



www.welfordvillage.org.uk
 c/o 20 Styles Place Yelvertoft, Northamptonshire, NN6 6LR
 Tel: 07767 976448
clerk@welfordvillage.org.uk

Minutes of the Parish Council Ordinary Meeting

Thursday 23rd May 2024 at 19.30 hrs in Welford Village Hall.

Attendees: Mr W Hughes (Chairman), Mr. N Brotherton, Dr. M. Gorrod, Mr. McCullagh, Mr Curtis and Mrs Phelan.

Clerk: Mrs Clare E Valentine

Members of Public:3

<i>Business to be Transacted</i>	
24/151	<p>ELECTION OF CHAIRMAN It was RESOLVED to elect Councillor Hughes as Chairman who then presided the meeting. Councillor Gorrod was thanked for his time as the previous Chairman.</p>
24/152	<p>TO RECEIVE AND SIGN THE DECLARATION FOR ACCEPTANCE OF OFFICE OF CHAIRMAN The Declaration of Acceptance of Office was duly signed.</p>
24/153	<p>TO RECEIVE APOLOGIES OF ABSENCE</p>
24/154	<p>1. TO NOTE THE RESIGNATION OF COUNCILLOR FORDER & CURRENT NOTICE OF CASUAL VACANCY -Noted 2. TO NOTE THREE VACANT SEATS AND TO CONSIDER ANY APPLICATIONS FOR CO-OPTION.- Noted</p>
24/155	<p>ELECTION OF VICE-CHAIRMAN It was RESOLVED to elect Councillor Brotherton as Vice-Chairman</p>
24/156	<p>1. TO RECEIVE AND SIGN DECLARATION FOR ACCEPTANCE OF OFFICE FROM COUNCILLORS Circulated to Councillors and completed and signed at the meeting by Cllrs Hughes, Brotherton, Curtis and McCullagh, any outstanding Councillor paperwork to be returned by the June Meeting.</p> <p>2. TO RECEIVE AND COMPLETE THE REGISTER OF INTERESTS Circulated to councillors and completed and signed at the meeting by Councillors Curtis and Brotherton. Any outstanding Councillor paperwork to be returned by the June Meeting.</p> <p>3. TO CONFIRM ANY DECLARATIONS OF INTEREST ON THE AGENDA & DISPENSATION REQUESTS Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a disclosable pecuniary interest will require that the member withdraws from the meeting room during the transaction of that item of business. - None</p>
24/157	<p>TO APPROVE AND ADOPT THE GDPR POLICY AND COMPLETE GDPR POLICY COMPLIANCE FORMS It was RESOLVED to approve the GDPR Policy the forms were Circulated to councillors and completed and signed at the meeting by Cllrs Hughes, Brotherton, Curtis and McCullagh. Any outstanding Councillor paperwork to be returned by the June Meeting.</p>
24/158	<p>TO ADOPT THE CODE OF CONDUCT AND COMPLETE THE ACCEPTANCE FORM. It was RESOLVED to adopt the code of conduct. Forms circulated to councillors and completed and signed at the meeting by Cllrs Hughes, Brotherton, Curtis and McCullagh, remaining Councillor paperwork to be returned before the next meeting.</p>
24/159	<p>TO REVIEW AND ADOPT THE STANDING ORDERS It was RESOLVED to adopt the Standing Orders</p>
24/160	<p>TO CONFIRM PLACE, TIME, AND FREQUENCY OF MEETINGS AS PER THE STANDING ORDERS It was RESOLVED that Ordinary Meetings will take place at 19.30 hours on the 4th Thursday of each month except for August and November. December meeting to be held during the 2nd week. Welford Village Hall.</p>
24/161	<p>TO REVIEW AND ADOPT THE FINANCIAL REGULATIONS It was RESOLVED to adopt the financial regulations</p>
24/162	<p>TO CONFIRM THE INTERNAL CONTROL FOR AUDIT AND ACCOUNTABILITY It was RESOLVED Councillor McCullagh is the Internal Control.</p>
24/163	<p>TO CONFIRM BANKING SIGNATORIES, BANKING ADMIN AND AUTHORISING ONLINE BANKING PAYMENTS AND DIRECT DEBITS. TO CONFIRM DIRECT DEBITS AND REVIEW MEMBERSHIPS. It was RESOLVED to approve Councillors Phelan and Gorrod are signatories for Unity Trust Bank – Clerk as Administrator. Mr Forder to be removed and William Hughes to be added as a new signatory. Existing Direct debits and memberships approved.</p>



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24/164	TO REVIEW AND RE-ADOPT PARISH COUNCIL GENERAL RISK ASSESSMENT It was RESOLVED re-adopt parish council general risk assessment
24/165	TO REVIEW AND ADOPT THE ASSET REGISTER It was RESOLVED to adopt the Asset Register
24/166	TO REVIEW PC INSURANCE AND FIDELITY GUARANTEE (£150K) Current Insurance not up for renewal until October 2024 – Noted for October
24/167	TO REVIEW AND CONFIRM COUNCILLORS' ROLES AND RESPONSIBILITIES (In addition, defibrillator, Speed awareness/SID and WYCC Representative) It was RESOLVED as no change to existing responsibilities. To note Councillor Gorrod has decided to stand down from additional responsibilities after stepping down as Chairman and will just continue with the Parish Footpath Warden role. Following request for new PC representative from WYCC the Representative will be Councillor Brotherton. A volunteer in the village is needed for the defibrillator. The clerk has been handed some information on the defibrillator but does not have access to "the Circuit" or the key/code this remains with S Gorrod. Thanks to S Gorrod for helping with the defibrillators new volunteer's welcome.
24/168	TO APPROVE THE APPOINTMENT OF NCALC AS DATA PROTECTION OFFICER It was RESOLVED to approve NCALC as DPO.
24/169	TO READOPT COUNCIL POLICIES AND PROCEDURES It was RESOLVED to readopt policies and procedures with no changes.
24/170	APPROVAL OF MINUTES It was RESOLVED to approve the minutes of the Parish Council meeting held on Thursday 25 th April 2024 as a correct record.
24/171	PUBLIC PARTICIPATION It was reported there was a pothole in Hall Lane, and it has been reported for repair.
24/172	PLANNING
a)	To consider planning applications and those not otherwise on the agenda
b)	<p>NEW APPLICATIONS</p> <p>2024/1730/LBC West End House Listed building consent to replace 6 sash windows on Comments by 29.05.24 7 West End the rear side elevation of the property, to match Welford NN6 6HJ existing, but with the addition of double-glazing panes</p> <p>2024/1730/LBC - No objections to the application but support the comments of the Georgian Society and Conservation Officer.</p> <p>AWAITING DECISION/COMMENT – West Northants Council E/2024/5797 - Passage adjacent to 27 High Street Welford NN6 6HT No further updates but noted as matter raised with Planning Enforcement and awaiting response to points raised and queried. Progress Unitary Councillor Parker.</p> <p>Link: Planning application search - Planning register Planning register West Northamptonshire Council (planning-register.co.uk) https://wnc.planning-register.co.uk</p>
c)	WNC Local Plan Consultation Response (To note a briefing was held on 16 th May 2024 for Parish Councils) It was RESOLVED Cllrs Brotherton and Allen to draft a response.
d)	The development at Lutterworth East.19/00250/OUT Link: Lutterworth East planning application approved Harborough District Council Welford Action Group and Husbands Bosworth Parish Council suggest a joint letter regarding LGV and HGV routes through the villages. It was RESOLVED to approve the idea of sending a joint letter. Clerk to action response.
24/173	MATTERS ARISING AND OUTSTANDING FROM THE MEETING OF THE 25th of April 2024
a)	Solar Farm Community Fund – Councillors have provided feedback for Blenheim Renewables' consideration regarding the draft MoU. It was RESOLVED the Clerk is to draft a response and send to planning with the initial views shared with Blenheim Renewables. This includes the payments are guaranteed, index linked, and the PC oversee the funding.



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	<p>b) Defibrillator at the garage may need a new cabinet and replacement pads. Clerk to seek prices for the next meeting. See comments item 24/167.</p> <p>c) Playing Field Gate key access: parking on playing field and obstruction of emergency entrance. New/parking hardstanding area proposal.</p> <p>Councillor Brotherton prepared a draft proposal for parking up to 20 spaces. The area for this is approx. 400sq metres. It is isolated on three sides and there is a dip in the land and drainage to consider. For a fully tarmacked carpark with amended access and gates the budget could be around £50K. It was felt that this option is not feasible due to safety, being in a conservation area, the size and the impact it could have on neighbouring properties. There is limited visibility entrance/exit and there is an overriding concern to separate children and vehicles. Continue to investigate ideas.</p> <p>d) Consider quotes for emergency locking key box at the playing field. Still looking at this - suggested option not available. A new option is required for the key safe – Clerk to look into this as the previously agreed item is now not available to purchase.</p> <p>e) Updates on the Land Registry re Spinney Boundary and Wayleave progress- It was RESOLVED for the Clerk to contact a Solicitor for a quote.</p> <p>f) West Northants Council Transfer of the Pocket Park land to Welford Parish Council – Continuing to progress – no response yet from West Northants Council.</p> <p>g) Update on the proposal agreement with owners to manage green space WP 4/6 off Newlands Road in accordance with Neighbourhood Plan Policy W4 - Allocation of New Public Spaces. Councillor Brotherton reported that there are several parties involved in a chain so this may take a couple of months.</p> <p>h) To note AVC renewal dates: Pocket Park December 2024 and Allotments December 2026. Noted to keep an eye on the dates for renewal.</p> <p>i) HGV Traffic along the High Street and concern for parked vehicles and pedestrian safety. It was RESOLVED to ask WNC Highways if they could consider a crossing near to the shop on the High Street.</p>
24/174	REPORTS
	<p>a) Highways - To consider any Highways matters for action. To note issues can be reported directly to www.fixmystreet.northamptonshire.gov.uk - Noted</p> <p>b) Streetlights – The additional solar LED by the Bridge on order. Clerk to check available dates for Councillors to meet on site and suggested location is the other side of the waste bin.</p> <p>c) Playing field and annual Inspection- report completed. Agree next steps. It was RESOLVED the Clerk is to seek quotes for the list of actions from the report and due to number of items consider asking for day rates.</p> <p>d) Highways response to the complaint regarding the A5199 to the south of Welford mud on road incident w/c 27th November 2023. (Unitary Councillor Harris investigating). – No further response.</p> <p>e) Village maintenance for 2024/2025 - consider weed spray quotes. Councillor Brotherton requested a copy of the mowing map to create a list of areas requiring weed spraying.</p> <p>f) Reinstatement of Highways verge on Northampton Road near bus stop – Awaiting update from WNC Highways who are dealing with the matter.</p> <p>g) Village hall update for consideration. Councillor Phelan confirmed that the Portrait of The King has been put on the wall in the Village Hall.</p>
24/175	FINANCES
	<p>a) It was RESOLVED to approve the Unity Trust Bank balance of Instant Access Account £33,375.68 and Current Account £ 38,199.63 as of 16/05/24.</p> <p>b) It was RESOLVED to approve 1st Precept received on 26/04/24 £ 24,250.00.</p>



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	<p>c) Bank Reconciliation for approval at 17.05.24 Councillor McCullagh confirmed he had reviewed the accounts. The Clerk informed the Council that there was a delay in receiving April's payroll from the payroll provider so the most recent payroll the Clerk was in receipt of (March) was processed in error before it was identified the April payroll was late (arrived 1st May late). There will be adjustments for April payroll and for the payroll service. Payroll to be circulated to signatories.</p> <p>d) It was noted are to receive a CIL payment of £578.57 relating to DA/2020/0555</p>																																													
	<p>e) It was RESOLVED to approve the following payments for May 2024</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">PAYEE</th> <th style="text-align: left;">REASON</th> <th style="text-align: left;">PAYMENT TYPE</th> <th style="text-align: right;">Amount £</th> <th></th> </tr> </thead> <tbody> <tr> <td>Staff costs</td> <td>Salaries May 2024</td> <td>BACS</td> <td style="text-align: right;">-</td> <td>LGA 1972 (s112)</td> </tr> <tr> <td>HMRC TAX</td> <td>May 2024</td> <td>BACS</td> <td style="text-align: right;">-</td> <td>LGA 1972 (S112)</td> </tr> <tr> <td>C Valentine</td> <td>mobile & print cartridges</td> <td>BACS</td> <td style="text-align: right;">27.79</td> <td>LGA 1972 (S111)</td> </tr> <tr> <td>E. On Energy Solutions</td> <td>Invoice 123625 High Street and West Street new lights</td> <td>BACS</td> <td style="text-align: right;">5618.40</td> <td>Highways Act 1980 s301</td> </tr> <tr> <td>R&G Grounds</td> <td>Invoice 120708 April grass cut</td> <td>BACS</td> <td style="text-align: right;">1406.40</td> <td>LGA 1972 (S111)</td> </tr> <tr> <td>PW Rural Services</td> <td>Invoice 422 Bench removal and make area good.</td> <td>BACS</td> <td style="text-align: right;">130.00</td> <td>LGA 1972, s133</td> </tr> <tr> <td>West Northants Council</td> <td>Invoice 424002120137 Garden waste subscription (bin sticker)</td> <td>BACS</td> <td style="text-align: right;">58.00</td> <td>Open Spaces Act 1908 s9,10</td> </tr> <tr> <td>SSE Energy</td> <td>Street Lighting Dec 23 – Feb 24 ref IV00735550 April 2024 IV00884623</td> <td>DD</td> <td style="text-align: right;">201.83 157.53</td> <td>Highways Act 1980 s301</td> </tr> </tbody> </table>	PAYEE	REASON	PAYMENT TYPE	Amount £		Staff costs	Salaries May 2024	BACS	-	LGA 1972 (s112)	HMRC TAX	May 2024	BACS	-	LGA 1972 (S112)	C Valentine	mobile & print cartridges	BACS	27.79	LGA 1972 (S111)	E. On Energy Solutions	Invoice 123625 High Street and West Street new lights	BACS	5618.40	Highways Act 1980 s301	R&G Grounds	Invoice 120708 April grass cut	BACS	1406.40	LGA 1972 (S111)	PW Rural Services	Invoice 422 Bench removal and make area good.	BACS	130.00	LGA 1972, s133	West Northants Council	Invoice 424002120137 Garden waste subscription (bin sticker)	BACS	58.00	Open Spaces Act 1908 s9,10	SSE Energy	Street Lighting Dec 23 – Feb 24 ref IV00735550 April 2024 IV00884623	DD	201.83 157.53	Highways Act 1980 s301
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24/176	INTERNAL AND EXTERNAL AUDIT 2023 -2024																																													
a)	Annual Internal Audit Report – It was RESOLVED to approve the report from the Internal Auditor																																													
b)	It was RESOLVED to approve and sign Section 1 Annual Governance Statement																																													
c)	It was RESOLVED to approve and sign Section 2 Annual Accounting Statement																																													
d)	The notice period for the exercise Public Rights is Monday 24 June – Friday 2nd August 2024. (Notice Of Public Rights and Publication of Unaudited Annual Governance & Accountability Return on the website)																																													
24/177	CORRESPONDENCE																																													
	<ul style="list-style-type: none"> • There are several consultations for comment. Open consultations can be found via link: West Northants Consultation Hub https://westnorthants.citizenspace.com/ New Draft Local Plan; Healthwatch, Daventry Town Centre Masterplan 2024 – Noted • NCALC Annual Police Liaison Representative Conference 25th June 7-9pm – Noted 																																													
24/178	ANY OTHER BUSINESS (NOT FOR DECISION)																																													
24/179	<p>CLOSED MEETING To resolve the public and press to be excluded from the meeting in accordance with the Public Bodies (Admission to meetings Act 1960) in view of the nature of business to be transacted.</p> <ul style="list-style-type: none"> • Staffing contracts – end of probation period and payroll update. It was RESOLVED to approve the Clerk's probation period as complete. 																																													
24/180	NEXT MEETING DATE: Thursday 27 th June 2024 19:30																																													
	Meeting closed at 21:47hrs																																													