

Welbourn Parish Council

MINUTES OF WELBOURN ANNUAL PARISH COUNCIL MEETING
HELD ON WEDNESDAY 14 MAY 2025
IN THE WELBOURN VILLAGE HALL AT 7.30 p.m.

PRESENT

Parish Councillors Robert Cross Steve Spedding Katie Stark Harriet Huntsman	Louise Troy Mark Crosby Stephen Short Michael Bighi
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Mr Daniel Bancroft – Responsible Finance Officer (RFO)	District Councillor Mrs Lucille Hagues Mr Jim Fieldhouse – Parish Clerk
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Not Present

Cllr. Harriet Huntsman	Cllr. Marianne Overton -MBE
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1. Election of Chair

1.1 Cllr Crosby proposed Cllr. Cross as Chair for 2025-26. This was seconded by Cllr. Spedding.

1.2 Resolved unanimously: That Cllr. Cross be elected as Chair of Welbourn Parish Council for 2025-26.

2. Chairman's Welcome – Cllr. Cross welcomed all to the meeting.

3. Acceptance of reasons for absence

3.1 Cllr. Huntsman and Cllr. Marianne Overton sent their apologies. These were accepted.

4. Declaration of interest in any matter on the agenda - None

5. Election of Vice Chair for 2025-26

5.1 Cllr. Cross proposed Cllr. Short. This was seconded by Cllr. Stark.

5.2 Resolved unanimously: That Cllr. Short be elected as Vice Chair of Welbourn Parish Council for 2026-26.

6. Appointment of Portfolio holders for the following areas of responsibility:

Councillor	Portfolio 1	Portfolio 2 (& 3)
Robert Cross	Byways/Highways	Cliff Cluster Group Rep & The Forge
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	

7. Notes of the meeting held on 9 April 2025 were approved as minutes. Proposed by Cllr. Spedding and seconded by Cllr. Short.

7.1 Resolved: That these be accepted as minutes.

8. Parish Clerk's Report

8.1 The latest edition of the Smaller Authorities Proper Practice Guide has recommend that every authority must now have a generic email account hosted on an authority-owned domain, for example, clerk@abcparishcouncil.gov.uk. This means the Parish Council is going to have to change its email system this financial year.

8.2 Allotments 2 and 2A have now been successfully re let.

8.3 The insurance policy renewal documents have been received from AJG Community Schemes and the renewal premium is £1,015.76.

8.4 Resolved: That the Council approves payment of the renewal premium.

8.5 Anglian Water have checked out the sewage pumping station behind the Francis's farm and have confirmed that it is working correctly.

8.6 No response has been received from St. Phillips Care (The Manor Care Home) regarding the repairing of the collapsed wall.

8.7 The speed indicator device has now been received from Harmston P.C.

8.8 The Examining Authority for the proposed Springwell Solar Farm has sent information regarding the examination of the planning application.

8.9 Resolved: That the Parish Council agree to submit comments opposing the applications for the Springwell Solar Farm and the proposed Battery Energy Storage System proposed at Navenby.

8.10 Regarding Item 6.4 of the April 2025 minutes, an inspection has been carried out and no further action deemed necessary.

9. Public Forum - No residents present.

10. County and District Councillor Update

10.1 Cllr. Lucille Hagues said that the North Kesteven District Council's Chair's charity had raised £3428.28 for the Rural Support Network for Local Farmers. Cllr. Hague's newsletter is available to read on the Parish Council's website. *(Cllr. Hagues left the meeting at 8.15 pm)*

11. Current and future maintenance responsibilities

- Trimming the hedge at the side of the village hall – scheduled for September
- Adjustment of sloping stones at the side of the village hall – scheduled for July
- The new extra steps at the top of the steps from the bridge over the moat at Castle Hill – to be carried out ASAP.
- The flagpole outside the village hall has been painted and repaired by a resident – **Agreed:** That a letter of thanks and appreciation be sent to the resident.
- The public footpath adjacent The Old House is overgrown – Parish Clerk to action.

12. Planning Matters to consider and discuss: None

13. Notifications of Planning Decisions:

13.1 Application Reference: 25/0057/VARCON

Proposal: Application to vary conditions 2 (Materials), 8 (Energy Statement) and 13

(Approved plans) of reference 24/0700/FUL - Erection of 1 no. dwelling and demolition of storage building.

Location: Garden of 31 The Green Welbourn

NKDC decision: **Approved**

14. Finance Report (From Responsible Finance Officer):- To review bank balances, invoices paid since last meeting since, and items to be paid before next meeting.

14.1 Accounts value (4 May2025):

HSBC Client A/c 611: £4,256.48 (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: £2,253.69 Bank Total: £59,064.62
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(N.B. The balances were crossed checked and approved by Cllr. Short.)

14.2 Bank reconciled: £0 discrepancy.

14.3 Payments made since last meeting 9 April 2025

<ul style="list-style-type: none">• Clerk Pay – (£324.60)• RFO Pay – (£395.20)• Bank Charges – (£8.00)• Bank Charges – (£0.50)• HMRC PAY/NIC – (£91.83)	<ul style="list-style-type: none">• Total Gas & Power – (£14.27)• BT – (£70.96)• GW King – (£380.00)• North Kesteven DC – (£53.00)
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14.4 Payment received since last meeting 9 April 2025

<ul style="list-style-type: none">• D Bancroft – (£10.00)• P Gray – (£20.00)• White DJ & JE – (£20.00)	<ul style="list-style-type: none">• Marsden SJ & L – (£20.00)• E Battram – (£20.00)
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14.5 Expected payments before next meeting: 11 June 2025

<ul style="list-style-type: none">• RFO Pay – (£405.60)• Clerk Pay – (£405.60)• AJG Community Schemes (Annual Insurance premium) £1,015.76.	<ul style="list-style-type: none">• BT – (£70.96)• P.A. Ingamells – (£540)
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14.5 The internal audit has been satisfactorily completed.

14.6 Resolved: That Items 14.1 – 14.5 are noted and approved.

15. To consider a sponsorship offer from a local business to complete the tennis court refurbishment and decide the next steps – Cllr. Bighi

15.1 Two quotations (£4000 & £5400) have been received for completing the refurbishment of the tennis court (bind and seal the surface, two coats of paint and line painting). An offer to contribute 50% of this cost has been received from Fen Bay Services.

15.2 Resolved:

- That the Parish Council accepts the generous sponsorship offer from Fen Bay Services and expresses thanks for this.
- That Cllr. Bighi be authorised to instruct the contractor quoting £4000 to commence completing the work.

- That the Parish Council fund the remaining 50% of the cost and explore the possibility of further contributions towards this work.

16. To consider a report from a data cabling engineer on the condition of the VGA socket outlets and projectors in the Main Hall and the Meeting Room at the village hall and decide on the next steps – Parish Clerk

16.1 Resolved: That the Parish Council drop plans to repair the VGA wiring and plans to replace the projectors and seek a more cost-effective solution.

17. To provide an update on the solicitors progress in drawing up an Amendment of Deed of Trust between the Parish Council and the Village Hall and Playing Field Committee – Cllr Short

17.1 Cllr. Short explained that the solicitors had identified a slight technicality following an examination of the title deeds to the village hall and the playing fields. The solicitor has proposed a solution which will be submitted to the Village Hall and Playing Field Committee insurers as soon as possible. In the meantime, an interim invoice for £1845 (plus VAT) has been received from the solicitors.

17.2 Resolved: That the solicitors continue their work and that the Parish Council approve payment of the interim invoice.

18. Portfolio Holders Update

18.1 Cllr. Troy received support to explore the possibility of erecting a village sign on The Green. This would involve The Forge.

18.2 Cllr. Cross reported that there had been some vandalism in the village. The incidents have been reported to the Police.

19. Agenda items for next meeting: Policy reviews of Safeguarding; Sickness and Absence and Volunteer Policy.

Next meeting:

Wednesday 11 June 2025

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

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

11 June	9 July 10 September	8 October 12 November
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