

Welbourn Parish Council

MINUTES OF WELBOURN PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 9 APRIL 2025  
IN THE WELBOURN VILLAGE HALL AT 7.30 p.m.

**PRESENT**

<b>Parish Councillors</b> Robert Cross (Chair) Steve Spedding Louise Troy	Mark Crosby Steve Ralph Harriet Huntsman Stephen Short
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District Cllr Marianne Overton MBE Two residents	Mr Jim Fieldhouse – Parish Clerk
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**Not Present**

Mr Daniel Bancroft – Responsible Finance Officer (RFO) Cllr Katie Stark	Cllr. Michael Bighi District Councillor Lucille Hagues
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1. Chairman's welcome
2. Acceptance of reasons for absence
  - 2.1 Apologies were received from Cllr. Michael Bighi (unexpected issue) and Cllr Katie Stark (convalescing) . These apologies were accepted.
3. Declaration of interest in any matter on the agenda – Re. Item 12, Cllr. Short is the Chair of Welbourn Village Hal and Playing Field Committee.
4. Notes of meeting held on 12 March 2025 to be approved as minutes. Proposed by Cllr Crosby and seconded by Cllr Spedding.
  - 4.1 **Resolved:** That these be accepted as minutes of the meeting.

**5. Parish Clerk's Report**

5.1 Notice to quit has been received from the allotment holder of 2 & 2a allotments. This allotment is currently being advertised to let. All applications are to be submitted to the Parish Clerk for consideration.

5.2 Resident who is an employee of British Sugar has invited the Parish Council to submit a funding application for £250 to paint an item of play equipment on the playing field.

**5.3 Resolved:** That the Parish Council approve the funding application to British Sugar.

5.4 Regarding item 15.1 of the March 2025 minutes, Taylor Lindsey have removed the loose stones from the boundary wall and will rebuild the wall when the site is developed.

5.5 National Grid have requested permission to prune 3 trees on the playing field adjacent the property which faces out onto Main Rd (What3words: almost.leaves.piled).

**5.6 Resolved:** Permission be granted as per the description in the application.

**6. Public Forum**

6.1 A resident complained that tree growth from Castle Hill open space amenity was coming through her boundary hedge and asked whether it was permissible to cut this back. The Chair confirmed that it is permissible.

The same resident complained about the speed of vehicles coming around the corner of Castle Hill towards the school and asked if a 20 mph limit could be imposed.

**6.2 Action:** Parish Clerk to ask if Lincolnshire County Council Highways will consider this request.

6.3 The same resident informed the Council that the footpaths down The Nookin are problematic.

**6.4 Action:** Parish Clerk to carry out an inspection and request repair if necessary.

## **7. County and District Councillors update**

7.1 Cllr. Hagues was not present. *(Cllr. Hagues newsletter is available to view on the Parish Council website).*

7.1 *(Cllr. Overton arrived 8.45 pm)* Cllr. Overton highlighted the following issues *(full details of which are contained in her newsletter which is available to view on the Parish Council website):*

- The Springwell Solar Farm planning application went to our District Planning Authority with significant objections raised for the Inspectorate to consider.
- Spotting hidden signs of mental health
- Details of grants availability via the North Kesteven District Council website.

She also touched on the various options which are currently being considered in respect of Local Government Reorganisation as it affects this area.

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

8.1 Non-slip decking strips have been fitted to the steps leading up to the railway embankment near the railway bridge at the foot of Dycote Lane.

8.2 A resident has requested that two additional steps be added to the steps leading up to the Castle Hill open space from the wooden bridge over the moat.

**8.2 Action:** Parish Clerk to instruct the handyman to carry out this work.

8.3 The rotten roofing lathes at Welbourn Forge have been repaired. The Chair reported that he had met with the volunteer co-ordinator of Welbourn Forge who advised that in his view no further work is necessary to the chimneys and tiles.

**8.4 Resolved:** That the proposed repairs to the chimneys and tiles at The Forge be dropped.

8.5 The socket outlets for the laptop connections to the overhead projectors in the meeting room and main hall have become unreliable. A computer technician has been instructed to check these socket outlets.

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

9.1 Planning Application Reference: 25/0336/HOUS

Proposal: Proposed single storey rear extension

Location: Stables Hall Lane Welbourn Lincoln Lincolnshire

**9.2 Resolved:** That this proposed development is acceptable.

## **10. Notifications of Planning Decisions:**

10.1 Application Reference: 25/0147/VARCON

Proposal: Application to vary condition 9 (approved plans) of 22/0824/HOUS - Erection of single storey side extension and replacement 1.5 storey garage together with installation of new stone skin to existing walls and replacement of existing roofing material with clay terracotta pantiles.

Location: Sycamore Lodge 7 Castle Hill Welbourn

**NKDC decision** – Approved

**11. Finance Report:** - From the Responsible Finance Officer (RFO): - To review bank balances, invoices paid since last meeting since, and items to be paid before next meeting and budget comparison (quarter 4): -

**11.1 Accounts value (3 April 2025):**

HSBC Client A/c 611: £4,244.32 (Forge et al) HSBC A/c 772: £37,211.27 (For Precept)	HSBC Bmm A/c 638: £15,343.18 (Reserves) HSBC Business C/A 677: £3,549.05 <b>Bank Total: £60,347.82</b>
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*(N.B. The bank balances were crossed checked and approved by Cllr. Huntsman.)*

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

**11.3 Payments made since 12 March 2025**

<ul style="list-style-type: none"> <li>Expense Claim 30 – (£9.56)</li> <li>Expense Claim 31 (Slip Strips) – (£153.30)</li> <li>Expense Claim 32 (Forge Coal) – (£108)</li> <li>Clerk Pay – (£324.40)</li> <li>RFO Pay – (£395.20)</li> <li>Bank Charges – (£8.00)</li> <li>HMRC PAY/NIC – (£91.60)</li> <li>Total Gas &amp; Power – (£12.88)</li> </ul>	<ul style="list-style-type: none"> <li>BT – (£65.82)</li> <li>LALC (Webtime) – (£108)</li> <li>R.C. Marshall (Forge Ivy) – (£300)</li> <li>W.E. Smith – (£94.50)</li> <li>E.on – (£172.80)</li> <li>Wellers Law Group – (£500)</li> <li>P.A. Ingamells – (£270)</li> </ul>
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**11.4 Income received since last meeting (12 March 2025):**

<ul style="list-style-type: none"> <li>VAT 126 – (£2,587.28)</li> </ul>	<ul style="list-style-type: none"> <li>NKDC Precept – (£30,305.26)</li> </ul>
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*(N.B. 2025-2026 Precept received on 1 April 2025)*

**11.5 Expected payments before the next meeting (14 May 2025):**

<ul style="list-style-type: none"> <li>RFO Pay – (£405.60)</li> <li>Clerk Pay – (£405.60)</li> </ul>	<ul style="list-style-type: none"> <li>BT – (£65.82)</li> <li>Engineer (Hall wires)</li> </ul>
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**11.6 Budget Comparison (Quarter 4):**

Total budget: £29,148.60      Anticipated budget spend: £29,148.60 (12/12)

Actual budget spend: £28,345.23 (2.76% Under Budget)

**Spend against budget by area:**

	Budget	Actual	Percentage Difference	Reason
Utilities:	£4,570	£4,590.98	0.4% Under	

Grass cutting:	£5,265	£6,020	14% Over	Additional cuts due to weather
General maintenance:	£5,100	£3,175.73	37.7% Under	Larger scale maintenance originally planned, RPF funding sourced by MB
Insurance:	£940	£988.38	5% Over	
Financial:	£460	£523.50	13.8% Over	Greater increase in PKF fees than expected
LALC:	£700	£692.24	1.1% Under	
Clerk & RFO:	£10,713.60	£9887.62	7.7% Under	Less spent on office expenses than anticipated – this trend is reflected in the new budget
Village hall:	£1000	£1,885.80	88.5% Over	Solicitors fees
Community projects:	£400	£580.98	45% Over	Phone box refurbishment, Forge coal

- £1,054.04 Spent on FCC project, this is a capital expense and has not been included in the comparison.
- £9,782.44 Spent on Rural Prosperity Fund (RPF) project, this is a capital expense and has not been included in the comparison.

**11.7 Resolved:** That the Council note and approve Items 11.1 – 11.6 above.

11.8 The RFO explained the Annual Governance and Accounting Regulations (AGAR) timeline and requested permission to appoint the same internal auditor as used by the Parish Council last year.

**11.9 Resolved:** Permission granted to the RFO to appoint the same internal auditor.

12. To receive a progress report on the proposed Deed of Trust between the Welbourn Parish Council and the Welbourn Village Hall and Playing Field Committee – Parish Clerk.

12.1 The solicitors are amending the original 1922 Trust Deed rather than drawing up a new trust deed. This is because there is no dissolution clause in the original 1922 Trust Deed. The Wellers Law Group have sent their customer care letter and terms of business which have been accepted by the Chair and the Vice Chair of the Council. A £500 deposit on account has been sent to the Wellers Law Group as per their terms of business. A draft Deed of Amendment was considered by the Council.

**12.2 Resolved:** That the Parish Council note the progress so far and approve the Draft Deed of Amendment. *(N.B. Cllr Short reclused himself from the vote)*

13. To receive a update report from the Welbourn Floods Working Group – Parish Clerk.

13.1 The Welbourn Floods Working Group (WFWG) met on 2 April 2025 to consider the Section 19 Report from LCC following Storm Babet. The report recommends that the Parish Council establishes monitoring arrangements of ditches and drains; engages with riparian owners to encourage them to carry out their riparian responsibilities; investigate remedial action required to the moat; and to ensure the Welbourn Emergency plan is adopted and registered with the Lincolnshire Resilience Forum. The WFWG is working on these aspects.

**13.2 Resolved:** That the Parish Council note this progress report and request that the Parish Clerk write to Anglian Water concerning the reliability of the pumping station behind the railway embankment.

14. To consider a sponsorship proposal from a local business to complete the refurbishment of the tennis court - Cllr. Bighi.

*(It was not possible to pursue funding as resolved at Item 14.1 in the March 2025 minutes.)*

14.1 Cllr. Bighi was absent. This item is deferred to the next meeting of the Council.

### **15. Portfolio Holders Updates**

**15.1** Cllr. Troy mention that the collapsed boundary wall near to the entrance to the Manor Care Home on High Street had not been repaired.

**15.2 Action:** Parish Clerk to ascertain when and if this is likely to be repaired.

15.3 Cllr. Short advised that the Village Hall and Playing Field Committee AGM will take place on 12 May 2025 at the Village Hall.

15.4 Cllr. Cross acknowledged that item 6.1 from the March 2025 minutes is still outstanding pending arrangements to complete this task.

**16. Agenda items;** Review of Health and Safety Policy; sponsorship of tennis court improvement.

Signed ..... Date.....

Chair

*(Meeting closed at 9.05 pm.)*

### **Next meeting:**

Wednesday 14 May 2025

*Future Parish Council Meetings in 2025: All meetings to commence at 7.30 pm*

14 May	9 July	8 October
11 June	10 September	12 November

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

<b>Councillor</b>	<b>Portfolio 1</b>	<b>Portfolio 2 (&amp; 3)</b>
Robert Cross	Byways/Highways	Cliff Cluster Group Rep
Stephen Short	Planning & Finance Cttee	Human Resources Cttee (& VH Rep)
Harriet Huntsman	Finance Cttee	
Katie Stark	Human Resources Cttee	Communications (& Planning)
Steve Ralph	Drainage	
Michael Bighi	Schools Liaison	Nature and Environment
Steve Spedding	Castle Hill	Community Safety & Resilience
Mark Crosby	Allotments	Village Hall Rep
Louise Troy	Health & Welfare	