

Welbourn Parish Council

MINUTES OF WELBOURN PARISH COUNCIL MEETING
HELD ON WEDNESDAY 8 APRIL 2026
IN THE WELBOURN VILLAGE HALL AT 7.30 p.m.

PRESENT

Parish Councillors Robert Cross (Chair) Michael Bighi Mark Crosby	Steve Ralph Louise Troy (left at 20.11) Clare Rowbotham
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Mr Daniel Bancroft – Responsible Finance Officer (RFO) Three Welbourn residents	Mr Jim Fieldhouse – Parish Clerk District Cllr. Marianne Overton MBE Another
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Not Present

District Cllr. Lucille Hagues	Cllr. Stephen Short Cllr. Steve Spedding
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1. Chairman's welcome
2. Acceptance of reasons for absence
 - 2.1 Apologies were received from Cllrs. Short and Spedding (holidays). These apologies were accepted.
3. Declaration of interest in any matter on the agenda – Re Item 9.4 , Cllr. Crosby pointed out that he had a distant family relationship to the applicant and would not be attending, commenting, or participating in the voting on this item.
4. Notes of meeting held on 11 March 2026 to be approved as minutes. Proposed by Cllr. Bighi and seconded by Cllr. Ralph.
 - 4.1 **Resolved:** That these be accepted as minutes of the meeting.
- 5. Parish Clerk's Report**
 - 5.1 The Deeds relating to the Amendment and Declaration of Trust (Welbourn Village Hall and Playing Field Committee) and the Management Agreement between the Welbourn Parish Council and the Welbourn Village Hall and Playing Field Committee have been sent to the Parish Council's Solicitors for filing in the title deed packets.
 - 5.2 A traffic regulation order has been issued by Lincolnshire County Council Highways ordering the closure of Moat Lane on Tuesday 28 April 2026 from 09.00 to 15.30 in order that carriageway repairs be carried out. More information is available from www.lincolnshire.gov.uk/roadworks.
 - 5.3 The Welbourn Floods Working Group met on 25 March 2026 to review the past 6 months and plan future actions.
 - 5.4 Regarding Item 18.5 of the 11 March 2026 minutes, North Kesteven District Council (NKDC) has advised that this matter was escalated to their enforcement team. The Conservation Officer is awaiting further details of full repair works.
 - 5.5 The microphone for the main hall sound system has been replaced and is fully functional. (Total cost £105)

5.6 Allotment rent demand letters to allotment holders will be dispatched later this month. The rent for each plot is increasing from £10 per annum to £12.50 per annum (£25 per annum for a double plot) following the consultation with allotment holders carried out in October 2025.

6. Public Forum

6.1 The applicant in respect of planning application 25/0701/FUL explained the access arrangements, and the surface water and sewerage arrangements for the proposed development.

6.2 A representative from Villages Plant gave a progress report on their work achieved in the last year.

7. County and District Councillors update

7.1 Cllr. Overton condemned the development consent given to the Springwell Solar Farm development. The development can only proceed if planning approval is given for the development of the Navenby Sub-station. This will be considered by NKDC on 27 April 2026.

7.2 There is no news on how the Local Government Reorganisation is shaping up. The new arrangements are scheduled to take effect in May 2027.

7.3 Following receipt of the Parish Council's letter (see Item 6.2 11 March 2026 Minutes) Cllr. Overton has met with a Lincolnshire County Council (LCC) Highways Engineer and is escalating the issue to the LCC Portfolio Holder for highways.

8. Current and future maintenance responsibilities

8.1 "No Parking on the Verge" signs will be installed by Cllr. Crosby outside the Archdeacon's house, the Beck, 27 The Green and at North End.

8.2 The old chestnut tree outside 25 The Green has been reported to Lincolnshire County Council Highways following a report from a local resident.

8.3 The verges on Cow Lane were not included in the grass cutting specification prepared by LCC. The new contractors, Bdg Mowing Services have offered to cut the grass verges here, which would add an extra £10 per cut.

Resolved: That the Council approves this extra charge.

8.4 The handyman has quoted £250 to close the two gaps in the playing field boundary which were identified at the last meeting. The Council considered the matter, method, and materials. An alternative solution is preferred.

Resolved: This matter is deferred until the May meeting.

8.5 The steps at the foot of Dycote Lane giving access to the railway embankment path are problematic. There are 6 or 7 steps which are becoming unstable.

Action Point: Parish Clerk to request a quote from the local handyman for their repair.

9. Planning Matters to consider and discuss:

9.1 Application reference: 26/0344/TCA

Description of works: T1, T2, T3 Willow trees - Re-pollard to previous points. T6 Multi-stem alder tree - Crown reduce western stem overhang by 2 metres to clear neighbours boundary and reduce weight.

Location: Meadowcroft, 10 The Nookin, Welbourn, Lincoln

Resolved: No objections

9.2 Notification of Receipt of Planning Application

Planning Application Reference: 26/0235/HOUS

Proposal: Alterations to existing dwelling and garage including insertion of new timber windows to north elevations, roof lights, re-building upper level of garage and addition of new timber window and new door opening to access garage.

Location: 50 The Green Welbourn Lincoln Lincolnshire LN5 0NJ

9.3 Notification of Receipt of Planning Application

Planning Application Reference: 26/0236/LBC

Proposal: Alterations to existing dwelling and garage including insertion of new timber windows, roof lights, re-building upper level of garage and addition of new timber window and new door opening to access garage

Location: 50 The Green Welbourn Lincoln Lincolnshire LN5 0NJ

Resolved in respect of 26/0235/HOUS & 26/0236/LBC :- The Council supports the applications subject to clarification from the applicant regarding the reasons for the demolition of the existing wall between the Lounge and the Kitchen.

9.4 Application Reference: 25/0701/FUL

Proposal: Demolition of existing dwelling and erection of 4no. dwellings.

Location: Stanfield 23 Crosby Lane Welbourn

Change of proposal - reduction in number of proposed dwellings and submission of revised plans

Resolved:- The Council supports the amended application in principle, subject to Anglian Water confirming that it is satisfied that the proposed arrangements in respect of the foul and surface water drainage, are of sufficient capacity to dispose of sewage and will protect against flooding.

10. Notifications of Planning Decisions: None

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

11.1 Accounts value (31 March 2026):

HSBC Client A/c 611: £4,307.12 (Forge et al)	HSBC Bmm A/c 638: £15,581.24 (Reserves)
HSBC A/c 772: £7,253.98 (For Precept)	HSBC Business C/A 677: £1,727.05
	Bank Total: £28,869.39

(N.B. The bank balances were cross checked with the bank statements and signed off by Cllr. Ralph.)

11.2 Bank reconciled: £0 discrepancy.

11.3 Payments made since 11 March 2026

<ul style="list-style-type: none">• D Bancroft Expense Claim 41 – (£38.49)• J Fieldhouse Expense Claim 42 – (£50.68)• E.on – (£164.40)	<ul style="list-style-type: none">• EE Limited – (£10.80)• Bank Charges – (£2.00)• Lincolnshire Flooring (50% deposit) – (£716.50)
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11.4 Income Received since last meeting (11 March 2026)

<ul style="list-style-type: none">• NKDC (Defib grant) – (£995.00)
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- (NKDC Precept £31,706.86 received 1 April 2026 therefore not included in the balances in Item 11.1)

11.5 Expected payments before the next meeting (13 May 2026):

<ul style="list-style-type: none"> • Clerk Pay – (£429.22) • RFO Pay – (£429.22) • Clerk back pay – (£209.08) • RFO back pay – (£209.08) • ICO annual fee – (£47.00) 	<ul style="list-style-type: none"> • Expense Claim 43 (Grabbers x 2) – (£38.49) • Lincolnshire Flooring (50% final payment) – (£716.50) • Clerk Pay – (£429.22) • RFO Pay – (£429.22)
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11.6 Budget comparison (Quarter 4)

Total budget: £29,203

Anticipated budget spend: £29,203 (12/12)

Actual budget spend: £33,431.57 (14.48% Over Budget)

Spend against budget by area:

	Budget	Actual	Percentage Difference	Reason
Utilities:	£5,090	£5,559.81	9.23% Over	One more bulb replaced than anticipated
Grass cutting:	£5,050	£4,600	8.91% Under	Spring invoices not yet received
General maintenance:	£4,470	£8,168.51	82.27% Over	Pond expenses (£3,433.50) DCR Heat pump repairs (£2533.94)
Insurance:	£1040	£1015.76	2.33% Under	
Financial:	£540	£335.25	37.91% Under	External audit cost lower than budget
LALC:	£904	£531.20	41.23% Under	No courses, opted out of annual training sub
Clerk & RFO:	£10,559	£9320.38	11.73% Under	Final wage payment outstanding due to bank holiday dates etc.
Village hall:	£1,500	£3,900.70	160% Over	Wellers Law Group payments x 2 plus Flooring repairs part paid
Community projects:	£50	£0	100% Under	Annual Grant committed by councillor

Excluded Capital Expenses:

Clean Courts - £4,080

Community Heartbeat – £2,418

11.7 Annual Governance and Accountability Return ('AGAR') – RFO

Now that the financial year of 2025-2026 has ended, the AGAR process can begin:-

- Internal audit to be completed and authorised by council at next meeting (13th May)
- Annual Governance Statement & Accounting Statement to be completed and authorised by council at meeting (10th June)
- Above to be signed by Chair and Clerk after/ outside of meeting. (After 10th June)

- Final parts to be completed and signed off by RFO, and all sent together to PKF Littlejohns.

Resolved:- That the Parish Council notes and approves Items 11-1 to 11.7.

12. To consider a request from Sir William Robertson Academy to participate in their community support for Year 12 students.

12.1 The following ideas were suggested by Parish Councillors for the students:

- Interview long standing residents about their recollections of village life and changes they have seen . The interviews to be recorded. A small panel of two / three students could interview one resident each week. It would be a way of recording some village history.
- Reproduce the Castle Hill information boards.
- Apply wood preservative to wood play equipment in the play park.

Action Point: Parish Clerk to discuss these ideas with the Sixth Form administrator.

13. Portfolio Holders Updates.

13.1 Cllr. Rowbotham agreed to take on the Finance Portfolio.

13.2 Cllr. Cross stated that the apple trees in the Community Orchard were in urgent need of pruning. It is too late now, but arrangements need to be in place by Autumn.

14. Agenda items for the next meeting:- Bus shelter; Bank Mandate; review investments.

Signed **Date.....**

Chair

(Meeting closed at 9.10 pm.)

Next meeting : - Wednesday 13 May 2026 - 7.30 pm.

(N.B. This will be the Annual Parish Council Meeting which follows the Annual Parish Meeting which commences at 6.30 pm).

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**.

13 May 2026	9 September 2026
10 June 2026	14 October 2026
8 July 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)
Clare Rowbotham	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	

