

## LANGAR CUM BARNSTONE PARISH COUNCIL

Minutes of the Annual Parish Council meeting held at Barnstone Village Hall, Main Road, Barnstone, commencing at 7.30pm on Thursday 17<sup>th</sup> May 2018

*Present: Cllrs A Bellamy, R Brooks, A Carter Davies (Chairman), J Fry, C Harper, K Morris, T Simpson*  
*In attendance: Cllr S Bailey*

### **5/18/1 Declaration of Interest:**

Cllr Harper declared a personal interest in Item 11c) 1) as husband of J Harper

### **5/18/2 Election of Chairman & Signing of Declaration of Acceptance of Office**

Cllr Fry was nominated as Chairman, proposed by Cllr Bellamy, seconded by Cllr Morris. No further nominations were received. It was **RESOLVED** to elect Cllr Fry as Chairman. The Declaration of Acceptance of Office was duly signed.

Cllr Carter Davies stood down from the Council and left the meeting at this point.

### **5/18/3 Election of Vice Chairman & Signing of Declaration of Acceptance of Office**

Cllr Simpson was nominated as Vice Chairman, proposed by Cllr Brooks, seconded by Cllr Harper. No further nominations were received. It was **RESOLVED** to elect Cllr Simpson as Vice Chairman. The Declaration of Acceptance of Office was duly signed.

### **5/18/4 Apologies for Absence:**

Apologies received and accepted from Borough Cllr T Combellack, County Cllrs F Purdue Horan & N Clarke

### **5/18/5 Approval of Minutes of the Meetings held on 19 April 2018**

It was **RESOLVED** to approve the minutes of the above meeting, which were duly signed by the Chairman.

### **5/18/6 Matters Arising (for information only)**

There were no Matters Arising

### **5/18/7 Village Hall including:**

#### **a) Appointment of Parish Council representative to the Village Hall Committee.**

It was **RESOLVED** to appoint Cllr Harper as Village Hall Committee representative.

### **5/18/8 Public Open Session**

7.40pm There were no members of the public in attendance

### **5/18/9 a) Police Reports**

There was no Police report

#### **b) Borough/County Cllr Reports –**

- Borough Cllr S Bailey reported on the recent Parish Forum.

### **5/18/10 Planning:**

**No Planning Notifications were received:**

### **Planning Application received:**

It was **RESOLVED** to submit a response of **No Objection** to the planning application below:

- 1 18/00908/FUL Gwenlyn, Works Lane, Barnstone**  
Proposed rear dormer window

### **5/18/11 Finance:**

**a) Financial Statement and bank reconciliation to 30<sup>th</sup> April 2018:** (*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

It was **RESOLVED** to approve the above payments subject to the addition of the following invoice received too late for inclusion on the agenda:

Notts ALC – LCR subs	£17.00
Handicentre – repair/maint materials	£6.98

**d) Village Hall Accounts, including:**

**a) Bank reconciliation to 30<sup>th</sup> April 2018** (Appendix 5 attached)

**b) Accounts Paid and for Payment for Report only** (Appendices 6 & 7 attached)

**e) Annual Return 2017/2018 including:** (*documents emailed prior to meeting*)

**1. Approval of Section 1 - Annual Governance Statement**

It was **RESOLVED** to approved Section 1 - Annual Governance Statement

**2. Approval of Section 2 - Accounting Statement**

It was **RESOLVED** to approve Section 2 – Accounting Statement

**3. Report of Internal Auditor**

It was **RESOLVED** to approve the Report of the Internal Auditor, minor recommendations were noted.

**f) Local Council Insurance quotation – Came & Co**

It was **RESOLVED** to approve the quotation from Inspire as recommended by Came & Co at a cost of £664.08 for the period 1 June 2018- 31 May 2019

**g) Clerk's pay award 2018/2019**

It was **RESOLVED** to accept the NALC/SLCC pay award wef 1 April 2018

### **Matters for consideration**

#### **5/18/12 RBC Tree protection and promotion scheme**

The Clerk reported on a scheme funded by the Borough, worth £50K over three years, to offer native trees to parishes and individual residents.

Cllr Morris offered to investigate the detail and report back to the next meeting.

Details to be posted on the website/Facebook

**5/18/13 Local Plan Part 2 Consultation**

Cllr Bailey outlined the reasons behind the Local Plan Consultation. It was agreed to put a link to the document on the website and place the item on the June meeting agenda for further consideration.

**5/18/14 GDPR Compliance:**

- a) To consider the appointment of a Data Protection Officer  
The Clerk reported that Parish/Town Councils would be exempted from having to appoint a Date Protection Officer.
  - b) To adopt the Data Map
  - c) To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy
  - d) To adopt the Privacy Notices
  - e) To receive completed Security Compliance Checklists from all Councillors
  - f) To note that the council is already registered as a Data Controller with the ICO
- It was **RESOLVED** to adopt items b), c), d). Item e) received from all councillors, item f) noted.

**5/18/15 Councillors' Reports:**

- Cllr Brooks reported that he would be retiring from the Parish Council with immediate effect.
- Cllr Simpson reported on the number of dogs on the field. 'No dog' signs to be placed more visibly.
- Cllr Harper requested that an item regarding Defibrillators be placed on the June meeting agenda.
- Cllr Morris reported on falling roll at Langar School
- Cllr Bellamy asked for an update on the Langar bus shelter situation.

**5/18/16 Correspondence including:**

Emailed proposal from Nigel Wood regarding a project to recreate the Roll of Honour to commemorate the missing names of men in WW1 and women in WW2. Item to be placed on June meeting agenda

**5/18/17 Date of next meeting:**

Thursday 21<sup>st</sup> June 2018 at **7.30pm**

There being no further business, the meeting closed at 9.10pm

Signed .....Chairman

Date .....

**Private & Confidential Business**

**5/18/18 Employees**

It was **RESOLVED** that, with effect from 1 June 2018:

- 1 The Parish Lengthsman to take on responsibility for an additional three hours per week previously worked by the Parish Craftsman. The hours to be weighted seasonally and annualised, contract to be amended.

- 2 The Parish Litterpicker to take on responsibility for an additional one hour per week previously worked by the Parish Craftsman. Contracted to be amended

**5/18/19 Community**

Notice given of a public event, details available following press release on 11 June.

## Langar cum Barnstone Parish Council

**Bank Reconciliation at 30/04/2018**

Cash in Hand 01/04/2018

76,153.94

**ADD**

Receipts 01/04/2018 - 30/04/2018

17,803.50

93,957.44

**SUBTRACT**

Payments 01/04/2018 - 30/04/2018

1,635.15

**A Cash in Hand 30/04/2018**  
(per Cash Book)**92,322.29**

Cash in hand per Bank Statements

Cash	30/04/201	36.22
TSB Current Account	30/04/201	42,202.77
TSB Deposit Account	30/04/201	50,083.30

**92,322.29**

Less unrepresented cheques

As attached

0.00

92,322.29

Plus unrepresented receipts

As attached

0.00

**B Adjusted Bank Balance****92,322.29****A = B Checks out OK**

**Langar cum Barnstone Parish Council**  
**Net Position by Cost Centre and Code to 30 April 2018**

**Cost Centre Name**

<b>2 CHURCHYARD</b>			<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
20	CHURCHYARD	0.00	0.00	0.00	500.00	0.00	500.00
21	CHURCH CLOCK	0.00	0.00	0.00	155.00	0.00	155.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>655.00</b>	<b>£0.00</b>	<b>655.00</b>

<b>4 VILLAGE AMENITIES</b>			<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
40	WAGES (LITTER PICKING)	0.00	0.00	0.00	1,628.24	108.72	1,519.52
41	LITTER PICK EQUIP	0.00	0.00	0.00	50.00	0.00	50.00
43	PARISH GROUNDS MAINT	0.00	0.00	0.00	600.00	50.00	550.00
45	SPEEDWATCH	0.00	0.00	0.00	0.00	0.00	0.00
46	PARISH MAINTENANCE	0.00	0.00	0.00	400.00	0.00	400.00
911	PARISH LENGTHSMAN	0.00	0.00	0.00	2,035.80	162.05	1,873.75
913	VILLAGES IMPROVEMENT	0.00	0.00	0.00	600.00	0.00	600.00
914	PARISH CRAFTSMAN	0.00	0.00	0.00	1,628.24	99.53	1,528.71
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>6,942.28</b>	<b>£420.30</b>	<b>6,521.98</b>

<b>5 BARNSTONE PLAY AREA</b>			<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
50	PLAY EQUIP	0.00	0.00	0.00	90.00	0.00	90.00
51	PLAY AREA GRASS	0.00	0.00	0.00	600.00	50.00	550.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>690.00</b>	<b>£50.00</b>	<b>640.00</b>

<b>6 ADMINISTRATION</b>			<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
600	CLERK'S SALARY	0.00	0.00	0.00	11,000.00	909.10	10,090.90
601	INSURANCE	0.00	0.00	0.00	665.00	0.00	665.00
602	SUBS/TRAINING	0.00	0.00	0.00	625.00	0.00	625.00
603	S137	0.00	0.00	0.00	25.00	0.00	25.00
604	WEB SITE	0.00	0.00	0.00	100.00	0.00	100.00
605	ROOM HIRE	0.00	0.00	0.00	200.00	44.00	156.00
606	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00
607	OFFICE EXPENSES	0.00	0.00	0.00	1,700.00	72.29	1,627.71
608	TAXI VOUCHER SCHEME	0.00	0.00	0.00	450.00	45.00	405.00
609	AUDIT FEES	0.00	0.00	0.00	300.00	0.00	300.00
610	CHAIRMAN'S ALLOWANCE	0.00	0.00	0.00	25.00	0.00	25.00
611	INVESTMENT INTEREST	0.00	0.00	0.00	0.00	0.00	0.00
612	PRECEPT	0.00	0.00	17,738.50	0.00	0.00	17,738.50
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	0.00	300.00
		<b>£0.00</b>	<b>0.00</b>	<b>£17,738.50</b>	<b>15,390.00</b>	<b>£1,070.39</b>	<b>32,058.11</b>

7 PROMOTIONAL ACTIVITIES			Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
70	NEWSLETTER	0.00	0.00	0.00	600.00	0.00	600.00
71	LCB FESTIVAL	0.00	0.00	0.00	100.00	0.00	100.00
72	APPLE DAY	0.00	0.00	0.00	100.00	0.00	100.00
74	COMMUNITY	0.00	0.00	0.00	100.00	0.00	100.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>900.00</b>	<b>£0.00</b>	<b>900.00</b>
8 WORKS LANE FIELD							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
80	FACILITIES	0.00	0.00	0.00	0.00	0.00	0.00
81	EQUIPMENT/MAINT	0.00	0.00	0.00	200.00	0.00	200.00
83	FOOTBALL FIELD	0.00	0.00	0.00	600.00	50.00	550.00
84	FIELD HIRE INCOME	0.00	900.00	65.00	0.00	0.00	-835.00
		<b>£0.00</b>	<b>900.00</b>	<b>£65.00</b>	<b>800.00</b>	<b>£50.00</b>	<b>-85.00</b>
9 EARMARKED RESERVES							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
901	ELECTION FUND	1,000.00	0.00	0.00	0.00	0.00	1,000.00
902	TRANSPORT FUND	3,000.00	0.00	0.00	0.00	0.00	3,000.00
907	TAXI VOUCHER SCHEME	1,000.00	0.00	0.00	0.00	0.00	1,000.00
908	GENERAL RESERVE	2,500.00	0.00	0.00	0.00	0.00	2,500.00
916	VILLAGE IMPROVEMENTS	25,000.00	0.00	0.00	0.00	0.00	25,000.00
		<b>£32,500.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>32,500.00</b>
<b>NET TOTAL</b>		<b>£32,500.00</b>	<b>900.00</b>	<b>£17,803.50</b>	<b>25,377.28</b>	<b>£1,590.69</b>	<b>73,190.09</b>





## Langar cum Barnstone Village Hall

**Bank Reconciliation at 30/04/2018**

Cash in Hand 01/04/2018

26,383.13

**ADD**

Receipts 01/04/2018 - 30/04/2018

1,446.00

27,829.13

**SUBTRACT**

Payments 01/04/2018 - 30/04/2018

2,082.36

**A Cash in Hand 30/04/2018****25,746.77**

(per Cash Book)

Cash in hand per Bank Statements

Cash	30/04/201	52.16
Nat West	30/04/201	25,694.61

**25,746.77**

Less unrepresented cheques

As attached

0.00

25,746.77

Plus unrepresented receipts

As attached

0.00

**B Adjusted Bank Balance****25,746.77****A = B Checks out OK**

