



Langar cum Barnstone Parish Council

Clerk:
Mrs Claire Pegg
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Barnstone
Nottingham
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Dear Councillor,

You are hereby summoned to attend the Parish Council meeting to be held on **Thursday 19th January 2017 commencing at 7.30pm at Barnstone Village Hall, Main Road, Barnstone**

CJ Pegg

Claire Pegg Parish Clerk Dated: Thursday 12th January 2017

A G E N D A

- 1 **Declaration of Interests**
- 2 **Apologies for absence**
- 3 **Approval of Minutes of the Meeting held on 15th December 2016**
- 4 **Matters Arising** (*for information only*)
- 5 **Public Open Session**
- 6 **a) Police reports –**
b) Borough/County Councillor Reports
- 7 **Community Field:**
a) Field gate padlock
- 8 **Langar & Barnstone Village Hall including:**
a) Hall Lighting Desk & Dimmer
- 9 **Parish Warden reports**
- 10 **PLANNING**
 - a) **Planning Notifications received:**
 - 1 **16/02358/COU Land North of Wildflower Farm, Coachgap Lane, Langar**
Use of land for storage of caravans and leisure vehicles, including new hard surfacing, security fencing, lighting and security cameras
GRANT PERMISSION
 - 2 **16/02716/FUL 9 Earl Howe Crescent, Langar**
Two storey side extension, single storey rear extension, new front porch and alterations to access
GRANT PERMISSION
 - 3
 - 4 **16/02694/FUL Priory Place, Langar Lane, Langar**
Erection of garage
GRANT PERMISSION

- b) **Planning applications received**
 - 1 16/03060/FUL Northfield Farm, Bingham Road, Langar
Extensions and alterations to existing approved scheme for the change of use of redundant farm buildings
 - 2 16/02962/FUL Naturescape Wildflower Farm, Coachgap Lane, Langar
Polythene tunnels for growing plants and naturally dry wildflower seed.
 - 3 16/03100/FUL The Old Sidings, Main Road, Barnstone
Two storey front, rear and side extensions and associated alterations
- c) **Planning Appeal**
 - 1 16/01444/PAQ Bridge House, Cropwell Road, Langar
Change of use of agricultural building to dwelling

11 **FINANCE**

- a) **Financial Statement and bank reconciliation:** *(reports attached at Appendix 1 & 2 for information)*
- b) **Accounts Paid prior to meeting:**
Appendix 3 attached
- c) **Accounts for Payment at meeting:**
Appendix 4 attached
- d) **Village Hall accounts:**
- e) **Grant Aid Application – Vale Ventures Village Hall stage lighting lamps**
- f) **Budget 2017/2018**
- g) **Precept 2017/2018**
- h) **Parish Council Forward Plan**
- i) **Appointment of Internal Auditor**
- j) **Review of Financial Regulations including approval of additional account signatories**
- k) **Draft Risk Management Scheme for approval** *(document attached at Appendix 5)*

Matters for consideration

- 12 **Bingham Road C28: including**
 - a) **Traffic count**
- 13 **Parish Noticeboards** *(report by Cllr Fry attached at Appendix 6)*
- 14 **War Memorial – request for Parish Council to maintain**
- 15 **Meeting Calendar 2017/2018**
- 16 **Report on Big Ideas Event 19 January**
- 17 **Letter from Revitalise:**
- 18 **Letter from Community Heartbeat:**
- 19 **Councillors' reports:**
- 20 **Correspondence including:**
- 21 **Date of next meeting:**

Members of the public are welcome to attend all Parish Council meetings. There is a 15 minute Open Session at the start of each meeting, for residents to raise items of interest or ask questions.

A full set of meeting papers is available on application to the Clerk, above, or at www.langarbarnstone.com

Langar cum Barnstone Parish Council

Bank Reconciliation at 31/12/2016

Cash in Hand 01/04/2016				
				58,229.94
ADD				
Receipts 01/04/2016 - 31/12/2016				44,310.14
				102,540.08
SUBTRACT				
Payments 01/04/2016 - 31/12/2016				38,186.53
A Cash in Hand 31/12/2016				64,353.55
(per Cash Book)				
Cash in hand per Bank Statements				
Cash	31/12/2016		11.05	
TSB Current Account	31/12/2016		54,888.18	
TSB Deposit Account	31/12/2016		10,054.32	
				64,953.55
Less unrepresented cheques				
As attached				600.00
				64,353.55
Plus unrepresented receipts				
As attached				0.00
B Adjusted Bank Balance				64,353.55

A = B Checks out OK

Appendix 2

Langar cum Barnstone Parish Council Net Position by Cost Centre and Code

Cost Centre Name

2 CHURCHYARD			Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
20	CHURCHYARD	0.00	0.00	0.00	500.00	500.00	0.00
21	CHURCH CLOCK	0.00	0.00	0.00	100.00	120.00	-20.00
		£0.00	0.00	£0.00	600.00	£620.00	-20.00

3 BARNSTONE VILLAGE HALL			Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
30	VILLAGE HALL EXPENSES	0.00	0.00	0.00	1,500.00	945.90	554.10
31	VILLAGE HALL EQUIP	0.00	0.00	0.00	1,600.00	3,290.48	-1,690.48
32	VILLAGE HALL UTILITIES	0.00	0.00	86.98	2,080.00	1,499.30	667.68
910	VILLAGE HALL	0.00	0.00	0.00	1,500.00	1,123.20	376.80
912	VILLAGE HALL INCOME	0.00	3,000.00	0.00	0.00	0.00	-3,000.00
		£0.00	3,000.00	£86.98	6,680.00	£6,858.88	-3,091.90

4 VILLAGE AMENITIES			Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
40	WAGES (LITTER PICKING)	0.00	0.00	0.00	1,500.00	1,123.20	376.80
41	LITTER PICK EQUIP	0.00	0.00	0.00	25.00	11.66	13.34
43	PARISH GROUNDS MAINT	0.00	0.00	0.00	300.00	180.00	120.00
45	SPEEDWATCH	0.00	0.00	0.00	0.00	0.00	0.00
46	PARISH MAINTENANCE	0.00	0.00	0.00	0.00	83.15	-83.15
911	PARISH LENGTHSMAN	0.00	0.00	850.00	1,500.00	794.56	1,555.44
913	VILLAGE IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00
914	PARISH CRAFTSMAN	0.00	0.00	0.00	1,500.00	1,123.20	376.80
		£0.00	0.00	£850.00	4,825.00	£3,315.77	2,359.23

5 BARNSTONE PLAY AREA			Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
50	PLAY EQUIP	0.00	0.00	0.00	350.00	90.00	260.00
51	PLAY AREA GRASS	0.00	0.00	0.00	600.00	560.00	40.00
		£0.00	0.00	£0.00	950.00	£650.00	300.00

6 ADMINISTRATION			Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
600	CLERK'S SALARY	0.00	0.00	927.27	9,000.00	7,876.95	2,050.32
601	INSURANCE	0.00	0.00	0.00	580.00	574.44	5.56
602	SUBS/TRAINING	0.00	0.00	0.00	625.00	345.36	279.64
603	S137	0.00	0.00	0.00	25.00	25.00	0.00
604	WEB SITE	0.00	0.00	0.00	300.00	176.78	123.22
605	ROOM HIRE	0.00	0.00	0.00	200.00	100.00	100.00
606	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00
607	OFFICE EXPENSES	0.00	0.00	0.00	750.00	1,005.33	-255.33
608	TAXI VOUCHER SCHEME	0.00	0.00	0.00	700.00	195.00	505.00
609	AUDIT FEES	0.00	0.00	0.00	400.00	400.00	0.00
610	CHAIRMAN'S ALLOWANCE	0.00	0.00	0.00	25.00	20.00	5.00
611	INVESTMENT INTEREST	0.00	0.00	3.79	0.00	0.00	3.79
612	PRECEPT	0.00	0.00	35,791.50	0.00	0.00	35,791.50
613	VAT REFUND	0.00	0.00	0.00	0.00	0.00	0.00
614	BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
615	LOAN REPAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00
616	DONATIONS	0.00	0.00	0.00	300.00	180.00	120.00
		£0.00	0.00	£36,722.56	12,905.00	£10,898.86	38,728.70

7 PROMOTIONAL ACTIVITIES

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
70	NEWSLETTER	0.00	0.00	15.00	800.00	672.80	142.20
71	LCB FESTIVAL	0.00	0.00	0.00	0.00	92.57	-92.57
72	COMMUNITY	0.00	0.00	816.60	100.00	685.28	231.32
74	CUSHION CLUB	0.00	0.00	184.00	200.00	224.04	159.96
		£0.00	0.00	£1,015.60	1,100.00	£1,674.69	440.91

8 WORKS LANE FIELD

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
80	FACILITIES	0.00	0.00	0.00	0.00	0.00	0.00
81	EQUIPMENT/MAINT	0.00	0.00	0.00	0.00	120.47	-120.47
83	FOOTBALL FIELD	0.00	0.00	0.00	500.00	640.00	-140.00
84	FIELD HIRE INCOME	0.00	900.00	635.00	0.00	0.00	-265.00
		£0.00	900.00	£635.00	500.00	£760.47	-525.47

9 EARMARKED RESERVES

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
901	ELECTION FUND	0.00	0.00	0.00	0.00	0.00	0.00
902	TRANSPORT FUND	3,000.00	0.00	0.00	0.00	0.00	3,000.00
905	YOUTH PROVISION	0.00	0.00	0.00	0.00	0.00	0.00
907	TAXI VOUCHER SCHEME	897.00	0.00	0.00	0.00	0.00	897.00
908	GENERAL RESERVE	16,262.00	0.00	0.00	0.00	0.00	16,262.00
909	BARNSTONE GYM	10,000.00	0.00	5,000.00	0.00	9,995.00	5,005.00
915	LANGAR GYM EQUIPMENT	10,000.00	0.00	0.00	0.00	0.00	10,000.00
916	VILLAGE	3,000.00	0.00	0.00	0.00	0.00	3,000.00
917	VILLAGE INTERPRETATION	1,000.00	0.00	0.00	0.00	0.00	1,000.00
		£44,159.00	0.00	£5,000.00	0.00	£9,995.00	39,164.00

NET TOTAL

£44,159.00	3,900.00	£44,310.14	27,560.00	£34,773.67	77,355.47
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DRAFT
Langar cum Barnstone Parish Council Risk Management Scheme
Adopted

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focuses approach to managing risk, which:

- Identifies the key risk areas
- Identifies nature of risk
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

Subject	Risk identified	Level of Risk Low/Medium/ High	Risk Mitigation	Review
Finance				
Precept	Inadequate finances	L	Budget monitored monthly and set annually at January meeting, following budgeting exercise. All expenditure passed by Resolution at PC meeting. Adequate Reserves held as contingency	Annual in January
Financial records	Loss	L	Accounts Software backed up regularly. Majority of records electronic. Daily electronic back up (Tresorit – Cloud, & Synctoy)	Immediate & Monthly Monthly Finance report to council
Salaries/PAYE/ Superann	Incorrect recording /payment	M	Updated information from HMRC, NCC Pension Fund, SLCC Internal Auditor report. Monthly report to council	Annual Internal Audit check April
VAT	Incorrect recording	L	HMRC VAT regulations adhered to Internal Audit check	Annually March

Banking	Errors	M	Electronic banking - Two signatories on all payments. Financial Regulations up to date	Fin Regs reviewed annually Internal Controls reviewed annually
Petty Cash	Errors Loss through theft	L	Secure storage. Accounts software Fidelity clause in Insurance Policy	Financial Regs reviewed annually. Insurance reviewed annually
Insurance	Inadequate cover	M	New Assets added to Asset Register immediately after acquisition & reported to insurer.	Insurance cover reviewed annually
Annual Return	Errors	L	Annual Return examined by Internal Auditor & Councillors prior to submission to External Auditor	Reviewed annually in April
Powers	Illegal actions	L	Ensure all Resolutions are within council's Legal Powers. Seek guidance from NALC/SLCC/CAB	As required
Administration /Business Continuity		L		
Clerk	Loss of Clerk due to resignation/illness Fraud Failure of Council activities/actions	M L L	Contingency for locum Clerk to be put in place – refer to Notts SLCC/Notts ALC Fidelity Guarantee Ensure Clerk's Contract Terms & Conditions /Training are updated regularly	As required Reviewed annually as part of insurance Reviewed annually as part of Budget/Appraisal
Records/ Minutes/	Loss due to fire	L	Minutes up to 2008 held in NCC Archive Accounts/other records stored in locked cupboard in Village Hall Records stored at Clerks home – daily electronic back up (Tresorit-Cloud & Sync Toy) Electronic copies of main Transparency Code documents online (website)	Archive annually in April
Meeting location	Loss of Village Hall as venue due to fire/damage	L	Alternative location – St Andrews Church Langar	As necessary

Data Protection	Error	L	Ensure council is registered with Data Protection Agency	Annual check
Freedom of Information	FOI request FOI error	L	Ensure council is registered with Information Commissioner Ensure Publication Scheme is updated and published on website	Annual membership Annual check
Assets				
Barnstone Play area	Damage to equipment Accident	L M	Weekly site inspection, Annual Wicksteed inspection/report , Annual review for insurance purposes Public Liability in place	Annual reviews/inspections
Works Lane Field incl MUGA/ Skatebowl	Damage to equipment Accident	L M	Weekly site inspection. Annual Wicksteed inspection/report. Annual review for insurance purposes Public Liability in place	Annual review/inspection
Noticeboards Seats War Memorial	Damage	L	Annual inspection and maintenance/replacement if necessary	Annual review for insurance purposes
Office Equipment				Annual
Lap top	Failure or Damage	L	Insured, Lap top serviced annually.	As required
Printer	Failure or Damage	L	Insured	As required
Employees				
Health & Safety	Accident	L	Employer's Liability in place H & S Policy Adequate training & risk assessment	Annual review
Employment	Grievance /dispute	L	Employee contracts/Terms & Conditions reviewed annually Annual appraisals carried out Adequate training provided Regular monitoring by Clerk/Council as part of good working practice Opportunity for monthly report to council on activities	Annual review
Councillors				
Members Interests	Conflict of Interest	L	Ensure Register of Interests is updated Ensure Councillors declare interests at meetings	Annual check

Local Noticeboards

Following a query from a resident regarding access to the noticeboards in the villages, and myself being relatively new to the villages, I undertook a quick survey of the noticeboards and identified further issues of maintenance and day-to-day oversight which I consider to be worthy of discussion.

The noticeboards are a very visible sign of our village life, and I think it important that they are well-managed and well-maintained.

As I understand it, we have four 'official' noticeboards in the two villages, these being:

- The Parish Council noticeboard attached to the wall of the Unicorn's Head in Langar (PCL)
- The Parish Council noticeboard opposite Works Lane in Barnstone (PCB)
- The Nottinghamshire County Council noticeboard next to the bus shelter in Langar (NCC)
- The noticeboard outside the Village Hall in Barnstone (VHB)

I have various comments and questions relating to each noticeboard.

PCL and PCB Noticeboards

- Only used for Parish Council and related material
- Looks rather dilapidated, but I am informed that they are due for refurbishment
- I understand the keys are held by the Parish Clerk

NCC Noticeboard

- Used for church notices and commercial notices
- I understand that keys are kept by the Parish Clerk and St Andrew's Church Warden
- Many of the notices seem to be out of date
- Who is responsible for the day-to-day management of the notices displayed?
- Could the contact details of the keyholder(s) be displayed prominently on the noticeboard, and/or a key be chained to the board to allow access?

VHB Noticeboard

- I assume the Parish Council, as Trustee of the Village Hall, is *de facto* responsible for the upkeep of this noticeboard
- Looks rather dilapidated, but I understand that it is due for refurbishment
- Displays commercial notices and notices of local activities
- Who is responsible for the day-to-day management of the notices displayed?
- Easily accessible to insert/remove notices

Other Comments

- The 'unofficial' noticeboard inside the bus shelter in Langar seems to act as an overspill for the NCC noticeboard, I guess for those people who cannot access the NCC noticeboard
- Could the Parish Council identify persons who would be prepared to oversee management of the notices displayed in the NCC and VHB noticeboards?
- Are there other noticeboards in the two villages? (Langar Woods?)