

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 21st March 2019.

*Present: J Fry (Chairman), C Harper, J Hollands, N Pulford, T Simpson, K Morris
In attendance: one member of the public*

3/19/1 Declaration of Interest:

Cllr Harper declared a personal interest in Item 9c) as husband of J Harper.
Cllr Pulford declared a personal interest in Item 8c)2 as owner of The Old Farmhouse.
Cllr Simpson declared a personal interest in Item 8b) as a neighbour.

3/19/2 Apologies for Absence:

Apologies received and accepted from Cllr A Bellamy.
Also County Cllrs F Purdue Horan & N Clark & Borough Cllrs T Combellack & S Bailey.

3/19/3 Approval of Minutes of the Meeting held on 21st February 2019:

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

3/19/4 Matters for Report

The Clerk reported that the two new defibrillators had been installed on 21st March.

3/19/5 Public Open Session

Dot Clayton reported that:

- the total cost of the **Brownie Bench** had been achieved by means of donations and fundraising. A plaque in memory of two residents, Bob Clayton & Sue Page, would be installed on the bench in due course.
- the **Kiosks** were in need of refurbishment. Dot Clayton had obtained costs of replacement frames (£32/5 frames), and glass panes (£9.75/5 panes).
The Clerk reported that donated paint would be received in due course.

3/19/6 a) Police Reports

The February edition of the Police Update had been circulated.
Cllr Simpson reported on the increase in theft of lead from local church roofs.

b) Borough/County Cllr Reports

There were no reports.

3/19/7 Village Hall

- a) A response was awaited from Clive Welham regarding a visit to Lady Bay Scout Hut.

3/19/8 Planning

- a) No planning notifications were received to date.

b) Planning Appeal
Appeal reference: APP/P3040/W/18/3211812

REF: 18/01195/FUL Land North East of Musters Road, Langar
Full planning application for 5 no two bedroom bungalows with associated landscaping, parking and access.

The original objections referred to:

- The development being outside the village envelope
- Pedestrian access & safety

It was agreed that no additional objections would be made.

c) Planning Applications:

1 19/00324/LBC School House, Church Lane, Langar
Replace existing tiled floor with timber floorboards including sub-floor ventilation.

Having declared an interest in the following application, Cllr Pulford left the meeting.

2 19/00428/LBC The Old Farmhouse, The Brambles, Main Road, Barnstone
Replace windows and double doors of original kitchen extension with oak framed doors and windows of same design, replace slatted wood apex with oak framed glass window to same dimensions and replace internal conventional plaster ceiling with vaulted plaster ceiling.

It was **RESOLVED** to submit responses of No Objection to the above two applications

Cllr Pulford rejoined the meeting.

3/19/9 Finance

a) Financial Statement and bank reconciliation to 28th February 2019.
(reports attached at Appendices 1 & 2 for information.

b) Accounts Paid prior to meeting *(report attached at Appendix 3 for information).*

c) Accounts for Payment at meeting *(report attached at Appendix 4 for information.*

It was **RESOLVED** to approve the above Accounts Paid & Accounts for Payment.

d) Village Hall Accounts:

a) Bank reconciliation to 28th February 2019 *(Appendix 5 attached)*

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

e) Grant Aid Application - Memorial bench:

The Clerk reported that NCC Highways had approved the installation of a bench on the existing concrete slab.

The following points were **RESOLVED:**

- The parish council will adopt the bench and place it on the Asset Register for insurance purposes.
- The Clerk to investigate the position regarding the reclaim of VAT on the purchase.

- f) **Grant Aid Application – Churchyard maintenance:**
It was **RESOLVED** to approve the expenditure of £500, being the budgeted sum, for the maintenance of the Churchyard.
- g) **Review of Financial Regulations:**
It was **RESOLVED** to approve the increase in value from £20,000 to £25,000 in Financial Regulation 11 Contracts, paras b) & g), bringing into line the Standing Orders and Financial Regulations. The Clerk had received assurance from the Internal Auditor that the council has adequate measures in place in Standing Orders & Financial Regulations to satisfy legal requirements on Contracts without referring to Contracts Finder website legislation (2015).
- h) **Review of Internal Controls:**
It was **RESOLVED** to implement additional controls designed to strengthen Payment Controls under Para f). Cllr Pulford volunteered to carry out quarterly monitoring of receipts & payments. Amended document attached at Appendix 8.
Website to be updated with amended documents.

Matters for Consideration

3/19/10 Review of Assisted Taxi Scheme –

The Clerk reported that five applications had been received from existing recipients. It was **RESOLVED** that the applications would be considered by the Chairman and Clerk and that the Scheme and remaining balance in funds would be advertised.

Cllr Pulford volunteered to continue monitoring use of the vouchers.

3/19/11 822 Bus Service

With effect from 1 June, the replacement bus service would be centred around a circular route, using Bingham & Cropwell Bishop as hubs and including a commuter service between Granby – Nottingham. The daytime route through Vale villages would be put out to tender. Further information awaited.

3/19/12 Setting up Human Resources Committee:

It was **RESOLVED** to set up an HR Committee, with three members, two of which would be Cllrs Pulford and Morris. Terms of Reference to be placed on website.

3/19/13 Councillors' Reports

- Cllr Fry spoke on the need for a mirror to be placed opposite the entrance to Park Road, to improve visibility. The Clerk to make enquiries of NCC Highways.
- Cllr Morris reported on the lack of information available following the anticipated outcome of Brexit negotiations. Contact details should be available to businesses. Cllr Morris to supply details for posting on the website.
- Cllr Hollands requested a copy of the Calendar of Meetings.
- Cllr Pulford reported on the increase in dog fouling in the parish and requested a campaign to include more 'no dog' signs and spray paint. Clerk to contact RBC Dog Warden for advice.

3/19/14 Correspondence

- 1 The Clerk reported on a letter received from VIA regarding monitoring and reporting of maintenance of Rights of Way by farmers and landowners. Copies of letter to be circulated to councillors.
- 2 The Clerk reported on an email received from Teamworks Karting regarding an event taking place in October 2019.
- 3 The Clerk reported on an email from Came & Co including a Client Risk Presentation in advance of the Insurance renewal.

3/19/15 Date of Next Meeting

Thursday 11 April 2019 at 6.30pm

There being no further business, the meeting closed at 8.35pm

Signed Chairman

Date

Langar cum Barnstone Parish Council

Bank Reconciliation at 28/02/2019

Cash in Hand 01/04/2018

76,153.94

ADD

Receipts 01/04/2018 - 28/02/2019

41,815.09

117,969.03

SUBTRACT

Payments 01/04/2018 - 28/02/2019

31,523.83

A Cash in Hand 28/02/2019**86,445.20**

(per Cash Book)

Cash in hand per Bank Statements

Cash	28/02/201	46.10
TSB Current Account	28/02/201	6,135.38
TSB Deposit Account	28/02/201	80,263.72

86,445.20

Less unrepresented cheques

As attached

0.00

86,445.20

Plus unrepresented receipts

As attached

0.00

B Adjusted Bank Balance**86,445.20****A = B Checks out OK**

Langar cum Barnstone Parish Council
Net Position by Cost Centre and Code to 28 February 2019

Cost Centre Name

2 CHURCHYARD				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>	
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	120.00	35.00	
		£0.00	0.00	£0.00	655.00	£120.00	535.00	

4 VILLAGE AMENITIES				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>	
40	WAGES (LITTER PICKING)	0.00	0.00	0.00	1,628.24	1,730.49	-102.25	
41	LITTER PICK EQUIP	0.00	0.00	0.00	50.00	6.66	43.34	
43	PARISH GROUNDS MAINT	0.00	0.00	355.00	600.00	500.00	455.00	
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	259.18	140.82	
911	PARISH LENGTHSMAN	0.00	0.00	850.00	2,035.80	2,725.86	159.94	
913	VILLAGES IMPROVEMENT	0.00	0.00	0.00	600.00	600.00	0.00	
914	PARISH CRAFTSMAN	0.00	0.00	0.00	1,628.24	99.53	1,528.71	
		£0.00	0.00	£1,205.00	6,942.28	£5,921.72	2,225.56	

5 BARNSTONE PLAY AREA				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>	
50	PLAY EQUIP	0.00	0.00	0.00	90.00	90.00	0.00	
51	PLAY AREA GRASS	0.00	0.00	0.00	600.00	500.00	100.00	
		£0.00	0.00	£0.00	690.00	£590.00	100.00	

6 ADMINISTRATION				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>	
600	CLERK'S SALARY	0.00	0.00	0.00	11,000.00	10,254.49	745.51	
601	INSURANCE	0.00	0.00	0.00	665.00	664.08	0.92	
602	SUBS/TRAINING	0.00	0.00	0.00	625.00	301.00	324.00	
603	S137	0.00	0.00	0.00	25.00	25.00	0.00	
604	WEB SITE	0.00	0.00	0.00	100.00	192.89	-92.89	
605	ROOM HIRE	0.00	0.00	0.00	200.00	125.00	75.00	
606	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00	
607	OFFICE EXPENSES	0.00	0.00	150.00	1,700.00	1,607.92	242.08	
608	TAXI VOUCHER SCHEME	0.00	0.00	0.00	450.00	415.00	35.00	
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	19.00	6.00	
611	INVESTMENT INTEREST	0.00	0.00	180.42	0.00	0.00	180.42	
612	PRECEPT	0.00	0.00	35,477.00	0.00	0.00	35,477.00	
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	300.00	283.21	16.79	
		£0.00	0.00	£35,807.42	15,390.00	£14,187.59	37,009.83	

7 PROMOTIONAL ACTIVITIES			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
70	NEWSLETTER	0.00	0.00	226.00	600.00	1,089.62	-263.62
71	LCB FESTIVAL	0.00	0.00	0.00	100.00	126.76	-26.76
72	APPLE DAY	0.00	0.00	185.00	100.00	0.00	285.00
74	COMMUNITY	0.00	0.00	1,316.67	100.00	63.90	1,352.77
75	DEFIBRILLATORS	0.00	0.00	2,250.00	0.00	3,032.00	-782.00
		£0.00	0.00	£3,977.67	900.00	£4,312.28	565.39

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	75.00	200.00	90.00	185.00
83	FOOTBALL FIELD	0.00	0.00	0.00	600.00	500.00	100.00
84	FIELD HIRE INCOME	0.00	900.00	750.00	0.00	0.00	-150.00
		£0.00	900.00	£825.00	800.00	£590.00	135.00

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	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	4,054.00	20,946.00
		£32,500.00	0.00	£0.00	0.00	£4,054.00	28,446.00

NET TOTAL		£32,500.00	900.00	£41,815.09	25,377.28	£29,775.59	69,016.78
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ACCOUNTS PAID 11 APRIL 2019	
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FPO	KENT SERVICES MARCH	180.00
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		£	787.84
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APPENDIX 4	
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WAGES M1	£	1,127.54
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	£	1,362.50
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Langar cum Barnstone Village Hall

Bank Reconciliation at 28/02/2019

Cash in Hand 01/04/2018

26,383.13

ADD

Receipts 01/04/2018 - 28/02/2019

6,084.27

32,467.40

SUBTRACT

Payments 01/04/2018 - 28/02/2019

6,668.77

A Cash in Hand 28/02/2019**25,798.63**

(per Cash Book)

Cash in hand per Bank Statements

Cash	28/02/201	16.38
Nat West	28/02/201	25,782.25

25,798.63

Less unrepresented cheques

As attached

0.00

25,798.63

Plus unrepresented receipts

As attached

0.00

B Adjusted Bank Balance**25,798.63****A = B Checks out OK**

APPENDIX 6

LANGAR CUM BARNSTONE VILLAGE HALL PAYMENTS FOR REPORT

ACCOUNTS PAID 21 MARCH 2019	
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DD	EON - VILLAGE HALL ELECTRICITY	£	818.48
DD	WATER PLUS - V HALL WATER	£	10.11
DD	BT - V HALL BROADBAND CHARGE	£	58.08

[illegible]

APPENDIX 7

ACCOUNTS FOR PAYMENT 21 MARCH 2019	
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FPO	WAGES M12	£	134.32
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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, Accounts paid & Accounts for Payment to be initialised by signatories.
 - g) quarterly monitoring of receipts/payments by designated councillor.
 - h) HM Revenue & Customs returns to be submitted quarterly, and reconciled at year end.
 - i) VAT returns submitted annually by Clerk.
 - j) 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
 - k) carry out interim check between September – November each year, producing report to Council.
 - l) Internal auditor to be appointed annually, by letter, stating terms of reference
- Insurance review to be carried out annually
- Data Protection – compliance with GDPR (May 2018 & subsequent legislation)

**ADOPTED APRIL 2011
REVISED MARCH 2014
REVIEWED MARCH 2015
REVIEWED APRIL 2016
REVIEWED MARCH 2017
REVIEWED MARCH 2018
REVIEWED & AMENDED MARCH 2019**
