

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 17 March 2016

Present: Cllrs R Brooks, (Chairman), A Carter Davies, V Gell, T Simpson,

3/16/1 Declaration of Interest:

Cllr A Carter Davies declared a Personal Interest, as a friend, in Item 10 - Planning Applications REF: 16/00162/LBC & 16/00124/FUL.

3/16/2 Apologies for Absence:

Apologies were received and accepted from Cllrs A Bellamy, R Whitehead
Apologies also received from County Cllr R Butler, Borough Cllrs A Pell & T Combellack.

3/16/3 Approval of Minutes of the Meeting held on 18th February 2016:

It was **RESOLVED** to approve the minutes of the above meeting which were duly signed by the Chairman as an accurate record.

3/16/4 Matters Arising:

There were no Matters Arising

3/16/5 Public Open Session:

Standing Orders were suspended at 7.33pm and immediately reinstated as there were no representations from the public.

3/16/6 a) Police Reports

There were no reports from the Police

b) Borough & County Councillor reports

There were no reports from County or Borough

3/16/7 Community Field including:

a) Boundary planting by TCV & Langar School Eco Group

Planting session to take place on the morning of Tuesday 29th March. Councillors welcome to attend.

3/16/8 Langar & Barnstone Village Hall including:

a) Rear boundary line enforcement

It was **RESOLVED** to apply to the Land Registry for a Village Hall Title Plan

b) Proposal to insulate hall

It was

RESOLVED to postpone the issue of insulating the hall until Item 8a) had been resolved.

c) Proposal for new heaters

Four new Eco heaters had been offered by the contractor for the cost of labour only.

It was **RESOLVED** to accept the offer subject to the heaters being adequate for the hall's cubic capacity.

3/16/9 Parish Warden reports

There were no reports this month

3/16/10 Planning

Planning Notifications received:

No Notifications received

Planning Application received:

- 1 **REF: 16/00162/LBC** Bottom House Farm, Cropwell Road, Langar
Replace ground floor windows with new hardwood, single glazed windows
- 2 **REF: 16/00124/FUL** Bottom House Farm, Cropwell Road, Langar
Retrospective application for upgrading existing access track with stone

It was **RESOLVED** to submit a response of **NO OBJECTION** to both applications

3/16/11 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:

Lindum Fire Services – V Hall Fire extinguisher inspection/service	£149.93
Land Registry – SIM application	£4.00

d) **Report on Village Hall Accounts** (report attached at Appendix 5)

1) **2014/2015 Accounts**

It was **RESOLVED** to approve 2014/2015 Accounts

2) **Recommendations for future Financial Management**

The following actions were **RESOLVED**

- to accept all the Recommendations made in attached report.
- Village Hall Hire Terms & Conditions to be amended to include new invoicing arrangements

In addition, Councillors expressed their grateful thanks to the Village Hall Treasurer, Peter Franklin, for his work over the past fourteen years. Peter had chosen to step down from the role, the Village Hall accounts to be run by the Clerk from 1st April 2016.

Matters for consideration:

3/16/12 Renewal of NCC Lengthsman Scheme:

It was agreed that the Scheme had proved beneficial to the parish since it was introduced in August 2015.

It was therefore

RESOLVED to renew the council's membership of the Lengthsman Scheme. A report on the tasks and activities carried out under the Scheme would be passed onto NCC Highways in due course.

3/16/13 Review of Health & Safety Policy:

It was **RESOLVED** to approve the Health & Safety Policy with minor amendments, (Appendix 6).

3/16/14 Update on Unicorn's Head:

There were no further updates available

3/16/15 Annual Parish Meeting 21st April:

Representatives from Everards would be attending the Annual Parish Meeting to give a presentation on the future plans for the Unicorn's Head. A cheese & wine tasting would be included. The Clerk to source local cheeses for the evening.

3/16/16 Ownership of Coach Gap Lane

No further information available

3/16/17 Councillors' Reports:

Cllr Brooks reported on a complaint from the WI about the inefficiency of the village hall heaters.

3/16/18 Correspondence:

a) Report from parishioner on increase in HGV traffic on Works Lane

Tarmac & Merrivale Farms had agreed to investigate problem and avoid Barnstone Village.

b) NCC Recycling Registration & Service Charges

All users of county recycling sites would be required to register their vehicles from 1st April 2016 - noted

c) NCC SLC - Outdoor Gym Equipment funding application

The Clerk reported that the application to SLC for £5000 towards the Outdoor Gym Equipment had been successful.

3/16/19 Date of next meeting:

Thursday 21st April 2016 at 6.30pm

There being no further business, the meeting closed at 8.45pm

SignedChairman

Date

Langar cum Barnstone Parish Council

Bank Reconciliation at 29/02/2016

Cash in Hand 01/04/2015				
				41,365.89
ADD				
Receipts 01/04/2015 - 29/02/2016				48,054.16
				89,420.05
SUBTRACT				
Payments 01/04/2015 - 29/02/2016				30,707.62
A Cash in Hand 29/02/2016				58,712.43
(per Cash Book)				
Cash in hand per Bank Statements				
Cash	29/02/2016		100.00	
TSB Current Account	29/02/2016		48,622.90	
TSB Deposit Account	29/02/2016		10,049.53	
				58,772.43
Less unrepresented cheques				
As attached				60.00
				58,712.43
Plus unrepresented receipts				
As attached				0.00
B Adjusted Bank Balance				58,712.43

A = B Checks out OK

Langar cum Barnstone Parish Council
NETT POSITION BY COST CENTRE & CODE

Cost Centre & Name

2 CHURCHYARD		Balance B/Fw d.	Receipt		Payments		Current Balance Budget
Code	Title		Budget	Actual	Budget	Actual	
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		Balance B/Fw d.	Receipt		Payments		Current Balance Budget
Code	Title		Budget	Actual	Budget	Actual	
30	VILLAGE HALL EXPENSES	0.00	0.00	0.00	1,740.00	2,699.34	-959.34
31	VILLAGE HALL EQUIP	0.00	0.00	0.00	1,000.00	1,299.41	-299.41
32	VILLAGE HALL UTILITIES	0.00	0.00	0.00	0.00	2,846.13	-2,846.13
910	VILLAGE HALL	0.00	0.00	0.00	1,460.00	1,343.09	116.91
912	VILLAGE HALL INCOME	0.00	3,500.00	7,400.00	0.00	0.00	3,900.00
		£0.00	3,500.00	£7,400.00	4,200.00	£8,187.97	-87.97

4 VILLAGE AMENITIES		Balance B/Fw d.	Receipt		Payments		Current Balance Budget
Code	Title		Budget	Actual	Budget	Actual	
40	WAGES (LITTER PICKING)	0.00	0.00	0.00	1,460.00	1,221.09	238.91
41	LITTER PICK EQUIP	0.00	0.00	0.00	25.00	0.00	25.00
43	PARISH GROUNDS MAINT	0.00	0.00	355.08	600.00	980.00	-24.92
45	SPEEDWATCH	0.00	0.00	0.00	0.00	0.00	0.00
46	PARISH MAINTENANCE	0.00	0.00	0.00	540.00	819.94	-279.94
911	PARISH LENGTHSMAN	0.00	850.00	850.00	1,460.00	807.53	652.47
913	VILLAGES IMPROVEMENT	0.00	0.00	0.00	1,500.00	16.00	1,484.00
914	PARISH CRAFTSMAN	0.00	0.00	0.00	1,460.00	872.73	587.27
		£0.00	850.00	£1,205.08	7,045.00	£4,717.29	2,682.79

5 BARNSTONE PLAY AREA		Balance B/Fw d.	Receipt		Payments		Current Balance Budget
Code	Title		Budget	Actual	Budget	Actual	
50	PLAY EQUIP	0.00	0.00	0.00	200.00	249.50	-49.50
51	PLAY AREA GRASS	0.00	0.00	0.00	400.00	280.00	120.00
		£0.00	0.00	£0.00	600.00	£529.50	70.50

6 ADMINISTRATION		Balance B/Fw d.	Receipt		Payments		Current Balance Budget
Code	Title		Budget	Actual	Budget	Actual	
600	CLERK'S SALARY	0.00	0.00	0.00	9,000.00	9,280.08	-280.08
601	INSURANCE	0.00	0.00	0.00	1,100.00	505.44	594.56
602	SUBS/TRAINING	0.00	0.00	0.00	775.00	461.60	313.40
603	S137	0.00	0.00	0.00	1.00	25.00	-24.00
604	WEB SITE	0.00	0.00	0.00	250.00	273.31	-23.31
605	ROOM HIRE	0.00	0.00	0.00	200.00	193.00	7.00
606	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00
607	OFFICE EXPENSES	0.00	0.00	60.00	750.00	1,073.82	-263.82
608	TAXI VOUCHER SCHEME	0.00	0.00	0.00	300.00	695.00	-395.00
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	0.00	25.00
611	INVESTMENT INTEREST	0.00	0.00	3.06	0.00	0.00	3.06
612	PRECEPT	0.00	0.00	37,970.00	0.00	0.00	37,970.00
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	150.00	0.00	150.00
		£0.00	0.00	£38,033.06	12,951.00	£12,907.25	38,076.81

7 PROMOTIONAL ACTIVITIES		<u>Balance B/Fw d.</u>	Receipt		Payments		Current Balance Budget
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	
70	NEWSLETTER	0.00	100.00	195.00	700.00	719.48	75.52
71	LCB FESTIVAL	0.00	0.00	0.00	0.00	149.86	-149.86
72	COMMUNITY	0.00	0.00	200.00	50.00	267.13	-17.13
74	QUSSION CLUB	0.00	300.00	234.50	100.00	255.94	-221.44
		£0.00	400.00	£629.50	850.00	£1,392.41	-312.91
8 WORKS LANE FIELD		<u>Balance B/Fw d.</u>	Receipt		Payments		Current Balance Budget
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	
80	FA CLITIES	0.00	0.00	0.00	0.00	0.00	0.00
81	EQUIPMENT/MAINT	0.00	0.00	0.00	500.00	90.00	410.00
83	FOOTBALL FIELD	0.00	0.00	0.00	500.00	420.00	80.00
84	FIELD HIRE INCOME	0.00	780.00	715.00	0.00	0.00	-65.00
		£0.00	780.00	£715.00	1,000.00	£510.00	425.00
9 EAR MARKED RESERVES		<u>Balance B/Fw d.</u>	Receipt		Payments		Current Balance Budget
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	
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
		£20,159.00	0.00	£0.00	0.00	£0.00	20,159.00
NETT TOTALS		£20,159.00	5,530.00	£47,982.64	27,246.00	£28,864.42	60,993.22

APPENDIX 3

ACCOUNTS PAID 17 MARCH 2016

DD	BT - BROADBAND CHARGES	£	106.16
DC	AMAZON DVD (AWW)	£	11.98
DC	AMAZON DVD (S)	£	9.99
DD	BT - PHONE CHARGES	£	18.13
DD	EON - VH ELECTRICITY BILL NOV 15-FEB16	£	486.19
FPO	D SLIGHT - V HALL INTERNAL AUDIT	£	100.00
FPO	TOOT HILL SCHOOL - NEWSLETTER PRINTING	£	177.00

£ 909.45

APPENDIX 4

ACCOUNTS FOR PAYMENT 17 MARCH 2016

FPO	WAGES M12	£	1,027.44
FPO	NCC PENSION FUND	£	160.23
FPO	J HARPER - SIGNPOST DELIVERY	£	30.00
FPO	HANDICENTRE BINGHAM LTD - REPAIR/MAINT MATERIALS	£	66.39
FPO	STREETWISE - DOG BIN EMPTYING CONTRACT	£	71.76
FPO	NALC - ANNUAL SUBS	£	161.36
FPO	J A KENT SERVICES LTD - GROUND CARE MARCH	£	168.00
FPO	LINDUM FIRE SERVICES LTD - V HALL FIRE EXTINGUISHER INSPECTION	£	149.93
584	LAND REGISTRY - SIM APPLICATION	£	4.00

£ 1,839.11

10 March 2016

Report to Langar cum Barnstone Parish Council - Item 11d)

Langar cum Barnstone Village Hall Accounts 2014/2015

Background

The Parish Council, as Managing Trustee, recently assumed responsibility for the financial management of the Village Hall. It was agreed to appoint the Internal Auditor to the Parish Council, as Auditor for the Village Hall Accounts 2014/2015.

Audit

Following an examination of the accounts, the Auditor made the following recommendations:

- Regular Bank reconciliations should be made
- A Petty Cash account should be introduced
- The Village Hall's financial year should be brought into line with that of the Parish Council, (ie 1st April – 31st March)
- Simple accounting procedures should be introduced

Due to the number of irregularities, the Auditor felt unable to sign off the accounts on this occasion.

Examination of accounts

To ensure that the Village Hall accounts conformed to the Local Audit and Accountability Act 2014 and Local Government Transparency Code 2015 an examination of the accounts was made which resulted in the following recommendations.

Recommendations to Parish Council meeting 17 March:

- All invoicing to be tied in to Financial Year (ie 31/3-1/4)
- Regular monthly hirers – to be invoiced quarterly
- Regular multiple weekly session hirers - to be invoiced monthly
- Regular hirers over a specific period (eg term time) - to be invoiced per period
- Ad hoc hirers – to be invoiced at time of booking. Payment to be made in full.
- Duplicate receipt book required for cash payments
- Updated Year planner to be made available in Village Hall for use of prospective hirers and for invoicing purposes.
- Online calendar recommended

Langar cum Barnstone Parish Council
Health and Safety at Work Act 1974
Statement of Safety Policy

1. Langar cum Barnstone Parish Council recognises and accepts its responsibilities as an employer for providing safe and healthy working conditions for all its employees and volunteers (including councillors)
2. The Council intends to take all reasonable steps within its power to meet this responsibility, paying particular attention to the provision and maintenance of:-
 - a) plant, equipment and systems or work designed and maintained to operate and function safely
 - b) arrangements for safe handling, storage and supervisory functions to enable all employees to avoid hazards and contribute positively to their own safety and health at work
 - c) sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work
 - d) a safe place of work with safe access and egress
 - e) a healthy working environment and systems of work with expert advice as necessary
 - f) protective clothing and equipment where necessary
 - g) arrangements for the periodic survey of and report on work places and methods of working and the implementation of any corrective action necessary
3. The Clerk assumes the day to day responsibility of ensuring the safety policy is reviewed, maintained and adhered to.
4. Health and safety will be kept under review by the Council.
5. Employees and volunteers are reminded that they have a duty to care for their own safety and that of other workers and other persons who might be affected by their activities and co-operate with the Council so as to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each and every individual employee.
6. Employees and volunteers should:-
 - a) seek advice on safety and health matters from the Clerk.
 - b) comply with the instructions and procedures for safe working issued from time to time
 - c) make proper use of protective clothing and safety equipment provided
 - d) report immediately to the Clerk any defects in plant, structures, equipment or safety procedures which come to their notice
 - e) report promptly to the Clerk any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence if incidents
7. Any matter which appears to contravene the above policy should be reported at once to the Clerk, who will report as appropriate to the Council.
8. In the event of an accident it will be investigated by a panel of councillors selected from full membership in the same way as set out in Standing Orders for the Employment Grievance Panel. Any recommendations from the investigation will be passed to the Clerk for implementation.
9. A copy of this statement will be issued to all Council employees and Councillors. It will be reviewed biannually at the Parish Councils Statutory Annual Meeting.

Adopted 15.4.10

Reviewed and revised 17 March 2016