

**Minutes of the Meeting of Welton Parish Council  
Tuesday 7<sup>th</sup> April 2020**

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

		<b>ACTION</b>
2020/04/01	<b>Apologies:</b> Cllr. Peabody	
2020/04/02	<b>Minutes of Meeting held on 9<sup>th</sup> March 2020: RESOLVED</b> The minutes of the Welton Parish Council Meeting held on 9 <sup>th</sup> March 2020 were agreed and signed by the Chairman as a true and correct record of the meeting.	
2020/04/03	<b>Members' Declaration of Interest in any of the Following Items:</b> None	
2020/04/04	<b>Matters Arising from the Minutes/Review of Actions:</b> <b>2019/05/5.5</b> No further information available.  <b>2019/10/5.5</b> No further information available.  <b>2019/01/05</b> No further information available.  <b>2019/05/5.5</b> The Asset Register has been updated and is an Agenda Item for approval.	

**2019/10/5.5**

No action taken as yet, Cllr. Souter to confirm contact details with Cllr. D Smith.

**2019/12/14**

Cllr. Souter has contacted DDC re Grant Scheme. Part 1 - need to register, will complete form before May meeting. Part 2 – every time we apply for a grant, we need to comply with some basic rules. This will enable us to apply for money for individual events such as VE celebration. Due to lockdown not appropriate currently, will review as and when situation changes.

**2020/01/05**

Church has now provided a receipt for annual grant payment of £600.00.

**2020/02/05**

Full report provided at Agenda Item 2020/04/06.

**2020/02/05**

Meeting of Cllr. Souter and Headteacher not progressed due to lockdown situation.

**2020/02/05**

Cllr. Snedker has replied to Mrs Newell's request for wood chippings to be put at the base of the slide in the Playing Field, advising her that this would take place once the play area is re-opened.

**2020/02/05**

Clerk has dealt with the email response.

**2020/02/08**

Some progress made – Clerk has provided Cllr. Souter with paperwork to review Income and Expenditure before May meeting, where approval will be requested. Cllr. Souter and Clerk to continue to work on the Audit Preparation and will arrange a review shortly. Audit has been delayed due to Covid 19.

**2020/02/09**

No additional information to date.

**2020/03/05**

Cllr. Souter & Cllr. Peabody checked speed sign and enclosures. Need to purchase jubilee straps and then at an appropriate point will install.

**2020/03/05**

Cllr. Snedker has made contact with Kate Spires to thank her for her generous offer to create a flowerbed at the triangle by the school playing field. Once restrictions have been lifted, she will get back in touch with Kate to organise a site meeting.

**2020/03/05**

This event was cancelled due to Covid 19.

	<p><b>2020/03/05</b> The Clerk has sent invoices for rent to Stockwell Cottage and Wisteria Cottage. She has also sent an invoice to the school for the grass cutting payment.</p> <p><b>2020/03/07</b> Not completed due to the cancellation of this event.</p> <p><b>2020/03/07</b> This item has been covered at 2019/12/14</p> <p><b>2020/03/10</b> Parish Election Briefing Session cancelled due to Covid 19.</p>	
2020/04/05	<p><b>Members Reports:</b> No Reports for this month.</p>	
2020/04/06	<p><b>Update – Payroll Set Up For Clerk:</b> Cllr. Souter has organised this with CVS Community Finance who are now the Parish Council payroll provider. Payroll information since the Clerk’s start date in 2019 has now been dealt with and forwarded to the Clerk and her payment to the tax office has been sent. There will be an invoice coming in from CVS for this work for the last tax year of £153.00. In terms of April 2020 onwards, Cllr. Souter is awaiting clarification of the process from CVS. As Welton Parish Council do not have online banking and to enable CVS to provide this service, it will be necessary to deal with all payroll payments towards the start of each month for the current month moving forward.</p>	
2020/04/07	<p><b>Update – Employment Contract For Clerk:</b> Cllr. D Smith has provided Cllr. Peabody with comments regarding the draft Contract of Employment for Clerk. The Clerk has provided Cllr. Peabody with personal information requested and this will be finalised shortly.</p>	
2020/04/08	<p><b>Website – Short Term / Long Term:</b> Cllr. Peabody has started to do some work on trying to resolve this issue, however it is not a quick fix. The Clerk will do what she can in the meantime, but it is acknowledged that this is an ongoing issue that needs resolving.</p>	
2020/04/09	<p><b>Asset Register Update – Review Of New Document For Approval:</b> The new street sign has been added to the Asset Register, however questions were raised about the values against some of the items listed, such as the new street lighting. Cllr. Souter is to review these values and asked that the Clerk discusses the Asset Register with the internal auditor as part of the current auditing exercise.</p>	
2020/04/10	<p><b>Playing Field / Area Inspection Report:</b> Cllr. D Smith and Cllr. Emery have reviewed this comprehensive document. One piece of equipment was causing the main concern and this has been cordoned off. A plan of action regarding the full report will be determined and actioned at an appropriate point.</p>	

2020/04/11	<p><b>New Clerks Training Course Update:</b> The Clerk attended remotely on two Saturdays in March. A very positive experience, with the outcome being a list of action points to work through over time, which will enable her to carry out this new role.</p>																												
2020/04/12	<p><b>Coronavirus – How Will It Impact The Work Of The Parish Council?</b> The Coronavirus has undoubtedly provided challenges for continuing the work of the Parish Council and increased the workload.</p> <ul style="list-style-type: none"> <li>• Flyer has been distributed to the community asking for unity and support. Notices have been put up advising play and exercising restrictions for Parish Council land.</li> <li>• Day to day running of Parish Council is currently down to liaising via telephone / email / notes. Prompt responses requested by the Clerk.</li> <li>• Future meetings (during this period) will be held online via Zoom, with fewer attendees due to lack of technology in some households. Guidance provided by NALC.</li> <li>• Discussions regarding Parish Meeting / Election of Chair / Vice Chair should be held.</li> <li>• Audits / AGAR delayed</li> </ul>																												
2020/04/13	<p><b>Correspondence Received:</b> Forwarded via email / hand delivered</p>																												
2020/04/14	<p><b>Cheques to be Signed:</b> <b>Cheques signed in April:</b></p> <table border="1" data-bbox="405 1160 1241 1541"> <tr> <td>Eon – March 2020 Invoice</td> <td>1916</td> <td>£204.35</td> </tr> <tr> <td>NM Walsh</td> <td>1917</td> <td>£447.91</td> </tr> <tr> <td>Elancity</td> <td>1918</td> <td>£2240.42</td> </tr> <tr> <td>The Play Inspection Company</td> <td>1919</td> <td>£120.00</td> </tr> <tr> <td>NCALC</td> <td>1920</td> <td>£175.00</td> </tr> <tr> <td>Welton Village Hall</td> <td>1921</td> <td>£17.00</td> </tr> <tr> <td>Curtis Web Design</td> <td>1922</td> <td>£220.00</td> </tr> <tr> <td>M. Freeman</td> <td>1923</td> <td>£242.00</td> </tr> <tr> <td>E-on Energy Solutions</td> <td>1924</td> <td>£37.52</td> </tr> </table> <p><b>RESOLVED:</b> Approved</p>	Eon – March 2020 Invoice	1916	£204.35	NM Walsh	1917	£447.91	Elancity	1918	£2240.42	The Play Inspection Company	1919	£120.00	NCALC	1920	£175.00	Welton Village Hall	1921	£17.00	Curtis Web Design	1922	£220.00	M. Freeman	1923	£242.00	E-on Energy Solutions	1924	£37.52	
Eon – March 2020 Invoice	1916	£204.35																											
NM Walsh	1917	£447.91																											
Elancity	1918	£2240.42																											
The Play Inspection Company	1919	£120.00																											
NCALC	1920	£175.00																											
Welton Village Hall	1921	£17.00																											
Curtis Web Design	1922	£220.00																											
M. Freeman	1923	£242.00																											
E-on Energy Solutions	1924	£37.52																											
2020/04/15	<p>The next Parish Council Meeting will be held via Zoom on Monday 11<sup>th</sup> May 2020 at 7.30pm. Further information to follow.</p>																												

ACTIONS REQUIRED FROM THE MINUTES  
PARISH COUNCIL MEETING – 7<sup>TH</sup> APRIL 2020

<b>Minute Item</b>	<b>Action Required</b>	<b>Who</b>
2019/05/5.5	Follow up with Highways regarding ongoing drain issues.	CP
2019/10/5.5	Meeting to take place regarding strip of land at the bottom of Churchill Road between resident, Cllr. Emery, Cllr D Smith and Cllr. Peabody.	CP
2019/01/05	Damage to grass verge near Manor. Cllr. Peabody to contact Highways, copy in Dist. Cllr. Pritchard.	CP
2019/10/5.5	Cllr. Souter to follow up with Planning Department regarding 'bins on highway', clarify contact details.	MS
2019/12/14	Cllr. Souter to complete Grant Scheme form to register Welton Parish Council.	MS
2020/02/05	Cllr. Souter to arrange to meet Headteacher once restrictions lifted.	MS
2020/02/08	Clerk to review Audit preparations with Cllr. Souter. Cllr. Souter to check Income and Expenditure for year ending 31.03.20 provided by Clerk.	Clerk / MS
2020/02/09	Cllr. Peabody to continue work regarding Website issues.	CP
2020/03/05	Cllr. Souter to purchase jubilee straps and install speed sign at an appropriate point.	MS
2020/03/05	Cllr. Snedker to arrange to meet with Kate Spire re flowerbed once restrictions lifted.	ES
2020/04/06	Clerk and Cllr. Souter to complete payroll set up work.	Clerk / MS
2020/04/07	Employment Contract for Clerk to be completed.	CP
2020/04/09	Cllr. Souter to check values associated with street lighting on the Asset Register before final approval. Clerk to discuss as part of the Internal Audit for future reference.	MS / Clerk
2020/04/10	Plan of action to be determined following receipt of Playing Field Safety Inspection Report.	DS / JE
2020/04/12	Discussions to be held at next Parish Council Meeting regarding the Annual Parish Meeting / Election of Chair & Vice Chair	ALL