

**Minutes of the Meeting of Welton Parish Council
Monday 8th June 2020 at 7.30pm**

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

		ACTION
2020/06/01	Apologies: Cllr. J Emery, Cllr. C Mortimore	
2020/06/02	Minutes of Meeting 11th May 2020: RESOLVED The minutes of the Welton Parish Council Meeting held on 11 th May 2020 were agreed and signed as a true and correct record of the meeting.	
2020/06/03	Members' Declaration of Interest in any of the Following Items: None	
2020/06/04	Matters Arising from the Minutes/Review of Actions: 2019/05/5.5 Cllr. Peabody provided an update from NCC regarding ongoing drain problems. Drains will only be cleared as part of routine maintenance conducted twice a year. Situation will be monitored. 2019/10/5.5 Cllr. Peabody & Cllr. D Smith have spoken to resident regarding this strip of land. Welton Parish Council have no jurisdiction over this, however can see no reason why resident should not be able to cut the grass. Cllr. Peabody is to confirm in writing. 2019/01/05 Cllr. Peabody is still in dialogue with Highways regarding the damage near the Manor caused by HGV's. He has taken further photographs and advised that new white lines in the road have recently appeared. He will continue to update the Parish Council of his progress.	

	<p>2019/10/5.5 Ongoing concerns raised regarding bins / other items on highway within the village. Dist. Cllr. Pritchard will pick up with the relevant area. Clerk to forward details to him.</p> <p>2019/12/14 Cllr. Souter will complete the Grant Scheme form during the next week.</p> <p>2020/02/05 Cllr. Souter to arrange to see Headteacher regarding parking at school once they have settled back in following lockdown.</p> <p>2020/02/08 Clerk has forwarded information to council members regarding audit deadlines. Key dates, 'Exercise of Public Rights' (15/06/20 – 24/07/20) and Submission to PKF Littlejohn of AGAR deadline – 31/07/20.</p> <p>2020/02/09 Cllr. Peabody has requested price / package options from 2Commune, no response to date. Cllr. Peabody will visit when appropriate to do so.</p> <p>2020/03/05 Jubilee Straps purchased for speed sign, waiting for appropriate time to install at the top of the village. Clerk asked to ensure new sign covered on insurance with Zurich.</p> <p>2020/03/05 When it is appropriate to do so, Cllr. Snedker will arrange to meet with Kate Spires to discuss the flowerbed proposed.</p> <p>2020/04/07 Clerk has sent initial comments to Cllr. D Smith, no further work completed due to priorities around finance / audit. This will be finalized in the coming weeks ready for approval.</p> <p>2020/04/09 Clerk spoke to NALC regarding the design and use of Asset Registers. WPC have a very basic one which could do with additional information. Clerk to put together a suitable draft register for consideration moving forward.</p> <p>2020/04/10 Cllr. D Smith and Cllr. Emery reviewed the very detailed report for the Playing Field & Play Equipment from The Play Inspection Company. Their assessment has highlighted areas of High/Moderate/Low risk. The high-risk equipment has been cordoned off and signs have been put in place stating that it is not to be used. We need to review how to progress with this and other lower risk issues. It is proposed that a site visit be organized by the Public Open Spaces Sub Committee.</p> <p>2020/05/08 Clerk has explored online banking experiences with her network of Clerks. There are a range of banks used and experiences are varied, with</p>	
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	<p>Unity Trust Bank being popular. More work to be completed.</p> <p>2020/05/10 Explanatory flyer produced for review and feedback before issuing. Cllr. Souter will organize next edition of News & Views which is likely to be produced later in July. He will liaise with Barney Worrall for guidance.</p>	
2020/06/05	<p>Members' Reports:</p> <p>Cllr. D Smith Cllr. Smith & Cllr. Emery met with Garry Lennox earlier in the year at St. Martin's Spinney to discuss the condition of the trees. A couple of trees will need to be removed and others will need topping and making safe. There are no preservation orders on the trees concerned. The price for this work is £3,120 + VAT. This work will take 4 days and will involve the hire of a cherry picker. Cllr. Snedker may be able to provide a cherry picker and will look into this. Cllr. Smith was asked to get a price for the work minus the cost of the cherry picker. The owner of the field next to the spinney will also need to be contacted to request access.</p> <p>Cllr. Hopes 2 tins of paint have been purchased by Cllr. Hopes for £56.00, this needs to be refunded by the Clerk, receipt to be provided. The painting of the play equipment is ongoing.</p> <p>Dist. Cllr. Pritchard Cllr. Pritchard apologised for absence at May meeting. He attended two meetings recently. The first was the Inaugural West Northamptonshire Shadow Council of which Cllr. Pritchard is a member. Committees were formed during this set up meeting. The second meeting was the Corporate Governance Committee at DDC. Daventry was reprimanded for the lack of progress regarding homelessness. A lot of young people are homeless in the district and Covid will make them more vulnerable.</p>	
2020/06/06	<p>Planning Applications:</p> <p>Application No: DA/2020/0367 (error noted in Application No. on Agenda) Description: Single storey extension to south west end of house, internal alterations. Relocation of existing conservatory to side of existing garage. New porch canopy to front door and new external render. Location: 6 Emery Close, Welton, Daventry, NN11 2EN WPC Responded: No observations</p> <p>Application No: DA/2020/0340 Description: Two storey front and two storey side extensions. Location: Covert View, 18 Emery Close, Welton, Daventry, Northamptonshire, NN11 2EN WPC Responded: Supported with observations</p>	

2020/06/07	Annual Internal Audit Report 2019/2020 The Clerk provided all with a copy of the Internal Audit Report carried out recently by Lynn Lavender who was appointed by NALC. The audit proved to be successful and the Clerk was thanked for her work in this her first audit.	
2020/06/08	Signing of Annual Governance Statement 2019/2020: The Annual Governance Statement was discussed and agreed, proposed by Cllr. Hopes & seconded by Cllr. Souter. The document to be signed accordingly.	
2020/06/09	Signing of Accounting Statements 2019/2020: The Accounting Statement was proposed for signing by Cllr. Souter & seconded by Cllr. Hopes and will be signed accordingly.	
2020/06/10	Certificate of Unmetered Supply – Update: Further to the update to the village lights, Cllr. Souter has been working with Western Power / E-on to complete the work surrounding the certificate of unmetered supply. There is more work to complete, however as thing stand, we are due a refund from E-on of £1,093.77, a cheque will be sent shortly.	
2020/06/11	Insurance Update – Kiln Lane Street Light Damage: An insurance claim for the call out relating to this damage was deemed inappropriate, due to the high excess and the likely increase in insurance premium. The invoice from Balfour Beatty for this work amounted to £471.95, including VAT. No further action is required as Balfour Beatty have been paid.	
2020/06/12	Local Plan (Part 2); Neighbourhood Plan Review: Cllr. G Smith referenced his email to the councillors of 14 th May, following an earlier email from Jane Parry at DDC regarding the review of Neighbourhood Plans. A workshop is to be held to explore this, although no details have been received as yet. In addition, a toolkit has been produced and Cllr. Smith is reviewing this. He requested support from council members in the work that will be involved, this was agreed. Cllr. Smith is to contact Alan Mawer from Braunston Parish Council who has already completed their Neighbourhood Plan Review.	
2020/06/13	Eliz Snedker Expenses – Zoom: Cllr. Snedker confirmed that as she is using her Zoom account for personal as well as council use, she will therefore not be claiming expenses for this.	
2020/06/14	Correspondence Received (forwarded by email): In addition – Letters from Pension Regulator / Welton WI / Elections Officer / Invoice from M Freeman (Mowing): The Pension Regulator has written to the Parish Council highlighting their responsibilities in relation to their employee. The Clerk is to provide the Regulator with the information required. A letter from the President of Welton WI was received recently	

	<p>requesting clarity on the situation regarding the earlier donation of £50 for the village Produce Show. Due to the current circumstances, the show has been postponed until 2021 and it was agreed that the donation be held by the WI for the re-arranged show.</p> <p>Correspondence has been received from DDC regarding co-opting of casual vacancies. Cllr. D Smith suggested that no action is to be taken urgently, however as we have a vacancy for a councillor, we should include this in the July edition of News & Views.</p>													
2020/06/15	<p>Cheques to be Signed: Cheques signed in June -</p> <table border="1"> <tr> <td>CVS – Payroll for Clerk</td> <td>1934</td> <td>£333.66</td> </tr> <tr> <td>CPRE Membership Renewal</td> <td>1935</td> <td>£36.00</td> </tr> <tr> <td>LCR Magazine Subscription</td> <td>1936</td> <td>£17.00</td> </tr> <tr> <td>M. Freeman</td> <td>1937</td> <td>£362.00</td> </tr> </table> <p>RESOLVED: Proposed by Cllr. Hopes and seconded by Cllr. Souter, including additional invoice recently received from M Freeman and paid against cheque no. 1937 as above.</p>	CVS – Payroll for Clerk	1934	£333.66	CPRE Membership Renewal	1935	£36.00	LCR Magazine Subscription	1936	£17.00	M. Freeman	1937	£362.00	
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2020/06/16	<p>The Chairman closed the meeting at 9.14pm. The next Parish Council Meeting will be held via Zoom on Monday 13th July 2020 at 7.30pm.</p>													

ACTIONS REQUIRED FROM THE MINUTES
PARISH COUNCIL MEETING – 8TH JUNE 2020

Minute Item	Action Required	Who
2019/05/5.5	Cllr. Peabody to monitor drain issues and report back as appropriate.	CP
2019/10/5.5	Cllr. Peabody to send letter to resident regarding strip of land.	CP
2019/01/05	Cllr. Peabody to update Parish Council of any progress with Highways regarding damage near Manor.	CP
2019/10/5.5	Clerk to email address details to Dist. Cllr. Pritchard to enable him to explore the 'bins / items left on highways' issue.	Clerk
2019/12/14	Cllr. Souter to complete Grant Scheme form.	MS
2020/02/05	Cllr. Souter to see Headteacher regarding parking.	MS
2020/02/08	Clerk to comply with Audit Actions.	Clerk
2020/02/09	Cllr. Peabody to visit website company 2Commune when appropriate to do so to discuss website options / pricing.	CP
2020/03/05	Speed Sign to be installed and confirmed on insurance cover.	CP/MS Clerk
2020/03/05	Cllr. Snedker to meet with Kate Spires regarding flowerbed, when appropriate to do so.	ES
2020/04/07	Clerk / Cllr. D Smith to finalise Contract of Employment.	Clerk/DS
2020/04/09	Clerk to work on more detailed Asset Register.	Clerk
2020/04/10	Site visit to be organised by Public Open Spaces Sub Committee following receipt of Playing Field Inspection Report.	DS/JE/TH
2020/05/08	Clerk to do further work on the move to on-line banking.	Clerk
2020/05/10	Councillors to review flyer produced by Cllr. Souter and provide feedback, so this can be issued. Cllr. Souter to liaise with Barney Worrall to enable production of July edition of News & Views.	ALL MS
202/06/05	Cllr. Snedker to explore the use of a cherry picker for tree work. Cllr. D Smith to get price for tree work minus cost of cherry picker & also discuss work with field owner.	ES DS

202/06/10	Cllr. Souter to complete work on the update of the Certificate of Unmetered supply.	MS
2020/06/12	Cllr. G Smith to contact Alan Mawer at Braunston Parish Council to discuss their Neighbourhood Plan Review.	GS
2020/06/14	Clerk to complete the Declaration of Compliance for the Pensions Regulator.	Clerk
2020/06/14	Cllr. Souter to include an advert for the Councillor vacancy in the July edition of News & Views.	MS