



WELLINGTON PARISH COUNCIL

**Annual Meeting of the Parish Council held at 7.30pm
on Thursday 1st May 2025 in the Community Centre**

ITEM		ACTION
	Present	
	Parish Councillors:	
	Cllr. S Crane (Chair up to item 2.0), Cllr. C Williams (Chair after item 2.0), Cllr. B Prince, Cllr. S Marron, Cllr. A Churcher, Cllr. K Parker,	
	Also in attendance:	
	Ward Cllr Pauline Crockett, Emyr Saer (Parish Clerk) and 8 members of the public including Jenni Gowan (Flooding and Infrastructure).	
1.0	To accept apologies for absence:	
	Cllr Crane: Good evening everybody, and welcome to this month's Parish Council meeting, which as it says on the agenda is the also the Annual Meeting of the Parish Council and this evening's meeting for those of you who have not attended before the officers will all lose our positions and then they will be re-elected this evening, so there's quite a lot to cover. One thing I did want to cover off just before I go into the agenda is that I have now been chair for five years and I've made the conscious decision to not make myself available for the position going forward. My colleagues are all aware of that so there will hopefully be a new chairman elected this evening, but I did want to take the opportunity to thank everybody as far as parishioners are concerned for their support and Pauline, thank you very much for your help and support in all the work I've been doing and also my fellow parish councillors and not least, Chris Bucknell and Emyr, for keeping me on the straight and narrow over the last five years. So, with no further ado, I will move through the first couple of points and then pass over to the new chairman so to receive any apologies of absence, I believe we are all in attendance, Shirley Edgar (Tree Warden) emailed late to give apologies due to being delayed in Gloucestershire. Move on to item 2 to elect a chair for the coming year, so to do this, I formally step down and pass to the Vice Chair, Barrie, who will carry on from here.	
	Shirley Edgar (Tree Warden)	
2.0	To Elect a Chair/Sign Declaration of Office	
	Cllr Williams was proposed by Cllr Prince and seconded by Cllr Crane. All were in favour and Cllr Williams was elected as Chair of the Parish Council and signed his Declaration of Acceptance of Office and witnesses by the Clerk. Cllr Williams took the chair for remainder of meeting.	
3.0	To Elect a Vice Chair/Sign Declaration of Office	
	Cllr Prince was proposed by Cllr Williams and seconded by Cllr Churcher. All were in favour and Cllr Prince was elected as Vice Chair of the Parish Council and signed his Declaration of Acceptance and witnesses by the Clerk.	

11.0	Part of Financial Report – Gill Bullock, our internal auditor cannot remain for whole meeting and agenda has been amended to accommodate her report on the accounts.	
11.1	To Approve Annual Governance Statement	
	This confirmed that the Parish Council has in place an effective set of internal controls and was circulated to all Councillors in advance of the meeting. Resolved: To Approve the Annual Governance Statement which was signed by the Chair.	
11.2	To Receive accounts for 2024/25 Audit and report from internal auditor	
	Gill Bullock presented her report. Internal Auditor's Report for Wellington Parish Council Accounts 2024-5 As internal auditor, I am on the subs bench of the PC Financial Management team. The starting line-up includes the chairman, clerk, councillors, external auditors, SLCC – Society of Local Council Clerks. Whilst it's the Clerk who hands over the accounts for me to review, the financial management really is a team activity. Councillors approve financial regulations. They scrutinise the spend; request quotes; ensure good value for money is being achieved. Budgets are prepared. Variations between anticipated and actual are explained. Good financial management is much more than the yearly accounts being brought together. As you know there's been a change of striker moving across the financial years. Former Clerk Chris Bucknell prepared the accounts, and new Clerk Emyr Saer has been responding to my queries as internal auditor; undertaking his training and putting in place some new systems and groundwork for the FYs ahead. As it will be Emyr who puts together the 2025-6 accounts, I'd like to assure him that it's as straightforward as ABC. Let's have a look at a brief ABC for 2024-5 as this will give you a flavour of the finances for the PC. A could be for • Annual Parish Meeting – bookings for room hire and provision of refreshments • Automatic doors – these require servicing or repair of the electric door swing • Auberrow crossroads drainage work B could be for • Besecure – emergency lighting and fire alarm service • Batteries – the PC handles the Tarmac grant for wildlife which includes paying for batteries for the wildlife camera • Benches and bins – from a Lottery Grant C could be for • Chest waders • Councillor Crane's reimbursement for PROW maintenance items • Concrete bollard which needed fixing • Cleaning of the parish room, toilet and foyer Having run through the internal audit for over a dozen years, this year there was a little more to turn my head. I had queries relating to room hire; the Lengthsman grant and expenditure; VAT claims and a few other parts. I appreciated Emyr's receptiveness to my questions. I finish this brief report by saying Wellington Parish Council Accounts 2024-5 are approved by this internal auditor. I commend Wellington Parish Councillors and Clerk for their diligence on financial matters throughout the year. Gill was thanked for undertaking the Internal Audit.	
4.0	To Receive Declarations of Interest:	
	There were no declarations of Interest	

4.1	To Consider Written Requests for Dispensations:		
	There were no requests for dispensation		
5.0	To Elect other Officers, Committees and Working Groups		
5.1	Financial Monitoring and Working Group	Cllr Marron and Parish Clerk	
5.2	Social media and Website	Cllr Parker and Parish Clerk	
5.3	Footpath and PROW Officer	Cllr Crane	
5.4	Highways Officer, Balfour Beatty and Lengthsman Liaison	Cllr Prince working with Cllr Williams	
5.5	Planning Working Group	Cllr Marron	
5.6	Data Protection Liaison	Cllr Crane and Parish Clerk	
5.7	Representative on WCA	Cllr Parker and Parish Clerk	
5.8	CLP Implementation Group Liaison	Cllr Marron, Cllr Churcher and Parish Clerk	
6.0	To Adopt the Minutes of the Regular Meeting of the Parish Council held on Thursday 3rd April 2024		
	Resolved: The Minutes were confirmed and signed by the Chair.		
7.0	To Re-adopt the Standing Orders and Code of Conduct		
	These had been circulated to all Councillors in advance of the meeting. Resolved: To Adopt the Standing Orders and Code of Conduct without amendment		
8.0	Receive reports		
8.1	Ward Cllr Pauline Crockett		
	<u>Ward member report May 2025</u> <u>Herefordshire Council</u> - New food and garden waste collections proposed Herefordshire Council's Cabinet are set to make a decision on the proposed introduction of a new weekly food waste collection and an optional, chargeable, garden waste collection service. This was part of today's Cabinet; the items were supported. - Leominster and Hereford Fairs to return to the County's streets this spring Heart-stopping rides, side-shows, food stalls and ancient ceremonies are all part of the street extravaganzas which comprise the Leominster and Hereford Mayfairs. Showmen and women from around the country will make their way to Leominster and Hereford for the well visited and popular events. - Plans submitted for proposed Aylestone School expansion Plans to expand Aylestone School, Hereford, have been submitted to the council for consideration, they are nearing capacity and with the ongoing development around the city an extension is vital. - Herefordshire Council welcomes new Director of Public Health		

	Herefordshire Council has welcomed a new Director of Public Health, Zoe Clifford, she was welcomed to HC a few weeks ago and brings a wealth of knowledge and experience to the authority. The Parish Summit was well attended last month and I thank Wellington for their attendance and support, commitment is vital to continue with the Parish Charter. <u>Local Issues</u> Road surface dressing continues throughout the County – a streetworks work programme has been circulated which highlights areas of Wellington on the plan. Planning applications continue to be received. S106 allocation is being scoped for improvements to the Vinery corner junction area, when plans are available, I will bring them to the PC for agreement.	
8.2	Update from Local Policing Team:	
	Thursday, 01ST May 2025 Dear Parish Council Please find below a brief summary of recent incidents and local activity across the Wellington and surrounding areas over the past month. Incident Overview: Trapped at Gravel Pits (24 April): A member of the public reported being locked inside the Tarmac construction site on the C1122 (near Wellington Crossing) after returning slightly ahead of the advised time. Despite calling Tarmac's main number and being unable to reach anyone, they did not make further contact, so we can assume they managed to leave the site without assistance. Police did not attend but advice was given at the time. Escaped Sheep – A49 (20 April): Reports of a single sheep loose near the Wellington bridge on the A49. Officers attended promptly and carried out an area search, but no trace of the animal was found. Level Crossing Fault – Green Lane (9 April): A failure occurred at the level crossing on Green Lane, with barriers stuck in the lowered position. This was logged as an information report and passed to the relevant agency for resolution. Breakdown – A49 Northbound (8 April): A recovery driver reported a woman stranded in a live lane on Dinmore Hill. Officers attended and ensured the vehicle was safely recovered. Road Traffic Collision – Deer Strike (8 April): A driver hit a deer between M&M Direct and Queenswood Park on the A49. The vehicle was undrivable, and no serious injuries were reported. Officers attended, <u>Ongoing Local Concern:</u> Tool Theft from Vans: We've seen a noticeable increase in thefts from work vans, particularly in the Sutton, Bartestree and city areas. Offenders are believed to be using vehicles on cloned plates and are targeting vans by drilling holes to gain access before stealing tools. We encourage residents and businesses to: ○ Park vehicles in well-lit, secure areas where possible ○ Empty vans overnight, or at least store high-value items elsewhere	

	○ Consider additional security measures such as alarms, locks, and CCTV and dashcams. ○ Report any suspicious activity or unfamiliar vehicles in the area, especially if seen late at night or early morning. General Note: Aside from these incidents, it's been relatively peaceful on the patch. We continue our patrols and are always happy to support local concerns. Kind Regards, Hereford Rural North Team.	
9.0	Communications and Updates:	
9.1	Update on APM, including recording and confirm date for 2026	
	Resend link to Cllr Parker	Clerk ✓
	Monday 16 th March 2026	Clerk ✓
9.2	Lengthsman scheme 2025-26 and annual maintenance plan	
	Cllr Prince and Clerk to work on the maintenance plan and report back next meeting	BP Clerk
	Councillors confirm Clerk may sign contract for Lengthsman with HC, if required prior to next meeting.	
	Clerk to review alternative quotes for Lengthsman work when current contract expires at end 2026 season (September)	Clerk
9.3	Councillor vacancy advertisement	
	Clerk confirmed it is a legal requirement to advertise, despite HC confirming receipt of email advising of Cllr Spittle passing in Jan. Need to update Welcome details of Councillors via Liz Bullar. Cllr Churcher asked for the vacancy advertisement to be available on social media	Clerk ✓ Clerk ✓
10.0	Open Time – to Note Matters Raised by Residents Relevant to the Parish:	
	JG raised question of planning numbers – Canon Pyon PC have sought their indicative new build numbers up to 2031 from HC. Cllr Marron responded that, essentially, if you request the numbers, HC will generate a number which HC may then use pending any future NDP. If there is no request then there is no new number set in stone, It was decided not to apply to HC at this time, (until the new draft Local Plan is clearer).	
11.0	Financial Matters (continued):	
11.3	To Receive a Report from the RFO:	
	Bank Balances: Treasurer's Account £35,836.40 Business Instant Access £64,144.67 Income since the April Meeting March Shop Rent - £700; Interest - £53.72; 50% 2025/2026 precept - £13,910.00 Drainage Grant - £8,800.00	

11.4	To Approve Invoices Paid Since April Meeting:																																									
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	Resolved: All Payments Noted and Approved.			Clerk ✓																																						
11.5	To Agree Payments of Outstanding Invoices:																																									
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11.6	Renewal of Insurance Policy																																									
	The email received is not an offer of renewal, but a request for information on cover required. Resolved: To seek cover advice from BCH (Chartered Surveyors who undertook last year) to ensure building cover is sufficient. Renewal will then be undertaken via email within the month as renewal date is 1st June, prior to next meeting			Clerk ✓																																						
11.7	To Receive Report on Public Works Loan Board																																									
	As at 2nd April 2025 the total amount owing (excluding interest) was £98,398.74. The loan has another 9 years to run. recommended to continue with it as it was as the interest rate was fixed and benefit from reduced interest payments are largely offset by break clause																																									

11.8	To Re-Adopt Financial Regulations and Financial Risk Assessment							
	Copies of the documents last adopted in May 2024 circulated to Cllrs in advance of the meeting. Resolved: To Re-adopt the Financial Regulations and Financial Risk Assessment without amendment							
11.9	To discuss and confirm opening of savings account with Hinckley and Rugby Building Society.							
	Papers and rationale provided to Councillors prior to meeting. Essentially, H&RBS are offering 2.2% EAR on instant access savings account -v- 0.8% from Lloyds Bank. H&R are small in comparison but have been in existence since 1865. Parish Council Funds are not covered by Financial Services Compensation Scheme, but H&RBS are regulated by Prudential Regulation Authority and Financial Conduct Authority. Resolved: To open an account and transfer the £64,144.67 into that account. Forms signed by Cllrs Crane and Marron and PC Saer, in line with existing Lloyds Bank mandate	Clerk ✓						
11.10	Discuss donation for Chris Bucknell:							
	Unable to provide council funds. Cllr Prince confirmed he and Ward Cllr Crocket had provided a personal letter and donation.							
12.0	To Consider Planning Matters:							
12.1	To Note Planning Applications Commented on Between Meetings:							
	None received							
12.2	To Consider New Planning Applications:							
	None received							
12.3	To Note Any Decisions/Notifications Received:							
	<table border="1"> <thead> <tr> <th>Reference Number</th><th>Application</th><th>Decision</th></tr> </thead> <tbody> <tr> <td>250760</td><td>Works to trees at Thurston House, Wellington. HR4 8AT</td><td>Approved</td></tr> </tbody> </table>	Reference Number	Application	Decision	250760	Works to trees at Thurston House, Wellington. HR4 8AT	Approved	
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250760	Works to trees at Thurston House, Wellington. HR4 8AT	Approved						
12.4	To Consider any other Planning Issues Herefordshire Local Plan and implications for NDP and future development:							
	Partially covered under item 10 and Cllr Marron confirmed no movement on local plan from HC and previous comments remain appropriate. Cllr Marron commented on Kelly Gibbons email response, where he felt she has grasped the issues in Wellington and responded to each one.							

13.0	To Consider Highway Matters:	
13.1	A49 issues:	
	Cllr Churcher in contact with Joe Walmsley of National Highways re clearing culvert under A49.	
	Road Closure for C1121:	
	Cllr. Marron is still working on this but not yet resolved. To contact National Highways direct, Ward Cllr Crocket to provide contact details. Issue remains with HGV travelling when closed for flood and being unable to turn around.	PC - SM
	Community Speedwatch:	
	Nothing, still to discuss with other schemes.	
	To review any other Highway Issues	
	Drains to be jetted by Balfour Beatty.	
13.2	Update on Section 106 Funding for Highways:	
13.3	Update on Lengthsman and Drainage Grant Works:	
	Drainage and Lengthsman grants covered in item 9.2.	
	Email received from Mrs V Quinn: water trap cleared by Lengthsman, agreed the local residents to clear. Cllr Prince has responded, the local residents were originally agreeable to clearing debris following heavy rain, which was reiterated.	
13.4	Identification of Work to be Carried out and any other Updates:	
	See item 9.2.	
14.0	Report on Footpaths	
14.1	Update on Footpath Maintenance:	
	5 finger posts identified.	
15.0	Flooding Issues	
15.1	Update on meeting with Herefordshire Council and any related issue (JG)	
	Report for May PC meeting Initiative with Canon Pyon: The chair of Canon Pyon PC suggested a joint initiative with Wellington to hold a Flood Prevention Event for the public to be able to talk to suppliers of flood resilience equipment – probably in Wellington as we have better facilities – I asked the PC for comment, those that replied thought it was a reasonable idea so I will pursue it. Cllr Williams and I went to their APM last night where they had ‘Flood Mary’ aka Mary Dhonau speaking about PFR and hopefully we can tap into her advice as she has vast knowledge on property resilience and rebuilding after flooding. Feasibility study on brook Cllrs Williams, Churcher and I had a meeting with Steve Hodges Head of Flood Risk management at HC and Rhian Hamer representing WSP who did the brook feasibility study. We submitted a report to councillors after the meeting. As mentioned at the APM all options for physical work to the brook have been discounted on a cost-v-benefit basis. The meeting was not wholly productive in the way that we would like but we were able to put over a lot of points and local knowledge using the property flood map from 2020 and 2024. We also showed them a map	

indicating that the brook used to split into two channels just beyond where I live, joining up at the ford. Old maps also clearly show the water channel down what is now the drive to Cutsthorpe. We did ask them to consider making that a more formal situation with perhaps some redress to the occupier.

As far as Wellington is concerned the hope is that Government funding can be obtained via the EA, through Defra - they estimate an average of £10,000 per property (some more some less so an average) - a figure of half a million is being bandied around for 50 properties. The devil will be in the detail as it won't be easy to administer and will likely involve the PC in a lot of work. The problem is that the current Government scheme has been cut by a year ending in March 2026 rather than 2027 - thanks to the new government, and there is no confirmed extended scheme at present. More to follow on that.

We have it on good authority that in the June Government budget review there may be serious cuts made to spending on flood defences - whether that includes a scheme like that proposed here we will have to wait and see. Cut money on flood defences but build more house? Perfect sense - not!

Yesterday I got the full document from HC and also a 22-page document of flow charts showing the processes to natural flood management - I have not yet had time to absorb it so watch this space.

I understand that HC is now liaising with Connexus concerning flood defences for tenanted properties in Brookside. Given the pressures on Steve Hodges department of 3 this won't be a quick fix.

There are still some issues from the meeting outstanding which we can report on in June along with the new documents if relevant.

One point they made is that if Tom Jay is serious about another attenuation pond, then the PC should start talks with him now so that HC can guide things through the process as easily as possible. I suggested that in my report to the PC - any agreed action since that? Steve is keen to assist and reiterated we should talk to Mr Jay now. That will need to come from the PC rather than a non-councillor.

Pauline is it worth engaging with our MP over our flooding concerns, especially the fact that all options for work on the brook have been discounted? *Pauline suggested we write directly to Ellis Chownes who has been speaking in Parliament about Herefordshire's issues.*

Cllr Churcher is investigating an attenuation pond at the east end of the village - *Andy had no update.*

We are still waiting for advice on how to resolve the issue of CC's ditches creating problems at the Mill. But slight progress has been made as I now have someone on the case at BBLP and Cllr Prince has identified the ditches on a map.

Welsh Water finished its work at the Marsh; I sent residents and the PC a video from HWT of the work done with the Makins on their field with tree planting and scrapes so thanks to them for that. The ditch still to be cleared rests with BBLP to liaise with RLIDB.

We have also been told that a full investigation of the street drains at The Marsh and also Brookside will be done by BBs contractor by Green Spark and any issues that can't be resolved by them will be raised as a high priority, urgent job. No time scale so will just keep nagging but sight of any Green Spark activity please let me know.

HWT has sent a list of what work has been done in the Parish which councillors have. The funding has now ended but I have asked them to keep in touch. If there is another PC newsletter it would be good to include something about that work in it.

HWT looked at the Dingle and confirmed it is not a suitable location for a leaky dam.

Issues with the bund at Bridge Farm continue - it grew to some 2m in height at one point extending the full extent of the landholding despite being asked to reduce the previous smaller bund. Anne Clare and planning enforcement were informed as it may have needed planning approval and certainly was not the required 9m away from the brook. This new higher bund then disappeared possibly as a result of the planning enforcement officer. But Anne Clare advised this week that the original bund is still too long and she will again contact the homeowner. When I looked this morning, piles of soil have now been tipped along the line of the bund which might indicate that one is going to grow in height. This issue is going to be tricky as it really could cause huge problems for downstream residents. It may need affected residents to talk directly to the homeowner who may not understand.

As agreed, I have expressed formal interest in the Community Flood Equipment Scheme - there are no firm details on this yet but if we are able to get water snakes, sandbag alternatives etc for residents' own use, the PC will need to provide lockable storage - possibly near to the shop or

	social club. The scheme will need managing to stop misuse but that's for the future – as long as the PC is prepared to meet the obligation for storage and management.	
16.0	Community Led Planning Group:	
16.1	Update on Projects and Activities	
	None	
16.2	Report from Green Team:	
	Shirley Edgar not present, no report available.	
16.3	Report from Wildlife Group	
	None	
16.4	To approve any expenditure	
	None requested.	
17.0	Community Hub:	
17.1	To consider Quote for Flood Defences	
	Russell Appleton has led with this and a quote has been circulated to Councillors prior to meeting. Resolved: To ask Russell to go ahead with quote (£1,400 plus various additions for storage etc.) up to max spend £2,200 +VAT	
17.2	Update on Community Lottery Project	
	Item now complete and no longer relevant	
17.3	Update on revaluation of property	
	As per item 11.6	Clerk ✓
17.4	To Consider any Other Issues or Expenditure	
	None	
18.0	To Note the Information Sheet (April 2025) and any other updates:	
18.1	Key Register	
	Completed and retained by Clerk	
19.0	To Raise Issues for the Regular Meeting of the Parish Council (no discussion).	
	None	

20.0	To Note Date and Time of the Regular Meeting of the Parish Council:	
	Thursday 5 th June 2025 at 7.30pm in the Community Centre	Clerk
	The meeting ended at 21:28	
	 Signed (Councillor Williams): Chair, Wellington Parish Council 5th June 2025	