

## **LANGAR CUM BARNSTONE PARISH COUNCIL**

Minutes of the Parish Council meeting held via video conference commencing at 7.30pm on Tuesday 14<sup>th</sup> April 2020.

**Present:** *Cllrs A Bellamy, J Fry (Chairman), C Harper, J Holland, K Morris, N Pulford, K Risk, T Simpson,*

### **4/20/1 Declaration of Interest:**

Cllr Harper declared a personal interest in Item 8 Finance as husband of J Harper.

### **4/20/2 Apologies for Absence:**

No apologies received.

### **4/20/3 Approval of Minutes held on 12<sup>th</sup> March 2020**

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

### **4/20/4 Matters for Report**

There were no matters to report.

### **4/20/5 Village Hall including:**

#### **a)Terms of Reference for Village Hall Management Committee**

It was recommended that the Village Hall Treasurer should be responsible for ensuring Village Hall utility contracts; these were negotiated with best value in mind.

It was Recommended that the Terms of Reference be reviewed at a later date.

### **4/20/6 Police reports b) Borough County Councillor Reports**

(a) Police stakeholder report received and circulated and filed on the Website.

(b) Regarding County Councillor reports, only item received was the Councillors' Connection

### **4/20/7 PLANNING:**

#### **Planning Notifications:**

1.20/00055/FUL Land West Of 25 Works Lane Barnstone

Full application for 2 x 2 no. bedroom affordable dwellings.

Application Refused

#### **2.20/00221/FUL 2 Main Street Langar**

Part demolition of rear single storey part of existing house and erection of 2 storey and single storey rear extension. (Resubmission)

**Application Refused**

#### **Planning Application:**

1. 20/00735/FUL 27 Works Lane Barnstone

**Proposed dwelling (resubmission)**

**It was RESOLVED to submit a response of No Objection to the above Application.**

#### 4/20/8 Finance

(a) **Financial statements and bank reconciliation to 31<sup>st</sup> March 2020** (reports attached at Appendices 1&2)

(b) **Accounts paid prior to the meeting – Appendix 3 attached.**

(c) **Accounts for payment at meeting - Appendix 4 attached.**

It was **RESOLVED** to approve the above Accounts Paid & Accounts for Payment subject to the addition of the following invoices received too late for inclusion on the agenda:

ZOOM HOSTING LICENCE	£	14.39
AMAZON - EXTERNAL HARD DRIVE	£	63.96
STREETWISE - DOG BIN CONTRACT	£	71.76

(d) **Village Hall Accounts including**

1. Bank reconciliation 31<sup>st</sup> March 2020 (attached at Appendix 5)
2. Accounts paid for and for payment for report only (attached at Appendix 6 &7)

(e) **Appointment of Internal Auditor:**

It was **RESOLVED** to approve the appointment of David Dixon as Internal Auditor.

(f) **AGAR 2019/2020**

Linked to external audit process postponed until September and publication of accounts until November

#### **Matters for Consideration:**

##### **04/20/9 parking at Village Hall, adjacent to Sunrise Cottage, Main Road, Barnstone**

This matter has been reported to the PC, but will be dealt with by the Management Committee of the Village Hall. When the village hall reopens, the Clerk will ensure an email is sent out to all hirers by the VHC Chairman requesting that they do not park at the end of the disabled parking bays.

##### **04/20/10 Coronavirus including:**

(a) **New Parish Council, meeting legislation (information attached)**

It was **RESOLVED** that members of the public must be invited to meetings in order to comply with new legislation.

(b) **Future Parish Council Meetings**

It was **RESOLVED** to continue monthly parish council meetings using video conferencing and Clerk to purchase a monthly subscription to Zoom.

(c) **Postponement of Annual Parish Meeting, date tbc.**

It was **RESOLVED** that the Annual Parish Meeting will still go ahead once deemed appropriate.

(d) **Amendment of standing orders**

Clerk to investigate if a template is available from NALC.

(e) **LcB Community Action Response**

Working well, and now with the phoning facility, has made a link for more people without access to the internet.

(f) **Signpost Newsletter**

It was decided that the newsletter would go on the Website and Facebook and emailed for the foreseeable future.

**4/20/11 Councillors Reports:**

Cllr Simpson: Raised concerns regarding Leylandi trees that had been planted on private land, the Clerk to investigate and report.

**4/20/12 Correspondence including:**

**1. LGA –Code of Conduct Consultation  
Noted**

**4/20/13 Date of next meeting  
Thursday 14<sup>th</sup> May 2020**

In accordance with Section 1(2) of the Public Bodies Admissions to Meetings Act 1960 it is resolved that, due to the confidential nature of the business to be transacted, the public and press are asked to leave the meeting during consideration of:

There being no further business, the meeting closed at 8.50pm

Signed ..... Chairman

Date .....

**4/20/14 Private & Confidential Business**

- 1 It was **RESOLVED** to approve the draft contract for Sharon Ellis.
- 2 It was **RESOLVED** to approve the purchase of a mobile phone for the use of new Clerk
- 3 It was **RESOLVED** to approve the decision to stop the Lengthsman and Litter Picker from working until further notice due to Covid-19 restrictions. They will continue on full pay.
- 4 It was **RESOLVED** to pay the Clerk, Claire Pegg, accrued holiday pay, back pay and time owed which will be paid on termination of her employment on 30<sup>th</sup> April
- 5 It was **RESOLVED** that Claire Pegg will continue to assist the new Clerk, Sharon Ellis during May, until the Bank mandates have been authorised. Thereafter, Claire Pegg will invoice the council on an ad hoc basis for any significant extra work.
- 6 It was **RESOLVED** that the Council would continue to pay the BT Broadband charge for the month of May.

## Langar cum Barnstone Parish Council

Prepared by:

Date:

*Name and Role (Clerk/RFO etc)*

Approved by:

Date:

*Name and Role (RFO/Chair of Finance etc)*

### Bank Reconciliation at 31/03/2020

Cash in Hand 01/04/2019	85,730.97
-------------------------	-----------

**ADD**

Receipts 01/04/2019 - 31/03/2020	44,872.55
----------------------------------	-----------

	130,603.52
--	------------

**SUBTRACT**

Payments 01/04/2019 - 31/03/2020	38,244.38
----------------------------------	-----------

<b>A</b>	<b>Cash in Hand 31/03/2020</b>	<b>92,359.14</b>
	(per Cash Book)	

Cash in hand per Bank Statements

Cash	31/03/2020	24.23
------	------------	-------

TSB Deposit Account	31/03/2020	81,130.14
---------------------	------------	-----------

TSB Current Account	31/03/2020	11,204.77
---------------------	------------	-----------

	<b>92,359.14</b>
--	------------------

Less unrepresented payments	0.00
-----------------------------	------

	92,359.14
--	-----------

Plus unrepresented receipts	0.00
-----------------------------	------

<b>B</b>	<b>Adjusted Bank Balance</b>	<b>92,359.14</b>
----------	------------------------------	------------------

### A = B Checks out OK

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

**Cost Centre Name**

<b>2 CHURCHYARD</b>			<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b><u>Code</u></b>	<b><u>Title</u></b>	<b><u>Bal. B/Fwd.</u></b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
20	CHURCHYARD MAINTENANC	0.00	0.00	0.00	500.00	500.00	0.00
21	CHURCH CLOCK	0.00	0.00	0.00	150.00	0.00	150.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>650.00</b>	<b>£500.00</b>	<b>150.00</b>

<b>4 VILLAGE AMENITIES</b>			<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b><u>Code</u></b>	<b><u>Title</u></b>	<b><u>Bal. B/Fwd.</u></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	2,150.00	2,345.76	-195.76
41	LITTER PICK EQUIP	0.00	0.00	0.00	50.00	0.00	50.00
43	PARISH GROUNDS MAINT	0.00	0.00	355.00	632.00	869.87	117.13
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	401.06	-1.06
47	AIRFIELD MEMORIAL MAINT	0.00	0.00	0.00	360.00	270.00	90.00
911	PARISH LENGTHSMAN	0.00	0.00	871.93	3,145.00	3,454.92	562.01
913	VILLAGES IMPROVEMENT SI	0.00	0.00	0.00	3,000.00	0.00	3,000.00
		<b>£0.00</b>	<b>0.00</b>	<b>£1,226.93</b>	<b>9,737.00</b>	<b>£7,341.61</b>	<b>3,622.32</b>

<b>5 BARNSTONE PLAY AREA</b>			<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b><u>Code</u></b>	<b><u>Title</u></b>	<b><u>Bal. B/Fwd.</u></b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
50	PLAY EQUIP MAINT/INSPECT	0.00	0.00	820.00	90.00	1,255.00	-345.00
51	PLAY AREA GRASS CUTTING	0.00	0.00	0.00	632.00	553.88	78.12
		<b>£0.00</b>	<b>0.00</b>	<b>£820.00</b>	<b>722.00</b>	<b>£1,808.88</b>	<b>-266.88</b>

<b>6 ADMINISTRATION</b>			<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b><u>Code</u></b>	<b><u>Title</u></b>	<b><u>Bal. B/Fwd.</u></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	11,450.00	11,464.35	-14.35
601	INSURANCE	0.00	0.00	0.00	700.00	688.64	11.36
602	SUBS/TRAINING	0.00	0.00	0.00	600.00	473.64	126.36
603	S137	0.00	0.00	0.00	25.00	20.00	5.00
604	WEB SITE	0.00	0.00	0.00	150.00	317.88	-167.88
605	ROOM HIRE	0.00	0.00	0.00	250.00	246.00	4.00
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	1,774.96	-74.96
608	TAXI VOUCHER SCHEME	0.00	0.00	0.00	500.00	275.00	225.00
609	AUDIT FEES	0.00	0.00	0.00	300.00	300.00	0.00
610	CHAIRMAN'S ALLOWANCE	0.00	0.00	0.00	25.00	0.00	25.00
611	INVESTMENT INTEREST	0.00	0.00	805.12	0.00	0.00	805.12
612	PRECEPT	0.00	0.00	36,941.00	0.00	0.00	36,941.00
613	VAT REFUND	0.00	0.00	2,159.28	0.00	0.00	2,159.28
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>£39,905.40</b>	<b>16,000.00</b>	<b>£15,560.47</b>	<b>40,344.93</b>

7 PROMOTIONAL ACTIVITIES			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
70	NEWSLETTER	0.00	0.00	253.50	900.00	1,073.03	80.47
71	LCB FESTIVAL	0.00	0.00	0.00	100.00	0.00	100.00
72	APPLE DAY	0.00	0.00	15.00	200.00	141.00	74.00
74	COMMUNITY	0.00	0.00	1,471.72	100.00	2,732.91	-1,161.19
75	DEFIBRILLATORS	0.00	0.00	280.00	252.00	799.15	-267.15
		£0.00	0.00	£2,020.22	1,552.00	£4,746.09	-1,173.87
8 WORKS LANE FIELD			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	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	200.00	60.00	140.00
83	FOOTBALL FIELD GRASSCU	0.00	0.00	0.00	632.00	524.25	107.75
84	FIELD HIRE INCOME	0.00	900.00	900.00	0.00	0.00	0.00
		£0.00	900.00	£900.00	832.00	£584.25	247.75
9 EARMARKED RESERVES			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
901	ELECTION FUND	1,000.00	0.00	0.00	0.00	67.57	932.43
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	60.00	940.00
908	GENERAL RESERVE	2,500.00	0.00	0.00	0.00	0.00	2,500.00
916	VILLAGE IMPROVEMENTS	17,500.00	0.00	0.00	0.00	5,402.16	12,097.84
		£25,000.00	0.00	£0.00	0.00	£5,529.73	19,470.27
NET TOTAL		£25,000.00	900.00	£44,872.55	29,493.00	£36,071.03	62,394.52

**APPENDIX 3****LANGAR CUM BARNSTONE PARISH COUNCIL**

ACCOUNTS PAID 9 APRIL 2020

D		
D	BT BROADBAND & CALL CHARGES FEB	95.88
D		
D	BT BROADBAND & CALL CHARGES MARCH	113.27

---

 209.15
 

---

**APPENDIX 4**

ACCOUNTS FOR PAYMENT 9 APRIL 2020

WAGES M1	1,711.44
NCC PENSION FUND - SUPERANN M1	234.96
KENT SERVICES GROUND CARE MARCH	189.60
KENT SERVICES AIRFIELD MEMORIAL MAINT MARCH	36.00
ZOOM HOSTING LICENCE	14.39
AMAZON - EXTERNAL HARD DRIVE	63.96
STREETWISE - DOG BIN CONTRACT	71.76

---

 2,322.11
 

---

## Langar cum Barnstone Village Hall

Prepared by:

Date:

*Name and Role (Clerk/RFO etc)*

Approved by:

Date:

*Name and Role (RFO/Chair of Finance etc)*

### Bank Reconciliation at 31/03/2020

Cash in Hand 01/04/2019		25,065.42
<b>ADD</b>		
Receipts 01/04/2019 - 31/03/2020		7,474.00
		32,539.42
<b>SUBTRACT</b>		
Payments 01/04/2019 - 31/03/2020		6,793.30
<b>A</b>	<b>Cash in Hand 31/03/2020</b>	<b>25,746.12</b>
	(per Cash Book)	
Cash in hand per Bank Statements		
Cash	31/03/2020	46.35
Nat West	31/03/2020	25,699.77
		<b>25,746.12</b>
Less unrepresented payments		0.00
		25,746.12
Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>25,746.12</b>
<b>A = B Checks out OK</b>		



## APPENDIX 6

LANGAR CUM BARNSTONE VILLAGE HALL PAYMENTS FOR REPORT

ACCOUNTS PAID 9 APRIL 2020

[illegible]

## APPENDIX 7

ACCOUNTS FOR PAYMENT 9 APRIL 2020

	WAGES M1	£	142.31
	LINDUM FIRE SERVICES - EXTINGUISHER INSPECTION	£	47.57
		£	189.88

