

Welbourn Parish Council Meeting

MINUTES OF THE OF THE MEETING OF THE ANNUAL WELBOURN PARISH  
COUNCIL HELD ON WEDNESDAY 17 MAY 2023

IN THE WELBOURN VILLAGE HALL AT 7.30 p.m.

**PRESENT**

<b>Parish Councillors</b> Robert Cross Harriet Huntsman Stephen Short	Michael Bighi Katie Stark Marian Smith
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Mr Jim Fieldhouse – Parish Clerk Mr Daniel Bancroft – Responsible Finance Officer (RFO)	Steve Spedding Mark Crosby One Welbourn resident
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**Not Present**

Cllr Jake Beaty District Councillor Mrs Lucille Hagues	County Cllr. Marianne Overton MBE
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1. Welcome
2. Acceptance of reasons for absence
  - 2.1 Cllr Jake Beaty gave his apologies as he was working late. These apologies were accepted.
3. Declaration of interest in any matter on the agenda – None given.
- 4. Election of Chair for the forthcoming year 2023-24**
  - 4.1 Cllr Marian Smith proposed that Cllr Robert Cross be elected Chairman. This was seconded by Cllr Michael Bighi.
  - 4.2 Resolved:** That Cllr Cross be appointed Chairman.
- 5. Election of Vice Chair for the forthcoming year 2023 -24**
  - 5.1 Cllr Robert Cross proposed that Cllr Stephen Short be appointed Vice Chair. This was seconded by Cllr Katie Stark.
  - 5.2 Resolved:** That Cllr Stephen Short be appointed Vice Chair.
- 6. To consider the co-option of Steve Spedding as a Parish Councillor.**
  - 6.1 Cllr Stephen Short proposed that Steve Spedding be co-opted as a Parish Councillor. This was seconded by Cllr Katie Stark.
  - 6.2 Resolved:** That Steve Spedding be co-opted as a member of the Parish Council.
  - 6.3. To consider the co-option of Mark Crosby as a Parish Councillor.**
    - 6.4. Cllr Stephen Short proposed that Mark Crosby be co-opted as a member of the Parish Council. This was seconded by Cllr Robert Cross.
    - 6.5 Resolved:** That Mark Crosby be co-opted as a member of the Parish Council.

**7. Appointment of Portfolio holders**

- 7.1 The following appointments were agreed:

<b>Councillor</b>	<b>Portfolio 1</b>	<b>Portfolio 2 (&amp; 3)</b>
Robert Cross	Byways/Highways	Cliff Cluster Group Rep
Stephen Short	Planning	Human Resources Cttee Village Hall Rep
Harriet Huntsman	Finance Cttee	
Katies Stark	Human Resources Cttee	Finance Cttee Communications
Jake Beaty	Drainage	The Forge
Michael Bighi	Schools Liaison	Cliffe Cluster Group Rep
Marian Smith	Community Safety & Resilience	
Steve Spedding	Castle Hill	
Mark Crosby	Allotments	Village Hall Rep

## **8. Notes of the last meeting held on 12 April 2023 to be approved as minutes**

**8.1 Resolved:** That these be accepted as minutes.

## **9. Clerk's Report on matters outstanding**

9.1 The bench to mark the coronation of King Charles the third has been unveiled at the village shop.

9.2 The speed indicator device is still with Bracebridge Heath Parish Council. Arrangements have been made to collect this next month.

9.3 An application to HSBC Bank to change the primary user to the Parish Clerk has been made. Unfortunately, due to an administration error this has been rejected and the process will have to start again.

9.4 Community Speed Watch – we have 4 volunteers.

**Action:** Parish Clerk to report on costings and training arrangements next month's meeting.

9.5 The gas smell from Leadenham tip has been reported to Lincolnshire County Council. A planning enforcement case has been opened by Mr Mathew Dobson, Senior Planning Enforcement Officer. Any serious incidents need to be reported to Mr Dobson.

## **10. Public Forum - No comments received.**

## **11. County and District Councillors updates**

11.1 The recent newsletters have been circulated to Councillors.

## **12. Current and future maintenance responsibilities**

12.1 The following items were identified:

- Overgrown vegetation obscuring sight lines on the bend at Castle Hill needs cutting back.
- Barrier to the stream at the junction of A607 and Hall Lane needs cleaning and painting. (LCC will not do this).

**Resolved:** Cllr Cross to request estimate from handyman and order the work.

12.2 Excessive weed growth on footway outside the Manor Care Home.

**Action:** Parish Clerk to report issue to LCC.

### 13. Planning Matters to consider and discuss:

**13.1** Notification of Receipt of Planning Application Planning Application Reference: 23/0390/FUL Proposal: Conversion of stables to holiday accommodation.

Location: 8 North End Welbourn Lincoln Lincolnshire LN5 0ND

**13.2** Notification of Receipt of Planning Application Planning Application Reference: 23/0391/HOUS Proposal: Proposed external renovations to include insertion of French doors, erection of a porch, addition of 2no. rooflights to the front elevation, replace the door on the eastern elevation with a window, replace the two small windows on the roadside elevation with one larger window and rendering of the single storey extension with white colourless render.

Location: 8 North End Welbourn Lincoln Lincolnshire LN5 0ND

**13.3 Resolved:** That the Parish Clerk inform NK Planning that the Parish Council has no objections to these applications.

### 14. Notifications of Planning Decisions:

14.1 Planning Application 23/0386 FUL - proposed erection of three dwellings and associated works at Church View, 4 The Nookin, Welbourn.

14.2 A site meeting was held on the 3 May to consider this planning application. Following the site meeting of five parish councillors in attendance, the following comment was sent to North Kesteven District Council Planning: -

***The Parish Council appreciates the quality of the application but is concerned that the proposed development falls outside the current curtilage of the village. As such, this proposed development contravenes Policy H1 – Managing Housing Growth, in the Welbourn Neighbourhood Development Plan 2015 – 2030. For this reason, the Parish Council cannot support the application. Any such support would create a precedent for further developments outside the curtilage of the village.***

The applicant informed the Parish Clerk on 17 May 2023 that the planning application has now been withdrawn due to changes with the Central Lincolnshire Local Plan and the objection from the Parish Council.

### 15. Finance Report (From Responsible Finance Officer):-

To review bank balances, invoices paid since last meeting since, items to be paid before next meeting and budget comparison: -

#### 15.1 Accounts value (4th May):

HSBC Client A/c 611: £3,920.49 (Forge et al)	HSBC Bmm A/c 638: £8,961.35 (Reserves)
HSBC A/c 772: £26,800.30 (For Precept)	HSBC Business C/A 677: £1,267.32
	<b>Bank Total: £40,949.46</b>

The balances on the relevant bank statements were checked and counter signed by Cllr Huntsman.

**15.2 Bank reconciled:** £0 discrepancy.

**15.3 Payments made since last meeting 12 April 2023**

<ul style="list-style-type: none"><li>○ ICO – (£35)</li><li>○ Total Gas &amp; Power – (£14.31)</li><li>○ LALC – (£204.00)</li><li>○ Npower – (£350.27)</li><li>○ NBB (Bench) – (£498.00)</li><li>○ RFO Pay – (£290.20)</li><li>○ Clerk Pay – (£232.00)</li></ul>	<ul style="list-style-type: none"><li>○ HMRC PAYE/NIC – (£58.32)</li><li>○ Bank charges – (£8.00)</li><li>○ Expense claim 13 – (£26.94)</li><li>○ W.E.Smith &amp; Son – (£120)</li><li>○ P.A.Ingamells – (£500)</li><li>○ NKDC – (£48)</li></ul>
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**15.4 Payment received since last meeting 12 April 2023**

Allotment Rent – (£20)

**15.5 Expected payments before next meeting: 14 June 2023**

<ul style="list-style-type: none"><li>○ RFO Pay – (£290.20)</li><li>○ Clerk Pay – (£290.20)</li><li>○ P.A.Ingamells – (£250)</li><li>○ RC Marshall – (£310)</li></ul>	<ul style="list-style-type: none"><li>○ G W King – (£310)</li><li>○ Andrea Smith – (£75)</li><li>○ *AJG Insurance – (£937.08)</li></ul>
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\* AJG have offered the Parish Council a 3-year fixed annual premium deal of £937.08.

**15.6 Expected Income before next meeting (14<sup>th</sup> June):**

Wayleave – (£12.92)

**Resolved:** That the Council notes and accepts the reports 15.1 – 15.5 and requests that the RFO pursue the 3-year deal offer from AJG.

**15.7 Investments**

Melton Building Society Account (Reserves): Balance £8972.81

A notice of withdrawal of £8,000 pounds from the Melton Building Society account has been placed and is due for withdrawal on the 26 July 2023. This is necessary to cover an anticipated contribution to the upgrading of play equipment if the FCC Community Foundation grant application is successful.

**15.8 Budget Comparison for year ending 31<sup>st</sup> March 2023:**

(For the purposes of this budget comparison, the Solar panel payments totalling £22,012.56 have been excluded).

Total budget: £22,230

Anticipated budgets spend: £22,230 (Full Budget)

Actual budgets spend: £23,764.06 (7% Over Budget)

Spend against budget by area: (PTO)

	Budget	Actual	Percentage Difference	Reason

Utilities:	£2500	£3,330.12	33% Over	General increase in cost since 2022
Grass cutting:	£5500	£4,630	16% Under	Late invoice for last cut of the season, expect over in 2023-2024
General maintenance:	£4550	£3,750.20	18% Under	New bulbs
Insurance:	£500	£861.88	72% Over	General increase in the industry, blacksmith shop
Financial:	£1150	£360.25	69% Under	No fines received
LALC:	£550	£649.40	18% Over	Training in October for both Clerk & RFO
Clerk & RFO:	£6600	£6,894.36	4% Over	New Laptop, Other small office expense, Found Jim sooner than expected.
Village hall:	£500	£312.48	37% Under	
Community projects:	£380	£2,975.37	782% Over	Beehive Well, Jubilee mugs, Defibrillator, Blacksmith plaque, Queen's plaques.

**Resolved:** The Council notes these figures.

### 15.9 AGAR timeline:

Now that we have entered the new financial year, we have the AGAR process to work through, the key points of timing are:

- Internal audit completed and authorised by council at next meeting (14<sup>th</sup> June)
- Annual Governance Statement & Accounting Statement completed and authorised by council at meeting (12<sup>th</sup> July)
- Above signed by Chair and Clerk after/ outside of meeting. (After 12<sup>th</sup> July)
- Final parts completed and signed off by RFO, all sent together to Little Johns.

**Resolved:** The Council notes the AGAR arrangements.

### 15.10 Appointment of Internal Auditor

Andrea Smith from Waddington Parish council is available to carry out an internal audit. Her charge is £75. This is cheaper than the alternative from LALC which is £120.

**Resolved:** Appoint Andrea Smith to carry out this year's internal audit.

## 16. Portfolio Holders Update

16.1 Cllr Cross – Privet hedge protruding on to footway at 5 Bridge cottages, Cliffe Road.

**Action:** Parish Clerk to report to LCC.

16.2 Cllr Bighi – The outcome of grant application to FCC Communities Foundation is due 8 June 2023. FCC have recently confirmed that it provides grant funding net of VAT. This means that the Parish Council will have to bear the VAT but will be able to claim this back from HMRC. The RFO is aware of the implications.

16.3 Cllr Short asked if the budget for 2023 -24 allows for a 50% contribution towards the Village Hall and Playing Field Committee insurance premium which the Parish Council agreed to consider at the February 2023 meeting.

The RFO confirmed that there are sufficient funds to cover this.

**17. Agenda items for next meeting:**

- Welbourn Neighbourhood Plan Review
- Emergency Plan Planning
- Nature and Conservation
- Community Speed Watch

**Next meeting:**

Wednesday 14 June 2023

**Meeting closed at 9.55 pm.**

**Signed .....**Chair                      **Date .....**

**Copies to:** All Parish Councillors; County & District Councillors. Parish Council Web Site.

**Future Parish Council Meetings:**

14 June 2023	12 July 2023 13 September 2023	11 October 2023 8 November 2023
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Stephen Short	Planning	Human Resources Cttee Village Hall Rep
Harriet Huntsman	Finance Cttee	
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