

**Welburn Parish Council
Parish Council Meeting**

4th October 2022 – Dot Smith room, Welburn Village Hall 1930hrs

Present:	
Voting member	Non voting member
John Ryan (JR)	Julie Ryan (JuR) – minute taker
Luke Smith (LS)	Members of the public (X6)
Nick Symington (NMS)	
Alistair Duncan (AD)	
Jonny Carey (JC)	

Minute Reference No.	Item	Notes	Actions
WPC/047	Welcome	JR welcomed everyone to the meeting and reminded everyone that whilst the meetings can be recorded, the device needs to be visible, and publication of any recording must comply with data protection and GDPR regulations	
WPC/048	Apologies and approval of reasons for absence	2.1 Apologies received by RS as attending training on behalf of parish councils 2.2 Motion to approve the reason for absence	Motion approved unanimously
WPC/049	Declarations of interest	3.1 All voting members declared no conflicts of interest 3.2 Not applicable as no DOIs.	
WPC/050	Minutes of last meeting on 6 th Sept 2022	Minutes proposed by JC / seconded by LS	Minutes duly adopted as an accurate record of discussions
WPC/051	Ratification of acting roles in WPC until clerk appointed	5.1 Cllr Ryan to carry out additional role of Acting Proper Officer 5.2 Cllr Smith to carry out additional role of Acting Responsible Finance Officer	5.1 Cllr Ryan – X4 yes, X1 abstention 5.2 Cllr Smith – X4 yes, X1 abstention Both Cllrs voted into post accordingly.
WPC/052	Traffic Market Research	JR explained that the traffic survey was almost ready for distribution. 6.1 JR stated there would be a financial contribution required of £960 incl VAT. The survey would be completed online but paper copies would be available if requested. WPC will pay up to £550 of overall cost with remainder coming from public donations.	

		<p>A vote was taken to approve this funding.</p> <p>LS asked if the survey can be advertised on facebook.</p> <p>LS asked if RDC had been consulted however it was felt that they potentially would change the survey and this wouldn't give an accurate reflection of feelings from the village.</p> <p>AD asked if the survey could be shared with Cllr Goodrick and Cllr Cleary for their views.</p> <p>6.2 Delivery of a letter to households will be distributed by all cllrs. – this will need a single coordinated effort so everyone received the correspondence at once.</p>	Vote - unanimous approval
WPC/053	Training of cllrs update	<p>7.1 AD attended a Statutory & Mandatory Policy training event end of sept.</p> <p>4 specific courses were identified for cllrs to undertake:</p> <ul style="list-style-type: none"> • Basic governance • Openness and accessibility • Communications • Financial (basic audit) <p>YLCA also do model policies</p> <p>7.2 Cllrs training live webinars "Off to a flying start" commences 6th & 11th Oct. If some cllrs are unable to attend then can reschedule.</p>	<p>AD to develop a draft policy training plan for WPC – aim to get 3 policies completed by next available meetings</p> <p>JR to speak to Karen Mann at YLCA about any further training courses and help with policies</p>
WPC/054	Various actions	<p>8.1 Grass cutting – maintenance contract for 22/23 and to authorise tender process for 23/24.</p> <p>NMS explained that there is also a need to tend to some of the village trees so suggested this be put in the contract.</p> <p>2 contracts Nick Dean £186 and Geoff Jarod £150</p> <p>8.2 Speeding restrictions – brief by RS read out by JR explaining the case for reduction in speed limits.</p>	<p>Unanimous vote to keep contract with Geoff Jarred for remainder of this FY and include tree maintenance work.</p> <p>NMS to develop a draft tender document 23/24 for consideration by WPC – needs to be signed off by Dec 22</p> <p>Unanimous vote for formal submission to sent to RDC / NY Police.</p>

		<p>8.3 Replacement of village sign – now in situ</p> <p>8.4 Appointing a clerk – RD asked if WPC still needed a clerk as this would cost over £2k per year. JR explained that YLCA would be able to give temporary support.</p>	<p>Item now closed</p> <p>Unanimous vote to continue as doing.</p>
WPC/055	Report on progress of new website	<p>9.1 JC has already developed a draft website – there is a need to find the domain name and links from the previous developer. Hosting costs would be £50-£150 per year. JR also stated that any new website needed to meet accessibility standards</p> <p>9.2 Previous website designers Shoepeppers not answering any calls / emails.</p> <p>9.3 JR stated that no invoices had been received from Shoepeppers so until this has been received then a formal notice of withdrawing the contract could not be made.</p>	<p>JC to share draft website with cllrs.</p> <p>Agreed to continue contacting Shoepeppers but only to halt the contract</p> <p>JC to update at next meeting</p>
WPC/056	Planning application	<p>10.1 22/01018/FUL APPLICANT: Mr E Collins – Formation of new field access onto road C91 (Greets Farm Road) – Cllrs asked why this was needed but no information was given.</p>	<p>JR to reply to RDC on behalf of WPC saying there are concerns with this application and as it presently stands the PC would object to the proposal.</p>
WPC/057	Planning Decision	<p>11.1 Certificate of Lawfulness for bench on village green for Dogh Café – this has now been refused</p>	<p>Noted</p>
WPC/058	Financial matters	<p>12.1 LS explained good bank balance however lots of payments require to be approved (see 12,3)</p> <p>12.2 Received</p> <p>12.3 Invoices</p>	<p>12.3.1 approved X4 for X1 abst 12.3.2 approved unanimous 12.3.3 approved unanimous 12.3.4 approved unanimous 12.3.5 approved unanimous but can reclaim part costs from a grant</p>

		<p>12.4 To note previous payments made:</p> <p>Maintenance of clock – LS explained there is a contingency in the budget</p>	<p>12.4.1 approved unanimous 12.4.2 approved unanimous 12.4.3 approved unanimous 12.4.4 approved unanimous 12.4.5 approved unanimous</p> <p>LS to find out when maintenance is due and bring details back to next meeting</p>
WPC/059	Correspondence received	<p>13.1 Request for WPC to take over the funding for the village defibrillators maintenance and training</p> <p>13.2 Due to lack of details – no decision could be made.</p>	<p>JR to contact villager about details and ask them to attend next meeting to make the case.</p>
WPC/060	Items for next meeting	<p>14.1 Progress on parking restrictions – previous proposal which was taken to highways proved not conclusive. JR stated that individual cllrs views would be sought then this will be reduced to 3 proposals. These proposals will be debated and a single solution will be developed.</p> <p>14.2 Budget and precept setting for financial year 23/24 – LS to look at impact on any rise in the precept on households</p> <p>Footpath clearing – JC to speak to previous resident who asked the question at a previous WPC meeting</p>	<p>Once a single proposal has been developed, NY Police and Highways England will be invited to the next available WPC meeting</p> <p>LS to bring details back to next WPC meeting</p> <p>JC to bring back details to next WPC</p>
WPC/061	To receive comments and questions from members of public	<ul style="list-style-type: none"> • Request for a small number of spring bulbs to be planted on the village green – some residents want to try this and then if this looks ok, WPC could maybe fund future bulb planting • Light over school path is overgrown with foliage. • Plan for parking – map too small to understand the details – request to have a bigger map • Overgrown verge at east end of village – who is responsible? 	<ul style="list-style-type: none"> • Request granted • NMS to speak to gardener to see if he can trim the foliage • RS to organise a bigger map • JR to find out

WPC/062	Date and time of next meeting	WPC next meeting – Tues 1 st Nov 2022 – 1930hrs Main Hall, Welburn Village Hall	Agenda will be published in due course
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