

LANGAR CUM BARNSTONE PARISH COUNCIL

Minutes of the Parish Council meeting held at Barnstone Village Hall, Main Road, Barnstone, commencing at 7.30pm on Thursday 16th March 2017

Present: Cllrs R Brooks, (Chairman), J Fry, V Gell, T Simpson

In attendance – County Cllr R Butler & Borough Cllr T Combellack plus Cllr N Clarke & three members of the public

3/17/1 Declaration of Interest:

There were no Declarations of Interest

3/17/2 Apologies for Absence:

Apologies received and accepted from Cllrs A Bellamy, A Carter Davies

3/17/3 Approval of Minutes of the Meeting held on 16th February 2017:

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

3/17/4 Matters Arising:

No Matters Arising

3/17/5 Councillor Vacancy – consideration of co-option of new councillor

The Chairman invited Katy Morris to introduce herself and to outline why she wished to be co-opted as a councillor.

It was **RESOLVED**

to co-opt Mrs Morris onto the Council. The Chairman welcomed her, the Acceptance of Office form was duly signed and Mrs Morris took her seat.

Standing Orders were suspended at 7.40pm

3/17/6 Public Open Session:

Gordon Spence and Mike Weston, members of the 207 Squadron Committee, formally thanked the Parish Council for undertaking the maintenance of the Airfield Memorial. They spoke about being the sole remaining members of the 207 Squadron which had now been disbanded.

Standing Orders were reinstated at 7.55pm

The Chairman thanked Mr Spence & Mr Weston for their attendance and said that the Council was pleased and proud that the Memorial had come into its care. It was **RESOLVED**

that the remaining 207 Squadron funds be donated to the East Kirkby organisation. In addition a petrol strimmer would be handed over to the council for use at the Memorial.

Mr Weston & Mr Spence left the meeting.

3/17/7 a) Police Reports:

Crime Stats had been received and noted

b) Borough & County Councillor reports:

Cllr Combellack reported on the resignation of Cllr Pell from the Borough Council, due to work commitments.

Cllr Butler reported that extra child warning signs would be provided close to Langar Crossroads. He recommended that the subject of the C28 should be kept on the agenda.

3/17/8 Village Hall – report from the Village Hall Cttee meeting 23.2.17:

Cllr Gell reported on the Village Hall Cttee meeting at which the Parish Council's Forward Plan was well received. It was agreed that a Steering Group would be formed to include Village Hall Cttee members. Meeting minutes attached at Appendix 5.

3/17/9 Community Field:

a) WC facilities

Further to the information that the Archery Club had installed their own toilets on the field without communication with the parish council, a number of items required clarification:

- Servicing access
- Copy of insurance & public liability required
- Query community access

3/17/10 Parish Warden reports

No reports.

3/17/11 Planning

a) Planning Notifications received:

- 1 16/02962/FUL Naturescape Wildflower Farm, Coachgap Lane, Langar
Polythene tunnels for growing plants and naturally dry wildflower seeds
GRANT PERMISSION
- 2 16/02060/FUL Northfield Farm, Bingham Road, Langar
Extensions and alterations to existing approved scheme for the change of use of redundant farm buildings
GRANT PERMISSION

b) Planning applications received:

- 1 17/00322/FUL Naturescape Wildflower Farm, Coachgap Lane, Langar
Polythene tunnels for growing wildflower plants
- 2 17/00321/FUL Naturescape Wildflower Farm, Coachgap Lane, Langar
Polythene tunnels for naturally drying wildflower seed
- 3 17/00364/FUL Northfield Farm, Bingham Road, Langar
Construct timber framed 3 bay car port.

It was **RESOLVED** to submit a response of **NO OBJECTION** to the above three planning applications

3/17/12 Finance:

- a) Financial Statement and bank reconciliation:** *(reports attached as 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 Accounts Paid and for Payment subject to the inclusion of the following invoices received too late for inclusion on the agenda.

| | | | |
|-----|--|---|----------|
| FPO | CURRYS - V HALL FREEZER | £ | 119.00 |
| FPO | STREETWISE - BIN EMPTYING 2016/17 | £ | 287.04 |
| FPO | NOTTS ALC - NEW CLLR TRAINING | £ | 50.00 |
| FPO | BT - V HALL BROADBAND | £ | 50.16 |
| FPO | LINDUM FIRE SERVICES - V HALL FIRE EXTINGU | £ | 145.70 |
| FPO | J A KENT SERVICES - GROUND CARE MARCH | £ | 171.60 |
| FPO | GLOWMEDIA - WEBSITE UPGRADE | £ | 1,410.00 |
| | | £ | 2,233.50 |

d) Village Hall Accounts:

a) External Audit requirements

Further to the External Audit report for 2015/2016 received in September 2016, it was

RESOLVED to process the Village Hall & Parish Council accounts according to recommendations by the External Auditor with effect from 1st April 2017.

b) The Clerk reported that the Bank Balance at 28 February 2017 stood at £26,803.16

e) Risk Management Scheme:

The Clerk reported that the schedule for March included the VAT return which had been completed.

f) Review of Internal Controls:

It was **RESOLVED** to approve the Internal Controls document with the inclusion of an amendment regarding the division of Parish Council and Village Hall accounts. Document attached at Appendix 6

g) Grant application from Festival Committee:

It was **RESOLVED**

To approve the grant application for £500 subject to the return of any contingency element if unused.

Consider inclusion of Festival budget in future Annual Budget.

Matters for consideration:

3/17/13 Annual Parish Meeting 20th April, 7.45pm – Guest Speaker – Lesley Taylor, Veolia Recycling & Education Officer:

Noted that Parish Council meeting will commence at 6.30pm.

3/17/14 Pruning of Highway hedges:

The Parish Lengthsman had met with the Streetwise Manager & the Clerk to discuss possibility of using a road brush to side out the village footpaths, reporting back to council with any updates.

3/17/15 Bingham Road C28 including:

a) Traffic count

- Outcome of data analysis required
- Clarification of figures required
- Invitation to Highways from Proctors to travel in HGV

3/17/16 Councillors' Reports:

- Cllr Morris – future agenda items – Community Transport/Community Benefit Scheme
- Cllr Simpson – Field Gate
- Cllr Brooks – Road markings & signage

3/17/17 Correspondence including:

a) Letter of thanks from Vale Arts Group – noted

b) Letter from Post Office – noted that no alternative premises had been found for Post Office

3/17/18 Date of next meeting:

Thursday 20th April 2017 at 6.30pm (to be followed by Annual Parish Meeting at 7.45pm)

There being no further business, the meeting closed at 8.59pm

SignedChairman

Date

Langar cum Barnstone Parish Council

Bank Reconciliation at 28/02/2017

Cash in Hand 01/04/2016

58,229.94

ADD

Receipts 01/04/2016 - 28/02/2017

49,633.52

107,863.46

SUBTRACT

Payments 01/04/2016 - 28/02/2017

42,521.29

A Cash in Hand 28/02/2017**65,342.17**

(per Cash Book)

Cash in hand per Bank Statements

| | | |
|---------------------|------------|-----------|
| Cash | 28/02/2017 | 13.79 |
| TSB Current Account | 28/02/2017 | 15,373.63 |
| TSB Deposit Account | 28/02/2017 | 50,054.75 |

65,442.17

Less un-presented cheques

As attached

40,100.00

25,342.17

Plus un-presented receipts

As attached

40,000.00

B Adjusted Bank Balance**65,342.17****A = B Checks out OK**

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

Cost Centre Name

| 2 CHURCHYARD | | | Receipts | | Payments | | Current Balance |
|---------------------|--------------|---------------------|-----------------|---------------|-----------------|----------------|------------------------|
| Code | Title | Bal. B/Fw d. | 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 |
|---------------------------------|------------------------|---------------------|-----------------|------------------|-----------------|------------------|------------------------|
| Code | Title | Bal. B/Fw d. | Budget | Actual | Budget | Actual | Budget |
| 30 | VILLAGE HALL EXPENSES | 0.00 | 0.00 | 9.20 | 1,500.00 | 1,074.82 | 434.38 |
| 31 | VILLAGE HALL EQUIP | 0.00 | 0.00 | 0.00 | 1,800.00 | 3,505.64 | -1,905.64 |
| 32 | VILLAGE HALL UTILITIES | 0.00 | 0.00 | 86.98 | 2,080.00 | 2,085.30 | 81.68 |
| 910 | VILLAGE HALL | 0.00 | 0.00 | 0.00 | 1,500.00 | 1,372.80 | 127.20 |
| 912 | VILLAGE HALL INCOME | 0.00 | 3,000.00 | 5,000.00 | 0.00 | 0.00 | 2,000.00 |
| | | £0.00 | 3,000.00 | £5,096.18 | 6,680.00 | £8,038.56 | 737.62 |

| 4 VILLAGE AMENITIES | | | Receipts | | Payments | | Current Balance |
|----------------------------|------------------------|---------------------|-----------------|----------------|-----------------|------------------|------------------------|
| Code | Title | Bal. B/Fw d. | Budget | Actual | Budget | Actual | Budget |
| 40 | WAGES (LITTER PICKING) | 0.00 | 0.00 | 0.00 | 1,500.00 | 1,323.00 | 177.00 |
| 41 | LITTER PICK EQUIP | 0.00 | 0.00 | 0.00 | 25.00 | 11.66 | 13.34 |
| 43 | PARISH GROUNDS MAINT | 0.00 | 0.00 | 88.75 | 300.00 | 180.00 | 208.75 |
| 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 | 93.43 | -93.43 |
| 911 | PARISH LENGTHSMAN | 0.00 | 0.00 | 850.00 | 1,500.00 | 1,044.16 | 1,305.84 |
| 913 | VILLAGES 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 | 1,372.80 | 127.20 |
| | | £0.00 | 0.00 | £938.75 | 4,825.00 | £4,025.05 | 1,738.70 |

| 5 BARNSTONE PLAY AREA | | | Receipts | | Payments | | Current Balance |
|------------------------------|-----------------|---------------------|-----------------|---------------|-----------------|----------------|------------------------|
| Code | Title | Bal. B/Fw d. | 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 |
|-------------------------|----------------------|---------------------|-----------------|-------------------|------------------|-------------------|------------------------|
| Code | Title | Bal. B/Fw d. | Budget | Actual | Budget | Actual | Budget |
| 600 | CLERK'S SALARY | 0.00 | 0.00 | 927.27 | 9,000.00 | 9,598.85 | 328.42 |
| 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 | 355.36 | 269.64 |
| 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 | 150.00 | 50.00 |
| 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 | 1,210.61 | -460.61 |
| 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 | 4.22 | 0.00 | 0.00 | 4.22 |
| 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 | £36,722.99 | 12,905.00 | £12,886.04 | 36,741.95 |

| 7 PROMOTIONAL ACTIVITIES | | | Receipts | | Payments | | Current Balance |
|--------------------------|------------------------|--------------------|-----------------|-------------------|------------------|-------------------|------------------|
| <u>Code</u> | <u>Title</u> | <u>Bal. B/Fwd.</u> | Budget | Actual | Budget | Actual | Budget |
| 70 | NEWSLETTER | 0.00 | 0.00 | 15.00 | 800.00 | 689.30 | 125.70 |
| 71 | LCB FESTIVAL | 0.00 | 0.00 | 0.00 | 0.00 | 92.57 | -92.57 |
| 72 | COMMUNITY | 0.00 | 0.00 | 841.60 | 100.00 | 807.53 | 134.07 |
| 74 | CUSHION CLUB | 0.00 | 0.00 | 184.00 | 200.00 | 244.01 | 139.99 |
| | | £0.00 | 0.00 | £1,040.60 | 1,100.00 | £1,833.41 | 307.19 |
| | | | | | | | |
| 8 WORKS LANE FIELD | | | Receipts | | Payments | | Current Balance |
| <u>Code</u> | <u>Title</u> | <u>Bal. B/Fwd.</u> | 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 | 151.33 | -151.33 |
| 83 | FOOTBALL FIELD | 0.00 | 0.00 | 0.00 | 500.00 | 783.00 | -283.00 |
| 84 | FIELD HIRE INCOME | 0.00 | 900.00 | 835.00 | 0.00 | 0.00 | -65.00 |
| | | £0.00 | 900.00 | £835.00 | 500.00 | £934.33 | -499.33 |
| | | | | | | | |
| 9 EARMARKED RESERVES | | | Receipts | | Payments | | Current Balance |
| <u>Code</u> | <u>Title</u> | <u>Bal. B/Fwd.</u> | 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 | £49,633.52 | 27,560.00 | £38,982.39 | 78,470.13 |

**LANGAR-CUM-BARNSTONE
VILLAGE HALL
COMMITTEE MEETING
Minutes of
Monday 23th February 2017**

.....

Present: **T McHarg** (Ordinary Member), **C Pegg** (OM/Parish Council), **V Gell** (Parish Council), **A Charlett** (Vale Market Café VMC), **L Kemp** (OM), **C Mazers** (Vale Ventures), **G Clarke** (Vale Arts Group), **V Jones & M Jones** (Belvoir Archers),

1. Apologies D Clayton (Brownies), M Smith (OM) and M Munford (Dancing).
2. Minutes The Minutes of the meeting of 24th November 2016 were read through. These were accepted these as a true record and signed by the Chairman.
3. Matters Arising P Jones should read M Jones. Under item 9, A Charlett said he had spoken to Marie Fletcher to try and arrange a meeting with Andrew Fletcher regarding land for parking, but that he had heard nothing and he was therefore assuming that they were not interested. V Gell has purchased a thermal curtain and pole for the hall door and a blind for the mirror and these are to be fitted. A door between the hall and the corridor has been fitted.
4. Financial Management C Pegg passed round a statement to 31 January and went through this with all present. T McHarg checked that the VHMC were still ok to purchase items up to £150 without having to go to the PC first.
5. Parish Council Forward Plan
C Pegg passed round a Proposal for a Forward Plan. These include toilet facilities on the Community Field. V and M Jones reported that the state of the field was much improved since the gate has been locked. With regard to the proposal to re-build the Village hall in approximately 5 years time, C Pegg has spoken to the Planning Department at Rushcliffe who have no objection in principle. A brief discussion took place as to what we might look to achieve when re-building. Boundary changes for electoral voting mean that Langar and Barnstone are now in two different electoral areas, but that does mean that we will have access to two Borough Councillors and two pots of money!
6. General Maintenance
 - T McHarg stated that the lead for the sound system has disappeared and the replacement he hastily found is not satisfactory. He will replace with a better one as soon as he can.
 - The back porch light bulb needs replacing.
 - One of the heaters in the hall is not working. T McHarg said he will return it for a replacement. Also, these heaters are currently on the floor, but can be wall mounted, which he plans to do in the summer.
 - The HDMI lead was replaced as the end had broken off.
 - The shed needs to be tidied up, in particular the plastic chairs need sorting with approximately 20 being kept back for the Brownies to use and the rest to go to the Church.
 - C Mazers asked if a permanent light could be put in the shed as the current one is unsatisfactory.

7. Village Hall improvements

- C Mazers has had a quote for a dimmer board to be fitted and PAT tested for £150. C Pegg said that the PC would reimburse her for this, including the replacement bulbs she has purchased.
- A Charlett mentioned about a table top freezer and said that an under counter one would be slightly more in price than a table top one but would hold double the capacity. It was agreed that there was space under the counter in the corner.

8. Vale Market Café

A Charlett reported that the Café was keeping its head above water and still attracting new people. A discussion took place regarding possible solutions to the parking problem. C Mazers said she has a plan for Vale Ventures to do photo bunting for the Village Festival. This would be to take photos, laminate and hole punch them and put them on rope.

10 Any other business – None

11 Date of next meeting

Thursday 2nd May 2017 at 7.30pm

There being no further business the meeting was closed at 20.47pm

L Kemp

**LANGAR CUM BARNSTONE PARISH COUNCIL
INTERNAL CONTROLS**

The Parish Council to carry out a regular review of its Internal Controls and their effectiveness as follows:

- Financial records to be kept in accordance with statutory requirements including:
 - a) Financial Regulations – to be reviewed regularly by Council
 - b) Petty cash system - Clerk to reconcile monthly, all claims supported by receipts
 - c) Receipts and Payments for Village Hall & Parish Council accounts to be recorded using separate Scribe software and bank accounts.
 - d) monthly bank reconciliations - Clerk to copy Scribe report to all members before each meeting
 - e) budget monitoring - Clerk & Chairman to review regularly, Clerk to copy Scribe report to all members before each meeting
 - f) payment controls – every payment to be approved by Resolution, in accordance with legal powers and Financial Regulations, cheques & electronic payments to be signed/authorised by two signatories
 - g) VAT returns submitted annually by Clerk
 - h) HM Revenue & Customs returns to be submitted quarterly, and reconciled at year end
 - i) Minutes to be properly maintained, recording expenditure by Resolution

- Internal Auditor appointed to prevent and detect fraud and corruption, duties to include:
 - a) review of internal controls
 - b) testing and review of income & expenditure using Minutes, bank statements, cashbook
 - j) carry out interim check between September – November each year, producing report to Council.
 - k) Internal auditor to be appointed annually, by letter, stating terms of reference

- Insurance review to be carried out annually

**ADOPTED APRIL 2011
REVISED MARCH 2014
REVIEWED MARCH 2015
REVIEWED APRIL 2016
REVIEWED MARCH 2017**
