

**Welbourn Parish Council**  
**Welbourn Parish Council Meeting Agenda**  
**The next meeting of the Parish Council will be held on**  
**Wednesday 10 January 2024 at 7.30 pm in the**  
**Meeting Room of Welbourn Village Hall.**

There will be a 15-minute public session at the commencement of the meeting when members of the public may ask questions or make short statements to the Council. Members of the public will be welcome to stay for the remainder of the meeting except for any closed sessions, but they may not speak on any matter after the public session is closed unless invited to do so.

Mr J Fieldhouse

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<https://welbourn.parish.lincolnshire.gov.uk>

**AGENDA**

1. Chairman's welcome
2. Acceptance of reasons for absence
3. Declaration of interest in any matter on the agenda
4. Notes of meetings held on 8 November 2023 to be approved as minutes.
5. Clerk's Report on matters outstanding (5 mins)
6. Public Forum (15 mins) – including
  - To receive an update from the Welbourn Flood Working Group – David Miller
7. County and District Councillors update (10 mins)
8. Current and future maintenance responsibilities (10 mins)

**9. Planning Matters to consider and discuss:**

9.1 The Parish Council was invited to comment on intended works to trees in a Conservation Area outlined in Application references: 23/1388/TCA and 23/1383/TCA on 23 November 2023 at the Archdeacons House. However, no comments received or made.

**10. Notifications of Planning Decisions:**

10.1 Planning Application Reference: 23/1305/LBC

Proposal: Installation of 2 no. skylights to single storey (rear) flat roof area and removal of part internal wall to kitchen/dining area.

Location: 3 Hall Lane Welbourn Lincoln Lincolnshire LN5 0NN – **Approved.**

10.2 Application Reference: 23/0209/HOUS

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 – **Approved**

11. **Finance Report** (From Responsible Finance Officer): - To review bank balances, invoices paid since last meeting since, and items to be paid before next meeting, and 3<sup>rd</sup> Quarter budget comparison: -

**11.1 Accounts value (4 January 2024):**

HSBC Client A/c 611: £3,960.30 (Forge et al) HSBC A/c 772: £17,117.87 (For Precept)	HSBC Bmm A/c 638: £8,314.59 (Reserves) HSBC Business C/A 677: £1,967.51 <b>Bank Total: £31,360.27</b>
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**11.2 Bank reconciled:** £0 discrepancy.

### 11.3 Payments made since 8 November 2023

<ul style="list-style-type: none"> <li>• Total Gas &amp; Power – (£14.31)</li> <li>• Proludic Ltd – (£3,115.77)</li> <li>• BT Group – (£64.72)</li> <li>• Bank charges – (£8.00)</li> <li>• HMRC PAYE/NIC – (317.66)</li> <li>• RFO Pay – (£324.40)</li> <li>• Clerk Pay – (£266.20)</li> <li>• RFO Pay – (£324.40)</li> <li>• Clerk Pay – (£266.20)</li> <li>• P.A Ingamells – (£250)</li> </ul>	<ul style="list-style-type: none"> <li>• Lindum Fire – (£42)</li> <li>• LALC – (£24)</li> <li>• Glasdon – (£320.26)</li> <li>• E.on – (£172.80)</li> <li>• Total Gas &amp; Power – (£13.85)</li> <li>• BT Group – (£73.70)</li> <li>• Bank Charges – (£8)</li> <li>• PKF LittleJohn – (£252)</li> <li>• HMRC PAY/NIC – (£75)</li> </ul>
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### 11.4 Payments received since last meeting:

HMRC VAT 126 – (£3,713.37)
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### 11.5 Expected payments within the next meeting (14 February 2024):

<ul style="list-style-type: none"> <li>• RFO Pay – (£332.80)</li> <li>• Clerk Pay – (£332.80)</li> <li>• Kedel – (£552.13)</li> <li>• Proludic – (£12463.06)</li> </ul>	<ul style="list-style-type: none"> <li>• Village hall insurance contribution (£1,029.82)</li> <li>• Sand – To be determined</li> </ul>
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### 11.6 Investments

Melton Building Society Account (Reserves): Balance £972.81

### 11.7 Quarter 3 budget comparison:

Please find attached the against budget comparison for quarter 3, this comparison is in the same format as previous quarters.

**Total budget: £27,440. Anticipated budget spend: £20,580 (09/12)**

**Actual budget spend: £30,110.29 (46% Over Budget)**

### Spend against budget by area:

	Budget	Actual	Percentage Difference	Reason
Utilities:	£4,200	£3,316.71	21% Under	Invoice timing, lower increase than originally anticipated
Grass cutting:	£3,375	£4,490	33% Over	Time of year – Final quarter is winter/ early spring
General maintenance:	£3,075	£1,068.26	65% Under	Larger scale maintenance planned for other quarters (Trees)
Insurance:	£600	£937.08	56% Over	Annual expense
Financial:	£338	£373	10% Over	Annual expense received.

LALC:	£443	£572.43	29% Over	Annual expenses incurred, website hours
Clerk & RFO:	£6,000	£6,845.81	14% Over	Back pay owing from previous year paid
Village hall:	£750	£0	100% Under	
Community projects:	£1800	£12,507	694% Over	FCC initial contribution. Proludic VAT element, first invoice

12. To authorise the transfer of £8,300.00 from the HSBC reserves account ending 6638 to HSBC Business account ending 5677.

13. To consider and approve the precept for 2024-25.

The proposed precept demand for financial year 2024-2025 is due for authorisation, please see attached. This precept is based on the budget agreed at the previous meeting (8<sup>th</sup> November 2023) – The net Precept demand is £28,875.68 and will be received on 02/04/2024.

14. To consider and approve a request from the Welbourn Village Hall and Playing Field Committee to make a 50% contribution towards their annual insurance premium – Cllr Short.

#### **15. FCC Communities Foundation Grant (10 mins) – Cllr Bighi**

15.1 To receive an update on the completed installation of the new play equipment by Proludic Ltd and report on any further outstanding items included in the FCC CF Grant.

15.2 To seek authorisation for the payment of the outstanding VAT elements of the final Proludic Ltd invoice (£12,463.06) and Kedel invoice (£552.13).

#### **16. Portfolio Holders Update**

16.1 To formally recognise the work of the Welbourn Flood Working Group – Cllr Cross.

16.2 To receive a Drainage Report from Cllr. Beaty

16.3 To receive an HR update from Cllr. Stark

#### **17. Agenda items for next meeting: Emergency Plan;**

#### **Next meeting:**

Wednesday 14<sup>th</sup> of February 2024

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

#### *Future Parish Council Meetings in 2024:*

All meetings to commence at **7.30 pm**

<b>Dates for 2024</b> 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.
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