

**Minutes of the Meeting of Welton Parish Council
Monday 14th September 2020 at 7.30pm**

Present	Apologies
Cllr. E Snedker	Cllr. J Emery
Cllr. T Hopes	Cllr. C Mortimore
Cllr. G Smith	Dist. Cllr. J Pritchard
Cllr. M Souter	
Cllr. D Smith	
	Clerk
	Noreen Walsh
Public 1	

		ACTION
2020/09/01	Apologies: Cllr. J Emery / Cllr. C Mortimore / Dist. Cllr. J Pritchard	
2020/09/02	Minutes of Meeting 13th July 2020: RESOLVED The minutes of the Welton Parish Council Meeting held on 13 th July 2020 were agreed and signed as a true and correct record of the meeting, proposed by Cllr. T Hopes and seconded by Cllr. M Souter.	
2020/09/03	Members' Declaration of Interest in any of the Following Items: None	
2020/09/04	Matters Arising from the Minutes/Review of Actions: 2019/05/5.5 No further update on action. 2019/10/5.5 No further information regarding highways issue. 2019/12/14 Grant Scheme form still to be completed. 2020/02/05 Cllr. Souter has spoken to the Headteacher at the village school regarding parking issues. No further action for now, to be re-assessed at a later point if required. 2020/03/05 Cllr. Snedker has communicated with Kate Spire regarding the flowerbed work. Clerk to make a diary note for this item to be addressed in the spring.	

2020/03/05

Cllr. Souter to co-ordinate the installation of the Speed Sign at the junction of Churchill Road & Daventry Road, on Sunday 20th September at 11am.

2020/04/09

Due to other priorities the work around the Asset Register has not been completed. Clerk requested permission to deal with this item at a later more appropriate point, this was agreed.

2020/05/08

Clerk requested permission to transfer WPC banking from NatWest to Unity Trust Bank to enable online banking in line with the Financial Regulations. Unity Trust Bank is used by a number of Parish Councils as the bank of choice and was supported by NCALC in the July/August 2020 update. This was agreed by all.

2020/06/05

Cllr. D Smith discussed the tree work required around the village hall with Duncan Webber. The canopy needs raising on a Sycamore Tree in the parking area and the Ash Tree at the back of the hall. Quotation received from Garry Lennox for this work of £300 + VAT. This work was agreed by all, proposed by Cllr. G Smith & seconded by Cllr. T Hopes. Cllr. D Smith to progress this work. Duncan Webber agreed that the village hall would contribute towards this work.

2020/06/14

Cllr. Souter worked with Tanya Becker on her first edition of News & Views. Tanya is beginning to settle into her new role as Editor. Information regarding the Councillor vacancies will appear in the October edition.

2020/07/05

The request for a BBQ in the playing field has been declined and Cllr. Souter has spoken to those concerned.

2020/07/05

Clerk completed Grit Bin assessment within the village. Most of the bins are damaged and the grit is hard after being exposed to the elements. It was agreed that the provision of Grit Bins needs to be considered further towards the end of the year.

2020/07/06

Cllr. Snedker to cover this item within the Planning Report.

2020/07/07

A Risk Assessment has been completed for Playing Field / Spinney and posted on notice boards and uploaded onto website. Social Distancing signs to be posted by Cllr. Hopes.

2020/07/12

Invoice for £37.52 from E-on Energy Solutions queried. Clerk

	confirmed that this is a legitimate invoice and is to be paid. Agreement was given for payment.	
2020/09/05	<p>Members' Reports:</p> <p>Cllr. Souter Cllr. Souter highlighted the status regarding lighting around the village and asked about making the transition for all to LED. A table of facts will be provided to enable a decision to be made at the October Parish Council Meeting.</p> <p>Cllr. D Smith A request has been made by Ian Dalziel for a concrete godfather to be installed at the boundary between Parish Council land at Stockwell and his own land. Mr Dalziel's fence is falling down and he needs to replace it. The request was supported by all present, the Clerk is to respond to his original email.</p> <p>Welton Parish Council report to be produced by Cllr. D Smith for the next edition of News & Views, to include an advert for 2 new Councillors.</p>	
2020/09/06	<p>Planning Applications:</p> <p>A sub-committee meeting has been organised to discuss and respond to the Government White Paper on Planning for the Future. Consultation date closes 11.45pm on Thursday 29th October 2020.</p> <ol style="list-style-type: none"> 1. The Wilderness. Councillor Snedker spoke with Mr Faulkner, owner of The Wilderness, regarding progress with the build of houses and was advised that Scroxtton & Partners are now project managing the site and liaising with DDC to ensure all conditions for planning granted DA/2019/0655 be met. Mr Faulkner was hoping piling would commence 1st week in August, but prior to this starting agreed to revert to arrange an onsite meeting with WPC. 2. Application No: DA/2020/0526 Description: Works to trees subject of Tree Preservation Order DA 261 Location: Churchill House, Welton Lane, Welton, Northamptonshire, NN11 2JF <p>NO OBSERVATIONS AND SUPPORT THE DECISION OF THE CASE OFFICER DDC APPROVED</p> <ol style="list-style-type: none"> 3. Application No: DA/2020/0520 Description: Works to trees subject of Tree Preservation Order DA 238 Location: 2 Halford Way, Welton, Northamptonshire, NN11 2XZ 	

	<p>NO OBSERVATIONS AND SUPPORT THE DECISION OF THE CASE OFFICER DDC APPROVED</p> <p>4. Application No: DA/2020/0340 (Amended) Description: Two storey front and two storey side extensions. Location: Covert View, 18 Emery Close, Welton, Northamptonshire, NN11 2EN</p> <p>WPC RESPONSE SUPPORT WITH OBSERVATIONS</p> <p>5. Application No: DA/2020/0673 Description: Felling of a tree subject to Tree Preservation Order TPO 113 Location: The Old Coach House 14, Clarkes Way, Welton, Northamptonshire, NN11 2JJ</p> <p>WPC RESPONSE NO OBSERVATIONS AND SUPPORTS THE DECISION OF THE CASE OFFICER</p> <p>6. Application No: DA/2020/0684 Description: Work to trees subject of TPO 113 Location: 1 Clarkes Way</p> <p>WPC RESPONSE NO OBSERVATIONS AND SUPPORTS THE DECISION OF THE CASE OFFICER</p>	
2020/09/07	<p>Gigaclear Work Update: Cllr. D Smith confirmed work has been progressing throughout the village. There have been a few complaints regarding early start times by contractors and the poor quality of work in returning grass verges to their original status. Cllr. Smith has been assured that this will be made good at the end of the process.</p>	
2020/09/08	<p>Audit Report from PKF Littlejohn LLP: The Clerk confirmed that the final report had been received and shared with all. The report was a positive report with the final task now to publish the ‘Notice of Conclusion of Audit’ before 30/11/20. Cllr. G Smith thanked the Clerk on behalf of Welton Parish Council for guiding the council through the audit.</p>	
2020/09/09	<p>Future Parish Council Meetings: After reviewing correspondence from NCALC and considering the village hall committee’s risk assessment for users, it was agreed that a return to physical meetings could be possible in October. This was on condition that the social distancing rules are adhered to and the risk assessment designed by WPC is approved by the village hall committee. The Clerk was asked to email NCALC to provide an update and explanation ahead of the October meeting. Cllr. Snedker & the Clerk are</p>	

	to produce the risk assessment.																
2020/09/10	VAS Sign: The item was discussed during Members Report item 2020/03/05.																
2020/09/11	Annual Salary Increase Review for Clerk: The 2.75% pay increase has now been agreed and is to be backdated to 1 st April 2020. This was agreed by all, proposed by Cllr. T Hopes and seconded by Cllr. M Souter. (see NCALC Mini Update 28/08/20 for reference).																
2020/09/12	Correspondence Received (forwarded via email): Cllr. Snedker reminded all present of the need to review emails forwarded by the Clerk. Any relevant items should be highlighted via the Clerk as an agenda item. In addition – <ul style="list-style-type: none"> • Request from Daventry Dog Walker to advertise on notice board, suggestion to advertise via News & Views. • Resignation Letter received from Cllr. Peabody. Cllr. D Smith will formally reply to Cllr. Peabody but wanted to acknowledge his commitment to his role during his time as Parish Councillor. • Email received from Cllr. Peabody regarding tree interference with BT lines on triangular green on Daventry Road / Welton Lane. Cllr. D Smith to speak to Cllr. J Emery regarding a way forward. 																
2020/09/13	Website Report / Request for expenditure to comply with new Government Accessibility Legislation for websites: Clerk shared email report from Steve Becker regarding work completed on the website. It was acknowledged that the website has been much improved by Steve’s actions. Steve requested that Adam Curtis be approved to complete a piece of work to finalise the changes in support of the new legislation. This work was approved, proposed by Cllr. Souter and seconded by Cllr. D Smith.																
2020/09/14	Cheques to be Signed: Cheque signed in August – <table border="1" data-bbox="405 1559 1243 1637"> <tr> <td>CVS – Payroll for Clerk – August 2020</td> <td>1946</td> <td>£344.31</td> </tr> </table> Cheques signed in September - <table border="1" data-bbox="405 1747 1243 2047"> <tr> <td>Amber Signs – 2 Notice Board Screens for Playing Field</td> <td>1947</td> <td>£105.60</td> </tr> <tr> <td>PKF Littlejohn LLP – Limited Assurance Review Return for Year Ending 31/03/20</td> <td>1948</td> <td>£240.00</td> </tr> <tr> <td>CVS – Payroll for Clerk – Sept 2020</td> <td>1949</td> <td>£333.66</td> </tr> <tr> <td>Eon – September 2020 Invoice</td> <td>1950</td> <td>£98.92</td> </tr> </table>	CVS – Payroll for Clerk – August 2020	1946	£344.31	Amber Signs – 2 Notice Board Screens for Playing Field	1947	£105.60	PKF Littlejohn LLP – Limited Assurance Review Return for Year Ending 31/03/20	1948	£240.00	CVS – Payroll for Clerk – Sept 2020	1949	£333.66	Eon – September 2020 Invoice	1950	£98.92	
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	RESOLVED: Proposed by Cllr. Souter and seconded by Cllr. T Hopes. Invoice for E-on Energy Solutions originally queried at July meeting, now resolved. Cheque No. 1941 for £37.52 signed.	
2020/09/15	The Chairman closed the meeting at 9.22pm. The next Parish Council Meeting will be held on Monday 12 th October 2020 at 7.30pm.	

ACTIONS REQUIRED FROM THE MINUTES
PARISH COUNCIL MEETING – 14TH SEPTEMBER 2020

Minute Item	Action Required	Who
2019/12/14	Grant Scheme form to be completed.	Cllr. Souter
2020/03/05	Speed Sign to be installed.	Cllr. Souter
2020/05/08	Commence process of transferring WPC banking to Unity Trust Bank.	Clerk
2020/06/05	Tree work to be progressed around the village hall.	Cllr. D Smith
2020/07/07	Social Distancing Signs to be posted at Playing Field / Spinney.	Cllr. Hopes
2020/09/05	A table of facts to be produced to outline the situation regarding street lighting in the village.	Cllr. Souter
2020/09/05	Response to be sent to Ian Dalziel regarding his request to add a concrete godfather for fencing purposes.	Clerk
2020/09/08	'Notice of Conclusion of Audit' to be prepared and published.	Clerk
2020/09/09	Notification to be sent to NCALC advising of intention to hold a physical Parish Council meeting in October. Risk Assessment to be produced for meetings.	Clerk Cllr. Snedker / Clerk
2020/09/12	Letter to be sent to acknowledge Cllr. Peabody's resignation.	Clerk / Cllr. D Smith
2020/09/12	Cllr. D Smith to speak to Cllr. J Emery regarding the tree interference with BT lines.	Cllr. D Smith