

**Minutes of the full Parish Council meeting  
held on Monday 14<sup>th</sup> March 2022 at 7.30pm in the Village Hall**

**Present**

**Councillors:** Malcolm Souter (Chairman), Elizabeth Snedker (Vice Chairman), Margaret Elcock, John Emery, Derek Smith.

**Clerk:** Emma Fontaine

**Members of the Public:** 2

2022.03.01	Apologies were received from Cllr Lange.
2022.03.02	There were no declarations of interest from members of the Council.
2022.03.03	<p><b>Public Open Forum</b> A member of the public attended and expressed concern over the condition of the trees in the Spinney, adjacent to their land. It was resolved to:</p> <ul style="list-style-type: none"> <li>• Obtain three quotes from recommended Tree Surgeons, asking them to summarise the work that needs to be completed to ensure the area is safe.</li> <li>• Make contact with Michael Venton at WNC to obtain his advice in relation to the trees.</li> <li>• Make contact with Nick Wedgbrow at Kier in relation the condition of the stiles and any viable alternatives.</li> </ul> <p>The member of the public was thanked by the Parish Council for looking after the footpath and making it available for local people to use. The member of the public will be included in updates regarding the work as it progresses. <b>Action: Clerk.</b></p>
2022.03.04	The approval of the minutes from 14.02.2022 was proposed by Cllr Emery, seconded by Cllr Smith and approved unanimously as a true and accurate record of the meeting.
2022.03.05	<b>Condition Of The Trees At St Martin's Spinney</b> It was suggested that we ascertain ownership of the fence. <b>Action: Cllrs Emery and Smith.</b>
2022.03.06	<b>Asset Mapping Project</b> The project is almost complete, final checks on the data will be completed before the project end date of 31 <sup>st</sup> March. <b>Action: Cllr Snedker and Clerk.</b>
2022.03.07	<b>Queen's Platinum Jubilee</b> Cllr Elcock confirmed that on Saturday 4 <sup>th</sup> June 2022, the 'Home Guard Platoon' will progress up the High Street from Clarkes Way. High tea will be held at the pub, with possible additional space in the Village Hall car park depending on interest. <b>Action: Cllr Elcock.</b>
2022.03.08	<b>Kiln Lane Street Light/Electric Vehicle Charging Point</b> It was resolved to make the installation a street light only. Cllr Souter will communicate the decision to the resident who queried the charging point. <b>Action: Cllr Souter.</b>
2022.03.09	<b>Electric Vehicle Charging Point Survey</b> Further to review of the responses received, it was resolved to contact Cllr Rosie Humphreys to see what WNC are doing in relation to charging points, including issues such as planning

	permission, technical or commercial solutions. Additionally, more focussed feedback is needed from those who park on the street. Feedback will be provided in the next Welton News and Views. <b>Action: Cllr Souter/Clerk.</b>
2022.03.10	<b>Bus Service Survey</b> 33 responses were received, most were supportive of a bus service for Welton. It was resolved to invite Nigel Hinch (Manager – Community Bus Service) to the next meeting and update Cllr Rosie Humphreys, who has expressed an interest in this matter. <b>Action: Clerk.</b>
2022.03.11	<b>Planning Update</b> One application was considered since the last meeting. <b>WND/2022/0142 (Northgate, Station Road)</b> the demolition of a conservatory and the erection of a single storey extension. The Parish Council has no objections to this application.
2022.03.12	<b>Keep Britain Tidy/Great British Spring Clean</b> It was resolved to hold the event on Saturday 23 <sup>rd</sup> April 2022, meeting at the Village Hall at 9.15am. An article will be provided for Welton News and Views. <b>Action: Cllr Souter.</b>
2022.03.13	<b>Village Planter Displays</b> The School, Brownies, Guides and a Parishioner will be the custodian of a planter each. Installation is likely to be completed in May, ready for summer planting. A risk assessment will be completed. <b>Action: Cllrs Emery and Smith.</b>
2022.03.14	<b>Play Inspection Report</b> The report has not yet been received. It was resolved to consider other suppliers for this role, who will allow Parish Councillors to be present for the inspection. <b>Action: Cllr Smith.</b>
2022.03.15	<b>Matters Arising</b> Our insurance will cover any volunteer activity in relation to changing the batteries in the Speed Indicator Devices. However, we must ensure a risk assessment is completed and the manufacturer's instructions are adhered to. <b>Action: Cllr Souter.</b>
2022.03.16	<b>Member Reports</b> Councillor and Clerk reports were taken as read with any matters of particular significance, or requiring decision, being itemised on the agenda.  Further to earlier discussion re the Spinney, Cllr Souter will place an item in Welton News and Views, advising Parishioners that dogs are not allowed. <b>Action: Cllr Souter.</b>  The Clerk will write to Highways regarding concerns about safety at Crockwell crossroads. Cllr Souter will forward the Clerk correspondence received about this matter. <b>Action: Cllr Souter and Clerk.</b>
2022.03.17	<b>Preparation For Annual Audit</b> The Clerk confirmed the Internal Auditor has been in contact and the notification from PKF Littlejohn will be received next week.
2022.03.18	<b>Monthly Financial Review</b> Details of the monthly review were received and approved by the Council. Details of the minor amendment to CVS Payroll (from the meeting of 14 <sup>th</sup> February 2022) was noted.
2022.03.19	<b>Payments</b> The following payments were reviewed and approved: <ul style="list-style-type: none"> <li>• CVS Payroll £404.60 (includes separate £9.60 CVS fee)</li> </ul>

	<ul style="list-style-type: none"> <li>• Village Hall (February) £19.00</li> <li>• P Stacey (Welton News and Views Advertiser) refund £30.00</li> </ul>
2022.03.20	<p><b>Pay Award</b></p> <p>Welton Parish Council do not use the standard pay scales and as such, the negotiated national pay award does not apply. Discussions have taken place with Cllrs Souter and Snedker.</p>
2022.03.21	<p><b>Annual Parish Council Meeting and Annual Parish Meeting</b></p> <ul style="list-style-type: none"> <li>• It was resolved to hold the Annual Parish Council meeting prior to the already scheduled May meeting. It will take place on Monday 9<sup>th</sup> May at the earlier time of 7.20pm.</li> <li>• The Annual Parish meeting will take place on either 16<sup>th</sup> or 23<sup>rd</sup> May. <b>Action: Clerk.</b></li> </ul>
2022.03.22	<p>The meeting closed at 9.15pm. The next meeting of the Parish Council will be held at <b>7.30pm on Monday 11<sup>th</sup> April 2022</b> in the Village Hall.</p>

**Actions from this meeting:**

Minute	Action	Who
2022.03.03	Clerk to arrange 3 quotes for the Spinney tree maintenance, contact Michael Venton at WNC re the trees and Nick Wedgbrow of Kier re the stiles.	Cllr Clerk
2022.03.05	Ascertain ownership of the fence in the Spinney.	Cllrs Emery/Smith
2022.03.06	Complete the Asset Mapping Project, subject to final review.	Cllr Snedker/Clerk
2022.03.07	Cllr Elcock to continue plans for the Platinum Jubilee.	Cllr Elcock
2022.03.08	Advise resident in Kiln Lane re decision about the street lamp.	Cllr Souter
2022.03.09	Contact Cllr Rosie Humphreys re electric vehicle charging point work at WNC, obtain more focussed feedback and update on survey results in Welton News and Views.	Cllr Souter
2022.03.10	Invite Nigel Hinch to next meeting and update Cllr Rosie Humphreys regarding the results of the bus survey.	Clerk
2022.03.12	Write an update for Welton News and Views in relation to the litter pick.	Cllr Souter
2022.03.13	Undertake risk assessments regarding the new planters.	Cllrs Emery/Smith
2022.03.14	Cllr Smith to use his contact regarding a possible alternative for the playground equipment inspection.	Cllr Smith
2022.03.15	Risk assessment for the battery change on the Speed Indicator Devices.	Cllr Souter
2022.03.16	Cllr Souter will add an item to Welton News and Views to reiterate that dogs are not allowed in The Spinney.	Cllr Souter
2022.03.16	Cllr Souter to provide the Clerk with correspondence relating to the crossroads. Clerk to make contact with Highways.	Cllr Souter/Clerk
2022.03.21	Clerk to confirm the date of the Annual Parish Meeting.	Clerk