

**MINUTES OF THE MEETING OF WELBOURN PARISH COUNCIL HELD ON
WEDNESDAY 13th SEPTEMBER 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 (RG)
 Mr. Stephen Spedding (SSg)
 Mr. Jake Beaty (JB)

Acting Parish Clerk / Councillor: Mrs. Maureen Lunn

09.01.00 **Public forum** **Action**

There were three members of the public present.

09.01.01 Paul Dinning put a proposal about the allotments to the Council in that he would like to take over available allotments creating 'Community Allotments', allowing Welbourn residents to work collectively producing produce. Any surplus would be shared with non-allotment holders with all monetary donations going to Macmillan. Jackie Reed would collect the money. All records would be given to the Parish Council.

NKDC have a fund and Paul has asked for £300 to buy a poly tunnel which could be used as a meeting room.

Marianne Overton, District Councillor, has said she will find out if LCC could support. Paul will buy seeds himself. Paul's son could get free compost and would donate a shed.

Paul requested rent-free for the first year in lieu of the work he and others will undertake on the allotments, which the Parish Council would normally pay for. Paul has requested that the tenancy agreement is updated to reflect the above. The Parish Council have asked Paul to put his proposals in writing to the Council.

Paul Dinning

Existing allotment holders would still pay their rent.

09.01.02 Maggie McCarter expressed her feelings on the tree on The Green, in that she feels that the tree looks a disgrace.
Robert Cross, Chair, explained the process of events and that ultimately it was not a Parish Council decision. The tree was Highways responsibility.

0902.00 **Acceptance of reasons for absence**

Apologies had been received from Cllr. S. Short who is on holiday.

Apologies were sent by PSCO Kennedy by email.

Apologies were sent by Cat Mills, District Councillor by email. **Resolved.**

09.03.00 **Declarations of interest**

There were no declarations of interest.

09.04.00 **Minutes of the previous meeting**

The Notes of the previous meeting held on 7th July 2017, copies of which had been circulated previously to members, were accepted as Minutes Proposed by Steve Spedding and seconded by Jake Beaty. The Chairman duly signed the minutes.

09.05.00 **Police Report**

09.05.01 Police report by email from PSCO Kennedy stated one incident in the 8th August – 13th September period. On the 17th August 2017, there was a burglary from Beck Street. A child's bike had been forcibly taken from a shed. Still ongoing.

- .09.06.00 **District and County Matters**
- 09.06.01 Cat Mills, District Councillor, by email highlighted;
 Problems of cyber attacks
 Review of Lincolnshire Pharmacy Services
 N. K's Community Champions – we missed the deadline
 There was defibrillator training on Monday last at Wellingore by LIVES.
- 09.07.00 **Matters arising from the previous meeting**
- 09.07.01 **Defibrillator, ring around system and CPR training**
 JB informed the Council that Mrs. Beaty had some ideas. Mrs. Beaty to be asked, via JB, if she could bring any proposals she has to the next Parish Council Meeting. J. Beaty
- 09.07.02 KS, Councillor, to find out if we could get LIVES to come to the next Parish Council Meeting and offer training to the local Parishioners. K. Stark
- 09.07.03 **Lights at the Sir William Robertson School entrance.**
 Following discussion, it was agreed to ask Marianne Overton, District Councillor, when she next attends the parish Council meeting, if she could take forward to LCC requesting lights and a crossing across the A607 for the secondary school children.
- 09.07.04 **Rotten support post Castle Hill**
 The post does need repairing. S. Spedding, Councillor, to get some quotes for repair. S. Spedding
- 09.07.05 **Allotments**
 The allotments are in a mess. However, as per item 09.01.01 above, we may have a 'Dig for Macmillan' plan which will support this charity.
- 09.08.00 **Clerk's Report Appendix A**
- 09.08.01 The Council reviewed the report and all happy with format and information.
- 09.08.02 **Ridges and Furrows**
 Lucy Lumb, Ridges and Furrows Project, has arranged a meeting in the Village Hall on 19th September 2017.
- 09.08.03 **Notice Board.** The Notice Board by the shop was refurbished on 12th September 2017, complete with an added panel to the top of the board with 'Welbourn Parish Council' engraved.
- 09.08.04 **Acrylics information boards Castle Hill.** New acrylics have been applied to three information boards on Castle Hill. Information is now clear and readable. Advised that life span of the acrylics is in the region of four years since acrylic will discolour over time due to weather conditions.
- 09.08.05 Council to send a letter to Richard Smith, Tar Creative, thanking him for the marvelous job he has done on the Parish Council Notice Board, and the Information Boards on Castle Hill. Clerk
- 09.09.00 **Financial report. Appendix B**
- 09.09.01 s.106 monies lies in the Business Management account.
- 09.09.02 All Councillors reviewed the transactions of the past month (Appendix B).
- 09.09.03 Financial accounting also reviewed and budget continues as forecast at present.
- 09.09.04 Agreed that HH (Finance Portfolio) will present the financial reports at the meetings going forward.
 RS will continue to send bank statements to Maureen Lunn, Acting Clerk & RFO, and monthly statements to Harriet Huntsman.
 ML will continue with Appendix B monthly, for publication on the web site.
- 09.10.00 **Pre-school storage at the Village Hall**
 RS proposed and RG seconded the Village Hall Storage request.

In principal, the Parish Council are happy for a shed / container that looks respectable, at their own cost and risk.

- 09.11.00 **Planning & Tree works**
- 09.11.01 **17/1279/TCA** Repollarding large weeping willow, 8 The Nookin
- 09.11.02 **17/1308/TCA** Birch tree – fell. 9 Beck Street, Welbourn, LN5 0LZ
- 09.11.03 **17/1090/FUL** Change of use of land and buildings to use as a car dealership. The New Forge, Cliff Road, Welbourn.
- 09.11.04 The Parish Council have no objections to these applications. Clerk
- 09.12.00 **PORTFOLIO HOLDERS' REPORTS.**
- 09.12.01 **Compliance.RS**
No issues
- 09.12.02 **Environment and Highways. MC**
Robert Cross will arrange to have the hedge cut in Moat Lane at the junction with A607 to improve visibility. The hedge on Castle Hill will likewise require cutting.
- 09.12.03 **Drains RS**
No issues at present. Need to ensure farmers clear the drains out.
- 09.12.04 **Planning. ML**
17/0982/FUL Proposed retention of biomass heating system with revised flue (Re-submission of 17/0145/FUL) Welbourn Hall Nursing Home Hall Lane Welbourn
- undecided 'on line Planning' at the moment.
- 09.12.05 **Cluster Group. RG**
Marianne Overton has arranged a Cluster Group Meeting for Tuesday 26th September 2017. RG & ML plan to attend.
- 09.12.06 **Village Hall. KS**
- 09.12.07 Some roof repairs have been done around the solar panels. Need to monitor.
The north facing roof potentially still needs fixing.
- 09.12.08 Heating repairs will be covered by the Parish Council.at a cost of £3341.40p (VAT £556.90). These repairs are due to take place on 21st and 22nd September 2017.
- 9.12.09 **Communications KS**
KS to send photo of Parish Councillors and article to the Two Villages Magazine for the October edition.
- 09.12.10 **Allotments MC**
Covered in the Public Forum
- 09.12.11 **Castle Hill. SSg**
No update
- 09.12.12 **Forge. JB**
JB will cut the hedge between the forge and house next door in Crosby Close.
- 09.13.00 **Parish Clerk & RFO.**
- 09.13.01 M. Lunn informed that three people had applied for the post of Parish Clerk and RFO. Interviews have been arranged for Wednesday 4th October 2017 and since one applicant was from Welbourn an independent interview panel had been agreed,

namely, Marianne Overton, County Councillor, Cat Mills, District Councillor and Hilary Proctor, Parish Clerk, RFO for Leadenham Parish Council.

ML will overview the proceedings and Robert Cross will meet all applicants.

All Councillors invited to attend to meet the applicants if they can.

The interview panel will recommend but the Parish Councillors will be consulted with regard to final selection for the post.

09.14.00 **Transparency Fund**

09.14.01 ML informed that she had applied for £965 from the Transparency Fund to fund a new laptop, software, scanner and hours to update the web site.
The current laptop, software and scanner are old technology

09.15.00 **Data Protection**

09.15.01 ML informed that the General Data Protection Regulation will come into force on 25th May 2018. This requires a Data Protection Officer to be in place.

09.15.02 ML attending an update session at LALC at the end of November and will feed back to the Parish Council at the December meeting.

09.15.03 Until we get further clarification regarding data protection issues, addresses and phone numbers of Councillors have been removed from the web site.
The email address remains for the Chairman and email and phone number for ML the Acting Clerk.

09.16.00 **Confidentiality**

No comments.

09.17.00 **Cheques received 12.09.17:**

Bdg Mowing Contractor for 15.8.17	£160.00
Tar Creative Notice Board and Acrylics Castle Hill	£605.00

were agreed and signed. **Resolved.**

09.18.00 **Items for the next meeting**

- Moles and rats
- Disposal of the old office equipment.

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

Wednesday 11th October 2017 at 7.30 pm
Wednesday 08th November 2017 at 7.30 pm
Wednesday 13th December 2017 at 7.30 pm
Wednesday 10th January 2018 at 7.30 pm
Wednesday 14th February 2018 at 7.30 pm
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 9.30pm.

Signed.....

Date.....

Chair, Welbourn Parish Council.

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

Ridges & Furrows		email to Lucy Lumb requesting the way forward. email from Lucy. Lucy exploring days / time for a potential meeting of interested parties.
Forge		
email from Mkt Espo Electricity - Total gas and power	04.09.17	Total gas & power supply electricity. NKDC now passed to Welbourn Parish Council. They read on a three monthly cycle. Given Village Hall address.
Correspondence		
Letter received from a visitor to the village re information boards on Castle Hill.	08/07/2017	Responded thanking for their observations See quote below under 'Acrylics Information Boards'.
NOTICE BOARD by shop.		
Quote from Richard Smith	00.08.17	e-mailed out to all Councillors. Consensus was to accept the quote and 'get on with it'. Quote accepted
ACRYLICS INFORMATION BOARDS, CASTLE HILL		
Quote from Richard Smith	00.08.17	e-mailed out to all Councillors. Consensus was to accept the quote. Quote accepted
LALC		
Councillors' training day	25.07.2017	M. Lunn attended
Transparency Fund	25.08.17	Application form completed and submitted, to fund new laptop, software, scanner & extra staff hours needed to ensure we comply with the Transparency Code. Funding ceases 31.03.18. Total of £965 claimable, and claimed, i.e. form claim submitted to LALC. Drop-in session on 1st February 2018 to assist councils to understand and implement the Transparency Code. All Councillors sent relevant information on 04th August 2017.
Data protection		Data Protection Law comes into force on the 25th May 2018 Training Session at Dunholme on the 29th November 2017 on Data Protection and Freedom of Information. email informing all Councillors 15th and 17th August 2017. See web pages update so far.
LALC AGM	Tuesday 17th October 2017 5 -9 pm	Venue - Cranwell Village Hall. We will be charged £10 per delegate. Book via Clerk or direct with LALC Office.
PLANNING		
The Hall Nursing Home 17/0982/FUL	09.08.2017	Parish Council response submitted.
HIGHWAYS		
Overgrown hedgerows obliterating the road signs before Sir Wm.Robertson School and chevrons leading up to the bridge.	21/07/2017	Reported to highways. Confirmation of receipt of email 21/07/17.
Footpath No.6	24/07/2017	Reported to Highways
Footpath No.2	19/08/2017	Reported to Highways
Cladding on telegraph pole, The Green		Reported to Highways, with a photograph. Cladding now removed.
VILLAGE HALL		
Builders		Letter to confirm carry on as per quote. Visited to inspect the roof 29/08/17 Contacted 6.9.17 to ask for a report of their work, and cost.
Solicitors		Letter confirming we will not pursue any liabilities, at present.
Broadband & Telephone		
BT	26.07.17	Contract renewed - for 24 months
BT	05.08.17	New router. Fibre connection via telephone line.
Cluster Group		
Cluster Group Meeting on 26.09.17	25.08.17	email received from Marianne. Forwarded to all Parish Councillors. Responded accepting that two Parish Councillors will attend on 26.09.17 at the Venue, Navenby.
Web pages		
Councillors' names page with Portfolios redone		Names only apart from Chairman and Clerk. Respective emails but Clerk's telephone number remains .
Councillors' Register of Pecuniary Interests page revamped and brought up-to- date.		Names only.
Policies		All policies need reviewing, dating, and placing on the web page.

Community Account balance 01 Sep 2017 = £771.24					
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.					
BMM (Business Management Account) 01 Sep 2017 = £31,330.77					
INVOICE Date	Item	IN	Item	OUT	VAT
12.07.17			Clerk - Salary	£ 231.49	
12.07.17			Clerk - PAYE	£ 52.80	
12.07.17	VAT reclaim	£ 657.33			
15.07.17			G.W.King - grass cutting Church - 23.06.17, 13.07.17	£ 230.00	
18.07.17			Text Book - Arnold Baker-Local Council Administration	£ 80.40	
24.07.17	Grass cutting subsidy from LCC for 2017	£ 191.02			
25.07.17			LALC Annual Training Scheme 2017/18 (reduced price since rejoining late in the year).	£ 65.00	
25.07.17			10 x Good Councillor Guides 2017 at £3.50 each	£ 35.00	
28.07.17			Lunch Councillor Training Day-M.Lunn	£ 8.00	
31.07.17			bdg Mowing for 03.07.17, 17.07.17, 31.07.17	£ 570.00	
01.08.17			Local Council Review Publication via LALC	£ 17.50	
02.08.17	Litter grant from NKDC	£ 153.51	Ragwort Removal	£ 150.00	
28.08.17			G.W.King - grass cutting Church - 02.08.17. 22.08.17	£ 230.00	
01.09.17			e-on	£ 108.00	£ 18.00
			Acting Clerk salary July/August	Nil	
			Acting Clerk PAYE July/August	Nil	
			Acting Clerk Nat. Insurance July/August	Nil	
			Acting Clerk Pension July/August	Nil	
	TOTALS IN	£ 1,001.86	TOTALS OUT	£ 1,493.90	£ 18.00