

Welbourn Parish Council
MINUTES OF THE OF THE MEETING OF
WELBOURN PARISH COUNCIL MEETING
HELD ON WEDNESDAY 12 JULY 2023
IN THE WELBOURN VILLAGE HALL AT 7.30 p.m.

PRESENT

Parish Councillors Robert Cross Stephen Short Mark Crosby	Katie Stark Marian Smith Harriet Huntsman Jake Beaty
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Mr Jim Fieldhouse – Parish Clerk District Councillor Mrs Lucille Hagues	County Cllr. Marianne Overton MBE
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Not Present

Mr Daniel Bancroft – Responsible Finance Officer (RFO)	Cllr Steve Spedding Cllr Michael Bighi
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1. Welcome
2. Acceptance of reasons for absence
 - 2.1 Cllrs Bighi and Spedding gave their apologies. This was accepted.
3. Declaration of interest in any matter on the agenda – None given.
4. Notes of the meeting held on 14 June 2023 were approved as minutes. Proposed by Cllr. Short and seconded by Cllr. Stark.
 - 4.1 Resolved:** That these be accepted as minutes.Notes of the meeting held on 29 June 2023 were approved as minutes. Proposed by Cllr Cross and seconded by Cllr Crosby.
 - 4.2 Resolved:** That these be accepted as minutes.
5. Consider amendment to 11 January 2023 minute; Item 14.1, fourth sentence, delete “match funding” replace with” Third Party Contribution”.
 - 5.1 Resolved:** That this amendment be accepted.
- 6. Clerk’s Report on matters outstanding**
 - 6.1 Regarding item 5.3 from the June meeting, a response has been received from the Community Speed Watch Team offering face to face training.
Action: Parish Clerk to organise the training of volunteers.
- 7. Public Forum** - No member of the public present.
- 8. County and District Councillors updates**
 - 8.1 Cllr Lucille Hagues recent newsletter has been distributed to Parish Councillors. Cllr Hagues reported that around 30 people had attended the meeting on 11 July 2023 called by Cllr Overton concerning the planning application from Fosse Green Energy regarding the development of a solar farm between Thorpe on the Hill and Norton Disney.

Cllr Cross asked if North Kesteven District Council had sandbags available in the event of flooding. Cllr Hagues confirmed that these should be available.

(Cllr Hagues left 20.10)

8.2 County Cllr. Marianne Overton's (arrived 20.53). She reported the following: -

- That a Planning Inspector's Inquiry is currently taking place in Sleaford regarding the travellers' site at Beckingham. North Kesteven District Council (NKDC) has employed a barrister to contest the case.
- That a planning application has been received from Fosse Green Energy which proposes the development of a solar farm covering 2,400 acres, affecting 12,000 people in the affected area. She expressed concern regarding the visual impact this would have, the effect on biodiversity, UK food production and the risk that infrastructure would remain in place after it had become obsolete.

8.3 Resolved: That the Parish Clerk write to Fosse Green Energy and the Planning Inspectorate expressing its opposition to the proposed development.

9. Current and future maintenance responsibilities

9.1 An estimate received from a local contractor was presented to Members for the following work:

- a. Repairing and painting the barrier at the junction of holding and the A607.
- b. Clearing a metre wide strip of vegetation bordering the boundary wall adjacent 6 Castle Hill.
- c. Levelling out the picnic table at Castle Hill open space.

9.2 Resolved: To accept the estimate and allow the Parish Clerk to instruct the contractor to proceed with the work.

9.3 The Councillors expressed the following concerns:

- The grass cutter contractors had complained about the number of suckers growing in the grass verge in High Street.
- The extensive growth of nettles in the vicinity of the play equipment on the playing field.
- A bush protruding into the highway down Hall Orchard Lane and the state of the dyke in the vicinity.

Action: Cllr Beaty volunteered to attend to these concerns.

10. Planning Matters to consider and discuss:

10.1 Notification of Receipt of Planning Application

Planning Application Reference: 23/0625/HOUS

Proposal: Proposed Two storey side extension and car port

Location: Chestnut Tree Cottage, The Heath, Wellingore, Lincoln. Lincolnshire

10.2 Resolved: That the Parish Council has no objections to the proposed development.

10.3 The Councillors noted that a medium sized tree in the Conversation Area has felled without planning consent.

10.4 Resolved: That the Parish Clerk write to the landowner expressing regret that planning permission was not sought before felling the tree.

11. Notifications of Planning Decisions:

11.1 The Parish Council notes that NKDC have approved the following applications:
Application Reference: 23/0391/HOUS and Application Reference: 23/0390/FUL

12. Finance Report (From Responsible Finance Officer):- To review bank balances, invoices paid since last meeting since, items to be paid before next meeting and quarter end report regarding spend against budget: -

12.1 Accounts value (4 July 2023):

HSBC Client A/c 611: £3,930.02 (Forge et al) HSBC A/c 772: £22,363.82 (For Precept)	HSBC Bmm A/c 638: £8,991.81 (Reserves) HSBC Business C/A 677: £1,850.94 Bank Total: £37,136.59
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The bank statements were checked and countered signed by Cllr Huntsman.

12.2 Bank reconciled: £0 discrepancy.

12.3 Payments made since last meeting 14 June 2023

BT Group – (£50.72) Bank charges – (£10.00) GW King - (£310) Total Gas & Power – (£14.31) RFO Pay – (£290.20)	Clerk Pay – (£232.00) HMRC PAYE/NIC – (£58) RC Marshall – (£350) Andrea Smith – (£45)
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12.4 Expected payments within the next month:

RFO Pay – (£290.20) Clerk Pay – (£290.20) P.A.Ingamells – (£500) Robert Marshall £80.00	Expense form (J. Fieldhouse) – (£68.04) N. Power – (£450.62) FCC Recyling (UK) Ltd £8,744.49
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12.5 Quarter 1 budget comparison:

Total budget: £27,440

Anticipated budget spend: £6,860 (03/12)	Actual budget spend: £4,756.40 (31% Under Budget)
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Spend against budget by area:

	Budget	Actual	Percentage Difference	Reason
Utilities:	£1,400	£707.18	49% Under	Invoice timing, lower increase than originally anticipated
Grass cutting:	£1,125	£1,620	44% Over	Time of year – more cuts in the summer
General maintenance:	£1,025	£470	54% Under	Larger scale maintenance planned for other quarters
Insurance:	£200	£937.08	468% Over	Annual expense

Financial:	£112.50	£71	37% Under	Large expense anticipated in quarter 2
LALC:	£147.50	£252	71% Over	Annual expenses incurred
Clerk & RFO:	£2,000	£1,741.40	13% Under	
Village hall:	£250	£0	100% Under	
Community projects:	£600	£498	17% Under	Sporadic expenses

12.6 Investments

Melton Building Society Account (Reserves): Balance £8972.81

N.B. A notice to withdraw £8,000 pounds on 26 July 2023 has been placed on this account.

12.7 Resolved: That Items 12.1 to 12.6 be noted and approved.

13. FCC Communities Foundation Application

13.1 In the absence of Cllr Bighi, the Parish Clerk presented the following information prepared by Cllr Bighi on the up-to-date position regarding the application:

- A funding grant of £81,344.12 was approved by FCC Communities Foundation on 15 Jun 23. This comprises; play park play equipment - £77,894.11; picnic benches - £2,760.67 and existing equipment refurbishment - £689.34.
- The Scope of Project cannot be changed without written authority from FCC.
- Third Party Funding of £8,744.49 has to be paid to FCC Recycling UK Ltd by Welbourn PC within 4 weeks (24 July 23) to unlock the funding.
- FCC require additional information from the Parish Council within 8 weeks (12 Aug 23)
- Once this information is submitted it can be up to 4 weeks before the Funding Agreement is issued
- The Grant Offer is open for 6 months (15 Dec 23) and Funding Agreement must be issued.
- Work cannot be started/contractors appointed until Funding Agreement completed.

13.2 Resolved: That Cllr Michael Bighi be authorised to sign the funding agreement with FCC Communities Foundation and to provide the necessary information to the Foundation to secure £81,344.12 to upgrade play equipment at the playing field. *(NB Resolution 7 made at the AGAR Completion Meeting on 29 June 2023 approved the Third Party Payment to FCC Recycling UK Ltd.)*

14. Welbourn Neighbourhood Plan Review

14.1 Cllr Stark reported that she had written to NK Planning requesting clarification on the number of houses Welbourn is expected to provide under the Central Lincolnshire Local Plan (April 2023) and requesting advice on how the Parish Council should tackle a review of the Welbourn Neighbourhood Plan. No response has been received so far.

14.2 Action: Cllr Stark to email NK Planning requesting a response.

15. Emergency Plan Planning

15.1 Cllr Smith reported that she had started completing the electronic template entitled Emergency Plan provided by the Lincolnshire Resilience Forum. Thirty residents have already volunteered to be part of this. Compliance with General Data Protection Regulations is being addressed. This means that volunteers need to provide their express consent to their data being held within the document.

15.2 Resolved: That Cllrs Smith and Spedding continue their work and report progress at the September 2023 meeting.

16. Proposal to set up a Planning Sub-Committee

16.1 The Council discussed the pros and cons of this proposal.

16.2 Resolved: That the proposal to set up of a planning sub-committee be rejected as it would be onerous and time-consuming bearing in mind the low number of applications that need to be considered.

17. HSBC Bank Mandate update

The Parish Clerk has been advised by the HSBC Bank PLC, that the resolution 12.2 made on 14th of June 2023 is insufficient for their purposes. The resolutions required need to cover all aspects of the Parish Council's interactions with HSBC Bank PLC. Accordingly, the Parish Council made the following resolutions:

17.1 Resolved: That the existing bank mandate that HSBC Bank PLC hold from Welbourn Parish Council be cancelled and made null and void.

17.2 Resolved: That Welbourn Parish Council approve setting up a new bank mandate with HSBC Bank PLC Lincoln High Street Branch covering accounts ending 611;772; 638; & 677 with the following Members and Officers of Welbourn Parish Council to pay all cheques and act on other instructions signed on behalf of the Parish Council by:

Full Name	Position
Martin Robert Cross	Chairman
Stephen Gordon John Short	Vice Chair
Harriet Louise Huntsman	Member
Katie Stark	Member
James Gregory Fieldhouse	Parish Clerk

17.3 Resolved: That HSBC Bank PLC accept any two of those named in Resolution 17.2 as fully empowered to act on behalf of Welbourn Parish Council in any other transaction with the bank.

17.4 Resolved: That HSBC Bank PLC accept James Gregory Fieldhouse as fully empowered on behalf of Welbourn Parish Council to enter into at any time(s) any agreement for or relating to electronic and/or telephone banking services and to delegate (including the power to sub delegate) the operation of services as set out in the terms and conditions governing the services and the Council acknowledges that the bank shall be entitled to act upon all instructions received in respect of the services until notified otherwise in writing by the Parish Council.

17.5 Resolved: That James Gregory Fieldhouse is the proper officer authorised to supply HSBC Bank PLC as and when necessary, with lists of persons authorised to

sign give receipts and act on behalf of the council and that the bank may rely on such lists.

17.6 Resolved: That the Welbourn Parish Council Financial Regulation 5.1 be amended as follows; insert “or Parish Clerk “after RFO, and at Regulation 6.15 delete “RFO” and replace with “Parish Clerk”.

17.7 Resolved: That Resolution 12.2 made on 14 June 2023 be annulled in view of Resolutions 12.1 – 12.5 above.

18. Portfolio Holder Update – No reports.

17. Agenda items for next meeting: - Emergency Planning (September)

Next meeting: 13 September 2023

Meeting closed at 9.55 pm.

SignedChair **Date**

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

Future Parish Council Meetings:

13 September 2023	11 October 2023 8 November 2023
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Councillor	Portfolio 1	Portfolio 2 (& 3)
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 (& Nature)
Marian Smith	Community Safety & Resilience	Nature
Steve Spedding	Castle Hill	Community Safety & Resilience (& Nature)
Mark Crosby	Allotments	Village Hall Rep