

Welbourn Parish Council
 MINUTES OF THE OF THE MEETING OF
 WELBOURN PARISH COUNCIL MEETING
 HELD ON WEDNESDAY 11 OCTOBER 2023
 IN THE WELBOURN VILLAGE HALL AT 7.30 p.m.

PRESENT

Parish Councillors Robert Cross Stephen Short Harriet Huntsman	Jake Beaty Steve Spedding Mark Crosby
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Mr Jim Fieldhouse – Parish Clerk	County Cllr. Marianne Overton MBE
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Not Present

Mr Daniel Bancroft – Responsible Finance Officer (RFO) Cllr Marian Smith District Councillor Mrs Lucille Hagues	Cllr. Katie Stark Cllr. Michael Bighi
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1. Welcome
2. Acceptance of reasons for absence
 - 2.1 Cllrs Bighi, Stark and Smith and District Cllr Lucille Hagues gave their apologies. These were accepted.
3. Declaration of interest in any matter on the agenda – Cllr Beaty stated that he had a licence on the land referred to in Item 15. Cllr Spedding stated that he lived opposite the land referred to in Item 15.
4. Notes of the meeting held on 13 September 2023 were approved as minutes. Proposed by Cllr. Short and seconded by Cllr. Beaty.
 - 4.1 Resolved:** That these be accepted as minutes.
- 5. Clerk’s Report on matters outstanding**
 - 5.1 Six passive 40 mph passive signs have been ordered from Community Speed Watch. These are free of charge.
 - 5.2 Following the collapse of a large tree onto the village hall car park, the occupant of the Archdeacon’s house is arranging for three trees to be made safe.
 - 5.3 A letter has been sent to the manager of the Manor Care Home concerning the condition of the footpath on the South side of the Manor. However, no response has been received to date.
 - 5.4 The Clerk requested that the following meeting dates be approved for 2024. 10th of January; 14th of February; 13th of March; 10th of April; 8th of May; 12th of June; 10th of July; 11th of September; 9th of October; 13th of November.
 - 5.5 Resolved:** That these meeting dates be approved.
- 6. Public Forum** - No member of the public present.
- 7. County and District Councillors updates**
 - 7.1 The monthly newsletters have been received and circulated to Parish Councillors.

7.2 Cllr. Marianne Overton has attended the Fosse Green Energy consultations and has noted that many people are concerned with the proposals. She is joining the campaign to keep rail ticket offices open at Sleaford and Grantham. Enforcement action is now in place to remove travellers at the Beckingham site. (Arrived 20.20 departed 20.40).

8. Current and future maintenance responsibilities

8.1 Cllr. Spedding requested that a survey of the wooden bridge over the Moat at Castle Hill be carried out for safety reasons.

8.2 Action: Parish Clerk to arrange survey of wooden bridge.

9. Planning Matters to consider and discuss:

9.1 Application of Proposed Works to Trees Subject to Tree Preservation Order.

Application reference: 23/1168/TPO

Description of works: Lime tree – fell; 2nd Lime tree - Remove 2 dead branches

Location: 9 Moat Lane, Welbourn, Lincoln, Lincolnshire, LN5 0NB

Resolved: No objection.

9.2 Planning Application: 23/0209/HOUS - Receipt of amended details

Proposal: Erection of single storey extensions to existing bungalow to form extension to living accommodation and garage (Amended Description)

Location: The Lodge Main Road Welbourn

Resolved: No objection.

10. Notifications of Planning Decisions: None

11. **Finance Report** (From Responsible Finance Officer): - To review bank balances, invoices paid since last meeting since, items to be paid before next meeting and present quarterly budget comparison: -

11.1 Accounts value (4 October 2023):

HSBC Client A/c 611: £3,947.62 (Forge et al) HSBC A/c 772: £22,270.39 (For Precept)	HSBC Bmm A/c 638: £8,274.61 (Reserves) HSBC Business C/A 677: £2,265.31 Bank Total: £36,757.93
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Bank statements were checked and initialled by Cllr Short.

11.2 Bank reconciled: £0 discrepancy.

11.3 Payments made since 13 September 2023

<ul style="list-style-type: none"> • Bank charges – (£2.00) • Total Gas & Power – (£14.31) • NKDC – (£86.43) • BT Group – (£42.48) • Bank charges – (£8.00) • HMRC PAYE/NIC – (£116.06) 	<ul style="list-style-type: none"> • LALC – (£102) • P.A.Ingamells – (£500) • RFO Pay – (£290.20) • Clerk Pay – (£232.20) • Community Heartbeat - (£106.74)
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11.4 Payments received since last meeting:

<ul style="list-style-type: none"> • HMRC VAT 126 – (£5819.44)

11.5 Expected payments within the next month:

<ul style="list-style-type: none"> • RFO Pay – (£290.20) • Clerk Pay – (£232.20) 	<ul style="list-style-type: none"> • PKF LittleJohn – (£252) • N. Power – (£479.96)
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11.6 Budget Comparison - Quarter 2

Total budget: £27,440

Anticipated budget spend: £13,720 (06/12)

Actual budget spend: £20,696.72 (51% Over Budget)

Spend against budget by area:

	Budget	Actual	Percentage Difference	Reason
Utilities:	£2,800	£1,509.40	46% Under	Invoice timing, lower increase than originally anticipated
Grass cutting:	£2,250	£3,930	43% Over	Time of year – more cuts in the summer
General maintenance:	£2,050	£842.98	59% Under	Larger scale maintenance planned for other quarters
Insurance:	£400	£937.08	134% Over	Annual expense
Financial:	£225	£97	57% Under	Anticipated main expense October
LALC:	£295	£414	40% Over	Annual expenses incurred, website hours
Clerk & RFO:	£4,000	£3,482.6	13% Under	
Village hall:	£500	£0	100% Under	
Community projects:	£1200	£9,483.66	690% Over	FCC initial contribution.

11.7 AGAR completion statement: The AGAR External auditor's report and certification provided by PKF LittleJohn LLP was presented..

11.8 Investments

Melton Building Society Account (Reserves): Balance £972.81

11.9 Resolved: That Items 11.1 to 11.8 be noted and approved.

12. Emergency Plan Planning

12.1 Cllr Smith was absent and will present a report at the next meeting.

13. FCC Communities Foundation Application (The Parish Clerk presented the following report in absence of Cllr. Bighi.)

13.1 A signed FCC Communities Foundation Funding Agreement was received on 5 October 2023.

13.2 The Village Hall and Playing Field Committee need to advise their insurers of the proposed work and arrange for the insurance cover to be increased by the cost of the works.

13.3 Welbourn Parish Council need to ask our solicitors to register a restriction on the Playing Field at the Land Registry using Form N, Form RX1 as per Clause 12a part iv of the Funding Agreement. The fee estimate is £125 plus VAT, plus disbursements (£20 for the Land Registry application) for dealing with registration of the restriction.

13.4 Resolved: That the Parish Clerk instruct the Council's solicitors to proceed with this work.

13.5 The Parish Council is now able to place the order for the Welbourn Village Play Park Regeneration.

13.6 Resolved: That the Parish Clerk be authorised to place this order.

14. Welbourn Neighbourhood Plan Review

14.1 Cllr Stark was absent and will present a report at the next meeting.

15. Building site opposite the village shop

15.1 The Council expressed concern with the unsightly, trenches, piles of earth and metal fencing.

15.2 Resolved: That the Parish Clerk write to the developers expressing the Council's concern and requesting information from the developers regarding their intentions.

16. Litter picking grant availability

16.1 Resolved: That the RFO apply to NKDC for the litter picking grant.

17. Portfolio Holder Update

17.1 Cllr Crosby reported that Allotments 2 & 2a have now been vacated and relet. The new tenant has agreed to carrying out essential strimming to the track and pruning to the orchard in return for one year's rent-free period.

17.2 Resolved: Rent free period agreed.

17.5 Cllr Cross asked that consideration be given to repainting the old red telephone box on the Green. It is a listed building.

17.6 Action: Parish Clerk to research options and costings.

17.7 Cllr. Cross explained that the Parish Clerk and Responsible Finance Officer had received their appraisals and have been awarded a pay increment and that back pay is due.

17.8 Resolved: That this be noted.

18. Agenda items for next meeting: - Emergency Planning; Neighbourhood Plan, The Jubilee Tree on The Green.

Next meeting: 8 November 2023

Meeting closed at 8.58 pm.

SignedChair **Date**

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

Future Parish Council Meetings:

8 November 2023	
Dates for 2024 10th January; 14th of February; 13th of March; 10th of April; 8th of May;	12th of June; 10th of July; 11th of September; 9th of October ; 13th of November.

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