

**Minutes of the Meeting of Welton Parish Council  
Monday 11<sup>th</sup> May 2020 at 7.30pm**

| <b>Present</b>  | <b>Apologies</b>  |
|-----------------|-------------------|
| Cllr. E Snedker | Cllr. D Smith     |
| Cllr. T Hopes   | Cllr. J Emery     |
| Cllr. G Smith   | Cllr. C Mortimore |
| Cllr. M Souter  |                   |
| Cllr. C Peabody |                   |
|                 |                   |
|                 | <b>Clerk</b>      |
|                 | Noreen Walsh      |
| Public 0        |                   |

|            |  | <b>ACTION</b> |
|------------|--|---------------|
|            | <p><b>Elections of Chairman for this meeting.</b><br/>In the absence of the Chairman, Cllr Snedker was elected to chair the meeting, all present agreed.</p> <p>Cllr. Snedker briefed Councillors on the NCALC produced guidelines surrounding Zoom meetings and advised that the meeting could be recorded.</p>   |               |
| 2020/05/01 | <b>Apologies:</b> Cllr. D Smith, Cllr. J Emery, Cllr. C Mortimore  |               |
| 2020/05/02 | <p><b>Minutes of Meeting 7<sup>th</sup> April 2020:</b><br/><b>RESOLVED</b><br/>The minutes of the Welton Parish Council Meeting held on 7<sup>th</sup> April 2020 were agreed and signed as a true and correct record of the meeting.</p>   |               |
| 2020/05/03 | <p><b>Members' Declaration of Interest in any of the Following Items:</b><br/>None</p>   |               |
| 2020/05/04 | <p><b>Matters Arising from the Minutes/Review of Actions:</b><br/><b>2019/05/5.5</b><br/>Although the drain issues are still, as far as we are aware, in the hands of Highways, Anglian Water vans have been seen at the site at the bottom of Kiln Lane. Cllr. Peabody will follow up with Highways to get an update.</p> <p><b>2019/10/5.5</b><br/>Cllr. Peabody has recently spoken to Cllr. D Smith regarding the strip of land which appears to be owned by BT. Cllr. Peabody is to contact the village resident to update her regarding ownership.</p> |               |

**2019/01/05**

Cllr. Peabody to request that Highways inspect the damage again, caused by HGV's near the Manor. He will forward up-to-date photographs to Highways.

**2019/10/5.5**

Cllr. D Smith has provided information regarding the 'bins on highway' issue for Cllr. Souter who is to speak to Cllr. Smith about progressing this.

**2019/12/14**

Cllr. Souter is to complete the Grant Scheme form to register Welton Parish Council.

**2020/02/05**

Cllr. Souter to arrange to meet the Headteacher regarding parking once it is appropriate to do so.

**2020/02/08**

The Clerk reported that the audit work is underway from a preparation point of view and is awaiting news from the internal auditor regarding a start date. Cllr. Souter has agreed the end of year paperwork and this has been forwarded to all Councillors for approval at this meeting. Once this is approved work can be started on the yearly AGAR form. Deadlines have been changed as a result of Covid 19, the Clerk will send the most recent information to Councillors regarding this. The Clerk will continue to liaise with Cllr. Souter for guidance and support during this process.

**2020/02/09**

NCALC has recommended a company to produce a completely new website. Cllr. Peabody is to explore this further to get information on pricing and consideration needs to be given to how this would work day to day.

**2020/03/05**

Cllr. Peabody to purchase jubilee straps ready for speed sign installation at the appropriate time.

**2020/03/05**

Cllr. Snedker has spoken to Kate Spires regarding the flowerbed and they will meet once restrictions lifted.

**2020/04/06**

Cllr. Souter confirmed that Payroll for the Clerk has now been organized as outlined in recent emails. The process has dual control built in, with Cllr. Souter confirming financial details sent to CVS by the Clerk, on a monthly basis.

**2020/04/07**

Cllr. Peabody has drafted a contract for the Clerk using NCALC guidance, following discussions with Cllr. D Smith. It has been

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|            | <p>forwarded to the Clerk to review and she is to discuss any changes / amendments with Cllr. D Smith.</p> <p><b>2020/04/09</b><br/>The amended Asset Register was approved by all present. In addition, the Clerk was asked to get clear guidance regarding this for the future in terms of how it should be structured, used and amended.</p> <p><b>2020/04/10</b><br/>The plan of action following receipt of the Playing Field Inspection Report is yet to be completed by Cllr. D Smith &amp; Cllr. Emery.</p> <p><b>2020/04/12</b><br/>The Annual Meeting is to be rolled over to next year. The Annual Parish Meeting will not be held this year.</p>   |  |
| 2020/05/05 | <p><b>Members Reports:</b><br/>Cllr. D Smith asked that we share his appreciation and thanks to Cllr. Snedker for agreeing to chair this first meeting via Zoom.</p>   |  |
| 2020/05/06 | <p><b>Planning Applications:</b></p> <p>Application No:       <b>DA/2020/0244</b><br/>Description:           Reserved matters application (access, appearance, landscaping, layout, scale) for the construction of 43 dwellings with associated access routes, landscaping, open space and drainage (revised scheme)<br/><br/>Location:               Phase 4B Monksmoor Park, Welton Lane, Daventry, Northamptonshire, NN11 2JD<br/><b>WPC Responded: No observations</b></p> <p>Application No:       <b>DA/2020/0245</b><br/>Description:           Reserved matters application (access, appearance, landscaping, layout and scale) for construction of 84 dwellings, associated access routes, landscaping, open space and drainage.<br/><br/>Location:               Phase 5 Monksmoor Park, Welton Lane, Daventry, Northamptonshire<br/><b>WPC Responded: No observations</b></p> <p>Application No:       <b>DA/2020/0268</b><br/>Description:           Variation of Condition 2 of planning permission DA/2018/0140 (Reserved matters application for construction of 106 dwellings, 815 sqm of commercial space) to allow alterations of window design, standardisation of eaves height to two storey dwellings, standardisation of garages, creation of 1 bedroom flat to ground floor or Block A and B.</p> |  |

|            |   |  |
|------------|---|--|
|            | <p>Location: Phase 1 Mickle Well Park, Ashby Road, Daventry, Northamptonshire<br/><b>WPC Responded: No observations</b></p> <p>Application No: <b>DA/2020/0268 (Amended)</b><br/>Description: Variation of Condition 2 of planning permission DA/2018/0140 (Reserved matters application for construction of 106 dwellings, 815 sq m of commercial space to allow Plot 23 to become a 3 bedroom unit from a 2 bedroom unit and Plot 27 to become a 2 bedroom unit from a 3 bedroom unit. Garages to 4 and 5 bedroom properties changed from single to double garages and secondary means of escape added to block D ground floor. Lift shafts removed from Blocks A &amp; B and windows shown in place. (AMENDED DESCRIPTION)</p> <p>Location: Phase 1 Mickle Well Park, Ashby Road, Daventry, Northamptonshire<br/><b>WPC Responded: No observations</b></p> <p>Outstanding Planning Application update: <b>DA/2020/0063</b><br/>Location of Development: 17, Ashby Road, Welton, Northamptonshire NN11 2JS<br/>Description of Development: First floor and single storey rear extension<br/><b>PLANNING PERMISSION HAS BEEN GRANTED</b> with conditions.</p> <p>DDC have subsequently provided Tree Protection Plan noted in <b>DA/2019/0655</b>, planning permission granted, point 6 of conditions.</p> |  |
| 2020/05/07 | <p><b>Bank Account Annual Signatories Review</b><br/>Cllr. J Emery, Cllr. D Smith, Cllr. G Smith &amp; Cllr. M Souter are the current signatories. It was agreed that these Councillors continue to be the signatories.</p>   |  |
| 2020/05/08 | <p><b>Move to Online Banking:</b><br/>This was discussed and it was agreed that this was something that we need to move towards. The Clerk was asked to explore this and bring her findings to the next meeting.</p>  |  |
| 2020/05/09 | <p><b>Annual Parish Meeting / Annual Meeting:</b><br/>This item was covered at Agenda Item 2020/05/04 (2020/04/12).</p>   |  |
| 2020/05/10 | <p><b>News &amp; Views – New Editor:</b><br/>The Clerk confirmed that she had recently spoken to the Editor of News &amp; Views who advised that he would be stepping down from this role shortly as he is preparing to move. There is no edition in the pipeline due to Covid 19 and this was deemed to be appropriate at this time. Cllr. Souter is to produce a flyer for the residents of the village to update them on the situation and to request that anyone interested in becoming Editor, is to come forward. He will organize printing and distribution of the flyer with the support of the rest of the Parish Council. Cllr. Souter also</p>   |  |

|                          |   |                          |      |         |                    |      |         |                         |      |         |                |      |         |               |      |        |            |      |         |                      |      |         |                     |      |        |                    |      |         |  |
|--------------------------|---|--------------------------|------|---------|--------------------|------|---------|-------------------------|------|---------|----------------|------|---------|---------------|------|--------|------------|------|---------|----------------------|------|---------|---------------------|------|--------|--------------------|------|---------|--|
|                          | agreed to produce the next edition of Welton News & Views at the appropriate time and will liaise with Barney Worrall regarding this. The issue of sponsorship needs to be reviewed.  |                          |      |         |                    |      |         |                         |      |         |                |      |         |               |      |        |            |      |         |                      |      |         |                     |      |        |                    |      |         |  |
| 2020/05/11               | <b>Asset Register for Approval:</b><br>The amended Asset Register was approved by all present. In addition, the Clerk agreed to get clear guidance regarding this for the future in terms of how it should be structured, used and amended.   |                          |      |         |                    |      |         |                         |      |         |                |      |         |               |      |        |            |      |         |                      |      |         |                     |      |        |                    |      |         |  |
| 2020/05/12               | <b>Income &amp; Expenditure for Approval</b><br>The Clerk explained the rationale behind the documentation provided recently to all for the period 01/04/19 – 31/03/20 (Income / Expenditure / Receipts & Payments). Her letter dated 4 <sup>th</sup> May 2020 to all Councillors provides the summary. This was approved.  |                          |      |         |                    |      |         |                         |      |         |                |      |         |               |      |        |            |      |         |                      |      |         |                     |      |        |                    |      |         |  |
| 2020/05/13               | <b>Correspondence Received:</b> Forwarded via email / hand delivered – no action noted.   |                          |      |         |                    |      |         |                         |      |         |                |      |         |               |      |        |            |      |         |                      |      |         |                     |      |        |                    |      |         |  |
| 2020/05/14               | <p><b>Cheques to be Signed:</b><br/><b>Cheques signed in May:</b></p> <table border="1"> <tr> <td>Eon – April 2020 Invoice</td> <td>1928</td> <td>£197.27</td> </tr> <tr> <td>NCALC - Membership</td> <td>1929</td> <td>£513.78</td> </tr> <tr> <td>CVS – Payroll for Clerk</td> <td>1930</td> <td>£336.16</td> </tr> <tr> <td>Balfour Beatty</td> <td>1931</td> <td>£471.95</td> </tr> <tr> <td>Parish Online</td> <td>1932</td> <td>£36.00</td> </tr> <tr> <td>M. Freeman</td> <td>1933</td> <td>£362.00</td> </tr> </table> <p>In Addition – Cheques approved/signed/sent at end of April due to new Payroll Process:</p> <table border="1"> <tr> <td>CVS – Payroll Set Up</td> <td>1925</td> <td>£153.60</td> </tr> <tr> <td>CVS – Payroll April</td> <td>1926</td> <td>£69.80</td> </tr> <tr> <td>NM Walsh – Net Pay</td> <td>1927</td> <td>£271.17</td> </tr> </table> <p><b>RESOLVED:</b> Approved</p> | Eon – April 2020 Invoice | 1928 | £197.27 | NCALC - Membership | 1929 | £513.78 | CVS – Payroll for Clerk | 1930 | £336.16 | Balfour Beatty | 1931 | £471.95 | Parish Online | 1932 | £36.00 | M. Freeman | 1933 | £362.00 | CVS – Payroll Set Up | 1925 | £153.60 | CVS – Payroll April | 1926 | £69.80 | NM Walsh – Net Pay | 1927 | £271.17 |  |
| Eon – April 2020 Invoice | 1928  | £197.27                  |      |         |                    |      |         |                         |      |         |                |      |         |               |      |        |            |      |         |                      |      |         |                     |      |        |                    |      |         |  |
| NCALC - Membership       | 1929  | £513.78                  |      |         |                    |      |         |                         |      |         |                |      |         |               |      |        |            |      |         |                      |      |         |                     |      |        |                    |      |         |  |
| CVS – Payroll for Clerk  | 1930  | £336.16                  |      |         |                    |      |         |                         |      |         |                |      |         |               |      |        |            |      |         |                      |      |         |                     |      |        |                    |      |         |  |
| Balfour Beatty           | 1931  | £471.95                  |      |         |                    |      |         |                         |      |         |                |      |         |               |      |        |            |      |         |                      |      |         |                     |      |        |                    |      |         |  |
| Parish Online            | 1932  | £36.00                   |      |         |                    |      |         |                         |      |         |                |      |         |               |      |        |            |      |         |                      |      |         |                     |      |        |                    |      |         |  |
| M. Freeman               | 1933  | £362.00                  |      |         |                    |      |         |                         |      |         |                |      |         |               |      |        |            |      |         |                      |      |         |                     |      |        |                    |      |         |  |
| CVS – Payroll Set Up     | 1925  | £153.60                  |      |         |                    |      |         |                         |      |         |                |      |         |               |      |        |            |      |         |                      |      |         |                     |      |        |                    |      |         |  |
| CVS – Payroll April      | 1926  | £69.80                   |      |         |                    |      |         |                         |      |         |                |      |         |               |      |        |            |      |         |                      |      |         |                     |      |        |                    |      |         |  |
| NM Walsh – Net Pay       | 1927  | £271.17                  |      |         |                    |      |         |                         |      |         |                |      |         |               |      |        |            |      |         |                      |      |         |                     |      |        |                    |      |         |  |
| 2020/04/15               | The Chairman closed the meeting at 9.17pm. The next Parish Council Meeting will be held via Zoom on Monday 8 <sup>th</sup> June 2020 at 7.30pm.   |                          |      |         |                    |      |         |                         |      |         |                |      |         |               |      |        |            |      |         |                      |      |         |                     |      |        |                    |      |         |  |

ACTIONS REQUIRED FROM THE MINUTES  
PARISH COUNCIL MEETING – 11<sup>TH</sup> MAY 2020

| <b>Minute Item</b> | <b>Action Required</b>   | <b>Who</b>                  |
|--------------------|--|-----------------------------|
| 2019/05/5.5        | Cllr. Peabody to contact Highways for update on drain issues.  | CP                          |
| 2019/10/5.5        | Cllr. Peabody to contact the resident regarding the strip of land at the bottom of the village.  | CP                          |
| 2019/01/05         | Cllr. Peabody to contact Highways regarding a further inspection of the damage caused by the HGV's near the Manor.   | CP                          |
| 2019/10/5.5        | Cllr. Souter to speak to Cllr. D Smith to finalise the work surrounding bins on the highway.   | MS                          |
| 2019/12/14         | Cllr. Souter to complete the Grant Scheme form to register Welton Parish Council.  | MS                          |
| 2020/02/05         | Cllr. Souter to meet the Headteacher regarding parking once it is appropriate to do so.  | MS                          |
| 2020/02/08         | Clerk to continue with the audit work with support from Cllr. Souter. Clerk to forward email from auditors to all Councillors regarding change of deadlines for this year.   | Clerk / MS                  |
| 2020/02/09         | Cllr. Peabody to get price & further information regarding a new website.  | CP                          |
| 2020/03/05         | Cllr. Peabody to purchase jubilee strap for speed sign.  | CP                          |
| 2020/03/05         | Cllr. Snedker to meet with Kate Spires regarding flowerbed once safe to do so.   | ES                          |
| 2020/04/07         | Clerk to review draft Contract of Employment and discuss with Cllr. D Smith.   | Clerk                       |
| 2020/04/09         | Clerk to find out about the guidance surrounding Asset Registers, how to structure, use and amend.   | Clerk                       |
| 2020/04/10         | Produce Plan of Action following receipt of Playing Field Inspection Report.   | Cllr. D Smith / Cllr. Emery |
| 2020/05/08         | Clerk to explore the move to Online Banking.   | Clerk                       |
| 2020/05/10         | Cllr. Souter to produce flyer for residents regarding the status of News & Views. Councillors to support with distribution throughout the village. Cllr. Souter to liaise with Barney Worrall to discuss handover and sponsorship. | MS / ALL                    |