

Welbourn Parish Council

MINUTES OF WELBOURN PARISH COUNCIL MEETING
HELD ON WEDNESDAY 11 MARCH 2026
IN THE WELBOURN VILLAGE HALL AT 7.30 p.m.

PRESENT

Parish Councillors Robert Cross (Chair) Michael Bighi Mark Crosby	Steve Ralph Stephen Short Steve Spedding
---	--

Mr Daniel Bancroft – Responsible Finance Officer (RFO) Two Welbourn residents	Mr Jim Fieldhouse – Parish Clerk District Councillor Lucille Hagues (left the meeting at 8.15 PM)
---	---

Not Present

District Cllr Marianne Overton MBE	Cllr. Louise Troy
------------------------------------	-------------------

1. Chairman's welcome
2. Acceptance of reasons for absence
 - 2.1 Apologies were received from Cllr. Louise Troy (illness). These apologies were accepted.
3. Declaration of interest in any matter on the agenda – None declared.
4. Notes of meeting held on 11 February 2026 to be approved as minutes. Proposed by Cllr. Short and seconded by Cllr. Bighi.
 - 4.1 **Resolved:** That these be accepted as minutes of the meeting.
5. Consideration of candidate(s) for the positions of Co-opted Parish Councillor and co-option thereafter.
 - 5.1 Ms Clare Rowbotham spoke of her desire to become a Parish Councillor and explained the skills she possessed to fulfil the duties of a Parish Councillor. The Parish Councillors then voted on whether to accept her as a member of the Parish Council.
 - 5.2 **Resolved unanimously:-** That Ms Clare Rowbotham be accepted as a Welbourn Parish Councillor.
6. **Parish Clerk's Report**
 - 6.1 The water consumption at the village is now at normal levels following action taken by the plumber. There remains a couple of outstanding jobs which need to be carried out by the plumber.
 - 6.2 Regarding concerns about the footway opposite Troops on A607, the Council has received a reply from a Lincolnshire County Council (LCC) Highways Engineer. He referred to a previous proposal to place a new footway behind the hedge on private land. However, this did not proceed due to budgetary constraints and objections from the private landowners. He suggests that landowners (including residents) with frontages on to A607 cut back their hedges and that the Council will try to ensure that the full width of the footway is available for pedestrians. Providing a new kerb line would necessitate full construction of the existing footway which would

still be the same width. The Highways Engineer suggests local Councillors begin a campaign resurrect the original idea and building a new footway behind the hedge.

Action Point:- Parish Clerk to a) write to Cllr. Overton expressing the Council's concerns, b) write to the Headteacher of Sir William Robertson Academy asking whether the school can arrange bus transport for affected pupils.

6.3 A local electrician has been instructed to carry out any essential works to make the electrical installation safe at Welbourn Forge (The Blacksmith's Shop).

6.4 The LCC Floods Risk Co-ordinator has advised that the collapsed culvert on The Green, is being repaired as part of a larger scheme of works. LCC has only recently met designers on site to start the scheme design process. It estimated that it will be at least 6 months before any works will be completed subject to timings and resources.

6.5 The microphone for the public address system in the Main Hall is damaged beyond repair. A reconditioned mic costing £83 is being sourced.

6.6 The LCC Flood Resilience Team have requested help in organising a community event to publicise the new flood alarm system and help recruit monitors for the system.

Action Point:- Parish Clerk to offer LCC Flood Resilience Team an opportunity to publicise the system at the Annual Parish Meeting.

7. Public Forum – The resident offered to become a Flood Warden as per the Welbourn Emergency Plan.

(Issues raised by residents with Parish Councillors are included in Parish Councillor updates - Item 18.)

8. County and District Councillors update

8.1 Cllr. Hagues had nothing further to add to her March newsletter which is available to view on the Parish Council website.

9. Current and future maintenance responsibilities

9.1 Cllr. Short said that the playing field boundary fencing along Moat Lane adjacent the tennis court has been vandalised creating a large gap. This has happened on a previous occasion.

Action Point:- Parish Clerk to instruct the handyman to quote for the installation of chestnut palling fencing to cover the gap.

9.2 Cllr. Short advised that there is also a gap in the fencing adjoining a property on the southeastern boundary of the playing field. Building materials are being stored on this part of the playing field which could be hazard to children.

Action Point:- Parish Clerk to write to the owner of the adjoining property and request removal of the building materials and to reinstate fencing if applicable.

9.3 Cllr. Short advised that several cars have been seen parking on the verge outside the Archdeacon's House (causing damage to the verge) whilst there are spaces available at the village hall car park.

Action Point:- Parish Clerk to write to the Archdeacon requesting that visitors refrain from parking on the grass verge and use the village hall car park if it is not being used in connection with a village hall booking.

9.4 The barley bale has been floated on The Beck (village pond) to mitigate against algae.

10. Planning Matters to consider and discuss:

10.1 Notification of Intended Works to Trees in a Conservation Area.

Application reference: 26/0209/TCA

Description of works: 2x Sycamores - Fell.

Location: Church View, 4 The Nookin, Welbourn, Lincoln,

Resolved:- That the Parish Council supports this application.

10.2 Notification of Intended Works to Trees in a Conservation Area.

Application reference: 26/0216/TCA

Description of works: T3 - Laurel (Cherry) - Remove

Location: 30 High Street, Welbourn, Lincoln, Lincolnshire, LN5 0NH

Resolved:- That the Parish Council supports this application.

11. Notifications of Planning Decisions: None

12. 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: -

12.1 Accounts value (4 March 2026):

HSBC Client A/c 611: £4,302.76 (Forge et al)	HSBC Bmm A/c 638: £15,527.64 (Reserves)
HSBC A/c 772: £6,216.35 (For Precept)	HSBC Business C/A 677: £2,709.92
	Bank Total: £28,756.67

(These balances were crossed checked with the bank statements and signed off by Cllr. Short.)

12.2 Bank reconciled: £0 discrepancy.

12.3 Payments made since 11 February 2026

<ul style="list-style-type: none">• Clerk Pay – (£324.60)• RFO Pay – (£496.00)• D Bancroft Expense Claim – (£23.15)• HMRC PAY/NIC – (£91.39)• Total Gas & Power – (£18.26)• BT – (£85.36)	<ul style="list-style-type: none">• Value Products (Signs) – (£115.78)• DCR Electrical Ltd – (£1017.76)• E.on – (£420.00)• E.on – (£420.00)• EE Limited – (£11.15)• Community Heartbeat – (£2418.00)
--	---

12.4 Income Received since last meeting (11 February 2026)

<ul style="list-style-type: none">• Wayleave – (£12.92)	<ul style="list-style-type: none">• Allotment rent – (£40) Plots 8,8a,9,&9a.
---	--

12.5 Expected payments before the next meeting (8 April 2026):

<ul style="list-style-type: none">• Clerk Pay – (£429.22)• RFO Pay – (£429.22)• Clerk back pay – (£209.08)	<ul style="list-style-type: none">• RFO back pay – (£209.08)• ICO annual fee – (£47)• E.on – (£164.40)
--	--

12.6 The RFO confirmed that the new replacement defibrillators are now in place and that £995 grant money to offset their cost is expected shortly from NKDC.

Resolved: - That the Parish Council notes Items 12.1 – 12.6 and approves same.

13. The following Parish Council Policies were allocated to the Councillors for review:- Audio Recording; Complaints Procedure; Data Breach Policy; Data Protection Policy; Disciplinary and Grievance Arrangements; Expenses and Members Allowances; Filming and Recording of Meeting; Media Policy; Records Retention Policy; Staff Appraisal Policy; and Subject Access Request Procedure.

13.1 The Parish Councillors have reviewed these policies and report no amendments are required.

13.1 Resolved:- That the above-mentioned policies be readopted by the Parish Council.

14. To consider quotes for the repair of the damaged floor covering in the Meeting Room and to select and approve a quote.

14.1 The Council noted that six firms had been approached to provide quotes. Only two firms had provided quotes which were carefully considered by the Council.

Resolved:- That the Parish Clerk inform the Lincolnshire Flooring Company to commence the repair as soon as possible.

15. To consider quotes the grass cutting specification for the 2026 growing season and to select and approve a quote.

15.1 The Council noted that three firms had been approached to provide quotes.

Resolved:- That the Parish Clerk inform James Brittens, Bdg Mowing that it has been awarded the 2026 grass cutting contract.

16. To consider a report from Lincolnshire County Council regarding the provision of a new bus shelter on The Green, near the old BT box, and to decide the next steps.

16.1 The Council considered the contents of the report which included guidance on the bus grant scheme, procedures to follow, and an application form for the bus shelter grant of £3000.

Resolved:- That Councillors carry out further research into the various types of bus shelter that would be most appropriate and identify extra funding sources.

17. To consider and approve the purchase of a replacement Epson projector for the Main Hall.

Resolved:- That this matter be referred to the Village Hall and Playing Field Committee for its consideration.

18. Portfolio Holders Updates.

18.1 Cllr. Bighi expressed concerns about the blocked drain outside the Joiners Arms and the large number of potholes opposite 27 High Street. The Parish Clerk advised that both issues have already been reported on FixMyStreet.

18.2 Cllr. Bighi has received complaints from resident(s) in Dycote Lane about the state of a particular grass verge. This is caused by a resident mounting the kerb in order to park his/her car in their front garden area.

Action Point:- Further details to be sent to the Parish Clerk.

18.3 Cllrs. Bighi and Spedding said that they would arrange to install the lifebuoy at The Beck (village pond) and install the rules information sign at the tennis court.

18.4 Cllr. Short advised that the user of the horse paddock off Cow Lane needs to park more thoughtfully as the current arrangement means passing vehicles on Cow Lane have to drive on the soft verge.

Action Point:- Parish Clerk to write to this user to request that an alternative parking solution be agreed.

18.5 Cllrs. Cross and Short expressed concern about the collapsed pantile roof to the stables block at the Manor Care Home as this is a Grade 2 listed building.

Resolved:- That the Parish Clerk write to NKDC to express the Council’s concerns.

18.6 Cllrs. Cross and Short advised that they had carried out staff appraisals for the Parish Clerk and the Responsible Finance Officer. The appraisals merit an incremental pay increase which will result in back pay. (See Item 12.5)

19. Agenda items for the next meeting:- Review banking mandate; assign Portfolio to Cllr. Rowbotham.

Signed **Date**.....
Chair
(Meeting closed at 9.20 pm.)

Next meeting : - Wednesday 8 April 2026

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

Future Parish Council Meetings in 2026: All meetings to commence at **7.30 pm.**

8 April 2026	8 July 2026
13 May 2026	9 September 2026
10 June 2026	14 October 2026
	11 November 2026

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)
Vacancy	Finance Cttee	
Vacancy	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	