALC to advise of proposed rise in yearly subscription. To be proposed at the AGM on 17.10.17
PLANNING	22.09.17	The Hall Nursing Home 17/0982/FUL. Breach of planning control at Welbourn Hall Nursing Home, Hall Lane, Welbourn. Emails from Planning forwarded to all Councillors.
	23.09.17	Planning Application Reference: 17/1210/FUL Proposal: Convert existing outhouse/store into accessible living accommodation. Location: 19 The Nookin Welbourn Lincoln Lincolnshire LN5 0NE emails from Planning forwarded to all Councillors.
	26.09.17	Planning Application Reference: 17/1178/ADV Proposal: Erection of 2no totem pole signs for car sales and repairs. Location: The New Forge Cliff Road Welbourn Lincoln Lincolnshire emails from Planning forwarded to all Councillors.
	03.10.17	Pre-application - view of Parish Council sought. PROPOSED BASE STATION INSTALLATION AT (7916202) SIR WILLIAM ROBERTSON ACADEMY, MAIN ROAD, WELBOURN, LINCOLNSHIRE, LN5 0PA. email from Harlequin Group sent to all Councillors.
email	04.10.17	Via email, Simon Robinson informed that he has removed the grill from the outfall of Beck to prevent ducklings being drawn in and will replace in the Spring. Advised that this section needs to be kept clear. Agenda item for 11.10.17
Solicitors	26.09.17	Reduced price of £169 (ex VAT) for preliminary advice re the Village Hall roof.
Cluster Group	26.09.17	M. Lunn attended Cluster Group Meeting, The Venue Navenby, 26.09.17
Policies		All policies need reviewing, dating, and placing on the web page.
Asset Register		Asset Register needs reviewing.
Financial Regulations	01.10.17	Model Financial Regulations sent out to all Councillors for review.
Staff vacancy	04.10.17	Interviews Parish Clerk vacancy.
	06.10.17.	Parish Clerk's post offered to, and accepted by , the successful candidate.

Appendix B & Appendix C Welbourn Parish Council - Parish Council Meeting 11th October 2017

Financial Input and Output report since the last Parish Council Meeting on 13th September 2017

Appendix B

S106 monies of £10842.73 received Jan. 2017 and £5000 of this donated to the Play & Leisure Project 19.02.17.  
 Remaining £5,842.73p resides in the BMM Account.  
 Balances as at 01.10.2017: BMM account £30,330.77p Community account £1,511.48p.

Accounts authorised and paid since the last meeting

Invoice Date	Item IN	IN	Item OUT	Invoice value	VAT	Total invoice value	Date paid
30.08.17			bdg grass cutting	£160.00		£ 160.00	14 Sep 17
12.09.17			Notice Board: Acrylics - boards, Castle Hill	£605.00		£ 605.00	04 Oct 17
15.09.17			External Auditor	£200.00	£40.00	£ 240.00	29 Sep 17
29.09.17			Solicitor	£165.00	£33.00	£ 198.00	30 Sep 17
29.09.17	Allotment rents	£40.00					
12.09.17			BT	£84.53		£ 84.53	30 Sep 17
	TOTALS	£40.00	TOTALS	£1,214.53	£73.00	£ 1,287.53	

Financial Input and Output report since the last Parish Council Meeting on 13th September 2017

Appendix C

Accounts to be authorised and paid

Invoice Date	Item IN	IN	Item OUT	Invoice value	VAT	Total invoice value	Date paid
30.09.17			W.E.Smith	£87.00	£17.40	£ 104.40	11.10.17
30.09.17			bdg Mowing Contractors	£535.00		£ 535.00	11.10.17
02.10.17			e-on electricity	£227.86	£11.39	£ 239.25	11.10.17
Donation			Royal British Legion - donation	£50.00		£ 50.00	11.10.17
06.10.17	Transparency Fund	£ 965.00					
	TOTALS	£965.00	TOTALS	£899.86	£28.79	£ 928.65	