

240618 - Agenda NPC 18.06.24	2
240618 Item 3 - Draft Minutes NPC APCM MAY 21, 2024	4
240618 Item 4 - Clerk's Report	13
240618 Item 6a - Schedule fo Payments June 2024 PUBLIC.pdf	16
240618 Item 6b - Accounting Statements 310524	17
240618 Item 6d - Financial Regulations 2024 NPC - Amended	28
240618 Item 7 - DRAFT Minutes Prop Comm 04.06.24	46
240618 Item 7. - Committee WG 24-25	50
240618 Item 8a - Speed Watch	51
240618 Item 8b - Biodiversity Policy Draft 2 May 2024	52
240618 item 8c - Traffic Group	54
240618 Item 8e - Terms of Reference	55
240618 Item 11a - War Memorial Cleaning	59
240618 Item 11b - Parking	60
240618 Item 11c - Waiting Restrictions	61
240618 Item 11d - COBRA_WARRIOR_	62
240618 Item 11e - Lithium-ion batteries	64
240618 Item 11f - Rights of Way	66
240618 Item 11g - Flag	67
240618 Item 11h - Crime Statistics	68

# NETTLEHAM PARISH COUNCIL

The Parish Office, Scothern Road, Nettleham, Lincoln. LN2 2TU  
 Tel: 01522 750011. Email: [parishcouncil@nettleham-pc.gov.uk](mailto:parishcouncil@nettleham-pc.gov.uk)  
 Website: <https://nettleham.parish.lincolnshire.gov.uk>



**A MEETING OF THE PARISH COUNCIL  
 WILL BE HELD ON TUESDAY 18 JUNE 2024, AT 7.30PM  
 AT THE OLD SCHOOL, SMALL HALL, MILL HILL,  
 NETTLEHAM**

**PUBLIC FORUM FROM 7:15PM**

During the public forum, the public may address the council on current matters or issues that may become future agenda items. Reports from County and District Councillors and representatives on outside bodies will also be given during this time.

**Agenda**

1. To **RESOLVE** to receive apologies and accept reasons for absence received by the Clerk, prior to the meeting.
2. To **RECEIVE** disclosure of interests in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations.

(Declaration of any disclosable interest in a matter to be discussed at the meeting and which is not included in the register of interests)

3. To **RESOLVE** to approve the notes of the Parish Council's Annual Meeting held on 21/05/2024 as the minutes of the meeting.
4. To **NOTE** the Clerk's report.
5. **Planning Matters:**

- a) To **RESOLVE** responses to West Lindsey District Council in relation to the following planning application(s):

<b>NO</b>	<b>Details</b>	<b>Location</b>	<b>Link to view documents</b>
WL/2024/003 77	Planning application for construction of 30no. affordable homes and associated infrastructure - Phase 2b being variation of condition 9 of planning permission 146082 granted 17 April 2024 - amendments to footpath.	LAND OFF DEEPDALE LANE, NETTLEHAM, LINCOLN,	<a href="https://westlindsey-publicportal.statmap.co.uk/horizoNext/publicportal/planningapplications/148330">https://westlindsey-publicportal.statmap.co.uk/horizoNext/publicportal/planningapplications/148330</a>
WL/2024/004 11	Planning application to erect habitable garden room.	56 BROOKFIELD AVENUE, NETTLEHAM, NETTLEHAM LINCOLN, LINCOLN, LN2 2TB	<a href="https://westlindsey-publicportal.statmap.co.uk/horizoNext/publicportal/planningapplications/148397">https://westlindsey-publicportal.statmap.co.uk/horizoNext/publicportal/planningapplications/148397</a>

- b) Any other planning matters.

6. **Financial Matters**

- a) To **NOTE AND RATIFY** the pre-approved payments made since the last meeting and to **RESOLVE** to approve the schedule of accounts for payment.
- b) To **NOTE** the Full and Summary Income & Expenditure Reports as at 31.05.24 and to **NOTE** the Council's Bank Account & Earmark Reserves balances at 31.05.24.

- c) To **APPOINT** an Internal Auditor for the Financial Year 2024-2025
- d) To **NOTE** the amendments to the Financial Regulations.

**7. Committees:**

**To NOTE the draft notes of the Property Committee held on 04/06/2024 and to RESOLVE any action in relation to the recommendations of those notes:**

- To consult residents about alternative Christmas Tree options at the Summer Carnival and via an online survey.
- To officially invite Cllr J. Brockway (LCC) and Cllr J. Barrett (WLDC) to join the Beck and Flood Resistance Working Group.
- The development company have asked the Council to begin the process of legally adopting the new allotment site
- To discuss further appointments to Property Committee Working Groups

**8. Working Groups**

- a) Speed Awareness – to **RESOLVE** to Purchase of Second-Hand Speed Watch Equipment, or not.
- b) Climate Change Working Group - to consider the updated Draft Biodiversity Policy (Including changes based on public consultation) and **RESOLVE** any action.
- c) To consider the proposal from Councillor A. Simpson to form a Traffic Group and **RESOLVE** any action.
- d) To consider the future of the Nettleham Emergency Plan group and to **RESOLVE** any action.
- e) Terms of Reference - To consider the **ADOPTION** of the Working Group Activity Registration Form and process and the amendment of the Terms of Reference of Council Working Groups to reflect this.

**9. To RESOLVE if Nettleham Parish Council will have a presence at the Nettleham Carnival and the nature of the information/ activities to be included.**

**10. Correspondence received requiring a RESPONSE, or to be NOTED:**

- a) Volunteer offer of War Memorial Cleaning
- b) Complaint regarding Parking in Nettleham
- c) Request for suggestions for areas in which waiting restrictions should be investigated.
- d) Exercise COBRA WARRIOR 24-2 – Sep/Oct 24- notification
- e) Letter regarding the Safety of Lithium-ion Batteries and e-bikes and scooters
- f) Rights of Way Survey
- g) Request for flag flying
- h) Neighbourhood Policing Crime Statistics

**11. Date of Next Meeting of the Parish Council / Any Future Agenda Items –this has been arranged for Tuesday 23<sup>rd</sup> July 2024, commencing at 7.30pm (Public session from 7.15pm), in the Small Hall at The Old School, Nettleham. (Submissions of council agenda items / reports by no later than close of business 15/07/2024)**

**12. To RESOLVE whether to exclude the public and press for the following item/s, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial or sensitive nature of business to be discussed.**

**13. Staffing matter update.**

Lucy Waller, Clerk to the Parish Council

13/06/2024

**NETTLEHAM PARISH COUNCIL  
DRAFT MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL  
HELD AT THE SMALL HALL, THE OLD SCHOOL, NETTLEHAM  
ON TUESDAY 21MAY2024, AT 7.30PM**

**Present: Councillors:** Cllr Mrs A. White (Chairman), CllrP. McNeill (Vice-Chair),  
CllrD. Newsam, Cllr J. McGuire, Cllr A. Simpson, Cllr C. Payne, Cllr C.  
Johnson, Cllr A. Crook

**Also in attendance:** Cllr J. Brockway (Lincolnshire County Council), (Cllr J. Barrett & Cllr F. Brown  
(West Lindsey District Council), Lucy Waller (Clerk), 3 members of the public.

**Councillors not present:** CllrC. Chardoux

**The public session commenced at 7.15 pm.**

Two members spoke in relation to the Highways issue for discussion in item 12. As residents directly affected by the matter, they highlighted the danger faced exiting and entering the driveways of their properties due to the on-street parking and parking behaviours, including blocking of driveways. It was requested that consideration be given to extending the parking restrictions on High Street. It was highlighted that the Parish Council had alerted Cllr Brockway of the issue and that she had agreed to take the matter forward with Lincolnshire County Council Highways.

Councillor Brockway updated those present on various items including:

- Her attendance at the Minster Fields meeting and concerns raised about the placement of any potential footbridge at the Nettleham Road Roundabout.
- Pothole repairs were progressing during the good weather.

Cllrs Brown & Barrett highlighted the below matters:

- Annual appointments at West Lindsey District Council
- Progress in relation to former RAF Scampton, more details of which were to be available shortly.
- Discolouration of waterways in Riseholme
- Attendance at the Riseholme strategy meeting and a further meeting that members of Nettleham Parish Council members were invited to attend.
- Attendance at a Drainage Board Meeting

Councillor Brown was asked to pass on a request to consider the use of a V Shaped Dam at Riseholme as opposed to a sluice, due to the impact of sluice usage on the Beck at Nettleham. Cllr Brown agreed to pass on the request.

**The meeting commenced at 7.30pm**

**1. Election of Chairperson and to sign the Declaration of Acceptance of Office**

It was **RESOLVED** to elect Councillor A. White as the Chairperson.

Councillor White duly signed the Declaration of Acceptance of Office, which was witnessed by the Proper Officer.

**2. Election of Vice Chairperson and to sign the Declaration of Acceptance of Office**

**It was RESOLVED to elect Councillor P. McNeill as the Vice –Chairperson**

Councillor McNeill duly signed the Declaration of Acceptance of Office, which was witnessed by the Proper Officer.

**3. To resolve to receive apologies and accept reasons for absence received by the Clerk, prior to the meeting.**

Apologies were received from Councillor C. Chardoux, it was **RESOLVED** to accept the apologies for absence.

5

**4. To RECEIVE disclosure of interests in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations.**

Cllr D Newsam declared a pecuniary interest in item 7i as the author of the application. Cllr Newsam left the meeting for the entirety of item 7i and therefore took no part in the discussion or voting.

**5. To RESOLVE to approve the notes of the Parish Council's Meeting held on 16/04/2024 as the minutes of the meeting.**

It was RESOLVED to approve the notes of the Parish Council's Meeting held on 16/04/2024 as the minutes of the meeting.

**6. Clerk's report.**

Members noted the report,

**7. Financial Matters**

**a) To NOTE AND RATIFY the pre-approved payments made since the last meeting and to RESOLVE to approve the schedule of accounts for payment.**

Members noted the report and RESOLVED to ratify the pre-approved payments and approve the schedule of payments as shown in APPENDIX A of these minutes.

**b) To NOTE the Full and Summary Income & Expenditure Reports as at 30.04.24. and the Council's Bank Account & Earmarked Reserves balances at 30.04.24.**

Members noted the Bank Account & Earmarked Reserves balances at 30.04.24. It was requested that the RFO further investigate the balance of the Ear Marked Reserve, Larch Avenue S106 as it was thought funds may have incorrectly been added in the past.

**Actionpoint – RFO to investigate the balance of the Earmarked Reserve, Larch Avenue S106**

**c) To NOTE Council expenditure incurred under s.137 Local Government Act 1972 – for 2023/24**

Members noted the report, and it was confirmed that the expenditure had not exceeded the legal limits for S137 expenditure.

**d) To RESOLVE to preapprove regular automated payments (by electronic payment or Direct Debit) for the municipal year 2024 -2025.**

It was RESOLVED to preapprove the regular automated payments (by electronic payment or Direct Debit) for the municipal year 2024 -2025, as shown in APPENDIX B of these minutes.

**e) To RECEIVE AND NOTE the Annual Internal Audit Report.**

Members noted the Annual Internal Audit Report. It was highlighted that internal auditor be requested to cover Petty Cash in the next audit.

**f) To RESOLVE responses to the Annual Governance Statement.**

Members RESOLVED the responses to the Annual Governance Statement, responding Yes to statements 1-8 and N/A to statement 9. The Annual Governance Statement was duly signed by the Chair and the Clerk.

**g) To CONSIDER, APPROVE AND SIGN the Accounting Statements 2023/24.**

Members RESOLVED to approve the accounting statements which were then signed by the Chairman, having already been signed prior to presentation by the RFO.

**h) To NOTE that the period for the exercise of public rights will be 03/06/24 to 12/07/24.**

Members noted the dates for the exercise of public rights.

**7:41pm Councillor Newsam left the meeting**

**i) To RESOLVE a response to a Grant Request of £600 for the Village Carnival (Expenditure under LGA1972 s.145 £1000 Grants budget available for 24/25)**

Members discussed the request and RESOLVED to award the £600 requested considering the benefit the event provided to the Parish. It was highlighted that while the Council were happy to support the Carnival this year, and any future requests would be given due consideration, Councillors did not envisage year on year funding of the Carnival and would like to see the event return to being self-supporting.

**Actionpoint- RFO to arrange grant payment**

**7:45pm Councillor Newsam rejoined the meeting**

## 8. Planning Matters

### a) To note any update on other planning matters:

- **Notes of the informal meeting with Millcroft Development on Thursday, May 2, 2024.**

Members noted the notes of the informal meeting and Councillor White provided a verbal report.

## 9. Annual Council Matters

### a) Nominations & Appointments to Committees, Panels & local outside bodies

The appointments were made as shown in **APPENDIX C** of these minutes.

### b) Review of delegation arrangements to Committees & staff

Members reviewed and accepted the delegation arrangements subject to the below amendment of a typographical error:

*“In cases of extreme risk to the delivery of council services, authorise revenue expenditure on behalf of the council which in the Clerk’s/RFO’s judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,00”*

To be corrected to read

*“In cases of extreme risk to the delivery of council services, authorise revenue expenditure on behalf of the council which in the Clerk’s/RFO’s judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000”*

### c) Review of the Council’s Risk Register

Members reviewed the Risk Register and Policy and **RESOLVED** to readopt the Policy and Register subject to the recommended minor changes as circulated.

### d) Review of the Council’s Assets Inventory including land, buildings, and equipment

Members noted the Asset Register and **RESOLVED** to adopt it subject to rectification of a minor typographical error.

### e) To resolve the renewal of insurance cover for all insured risks from 1/6/24

Members noted the RFO’s verbal report and **RESOLVED** to accept the Insurance Policy offered by Clear Councils at a cost of £5018.68.

### f) Review of the Council’s and employees’ membership of other bodies and annual subscriptions.

Members noted the report, and it was **RESOLVED** to continue the below memberships of other bodies and annual subscriptions:

SLCC - Principal Membership (Clerk)

LALC – membership

LALC – annual training scheme

ICCM – Institute of Cemetery and Crematorium Management

### g) To readopt the Council’s Standing Orders, Financial Regulations & other key policies

It was **RESOLVED** to readopt the Standing Orders subject to the below amendments:

- *Standing Orders 19f &g to be replaced by:*

*19f) Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details.*

- Standing Order 16xiv to be removed
- The replacement of Personnel & Standards Panel with HR Committee throughout Standing Order 20.
- Chairman and Vice-Chairman of the Council to be replaced with HR Committee in Standing Order 20 c.
- Standing Order 21 to be removed.

It was **RESOLVED** to adopt the circulated draft Financial Regulations subject to a further review of roles and responsibilities by The Clerk and RFO and circulation of any amendments to Councillors.

**Actionpoint - Clerk RFO to review draft Financial Regulations and circulate any amendments regarding roles and responsibilities to Councillors.**

It was **RESOLVED** to readopt the below policies unchanged:

Health & Safety Policy

Vexatious and Habitual Requests and Complaints Policy

Capability Procedure

Complaints Policy & Procedure

Data Breach Policy

Data Protection Policy

Dignity at Work/Bullying and Harassment Policy

Disability Discrimination Policy

Disciplinary Policy

Equal Opportunities Policy

Grievance Procedure

Handling Freedom of Information Requests Policy

Lone Working Policy & Procedure

Media Policy

Privacy Policy

Privacy Notice – general

Privacy Notice - Staff, Cllrs & volunteers

Publication Scheme (Freedom of Information)

Records Retention Policy

Staff Recruitment Policy

Subject Access Request Procedure

Training & Development Policy

Whistleblowing Policy

**Actionpoint – Clerk and Assistant Clerk to update Standing Orders and Policies and publish.**

**h) To approve Terms of Reference - Parish Council Working Groups & Committees**

It was **RESOLVED** to readopt the terms of Reference for the Property, Finance and HR Committees and the Climate Change, Speed Monitoring and Conservation Working Groups, unchanged.

**i) To resolve the time and place of ordinary meetings of the Council and Property Committee up to and including the next annual meeting of the Council.**

It was **RESOLVED** to approve the ordinary meetings of the Council and Property Committee as shown in APPENDIX D of these Minutes.

**10. Committees (to NOTE the notes of and RESOLVE any action in relation to the recommendations of):**

**The Property Committee held on 7/05/2024**

Members noted the notes of the Property Committee held on 7/05/2024

• **Location of a Gauge Board**

It was **RESOLVED** that the Gauge Board be placed at Watermill Lane and a further board be purchased for Vicarage Lane.

• **Purchase of Play Tower (£29620) including the RESOLUTION to approve the use of CIL funds. Expenditure under Local Government (Miscellaneous Provisions) Act 1976 s.19**

It was **RESOLVED** to purchase a replacement Play Tower from Wickstead at a cost of £29,620 with funding to be supplied by a £2000 grant from Star Energy, the use of Community Infrastructure Levy funds and appropriate Earmarked Reserves.

Councillor White thanked Councillor Crook for his efforts in arranging the quotations and grant funding.

**Actionpoint - Facilities Manager in conjunction with Cllr Crook to arrange order and installation, RFO to publish transparency information.**

#### **The Finance Committee held on 14/05/2024**

Members noted the notes of the Finance Committee held on 14/05/2024

- **Health & Safety provision**

The RFO provided a verbal introduction, and it was highlighted that Consultants and inhouse Health & Safety management had been considered and that while the recommendation was for the use of consultants this did not remove the duty of all stakeholders for Health and Safety Compliance.

It was **RESOLVED** to enter a 2 -year contract for Health & Safety Consultancy at a cost of £170 per month.

**Actionpoint – Clerk to arrange contract**

- **Investment Arrangements**

Members noted the report and the verbal report of the RFO. It was **RESOLVED** to delegate to the RFO to work through the list of banks and open accounts as available subject to prioritisation of the banks based primarily on ethical rating and secondly on interest rates, and the removal of Cahoot, Redwood and TSB from the list. The RFO was asked to keep the Finance Committee updated on progress.

**Actionpoint - RFO to work through prioritised list of banks to open accounts as available and keep the Finance Committee informed.**

- **Utility Contract**

It was **RESOLVED** to change to Octopus for all Gas and Electric contracts.

#### **11. Working Groups (to RESOLVE any action in relation to the proposals of):**

##### **a) Conservation Working Group, Telephone Kiosk**

Members noted the report and the verbal report provided by Councillor Simpson.

It was **RESOLVED** to approve the working group proposal to restore the Phone Kiosk and convert it to a micro information centre, subject to volunteer opening and locking on the kiosk.

**Action Point - Facilities Manager in conjunction with the Conservation Working Group to arrange works/materials up to a budget of £400.**

##### **b) Climate Change Working Group, Blister Pack recycling**

Members noted the report and the verbal report provided by Councillor Johnson.

It was **RESOLVED** to authorise payment for the initial recycling box and a further additional box (if required) from the Climate Change Budget on a trial basis whilst Councillor Johnson investigated other funding options and box locations.

#### **12. Correspondence (to be noted or for response)**

- **Street names**

Following a suggestion by a member of the public it was **RESOLVED** to put forward the name Jackson Way as the name for the new street; In honour of the Late Miss Jennifer Jackson and her family who donated the land for Bill Baileys field to the Parish.

- **Anglian Water**

Members noted the correspondence

- **Bench request**

It was **RESOLVED** to approve the request.

**Action Point - Facilities Manager to liaise with donor to arrange purchase and installation.**

- **Highways issue**



This item had been discussed during the public session and Cllr J Brockway of Lincolnshire County Council was taking the matter forward with the support of the Parish Council. Members highlighted on road parking issues in the village, and it was noted that the Chair had requested that the Lincolnshire Road Safety Partnership review the parking arrangements.

- **Local List Validation**

Members noted the correspondence.

**13. Items for inclusion on the next agenda /Date of Next Meeting of the Parish Council – Items requested for the next agenda were:**

- **Emergency Plan (AW)**
- **Biodiversity policy (CCWG/ CJ)**
- **Speed watch (CP)**
- **Traffic Group (AS)**

The next meeting was arranged for Tuesday 18th June 2024 at the Small Hall, Mill Hill, Nettleham

**The Meeting Closed at 9:20pm**

APPENDIX A – schedule of payments

Invoice Date	Ref	Supplier	Nett	VAT	Total
02/04/2024	197	ELMS	155.00	0.00	155.00
15/04/2024	198	NETTLEHAMFC	219.00	0.00	219.00
18/04/2024	199	PESTCOTEK	109.00	21.80	130.80
09/04/2024	200	SAC BOILER PLANT LTD	197.91	39.58	237.49
11/04/2024	201	KONICA	79.35	15.87	95.22
18/03/2024	202	WLDC	70.00	0.00	70.00
22/04/2024	203	ESPO	161.35	32.27	193.62
30/04/2024	204	CLEAN SWEEP	350.00	70.00	420.00
23/04/2024	205	ACTIVE8	29.25	5.85	35.10
02/05/2024	206	ACTIVE8	48.25	9.65	57.90
25/04/2024	207	JAMES HEATH	35.00	0.00	35.00
23/04/2024	208	LINCOLNSHIRE FLOOR	48.74	9.75	58.49
19/04/2024	209	RIALTAS	825.00	165.00	990.00
30/04/2024	210	LINC WEB DESIGN	171.00	0.00	171.00
30/04/2024	211	CONTINENTAL	15.39	3.08	18.47
30/04/2024	212	CONTINENTAL	2495.49	499.10	2994.59
30/04/2024	213	SHELLEY SIGNS	127.00	25.40	152.40
03/05/2024	214	TYSON MOWERS	17.11	3.42	20.53
30/04/2024	215	LALC	60.00	12.00	72.00
03/05/2024	216	SARA BRIGHT	450.00	0.00	450.00
		<b>TOTAL INVOICES</b>	<b>5663.84</b>	<b>912.77</b>	<b>6576.61</b>

23/04/2024	BACS	DATAPLAN PAYROLL LTD	10899.99	0.00	10899.99
05/04/2024	CB067	Co-operative Bank	13.96	0.00	13.96
08/04/2024	CB068	BT	73.10	14.62	87.72
10/04/2024	CB069	SMARTEST ENERGY	102.04	5.96	108.00
10/04/2024	CB070	OCTOPUS ENERGY LTD.	150.23	7.51	157.74
10/04/2024	CB071	SMARTEST ENERGY	160.95	8.05	169.00
12/04/2024	CB072	AMAZON	86.46	17.29	103.75
03/04/2024	CB073	ADSDf Ltd	300.00	60.00	360.00
16/04/2024	CB074	SMARTEST ENERGY	173.18	8.66	181.84
16/04/2024	CB075	SMARTEST ENERGY	260.09	13.00	273.09
16/04/2024	CB076	SMARTEST ENERGY	344.65	17.23	361.88
22/04/2024	CB077	FLEETDRIVE MANAGEMENT	306.00	61.19	367.19
22/04/2024	CB078	EE	94.93	18.99	113.92
22/04/2024	CB079	PERSONNEL ADVICE & SOLUTIONS	100.00	20.00	120.00
24/04/2024	CB080	VATIX	118.65	23.73	142.38
30/04/2024	CB081	DATAPLAN PAYROLL LTD	67.59	13.52	81.11
30/04/2024	CB082	BT	95.04	19.01	114.05
03/05/2024	CB083	PDFSAM Enhanced	93.95	0.00	93.95
03/05/2024	CB084	Co-operative Bank	13.96	0.00	13.96
08/05/2024	CB085	BT	80.78	16.16	96.94
09/05/2024	CB086	OCTOPUS ENERGY LTD.	95.52	4.78	100.30
10/05/2024	CB087	WICKES	174.75	34.95	209.70
10/05/2024	CB088	SMARTEST ENERGY	102.86	5.14	108.00
10/05/2024	CB089	SMARTEST ENERGY	230.48	11.52	242.00
		<b>TOTAL CASHBOOK</b>	<b>14139.16</b>	<b>381.31</b>	<b>14520.47</b>

<b>TOTAL PAYMENTS</b>	<b>19803.00</b>	<b>1294.08</b>	<b>21097.08</b>
-----------------------	-----------------	----------------	-----------------



### Schedule fo Regular Payments

Suoplier Name	Method	Details
Salaries	Direct Debit	Nett salaries
PAYE	Direct Debit	Income tax/NIC
LGPS Pension	Direct Debit	Pension payments
Nest Pension	Direct Debit	Pension payments
Dataplan	Direct Debit	Payroll administration
BT Group	Direct Debit	Broadband
VATix	Direct Debit	Lone working app
Personnel Advice	Standing Order	Personnel advice
EE	Direct Debit	Mobile telephone
Pescotek	BACS	Mole control
Lincoln Web Design	BACS	Office 365
Active 8	BACS	Telephone facilities
Bank	Direct Debit	Bank fees
Energy / Old School SH	Direct Debit	Gas
Energy / Old School LH	Direct Debit	Gas
Energy / Mulsanne Park	Direct Debit	Gas
Energy / Old School	Direct Debit	Electricity
Energy / Parish office	Direct Debit	Electricity
Energy / Mulsanne Park	Direct Debit	Electricity
Konica Minolta	BACS	Photocopier
Fleetdrive Management	Direct Debit	Vehicle lease
Anglian Water	Direct Debit	
Anglian Water	Direct Debit	
Anglian Water	Direct Debit	

All payments are variable

## APPENDIX C – Appointments.

**PARISH COUNCIL COMMITTEES & WORKING GROUPS 24-25**

Committee	Property Committee:	Finance Committee:	HR Committee:
Required number of members as per TOR:	5 Councillors	4 Councillors including the Chairs of the Council, HR Committee and Property Committee.	3 Councillors <i>(In line with best practice the Chairman of the Council does not sit on the HR Committee).</i>
Membership/notes:	Cllr D Newsam Cllr A Simpson Cllr A Crook Cllr C Johnson Cllr C Payne	Cllr A White Cllr J McGuire Chair of Property Committee TBC Chair of HR Committee TBC	Cllr J McGuire Cllr A Simpson Cllr P McNeill



Working Group:	Neighbourhood Plan Review Panel:	Emergency Plan Working Group	Conservation Working Group	Climate Change Working Group	Speed Monitoring Working group
Required number of members as per TOR:	Not specified	Not specified but lead councillor required:	2 Councillors plus any co-opted non councillors	2 Councillors plus any co-opted non councillors	2 Councillors plus any co-opted non councillors
Membership/notes:	C Higham (Lead) J Evans Cllr Mrs A White Cllr C Johnson	VACANCY Lead Councillor required	Cllr A Simpson (Lead) Cllr A White	Cllr C Johnson (Lead) Cllr J McGuire	Cllr C Payne (Lead) Cllr A Crook

The Council Chairman and Vice Chair are *ex-officio* (no voting rights) on all Parish Council Working Groups & the Property Committee.

Honorary Legal Advisor – Mr Terry Williams

**PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES – 2024/25**

VILLAGE HALL COMMITTEE (1 representative)	NETTLEHAM TWINNING ASSOCIATION (1 representative)
Cllr C Johnson	Cllr P McNeill

**NETTLEHAM PARISH COUNCIL**

Parish Office, Scothern Road, Nettleham, Lincoln, LN2 2TU  
Tel: 01522750011 Email: [parishcouncil@nettleham-pc.gov.uk](mailto:parishcouncil@nettleham-pc.gov.uk)

**2024-2025 CALENDAR OF MEETINGS**

Date	Meeting	Time	Venue
<b>June 2024</b>			
Tuesday 4 <sup>th</sup>	Property Committee Meeting	7.15pm	Small Hall, Old School
Tuesday 18 <sup>th</sup>	Full Council Meeting	7.15pm	Small Hall, Old School
<b>July 2024</b>			
Tuesday 9 <sup>th</sup>	Property Committee Meeting	7.15pm	Small Hall, Old School
Tuesday 23 <sup>rd</sup>	Full Council Meeting	7.15pm	Small Hall, Old School
<b>August 2024</b>			
<b>No meetings</b>			
<b>September 2024</b>			
Tuesday 10 <sup>th</sup>	Property Committee Meeting	7.15pm	Small Hall, Old School
Tuesday 24 <sup>th</sup>	Full Council Meeting	7.15pm	Small Hall, Old School
<b>October 2024</b>			
Tuesday 15 <sup>th</sup>	Full Council Meeting	7.15pm	Small Hall, Old School
<b>November 2024</b>			
Tuesday 5 <sup>th</sup>	Property Committee Meeting	7.15pm	Small Hall, Old School
Tuesday 19 <sup>th</sup>	Full Council Meeting	7.15pm	Small Hall, Old School
<b>December 2024</b>			
Tuesday 3 <sup>rd</sup>	Property Committee Meeting	7.15pm	<b>Mulsanne Pavilion</b>
Tuesday 17 <sup>th</sup>	Full Council Meeting	7.15pm	Small Hall, Old School
<b>January 2025</b>			
Tuesday 21 <sup>st</sup>	Full Council Meeting	7.15pm	Small Hall, Old School
<b>February 2025</b>			
Tuesday 4 <sup>th</sup>	Property Committee Meeting	7.15pm	<b>Mulsanne Pavilion</b>
Tuesday 25 <sup>th</sup>	Full Council Meeting	7.15pm	Small Hall, Old School
<b>March 2025</b>			
Tuesday 4 <sup>th</sup>	Property Committee Meeting	7.15pm	<b>Mulsanne Pavilion</b>
Tuesday 18 <sup>th</sup>	Full Council Meeting	7.15pm	Small Hall, Old School
<b>April 2025</b>			
Tuesday 15 <sup>th</sup>	<b>Full Council Meeting &amp; Annual Parish Meeting*</b>	<b>6.00 / 6.30 pm</b>	<b>Large Hall, Old School</b>
<b>May 2025</b>			
Tuesday 6 <sup>th</sup>	Property Committee Meeting	7.15pm	Small Hall, Old School
Tuesday 20 <sup>th</sup>	Annual Council Meeting**	7.15pm	Small Hall, Old School

**NB - Public session from 7.15pm, Council Meeting to commence at 7.30pm**

\* **Annual Parish Meeting** – Not a Parish Council Meeting but a meeting chaired by the Chairman of the Parish Council. The meeting must be held between 1 March and 1 June (Local Government Act 1972 Sch.12 para.14). Any registered local government elector is entitled to speak and vote. Other members of the public (and press) may be present but cannot participate in the meeting.

\*\* **Annual Meeting of the Council** – Must be held in May except in an election year when it must take place on or within fourteen days of the day on which the elected Councillors take office (Local Government Act 1972 Sch.12 para.7)

Key: <b>Green</b> – complete <b>Amber</b> - in progress <b>Black</b> - outstanding				
Minute No	Action	Assigned to	Notes	Status
<b>NPC Full Council 23/01/24</b>				
<b>7a</b>	<i>RFO to investigate queries relating to Anglian Water discount and feedback.</i>	<i>RFO</i>	This would require the installation of a separate meter – further research is ongoing.	In progress
<b>8b</b>	<i>Conservation Working Group</i> <ul style="list-style-type: none"> <li>• <i>Pursue highlighted issue with Lincolnshire County Council.</i></li> <li>• <i>Begin work on a plan, for submission to full council to promote traffic calming in the village centre.</i></li> </ul>	<i>Working group</i>	<ul style="list-style-type: none"> <li>• <i>Support from LCC Councillor confirmed, meeting to be arranged.</i></li> <li>• <i>Anticipated to be completed within 6 months.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>In progress</i></li> <li>• <i>In progress</i></li> </ul>
<b>NPC Full Council 19/03/24</b>				
<b>6</b>	<i>Facilities Manager to provide a recommendation regarding the Target board to the next Council Meeting.</i>	<i>FM</i>	Tools have been received for removal of the board, works to be scheduled. Further discussions regarding MUGA layout changes will come forward to the Property Committee.	Complete
<b>8c</b>	<i>RFO to update all bank mandates to remove A. Henderson, and to remove J. Finn from the John Moss account and add C. Thomas, L. Waller, A. White, D. Newsam &amp; P. McNeill. RFO also to report back on funds held in John Moss account to allow Council to resolve how these should be distributed.</i>	<i>RFO</i>		In progress
<b>NPC FULL COUNCIL 16/04/24</b>				
<b>9a</b>	<i>Clerk/ Working Group to investigate borrowing Speed Watch equipment once Training had taken place.</i>	<i>Clerk/Cllr C. P</i>	An opportunity has arisen to buy the equipment 2 <sup>nd</sup> hand at a significantly reduced price see item on this agenda.	

<u>11</u>	<i>Facilities Staff / Conservation Working Group to arrange for purchase/planting of trees, moving of the planters and Planters now sponsored</i>	<i>FM/Cllr A. S</i>	<i>Trees to be planted in winter.</i>	<i>Complete</i>
<b>NPC Full Council 21/05/24</b>				
<u>7b</u>	<i>RFO to investigate the balance of the Earmarked Reserve, Larch Avenue S106</i>	<i>RFO</i>	<i>Information now obtained and report being submitted to Finance Committee in July.</i>	<i>Complete</i>
<u>7i</u>	<i>RFO to arrange grant payment</i>	<i>RFO</i>		<i>Complete</i>
<u>9g</u>	<i>Clerk RFO to review draft Financial Regulations and circulate any amendments regarding roles and responsibilities to Councillors.</i>  <i>Clerk and Assistant Clerk to update Standing Orders and Policies and publish.</i>	<i>Clerk/RFO</i>  <i>Clerk/ A. Clerk</i>	<i>On this Agenda</i>	<i>Complete</i>
<u>10.</u>	<i>Guage Board be placed at Watermill Lane and a further board be purchased for Vicarage Lane.</i>  <i>Facilities Manager in conjunction with Cllr Crook to arrange order and installation of Play Tower, RFO to publish transparency information</i>  <i>Clerk to arrange H &amp; S contract</i>  <i>RFO to work through prioritised list of banks to open accounts as available and keep the Finance Committee informed.</i>	<i>Facilities Manager / Beck WG</i>  <i>F. Manager/ Cllr Crook</i>  <i>RFO</i>  <i>Clerk</i>  <i>RFO</i>	<i>Work to be scheduled, pricing requested for 2<sup>nd</sup> board.</i>  <i>Order placed</i>  <i>Awaiting order documentation</i>	<i>In Progress</i>  <i>In progress</i>  <i>In Progress</i>

	<i>Change to Octopus for all Gas and Electric contracts</i>	<i>RFO/ Facilities Manager</i>	<i>Change over request submitted</i>	<i>Complete</i>
<u>11a</u>	<i>Facilities Manager in conjunction with the Conservation Working Group to arrange works/materials up to a budget of £400</i>	<i>Facilities Manager / CWG</i>	<i>Phone box painting scheduled</i>	<i>Complete</i>
<u>12</u>	<i>Facilities Manager to liaise with donor to arrange purchase and installation of bench.</i>	<i>Facilities Manager</i>	<i>Prices sourced, waiting on bracket pricing to complete order</i>	<i>In progress</i>
<u>13</u>	<i>Include on next agenda: Emergency Plan (AW) Biodiversity policy (CCWG/ CJ) Speed watch (CP) Traffic Group</i>	<i>Clerk</i>		<i>Complete</i>



# Schedule of Payments

June 2024

Invoice Date	Ref	Supplier	Nett	VAT	Total
31/05/2024	217	AKO	7916.67	1583.33	9500.00
30/04/2024	218	Clear Insurance	5018.68	0	5018.58
07/05/2024	219	PLAY INNOVATIONS	50	10	
20/05/2024	220	ACTIVE8	29.25	5.85	35.1
23/05/2024	221	NETTLEHAM CARNIVAL	600	0	600
13/05/2024	222	NETTLEHAMFC	797	0	797
16/05/2024	223	PESTCOTEK	109	21.8	130.8
16/05/2024	224	DRAGON COURTS	950	190	1140
26/04/2024	225	CROPPER	280	0	280
03/05/2024	226	MKM	26.29	5.26	31.55
31/05/2024	227	AKO	7916.67	1583.33	9500
31/05/2024	228	CLEAN SWEEP	280	56	336
31/05/2024	229	CLEAN SWEEP	48.25	9.65	57.9
31/05/2024	230	LINC WEB DESIGN	141	0	141
31/05/2024	231	CONTINENTAL	2812.07	562.41	3374.48
10/06/2024	232	WLDC	88.33	17.67	106
06/06/2024	233	HCG	500	100	600
07/06/2024	234	NETTLEHAMFC	578	0	578
07/06/2024	235	X2CONNECT	89.52	17.91	107.43
<b>TOTAL INVOICES</b>			<b>28230.73</b>	<b>4163.21</b>	<b>32333.84</b>

90

14/05/2024	CB090		10.80	0.00	10.80
14/05/2024	CB091		10.80	0.00	10.80
14/05/2024	CB091		-0.45	0.00	-0.45
16/05/2024	CB092	SMARTEST ENERGY	82.92	4.15	87.07
16/05/2024	CB093	SMARTEST ENERGY	225.84	11.29	237.13
16/05/2024	CB094	SMARTEST ENERGY	110.13	5.51	115.64
23/05/2024	CB095	AVA Norway	46.90	0.00	46.90
21/05/2024	CB096	VATIX	49.00	9.80	58.80
21/05/2024	CB097	FLEETDRIVE MANAGEMENT LTD	306.00	61.19	367.19
21/05/2024	CB098	EE	98.95	19.79	118.74
22/05/2024	CB099	PERSONNEL ADVICE & SOLUTIONS	100.00	20.00	120.00
23/05/2024	WAGES	DATAPLAN PAYROLL LTD	10416.77	0.00	10416.77
28/05/2024	CB100	HIGH SPEED TRAINING	25.00	5.00	30.00
30/05/2024	CB101	AW WAVE	16.69	0.00	16.69
30/05/2024	CB102	AW WAVE	16.69	0.00	16.69
31/05/2024	CB103	DATAPLAN PAYROLL LTD	67.59	13.52	81.11
30/05/2024	CB104	AW WAVE	16.69	0.00	16.69
30/05/2024	CB105	AW WAVE	144.64	0.00	144.64
23/05/2024	CB106	Peninsula	171.02	32.30	203.32
05/06/2024	CB107	Co Operative Bank	13.96	0.00	13.96
05/06/2024	CB108	AEGIS Fire & Security	78.00	15.60	93.60
<b>TOTAL CASHBOOK</b>			<b>12007.94</b>	<b>198.15</b>	<b>12206.09</b>

<b>TOTAL PAYMENTS</b>	<b>40238.67</b>	<b>4361.36</b>	<b>44539.93</b>
-----------------------	-----------------	----------------	-----------------

Authorised Signatory	Authorised Signatory
Print Name	Print Name
Date	Date





**Nettleham  
Parish Council**

**Accounting Statements**

Financial Year Ending 31<sup>st</sup> March 2025

**Period Ending 31<sup>st</sup> May 2024**

Summary Income & Expenditure by Budget Heading 01/04/2024

Month No: 2

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	ADMINISTRATION							
	Income	65	204,812	208,007	3,195			98.5%
	Expenditure	17,954	27,669	100,288	72,619	373	72,246	28.0%
	Net Income over Expenditure	<u>(17,889)</u>	<u>177,143</u>	<u>107,719</u>	<u>(69,424)</u>			
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>(17,889)</u>	<u>177,143</u>	<u>107,719</u>	<u>(69,424)</u>			
102	OLD SCHOOL							
	Income	3,182	6,166	29,250	23,084			21.1%
	Expenditure	953	2,132	37,102	34,970	3,449	31,521	15.0%
	Movement to/(from) Gen Reserve	<u>2,229</u>	<u>4,034</u>					
103	BURIAL GROUNDS							
	Income	775	1,755	15,000	13,245			11.7%
	Expenditure	509	630	12,980	12,350		12,350	4.9%
	Movement to/(from) Gen Reserve	<u>266</u>	<u>1,125</u>					
104	ALLOTMENTS							
	Income	0	0	23	23			0.0%
	Expenditure	0	0	2,163	2,163		2,163	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
105	VILLAGE/PARISH FACILITES							
	Expenditure	1,919	2,466	60,702	58,236	33,034	25,202	58.5%
	plus Transfer from EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>(1,919)</u>	<u>(2,466)</u>	<u>(60,702)</u>	<u>(58,236)</u>			
106	MULSANNE PARK							
	Income	129	234	11,500	11,266			2.0%
	Expenditure	2,626	4,110	28,141	24,031	1,045	22,986	18.3%
	Net Income over Expenditure	<u>(2,497)</u>	<u>(3,876)</u>	<u>(16,641)</u>	<u>(12,765)</u>			
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>(2,497)</u>	<u>(3,876)</u>	<u>(16,641)</u>	<u>(12,765)</u>			
107	BISHOPS PALACE SITE							
	Expenditure	68	183	5,052	4,869		4,869	3.6%
108	NEIGHBOURHOOD PLAN							
	Expenditure	0	0	2,400	2,400		2,400	0.0%
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(2,400)</u>	<u>(2,400)</u>			
109	PARISH OFFICE							
	Expenditure	230	230	111	(119)		(119)	207.6%
112	THE SWATHE							
	Expenditure	15,833	16,133	1,200	(14,933)		(14,933)	1344.4%
120	LCC - GRASS CUTTING							
	Income	0	0	2,646	2,646			0.0%
	Expenditure	1,490	1,490	10,565	9,075		9,075	14.1%
	Movement to/(from) Gen Reserve	<u>(1,490)</u>	<u>(1,490)</u>					
130	CAPITAL EXPENDITURE							
	Expenditure	0	0	4,258	4,258	300	3,958	7.0%
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(4,258)</u>	<u>(4,258)</u>			
131	CAPITAL INCOME							
	Income	0	6,262	4,000	(2,262)			156.5%
	plus Transfer from EMR	0	0	0	0			

Summary Income & Expenditure by Budget Heading 01/04/2024

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
less Transfer to EMR	0	0	0	0			
Movement to/(from) Gen Reserve	<u>0</u>	<u>6,262</u>	<u>4,000</u>	<u>(2,262)</u>			
201 FIELDPATHS Expenditure	0	0	2,414	2,414		2,414	0.0%
Grand Totals:- Income	<b>4,150</b>	<b>219,228</b>	<b>270,426</b>	<b>51,198</b>			<b>81.1%</b>
Expenditure	<b>41,583</b>	<b>55,045</b>	<b>267,376</b>	<b>212,331</b>	<b>38,201</b>	<b>174,130</b>	<b>34.9%</b>
Net Income over Expenditure	<u><b>(37,433)</b></u>	<u><b>164,183</b></u>	<u><b>3,050</b></u>	<u><b>(161,133)</b></u>			
plus Transfer from EMR	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
less Transfer to EMR	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
Movement to/(from) Gen Reserve	<u><b>(37,433)</b></u>	<u><b>164,183</b></u>	<u><b>3,050</b></u>	<u><b>(161,133)</b></u>			

Detailed Income & Expenditure by Budget Heading 01/04/2024

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 ADMINISTRATION</b>								
1176 PRECEPT RECEIVED	0	201,500	201,500	0			100.0%	
1183 ADM - INCOME JOHN MOSS	0	0	7	7			0.0%	
1184 ADM - INCOME MISC	65	119	300	181			39.7%	
1196 ADM - INTEREST REC'D	0	3,192	6,200	3,008			51.5%	
<b>ADMINISTRATION :- Income</b>	<b>65</b>	<b>204,812</b>	<b>208,007</b>	<b>3,195</b>			<b>98.5%</b>	<b>0</b>
1101 ADM - STAFF SALARIES	10,438	16,919	60,027	43,108		43,108	28.2%	
1104 ADM - CONTRACTOR COSTS	217	503	3,600	3,097		3,097	14.0%	
1108 ADM - TRAINING	85	205	2,000	1,795	120	1,675	16.3%	
1109 ADM - STAFF TRAVEL	0	0	215	215		215	0.0%	
1112 ADM - WATER	0	0	410	410		410	0.0%	
1114 ADM - ELECTRICITY	0	0	1,890	1,890		1,890	0.0%	
1116 ADM - CLEANING MATERIALS	3	3	40	37		37	6.9%	
1117 ADM - CHAIRMAN'S ALL	0	0	250	250		250	0.0%	
1119 ADM - IT MANAGEMENT	1,386	4,537	10,000	5,463	27	5,436	45.6%	
1120 ADM - MISC EST COSTS	0	0	420	420		420	0.0%	
1121 ADM - TELEPHONE/BROADBAND	180	443	2,550	2,107		2,107	17.4%	
1122 ADM - POSTAGE	0	0	50	50		50	0.0%	
1123 ADM - PRINT/STATIONERY	13	13	1,000	987	26	961	3.9%	
1124 ADM - SUBSCRIPTIONS	0	(293)	900	1,193		1,193	(32.6%)	
1125 ADM - INSURANCE	5,019	5,019	4,650	(369)		(369)	107.9%	
1126 ADM - PROP. REPORTS	0	0	50	50		50	0.0%	
1127 ADM - P/COPIER CONTRCT	0	79	140	61		61	56.7%	
1129 ADM - ADVERTISING	0	(102)	500	602	102	500	0.0%	
1130 ADM - OFFICE EQUIPMENT	0	0	1,500	1,500		1,500	0.0%	
1137 ADM - ROUTINE REPAIRS/MAINTENC	0	0	300	300		300	0.0%	
1140 ADM - REFUSE COLLECTION	0	345	250	(95)		(95)	138.0%	
1154 ADM - VILLAGE HALL LOAN	0	0	3,782	3,782		3,782	0.0%	
1157 ADM - AUDIT FEES	0	(630)	1,450	2,080		2,080	(43.4%)	
1158 ADM - BANK FEES	14	28	164	136		136	17.0%	
1162 ADM - S137 GRANTS	600	600	150	(450)		(450)	400.0%	
1163 ADM - LEGAL EXPENSES	0	0	1,000	1,000		1,000	0.0%	
1164 ADM - GRANTS GENERAL	0	0	1,000	1,000		1,000	0.0%	
1165 ADM - CLIMATE CHANGE INITIATIV	0	0	2,000	2,000	98	1,902	4.9%	
<b>ADMINISTRATION :- Indirect Expenditure</b>	<b>17,954</b>	<b>27,669</b>	<b>100,288</b>	<b>72,619</b>	<b>373</b>	<b>72,246</b>	<b>28.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(17,889)</b>	<b>177,143</b>	<b>107,719</b>	<b>(69,424)</b>				
<b>102 OLD SCHOOL</b>								
1281 OS-SMALL ROOM	1,272	2,643	13,500	10,857			19.6%	

Detailed Income & Expenditure by Budget Heading 01/04/2024

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1282 OS-LARGE ROOM	1,790	3,280	15,000	11,720			21.9%	
1283 OS-KITCHEN	49	77	500	423			15.4%	
1285 OS-STORAGE INCOME	42	81	250	169			32.4%	
1287 OS-MEETING ROOM INCOME	28	84	0	(84)			0.0%	
<b>OLD SCHOOL :- Income</b>	<b>3,182</b>	<b>6,166</b>	<b>29,250</b>	<b>23,084</b>			<b>21.1%</b>	<b>0</b>
1201 OS-SALARIES	0	0	13,012	13,012		13,012	0.0%	
1202 OS-WAGES	0	0	2,200	2,200		2,200	0.0%	
1204 OS-CONTRACTOR COSTS	252	252	3,685	3,433	2,069	1,364	63.0%	
1212 OS-WATER	145	145	400	255		255	36.2%	
1214 OS-ELECTRICITY	103	366	2,200	1,834		1,834	16.6%	
1215 OS-GAS	336	854	4,410	3,556		3,556	19.4%	
1216 OS-CLEANING MATERIAL	83	83	610	528	27	501	17.9%	
1219 OS-PERFORMING RIGHTS	0	0	60	60		60	0.0%	
1220 OS-MISCELLANEOUS	0	0	50	50	19	31	37.2%	
1231 OS-ADVERTISING	0	0	300	300		300	0.0%	
1237 OS-ROUTINE MAINT/REPAIRS	35	233	2,000	1,767	1,334	433	78.4%	
1240 OS-REFUSE COLLECTION	0	200	440	240		240	45.5%	
1253 OS-LOAN REPAYMENTS	0	0	7,735	7,735		7,735	0.0%	
<b>OLD SCHOOL :- Indirect Expenditure</b>	<b>953</b>	<b>2,132</b>	<b>37,102</b>	<b>34,970</b>	<b>3,449</b>	<b>31,521</b>	<b>15.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,229</b>	<b>4,034</b>	<b>(7,852)</b>	<b>(11,886)</b>				
<b>103 BURIAL GROUNDS</b>								
1381 BG-INCOME	775	1,755	15,000	13,245			11.7%	
<b>BURIAL GROUNDS :- Income</b>	<b>775</b>	<b>1,755</b>	<b>15,000</b>	<b>13,245</b>			<b>11.7%</b>	<b>0</b>
1301 BG-SALARIES	0	0	4,134	4,134		4,134	0.0%	
1302 BF-WAGES	0	0	3,740	3,740		3,740	0.0%	
1312 BG-WATER RATES	17	17	85	68		68	19.6%	
1320 BG-MISCELLANEOUS	0	12	100	88		88	12.2%	
1336 BG-GRASS CUTTING	383	383	3,321	2,938		2,938	11.5%	
1337 BG-ROUTINE MAINTENANCE	109	218	500	282		282	43.6%	
1340 BG-REFUSE COLLECTION	0	0	100	100		100	0.0%	
1342 BG-TREE MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
<b>BURIAL GROUNDS :- Indirect Expenditure</b>	<b>509</b>	<b>630</b>	<b>12,980</b>	<b>12,350</b>	<b>0</b>	<b>12,350</b>	<b>4.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>266</b>	<b>1,125</b>	<b>2,020</b>	<b>895</b>				
<b>104 ALLOTMENTS</b>								
1481 ALL-INCOME	0	0	23	23			0.0%	
<b>ALLOTMENTS :- Income</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>23</b>			<b>0.0%</b>	<b>0</b>

Detailed Income & Expenditure by Budget Heading 01/04/2024

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1402 ALL-WAGES	0	0	1,260	1,260		1,260	0.0%	
1412 ALL-WATER RATES	0	0	250	250		250	0.0%	
1413 ALL-RENT	0	0	53	53		53	0.0%	
1437 ALL-ROUTINE MAINTENANCE	0	0	500	500		500	0.0%	
1438 ALL-ELECTRICITY	0	0	100	100		100	0.0%	
<b>ALLOTMENTS :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>2,163</b>	<b>2,163</b>	<b>0</b>	<b>2,163</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>(2,140)</b>	<b>(2,140)</b>				
<b>105 VILLAGE/PARISH FACILITES</b>								
1501 VF-SALARIES	0	0	10,850	10,850		10,850	0.0%	
1502 VF-WAGES	0	0	12,440	12,440		12,440	0.0%	
1503 VF -TRAVEL ALLOW - F/STAFF	0	0	112	112		112	0.0%	
1504 VF-CONTRACTOR COSTS	0	0	1,000	1,000	429	571	42.9%	
1505 VF - WORKS VEHICLE	306	612	4,200	3,588	0	3,588	14.6%	
1512 VF-WATER RATES	17	17	60	43		43	27.8%	
1514 VF-ELECTRICITY	0	0	160	160		160	0.0%	
1520 VF-MISCELLANEOUS	127	127	750	623	203	420	44.0%	
1521 VF - SPEED REDUCTION	0	0	7,000	7,000		7,000	0.0%	
1532 VF - COMMUNITY EVENTS	0	0	600	600		600	0.0%	
1533 VF-CHRISTMAS TREE COSTS	0	0	2,000	2,000		2,000	0.0%	
1534 VF-FLORAL DISPLAYS	0	0	2,000	2,000	668	1,332	33.4%	
1536 VF-GRASS CUTTING	570	570	5,730	5,160		5,160	9.9%	
1537 VF-ROUTINE MAINTENANCE	94	94	1,000	906	20	886	11.4%	
1539 VF-VILLAGE GREEN TEL KIOSK	0	0	500	500		500	0.0%	
1540 VF-REFUSE COLLECTION	0	0	50	50		50	0.0%	
1541 VF-WEED SPRAYING	0	0	1,400	1,400		1,400	0.0%	
1542 VF-TREE MAINTENANCE	730	730	4,000	3,270	2,040	1,230	69.3%	
1544 VF-TREE MAINTENANCE HIGHWAYS	0	0	500	500		500	0.0%	
1546 VF-PLAY EQUIP REPAIR & SERVICE	60	60	2,600	2,540	29,619	(27,079)	1141.5%	
1551 VF-VILLAGE SEATS - MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
1564 VF - DEFIBRILATOR	0	0	100	100		100	0.0%	
1565 VF - PPE EQUIPMENT	0	86	650	564	38	526	19.1%	
1566 VF - TOOLS /SUNDRIES	15	15	2,000	1,985	17	1,968	1.6%	
1567 VF - OLD QUARRY PROJECT	0	155	0	(155)		(155)	0.0%	
<b>VILLAGE/PARISH FACILITES :- Indirect Expenditure</b>	<b>1,919</b>	<b>2,466</b>	<b>60,702</b>	<b>58,236</b>	<b>33,034</b>	<b>25,202</b>	<b>58.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,919)</b>	<b>(2,466)</b>	<b>(60,702)</b>	<b>(58,236)</b>				
<b>106 MULSANNE PARK</b>								
1681 MP-GROUND LETTINGS	0	0	9,400	9,400			0.0%	

Detailed Income & Expenditure by Budget Heading 01/04/2024

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1682 MP-PAVILION LETTINGS	75	150	1,600	1,450			9.4%	
1684 MP-MISC INCOME	54	84	500	416			16.8%	
<b>MULSANNE PARK :- Income</b>	<b>129</b>	<b>234</b>	<b>11,500</b>	<b>11,266</b>			<b>2.0%</b>	<b>0</b>
1601 MP-SALARIES	0	0	3,676	3,676		3,676	0.0%	
1602 MP-WAGES	0	0	3,740	3,740		3,740	0.0%	
1604 MP-CONTRACTOR COSTS	378	378	3,000	2,622	950	1,672	44.3%	
1612 MP-WATER RATES	0	0	1,200	1,200		1,200	0.0%	
1614 MP-ELECTRICITY	1,046	1,196	1,911	715		715	62.6%	
1615 MP-GAS	83	343	2,260	1,917		1,917	15.2%	
1616 MP-CLEANING MATERIALS	73	73	600	527	55	472	21.3%	
1619 MP-PERFORMING RIGHTS	0	70	275	205		205	25.5%	
1620 MP-MISCELLANEOUS	0	0	200	200		200	0.0%	
1621 MP-TELEPHONE	0	0	350	350		350	0.0%	
1636 MP-GRASS CUTTING	812	1,031	6,154	5,123		5,123	16.8%	
1637 MP-ROUTINE MAINT/REPAIRS	234	234	2,000	1,766	40	1,725	13.7%	
1640 MP-REFUSE COLLECTION	0	785	975	190		190	80.5%	
1641 MP-WEED SPRAYING	0	0	800	800		800	0.0%	
1642 MP-TREE MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
<b>MULSANNE PARK :- Indirect Expenditure</b>	<b>2,626</b>	<b>4,110</b>	<b>28,141</b>	<b>24,031</b>	<b>1,045</b>	<b>22,986</b>	<b>18.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,497)</b>	<b>(3,876)</b>	<b>(16,641)</b>	<b>(12,765)</b>				
<b>107 BISHOPS PALACE SITE</b>								
1702 BP - WAGES	0	0	1,247	1,247		1,247	0.0%	
1712 BP - WATER	17	17	60	43		43	27.8%	
1713 BP - RENT	0	115	277	162		162	41.5%	
1736 BP - GRASS CUTTING	52	52	1,968	1,916		1,916	2.6%	
1737 BP - ROUTINE MAINTENANCE	0	0	500	500		500	0.0%	
1742 BP - TREE MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
<b>BISHOPS PALACE SITE :- Indirect Expenditure</b>	<b>68</b>	<b>183</b>	<b>5,052</b>	<b>4,869</b>	<b>0</b>	<b>4,869</b>	<b>3.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(68)</b>	<b>(183)</b>	<b>(5,052)</b>	<b>(4,869)</b>				
<b>108 NEIGHBOURHOOD PLAN</b>								
1820 NP-MISCELLANEOUS	0	0	2,400	2,400		2,400	0.0%	
<b>NEIGHBOURHOOD PLAN :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>2,400</b>	<b>2,400</b>	<b>0</b>	<b>2,400</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(2,400)</b>	<b>(2,400)</b>				

Detailed Income & Expenditure by Budget Heading 01/04/2024

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>109 PARISH OFFICE</b>								
1914 PO-ELECTRICITY	230	230	0	(230)		(230)	0.0%	
1937 PO-ROUTINEMAINT/REPAIRS	0	0	111	111		111	0.0%	
PARISH OFFICE :- Indirect Expenditure	<b>230</b>	<b>230</b>	<b>111</b>	<b>(119)</b>	<b>0</b>	<b>(119)</b>	<b>207.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(230)</b>	<b>(230)</b>	<b>(111)</b>	<b>119</b>				
<b>112 THE SWATHE</b>								
2036 TS - GRASS CUTTING	0	0	300	300		300	0.0%	
2037 TS - ROUTINE MAINT/REPAIRS	15,833	16,133	300	(15,833)		(15,833)	5377.8%	
2038 TS - RENT	0	0	100	100		100	0.0%	
2042 TS - TREE MAINTENANCE	0	0	500	500		500	0.0%	
THE SWATHE :- Indirect Expenditure	<b>15,833</b>	<b>16,133</b>	<b>1,200</b>	<b>(14,933)</b>	<b>0</b>	<b>(14,933)</b>	<b>1344.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(15,833)</b>	<b>(16,133)</b>	<b>(1,200)</b>	<b>14,933</b>				
<b>120 LCC - GRASS CUTTING</b>								
12086 HIGHWAY VERGES-INCOME	0	0	2,646	2,646			0.0%	
LCC - GRASS CUTTING :- Income	<b>0</b>	<b>0</b>	<b>2,646</b>	<b>2,646</b>			<b>0.0%</b>	<b>0</b>
12036 HIGHWAY VERGES-GRASS CUTTING	1,490	1,490	10,565	9,075		9,075	14.1%	
LCC - GRASS CUTTING :- Indirect Expenditure	<b>1,490</b>	<b>1,490</b>	<b>10,565</b>	<b>9,075</b>	<b>0</b>	<b>9,075</b>	<b>14.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,490)</b>	<b>(1,490)</b>	<b>(7,919)</b>	<b>(6,429)</b>				
<b>130 CAPITAL EXPENDITURE</b>								
13003 MULSANNE PARK CAP PROJECTS	0	0	660	660		660	0.0%	
13004 SECTION 106 EXPENDITURE	0	0	17	17		17	0.0%	
13012 NEIGHBOURHOOD PLAN	0	0	2,449	2,449		2,449	0.0%	
13018 TS - BURIAL GD EXTENSION	0	0	930	930	300	630	32.3%	
13024 ELECTION EXPENSES	0	0	202	202		202	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>4,258</b>	<b>4,258</b>	<b>300</b>	<b>3,958</b>	<b>7.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(4,258)</b>	<b>(4,258)</b>				
<b>131 CAPITAL INCOME</b>								
13027 INCOME - MULSANNE PARK	0	0	4,000	4,000			0.0%	
13028 INCOME - SECTION 106	0	1,800	0	(1,800)			0.0%	
13125 INCOME - CIL	0	4,462	0	(4,462)			0.0%	
CAPITAL INCOME :- Income	<b>0</b>	<b>6,262</b>	<b>4,000</b>	<b>(2,262)</b>			<b>156.5%</b>	<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>6,262</b>	<b>4,000</b>	<b>(2,262)</b>				



Detailed Income & Expenditure by Budget Heading 01/04/2024

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201</u> <u>FIELDPATHS</u>								
2120 FP-MISCELLANEOUS	0	0	200	200		200	0.0%	
2136 FP-GRASS CUTTING	0	0	2,214	2,214		2,214	0.0%	
FIELDPATHS :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,414</u>	<u>2,414</u>	<u>0</u>	<u>2,414</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(2,414)</u>	<u>(2,414)</u>				
Grand Totals:- Income	<b>4,150</b>	<b>219,228</b>	<b>270,426</b>	<b>51,198</b>			<b>81.1%</b>	
Expenditure	<b>41,583</b>	<b>55,045</b>	<b>267,376</b>	<b>212,331</b>	<b>38,201</b>	<b>174,130</b>	<b>34.9%</b>	
<b>Net Income over Expenditure</b>	<u><b>(37,433)</b></u>	<u><b>164,183</b></u>	<u><b>3,050</b></u>	<u><b>(161,133)</b></u>				
<b>Movement to/(from) Gen Reserve</b>	<u><b>(37,433)</b></u>	<u><b>164,183</b></u>	<u><b>3,050</b></u>	<u><b>(161,133)</b></u>				



## BANK RECONCILIATION AND CASH POSITION

31st May 2024

<b>Account balance as at 29/02/24</b>	Co Op Current Account	87660.57
	Co Op 14 Day Account	319587.51
	Co Op Instant Access	5446.45
	Unity Bnak Current	125208.00
	Unity Bank Instant Savings	0.00
	Petty Cash	52.68
	<b>Total Funds as at 29/02/24</b>	<b>537955.21</b>
<b>General Reserves</b>	3 months running costs	<b>55013.25</b>
<b>Earmarked Reserves</b>	320 EM RESERVE - LARCH AVE - S106	23235.00
	322 EARMARKED RESERVES MP	9343.61
	323 EARMARKED RESERVES OS	12025.55
	324 EM RESERVE - MAJOR PROJECTS	33249.00
	326 BILL BAILEY'S CAPITAL PROJECTS	20104.19
	328 EM RESERVE MP PLAY EQUIP	50103.00
	329 EM RESERVE TENNIS COURT	26360.00
	333 EM Reserve BG- Memorial Safety	3555.00
	334 EMR Village Beck	3500.00
	335 EMR TS-BURIAL GD EXT	27075.47
	336 EMR FP-Permissive Paths	1207.00
	337 EMR ELECTION COSTS	3476.85
	338 EMR LEGAL COSTS	2010.00
	339 EMR TREE WORKS RESERVE	6420.00
	340 EMR MINSTER FIELDS	1000.00
	341 EMR CIL -COMM INFRASTR LEVY	25416.63
	350 CAPITAL RECEIPTS RESERVE	6357.00
	<b>Total reserves</b>	<b>254438.30</b>
	<b>REMAINING FUNDS</b>	<b>228503.66</b>



## Analysis of Payments Made

May 2024

Date	Ref	Payee Name	Total	Detail
03/05/2024	CB083	PDFSAM Enhanced	93.95	PDFSAM Enhanced
03/05/2024	CB084	Co-operative Bank	13.96	Co-operative Bank - BACS
04/05/2024	CT1	SAC Boiler Plant LTD	237.49	3998/200/SAC Boiler Plant
08/05/2024	CB085	BT	96.94	BT - phone/broadband
09/05/2024	CB086	OCTOPUS ENERGY LTD.	100.30	Octopus - Elec MP April
10/05/2024	CB087	WICKES	209.70	WICKES - paint & timber
10/05/2024	CB088	SMARTEST ENERGY	108.00	Smartest - Elec OS
10/05/2024	CB089	SMARTEST ENERGY	242.00	Smartest - Elec PO Apr
10/05/2024	CB095	Ava of Norway	46.90	Self priming hose
14/05/2024	CT217	AKO Groundworks Ltd	9500.00	Part payment - Swaythe
14/05/2024	CB090	Facilities Manager	10.80	FM - March mileage
14/05/2024	CB091	Facilities Manager	10.80	FM - April mileage
14/05/2024	CB091	Facilities Manager	-0.45	April mileage (input error)
16/05/2024	CB092	SMARTEST ENERGY	87.07	Smartest - MP Gas
16/05/2024	CB093	SMARTEST ENERGY	237.13	Smartest - Gas O/S
16/05/2024	CB094	SMARTEST ENERGY	115.64	Smartest - Gas OS 2
21/05/2024	CB096	VATIX	58.80	VATIX - May
21/05/2024	CB097	FLEETDRIVE MANAGEMENT	367.19	Van Hire
21/05/2024	CB098	EE	118.74	EE - mobiles
22/05/2024	CT1	Clear Councils	5018.68	Clear Councils
22/05/2024	CT1	Elms Landscapes Limited	155.00	170324/197/Elms
22/05/2024	CT2	NETTLEHAM FC	219.00	150424/198/NETTLEHAM FC
22/05/2024	CT3	Pestocotek Ltd	130.80	12689/199/Pestocotek Ltd
22/05/2024	CT4	Konica Minolta Ltd	95.22	Konica Minolta Ltd
22/05/2024	CT5	ESPO	193.62	7290769/203/ESPO
22/05/2024	CT6	Clean Sweep Commercial	420.00	Clean Sweep Commercial
22/05/2024	CT7	Active8 Managed Technologies	93.00	Active8 Managed Technologies
22/05/2024	CT8	James Heath Electrical	35.00	James Heath Electrical
22/05/2024	CT9	Lincolnshire Flooring ( Contra	58.49	Lincs Flooring
22/05/2024	CT10	Rialtas Business Solutions Ltd	990.00	Rialtas
22/05/2024	CT11	Lincolnshire Web Design Ltd	171.00	Lincolnshire Web Design
22/05/2024	CT12	Continental Landscapes	3013.06	Continental Landscapes
22/05/2024	CT13	Shelley Signs Ltd	152.40	Shelley Signs Ltd
22/05/2024	CT14	Tyson Mowers LTD	20.53	Tyson Mowers
22/05/2024	CT16	Lincs Association of Local Cou	72.00	14825/215/Lincs Ass of local Councils
22/05/2024	CT17	Sara Bright Arboricultural Con	450.00	VICARSWOOD
22/05/2024	CB099	PERSONNEL ADVICE & SOLUTIONS	120.00	Personnel Advice - Apr
22/05/2024	Test	UNITY CURRENT	1.00	On-line transfer
23/05/2024	CT	UNITY CURRENT	10000.00	On-line transfer
23/05/2024	WAGES	DATAPLAN PAYROLL LTD	10416.77	Dataplan - salaries May
28/05/2024	CB100	HIGH SPEED TRAINING	30.00	Clerk Training 24.5.24
28/05/2024	CT	UNITY CURRENT	25000.00	On-line transfer
28/05/2024	CT	UNITY CURRENT	30000.00	On-line transfer 2
29/05/2024	CT	UNITY CURRENT	30000.00	On-line transfer
30/05/2024	CB101	AW WAVE	16.69	AW WAVE - BG
30/05/2024	CB102	AW WAVE	16.69	AW WAVE - Green
30/05/2024	CB104	AW WAVE	16.69	AW WAVE - BP
30/05/2024	CB105	AW WAVE	144.64	AW WAVE - O/S
31/05/2024	190254	Playinnovation LTD	60.00	Tools to remove snooker board
31/05/2024	CT	UNITY CURRENT	30000.00	On-line transfer
31/05/2024	CB103	DATAPLAN PAYROLL LTD	81.11	Dataplan - Payroll fees Apr
31/05/2024	CT1	NETTLEHAM CARNIVAL	600.00	001 Grant
			<b>159446.35</b>	



NETTLEHAM  
Parish Council

## **FINANCIAL REGULATIONS 2024**

Adopted 21<sup>st</sup> May 2024

## NETTLEHAM PARISH COUNCIL FINANCIAL REGULATIONS

### Contents

1. General.....	3
2. Risk management and internal control.....	4
3. Accounts and audit.....	5
4. Budget and precept.....	6
5. Procurement.....	7
6. Banking and payments.....	10
7. Electronic payments.....	11
8. Cheque payments.....	12
9. Payment cards.....	13
10. Petty Cash.....	13
11. Payment of salaries and allowances.....	13
12. Loans and investments.....	14
13. Income.....	14
14. Payments under contracts for building or other construction works.....	15
15. Stores and equipment.....	15
16. Assets, properties and estates.....	16
17. Insurance.....	16
18. [Charities].....	17
19. Suspension and revision of Financial Regulations.....	17
Appendix 1 - Tender process.....	18

These Financial Regulations were adopted by the council at its meeting on 21<sup>ST</sup> May 2024

Items in bold are legal requirements and cannot be removed, amended or suspended.

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000

**2. Risk management and internal control**

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

- 2.6. At least once in each quarter, and at each financial year end a member shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### 3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual (Governance and Accountability) Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.



- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

## 4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform committees of any salary implications before they consider their draft their budgets.

- 4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the finance committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of December for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of January** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £30,000 including VAT, the Clerk / Facilities Manager shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater between £10,001 and £29,999 excluding VAT the Clerk/RFO/FACILITIES MANAGER shall seek at least three fixed-price quotes;
- 5.9. where the value is between £2,001 and £9,999 excluding VAT, the Clerk/RFO/FACILITIES MANAGER shall try to obtain two estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases up to £2,000 the clerk/RFO/FACILITIES MANAGER shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

---

<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk/RFO/FACILITIES MANAGER, under delegated authority, to authorise and incur expenditure for day to day expenses up to £500 (per item) excluding VAT. Contracts may not be disaggregated to avoid controls imposed by these regulations.
- The Clerk/RFO (or Facilities Manager in the Clerk's absence) in conjunction with the Chairman of the council or appropriate committee can authorise expenditure up to £500 for repairs, renewals or maintenance and this will be reported to the next appropriate council and appropriate committee retrospectively.
- The Clerk/RFO (or Facilities Manager in the Clerk's absence) can authorise emergency or time related expenditure up to £1,000 and this expenditure will be reported to the next appropriate committee meeting and the Parish Council, retrospectively.
- The Clerk/RFO (or Facilities Manager in the Clerks absence), in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT and this expenditure will be reported to the next appropriate committee meeting and the Parish Council, retrospectively.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
- the council for all items over £5,000;
- In the interest of speed and efficiency the relevant committee may authorise the Facilities Manager/Clerk to spend up to a specified limit for miscellaneous work to be done with regard to numerous lower cost items such as tree and shrub work and routine maintenance. A Purchase Order should then be issued on the basis of best value up to an amount pre-authorised by the committee within their authorisation limits and budgetary constraints with an approved contractor. The contractor's invoice for the contracted amount should include an identified list of tasks carried out. If the work exceeds the authorised limit set by the committee then further authorisation should be sought from the committee. The Facilities Manager/Clerk should consult with the Chair of that committee or the Chair of the Parish Council if any doubt exists as to the decision. The order placed should be ratified at the next committee meeting. Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.

- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk/RFO may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council for information only.

- 6.8. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.
  - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
  - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by two Councillors. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

Commented [C1]: Do we do this -should it sat signed by 2 bank signatories?

Commented [R2R1]: Can be signed by any councillor.

## 7. Electronic Payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## **8. Cheque Payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members or one member and the Clerk or RFO.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

## 9. Payment Cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

## 10. Petty Cash

- 10.1. The Clerk/RFO shall maintain a petty cash float account of up to £100 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

Commented [C3]: RFO
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

## 11. Payment of Salaries and Allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council (or relevant committee).
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.



- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and Investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. Income**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the RFO. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made by the end of September and March of each financial year..
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

#### **14. Payments Under Contracts for Building or Other Construction Works**

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15. Stores and Equipment**

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO (with the Facilities Manager) shall be responsible for periodic checks of stocks and stores, at least annually.

## 16. Assets, Properties and Estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £250. In each case a written report shall be provided to council with a full business case.

## 17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## 18. Charities

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## 19. Suspension and Revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk and RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk / Facilities Manager shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk / Facilities Manager in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk / Facilities Manager in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

**NETTLEHAM PARISH COUNCIL  
DRAFT MINUTES OF THE PROPERTY COMMITTEE MEETING  
HELD AT THE OLD SCHOOL SMALL HALL, MILL HILL  
ON TUESDAY 4 JUNE 2024, AT 7.15 PM**

Present: Cllr D. Newsam (Chair), Cllr A.Crook (AC), Cllr C.Payne (CP), Cllr A.Simpson (AS)

Also in attendance: Cllr P. McNeill (PM), Cllr A. White (AW), Jane Ashby (FM), Claire Ward (ACL) and a member of the public

**The public session commenced at 7:15pm**

A member of the public spoke in relation to the path through Vicars wood which has recently been resurfaced. The contractor has agreed to apply another layer of road planings when they become available at no further cost.

The condition of the apple trees in Bishops Meadow Community Orchard was also raised and a site visit to the orchard to discuss on going maintenance recommended. A tree survey of the orchard has been scheduled.

**The meeting commenced at 7:20pm**

**1. Election of Chairperson.**

It was proposed, seconded and

**RESOLVED** to elect Councillor D. Newsam as the Chairperson

**2. Election of Vice Chairperson.**

Committee discussed the election of a vice chairperson and decided to defer making an appointment until the next meeting.

**3. To Resolve to receive apologies and accept reasons for absence**

Apologies were received from Councillor C. Johnson.

It was proposed, seconded and

**RESOLVED** to accept the apologies for absence

**4. Disclosure of interests in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations**

- none

**5. The notes of the Property Committee meeting held on 7 May 2024 to be Approved as the minutes.**

It was proposed, seconded and

**RESOLVED** to approve the notes, subject to a minor amendment, of the Property Committee Meeting held on 7 May 2024 as the minutes of the meeting.

**6. Financial Matters – (FM)**

a) To approve/ratify recent and proposed expenditure.

**RATIFICATION OF EXPENDITURE**

MKM	£48.22	Various, cabin hook, post mix, mixed ballast, cement,
Tyson Mowers	£17.11	New handle for lawn mower repair
Wickes	£174.75	Wood for repairing Tennis toilets/ wood etc for repairing pavilion veranda
QVC	£113.46	AVA Go Pressure washer (DN approved purchase)
AVA	£39.08	Self-priming hose for above any water source
Waitrose	£13.84	Petrol
Wickes	£13.05	Wood filler
Tyson	£9.13	Strimmer
HCG	£1569.00	Remedial work OSLH Carry out all remedial work to the Commercial Kitchen

Mark Cropper £280.00 Remove fallen branches in a Acer tree at the Quarry  
It was proposed, seconded and  
**RESOLVED** to approve/ratify recent and proposed expenditure.

a) To consider the income and expenditure report at 30/05/24 - noted

#### 7. Facilities Manager Report (for information only)

Several footpaths require cutting back including - alongside the junior school, off Cherry tree Ave, Baker Drive and the Dene, plus the Gitty and FP144 ACTION FM

#### 8. To discuss Membership of Working Groups.

The following appointments to working groups were agreed:

- Beck and Flood Resilience - Cllr A.Simpson (lead), Cllr P.McNeill
- Amenity Areas – Cllr D.Newsam (lead), Cllr C.Johnson
- Bishops Palace/Meadow, Burial Gd & Swathe – Cllr C.Payne (lead), **vacancy**
- Allotments – Cllr D.Newsam (lead), Cllr P. McNeill
- Field paths – Cllr C.Johnson (lead), Cllr C.Payne
- Green Lane - Cllr C.Payne (lead), Cllr C.Johnson
- Play areas – Cllr A Crook (lead), Cllr D.Newsam
- Buildings and Car Parks - Cllr A Crook (lead), Cllr D.Newsam
- MPUG – Cllr D.Newsam (lead), Cllr A Crook

Councillors have requested a discussion about additional appointments at Full Council. ACTION CL

#### 9. To consider Terms of Reference.

Members have reviewed the Terms of Reference(TOR) and suggested the deletion of **Village Hall and Car Park** from the Buildings and Car Parks working group TOR. ACTION CL

It was proposed, seconded and

**RESOLVED** to accept the Terms of Reference, subject to the amendment to the Buildings and Car Parks working group TOR.

#### 10. To consider a Pruning and Management Plan for the Bishops Meadow Heritage Orchard.

Committee agreed that a new management plan for the orchard is required. The orchard was originally planted by the Woodland Trust, but there appears to be insufficient space between the trees to support healthy growth and development. An initial inspection of the trees to identify appropriate action will take place and observations will be used to inform the new management plan.

Signage in the orchard would require updating and a budget would be required to undertake improvement work. ACTION CP

#### 11. To consider proposals from B & FR Working Group.

i. Expanded B&FR working group

Committee discussed a proposal from the working group to expand membership of the group in order to increase the groups impact on local flood reduction initiatives.

It was proposed, seconded and

**RESOLVED** to recommend to Full Council to officially invite Cllr J. Brockway (LCC) and Cllr J.Barrett (WLDC) to join the working group. ACTION CL

ii. Weirs and flood reduction talk

A resident with in-depth knowledge of the Beck, has offered to present a short talk followed by Q&A on 'The impact of weirs in Nettleham Beck'.

It was proposed, seconded and

**RESOLVED** to accept the residents offer and arrange a talk for Parish Councillors and others involved in flood reduction strategies. ACTION AS

iii. Trash screens

Negotiations with LCC regarding the installation of trash screens in Nettleham beck are on-going. Councillors discussed the most appropriate location and agreed that screens at Kingsway would be more effective and accessible than at the 'S bends'.

Cllr Simpson agreed to liaise with LCC and update the committee at the next meeting ACTION AS

**12. To consider proposals for the side of the Co-op area**

a) To consider the offer of sponsorship of the planters by Rudies Roots.

Councillors considered the offer from Rudies Roots to sponsor the re-located planters.

It was proposed, seconded and

**RESOLVED** to accept sponsorship of the planters by Rudies Roots.

ACTION FM

b) To consider the quote for planting of three new trees.

Councillors considered two quotes for the supply and installation of three trees alongside the Coop and felt that contractor B was the best option.

It was proposed, seconded and

**RESOLVED** to accept the quote from contractor B, trees to be planted during the winter season.

ACTION FM

**13. To consider examples of Christmas Trees for the Village Green.**

Information about alternatives to a traditional living Christmas tree was discussed. The options are:

- A traditional tree as in previous years
- A pre lit artificial green tree
- A pre lit tree shaped installation

There are a range of factors to consider including price, storage and sustainability.

Councillors are keen to canvas the opinions of residents via an online survey and a questionnaire at the Summer Carnival.

It was proposed, seconded and

**RESOLVED** to recommend to Full Council to consult residents about alternative Christmas tree options at the Summer Carnival and via an online survey.

ACTION CL/PM

**14. To consider recent Tree Survey report for Vicars wood.**

It was agreed that the recent tree survey was very informative identifying action required and also a timeline for undertaking appropriate work in the wood. Further tree surveys will be taking place in the village. This report will be used to inform the Vicars Wood Management plan.

ACTION CP

**15. To consider recent vandalism and installation of CCTV in Bill Baileys play area.**

Concerns have been raised about vandalism in Bill Baileys play area. Councillors discussed whether it would be possible to install CCTV cameras and requested an estimate for the installation of an appropriate system, to discuss at the next meeting.

ACTION FM

**16. To consider New Allotment Scothern Road rents for 2024/2025 and an update on progress**

A site visit to meet Emma Trulove has taken place to review progress at the new allotment site.

Trulove have asked the Council to begin the process of legally adopting the new site. ACTION CL

Councillors discussed the new rents which will apply when the plots become available. Cllr McNeill has agreed to present a proposal to the next meeting based on the fees payable elsewhere in the area. ACTION PM

**17. To consider quotes for the cleaning of the Parish Office.**

Councillors considered three quotes for cleaning the Parish Office and identified contractor 3 as being the best option.

It was proposed, seconded and

**RESOLVED** to accept the quote from contractor 3 for cleaning the Parish Office

ACTION FM.

**18. To consider quote for repairs to the Old School Carpark.**

Councillors discussed a quote received for repairs to the Old School Carpark, noting that the repairs should be undertaken during the school summer holidays if possible. Councillors requested a further quote from an alternative contractor for 120sq m in order to compare it with the existing quote. It was



proposed to delegate the decision about which quote to accept to the Chair and the Facilities Manager.

It was proposed, seconded and

**RESOLVED** to delegate the decision about which quote to accept to the Chair and the Facilities Manager, once a further quote has been received.

ACTION FM

### 19. Correspondence

a) Request for a Memorial Bench.

A request for a memorial bench has been received however Councillors did not feel that there was a suitable location in either the Rookery or on the Green as suggested. It was felt that another bench in Bill Baileys play area or in the Old Quarry would be welcome. The Facilities manager agreed to propose these locations to the correspondent.

ACTION FM

b) Concerns from a resident regarding implementation of Biodiversity Policy at Riverdale. The combination of long grass (no mow area) and dog poo have led to difficulties in the grassed area at Riverdale. Councillors agreed that this was not tenable and have asked for the grass to be cut in a 1-meter border around the perimeter of the area, and for residents to be informed of this action.

ACTION FM

### 20. Future Agenda items.

- Election of a Vice Chairperson
- Christmas tree consultation at the Summer Carnival
- CCTV at Bill Baileys play area
- Recruitment of Councillors to working groups

### 21. Date of next meeting:

The next meeting of the Parish Council's Property Committee will be held on 9 July 2024 at Old School, Small Hall, Mill Hill, Nettleham. **Please email items for the agenda and relevant paperwork for the next meeting by Tuesday 2 July 2024 for inclusion on to the Property Committee Agenda.**

Meeting closed at 9.35pm

**NETTLEHAM PARISH COUNCIL****PARISH COUNCIL COMMITTEES(4) & WORKING GROUPS(4) AND PROP COMM WG MEMBERSHIP – 2024/25**

PROPERTY COMMITTEE (5 members)	HR COMMITTEE (3 members)	NEIGHBOURHOOD PLAN REVIEW PANEL	FINANCE COMMITTEE (Chair of Council, Property Committee, HR Committee plus 1 additional member)
Cllr D Newsam (Chairman)	Cllr Andrew Simpson	C Higham (Chairman)	Chair HR
Cllr A Simpson	Cllr Jess McGuire	J Evans	Chair Prop
Cllr Anthony Crook	Cllr P McNeill	Cllr C Johnson	Cllr A White
Cllr Chris Johnson		Cllr Angela White	Cllr J McGuire
Cllr Colin Payne			

The Council Chairman and Vice Chairman are *ex-officio* (no voting rights & in addition to membership numbers) on all Parish Council Committees/ Working Groups excluding the HR and Finance Committee

Climate Change Strategy Working Group (Council)	Emergency Planning Working Group (Council)	Conservation Working Group (Council)	Speed Monitoring Working Group (Council)
Cllr Chris Johnson*	Lead councillor tbc	Cllr Andrew Simpson*	Cllr Colin Payne *
Cllr Jess McGuire		Cllr Angela White	Cllr A Crook
	Cllr John Barrett (WLDC)		
	Cllr Frazer Brown (WLDC)		

**PROPERTY COMMITTEE WORKING GROUPS (Cllr Members) \* Denotes Lead Councillor**

Beck & Flood Resilience	Amenity Areas tbc	Bishops Palace/Meadow, Burial ground & Swathe	Allotments	Field paths	Green Ln, Trees & Vicars Wood	Play Areas	Buildings & Car Parks	Mulsanne Pavilion Users Group
Andrew Simpson*	Dave Newsam*	Cllr C Payne*	Cllr D Newsam*	Chris Johnson*	Colin Payne*	Anthony Crook*	Anthony Crook*	Dave Newsam*
Peter McNeill	Chris Johnson	VACANCY – from full council?	Peter McNeill	Colin Payne	Chris Johnson	Dave Newsam	Dave Newsam	Cllr A Crook

## Speed Watch Equipment

Further to my email below, I have now received details of the equipment that Billingborough are looking at selling :

Bushnell speed radar gun

2 of the required road notification signs

2 zipped carry bags with handles/shoulder straps for the above

1 clicker which is required to count total number of cars that pass by

8 high visibility jackets - 2M, 5L, 1 XL

Items are as new as only used once

We're looking for £375, payment via BACS



## Biodiversity Policy Draft 2

### 1 BACKGROUND

**Under the Natural Environment and Rural Communities Act 2006 the Council must have regard to conserving biodiversity as part of its policy and decision making.** It is required to agree policies and objectives for actions to take for biodiversity (which can include restoring or enhancing a population or habitat).

### 2 SCOPE

This policy applies to the all property owned, managed or influenced by the Council. It will be reviewed and updated when appropriate.

### 3 AIMS

3.1 This policy sets out how biodiversity considerations should affect the Council management of its property, including green and blue spaces and any associated procurement. The property includes:

- Woodlands, gardens, parks and public open space
- Community amenities including sports grounds and cemeteries
- Waterbodies, including Nettleham Beck
- Buildings and associated landscaping

3.2 For all decisions affecting any of the properties, the following questions should be addressed:

- How can we avoid harm/detriment to biodiversity?
- How can we minimize harm, if unavoidable?
- Where there is harm, how may this be restored and enhanced?
- Are there any opportunities to develop or add to biodiversity, for example, wildflower meadows, tree planting, bird/bat boxes, diverse habitat?

### 4 MANAGEMENT PLANS

4.1 Each of the following properties (at least) is to have a management plan that is used to guide all work there:

- |                             |                                |
|-----------------------------|--------------------------------|
| • Vicar's Wood              | • Bill Bailey's Park           |
| • Green Lane                | • Riverdale                    |
| • Bishops Palace and Meadow | • Nettleham Beck               |
| • Mulsanne Park             | • The burial ground and Swathe |
| • The Old Quarry            |                                |

4.2 These plans should:

- Describe the biodiversity baseline and potential for enhancement, guided where possible by ecological surveys
- Set out necessary maintenance tasks to ensure public safety, access etc (using the guidance in 3.2)
- Set out a timeframe with actions to increase biodiversity, by creating, maintaining and enhancing habitat.
- Monitor success of enhancements and update plans annually.

## **5 PESTICIDES AND HERBICIDES**

- 5.1 Pesticides and herbicides damage biodiversity, often destroying a wider range of wildlife than the target species.
- 5.2 Minimise the impact on habitats and biodiversity from grounds maintenance and landscaping work and prevent pollution by trying to avoid pesticide and herbicide use.
- 5.3 Applicable to contractors in addition to employees.

## **6 PEST CONTROL**

Where there is a perceived need to control species (external to buildings) this should be justified and where agreed to be necessary, use humane methods.

## **7 CREATE, MAINTAIN AND ENHANCE HABITAT - GENERAL**

- 7.1 Seek to create, maintain and enhance habitats to encourage both plants and animals, where possible.
- 7.2 Minimise the impact on biodiversity from development works and, where possible, install nature-based solutions and seek a net increase in ecological value through project design and delivery.
- 7.3 Ensure ecological surveys are completed prior to, and post completion of change of use, building work etc. Results to be documented.
- 7.4 Work with stakeholders, e.g. riparian owners, WLDC, LCC to improve habitat and biodiversity management practices.
- 7.5 Seek opportunities to cultivate an awareness of and connection with nature within our community through the management of our estate, for example appropriate signage explaining rationale for 'No Mow May'.
- 7.6 Via ecological surveys, identify the risks of alien species on parish property and remove if necessary
- 7.7 Encourage choice of landscapes to minimise water run off
- 7.8 Review and increase over time the grassed areas that can be left unmown/follow a reduced mowing regime.
- 7.9 On identified areas, only one mowing a year where possible and try to avoid mowing an entire site at once (good for hibernating insects and ground nesting birds) - aim to mow in August / September after seeding.
- 7.10 No artificial fertilisers other than on playing fields
- 7.11 Planting more trees and hedges on suitable sites.

## **8 TRAINING**

Provide training for staff and councillors to ensure they understand this Policy and the need to follow the management plans

## **9 PROCUREMENT**

This policy applies to procurement and contractors. For example, in choosing suppliers and products, favour those that have least impact on biodiversity, in terms of source of natural resources and lifecycle of products.

## **Traffic Group**

**From Councillor Simpson**

Traffic issues are very high on residents' comments and have been for years. The Conservation Group have been tasked with producing a traffic calming plan, primarily for the Conservation Area on which work has now started.

However, I can now see there are lots of interconnected issues and we have other councillors involved with these and assorted proposals.

In my view we need to coordinate all this knowledge and effort into a single plan that everyone can support and promote.

I therefore want to propose that every quarter we have a separate 'traffic group' that meets to fine tune all traffic related plans into one proposal that can be put to Full Council and that we are confident would be supported immediately at LCC level.

I would suggest the following participants as a minimum.

Cllr White

Cllr Newsam

Cllr Payne

Cllr Simpson

And that Councillor Brockway is asked to attend and offer her insight – this should help in ensuring the plan is ultimately accepted by LCC.

## Terms of Reference

### Purpose and Background

The Terms of Reference (TOR) are crucial instructions from the Parent Committee to its Working Groups, outlining the scope and limitations of their activities.

It is advised that the TOR of the Parish Council Working Groups (**Climate Change Strategy, Conservation, Speed Monitoring**) are updated to include the Activity Registration Form and Process, in the same way that the Property Committee Working Groups TOR have been updated.

### Activity Registration Form and Process

The new Activity Registration Form and process aim to ensure that Working Group activities are:

- Under the instruction of and the supervision of the Parish Council.
- Covered by the Council's insurance provided they adhere to authorised activities.

### Rationale for the Registration Form

#### 1. Legal Compliance and Risk Management:

- The Parish Council can legally delegate tasks only to staff members or legally convened committees, not to Working Groups.

The form enables a delegated staff member to provide instructions and supervision, aiming to ensure activities are covered by the Council's insurance.

- It includes a risk assessment, evidencing the Council's due diligence and safety procedures.

#### 2. Insurance Requirements:

- The Council's insurers require that all activities be conducted at the instruction of and under the supervision of the Parish Council.
- Activities must use tools, materials, and equipment provided by the Parish Council.
- The insurer's feedback emphasised the need for risk assessments, though these need not be submitted but kept for records.

#### 3. Volunteer Misconceptions:

- Historically, some Working Group members believed any related activity they undertook was covered by the Council's insurance. This is incorrect.

The form clarifies this misconception, safeguarding all parties by ensuring activities are officially authorised and supervised.

## Terms of Reference

**It is recommended that the below is added to TOR for each group:**

### Working Group Activities / Events

Working Groups and their Members are only covered by the Council's Insurers if the activity being undertaken is at the instruction of and under the supervision of the Parish Council.

With the exception of a sit-down meeting of the Working Group, desk based written or research activities or a condition survey/inspection conducted on foot, at ground level, on land,

Working Groups must submit the Nettleham Parish Council Working Group Activity / Event Registration (APPENDIX A of these Terms of Reference) to the Facilities Manager or Clerk in the Facilities Manager's absence a minimum of 7 days prior to the activity (14 days if a new Risk Assessment is required). The event or activity will then be approved, or not dependent on its suitability and the advice of the Council's Insurer and Health & Safety Consultants where required). Only if an activity or event has been signed off by an Officer of the Council and a copy of the authorisation held on file by the Parish Council Office can it be deemed to be at the instruction of and under the supervision of the Parish Council

Any member of a Working Group who undertakes any activity not approved by a Council Officer does so at their own risk and is not covered by The Council's Insurance Policy.

### APPENDIX A

#### Nettleham Parish Council Working Group Activity / Event Registration

To be registered with the Facilities Manager or Clerk in the Facilities Manager's absence a minimum of 7 days prior to the activity (14 days if a new Risk Assessment is required).

DETAILS:

Working Group:

Event/ Activity:

Location:

Date:

Lead Councillor name:

Please tick to indicate:

The Lead Councillor will be present

Another Councillor or Staff Member will be present



## Terms of Reference

Please provide name:

If neither a Councillor nor a Staff Member will be present, please provide the name of the Volunteer who will be undertake the leadership responsibilities:

DETAILS OF ACTIVITY:

Please provide the details of all activity / tasks to take place:

RISK ASSESSMENT:

The Facilities Manager can provide advice on Risk Assessments.

The activity is covered by an existing Nettleham Parish Council Risk Assessment

Details:

A separate new risk assessment is required

(14 days' notice required)

EQUIPMENT:

Please detail the required equipment for the activity:

All the equipment will be provided by the Parish Council and checked prior to the activity by the Facilities Manager

Non-Parish Council equipment will be used and the person with lead responsibility must perform a safety check on the equipment prior to use

LEAD RESPONSIBILITY:

As the person with lead responsibility for this activity I confirm that I am responsible for:

- Collecting emergency contact details from all volunteers & destroying these in line with GDPR after the event/activity.
- Ensuring that a First Aid box is available. (This can be supplied by the Council Office)
- Recording the details of any accident / near miss that takes place during the event and providing these details to the Facilities Manager.
- Conducting a safety check of any equipment to be used that has not been safety checked by Council Staff.
- Conducting a brief onsite safety check for any hazards prior to work commencing and taking any appropriate action (advising volunteers / cancelling activity).

## Terms of Reference

- Ensuring all participants are familiar with the authorised tasks /relevant risk assessment and highlighting that if volunteers perform tasks not authorised by this form or breach the relevant risk assessment they are not covered by the Council's insurance.
- Ensuring the welfare of all volunteers at the end of the activity session.
- Distribute required PPE (as per the Risk Assessment) to volunteers.
- Ensuring that there are always 2 or more volunteers in attendance but that attendance numbers do not exceed 499.

Name:

Signed:

### COUNCIL APPROVAL:

Not approved, this activity if undertaken is not under Nettleham Parish Council's instruction or supervision and participants are not covered by the Council's Insurance

OR (delete as applicable)

Provided that activity is restricted to that included on this form and is in line with the relevant risk assessment, and the person with lead responsibility undertakes the duties highlighted this activity is approved on behalf of Nettleham Parish Council and deemed to be at the Council's instruction and under its supervision

Name:

Role:

Signed:

Date

18 June 2024

Item 11a

### **War Memorial Cleaning**

A member of the public who looks after the War Memorial has volunteered to clean it.

He has experience of doing this as a member of the Western Front Association.

His brother will assist him.

I consulted someone with knowledge of War Memorials, as he has written a book about Lincolnshire War Memorials.

(The First World War Memorials of Lincolnshire)

He replied: -

*On checking England Heritage website, the memorial is not listed, which may have caused a slight problem.*

*Therefore, with extreme care the memorial can be cleaned using a mild soap and water applied with a soft cloth or sponge. Avoid using chemicals or anything abrasive and do not use a jet power wash. Particular care should be taken with and around the lettering and it's always advisable to try an inconspicuous test area first.*

*I am certain REDACTED will do a first-class job.*

It looks as though a trial check shows the difference between what it looks like when cleaned and in its present state.

Angela

18 June 2024

Item 11b

### **Parking correspondence from a resident**

Well once more the Council seems to have allowed a development without thinking of the repercussions.

We walked round the village yesterday and the place has become one giant car park. Because of the soft play area many many people are driving into

the village and parking everywhere.

There were cars breaking law all over. Some were parked on junctions some were blocking drives. From the Hub up towards Scothern Road the situation was very dangerous.

Cars were parked so badly that if anyone wanted to drive out from a drive the road would be blocked.

What else is this Council going to allow to attract and entertain people from other villages. Maybe another playground on the village green or an outdoor bowling alley in front of the Church. This village has been systematically ruined.

We have half term looming so the ridiculous, expensive playground in Bill Bailey's will be packed and traffic will be all up Scothern Road. I truly do wonder what you are all up to on that Council. I wonder what Bill Bailey would think of his field now which just consists of things for children. What about the adults in Nettleham. In Scotland we saw examples of adult outdoor gyms

We requested an adult outdoor gym in a questionnaire about ten years ago when Giles McNeill was on the Council. Nowt! I even suggested the Council have a look at the outdoor gym that Tesco provided.

Name Provided

# 61

18 June 2024

Item 11c

## **Waiting Restrictions**

Councillor Angela White

Morning.

I've had an e-mail forwarded to me from you regarding parking issues in Nettleham in the Co-op area.

I am currently investigating problems with parked cars here and have surveyed the area a couple of times.

As you have mentioned, that whilst generally most drivers use the parking facilities here correctly, there were a noticeable number of cars parked illegally opposite the Co-op (Church Street) on the existing No Waiting Monday to Saturday, 8am to 6pm, area.

I'm not sure that changing the restrictions here would remove this type of short term parking, but extra enforcement might be the answer here. I'll keep this area under review.

I've also been looking at the area of Limited Waiting on Vicarage Lane to the east of the Co-op following a request to extend the double yellow lines at the junction with Church Street. This is something we may move forward with as, whilst it will remove parking for one vehicle, it will improve safety for vehicle turning movements here.

I'll be carrying out more surveys here in the near future, so if there are any particular areas you want investigating for possible changes to the waiting restrictions, please let me know.

Regards

Bryan Gault

Maintenance Design Engineer

Minor Works and Traffic

Lincolnshire County Council



Royal Air Force Waddington  
Lincoln  
LN5 9NB

Email: [WAD-Ops-AirbasePlans-A5@mod.gov.uk](mailto:WAD-Ops-AirbasePlans-A5@mod.gov.uk)

Our reference: ExCW24-2\_Parish\_Council

1 Jun 2024



Dear Nettleham Parish Council,

### RAF Waddington – Exercise COBRA WARRIOR 24-2 – Sep/Oct 24

RAF Waddington will host Exercise Cobra Warrior 24-2 (Ex CW 24-2) between the 9<sup>th</sup> of September and the 27<sup>th</sup> of October and as the local community, we understand the importance of keeping you informed of actions we are taking to ensure that RAF Waddington and the surrounding communities are aware of the Exercise, planning and mitigations. As we approach the start of the Exercise, my Plans team and I are working with the Local Authorities and our partner nations to ensure any impact to the community is minimised.

#### Traffic

Traffic flow in and out of RAF Waddington will increase for the duration of the exercise which may lead to some roads being busier in the surrounding area. We continue to work with the local authorities and the police to ensure that measures are put into place to reduce the risk to pedestrians and motorists. Traffic management will be in place on several roads around RAF Waddington, including (but not limited to), **Bloxholm Lane, White Lane, Mere Road, Tower Lane** and the **A15**.

#### Aviation Enthusiasts

Each year, Ex CW attracts many visitors to RAF Waddington. While mostly self-policed, we understand the impact that enthusiasts may have on the local community, including increasing congestion on surrounding roads. We continue to work with the local authorities, traffic management team and the police to ensure that any visitors are suitably informed, and the necessary precautions are taken to minimise any risk.

#### Security

We encourage everyone to remain vigilant now and throughout Ex CW, and should anything not look right, you should inform the police.

The Ex CW 24-2 mission *'to safely execute training to develop the tactical skills of all participating, aircrew and supporting tactical elements within a Composite Air Operations environment,'* and as such, Ex CW 24-2 is truly international in nature. Participation in the exercise includes a significant international contingent and provides valuable opportunities for all participating Force Elements. We are proud to be able to host Ex CW at RAF Waddington and we thank you for your continued understanding.

# 63

Finally, we understand that during the lead up to the commencement of the exercise, and throughout its delivery, there may be some questions that you wish to raise on behalf of your community. Please send any correspondence to [WAD-Ops-AirbasePlans-A5@mod.gov.uk](mailto:WAD-Ops-AirbasePlans-A5@mod.gov.uk)

Yours faithfully,

*Emma Leonard*

Emma Leonard  
Squadron Leader  
OC Operations Squadron

18 June 2024  
Item 11e

## Safety of Lithium-ion Batteries / e-bikes and scooters

Dear Local Council

I am writing to ask your Council to support our campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal.

Let me begin by introducing myself. I am the researcher for Lord (Don) Foster (hence my email address), who has been campaigning on this issue in the House of Lords. I am also the parliamentary advisor to Electrical Safety First, a UK Charity dedicated to reducing the deaths and injuries caused by electricity.

As you will probably know lithium battery fires are on the increase – there have been over 1000 in the past few years, nearly 200 injuries and a dozen fatalities. Homes have been destroyed. The cost to the UK runs into £billions. You will doubtless know of examples in your area. I attach a spreadsheet of some recent fires – as you will see there have been some in your area.

Lord Foster and Electrical Safety First are promoting the attached Bill (a summary of which is included at the end of this email) to ensure greater safety in the use and disposal of lithium batteries and are aiming to get it into law as soon as possible. It has its First Reading on 5th June.

We have the support of many national organisations, as the attached logos show – including the National Fire Chiefs Council, the Association of Ambulance Chief Executives, the Royal Society for the Prevention of Accidents and the Royal Society for Public Health. In addition 2 coroners have called for the law to be tightened to ensure greater safety.

We are now contacting more locally based organisations, and it would be great if your Council was able to support this campaign. It would be a great boost.

Please do get in touch if you require any further information.

I look forward to hearing from you,

Yours sincerely,

Ron Bailey

PS Don't worry if you are not meeting before June 5<sup>th</sup>. That is only the 1<sup>st</sup> Reading – other stages will follow, so you won't be too late. Your support will be valuable at any time.



## Safety of Lithium-ion Batteries / e-bikes and scooters

**Clause 1** would require third party *independent* approval-testing for e-bikes, e-scooters and their batteries before entering the UK market.

**Clause 2:** incidents of fires and harmful fumes resulting from lithium-ion batteries in waste vehicles and landfills are increasing. There are reportedly more than 200 landfill fires annually, making up 48 percent of all fires, costing £158 million and contributing significantly to pollution. This clause requires the government to establish regulations for the safe disposal of used lithium-ion batteries.

**Clause 3** addresses specific fire concerns, ensuring safer access, charging, and storage of lithium-ion batteries. While an outright ban is suggested by some, conversion kits remain a financially practical solution, especially for gig economy workers reliant on sustainable transportation. Implementing a standardised approach to kits could establish design and installation controls, mitigating foreseeable risks.

***Additional information files too large for publication circulated to Councillors***

# 66

18 June 2024  
Item 11f

## Rights of Way Survey

Good morning

We manage Lincolnshire's public rights of way network and as such, have an Improvement Plan.

There have been many changes since our last plan and different people who use the network have different needs. Both of which mean we need to update our understanding. We'll refresh the current plan in 2025 so we'd like to know what you believe the network and its users need.

Our aim isn't to gather feedback from everyone at this stage or details about the state of specific routes. What representative bodies like you tell us, however, will help set strategic and aspirational priorities in a draft plan for the next 10 years. We'll ask the public and other stakeholders about the draft plan once it's developed.

This survey is on [Let's talk Lincolnshire](#) and takes around five minutes to complete. Before taking the survey, please review the previous plan (in the important links section).

If you have any questions, please contact Andrew Fletcher  
[countryside\\_access@lincolnshire.gov.uk](mailto:countryside_access@lincolnshire.gov.uk)

Kind regards

**Samantha Hardy**

**Senior Engagement Officer**

Lincolnshire County Council, Room 42

County Offices, Newland, Lincoln LN1 1YL

**Email:** [samantha.hardy@lincolnshire.gov.uk](mailto:samantha.hardy@lincolnshire.gov.uk)

67

18 June 2024  
Item 11g

## Request to fly a flag

Dear Sirs

I am writing to ask if the Parish Council would consider flying a flag on the village Green that is Hal the Union flag, and half Ukrainian. We do still have Ukrainian refugees in our village, and I know that I am not alone in wishing to demonstrate our continuing support.

I would be happy to purchase a flag if the Council would agree to fly it.



Name supplied

# 68

18 June 2024  
Item 11h

## Crime Statistics

Good Afternoon all,

Please find the current crime stats:

Crime Group <input type="text"/> Crime Tree <input type="text"/> Occurrence_NPD <input type="text"/>			Values							
	May-24	May-23	Guideline Year (Jan-19 to Dec-19)	Guideline to Current Rolling 12 Month Volume Change	Guideline to Current Rolling 12 Month % Change	Rolling 12 Month Period from Jun-23 to May-24	Rolling 12 Month Period from Jun-22 to May-23	Rolling 12 Month Volume Change	Rolling 12 Month % Change	
⊕ All Other Occurrences	3	1	0	36	-	36	1	35	3500.0%	
⊕ Arson & Criminal Damage	8	2	788	-727	-92.3%	61	65	-4	-6.2%	
⊕ Burglary	1	1	642	-634	-98.8%	8	33	-25	-75.8%	
⊕ Crimes Against Society	14	6	130	-66	-50.8%	64	76	-12	-15.8%	
⊕ Drug Offences	2	3	113	-97	-85.8%	16	17	-1	-5.9%	
⊕ Possessions of Weapons	1	0	45	-41	-91.1%	4	1	3	300.0%	
⊕ Public Order	8	5	385	-337	-87.5%	48	42	6	14.3%	
⊕ Robbery	0	0	17	-17	-100.0%	0	3	-3	-100.0%	
⊕ Sexual Offences	13	6	301	-245	-81.4%	56	67	-11	-16.4%	
⊕ Theft Offences	4	8	1,058	-975	-92.2%	83	83	0	0.0%	
⊕ VATP	23	20	2,145	-1,880	-87.6%	265	233	32	13.7%	
⊕ Vehicle Offences	4	0	331	-300	-90.6%	31	52	-21	-40.4%	

I will also start including information from the ticket system which will show tickets issued for traffic offences. Unfortunately I am unable to make this area specific and this will contain all of West Lindsey. For the month of May 680 tickets were issued force wide and 87 of those were in West Lindsey (13%)

**Crime Statistics**

<b>OFFENCE DATETIME</b>	<b>NOTICE TYPE</b>	<b>CCCJS OFFENCE DESC</b>	<b>VEHICLE MAKE</b>	<b>Street</b>	<b>Town</b>
02/05/2024	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention	MERCEDES	B1201, Fen Lane	NORTH COTES
08/05/2024	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention	JAGUAR	B1202, Linwood Road	MARKET RASEN
09/05/2024	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without reasonable consideration to other users	SCANIA	B1211, Brocklesby Road	BROCKLESBY
09/05/2024	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention	BMW	Nettleton Road	CAISTOR
10/05/2024	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention	AUDI	A158	BULLINGTON
11/05/2024	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention	VOLKSWAGEN	A156, Lea Road	GAINSBOROUGH
13/05/2024	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without reasonable consideration to other users	CITROEN	B1398, Middle Street	BURTON
15/05/2024	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without reasonable consideration to other users	VOLKSWAGEN	B1398, Middle Street	HEMSWELL
17/05/2024	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention	MERCEDES	A15	HACKTHORN

**Crime Statistics**

18/05/2024	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention	MERCEDES	A156, Gainsborough Road	LEA
20/05/2024	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without reasonable consideration to other users	LONGJIA	TRINITY STREET	GAINSBOROUGH
21/05/2024	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention	MERCEDES	A15	WELTON CLIFF
26/05/2024	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention	DACIA	A15	HACKTHORN
28/05/2024	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention	VOLKSWAGEN	A46	BUSLINGTHORPE
29/05/2024	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without reasonable consideration to other users	TESLA	A1173, Riby Road	CAISTOR
29/05/2024	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without reasonable consideration to other users	PEUGEOT	A1173, Riby Road	CAISTOR
04/05/2024	Endorsable Notice	Drive a motor vehicle otherwise than in accordance with a licence - endorsable offence	FORD	TRINITY STREET	GAINSBOROUGH
07/05/2024	Endorsable Notice	Drive a motor vehicle otherwise than in accordance with a licence - endorsable offence	HYUNDAI	NORTH MOOR ROAD	GAINSBOROUGH

**Crime Statistics**

05/05/2024	Endorsable Notice	Use a motor vehicle on a road / public place without third party insurance	FORD	MARKET PLACE	GAINSBOROUGH
06/05/2024	Endorsable Notice	Use a motor vehicle on a road / public place without third party insurance	SEAT	SCOTHERN LANE	SUDBROOKE
14/05/2024	Endorsable Notice	Use a motor vehicle on a road / public place without third party insurance	VAUXHALL	CARR LANE	GAINSBOROUGH
05/05/2024	Non Endorsable Notice	Drive vehicle / vehicle and trailer no rear registration plate - registered after 30/09/38	UNKNOWN	A631	MARKET RASEN
05/05/2024	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	AUDI	A631	MARKET RASEN
05/05/2024	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	BMW	A631	WEST RASEN
05/05/2024	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	BMW	A631	MARKET RASEN
06/05/2024	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	KAWASAKI	A631	MARKET RASEN
06/05/2024	Non Endorsable Notice	Keep a vehicle when registration mark fails to conform with the regulations	HONDA	A631	MARKET RASEN

**Crime Statistics**

06/05/2024	Non Endorsable Notice	Keep a vehicle when registration mark fails to conform with the regulations	KTM	A631	MARKET RASEN
06/05/2024	Non Endorsable Notice	Keep a vehicle when registration mark fails to conform with the regulations	KTM	A631	MARKET RASEN
06/05/2024	Non Endorsable Notice	Keep a vehicle when registration mark fails to conform with the regulations	BMW	A631	MARKET RASEN
06/05/2024	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	BMW	A631	MARKET RASEN
06/05/2024	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	KAWASAKI	A631	MARKET RASEN
06/05/2024	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	KTM	A631	MARKET RASEN
06/05/2024	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	YAMAHA	A631	MIDDLE RASEN
06/05/2024	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	YAMAHA	A631	MARKET RASEN



**Crime Statistics**

10/05/2024	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	VOLKSWAGEN	A46	FALDINGWORTH
29/05/2024	Non Endorsable Notice	Drive vehicle / vehicle and trailer no rear registration plate - registered after 30/09/38	KAWASAKI	A631	MARKET RASEN
29/05/2024	Non Endorsable Notice	Keep a vehicle when registration mark fails to conform with the regulations	HONDA	A631	MARKET RASEN
24/05/2024	Non Endorsable Notice	Use a motor vehicle on a road without a valid test certificate	FORD	TRINITY STREET	GAINSBOROUGH
20/05/2024	Endorsable Notice	Use a motor vehicle / trailer with tyre with any of the ply / cord exposed	VOLKSWAGEN	BRIDGE STREET	GAINSBOROUGH
23/05/2024	Endorsable Notice	Motor vehicle fail to comply with endorsable section 36 traffic sign - other than manned or automatic equipment	AUDI	LORD STREET	GAINSBOROUGH
02/05/2024	Endorsable Notice	Motor vehicle fail to comply with solid white line road markings - manned equipment	BMW	B1188	NOCTON
24/05/2024	Endorsable Notice	Motor vehicle fail to comply with solid white line road markings - manned equipment	MERCEDES	A46, Lincoln Road	FRIESTHORPE
06/05/2024	Non Endorsable Notice	Use a motor vehicle on a road with silencer / exhaust system altered to increased the noise made	YAMAHA	A631	MARKET RASEN

**Crime Statistics**

09/05/2024	Endorsable Notice	Use on a road a motor vehicle / trailer - danger of injury due to weight / position / distribution / security of load	JOHN DEERE	STOW ROAD	GAINSBOROUGH
03/05/2024	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence	VAUXHALL	THORNDYKE WAY	GAINSBOROUGH
04/05/2024	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence	AUDI	A1500, Till Bridge Lane	SCAMPTON
04/05/2024	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence	FORD	Fieldside	BLYTON
06/05/2024	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence	SEAT	A631	MARKET RASEN
11/05/2024	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence	PEUGEOT	B1241	NORMANBY BY STOW
17/05/2024	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence	FORD	A158	NETTLEHAM
01/05/2024	Non Endorsable Notice	Drive on a road a motor vehicle whilst not wearing a seat belt	TOYOTA	ASHCROFT ROAD	GAINSBOROUGH
01/05/2024	Non Endorsable Notice	Drive on a road a motor vehicle whilst not wearing a seat belt	LAND ROVER	ASHCROFT ROAD	GAINSBOROUGH
01/05/2024	Non Endorsable Notice	Drive on a road a motor vehicle whilst not wearing a seat belt	PEUGEOT	LEA ROAD	GAINSBOROUGH

**Crime Statistics**

04/05/2024	Non Endorsable Notice	Drive on a road a motor vehicle whilst not wearing a seat belt	FIAT	SOUTH STREET	CAISTOR
06/05/2024	Non Endorsable Notice	Drive on a road a motor vehicle whilst not wearing a seat belt	VAUXHALL	A631	MARKET RASEN
06/05/2024	Non Endorsable Notice	Drive on a road a motor vehicle whilst not wearing a seat belt	VAUXHALL	A631	MARKET RASEN
09/05/2024	Non Endorsable Notice	Drive on a road a motor vehicle whilst not wearing a seat belt	FORD	MORTON TERRACE	GAINSBOROUGH
20/05/2024	Non Endorsable Notice	Drive on a road a motor vehicle whilst not wearing a seat belt	PEUGEOT	ROPERY ROAD	GAINSBOROUGH
27/05/2024	Non Endorsable Notice	Drive on a road a motor vehicle whilst not wearing a seat belt	CITROEN	BROADHOLME ROAD	SAXILBY
02/05/2024	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	RENAULT	BRANSTON CAUSEWAY	BARDNEY
02/05/2024	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	MERCEDES	BRANSTON CAUSEWAY	BARDNEY
02/05/2024	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	MERCEDES	BRANSTON CAUSEWAY	BARDNEY

**Crime Statistics**

02/05/2024	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	AUDI	BRANSTON CAUSEWAY	BARDNEY
04/05/2024	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	KIA	CORRINGHAM HIGH STREET	GAINSBOROUGH
04/05/2024	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	VOLKSWAGEN	CORRINGHAM HIGH STREET	GAINSBOROUGH
04/05/2024	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	FORD	CORRINGHAM HIGH STREET	GAINSBOROUGH
04/05/2024	Endorsable Notice	Exceed 50 mph speed limit in contravention of a Local Traffic Order - manned equipment	RENAULT	A159 SCOTTER ROAD	GAINSBOROUGH
05/05/2024	Endorsable Notice	Exceed 50 mph speed limit in contravention of a Local Traffic Order - manned equipment	CITROEN	A159 SCOTTER	GAINSBOROUGH
05/05/2024	Endorsable Notice	Exceed 50 mph speed limit in contravention of a Local Traffic Order - manned equipment	VOLVO	A159 SCOTTER ROAD	GAINSBOROUGH
06/05/2024	Endorsable Notice	Motor vehicle exceed 60 mph on single carriageway - manned equipment	AUDI	A46	MIDDLE RASEN
10/05/2024	Endorsable Notice	Speeding - exceed 30 mph on restricted road in England - manned equipment	FIAT	B1203	TEALBY
10/05/2024	Endorsable Notice	Speeding - exceed 30 mph on restricted road in England - manned equipment	NISSAN	B1203	TEALBY
15/05/2024	Endorsable Notice	Speeding - exceed 30 mph on restricted road in England - manned equipment	FORD	A153	WEST RASEN

**Crime Statistics**

18/05/2024	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	LAND ROVER	BRANSTON CAUSEWAY	BARDNEY
18/05/2024	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	BMW	BRANSTON CAUSEWAY	BARDNEY
18/05/2024	Endorsable Notice	Speeding - exceed 30 mph on restricted road in England - manned equipment	NISSAN	A1500 STOW PARK ROAD	MARTON
18/05/2024	Endorsable Notice	Speeding - exceed 30 mph on restricted road in England - manned equipment	PORSCHE	STOW PARK ROAD	MARTON
20/05/2024	Endorsable Notice	Speeding - exceed 30 mph on restricted road in England - manned equipment	FORD	A1133	LAUGHTERTON
21/05/2024	Endorsable Notice	Speeding - exceed 30 mph on restricted road in England - manned equipment	TOYOTA	ROPERY ROAD	GAINSBOROUGH
23/05/2024	Endorsable Notice	Speeding - exceed 30 mph on restricted road in England - manned equipment	FORD	A157	EAST BARKWITH
23/05/2024	Endorsable Notice	Speeding - exceed 30 mph on restricted road in England - manned equipment	SKODA	A157	EAST BARKWITH
23/05/2024	Endorsable Notice	Speeding - exceed 30 mph on restricted road in England - manned equipment	CITROEN	A157	EAST BARKWITH
23/05/2024	Endorsable Notice	Speeding - exceed 30 mph on restricted road in England - manned equipment	MITSUBISHI	A157	EAST BARKWITH
27/05/2024	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	VAUXHALL	B1190	BARDNEY CAUSEWAY

# 78

18 June 2024  
Item 11h

## Crime Statistics

29/05/2024	Endorsable Notice	Speeding - exceed 30 mph on restricted road in England - manned equipment	FORD	MARTON ROAD	STURTON BY STOW
29/05/2024	Endorsable Notice	Motor vehicle exceed 60 mph on single carriageway - manned equipment	BMW	A46	MARKET RASEN

Kind regards

**Inspector 1144 Mike Head**

Gainsborough Police Station

---