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NETTLEHAM PARISH COUNCIL

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**A MEETING OF THE PARISH COUNCIL
WILL BE HELD ON TUESDAY 19 NOV 2024, AT 7.30PM
AT THE OLD SCHOOL, SMALL HALL, MILL HILL, NETTLEHAM
ALL COUNCILLORS ARE SUMMONED TO ATTEND
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 Meetings held on 15/10/2024 as the minutes of the meetings.
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):

| NO | Details | Location | Link to view documents |
|---------------|---|--|---|
| WL/2024/00888 | Application for approval of reserved matters to erect 63no. dwellings with garages, access roads, footpaths & open space considering appearance, landscaping, layout and scale - following outline planning permission 138494 granted 05 July 2019 being variation of condition 1 of planning permission 141225 granted 11 March 2021 changes to working hours being variation of condition of planning permission 146183 granted 14 April 2023 - Amend approved plots and variation to house types for Plots 1, 17, 19, 20, 23, 24, 29, 30, 39, 40, 41, 42, 43, 44 Plots | LAND OFF THE HAWTHORNS NETTLEHAM LINCOLN | https://westlindsey-publicportal.statmap.co.uk/horizonNext/publicportal/planning/applications/148869 |
| WL/2024/00904 | Planning Application for double garage. | ASH TREE FARM SADBROOKE LANE NETTLEHAM | https://westlindsey-publicportal.statmap.co.uk/horizonNext/publicportal/planning/applications/148867 |

- b) Any other planning matters, including any applications received after the agenda was published:
 - i) To note the responses on planning matters made under delegation since the last meeting.
 - ii) To consider any future protocols/ actions relating to tree applications within the Parish on which the Parish Council is not currently consulted.

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 31.10.24 and to NOTE the Council's Bank Account & Earmark Reserves balances at 31.10.24
- c) To CONSIDER a grant application for £50 in relation to the Christmas Market (*Expenditure under LGA1972 s.145 £1400 Grants budget available for 24/25*)
- d) to NOTE that the National Pay Award 01/04/2024 -31/03/2025 has now been agreed, all grades up to SCP43 received an uplift of £1290 pa (FTE) and this has been applied to payroll and backdated as per contractual obligations.

7. Budget & Precept Planning

- a) To DISCUSS and REVIEW the draft budget including any budgetary priorities for 2025-2026 and to consider any adjustments.
- b) To RESOLVE a preliminary precept proposal for 2025-2026 which will be subject to any necessary adjustments when the tax base has been confirmed by West Lindsey District Council.

8. Committees:

To NOTE the draft notes of the Property Committee held on 05/11/2024 and RESOLVE any action in relation to the recommendations of those notes:

- a) Match fund a grant from WLDC for hydraulic modelling
- b) Accept the quote from contractor B for replacing the fencing at the Tennis Courts and the MUGA subject to confirmation of points raised.
- c) That consideration is given to standardising memorial benches.

9. Working Groups

- a) To RESOLVE to approve the draft Terms of Reference for the Highways Working Group.

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

- a) **Resident Communication Leaf Blowers**

11. Date of Next Meeting of the Parish Council –this has been arranged for Tuesday 17th December 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 09/12/2024)

Any Future Agenda Items**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. TO NOTE the nominations for the Ray Sellars Award 2024 and to RESOLVE the choice of recipient.**

(exclusion recommended due to personal / sensitive information)



Lucy Waller, Clerk to the Parish Council 14/11/2024

**NETTLEHAM PARISH COUNCIL
MINUTES OF THE EXTRAORDINARY MEETING OF THE PARISH COUNCIL
HELD AT THE SMALL HALL, THE OLD SCHOOL, NETTLEHAM
ON TUESDAY 15 OCTOBER 2024, AT 6.40PM**

**In accordance with Section 249 of the Local Government Act 1972 as amended by the
Local Democracy, Economic Development and Construction Act 2009,
for the specific purpose of a vote in relation to awarding the title of Honorary Freeman or
Honorary Freewoman of the Parish**

Present: Councillors: Cllr Mrs A. White (Chairman), CllrP. McNeill (Vice-Chair),
Cllr D. Newsam*, Cllr A. Simpson, Cllr C. Chardoux, Cllr A. Crook,
Cllr C. Payne

Also in attendance: Lucy Waller (Clerk),
Councillors not present: Cllr C. Johnson

The meeting opened at 6:40pm

1. To RESOLVE to receive apologies and accept reasons for absence received by the Clerk, prior to the meeting.

Apologies were received from Councillor C. Johnson. It was RESOLVED to accept the reasons for absence. Apologies were also noted from Councillor J. Barrett of West Lindsey District Council.

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

None

3. To RESOLVE whether to exclude the public and press for the following items, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the sensitive nature of business to be discussed.

It was RESOLVED to exclude the public and press for the following items, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the sensitive nature of business to be discussed.

The public and press were excluded from the meeting at this stage.

4. To RESOLVE (by agreement of no less than two thirds of those present and voting) to confer the title of Honorary Freeman or Honorary Freewoman of the Parish of Nettleham.

It was unanimously resolved by those present and voting to offer to admit to be an Honorary Freeman or Honorary Freewoman of the Parish of Nettleham a person who in the opinion of the Council had rendered eminent service to the Parish of Nettleham. Members noted that the offer would be made by the Chair to the intended recipient who would remain anonymous until they had indicated their intention to accept the offer.

****Councillor D. Newsam joined the meeting at 6.45pm***

5. To RESOLVE any necessary expenditure and arrangements for the presentation of the title of Honorary Freeman or Honorary Freewoman of the Parish of Nettleham.

It was RESOLVED to approve expenditure of up to £2000 (under Section 249 of the Local Government Act 1972) for the presentation and associated ceremonial activities. Members

agreed that the wishes of the intended recipient would be consulted in regard to the timing and nature of the ceremonial activities.

The meeting closed at 6:50pm

**NETTLEHAM PARISH COUNCIL
DRAFT MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD AT THE SMALL HALL, THE OLD SCHOOL, NETTLEHAM
ON TUESDAY 15 OCTOBER 2024, AT 7.30PM**

Present: Councillors: Cllr Mrs A. White (Chairman), Cllr P. McNeill (Vice-Chair),
Cllr D. Newsam, Cllr A. Simpson, Cllr C. Chardoux, Cllr A. Crook, Cllr C.
Payne

Also in attendance: Lucy Waller (Clerk),

Councillors not present: Cllr C. Johnson

There being no business for the public session, the meeting commenced at 7.15pm

1. To RESOLVE to receive apologies and accept reasons for absence received by the Clerk, prior to the meeting.

Apologies were received from Councillor C. Johnson. It was RESOLVED to accept the reasons for absence. Apologies were also noted from Councillor J. Barrett of West Lindsey District Council.

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

None

3. Co-Option

- **To consider and VOTE regarding co-option to a vacancy for Parish Councillor**

It was RESOLVED to co-opt Kimberley Swain as a Parish Councillor.

4. To RESOLVE to approve the notes of the Parish Council's Meeting held on 24/09/2024 as the minutes of the meeting.

It was RESOLVED to approve the notes of the Parish Council's Meeting held on 24/09/2024 as the minutes of the meeting, subject to the below amendment:

" A member of the public spoke in relation to the Council's new Health and Safety Policy and the need for review of this, particularly highlighting omissions regarding Volunteers and the Council's overall responsibility"

Be replaced with

"A resident criticised the excessive bureaucracy of the new safety documentation"

5. To NOTE the Clerk's report.

Members noted the report highlighting the progress of previous actions. It was additionally noted that the agreed funds had been transferred to the Redwood Bank savings account.

6. Planning Matters:

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

b)

WL/2024/00767, 12 LODGE LANE NETTLEHAM (Planning application to remove existing garage & rear conservatory & erect two storey side & rear extension.)– it was RESOLVED to submit:

It appears that the proposed extensions would significantly reduce the available parking space on the property. Additionally, it seems that there would not be adequate space for a vehicle to

turn around within the drive. This could result in vehicles reversing onto the road, which is particularly concerning given the proximity to the busy GP surgery nearby.

Given the high volume of traffic in the area, including vehicles accessing the surgery, this situation could pose a safety hazard for both drivers and pedestrians. A wider driveway that allows for proper vehicle turning could mitigate this risk.

Furthermore, should West Lindsey District Council decide to approve this application, the Parish Council request that conditions are put in place to ensure that no construction or works vehicles obstruct the entrance / exit to the GP's surgery during the development process.

WL/2024/00753, LAND OFF SCOTHERN ROAD NETTLEHAM (Outline planning application to erect up to 72no. dwellings with access to be considered and not reserved for subsequent applications)

It was RESOLVED to delegate the response to the Clerk following email consultation with Councillors. The response was to include reference to local opposition, compliance with D7 of the Nettleham Neighbourhood Plan and the lack of attenuation measures combined with the requirements of D3:1 of the Nettleham Neighbourhood Plan, for developers to consider the effect of the proposed development on flood risk, both on-site and off-site, commensurate with the scale and impact of the development as demonstrated through a Flood Risk assessment.

WL/2024/00049, LAND OFF CRICKETERS DRIVE NETTLEHAM (Planning application for erection of 47no. dwellings. Re-consultation) - it was RESOLVED to submit:

Nettleham Parish Council strongly object to this application and request that it be called in to the WLDC Planning Committee.

The Parish Council would like to reiterate the contents of the objection sent to WLDC on the 30/11/2023, when the application was known as 147514, which still stand. We would particularly like to highlight point 13 of our objection regarding the necessity under D3:1 of the Nettleham Neighbourhood Plan, for developers to consider the effect of the proposed development on flood risk, both on-site and off-site, commensurate with the scale and impact of the development as demonstrated through a Flood Risk assessment.

Nettleham Parish council consultee response Planning Application 147514 Land off Cricketers Walk, 30 November 2023:

Nettleham Parish Council strongly objects to this planning application on the following grounds:

1. *The original 4.42 Ha. site was designated in the Nettleham Neighbourhood Plan 2016 for the construction of 50 dwellings and provision of other facilities and amenities for residents. The CLLP 2017 then designated the site for 68 dwellings. (Neighbourhood Plan Allocation B: Land off High Leas, Nettleham); residents wanted to see a number of smaller developments rather than a small number of large developments.*
2. *The whole site was granted planning permission PA 131975 in 2017 for 68 new homes, including 10 affordable, on a spacious building scheme which left room for the developers who already owned the land to create an imaginative and desirable rural development. The S106 agreement: Schedule 5: clauses 6- 8 covenanted allotment land and brick built storage area. The plans included a woodland walk, public footpath down to, and alongside the Beck, plus a new road to provide access to the allotment land. This application was supported by the Parish Council as it met the aims and objectives of the Nettleham Neighbourhood Plan.*
3. *Since that time, we have witnessed numerous changes proposed for this site: more than 10 amendments and 5 variations of conditions (Planning History 4.10 pages 16 -19 in the Planning Statement). The number of houses approved for the site has been increased to 80; this latest application would take it to a total of 107.*
4. *The latest proposal seeks to split the original site into 2 by applying for permission to build an additional 27 in the area, taking the total to 107 on a site originally approved for 50; more than twice the number proposed in the CLLP by increasing the housing density. This also represents an almost 50% increase in the land area to 6Ha. We are not sure whether this is proposed as a new application for land adjacent to the original site or as an extension of the*

original site, an application for a new development of 1.9Ha or a variation of the original application for a 4.4Ha site.

5. *Nettleham Neighbourhood Plan identifies the max housing density typical of new development in the village as 20/Ha. Policy D6 states that new development should recognise existing housing densities. The Review of the Nettleham Neighbourhood Plan 2023 (which is now at Examination stage: Regulation 17), and carries some weight, also recognises this maximum housing density in policy D4:2a and states that development should have regard for the site context and its surrounding area.*
6. *So logically, if the site is split in two then the new application site should relate to the building density of the first phase of the construction which the Planning Statement states is 16.8hph.*
7. *There is a disparity of the PA 147514 site size between the area stated in the application form which states the proposed site area is 2.2Ha (22008.00square metres) and the area in the Planning Statement which states it is 1.9Ha. Therefore, in order to correctly identify the density of the site, we also require clarification on the area of this part of the site and the total area of the site as approved on March 10, 2017. (Application 131975).*
8. *If the applicant is asking to put 27 more houses on the originally allocated site, then that would clearly exceed the 20hph density. If the applicant is asking for an extension of the built area to accommodate an additional 27 houses, this would require an additional 1.9-2.2 Ha of land to be approved, which is not currently allocated in the CLLP. CLLP policy S4 Housing development, states that “development on non-allocated sites will not generally be supported.”*
9. *There are also some mathematical errors in the Planning Statement paragraph 5.30 that the site density as a whole would be 17.8dph (including the first and second phases). The introduction to the officer’s report for application 131975 states that the area of land is 4.4Ha, If, however, the whole area is 4.4Ha then the density will be 24.3dph. (107 divided by 4.4) so the densities stated in the Planning Statement at 5.29 and 5.30 also require clarification. We estimate that the area has been increased to 6Ha to accommodate these extra houses.*
10. *The mixture of new homes proposed is dominated by 4 and 5 bed homes representing 55% of the total, and only 16% are 2 bed homes. This is contrary to the Nettleham Neighbourhood Plan policy H2 and Review of the Nettleham Neighbourhood Plan Policy D7 which calls for a housing mix to meet the local needs with a larger proportion of smaller 1,2, 3 bed houses. This is because the present housing availability in Nettleham is unevenly balanced with a higher proportion of larger 4 and 5 bedroom properties in comparison to smaller size swellings. This is evidenced by the West Lindsey 2021 Council Tax Band figures in the Plan.*
11. *The original perimeter walk, as set out in Application 131975, does not now seem to connect to the road or another foot path at the eastern end of the site as originally proposed in Application 147514. So, a circular walk would not be practical with this scheme.*
12. *Planning Statement: Paragraph 5.14. refers to the 1999 LCA and NCA as providing the most local advice relating to the context and identity of Nettleham. There are much more recent documents which could have been referred to such as the Review of the Nettleham Neighbourhood Plan Character Assessment which points to the massive expansion of housing in the village. There has been considerable housing development in Nettleham and other Lincoln fringe villages such as Dunholme, Welton and Saxilby since 2013. Since then in Nettleham there have been over 130 competed and another 170+ approved and at various stages of development in the village, with a further 175 proposed in the Central Lincolnshire Local Plan 2023. This represents a 30% increase in homes in Nettleham in a couple of decades.*

There is already considerable pressure on the infrastructure, the Medical Centre and school places, especially secondary school places. C.L.L.P. 2023: 8.0.6. states “Recent growth in primary school age children is now starting to impact upon capacity within secondary schools. Within secondary schools, there is limited capacity to accommodate growth in pupil numbers in a number of locations”. This matter

in now impacting Nettleham and the sustainability of all these developments and is contrary to the NPPF which promotes sustainable development.

13. Policy S21 of CLLP, Policy D4 of the Nettleham Neighbourhood Plan 2016 and Policy D3 of the Review of the Nettleham Neighbourhood Plan 2023: D3:1 requires developers to consider the effect of the proposed development on flood risk, both on-site and off-site, commensurate with the scale and impact of the development as demonstrated through a Flood Risk Assessment.

14. Nettleham Parish Council believes that the conditions of PA 131975 Section 106 agreement have been met for a transfer of ownership of the Allotment Land: 'not more than 40% of the Open Market Dwellings to be occupied' and it has not been transferred.

15. As part of previous applications there was also a cycle and footpath path proposed by the developers along the single track Sudbrooke Lane. This seems to have now been omitted from the current plan and should be reinstated.

16. If the committee is minded to approve this development the Parish Council would request that the S106 agreement includes:

Tree planting to the south of the site between site's southern edge and down to the beck, to provide some woodland, enhanced biodiversity and a visual buffer between this development and the new allocated site on the opposite side of the beck for 54 new homes.

It would also have a positive influence on flood risk in the area, slowing rainwater runoff into the beck. In addition, with so many new homes now being proposed for this location, there will be a need for a children's play area on site and this should be a requirement for development.

Nettleham Parish Council requests that this application is called in to the Planning Committee.

WL/2024/00779, LAND ADJACENT 51A WASHDYKE LANE NETTLEHAM (Application for approval of reserved matters for the erection of 3no.dwelling considering access, appearance, landscaping, layout and scale, following outline planning permission 146424 granted 6 October 2023.)

It was RESOLVED to delegate the response to the Clerk following email consultation with Councillors. The response was to include reference to the requirement for maintenance of the drainage crates, a restriction on any future changes which would impact on drainage and the restrictive access and egress via the driveway which could be mitigated by the provision of a passing place/ turning circle.

c) Any other planning matters, including any applications received after the agenda was published.

Councillor White provided a verbal update, and it was noted that the recent referendum on the Nettleham Neighbourhood Plan had been successful, and that formal adoption of the Plan was expected to take place at the West Lindsey District Council Meeting on the 4th of November 2024.

Action Point: Clerk to submit planning responses / draft responses as appropriate

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 pre-approved payments made since the last meeting and RESOLVED to ratify the payments. It was RESOLVED to approve the October accounts for payment with the

exception of payment 317 as there was a pending query requiring response prior to payment. (Payment's list attached as APPENDIX A to these minutes).

- b) **To NOTE the Full and Summary Income & Expenditure Reports as at 30.09.24 and to NOTE the Council's Bank Account & Earmark Reserves balances at 30.09.24**

Members noted the report, a query was raised regarding what appeared to be incorrect coding of the PRS expenditure.

- c) **To AUTHORISE S137 expenditure of up to £50 to contribute to the cost of producing the Remembrance Sunday Order of Service / Leaflet.**

It was RESOLVED to authorise S137 expenditure of up to £50 to cover the entire cost of producing the Remembrance Sunday Order of Service / Leaflet.

Action Points: RFO to investigate coding of PRS expenditure.

8. Committees:

- a) **To NOTE the draft notes of the Finance Committee held on 01/10/2024.**

Members noted the draft notes

- b) **To adjust the HR Committee Terms of Reference to appoint the Chair of the Council as the permanent substitute member, to attend where a meeting would otherwise be inquorate.**

It was RESOLVED to adjust the HR Committee Terms of Reference to appoint the Chair of the Council as the permanent substitute member, to attend where a meeting would otherwise be inquorate.

Action Point: Clerk to update the HR Committee TOR.

9. Working Groups

- a) **Remit and structure of proposed Highways Working group**

It was noted that the Working Group would develop a traffic calming plan for the village centre and liaise directly with the Lincolnshire County Councillor or the appropriate officers regarding any highway's issues brought to the attention of the Parish Council by residents. Membership of the group to include Councillors Payne, Newsam and Johnson.

Action Point: Clerk to create draft Terms of Reference

10. Communications/Social Media/Publicity

To review the current Communications policy and consider any related suggestions.

Members noted the Communications Policy – it was RESOLVED to re adopt the policy subject to the below **additions**:

A

(iv) All official correspondence should be sent by the Clerk in the name of the Council using Council letter headed paper **or be sent from the Clerk's gov.uk email address**

(v) Where correspondence from the Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person (e.g. copy to XX **or the use of the email CC function**).

Members also noted the social media policy and a previous Facebook Procedure alongside best practice guidance. It was agreed to continue with the current process that the Clerk or in the Clerk's absence the RFO would be responsible for the approval and posting of any social media posts on behalf of the council. Councillors were requested to submit any requests for social media to the Clerk (either prewritten or with a draft outline for the Clerk to further develop).

Action Point: Clerk to update the Communications Policy and re draft the Social Media Policy to reflect current practice for approval at a future meeting.

11. Correspondence received requiring a RESPONSE, or to be NOTED:**a) Request from Cllr Barrett WLDC to facilitate a bench donation.**

While members were in favour of the provision of the bench in principal and wished to assist the residents to facilitate this, this item was deferred pending further information. It was noted due to issues surrounding future maintenance and asset ownership it may be more appropriate for the Parish Council rather than West Lindsey District Council to fund the cost of the bench not covered by resident fundraising.

b) Resident suggestion for leisure equipment

Members noted the correspondence and highlighted the plans for future improvements and development of the leisure provision including public consultation when time allowed following current projects.

c) Sudbrooke Neighbourhood Plan

Members noted the correspondence.

d) Resident correspondence regarding Rooks.

Members noted the correspondence. It was highlighted that the current Parish Council had not actively culled any species, and that the situation did not meet the required criteria to allow the culling of the protected Rooks under Licence GL4.

Action Point: Clerk to respond as appropriate, Clerk/Chair to request further details regarding the bench.

12. Date of Next Meeting of the Parish Council –this has been arranged for Tuesday 19th November 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 11/11/2024)

Members noted the time and the date of the next meeting.

Any Future Agenda Items

It was noted that nominations for the Ray Sellars award would be considered at the next meeting.

13. 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.

The above RESOLUTION was passed

The public and press were excluded from the meeting.

14. TO NOTE the draft notes of the HR Committee held on 01/10/2024 and to RESOLVE any action in relation to the recommendations of those notes. (exclusion recommended due to personal staff information)

Members noted the draft notes, and the confidential recommendations of the HR Committee held on 01/10/2024 and it was RESOLVED to:

- Extend a trial period of flexible working until 01/04/2025
- Approve payment in lieu of 2 days annual leave
- Approve a temporary contract alteration
- Adopt the Protocol on Councillor & Officer Relationships (Appendix B of these minutes) which all Councillors and Staff will be asked to sign and return.
- Adopt the Managing Stress in the Workplace Policy (Appendix C of these minutes)
- Approve expenditure for an additional Councillor training place on an upcoming training course.

Action Point: Clerk to make the appropriate communications to Staff and Councillors.

The meeting closed at 9.03pm

APPENDIX A

Accounts for payment Oct 2024 - 317 not approved

| Invoice Date | Ref | Supplier | Nett | VAT | Total |
|-----------------------|-----|-----------------|-----------------|----------------|-----------------|
| 23/09/2024 | 304 | ACTIVE8 | 27.55 | 5.51 | 33.06 |
| 23/09/2024 | 305 | PESTCOTEK | 149.00 | 29.80 | 178.80 |
| 03/07/2024 | 306 | ELAN | 195.78 | 39.16 | 234.94 |
| 25/09/2024 | 307 | KONICA | 59.61 | 11.92 | 71.53 |
| 09/09/2024 | 308 | B KNIGHTS | 36.50 | 7.30 | 43.80 |
| 22/09/2024 | 309 | TUCANN | 102.00 | 20.40 | 122.40 |
| 24/09/2024 | 310 | LINCOLNSEcurity | 85.00 | 17.00 | 102.00 |
| 30/09/2024 | 311 | CLEAN SWEEP | 375.00 | 75.00 | 450.00 |
| 26/09/2024 | 312 | LOCAL PRINTER | 245.00 | 6.00 | 251.00 |
| 30/09/2024 | 313 | ACTIVE8 | 48.91 | 9.78 | 58.69 |
| 30/09/2024 | 314 | WLDC | 600.00 | 0.00 | 600.00 |
| 26/09/2024 | 315 | TRUEWINDOW | 187.75 | 37.55 | 225.30 |
| 30/07/2024 | 316 | HCG | 1727.00 | 345.40 | 2072.40 |
| 26/09/2024 | 317 | WICKSTEED | 29619.38 | 5923.88 | 35543.26 |
| 26/09/2024 | 318 | PESTCOTEK | 25.00 | 5.00 | 30.00 |
| 17/07/2024 | 319 | ELAN | 222.07 | 44.41 | 266.48 |
| 30/09/2024 | 320 | LINC WEB DESIGN | 141.00 | 0.00 | 141.00 |
| 05/08/2024 | 321 | NETTLEHAMFC | 1006.00 | 0.00 | 1006.00 |
| TOTAL INVOICES | | | 34852.55 | 6578.11 | 41430.66 |

Invoice under query

| | | | | | |
|-----------------------|-------|-----------------------|-----------------|---------------|-----------------|
| 05/09/2024 | CB162 | Co-operative Bank | 13.96 | | 13.96 |
| 05/09/2024 | CB163 | JANE ASHBY | 15.75 | | 15.75 |
| 09/09/2024 | CB164 | BT | 80.78 | 16.16 | 96.94 |
| 11/09/2024 | CB165 | WICKES | 62.25 | 12.45 | 74.7 |
| 11/09/2024 | CB167 | SMARTEST ENERGY | 102.86 | 5.14 | 108 |
| 11/09/2024 | CB168 | SMARTEST ENERGY | 186.67 | 9.33 | 196 |
| 16/09/2024 | CB166 | SMARTEST ENERGY | 171.47 | 8.57 | 180.04 |
| 17/09/2024 | CB169 | AW WAVE | 52.36 | | 52.36 |
| 17/09/2024 | CB170 | AW WAVE | 69.36 | | 69.36 |
| 17/09/2024 | CB171 | AW WAVE | 707.75 | | 707.75 |
| 19/09/2024 | CB172 | VATIX | 58.8 | | 58.8 |
| 20/09/2024 | CB181 | AMAZON | 164.9 | | 164.9 |
| 23/09/2024 | CB173 | FLEETDRIVE MANAGEMENT | 306 | 61.19 | 367.19 |
| 23/09/2024 | CB174 | PERSONNEL ADVICE & | 100 | 20 | 120 |
| 23/09/2024 | CB175 | EE | 95.56 | 19.11 | 114.67 |
| 23/09/2024 | BACS | DATAPLAN PAYROLL LTD | 9920.33 | | 9920.33 |
| 23/09/2024 | CB178 | PENINSULA | 171.02 | 32.3 | 203.32 |
| 23/09/2024 | CB178 | PENINSULA | -171.02 | -32.3 | -203.32 |
| 25/09/2024 | CB176 | SCREWFIX - TRADE UK | 9.3 | 1.86 | 11.16 |
| 26/09/2024 | CB177 | Cllr C Johnson | 67.2 | | 67.2 |
| 30/09/2024 | CB180 | DATAPLAN PAYROLL LTD | 67.59 | 13.52 | 81.11 |
| 23/09/2024 | CB178 | PENINSULA | 171.02 | 32.3 | 203.32 |
| 30/09/2024 | CB179 | Unity Trust Bank | 35.25 | | 35.25 |
| TOTAL CASHBOOK | | | 12459.16 | 199.63 | 12658.79 |

| | | | |
|-----------------------|-----------------|----------------|-----------------|
| TOTAL PAYMENTS | 47311.71 | 6777.74 | 54089.45 |
|-----------------------|-----------------|----------------|-----------------|

APPENDIX B**PROTOCOL ON COUNCILLOR/OFFICER RELATIONSHIPS**

An effective working relationship between Councillors and Employees is vital to the successful operation of the Council's business.

The main aim of the Council is to deliver efficient and effective services to the residents of the Parish. It is important that both Councillors and Employees work together to achieve this aim and maintain confidence in the workings of the Council.

a) Councillors are responsible to the Electorate as a whole, whilst Employees are responsible to the Council. The role of Employees is to give advice to Councillors and help them carry out work under direction of the Council and its committees.

b) Council business will be conducted more effectively if there is mutual respect and courtesy in all meetings and contacts, both formal and informal, between Councillors and Employees. Where Councillors have concerns about individual Employees, or Employees have concerns relating to individual Councillors, these should be pursued with the Parish Clerk and/or Chair of the Council, only.

c) Any formal disciplinary action will only be initiated by the Clerk or the Full Council / committee with delegated powers. No individual Elected Member has the ability to unilaterally initiate formal disciplinary action.

d) Employee concerns regarding their employment with the Council should either be raised with the Clerk or Full Council / appropriate committee with delegated powers. This should initially be done on an informal basis, however if that does not achieve a mutually acceptable result, the Employee must use the Council's Formal Grievance procedure.

e) Councillors and Employees of the Council have a duty to conduct themselves in a professional and impartial manner, in accordance with the stated aims and requirements of the Council.

f) No individual should conduct themselves in a manner which is unfavourable to the stated interests of the Council, or could be interpreted as favouring individual interests against those of the Council.

g) Councillors' concerns regarding procedural matters relating to any Council business should be taken up, in the first instance, with the Clerk. Employees concerns may be taken up through the Clerk and / or the Chair of the Council, initially on an informal basis.

h) Employees are employed by the Council as a whole, and are directed by the Full Council, and committees alone, not by individual Councillors.

i) Employees shall take the necessary action to implement resolutions made at meetings or the Clerk acting under delegated powers. No Employee shall take action upon the instruction of an individual Councillor. If an Employee has a grievance or wishes to comment on Council policy so far as it affects him or her as an Employee, he or she will take the matter up with his or her immediate Line Manager.

j) Should an Elected Member be called upon to discuss or debate any aspects of an Employee's employment with the Council, and they genuinely believe that they have an interest in that Employee, such as an involvement with them outside of the Council, they should declare the matter in accordance with the Council's Standing Orders.

k) All Councillors have a right of access to the Clerk, during normal working hours (subject to making an appointment where possible for a face-to-face meetings). Where a member requires information, it will be provided if it is readily available. The Clerk is free to give advice on a confidential basis about procedural matters to any Councillor. In doubtful cases the Clerk may seek advice and instruction from the Chair or other appropriate Councillor

before responding.

l) Councillors should not raise matters relating to the conduct or capability of Employees at meetings open to the public or before the Press, as Employees have no means of responding to the same in public, and such conduct could breach the trust and confidence the Employee is entitled to expect from the Council as their Employer.

m) If any Councillor feels that he/she has not been treated with the proper mutual trust, respect or courtesy or has any concerns about the conduct or capability of an Employee, he/she should raise the matter, in private, with the Clerk. Should the Employee in question be the Clerk, the matter should be confidentially brought to the attention of the Chair of the Council.

n) Councillors should be aware that Employees are constrained in the response they may make to public comment from Councillors and should not abuse officers in public or through the press nor seek to undermine their position by abuse, rudeness or ridicule. In meetings, individual Chairmen should be aware of discussions which may become abusive towards an Employee and must protect that Employee.

o) Councillors and Employees should work together in a healthy environment for engendering mutual trust, openness, honesty, fairness, transparency, respect or courtesy.

Conclusion

It is the duty of the Clerk to arrange matters so that Employees properly understand the roles of Councillors, and the Council's required approaches to the relations between them.

They are also entitled to expect Councillors to respect the level of responsibility of Employees with whom they have dealings, and the fact that whilst those Employees owe duties to the Council as their Employer, such duties do not relate to any individual Councillor.

The intention of this code is to provide a framework within which relationships can be continued in a proper manner with respect for different roles of the participants, as well as recognising the statutory requirements and the constitution of the Council.

APPENDIX C

MANAGING STRESS IN THE WORKPLACE POLICY

The Health & Safety Executive definition of stress is "the adverse reaction people have to excessive pressure or other types of demand placed on them". Whilst some people thrive on pressure and a fast-working environment, others can find this to be very stressful, especially when coupled with external stressors such as births, deaths and moving house etc. The purpose of this policy is to identify who is responsible and what they must do, in order to minimise any exposure to situations that may result in stress.

Clerk/Council Responsibilities:

- The Council must ensure that, in the work areas for which they have responsibility, stress is avoided, so far as is reasonably practicable. Where it cannot be avoided, they must assess the level of risk, which may involve carrying out a risk assessment.
- The Council must monitor workloads and working hours to ensure that Employees are not overworking. Also they should monitor holidays to ensure that Employees are taking their full entitlement.
- The Council must ensure good communication between Management and Employees so that if there are organisational changes, Employees feel they are kept fully informed.
- All Employees must be fully trained to carry out their duties and have the appropriate Management support.
- The Council must ensure that bullying/harassment is not tolerated within the work area.
- The Council must look out for changes in the behaviour of Employees, as this may be an indication that they are suffering from stress.
- The Council should be supportive and treat any Employee who says they are suffering from

stress compassionately.

- Be prepared to offer additional support, whenever necessary.

Employee Responsibilities:

- You must inform the Clerk if you feel you may be suffering from workplace stress. Be as open as possible so that the Clerk has the full facts. Work with Management to agree realistic and workable solutions;
- You must co-operate with the Clerk when she/he carries out any risk assessments. Take an active part in any opportunities for discussion when the risk assessment is carried out so that you feel involved in any decisions that are made;
- Read/listen carefully to all communications from Management to make sure you fully understand the reasons for any change. If you do not understand or would like to discuss any concerns, speak to the Clerk.
- To provide consent, if asked, to be referred to an Independent Occupational Health Doctor to fully assess the problems, and to provide the Council with advice as to how to address it.
- You must give full consideration to attending any counselling or stress management courses your Employer may suggest.

| Key: Green – complete Amber - in progress Black - outstanding | | | | |
|--|--|--------------------------|---|-----------------------------|
| Minute No | Action | Assigned to | Notes | Status |
| NPC Full Council 19/03/24 | | | | |
| <u>8c</u> | <i>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 |
| NPC Full Council 21/05/24 | | | | |
| <u>10.</u> | <i>RFO to work through prioritised list of banks to open accounts as available and keep the Finance Committee informed.</i> | <i>RFO</i> | Ongoing | In Progress |
| NPC Full Council 18/06/24 | | | | |
| <u>8b</u> | <i>Facilities Manager to include pest control contract review on the Property Committee Agenda</i> | <i>Clerk/FA</i> | Pest control to be on next Property Committee Agenda | Complete |
| <u>8e</u> | <i>Clerk to update the Terms of Reference of Council Working Groups, Lead Councillors to cascade information regarding the use of the Working Group Activity Registration Form and process to all working group members.</i> | <i>Clerk</i> | | Complete |
| NPC Full Council 24/09/2024 | | | | |
| <u>6</u> | <i>Clerk to arrange Allotment Software purchase as appropriate.</i> | <i>Clerk</i> | In progress as required | In progress |
| <u>7</u> | <i>Facilities Manager and Working Groups to implement Management Plans. H&S Working group to review policy.</i> | <i>FM WG RFO</i> | | Ongoing /In progress |

| | | | | |
|-----------------------------------|---|---------------------|--|----------------------------------|
| | <i>Clerk & RFO to liaise with Cllr Crooks / Minster Fields Community Group to arrange play equipment.</i> | | | Complete |
| <u>8</u> | <i>Clerk to amend Tree policy and publish.</i> | <i>Clerk</i> | | In progress |
| <u>10</u> | <i>Facilities Manager to arrange for salt delivery and checking of Grit Bins.</i> | <i>FM</i> | | Complete |
| <u>13</u> | <i>Clerk to produce Bench policy updates</i> | <i>Clerk FM</i> | | Complete |
| NPC EXT Council 15/10/2024 | | | | |
| <u>EXT 4&5</u> | <i>Chair to contact intended recipient and Clerk / Chair to arrange event in line with recipients wishes.</i> | <i>Chair/Clerk</i> | | Complete Ongoing /in progress |
| NPC Council 15/10/2024 | | | | |
| <u>3</u> | <i>Clerk to arrange paperwork for new councillor</i> | <i>Clerk</i> | | Complete |
| <u>6</u> | <i>Clerk to submit planning responses / draft responses as appropriate</i> | <i>Clerk</i> | | Complete |
| <u>7</u> | <i>RFO to investigate coding of PRS expenditure.</i> | <i>RFO</i> | | Complete |
| <u>8</u> | <i>Clerk to update the HR Committee TOR</i> | <i>Clerk</i> | | Complete |
| <u>9</u> | <i>Clerk to create draft Terms of Reference (highways)</i> | | | Complete |
| <u>10</u> | <i>Clerk to update the Communications Policy and re draft the Social Media Policy to reflect current practice for approval at a future meeting.</i> | | | |
| | <i>Clerk to respond as appropriate, re Rooks & leisure suggestions</i> | <i>Clerk</i> | | Complete |

| | | | | |
|-----------|--|--------------|--------------------------|--------------------|
| | <i>Clerk/Chair to request further details regarding the bench.</i> | | <i>Awaiting response</i> | <i>In progress</i> |
| <u>14</u> | <i>Clerk to make the appropriate communications to Staff and Councillors</i> | <i>Clerk</i> | | <i>Complete</i> |

Other notes:

The Chairman of The Council received notification of the resignation of the Council's Honorary Legal advisor from that and all other voluntary roles with Nettleham Parish Council.

| | | | | |
|-----------------------------|--|--|--|--|
| <p>WL/2024/00753</p> | | <p><i>Outline planning application to erect up to 72no. dwellings with access to be considered and not reserved for subsequent applications.</i></p> | <p>LAND OFF SCOTHERN ROAD NETTLEHAM LINCOLN</p> | <p><i>Nettleham Parish Council has reviewed the planning application WL/2024/00753 for the proposed development on Land off Scothern Road, which has been allocated for development within the Central Lincolnshire Local Plan. The Parish Council would like to highlight certain key areas where the proposal must comply with the Nettleham Neighbourhood Plan, particularly Policies D7 and D3:1, to ensure the development aligns with local planning requirements and community expectations.</i></p> <p>1. Compliance with Policy D7 of the Nettleham Neighbourhood Plan</p> <p><i>The Parish Council recognises that this site is designated for development under the Central Lincolnshire Local Plan. Policy D7 of the Nettleham Neighbourhood Plan places important conditions on this development to ensure that it is appropriate in terms of scale, design, and impact on the village character. We would like to ensure that all aspects of Policy D7 are fully adhered to. We request that the developers work closely with the planning authority to ensure these elements are fully addressed in the final plans to maintain compliance with the Nettleham Neighbourhood Plan.</i></p> <p>2. Flood Risk and Attenuation Measures (Policy D3:1 of the Nettleham Neighbourhood Plan)</p> <p><i>Flood risk is another critical area of concern for the Parish Council. Policy D3:1 of the Nettleham Neighbourhood Plan requires that developers take into account both on-site and off-site flood risks and implement appropriate attenuation</i></p> |
|-----------------------------|--|--|--|--|

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| | | | <p><i>measures. The Parish Council seeks assurance that the following are adequately addressed:</i></p> <ul style="list-style-type: none"> • Comprehensive Flood Risk Assessment (FRA): <i>The FRA provided should demonstrate a detailed understanding of both the site’s flood risk and its potential impact on surrounding areas. This includes taking into consideration surface water management and runoff, which could affect nearby properties and infrastructure.</i> • Attenuation measures: <i>Sustainable drainage systems (SuDS) should be incorporated to manage surface water, reduce flood risk, and provide long-term water management solutions. The proposed development must include sufficient attenuation features to ensure it complies with D3:1, preventing any increase in flood risk downstream or to neighbouring areas.</i> <p><i>Ensuring these measures are implemented effectively will mitigate potential flood risks and support the long-term sustainability of the development.</i></p> <p>3. Community Engagement and Local Concerns <i>The Parish Council would also highlight that there are concerns from the local community regarding the potential impact of this development. Residents have raised issues such as traffic increases and pressure on existing infrastructure. We believe that continued engagement with the community is essential, and we encourage the</i></p> |
|--|--|--|--|

| | | | | |
|-----------------------------|--|--|--|---|
| | | | | <p><i>developers to consult with residents and stakeholders to address these concerns where possible.</i></p> |
| <p>WL/2024/00822</p> | | <p><i>Planning Application for rear extension and alterations to dwelling.</i></p> | <p>5 THE CRESCENT NETTLEHAM LINCOLN LN2 2SW</p> | <p><i>Nettleham Parish Council has no objections to the proposed development. However, we wish to reiterate key considerations previously highlighted regarding this site, given its location within the Nettleham Conservation Area:</i></p> <ol style="list-style-type: none"> <i>1. Conservation Area Compliance: The site is situated within the Nettleham Conservation Area and must therefore comply with Policy E4 of the Nettleham Neighbourhood Plan, which specifies that "development proposals will be expected to preserve or enhance the character of the area." We expect that the proposed development will respect and contribute positively to the character, scale, and historical integrity of the Conservation Area.</i> <i>2. Historic England Standards: In accordance with Historic England guidance, any new development in a conservation area should have either a positive or, at minimum, neutral impact on the surrounding environment. We ask that careful consideration be given to ensure that the development upholds the historic value and visual harmony of the area.</i> |

| | | | | |
|----------------------|--|---|---|--|
| | | | | <p>3. Flood Risk Considerations: Due to the site's proximity to properties within High-Risk Flood Zones, we have concerns about potential flood risk to neighbouring properties in the Conservation Area. We recommend that appropriate flood attenuation measures be implemented as part of the development to safeguard against any increased flood risk.</p> <p><i>In summary, while the Parish Council has no objections, we request that these considerations be addressed to ensure the proposed development aligns with local policies and adequately protects the character and safety of the area</i></p> |
| WL/2024/00863 | | <i>Planning Application for Removal of a Buxus hedge. Add wrought iron style railings and gate.</i> | 11 CHAPEL LANE NETTLEHAM LINCOLN LN2 2NX | No objections |
| WL/2024/00870 | | <i>Planning Application for proposed alterations and extension to existing dwelling.</i> | 25 LODGE LANE NETTLEHAM LINCOLN LN2 2RS | No objections |



Schedule of Payments

November 2024

| Invoice Date | Ref | Supplier | Nett | VAT | Total |
|-----------------------|-----|----------------------|-----------------|----------------|-----------------|
| 26/09/2024 | 317 | WICKSTEED LEISURE | 29619.38 | 5923.88 | 35543.26 |
| 21/06/2024 | 322 | KONICA MINOLTA | 60.39 | 12.08 | 72.47 |
| 30/09/2024 | 323 | EXECUTIVE CLEANING | 36.00 | 0.00 | 36.00 |
| 08/10/2024 | 324 | KONICA MINOLTA | 79.35 | 15.87 | 95.22 |
| 28/09/2024 | 325 | [REDACTED] | 47.00 | 0.00 | 47.00 |
| 30/09/2024 | 326 | CONTINENTAL | 3809.57 | 761.91 | 4571.48 |
| 29/10/2024 | 327 | CLEAN SWEEP | 300.00 | 60.00 | 360.00 |
| 27/10/2024 | 328 | ESPO | 133.37 | 26.67 | 160.04 |
| 24/10/2024 | 329 | ACTIVE8 | 27.55 | 5.51 | 33.06 |
| 14/10/2024 | 330 | HCG | 750.00 | 150.00 | 900.00 |
| 25/10/2024 | 331 | LINCOLN PRINT | 571.74 | 0.00 | 571.74 |
| 29/10/2024 | 332 | WICKSTEED | 160.74 | 32.15 | 192.89 |
| 06/10/2024 | 333 | ANE TREE SERVICES | 500.00 | 100.00 | 600.00 |
| 17/10/2024 | 334 | [REDACTED] | 135.00 | 27.00 | 162.00 |
| 31/10/2024 | 335 | LINC WEB DESIGN | 171.00 | 0.00 | 171.00 |
| 31/10/2024 | 336 | EXECUTIVE CLEANING | 72.00 | 0.00 | 72.00 |
| 31/10/2024 | 337 | ALLEN SIGNS | 138.54 | 27.71 | 166.25 |
| 31/10/2024 | 338 | CONTINENTAL | 2866.80 | 573.36 | 3440.16 |
| 04/11/2024 | 339 | ACTIVE8 | 48.91 | 9.78 | 58.69 |
| 04/11/2024 | 340 | MORRAL PLAY SERVICES | 375.00 | 75.00 | 450.00 |
| 23/10/2024 | 341 | JSF HOOD LIMITED | 40.00 | 0.00 | 40.00 |
| 31/10/2024 | 342 | TAYLOR LINDSEY | 15278.45 | 0.00 | 15278.45 |
| 02/10/2024 | 343 | TUCANN | 330.00 | 0.00 | 330.00 |
| TOTAL INVOICES | | | 55550.79 | 7800.92 | 63351.71 |

| | | | | | |
|-----------------------|-------|-----------------------|----------------|---------------|----------------|
| 30/09/2024 | CB180 | DATAPLAN PAYROLL LTD | 67.59 | 13.52 | 81.11 |
| 20/09/2024 | CB181 | AMAZON | 164.90 | 0.00 | 164.90 |
| 04/10/2024 | CB182 | Co-operative Bank | 13.96 | 0.00 | 13.96 |
| 08/10/2024 | CB183 | BT | 80.48 | 16.16 | 96.64 |
| 11/10/2024 | CB184 | SMARTEST ENERGY | 102.86 | 5.14 | 108.00 |
| 11/10/2024 | CB185 | SMARTEST ENERGY | 186.67 | 9.33 | 196.00 |
| 15/10/2024 | CB186 | [REDACTED] | 17.10 | 0.00 | 17.10 |
| 15/10/2024 | CB187 | [REDACTED] | 216.00 | 54.00 | 270.00 |
| 15/10/2024 | CB188 | NATIONAL ASSOC LOCAL | 65.36 | 13.08 | 78.44 |
| 16/10/2024 | CB189 | SMARTEST ENERGY | 122.69 | 6.13 | 128.82 |
| 16/10/2024 | CB190 | SMARTEST ENERGY | 161.03 | 8.05 | 169.08 |
| 16/10/2024 | CB191 | SMARTEST ENERGY | 158.23 | 7.91 | 166.14 |
| 18/10/2024 | CB192 | FLEETDRIVE MANAGEMENT | 306.00 | 61.19 | 367.19 |
| 21/10/2024 | CB193 | VATIX | 49.00 | 9.80 | 58.80 |
| 21/10/2024 | CB194 | EE | 94.93 | 18.99 | 113.92 |
| 22/10/2024 | CB195 | PERSONNEL ADVICE & | 100.00 | 20.00 | 120.00 |
| 21/10/2024 | CB196 | AMAZON | 19.16 | 3.83 | 22.99 |
| 23/10/2024 | CB197 | PENINSULA | 169.43 | 33.89 | 203.32 |
| 29/10/2024 | CB197 | BT | 105.44 | 21.09 | 126.53 |
| 31/10/2024 | CB199 | DATAPLAN PAYROLL LTD | 67.59 | 13.52 | 81.11 |
| 31/10/2024 | CB200 | Unity Trust Bank | 10.35 | 0.00 | 10.35 |
| 05/11/2024 | CB201 | Amazon | 4.16 | 0.83 | 4.99 |
| 05/11/2024 | CB202 | Co-Operative Bank | 13.96 | 0.00 | 13.96 |
| 07/11/2024 | CB203 | BT | 80.78 | 16.16 | 96.94 |
| TOTAL CASHBOOK | | | 2377.67 | 332.62 | 2710.29 |

| | | | |
|-----------------------|-----------------|----------------|-----------------|
| TOTAL PAYMENTS | 57928.46 | 8133.54 | 66062.00 |
|-----------------------|-----------------|----------------|-----------------|

| | |
|----------------------|----------------------|
| Authorised Signatory | Authorised Signatory |
| Print Name | Print Name |
| Date | Date |



Nettleham Parish Council

Accounting Statements

Financial Year Ending 31st March 2025

Period Ending 31st October 2024

Month 7

Summary Income & Expenditure by Budget Heading 10/11/2024

Month No: 7

Cost Centre Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|-----|--------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| 101 | ADMINISTRATION | | | | | | | |
| | Income | 2,894 | 209,156 | 208,007 | (1,149) | | | 100.6% |
| | Expenditure | 13,678 | 86,321 | 156,587 | 70,266 | 323 | 69,943 | 55.3% |
| | Net Income over Expenditure | <u>(10,784)</u> | <u>122,835</u> | <u>51,420</u> | <u>(71,415)</u> | | | |
| | plus Transfer from EMR | 0 | 0 | 0 | 0 | | | |
| | less Transfer to EMR | 0 | 0 | 0 | 0 | | | |
| | Movement to/(from) Gen Reserve | <u>(10,784)</u> | <u>122,835</u> | <u>51,420</u> | <u>(71,415)</u> | | | |
| 102 | OLD SCHOOL | | | | | | | |
| | Income | 3,189 | 21,877 | 29,250 | 7,373 | | | 74.8% |
| | Expenditure | 5,209 | 14,313 | 21,890 | 7,577 | 2,550 | 5,027 | 77.0% |
| | Movement to/(from) Gen Reserve | <u>(2,020)</u> | <u>7,564</u> | | | | | |
| 103 | BURIAL GROUNDS | | | | | | | |
| | Income | 935 | 8,730 | 15,000 | 6,270 | | | 58.2% |
| | Expenditure | 767 | 2,746 | 5,106 | 2,360 | | 2,360 | 53.8% |
| | Movement to/(from) Gen Reserve | <u>168</u> | <u>5,984</u> | | | | | |
| 104 | ALLOTMENTS | | | | | | | |
| | Income | 17 | 17 | 23 | 6 | | | 73.9% |
| | Expenditure | 0 | 305 | 903 | 598 | | 598 | 33.7% |
| | Movement to/(from) Gen Reserve | <u>17</u> | <u>(288)</u> | | | | | |
| 105 | VILLAGE/PARISH FACILITES | | | | | | | |
| | Income | 0 | 2,000 | 0 | (2,000) | | | 0.0% |
| | Expenditure | 2,992 | 49,816 | 37,412 | (12,404) | 4,073 | (16,477) | 144.0% |
| | Net Income over Expenditure | <u>(2,992)</u> | <u>(47,816)</u> | <u>(37,412)</u> | <u>10,404</u> | | | |
| | plus Transfer from EMR | 0 | 0 | 0 | 0 | | | |
| | Movement to/(from) Gen Reserve | <u>(2,992)</u> | <u>(47,816)</u> | <u>(37,412)</u> | <u>10,404</u> | | | |
| 106 | MULSANNE PARK | | | | | | | |
| | Income | 271 | 1,423 | 11,500 | 10,077 | | | 12.4% |
| | Expenditure | 507 | 12,309 | 20,725 | 8,416 | 1,694 | 6,722 | 67.6% |
| | Net Income over Expenditure | <u>(236)</u> | <u>(10,886)</u> | <u>(9,225)</u> | <u>1,661</u> | | | |
| | plus Transfer from EMR | 0 | 0 | 0 | 0 | | | |
| | less Transfer to EMR | 0 | 0 | 0 | 0 | | | |
| | Movement to/(from) Gen Reserve | <u>(236)</u> | <u>(10,886)</u> | <u>(9,225)</u> | <u>1,661</u> | | | |
| 107 | BISHOPS PALACE SITE | | | | | | | |
| | Expenditure | 623 | 1,089 | 3,805 | 2,716 | | 2,716 | 28.6% |
| 108 | NEIGHBOURHOOD PLAN | | | | | | | |
| | Expenditure | 0 | 485 | 2,400 | 1,915 | | 1,915 | 20.2% |
| | 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>(485)</u> | <u>(2,400)</u> | <u>(1,915)</u> | | | |
| 109 | PARISH OFFICE | | | | | | | |
| | Expenditure | 187 | 1,147 | 111 | (1,036) | | (1,036) | 1033.1% |
| 112 | THE SWATHE | | | | | | | |
| | Expenditure | 0 | 300 | 1,200 | 900 | | 900 | 25.0% |
| 120 | LCC - GRASS CUTTING | | | | | | | |
| | Income | 6,598 | 6,598 | 2,646 | (3,952) | | | 249.4% |
| | Expenditure | 2,981 | 8,943 | 10,565 | 1,622 | | 1,622 | 84.6% |
| | Movement to/(from) Gen Reserve | <u>3,617</u> | <u>(2,345)</u> | | | | | |
| 130 | CAPITAL EXPENDITURE | | | | | | | |
| | Expenditure | 572 | 572 | 4,258 | 3,686 | 300 | 3,386 | 20.5% |
| | plus Transfer from EMR | 0 | 0 | 0 | 0 | | | |
| | less Transfer to EMR | 0 | 0 | 0 | 0 | | | |
| | Movement to/(from) Gen Reserve | <u>(572)</u> | <u>(572)</u> | <u>(4,258)</u> | <u>(3,686)</u> | | | |

Summary Income & Expenditure by Budget Heading 10/11/2024

Month No: 7

Cost Centre Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|--------------------|--------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|
| 131 CAPITAL INCOME | Income | 46,091 | 52,353 | 4,000 | (48,353) | | | 1308.8% |
| | plus Transfer from EMR | 0 | 0 | 0 | 0 | | | |
| | less Transfer to EMR | 0 | 0 | 0 | 0 | | | |
| | Movement to/(from) Gen Reserve | <u>46,091</u> | <u>52,353</u> | <u>4,000</u> | <u>(48,353)</u> | | | |
| 201 FIELDPATHS | Expenditure | 0 | 1,001 | 2,414 | 1,413 | 245 | 1,168 | 51.6% |
| | Grand Totals:- Income | 59,995 | 302,154 | 270,426 | (31,728) | | | 111.7% |
| | Expenditure | 27,516 | 179,346 | 267,376 | 88,030 | 9,184 | 78,846 | 70.5% |
| | Net Income over Expenditure | <u>32,479</u> | <u>122,808</u> | <u>3,050</u> | <u>(119,758)</u> | | | |
| | plus Transfer from EMR | 0 | 0 | 0 | 0 | | | |
| | less Transfer to EMR | 0 | 0 | 0 | 0 | | | |
| | Movement to/(from) Gen Reserve | <u>32,479</u> | <u>122,808</u> | <u>3,050</u> | <u>(119,758)</u> | | | |

Detailed Income & Expenditure by Budget Heading 10/11/2024

Month No: 7

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 |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 101 ADMINISTRATION | | | | | | | | |
| 1176 PRECEPT RECEIVED | 0 | 201,500 | 201,500 | 0 | | | 100.0% | |
| 1183 ADM - INCOME JOHN MOSS | 0 | 407 | 7 | (400) | | | 5819.0% | |
| 1184 ADM - INCOME MISC | 13 | 270 | 300 | 30 | | | 90.0% | |
| 1196 ADM - INTEREST REC'D | 2,881 | 6,979 | 6,200 | (779) | | | 112.6% | |
| ADMINISTRATION :- Income | 2,894 | 209,156 | 208,007 | (1,149) | | | 100.6% | 0 |
| 1101 ADM - STAFF SALARIES | 9,922 | 66,596 | 116,326 | 49,730 | | 49,730 | 57.2% | |
| 1104 ADM - CONTRACTOR COSTS | 541 | 3,330 | 3,600 | 270 | | 270 | 92.5% | |
| 1108 ADM - TRAINING | 65 | 270 | 2,000 | 1,730 | 120 | 1,610 | 19.5% | |
| 1109 ADM - STAFF TRAVEL | 17 | 17 | 215 | 198 | | 198 | 8.0% | |
| 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 | 0 | 3 | 40 | 37 | | 37 | 6.9% | |
| 1117 ADM - CHAIRMAN'S ALL | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| 1119 ADM - IT MANAGEMENT | 199 | 5,717 | 10,000 | 4,283 | 27 | 4,256 | 57.4% | |
| 1120 ADM - MISC EST COSTS | 0 | 11 | 420 | 409 | | 409 | 2.7% | |
| 1121 ADM - TELEPHONE/BROADBAND | 281 | 1,523 | 2,550 | 1,027 | | 1,027 | 59.7% | |
| 1122 ADM - POSTAGE | 0 | 0 | 50 | 50 | | 50 | 0.0% | |
| 1123 ADM - PRINT/STATIONERY | 33 | 377 | 1,000 | 623 | 77 | 546 | 45.4% | |
| 1124 ADM - SUBSCRIPTIONS | 0 | (293) | 900 | 1,193 | | 1,193 | (32.6%) | |
| 1125 ADM - INSURANCE | 0 | 5,019 | 4,650 | (369) | | (369) | 107.9% | |
| 1126 ADM - PROP. REPORTS | 0 | 0 | 50 | 50 | | 50 | 0.0% | |
| 1127 ADM - P/COPIER CONTRCT | 140 | 358 | 140 | (218) | | (218) | 255.8% | |
| 1129 ADM - ADVERTISING | 0 | 194 | 500 | 306 | | 306 | 38.8% | |
| 1130 ADM - OFFICE EQUIPMENT | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 1137 ADM - ROUTINE REPAIRS/MAINTENC | 0 | 277 | 300 | 23 | | 23 | 92.3% | |
| 1140 ADM - REFUSE COLLECTION | 0 | 345 | 250 | (95) | | (95) | 138.0% | |
| 1154 ADM - VILLAGE HALL LOAN | 1,891 | 1,891 | 3,782 | 1,891 | | 1,891 | 50.0% | |
| 1157 ADM - AUDIT FEES | 0 | (630) | 1,450 | 2,080 | | 2,080 | (43.4%) | |
| 1158 ADM - BANK FEES | 25 | 153 | 164 | 11 | | 11 | 93.4% | |
| 1162 ADM - S137 GRANTS | 0 | 0 | 150 | 150 | | 150 | 0.0% | |
| 1163 ADM - LEGAL EXPENSES | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 1164 ADM - GRANTS GENERAL | 0 | 600 | 1,000 | 400 | | 400 | 60.0% | |
| 1165 ADM - CLIMATE CHANGE INITIATIV | 564 | 564 | 2,000 | 1,436 | 98 | 1,338 | 33.1% | |
| ADMINISTRATION :- Indirect Expenditure | 13,678 | 86,321 | 156,587 | 70,266 | 323 | 69,943 | 55.3% | 0 |
| Net Income over Expenditure | (10,784) | 122,835 | 51,420 | (71,415) | | | | |
| 102 OLD SCHOOL | | | | | | | | |
| 1281 OS-SMALL ROOM | 1,287 | 8,976 | 13,500 | 4,524 | | | 66.5% | |

Detailed Income & Expenditure by Budget Heading 10/11/2024

Month No: 7

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 | 1,770 | 11,760 | 15,000 | 3,240 | | | 78.4% | |
| 1283 OS-KITCHEN | 35 | 607 | 500 | (107) | | | 121.5% | |
| 1284 OS-MISC INCOME | 0 | 21 | 0 | (21) | | | 0.0% | |
| 1285 OS-STORAGE INCOME | 42 | 276 | 250 | (26) | | | 110.4% | |
| 1287 OS-MEETING ROOM INCOME | 56 | 236 | 0 | (236) | | | 0.0% | |
| OLD SCHOOL :- Income | 3,189 | 21,877 | 29,250 | 7,373 | | | 74.8% | 0 |
| 1204 OS-CONTRACTOR COSTS | 120 | 4,960 | 3,685 | (1,275) | 750 | (2,025) | 155.0% | |
| 1212 OS-WATER | 0 | 285 | 400 | 115 | | 115 | 71.2% | |
| 1214 OS-ELECTRICITY | 103 | 1,111 | 2,200 | 1,089 | | 1,089 | 50.5% | |
| 1215 OS-GAS | 284 | 1,399 | 4,410 | 3,011 | | 3,011 | 31.7% | |
| 1216 OS-CLEANING MATERIAL | 30 | 220 | 610 | 390 | 124 | 266 | 56.5% | |
| 1219 OS-PERFORMING RIGHTS | 56 | 56 | 60 | 4 | | 4 | 92.7% | |
| 1220 OS-MISCELLANEOUS | 0 | 0 | 50 | 50 | 19 | 31 | 37.2% | |
| 1231 OS-ADVERTISING | 0 | 102 | 300 | 198 | | 198 | 34.0% | |
| 1237 OS-ROUTINE MAINT/REPAIRS | 750 | 1,439 | 2,000 | 561 | 1,657 | (1,096) | 154.8% | |
| 1240 OS-REFUSE COLLECTION | 0 | 874 | 440 | (434) | | (434) | 198.6% | |
| 1253 OS-LOAN REPAYMENTS | 3,867 | 3,867 | 7,735 | 3,868 | | 3,868 | 50.0% | |
| OLD SCHOOL :- Indirect Expenditure | 5,209 | 14,313 | 21,890 | 7,577 | 2,550 | 5,027 | 77.0% | 0 |
| Net Income over Expenditure | (2,020) | 7,564 | 7,360 | (204) | | | | |
| 103 BURIAL GROUNDS | | | | | | | | |
| 1381 BG-INCOME | 935 | 8,730 | 15,000 | 6,270 | | | 58.2% | |
| BURIAL GROUNDS :- Income | 935 | 8,730 | 15,000 | 6,270 | | | 58.2% | 0 |
| 1312 BG-WATER RATES | 0 | 42 | 85 | 43 | | 43 | 49.4% | |
| 1320 BG-MISCELLANEOUS | 0 | 12 | 100 | 88 | | 88 | 12.2% | |
| 1336 BG-GRASS CUTTING | 767 | 2,300 | 3,321 | 1,021 | | 1,021 | 69.2% | |
| 1337 BG-ROUTINE MAINTENANCE | 0 | 392 | 500 | 108 | | 108 | 78.4% | |
| 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% | |
| BURIAL GROUNDS :- Indirect Expenditure | 767 | 2,746 | 5,106 | 2,360 | 0 | 2,360 | 53.8% | 0 |
| Net Income over Expenditure | 168 | 5,984 | 9,894 | 3,910 | | | | |
| 104 ALLOTMENTS | | | | | | | | |
| 1481 ALL-INCOME | 17 | 17 | 23 | 6 | | | 73.9% | |
| ALLOTMENTS :- Income | 17 | 17 | 23 | 6 | | | 73.9% | 0 |
| 1412 ALL-WATER RATES | 0 | 70 | 250 | 180 | | 180 | 27.8% | |
| 1413 ALL-RENT | 0 | 0 | 53 | 53 | | 53 | 0.0% | |

Detailed Income & Expenditure by Budget Heading 10/11/2024

Month No: 7

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 |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 1437 ALL-ROUTINE MAINTENANCE | 0 | 235 | 500 | 265 | | 265 | 47.0% | |
| 1438 ALL-ELECTRICITY | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| ALLOTMENTS :- Indirect Expenditure | 0 | 305 | 903 | 598 | 0 | 598 | 33.7% | 0 |
| Net Income over Expenditure | 17 | (288) | (880) | (592) | | | | |
| 105 VILLAGE/PARISH FACILITES | | | | | | | | |
| 1577 VF-MISCELLANEOUS INCOME | 0 | 2,000 | 0 | (2,000) | | | 0.0% | |
| VILLAGE/PARISH FACILITES :- Income | 0 | 2,000 | 0 | (2,000) | | | | 0 |
| 1503 VF -TRAVEL ALLOW - F/STAFF | 0 | 37 | 112 | 75 | | 75 | 32.9% | |
| 1504 VF-CONTRACTOR COSTS | 0 | 600 | 1,000 | 400 | 54 | 346 | 65.4% | |
| 1505 VF - WORKS VEHICLE | 306 | 2,148 | 4,200 | 2,052 | 0 | 2,052 | 51.1% | |
| 1512 VF-WATER RATES | 0 | 36 | 60 | 24 | | 24 | 60.3% | |
| 1514 VF-ELECTRICITY | 0 | 0 | 160 | 160 | | 160 | 0.0% | |
| 1519 VF-PERFORMANCE RIGHTS | 0 | 148 | 0 | (148) | | (148) | 0.0% | |
| 1520 VF-MISCELLANEOUS | 0 | 302 | 750 | 448 | 400 | 48 | 93.6% | |
| 1521 VF - SPEED REDUCTION | 0 | 6,744 | 7,000 | 256 | 600 | (344) | 104.9% | |
| 1532 VF - COMMUNITY EVENTS | 0 | 26 | 600 | 574 | | 574 | 4.4% | |
| 1533 VF-CHRISTMAS TREE COSTS | 0 | 0 | 2,000 | 2,000 | 1,431 | 569 | 71.5% | |
| 1534 VF-FLORAL DISPLAYS | 0 | 771 | 2,000 | 1,229 | | 1,229 | 38.5% | |
| 1536 VF-GRASS CUTTING | 1,452 | 3,926 | 5,730 | 1,804 | | 1,804 | 68.5% | |
| 1537 VF-ROUTINE MAINTENANCE | 12 | 510 | 1,000 | 490 | 105 | 385 | 61.5% | |
| 1539 VF-VILLAGE GREEN TEL KIOSK | 0 | 373 | 500 | 127 | | 127 | 74.6% | |
| 1540 VF-REFUSE COLLECTION | 0 | 85 | 50 | (35) | | (35) | 170.0% | |
| 1541 VF-WEED SPRAYING | 854 | 1,708 | 1,400 | (308) | | (308) | 122.0% | |
| 1542 VF-TREE MAINTENANCE | 500 | 2,440 | 4,000 | 1,560 | 1,280 | 280 | 93.0% | |
| 1544 VF-TREE MAINTENANCE HIGHWAYS | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 1546 VF-PLAY EQUIP REPAIR & SERVICE | 161 | 29,840 | 2,600 | (27,240) | 148 | (27,388) | 1153.4% | |
| 1551 VF-VILLAGE SEATS - MAINTENANCE | 0 | 58 | 1,000 | 942 | | 942 | 5.8% | |
| 1564 VF - DEFIBRILATOR | 0 | (325) | 100 | 425 | | 425 | (325.0%) | |
| 1565 VF - PPE EQUIPMENT | 0 | 96 | 650 | 554 | 38 | 516 | 20.6% | |
| 1566 VF - TOOLS /SUNDRIES | (137) | 294 | 2,000 | 1,706 | 17 | 1,689 | 15.5% | |
| 1567 VF - OLD QUARRY PROJECT | (155) | 0 | 0 | 0 | | 0 | 0.0% | |
| VILLAGE/PARISH FACILITES :- Indirect Expenditure | 2,992 | 49,816 | 37,412 | (12,404) | 4,073 | (16,477) | 144.0% | 0 |
| Net Income over Expenditure | (2,992) | (47,816) | (37,412) | 10,404 | | | | |
| 106 MULSANNE PARK | | | | | | | | |
| 1681 MP-GROUND LETTINGS | 0 | 100 | 9,400 | 9,300 | | | 1.1% | |
| 1682 MP-PAVILION LETTINGS | 247 | 998 | 1,600 | 602 | | | 62.4% | |

Detailed Income & Expenditure by Budget Heading 10/11/2024

Month No: 7

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 |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| 1684 MP-MISC INCOME | 24 | 325 | 500 | 175 | | | 65.0% | |
| MULSANNE PARK :- Income | 271 | 1,423 | 11,500 | 10,077 | | | 12.4% | 0 |
| 1604 MP-CONTRACTOR COSTS | 180 | 2,561 | 3,000 | 439 | 950 | (511) | 117.0% | |
| 1612 MP-WATER RATES | 0 | 870 | 1,200 | 330 | | 330 | 72.5% | |
| 1614 MP-ELECTRICITY | 0 | 453 | 1,911 | 1,458 | | 1,458 | 23.7% | |
| 1615 MP-GAS | 158 | 880 | 2,260 | 1,380 | | 1,380 | 38.9% | |
| 1616 MP-CLEANING MATERIALS | 70 | 233 | 600 | 367 | 204 | 163 | 72.8% | |
| 1619 MP-PERFORMING RIGHTS | (56) | 352 | 275 | (77) | | (77) | 128.1% | |
| 1620 MP-MISCELLANEOUS | 0 | 15 | 200 | 185 | | 185 | 7.5% | |
| 1621 MP-TELEPHONE | 0 | 0 | 350 | 350 | | 350 | 0.0% | |
| 1636 MP-GRASS CUTTING | 0 | 4,002 | 6,154 | 2,152 | | 2,152 | 65.0% | |
| 1637 MP-ROUTINE MAINT/REPAIRS | 154 | 589 | 2,000 | 1,411 | 540 | 871 | 56.4% | |
| 1639 MP-SECURITY | 0 | 106 | 0 | (106) | | (106) | 0.0% | |
| 1640 MP-REFUSE COLLECTION | 0 | 1,168 | 975 | (193) | | (193) | 119.8% | |
| 1641 MP-WEED SPRAYING | 0 | 79 | 800 | 721 | | 721 | 9.9% | |
| 1642 MP-TREE MAINTENANCE | 0 | 1,000 | 1,000 | 0 | | 0 | 100.0% | |
| MULSANNE PARK :- Indirect Expenditure | 507 | 12,309 | 20,725 | 8,416 | 1,694 | 6,722 | 67.6% | 0 |
| Net Income over Expenditure | (236) | (10,886) | (9,225) | 1,661 | | | | |
| <u>107 BISHOPS PALACE SITE</u> | | | | | | | | |
| 1712 BP - WATER | 0 | 34 | 60 | 26 | | 26 | 57.1% | |
| 1713 BP - RENT | 0 | 115 | 277 | 162 | | 162 | 41.5% | |
| 1736 BP - GRASS CUTTING | 623 | 939 | 1,968 | 1,029 | | 1,029 | 47.7% | |
| 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% | |
| BISHOPS PALACE SITE :- Indirect Expenditure | 623 | 1,089 | 3,805 | 2,716 | 0 | 2,716 | 28.6% | 0 |
| Net Expenditure | (623) | (1,089) | (3,805) | (2,716) | | | | |
| <u>108 NEIGHBOURHOOD PLAN</u> | | | | | | | | |
| 1820 NP-MISCELLANEOUS | 0 | 485 | 2,400 | 1,915 | | 1,915 | 20.2% | |
| NEIGHBOURHOOD PLAN :- Indirect Expenditure | 0 | 485 | 2,400 | 1,915 | 0 | 1,915 | 20.2% | 0 |
| Net Expenditure | 0 | (485) | (2,400) | (1,915) | | | | |
| <u>109 PARISH OFFICE</u> | | | | | | | | |
| 1912 PO-WATER | 0 | 126 | 0 | (126) | | (126) | 0.0% | |
| 1914 PO-ELECTRICITY | 187 | 1,021 | 0 | (1,021) | | (1,021) | 0.0% | |
| 1937 PO-ROUTINEMAINT/REPAIRS | 0 | 0 | 111 | 111 | | 111 | 0.0% | |
| PARISH OFFICE :- Indirect Expenditure | 187 | 1,147 | 111 | (1,036) | 0 | (1,036) | 1033.1% | 0 |
| Net Expenditure | (187) | (1,147) | (111) | 1,036 | | | | |

Detailed Income & Expenditure by Budget Heading 10/11/2024

Month No: 7

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 |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| 112 THE SWATHE | | | | | | | | |
| 2036 TS - GRASS CUTTING | 0 | 0 | 300 | 300 | | 300 | 0.0% | |
| 2037 TS - ROUTINE MAINT/REPAIRS | 0 | 300 | 300 | (0) | | (0) | 100.0% | |
| 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 | 0 | 300 | 1,200 | 900 | 0 | 900 | 25.0% | 0 |
| Net Expenditure | 0 | (300) | (1,200) | (900) | | | | |
| 120 LCC - GRASS CUTTING | | | | | | | | |
| 12086 HIGHWAY VERGES-INCOME | 6,598 | 6,598 | 2,646 | (3,952) | | | 249.4% | |
| LCC - GRASS CUTTING :- Income | 6,598 | 6,598 | 2,646 | (3,952) | | | 249.4% | 0 |
| 12036 HIGHWAY VERGES-GRASS CUTTING | 2,981 | 8,943 | 10,565 | 1,622 | | 1,622 | 84.6% | |
| LCC - GRASS CUTTING :- Indirect Expenditure | 2,981 | 8,943 | 10,565 | 1,622 | 0 | 1,622 | 84.6% | 0 |
| Net Income over Expenditure | 3,617 | (2,345) | (7,919) | (5,574) | | | | |
| 130 CAPITAL EXPENDITURE | | | | | | | | |
| 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 | 572 | 572 | 2,449 | 1,877 | 0 | 1,877 | 23.3% | |
| 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 | 572 | 572 | 4,258 | 3,686 | 300 | 3,386 | 20.5% | 0 |
| Net Expenditure | (572) | (572) | (4,258) | (3,686) | | | | |
| 131 CAPITAL INCOME | | | | | | | | |
| 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 | 46,091 | 50,553 | 0 | (50,553) | | | 0.0% | |
| CAPITAL INCOME :- Income | 46,091 | 52,353 | 4,000 | (48,353) | | | 1308.8% | 0 |
| Net Income | 46,091 | 52,353 | 4,000 | (48,353) | | | | |
| 201 FIELDPATHS | | | | | | | | |
| 2120 FP-MISCELLANEOUS | 0 | 245 | 200 | (45) | 245 | (290) | 245.0% | |
| 2136 FP-GRASS CUTTING | 0 | 756 | 2,214 | 1,458 | | 1,458 | 34.2% | |
| FIELDPATHS :- Indirect Expenditure | 0 | 1,001 | 2,414 | 1,413 | 245 | 1,168 | 51.6% | 0 |
| Net Expenditure | 0 | (1,001) | (2,414) | (1,413) | | | | |

Detailed Income & Expenditure by Budget Heading 10/11/2024

Month No: 7

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 |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income | 59,995 | 302,154 | 270,426 | (31,728) | | | 111.7% | |
| Expenditure | 27,516 | 179,346 | 267,376 | 88,030 | 9,184 | 78,846 | 70.5% | |
| Net Income over Expenditure | 32,479 | 122,808 | 3,050 | (119,758) | | | | |
| Movement to/(from) Gen Reserve | 32,479 | 122,808 | 3,050 | (119,758) | | | | |



BANK RECONCILIATION AND CASH POSITION

31st October 2024

| | | |
|---------------------------------------|-----------------------------------|------------------|
| Account balance as at 27/09/24 | | |
| | Co Op Current Account | 18480.93 |
| | Co Op 14 Day Account | 122424.36 |
| | Co Op Instant Access | 5490.58 |
| | Unity Current Account | 44239.80 |
| | Unity Savings Account | 100905.57 |
| | Charity Bank | 100000.00 |
| | Redwood Bank | 85000.00 |
| | Total Funds as at 31/10/24 | 476541.24 |
| General Reserves | 3 months running costs | 55013.25 |
| Earmarked Reserves | | |
| | 320 EM RESERVE - LARCH AVE - S10 | 23235.00 |
| | 322 EARMARKED RESERVES MP | 9343.61 |
| | 323 EARMARKED RESERVES OS | 12025.55 |
| | 324 EM RESERVE - MAJOR PROJECT: | 33249.00 |
| | 326 BILL BAILEY'S CAPITAL PROJECT | 20104.19 |
| | 328 EM RESERVE MP PLAY EQUIP | 50103.00 |
| | 329 EM RESERVE TENNIS COURT | 26360.00 |
| | 333 EM Reserve BG- Memorial Safe | 3555.00 |
| | 334 EMR Village Beck | 3500.00 |
| | 335 EMR TS-BURIAL GD EXT | 11242.14 |
| | 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 LEV | 25416.63 |
| | 350 CAPITAL RECEIPTS RESERVE | 6357.00 |
| | Total reserves | 238604.97 |
| | REMAINING FUNDS | 182923.02 |



Analysis of Payments Made

October 2024

| Date | Ref | Payee Name | Total | Detail |
|------------|-------|-------------------------------|----------|--------------------------------|
| 03/10/2024 | CT | UNITY CURRENT | 25000.00 | On-line transfer |
| 03/10/2024 | CT PC | Petty Cash | 100.00 | Top up petty cash |
| 04/10/2024 | CT | REDWOOD BANK | 40000.00 | On-line transfer |
| 04/10/2024 | CT | UNITY CURRENT | 25000.00 | On-line transfer |
| 04/10/2024 | CB182 | Co-operative Bank | 13.96 | BACS Fees |
| 07/10/2024 | CT | UNITY CURRENT | 25000.00 | On-line transfer |
| 07/10/2024 | TF | UNITY CURRENT | 25000.00 | On-line transfer |
| 08/10/2024 | CB183 | BT | 96.94 | BT |
| 09/10/2024 | CT | REDWOOD BANK | 44999.00 | On-line transfer |
| 11/10/2024 | CB184 | SMARTEST ENERGY | 108.00 | Smartest - OS Elec |
| 11/10/2024 | CB185 | SMARTEST ENERGY | 196.00 | Smartest - Office elec |
| 15/10/2024 | CB186 | Facilities Manager | 17.10 | FM - mileage |
| 15/10/2024 | CB187 | C. Thomas | 324.00 | C Thomas - reimb recycle boxes |
| 15/10/2024 | CB188 | NATIONAL ASSOC LOCAL | 78.44 | NALC - Training x 2 |
| 16/10/2024 | CB189 | SMARTEST ENERGY | 128.82 | Smartest - OS Gas |
| 16/10/2024 | CB190 | SMARTEST ENERGY | 169.08 | Smartest - Gas - O/S |
| 16/10/2024 | CB191 | SMARTEST ENERGY | 166.14 | Smartest - MP Gas |
| 17/10/2024 | CT1 | Active8 Managed Technologies | 91.75 | 147661/313/Active8 |
| 17/10/2024 | CT2 | Pestocotek Ltd | 208.80 | 13565/318/Pestocotek Ltd |
| 17/10/2024 | CT3 | Elan City Ltd | 501.42 | 01857/319/Elan City Ltd |
| 17/10/2024 | CT4 | Konica Minolta Ltd | 239.22 | 1202065711/324/Konica |
| 17/10/2024 | CT5 | B Knight & Sons | 43.80 | 116261/308/B Knight & |
| 17/10/2024 | CT6 | Tucann | 122.40 | 27525/309/Tucann |
| 17/10/2024 | CT7 | LincolnSecurity Limited | 102.00 | 221693/310/LincolnSecurity |
| 17/10/2024 | CT8 | Clean Sweep Commercial | 450.00 | 50091/311/Clean Sweep |
| 17/10/2024 | CT9 | Local Printer .CO | 251.00 | 2527/312/Local Printer .CO |
| 17/10/2024 | CT10 | West Lindsey District Council | 600.00 | 101049/314/West Lindsey |



NETTLEHAM PARISH COUNCIL

2025/26 BUDGET

Version 4 – 31st October 2024

The attached pages detail the recommended budget for financial year 2025/26.

Actual spend up to 31st October 2024 have been used to calculate end of year forecasts with adjustments made where appropriate to ensure the forecast is as accurate as possible, at the time of writing.

The two summary pages collate the same information but presented by cost centre followed by income/expenditure.

For the financial year ending 2024/25 there is an end of year forecast income totalling £340,239 against a budget of £266,427 an improvement of £73,812. This has been achieved by additional CIL income (£50553), interest (£5764), hall hires (£8083), burial income (£969), grass cutting (£3952) and grants (£3800).

Expenditure is forecast to be £339,836 against a budget of £280,090. This is an over spend of £59,746 primarily related to the new play fort (£29,619), loan working software (£588), change of health and safety consultancy (£1345), insurance (£369), refuse (£1125), unexpected repairs to kitchen at The Old School (£3296), additional speed reduction costs (£500), tennis court cleaning (£900), water rates (£540), Minster Fields play equipment (£15,278) and Swathe Path (£16133). Savings have also been made in other areas training, IT management, gas and electricity.

The new play fort and Swathe path were funded from reserves and other lines will be within budget by the year end so it is highly likely forecast expenditure will be better than indicated subject to no other unexpected costs between now and the year end.

The forecast for the financial year 2025/26 shows income of £271,048, assuming the recommended precept of £203,515 is approved, with expenditure totalling £264,609.

The precept suggested for 2025/26 is £203,515 representing an increase of £2,015 (1%) on last year. However, there has been an increase in properties within the parish and the tax base will increased thus potentially generating additional income whilst maintaining a 1% increase.

Whilst there may be a feeling to keep the precept level with no increase, which is achievable by using reserves, costs have increased over the year and forecast to increase further which would mean we would actually go backwards.

The Cash Reconciliation and Reserves page details the forecast end of year cash position together with existing and proposed reserves for the following year.

The forecast end of year cash balance is £415,605. Allowing for current reserves this will leave an estimated surplus of £105,217. I have suggested some movement in reserves, renaming of some and removal of one reserve line. I have also collated wishes from officers and councillors and included these all of which could be accomplished without an increase in the precept.

Incorporating all wishes would require additional funding of £2,806. I believe this small difference can be achieved by additional income such as hall hirings and expenditure savings through the year thus maintaining a 1% increase in precept.

Carl Thomas
10th November 2024



NETTLEHAM
Parish Council

Financial Year Ending 31st March 2025

Actual v Budget Monitoring Report

Period ending 31st October 2024 - Month 7

Draft 2025/26 Budget Version 4 31st October 2024

| | | 2022/23 | | 2023/24 | | 2024/25 | | | | | 2025/26 | | |
|---------------------------------|-------------|-------------|---------|---------|------------|---------|----------------|----------------|--------------|-----------------|----------|---------|---------|
| | | Budget | Actual | Budget | Actual YTD | Budget | Actual YTD | Variance £ | EOY Forecast | EOY Expectation | Budget | | |
| 101 - Administration | Income | 191,918 | 192,083 | 196,393 | 222,837 | 208,008 | 261,510 | 53502 | 266688 | Over by | 58680 | 213815 | |
| | Expenditure | 77,179 | 69,570 | 77,322 | 70,000 | 156,587 | 87,613 | 68974 | 151266 | Under by | -5321 | 164390 | |
| 102 - Old School | Income | 24,390 | 35,659 | 30,800 | 27,592 | 29,250 | 21,778 | -7472 | 37333 | Over by | 8083 | 29703 | |
| | Expenditure | 38,476 | 34,220 | 39,788 | 18,157 | 21,890 | 14,313 | 7576 | 23131 | Over by | -1242 | 20910 | |
| 103 - Burial Grounds | Income | 9,000 | 13,680 | 15,000 | 11,285 | 15,000 | 9,315 | -5685 | 15969 | Over by | 969 | 13000 | |
| | Expenditure | 10,557 | 7,915 | 13,979 | 7,173 | 5,106 | 2,746 | 2360 | 5808 | Over by | -702 | 5050 | |
| 104 - Allotments | Income | 24 | 16 | 24 | 17 | 23 | 17 | -6 | 29 | Over by | 6 | 30 | |
| | Expenditure | 1,826 | 920 | 1,592 | 853 | 903 | 345 | 558 | 663 | Under by | 240 | 903 | |
| 105 - Village/Parish Facilities | Income | 225 | 0 | 0 | 6,600 | 0 | 2000 | 2000 | 2000 | Over by | 2000 | 0 | |
| | Expenditure | 37,151 | 37,042 | 42,530 | 45,558 | 38,412 | 65,472 | -27060 | 108312 | Over by | -69900 | 32625 | |
| 106 - Mulsanne Park | Income | 11,250 | 11,445 | 11,600 | 11,814 | 11,500 | 1,461 | -10039 | 11622 | Over by | 122 | 11500 | |
| | Expenditure | 20,503 | 17,581 | 24,960 | 24,174 | 20,975 | 12,308 | 8667 | 18990 | Under by | 1985 | 22394 | |
| 107 - Bishops Place | Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Under by | 0 | 0 | |
| | Expenditure | 4,088 | 2,404 | 4,182 | 1,160 | 3,805 | 1,088 | 2717 | 1865 | Under by | 1940 | 3840 | |
| 108 - Neighbourhood Plan | Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Under by | 0 | 0 | |
| | Expenditure | 0 | 0 | 4,000 | 2,400 | 2,400 | 1,387 | 1013 | 1387 | Under by | 1013 | 0 | |
| 112 - The Swaithe | Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Under by | 0 | 0 | |
| | Expenditure | 1,200 | 221 | 1,200 | 87 | 17,033 | 16,133 | 900 | 16133 | Under by | 900 | 1200 | |
| 120 - LCC Grass Cutting | Income | 2,646 | 2,865 | 2,646 | 0 | 2,646 | 6,598 | 3952 | 6598 | Over by | 3952 | 3000 | |
| | Expenditure | 8,200 | 5,139 | 8,500 | 6,038 | 10,565 | 8,943 | 1622 | 10565 | Under by | 0 | 10882 | |
| 201 - Fieldpaths | Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Under by | 0 | 0 | |
| | Expenditure | 2,000 | 634 | 1,800 | 887 | 2,414 | 1,001 | 1413 | 1716 | Under by | 698 | 2415 | |
| | | Income | 239,453 | 255,748 | 256,463 | 280,145 | 266,427 | 302,679 | 36,252 | 340,239 | Over by | 73,812 | 271,048 |
| | | Expenditure | 201,180 | 175,646 | 219,853 | 176,487 | 280,090 | 211,350 | 68,740 | 339,836 | Under by | -70,389 | 264,609 |

BUDGET FORECAST 2025/26

| | |
|-----------------------|--------|
| Projected Income | 67533 |
| Projected Expenditure | 264609 |

| | |
|------------------|--------|
| Precept Required | 199881 |
| Proposed Precept | 203515 |

| | | |
|----------|------------|---------|
| Tax Base | 2025/26 | |
| | 2024/25 | 1639.77 |
| | Difference | |

| | | |
|------------------|---------|--------|
| Bad D Equivalent | 2025/26 | |
| | 2024/25 | 121.66 |

| | | 2022/23 | | 2023/24 | | 2024/25 | | | | | 2025/26 | |
|---------------------------------|-------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|---------------|-----------------|---------------|---------------|
| | | Budget | Actual | Budget | Actual YTD | Budget | Actual YTD | Variance £ | EOY Forecast | EOY Expectation | Budget | |
| 101 - Administration | Income | 191918 | 192083 | 196393 | 222837 | 208008 | 261510 | 53502 | 266688 | Over by | 58680 | 213815 |
| 102 - Old School | Income | 24390 | 35659 | 30800 | 27592 | 29250 | 21778 | -7472 | 37333 | Over by | 8083 | 29703 |
| 103 - Burial Grounds | Income | 9000 | 13680 | 15000 | 11285 | 15000 | 9315 | -5685 | 15969 | Over by | 969 | 13000 |
| 104 - Allotments | Income | 24 | 16 | 24 | 17 | 23 | 17 | -6 | 29 | Over by | 6 | 30 |
| 105 - Village/Parish Facilities | Income | 225 | 0 | 0 | 6600 | 0 | 2000 | 2000 | 2000 | Over by | 2000 | 0 |
| 106 - Mulsanne Park | Income | 11250 | 11445 | 11600 | 11814 | 11500 | 1461 | -10039 | 11622 | Over by | 122 | 11500 |
| 107 - Bishops Place | Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Under by | 0 | 0 |
| 108 - Neighbourhood Plan | Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Under by | 0 | 0 |
| 112 - The Swaithe | Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Under by | 0 | 0 |
| 120 - LCC Grass Cutting | Income | 2646 | 2865 | 2646 | 0 | 2646 | 6598 | 3952 | 6598 | Over by | 3952 | 3000 |
| 201 - Fieldpaths | Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Under by | 0 | 0 |
| TOTAL INCOME | | 239453 | 255748 | 256463 | 280145 | 266427 | 302679 | 36252 | 340239 | Over by | 73812 | 271048 |
| 101 - Administration | Expenditure | 77179 | 69570 | 77322 | 70000 | 156587 | 87613 | 68974 | 151266 | Under by | -5321 | 164390 |
| 102 - Old School | Expenditure | 38476 | 34220 | 39788 | 18157 | 21890 | 14313 | 7576 | 23131 | Over by | -1242 | 20910 |
| 103 - Burial Grounds | Expenditure | 10557 | 7915 | 13979 | 7173 | 5106 | 2746 | 2360 | 5808 | Over by | -702 | 5050 |
| 104 - Allotments | Expenditure | 1826 | 920 | 1592 | 853 | 903 | 345 | 558 | 663 | Under by | 240 | 903 |
| 105 - Village/Parish Facilities | Expenditure | 37151 | 37042 | 42530 | 45558 | 38412 | 65472 | -27060 | 108312 | Over by | -69900 | 32625 |
| 106 - Mulsanne Park | Expenditure | 20503 | 17581 | 24960 | 24174 | 20975 | 12308 | 8667 | 18990 | Under by | 1985 | 22394 |
| 107 - Bishops Place | Expenditure | 4088 | 2404 | 4182 | 1160 | 3805 | 1088 | 2717 | 1865 | Under by | 1940 | 3840 |
| 108 - Neighbourhood Plan | Expenditure | 0 | 0 | 4000 | 2400 | 2400 | 1387 | 1013 | 1387 | Under by | 1013 | 0 |
| 112 - The Swaithe | Expenditure | 1200 | 221 | 1200 | 87 | 17033 | 16133 | 900 | 16133 | Under by | 900 | 1200 |
| 120 - LCC Grass Cutting | Expenditure | 8200 | 5139 | 8500 | 6038 | 10565 | 8943 | 1622 | 10565 | Under by | 0 | 10882 |
| 201 - Fieldpaths | Expenditure | 2000 | 634 | 1800 | 887 | 2414 | 1001 | 1413 | 1716 | Under by | 698 | 2415 |
| TOTAL EXPENDITURE | | 201180 | 175646 | 219853 | 176487 | 280090 | 211350 | 68740 | 339836 | Over by | -70389 | 264609 |

| Income | | 2022/23 | | 2023/24 | | 2024/25 | | | | | 2025/26 | Notes | |
|--------|-------------------------------|---------|--------|---------|--------|---------|------------|------------|--------------|-------------|---------|--------|-------------------------------|
| | | Budget | Actual | Budget | Actual | Budget | Actual YTD | Variance £ | EOY Forecast | Expectation | | | Budget |
| 1176 | Precept Received | 191298 | 191298 | 196023 | 196023 | 201501 | 201501 | | 201501 | | | 203515 | |
| 1177 | WLDC Council tax Contribution | 100 | 100 | 100 | | | | | | | | | |
| 1183 | Income John Moss | 10 | 11 | 10 | 5 | 7 | 407 | 400 | 407 | Over by | 400 | | |
| 1184 | Income Misc | 10 | 223 | 10 | 355 | 300 | 270 | -30 | 463 | Over by | 163 | 300 | |
| 1196 | Interest Received | 500 | 451 | 250 | 4652 | 6200 | 6979 | 779 | 11964 | Over by | 5764 | 10000 | Based on interest rate of 3%. |
| 13028 | S106 Grant | | | | | | 1800 | | 1800 | | | | |
| 13125 | CIL Income | | | | 21802 | | 50553 | | 50553 | | | | |
| | | 191918 | 192083 | 196393 | 222837 | 208008 | 261510 | 53502 | 266688 | Over by | 58680 | 213815 | |

| Expenditure | | 2022/23 | | 2023/24 | | 2024/25 | | | | | 2025/26 | Notes | |
|-------------|---------------------|---------|--------|---------|------------|---------|------------|------------|--------------|-------------|---------|--------|---|
| | | Budget | Actual | Budget | Actual YTD | Budget | Actual YTD | Variance £ | EOY Forecast | Expectation | | | Budget |
| 1101 | Staff Salaries | 47326 | 45490 | 46419 | 36535 | 116326 | 66596 | 49730 | 114165 | Under by | 2161 | 122270 | 5% increase + NIC increase |
| 1104 | Contractor Cost | 3450 | 2844 | 3500 | 2546 | 3600 | 3330 | 270 | 5709 | Over by | -2109 | 4500 | Addition of loan working app (+588) and change of H&S consultancy (+1348) |
| 1108 | Training | 700 | 642 | 1000 | 1288 | 2000 | 270 | 1730 | 463 | Under by | 1537 | 2000 | |
| 1109 | Staff Travel | 50 | | 50 | 122 | 215 | 17 | 198 | 29 | Under by | 186 | 50 | |
| 1912 | Water | 230 | 171 | 210 | 284 | 410 | 126 | 284 | 216 | Under by | 194 | 300 | |
| 1113 | PO Rent | 1 | | 1 | | | | | | Under by | | | |
| 1114 | Electricity | 1350 | 606 | 2400 | 863 | 1890 | 1021 | 869 | 1750 | Under by | 140 | 1803 | |
| 1116 | Cleaning Materials | 30 | 27 | 40 | 8 | 40 | 3 | 37 | 5 | Under by | 35 | 40 | |
| 1117 | Chairmans Allowance | 200 | 214 | 200 | 33 | 250 | | 250 | 250 | Under by | | 250 | |
| 1118 | IT Management | | | | 23 | | | | | Under by | | | |
| 1119 | IT Management | 2800 | 3048 | 2800 | 7352 | 10000 | 5766 | 4234 | 8500 | Under by | 1500 | 10000 | |
| 1120 | Misc Est Costs | 500 | 1655 | 500 | 371 | 420 | 11 | 409 | 19 | Under by | 401 | 400 | |
| 1121 | Telephone/Broadband | 1800 | 1149 | 1300 | 1848 | 2550 | 1604 | 946 | 2750 | Over by | -200 | 2832 | |
| 1122 | Postage | 50 | 83 | 100 | 4 | 50 | | 50 | 50 | Under by | | 52 | |
| 1123 | Print/Stationary | 750 | 800 | 750 | 349 | 1000 | 377 | 623 | 646 | Under by | 354 | 1000 | |
| 1124 | Subscriptions | 1000 | 1353 | 900 | 765 | 900 | -293 | 1193 | -502 | Under by | 1402 | 900 | |
| 1125 | Insurance | 4100 | 4235 | 3850 | 4955 | 4650 | 5019 | -369 | 5019 | Over by | -369 | 5169 | Increase in premium |
| 1126 | Prop Reports | 50 | 3 | 50 | | 50 | | 50 | 50 | Under by | | 52 | |
| 1127 | P/Copier Contract | | | | 353 | 140 | 358 | -218 | 614 | Over by | -474 | 632 | under budgeted. 23/24 £354 |
| 1129 | Advertising | | | | 454 | 500 | 194 | 306 | 333 | Under by | 167 | 500 | |
| 1130 | Office equipment | 1500 | 250 | 1500 | 1983 | 1500 | | 1500 | 1500 | Under by | | 1000 | |

| Income | | 2022/23 | | 2023/24 | | 2024/25 | | | | | 2025/26 | Notes | |
|--------|---------------------------|---------|--------|---------|--------|---------|------------|------------|--------------|-------------|---------|--------|---|
| | | Budget | Actual | Budget | Actual | Budget | Actual YTD | Variance £ | EOY Forecast | Expectation | | | Budget |
| 1137 | Routine Repairs/Maint | 300 | 57 | 300 | 48 | 300 | 277 | 23 | 475 | Over by | -175 | 300 | Increase in costs. Expected to be within budget at year end |
| 1140 | Refuse Collection | 260 | 195 | 220 | 200 | 250 | 345 | -95 | 591 | Over by | -341 | 609 | Low risk waste/sanitary disposal not budgeted for |
| 1150 | Elections | 1250 | 390 | 1250 | | | | | | | | | |
| 1153 | Loan Repayments | | | | 7896 | | | | | | | | |
| 1154 | Village Hall Loan | 3782 | 3782 | 3782 | | 3782 | 1891 | 1891 | 3782 | | | 3782 | |
| 1157 | Audit Fees | 1500 | 197 | 2000 | 1606 | 1450 | -630 | 2080 | 1450 | | | 1500 | |
| 1158 | Bank fees | 200 | 167 | 200 | 106 | 164 | 167 | -3 | 286 | Over by | -122 | 295 | unity Bank fees |
| 1162 | S137 Grants | | 124 | | 8 | 150 | | 150 | 150 | | | 155 | |
| 1163 | Legal Expenses | 1000 | 1250 | 1000 | | 1000 | | 1000 | 1000 | | | 1000 | |
| 1164 | Grants General | 1000 | | 1000 | | 1000 | 600 | 400 | 1000 | | | 1000 | |
| 1165 | Climate Change Initiative | 2000 | 838 | 2000 | | 2000 | 564 | 1436 | 967 | Under by | 1033 | 2000 | |
| | | 77179 | 69570 | 77322 | 70000 | 156587 | 87613 | 68974 | 151266 | Under by | -5321 | 164390 | |

| Income | | 2022/23 | | 2023/24 | | 2024/25 | | | | | 2025/26 | Notes |
|--------|---------------|---------|--------|---------|------------|---------|------------|------------|--------------|--------------|---------|-------|
| | | Budget | Actual | Budget | Actual YTD | Budget | Actual YTD | Variance £ | EOY Forecast | Expectation | Budget | |
| 1281 | Small Room | 10000 | 17989 | 15000 | 11428 | 13500 | 9009 | -4491 | 15444 | Over by 1944 | 13500 | |
| 1282 | Large Room | 13000 | 16523 | 15000 | 14901 | 15000 | 11629 | -3371 | 19935 | Over by 4935 | 15000 | |
| 1283 | Kitchen | 500 | 471 | 500 | 992 | 500 | 607 | 107 | 1041 | Over by 541 | 500 | |
| 1285 | Storage | 300 | 355 | 300 | 245 | 250 | 276 | 26 | 473 | Over by 223 | 250 | |
| 1286 | Telephone | 500 | 249 | 0 | 0 | | | 0 | 0 | | 0 | |
| 1287 | Meeting Room | 90 | 72 | 0 | 26 | 0 | 236 | 236 | 405 | Over by 405 | 417 | |
| 1284 | Miscellaneous | | | | | | 21 | 21 | 36 | Over by 36 | 37 | |
| | | 24390 | 35659 | 30800 | 27592 | 29250 | 21778 | -7472 | 37333 | Over by 8083 | 29703 | |

| Expenditure | | 2022/23 | | 2023/24 | | 2024/25 | | | | | 2025/26 | Notes |
|-------------|---------------------|---------|--------|---------|------------|---------|------------|------------|--------------|---------------|---------|---|
| | | Budget | Actual | Budget | Actual YTD | Budget | Actual YTD | Variance £ | EOY Forecast | Expectation | Budget | |
| 1201 | Staff Salaries | 11850 | 11274 | 10258 | 9324 | | | | | | | |
| 1202 | Wages | 1455 | 1776 | 1544 | 1361 | | | | | | | |
| 1204 | Contractor Costs | 2500 | 2978 | 3200 | 2606 | 3685 | 4960 | -1275 | 6580 | Over by -2895 | 4000 | Unexpected repairs to kitchen (£3296). Increased cleaning costs. |
| 1212 | Water | 700 | 610 | 500 | 266 | 400 | 285 | 115 | 489 | Over by -89 | 503 | Under budgeted |
| 1214 | Electricity | 2100 | 737 | 3200 | 1476 | 2200 | 1111 | 1089 | 1905 | Under by 295 | 1962 | |
| 1215 | Gas | 3100 | 1723 | 4500 | 1386 | 4410 | 1399 | 3011 | 2398 | Under by 2012 | 3000 | |
| 1216 | Cleaning Material | 200 | 323 | 400 | 445 | 610 | 220 | 390 | 377 | Under by 233 | 400 | |
| 1219 | Performing Rights | 500 | 47 | 50 | 51 | 60 | 56 | 4 | 56 | Under by 4 | 60 | |
| 1220 | Miscellaneous | 200 | 32 | 200 | 24 | 50 | | 50 | 50 | Under by 0 | 50 | |
| 1221 | Telephone/Fax | 220 | 187 | 220 | 0 | | | 0 | 0 | Under by 0 | 0 | |
| 1231 | Advertising | 360 | 408 | 425 | 204 | 300 | 102 | 198 | 175 | Under by 125 | 300 | |
| 1237 | Routine Maintenance | 3000 | 1854 | 3000 | 702 | 2000 | 1439 | 561 | 2467 | Over by -467 | 2000 | |
| 1240 | Refuse Collection | 280 | 260 | 280 | 312 | 440 | 874 | -434 | 900 | Over by -460 | 900 | Low risk waste/sanitary disposal not budgeted for |
| 1253 | Loan Repayments | 12011 | 12011 | 12011 | | 7735 | 3867 | 3867 | 7735 | Over by 0 | 7735 | |
| | | 38476 | 34220 | 39788 | 18157 | 21890 | 14313 | 7576 | 23131 | Over by -1242 | 20910 | |

| | | 2022/23 | | 2023/24 | | 2024/25 | | | | | 2025/26 | Notes |
|--------------------|---------------------|---------|--------|---------|------------|---------|------------|------------|--------------|--------------|---------|--|
| | | Budget | Actual | Budget | Actual YTD | Budget | Actual YTD | Variance £ | EOY Forecast | Expectation | Budget | |
| Income | | | | | | | | | | | | |
| 1381 | Burial Income | 9000 | 13680 | 15000 | 11285 | 15000 | 9315 | -5685 | 15969 | Over by 969 | 13000 | |
| | | | | | | | | 0 | 0 | | | |
| | | 9000 | 13680 | 15000 | 11285 | 15000 | 9315 | -5685 | 15969 | Over by 969 | 13000 | |
| Expenditure | | | | | | | | | | | | |
| 1301 | Salaries | 3854 | 3573 | 7153 | 3391 | | | | | | | |
| 1302 | Wages | 2183 | 2484 | 2316 | 2041 | | | | | | | |
| 1312 | Water Rates | 60 | 35 | 60 | 62 | 85 | 42 | 43 | 72 | Under by 13 | 74 | |
| 1320 | Miscellaneous | 150 | 31 | 150 | 21 | 100 | 12 | 88 | 21 | Under by 79 | 21 | |
| 1336 | Grass Cutting | 2700 | 1658 | 2700 | 1658 | 3321 | 2300 | 1021 | 3943 | Over by -622 | 3321 | Expected to be within budget at year end |
| 1337 | Routine Maintenance | 500 | 17 | 500 | | 500 | 392 | 108 | 672 | Over by -172 | 500 | Mole control. Expected to be within budget at year end |
| 1340 | Refuse Collection | 110 | 117 | 100 | | 100 | | 100 | 100 | Under by 0 | 103 | |
| 1342 | Tree Maintenance | 1000 | | 1000 | | 1000 | | 1000 | 1000 | Under by 0 | 1030 | |
| | | | | | | | | 0 | 0 | | 0 | |
| | | 10557 | 7915 | 13979 | 7173 | 5106 | 2746 | 2360 | 5808 | Over by -702 | 5050 | |

| | | 2022/23 | | 2023/24 | | 2024/25 | | | | | 2025/26 | Notes | |
|--------------------|---------------------|---------|--------|---------|------------|---------|------------|------------|--------------|-------------|---------|-------|--|
| | | Budget | Actual | Budget | Actual YTD | Budget | Actual YTD | Variance £ | EOY Forecast | Expectation | Budget | | |
| Income | | | | | | | | | | | | | |
| 1481 | Income | 24 | 16 | 24 | 17 | 23 | 17 | -6 | 29 | Over by | 6 | 30 | |
| | | | | | | | | 0 | 0 | | | | |
| | | 24 | 16 | 24 | 17 | 23 | 17 | -6 | 29 | Over by | 6 | 30 | |
| Expenditure | | | | | | | | | | | | | |
| 1402 | Wages | 727 | 767 | 772 | 681 | | | 0 | 0 | | | 0 | |
| 1412 | Water Rates | 200 | 113 | 180 | 132 | 250 | 70 | 180 | 120 | Under by | 130 | 250 | |
| 1413 | Rent | 40 | 40 | 40 | 40 | 53 | 40 | 13 | 40 | Under by | 13 | 53 | |
| 1437 | Routine Maintenance | 759 | | 500 | | 500 | 235 | 265 | 403 | Under by | 97 | 500 | |
| 1438 | Electricity | 100 | | 100 | | 100 | | 100 | 100 | Under by | 0 | 100 | |
| | | | | | | | | 0 | 0 | | | 0 | |
| | | 1826 | 920 | 1592 | 853 | 903 | 345 | 558 | 663 | Under by | 240 | 903 | |

| Income | | 2022/23 | | 2023/24 | | 2024/25 | | | | | 2025/26 | Notes |
|--------|--------|---------|--------|---------|------------|---------|------------|------------|--------------|-------------|---------|----------------------------|
| | | Budget | Actual | Budget | Actual YTD | Budget | Actual YTD | Variance £ | EOY Forecast | Expectation | Budget | |
| 1577 | Income | 225 | | | 6600 | | 2000 | 2000 | 2000 | Over by | 2000 | 2024/25 Star Energy grant. |
| | | | | | | | 0 | 0 | | | | |
| | | 225 | 0 | 0 | 6600 | 0 | 2000 | 2000 | 2000 | Over by | 2000 | |

| Expenditure | | 2022/23 | | 2023/24 | | 2024/25 | | | | | 2025/26 | Notes | |
|-------------|-------------------------------|---------|--------|---------|------------|---------|------------|------------|--------------|-------------|---------|-------|--|
| | | Budget | Actual | Budget | Actual YTD | Budget | Actual YTD | Variance £ | EOY Forecast | Expectation | Budget | | |
| 1501 | Salaries | 9480 | 8699 | 11885 | 8181 | | | | | | | 0 | Defib install £600 2024/25 inc new signs. Expected to be within budget at year end. under budgeted increased costs New Fort at BB £29619. £15278 Minster Fields transfer from EMR. Contribution |
| 1502 | Wages | 7277 | 8538 | 7720 | 6805 | | | | | | | 0 | |
| 1503 | Travel Allowance - F/Staff | 250 | 149 | 250 | 84 | 112 | 37 | 75 | 63 | Under by | 49 | 100 | |
| 1504 | Contractor Costs | 1000 | 950 | 1000 | | 1000 | 975 | 25 | 1000 | Under by | 0 | 1000 | |
| 1505 | Works Vehicle | 4000 | 3999 | 4500 | 3217 | 4200 | 2148 | 2052 | 3682 | Under by | 518 | 4200 | |
| 1512 | Water Rates | 60 | 50 | 60 | 49 | 60 | 36 | 24 | 62 | Over by | -2 | 75 | |
| 1519 | Performance Rights | 130 | 127 | 130 | 141 | 160 | 148 | 12 | 160 | Under by | 0 | 165 | |
| 1520 | Miscellaneous | 750 | 2009 | 750 | 2473 | 750 | 302 | 448 | 518 | Under by | 232 | 550 | |
| 1521 | Speed Reduction | 50 | | 50 | 2800 | 7000 | 6743 | 257 | 7500 | Over by | -500 | 2500 | |
| 1532 | Community Events | | | | 602 | 600 | 26 | 574 | 45 | Under by | 555 | 600 | |
| 1533 | Christmas tree Costs | 1200 | 1414 | 1600 | 25 | 2000 | | 2000 | 2000 | Under by | 0 | 2060 | |
| 1534 | Floral Displays | 1400 | 1312 | 2000 | 1393 | 2000 | 771 | 1229 | 1321 | Under by | 679 | 2000 | |
| 1536 | Grass Cutting | 2700 | 3055 | 2700 | 3363 | 5730 | 3925 | 1805 | 5730 | Under by | 0 | 5800 | |
| 1537 | Routine Maintenance | 1300 | 401 | 1000 | 6547 | 1000 | 514 | 486 | 881 | Under by | 119 | 908 | |
| 1539 | Village Green Telephone Kiosk | 100 | | 100 | | 500 | 373 | 127 | 500 | Under by | 0 | 515 | |
| 1540 | Refuse Collection | 54 | 39 | | | 50 | 85 | -35 | 85 | Over by | -35 | 88 | |
| 1541 | Weed Spraying | 1400 | 1530 | 1500 | 1583 | 1400 | 1708 | -308 | 1708 | Over by | -308 | 2000 | |
| 1542 | Tree Maintenance | 4000 | 2885 | 4000 | 4877 | 5000 | 2440 | 2560 | 5000 | Under by | 0 | 4000 | |
| 1544 | Tree Maintenance Highways | 500 | | 500 | | 500 | | 500 | 500 | Under by | 0 | 515 | |
| 1546 | Play Equip Repair & Service | 500 | 1138 | 1000 | 2596 | 2600 | 45118 | -42518 | 77345 | Over by | -74745 | 2600 | |
| 1551 | Village Seats - Maintenance | 200 | 237 | 1000 | 75 | 1000 | 58 | 942 | 99 | Under by | 901 | 1000 | |
| 1552 | Telephone Kiosk | | | | | | | | | | | 0 | |
| 1564 | Defibrillator | 100 | 83 | 85 | | 100 | -325 | 425 | -557 | Under by | 657 | 150 | |
| 1565 | PPE Equipment | 200 | 61 | 200 | 495 | 650 | 96 | 554 | 165 | Under by | 485 | 300 | |
| 1566 | Tools/Sundries | 500 | 366 | 500 | 252 | 2000 | 294 | 1706 | 504 | Under by | 1496 | 1500 | |

| Income | 2022/23 | | 2023/24 | | 2024/25 | | | | | 2025/26 | Notes | |
|-------------------------|---------|--------|---------|------------|---------|------------|------------|--------------|-------------|---------|-------|--|
| | Budget | Actual | Budget | Actual YTD | Budget | Actual YTD | Variance £ | EOY Forecast | Expectation | Budget | | |
| 1567 Old Quarry Project | | | | | | | 0 | 0 | | | 0 | |
| | 37151 | 37042 | 42530 | 45558 | 38412 | 65472 | -27060 | 108312 | Over by | -69900 | 32625 | |

| Income | | 2022/23 | | 2023/24 | | 2024/25 | | | | | 2025/26 | Notes | |
|-------------|---------------------|---------|--------|---------|------------|---------|------------|------------|--------------|-------------|---------|-------|--|
| | | Budget | Actual | Budget | Actual YTD | Budget | Actual YTD | Variance £ | EOY Forecast | Expectation | Budget | | |
| 1681 | Ground Lettings | 9000 | 9430 | 9400 | 9430 | 9400 | 100 | -9300 | 9400 | Under by | 0 | 9400 | |
| 1682 | Pavilion Lettings | 1000 | 1326 | 1200 | 1806 | 1600 | 998 | -602 | 1600 | Under by | 0 | 1600 | |
| 1684 | Misc Income | 1250 | 689 | 1000 | 578 | 500 | 363 | -137 | 622 | Over by | 122 | 500 | |
| | | | | | | | | 0 | 0 | Under by | 0 | | |
| | | 11250 | 11445 | 11600 | 11814 | 11500 | 1461 | -10039 | 11622 | Over by | 122 | 11500 | |
| Expenditure | | 2022/23 | | 2023/24 | | 2024/25 | | | | | 2025/26 | Notes | |
| | | Budget | Actual | Budget | Actual YTD | Budget | Actual YTD | Variance £ | EOY Forecast | Expectation | Budget | | |
| 1601 | Salaries | 3080 | 3036 | 5144 | 2777 | | | | | | | | |
| 1602 | Wages | 2183 | 2579 | 2316 | 2041 | | | | | | | | |
| 1604 | Contractor Costs | 2000 | 2998 | 2200 | 7838 | 3000 | 2561 | 439 | 3900 | Over by | -900 | 3000 | tennis court cleaning + 950. Increased cleaning costs. |
| 1612 | Water Rates | 600 | 779 | 600 | 1896 | 1200 | 870 | 330 | 1491 | Over by | -291 | 1200 | excessive water bill 707.75 |
| 1614 | Electricity | 1500 | 1519 | 2000 | 1794 | 1911 | 453 | 1458 | 777 | Under by | 1134 | 1911 | |
| 1615 | Gas | 2200 | 457 | 4000 | 797 | 2260 | 880 | 1380 | 1509 | Under by | 751 | 2260 | |
| 1616 | Cleaning Materials | 200 | 241 | 350 | 442 | 600 | 233 | 367 | 399 | Under by | 201 | 500 | |
| 1619 | Performing Rights | 230 | 237 | 250 | 265 | 275 | 352 | -77 | 500 | Over by | -225 | 500 | higher PRL/PPL charges than expected. Expected to be in budget year end. |
| 1620 | Miscellaneous | 200 | 903 | 200 | 184 | 200 | 15 | 185 | 26 | Under by | 174 | 200 | |
| 1621 | Telephone | 200 | 290 | 300 | 86 | 350 | | 350 | 0 | Under by | 350 | 350 | |
| 1635 | Property Management | | | | 30 | | | 0 | 0 | | | 0 | |
| 1636 | Grass Cutting | 3500 | 2580 | 3500 | 3826 | 6154 | 4002 | 2152 | 6861 | Over by | -707 | 7000 | |
| | Advertising | | | | | 250 | | 250 | 0 | Under by | 250 | 250 | |
| 1637 | Routine Maintenance | 2000 | 311 | 2000 | 1054 | 2000 | 589 | 1411 | 1010 | Under by | 990 | 2000 | |
| 1639 | Security | 500 | | | | | 106 | -106 | 182 | Over by | -182 | 187 | Intruder alarm upgrade (BT lines) |
| 1640 | Refuse Collection | 550 | 754 | 500 | 697 | 975 | 1168 | -193 | 1200 | Over by | -225 | 1236 | Low risk waste/sanitary disposal not budgeted for |
| 1641 | Weed Spraying | 560 | 447 | 600 | 447 | 800 | 79 | 721 | 136 | Under by | 664 | 800 | |
| 1642 | Tree Maintenance | 1000 | 450 | 1000 | | 1000 | 1000 | 0 | 1000 | Under by | 0 | 1000 | |
| | | | | | | | | | | | | 0 | |
| | | 20503 | 17581 | 24960 | 24174 | 20975 | 12308 | 8667 | 18990 | Under by | 1985 | 22394 | |

| Income | 2022/23 | | 2023/24 | | 2024/25 | | | | | 2025/26 | Notes |
|--------|---------|--------|---------|------------|---------|------------|------------|--------------|-------------|---------|-------|
| | Budget | Actual | Budget | Actual YTD | Budget | Actual YTD | Variance £ | EOY Forecast | Expectation | Budget | |
| | | | | | | | 0 | 0 | Under by | 0 | |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Under by | 0 | |

| Expenditure | 2022/23 | | 2023/24 | | 2024/25 | | | | | 2025/26 | Notes |
|--------------------------|---------|--------|---------|------------|---------|------------|------------|--------------|-------------|---------|-------|
| | Budget | Actual | Budget | Actual YTD | Budget | Actual YTD | Variance £ | EOY Forecast | Expectation | Budget | |
| 1702 Wages | 728 | 867 | 772 | 680 | | | | | | | 0 |
| 1712 Water | 60 | 43 | 60 | 47 | 60 | 34 | 26 | 58 | Under by | 2 | 60 |
| 1713 Rent | 250 | 292 | 250 | 208 | 277 | 115 | 162 | 197 | Under by | 80 | 280 |
| 1736 Grass Cutting | 1500 | 1202 | 1600 | 225 | 1968 | 939 | 1029 | 1610 | Under by | 358 | 2000 |
| 1737 Routine Maintenance | 500 | | 500 | | 500 | | 500 | 0 | Under by | 500 | 500 |
| 1742 Tree Maintenance | 1000 | | 1000 | | 1000 | | 1000 | 0 | Under by | 1000 | 1000 |
| 1743 Tree Planting | 50 | | | | | | 0 | 0 | | | 0 |
| | | | | | | | 0 | 0 | | | 0 |
| | 4088 | 2404 | 4182 | 1160 | 3805 | 1088 | 2717 | 1865 | Under by | 1940 | 3840 |

| | | 2022/23 | | 2023/24 | | 2024/25 | | | | | 2025/26 | Notes |
|--------------------|---------------|---------|--------|---------|------------|---------|------------|------------|--------------|-------------|---------|-------|
| | | Budget | Actual | Budget | Actual YTD | Budget | Actual YTD | Variance £ | EOY Forecast | Expectation | Budget | |
| Income | | | | | | | | 0 | 0 | | 0 | |
| | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Under by | 0 | |
| Expenditure | | | | | | | | | | | | |
| 1820 | Miscellaneous | | | 4000 | 2400 | 2400 | 1387 | 1013 | 1387 | Under by | 1013 | |
| | | | | | | | | 0 | 0 | | 0 | |
| | | 0 | 0 | 4000 | 2400 | 2400 | 1387 | 1013 | 1387 | Under by | 1013 | |

| | | 2022/23 | | 2023/24 | | 2024/25 | | | | | 2025/26 | Notes |
|--------------------|-------------------------------|---------|--------|---------|------------|---------|------------|------------|--------------|-------------|---------|------------------------------|
| | | Budget | Actual | Budget | Actual YTD | Budget | Actual YTD | Variance £ | EOY Forecast | Expectation | Budget | |
| Income | | | | | | | | | | | | |
| | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Under by | 0 | |
| | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Under by | 0 | |
| Expenditure | | | | | | | | | | | | |
| 2036 | Grass Cutting | 300 | 126 | 300 | | 300 | | 0 | | Under by | 300 | |
| 2037 | Routine Maintenance / Repairs | 300 | | 300 | | 16133 | 16133 | 0 | 16133 | Over by | 0 | Path |
| 2038 | Rent | 100 | 95 | 100 | 87 | 100 | | 100 | | Under by | 100 | |
| 2042 | Tree Maintenance | 500 | | 500 | | 500 | | 500 | | Under by | 500 | Tree works expected 2025/26. |
| | | | | | | | | 0 | | Under by | 0 | |
| | | 1200 | 221 | 1200 | 87 | 17033 | 16133 | 900 | 16133 | Under by | 900 | |

| | | 2022/23 | | 2023/24 | | 2024/25 | | | | | 2025/26 | Notes |
|--------------------|--------------------------------|---------|--------|---------|------------|---------|------------|------------|--------------|--------------|---------|-------|
| | | Budget | Actual | Budget | Actual YTD | Budget | Actual YTD | Variance £ | EOY Forecast | Expectation | Budget | |
| Income | | | | | | | | | | | | |
| 12086 | Highway Verges | 2646 | 2865 | 2646 | | 2646 | 6598 | 3952 | 6598 | Over by 3952 | 3000 | |
| | | | | | | | | 0 | 0 | Under by 0 | 0 | |
| | | 2646 | 2865 | 2646 | 0 | 2646 | 6598 | 3952 | 6598 | Over by 3952 | 3000 | |
| Expenditure | | | | | | | | | | | | |
| 12036 | Highway Verges - Grass Cutting | 8200 | 5139 | 8500 | 6038 | 10565 | 8943 | 1622 | 10565 | Under by 0 | 10882 | |
| | | | | | | | | 0 | 0 | Under by 0 | 0 | |
| | | 8200 | 5139 | 8500 | 6038 | 10565 | 8943 | 1622 | 10565 | Under by 0 | 10882 | |

ACCOUNTING STATEMENTS ANALYSIS 2024/25

201 - Fieldpaths

Version 4 - 31st October 2024

| | | 2022/23 | | 2023/24 | | 2024/25 | | | | | 2025/26 | Notes |
|--------------------|---------------|---------|--------|---------|------------|---------|------------|------------|--------------|-------------|---------|-------|
| | | Budget | Actual | Budget | Actual YTD | Budget | Actual YTD | Variance £ | EOY Forecast | Expectation | Budget | |
| Income | | | | | | | | 0 | 0 | Under by | 0 | |
| | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Under by | 0 | |
| Expenditure | | | | | | | | | | | | |
| 2120 | Miscellaneous | 200 | | | | 200 | 245 | -45 | 420 | Over by | -220 | 200 |
| 2136 | Grass Cutting | 1800 | 634 | 1800 | 887 | 2214 | 756 | 1458 | 1296 | Under by | 918 | 2215 |
| | | | | | | | | 0 | 0 | | | 0 |
| | | 2000 | 634 | 1800 | 887 | 2414 | 1001 | 1413 | 1716 | Under by | 698 | 2415 |

NETTLEHAM PARISH COUCNIL

PUBLIC WORKS LOAN BOARD ANALYSIS

| Details | Loan Ref | Loan Amount | Start Date | Balance as at 310824 | Bi Annual Payment | Annual Payment | Interest Rate (%) | Loan End Date | |
|---|-----------------|--------------------|-------------------|-----------------------------|--------------------------|-----------------------|--------------------------|----------------------|---------|
| <i>Purchase of Old School</i> | 480972 | 30000 | 18/05/1998 | 1036.68 | 1132.57 | 2265.14 | 5.875 | 16/02/2024 | Expired |
| <i>Purchase and refurbishment of Old School</i> | 482135 | 30000 | 15/02/1999 | 939.69 | 1005.54 | 2011.08 | 4.5 | 16/01/2024 | Expired |
| Refurbishment of Old School | 482527 | 50000 | 10/05/1999 | 1466.94 | 1706.56 | 3413.12 | 5.875 | 16/01/2025 | Active |
| Renewal of Old School car park | 493465 | 65000 | 18/07/2007 | 39026.10 | 2160.73 | 4321.46 | 5.3 | 16/01/2038 | Active |
| Re-roofing of Village Hall | 498796 | 50000 | 29/07/2011 | 21499.78 | 1890.87 | 3781.74 | 4.39 | 16/07/2031 | Active |
| | | | | 63969.19 | 5758.16 | 15792.54 | | | |

Last Updated: 31st August 2024

**NETTLEHAM PARISH COUNCIL
DRAFT MINUTES OF THE PROPERTY COMMITTEE MEETING
HELD AT THE OLD SCHOOL SMALL HALL, MILL HILL
ON TUESDAY 5 NOVEMBER 2024, AT 7.15 PM**

Present: Cllr D. Newsam (DN) (Chair), Cllr A.Simpson (AS), Cllr C.Johnson (CJ),
Cllr A.Crook (AC)

Also in attendance: Carl Thomas (RFO), Cllr P. McNeill (PM), 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 footpath through Vicars Wood which was resurfaced in September 2023.

The meeting commenced at 7:25pm

1. To Resolve to receive apologies and accept reasons for absence.

Apologies were received from Cllr C.Payne (CP), Cllr A. White (AW),

It was proposed, seconded and

RESOLVED to accept the apologies for absence

2. Disclosure of interests in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations - none

3. The notes of the Property Committee meeting held on 10 September 2024 to be Approved as the minutes.

It was proposed, seconded and

RESOLVED to approve the notes, with a minor amendment (item 16c), of the Property Committee Meeting held on 10 September 2024 as the minutes of the meeting.

4. Financial Matters – (FM)

a) To approve/ratify recent and proposed expenditure.

PROPOSED EXPENDITURE

| | | |
|-------------|---------|---|
| AKO | £375 | Install ACO Channels in Mulsanne car park |
| James Heath | £270.00 | Annual Emergency Lighting check |
| James Heath | £160.00 | Annual Fire Check |
| James Heath | £90.00 | Christmas Tree connection and disconnection |
| James Heath | £65 | Annual PAT Testing |

RATIFICATION OF EXPENDITURE

| | | |
|------------|---------|---|
| Wickes | £62.25 | Paint/ sealant/Wood |
| Wickes | £20.40 | Wood filler |
| Screwfix | £9.30 | Rubber Gauntlets Gloves for Beck & FR WG |
| Wicksteed | £148.15 | Replacement Cradle seat plus shackle bolt and pin |
| Mike Small | £125.00 | Replacement tiles x3 fix failed mortar on verges |
| B Knights | £55.00 | Replacement Bollard for the Village Green |
| 7Amazon | £19.16 | Replacement battery pack for urinal flush OSLH |
| ESPO | £40.00 | New toilet dispenser for Mulsanne pavilion |

It was proposed, seconded and

RESOLVED to approve/ratify recent and proposed expenditure

b) To consider the income and expenditure report at 31/10/24 – noted

5. Facilities Manager Report (for information only)

6. To note the draft 2025-2026 budget and consider any recommendations – (RFO)

NPC Property Committee Meeting – 5 Nov 2024 – Signed: _____ Date: _____

Councillors discussed the proposed budget and made several recommendations:

- Increase of village beck reserves by £2500 to £7500.
- Addition to 2024/25 wish list of notice boardsx4 allowing £1000
- Addition to 2024/25 wish list of hydraulic beck modelling allowing £5000
- Increase postage to £100

7. To receive working group updates and to include: -

a) To resolve to approve or not proposals from the B&FRWG

Members considered the following proposals:

- i. Confirmation match funding would be made available to hydraulically model the VL culverts if the application to WLDC for a grant of up to £5K was successful. I understood NPC had already previously offered funding of at this level but cannot find anything in previous meeting notes to confirm?

It was proposed, seconded and

RESOLVED to recommend to full Council the allocation of a budget to match fund a grant from WLDC for hydraulic modelling, if application successful.

- ii. To propose digging the weed and silt out a minimum of 4m upstream of the VL culverts – in compliance with Beck Management Plan.

It was proposed, seconded and

RESOLVED to engage a contractor to dig the weed and silt out a minimum of 4m upstream of the VL culverts, expenditure approved by RFO (Beck Maintenance). ACTION FM

- iii. To discuss the construction of a raised barrier at the VL Culverts using bricks or a reinforced earthworks to raise the bank height by 250 – 300mm to either side of the Culverts. This is basically to replicate what we did a year ago with sandbags which appeared to stop the Beck overtopping. A gap would be left at the current footpath which in an emergency would be plugged with sandbags or a purpose made barrier. Calculations indicate a circa 15% improvement in capacity of the culverts.

Members discussed the proposal and agreed that further investigation and planning was required

ACTION B&FR WG

- iv. To propose a polite letter is written to the Management of the White Hart to explain NPC volunteers have cleared the weir, excessive weed and rubble at their site and we would be pleased if they would now maintain it in this condition. As the Manager has expressed disappointment with the behaviour of some of his customers, I would also like to ask them to have signs on their property for their customers asking them to respect their neighbours.

It was proposed, seconded and

RESOLVED to write to the Manager of the White Hart to ask them to maintain the beck behind their property ACTION CL/AW

- v. To discuss possible installation of signage to dissuade anti-social behaviour in the Beck upstream from the White Hart, to consider installing some small signs (circa 200mm x 100mm) to provide education re Weil's disease. The sign would simply state 'Caution: Weil's Disease' and a QR cod linked to a specific page on the Nettleham Parish council website advising of sensible precautions to take whilst putting the risk into context/ or some other advisory page.

It was proposed, seconded and

RESOLVED to install some small signs (circa 200mm x 100mm) to provide education re Weil's disease and dissuade anti-social behaviour. ACTION FM/AS

vi. Proposal re availability of sufficient sandbags to be made readily accessible at the Old School. Sandbags are currently stored at Mulsanne Park, as there is insufficient space at the Old School. Members would like to explore the possibility of installing a lockable storage locker in the Old School car park for the storage of aqua sacks.

FM to research availability and cost of installing a lockable storage locker and the purchase of additional aqua sacks (if required). ACTION FM

- vii. New suggested location of level gauge – following removal at Watermill House and incidences of anti - social behaviour.

It was proposed, seconded and

RESOLVED to accept the offer from the residents of 8 The Croft to relocate the gauge board to their property ACTION B&FR WG

- viii. Propose a Review of Beck flow check procedure – simplification – compliance with Beck Management Plan.

A discussion has taken place and there is now a better understanding of Beck flow check procedure

- ix. It is proposed a fund is agreed to purchase drain maps.

Members discussed the need for more accurate drain maps of the beck and surrounding area, which can be purchased from Anglian water. More detail is required about which maps are required.

ACTION CL

- b) A recommendation to HR committee regarding reinstating the role of Village litter/Beck clearance operative.

Members considered the role of a litter picker/beck clearance operative but deferred making a recommendation until a response regarding lone working is received from the H&S consultant.

- c) Field paths Working Group. – notes of meeting 28/10/24

Members noted the verbal and written report, it was confirmed that the Christmas Walk would take place on Sunday 29 December with refreshments provided afterwards at the Old School, Small Hall.

8. To resolve future action regarding moles in the Burial Ground.

Members discussed the issue of moles and agreed to explore other options for discouraging them in the burial ground, such as planting specific species of plants and bulbs along the boundaries.

FM to contact alternative pest control contractors to discuss options

ACTION FM

9. To consider quotes for replacing the fencing at the Tennis Courts and the MUGA.

Members discussed two quotes received for the replacement of the fencing and queried pedestrian access through the main gate.

It was proposed, seconded and

RESOLVED to recommend to full Council to accept the quote from contractor B subject to confirmation that the price includes a pedestrian access gate within the main gates.

ACTION FM

10. To receive and resolve any actions from Draft notes of the meeting of the Mulsanne Park users' group – 2 October 2024

Members noted the verbal and written report.

11. To consider quote for permanent removal of Street Snooker structure.

It was proposed, seconded and

RESOLVED to accept the quote for the removal of the street snooker infrastructure, including returning the area back to its original condition.

ACTION FM

12. To consider quotes for the Tree works in the Swathe following the Tree Survey report and resolve any action.

Three quotes were considered by members.

It was proposed, seconded and

RESOLVED to accept the quote from contractor 3 for tree works (including the bramble patch) in the swathe.

ACTION FM

13. To consider green waste management in the village and resolve any action.

Members discussed the installation of a lockable skip for the disposal of green waste at Mulsanne Park which would be emptied when full. Green waste would have to be cut up before placing in the skip.

FM to investigate further

ACTION FM

14. To discuss the viability of hiring out the meeting room and resolve any action.

Members discussed the viability of continuing to hire out the meeting room at the Old School
It was proposed, seconded and

RESOLVED to stop hiring out the Meeting room with immediate effect, and to amend NPC website
and other information about hiring an NPC venue to reflect this decision.

ACTION ACL

15. The Swathe.

a) To resolve expenditure for the mapping of the new burial site.

The new burial site must be mapped prior to any interments taking place. Members looked at an
example of a map produced for a new cemetery in the area. Quotes from other providers, including
Rialtas (Cemeteries mapping integration?), are required for consideration at a future meeting.

FM to contact suitable contractors for a quote

ACTION FM

b) To resolve any action in relation to the bramble patch and tree maintenance.

Action resolved – see item 12

16. To Discuss Burial Ground issue and resolve any action.

There are five vacant burial plots at the southern edge of the burial ground which are felt to be no
longer suitable for use. Members discussed making them unavailable.

It was proposed, seconded and

RESOLVED to make unavailable burial plots 724-728 and delete them from the burial ground map
and Rialtas (Cemetery Management)

ACTION FM/ACL

17. To adopt the revised Bench Policy.

Members considered the revised Bench policy specifically the implementation of a waiting list moving
forward.

It was proposed, seconded and

RESOLVED to adopt the revised Bench Policy.

The issue of bench style and composition was raised by Cllr Simpson, as both wood and recycled
benches have been installed in village.

It was proposed, seconded and

RESOLVED to recommend to full Council that consideration is given to standardising memorial
benches.

18. Future Agenda items:

19. Date of next meeting:

The next meeting of the Parish Council's Property Committee will be held on 3 December 2024
Mulsanne Pavilion, Field Close, Nettleham. **Please email items for the agenda and relevant
paperwork for the next meeting by Tuesday 26 November 2024 for inclusion on to the Property
Committee Agenda.**

Meeting closed at 9.30pm

19.11.24

Item 8b

Contractor A

Further to your recent enquiry, please see below quotation for sports court fencing re-fresh:

MUGA Court:

- Takedown and dispose of all existing chain-link wire, retaining existing posts
- Supply and install 3.90 high PVC green coated chain-link c/w new line wires and ferrule winders as required
- Re-clad 2no. existing pedestrian gates with new netting to match

£14857.50 + VAT including all labour, materials and waste disposal.

Tennis Court:

- Takedown and dispose of all existing chain-link wire, retaining existing posts
- Supply and install 2.7m high PVC green coated chain-link c/w new line wires and ferrule winders as required
- Re-clad 2no. existing pedestrian gates with new netting to match
- Supply and install 1no. set of new vehicle gates 3.6m W x 2.7m H

£11,146.10 + VAT including all labour, materials and waste disposal.

Regarding the new gates on the above court, this could have a wicket gate included in one of the leaves for an extra of £750.00 + VAT, if required.

Total cost

£26,753.60 +VAT

Contractor B

Nettleham Parish Council – Tennis Courts and MUGA.

This quote includes: Chain link fencing, **Metal extension posts**, Strainers, Straining wire, Gates, Drill bits, Fencing clips, Labour.

Total £6954.00 + VAT



DONATED BENCH SEATS POLICY

1. Nettleham Parish Council currently maintains around 55 benches (Sept 2021) many of which have been donated to the Council over many years and are in varying degrees of condition.
2. Insurance cover for damage, loss or destruction of benches is included in the Council's policy, although limited, as the insurers initial excess charge is currently set at £125.00 and is subject to change.
3. Generally, the Council does not cover the cost to replace existing benches and does not generally accept requests to site additional benches – unless, following survey the need for a new bench is identified.
4. A survey of all benches is generally carried out annually (usually between May - September) and the following action(s) will be taken by the Council, as identified - **although our actions are subject to the availability of staff resources:**
 - General clean and paint treatment carried out where required;
 - Identified repairs to be undertaken;
 - Or if beyond repair or the cost to repair the bench is more that 50% of its replacement cost - see section 5 & 6 below
5. The Council will not generally cover the cost to replace benches which are lost, damaged beyond repair or not within reasonable repair costs.
 - In such circumstances, the donor of the seat will be notified and may be offered the opportunity to provide a replacement bench;
 - The Council will also maintain a list of residents who have expressed an interest in donating a bench (in date order of receipt of their written request);
 - Where it is not possible to contact the bench donor, the bench will be removed and disposed of - and the plaque retained at the Council Store for up to five years;
 - In this event, the Property Committee may approve a replacement bench, from a new donor, (with full replacement costs being met at the new donor's expense). Donor applications will be considered, in the date order received.
 - The potential donor will be contacted and if they still wish to donate a bench the request will be included as a Property Committee agenda item, to seek approval.
6. Any replacement bench needs to be agreed and approved by the Property Committee and will be provided, generally, in line with the following specification:
 - a) **Heavy Duty Recycled plastic or composite** (incorporating sawdust) plastic fully assembled; ideally classic style with smoothly contoured scrolled arms; 100 x 50mm min. bullnose planks with heavy duty frame/legs/arm supports which can be galvanised/stainless steel with powder coat finish; colour brown/timber effect – support frame can be black; 4no. feet fixing brackets with associated screws and plugs for fixing to concrete - **e.g. type similar to Type B in photograph shown overleaf.**
 - b) **Heavy Duty Timber benches - hardwood and from sustainable sources** (FCS Certified Hardwood) fully assembled: classic style with smoothly contoured scrolled arms with clear stain finish; 75mm thick min. material for arm and leg sections; 36mm thick min. rails – top rail 90mm for memorial plaque; 4no. feet fixing brackets with associated screws and plugs for fixing to concrete - **e.g. type similar to Type A in photograph overleaf.**
 - c) **Bench Size** generally 1800mm long (although similar to one being replaced and to suit existing base) x 900mm min. high; Seat 500mm min. deep and backrest 420mm min high – height of seat from base to be 480mm.
 - d) **Memorial** plaques to be brass and a maximum size of 150mm x 60mm with the maximum number of words being 15.

7. The full cost for replacing the bench must be borne by the donor. Following approval by Property Committee, the donor will be invoiced and payment must be received, in full, before the Council places the order for the replacement bench.
8. Alternatively, if it is agreed that the donor can provide the bench, the Property Committee will need to approve the type, supplier, specification and timescales, prior to it being ordered and delivered to the bench site (or Council premises). The associated fixings will also need to be supplied by the donor. The bench will then be fixed in position by the Council.
9. Once a seat has been installed it becomes the property of the Council. The Council then takes liability and responsibility for all maintenance requirements, in line with section 5 shown overleaf. No maintenance of any kind should be undertaken by the donor, their family or their representatives without prior agreement of the Council.

TYPICAL BENCHES

TYPE A - Hardwood (Heavy Duty) Bench



TYPE B - Recycled Plastic (Heavy Duty) Bench



Approved & adopted at meeting of Nettleham Parish Council – 19.10.21 minute 146/21(a)



NETTLEHAM PARISH COUNCIL HIGHWAYS WORKING GROUP

TERMS OF REFERENCE

Lead Parish Councillor: tbc

(Membership: Councillors Simpson, Payne, Newsam and Johnson)

1. Purpose

The purpose of the speed monitoring Working Group is to:

- Develop a traffic calming plan for the centre of Nettleham Village, which once approved by the Parish Council will be suggested to Lincolnshire County Council.
- Liaise directly with the Lincolnshire County Councillor or the appropriate Officers regarding any highway's issues brought to the attention of the Parish Council by residents.
- Build relationships with other responsible bodies, to work towards positive outcomes.

It is important to acknowledge that this Working Group will consider matters beyond the scope and authority of the Parish Council. While both the Working Group and, by extension, the Parish Council will make every effort to advocate and engage with the appropriate authorities, they hold no authority to independently act on such matters. Any action will be contingent upon the cooperation and responsiveness of the relevant authorities.

2. Management

The Working Group will be administered by the lead Parish Councillor.

The Working Group is solely responsible to Nettleham Parish Council.

The Working Group's scope is defined and agreed in these Terms of Reference by the Parish Council which may vote, at any time, to modify the Working Group's scope.

3. Meetings and reporting

The Working Group will meet as required. Meetings will be called at the discretion of the lead Parish Councillor.

The lead Parish Councillor will chair meetings of the Working Group. Notes of all meetings will be taken and subsequently reported to Nettleham Parish Council.

Progress reports, ad hoc actions and items for substantive debate will be brought to Nettleham Parish Council as necessary.

4. Membership of the Working Group

At a minimum the Working Group will consist of the lead Parish Councillor and one other Parish Councillor. However, the Working Group may have a broader membership, including members of the public if required.

Additional members of the group – Nettleham Parish Councillors, Councillors from other authorities or members of the public – may be co-opted at the discretion of the Lead Councillor.

5. Subgroups

Subgroups of this Working Group can be created if necessary. These are expected to be task and finish groups focused on specific topics.

6. Authority to spend

A Working Group or Single Councillor cannot legally hold authority to incur expenditure however, where expenditure falls within the approved Council budget and the delegation limits contained within the Parish Council Financial Regulations the Clerk/ RFO or Facilities Manager (as appropriate) in conjunction with the Lead Councillor may authorise expenditure and report retrospectively to the Parish Council. Any expenditure outside of the approved council budget must be agreed by Full Council.

7. Working Group scope

The Working Group will deliver its outcomes by: -

- a) Setting up task and finish groups as necessary.
- b) Working with other Parish Council Committees and Working Groups as necessary.
- c) Building relationships with other local organisations and relevant representatives of Principal Authorities working and meeting with them as necessary.
- d) Acting within the Parish Council's Financial Regulations and Standing Orders.

8. 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

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).
- 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

DRAFT

We were dismayed to see the leaf blower clearing the leaves off the Green in order that it can be a 'neat freak' like everyone else.

Leaves provide vital nutrients for grass and soil and also harbour small insects for birds.

I got off the bus on Friday and the smell of petrol was choking. In order to gain some false impression for the Remembrance Service, all hell was let loose on the Green.

The carpets of autumn leaves are beautiful and are a wonderful backdrop to the day. What on earth is wrong with you all. I never cease to be baffled by your behaviour. If people complain tell them to get a life and buck the trend. Does anyone on the Council ever say 'No we are not going to do that.'

I well remember one year on around 5 December people were strimming the churchyard. Utterly mind boggling.

I quote below a paragraph from a forestry charity.. In these dreadful days of all nature declining this action is pathetic and unnecessary.

We have regular jackdaws on the Green who are always looking round the insects.

.....

For centuries, the natural process of trees shedding leaves has played a vital role in ecosystems, providing shelter for wildlife and enriching the soil. This annual cycle, a hallmark of autumn, has not only been crucial for maintaining ecological balance but also for fostering biodiversity. Leaves that fall to the ground decompose, returning vital nutrients to the soil, and offering a habitat for numerous small creatures. However, the advent of leaf blowers in modern times has significantly disrupted this natural cycle. While these tools offer efficiency in garden maintenance, their widespread use raises substantial environmental and health concerns. The impact of leaf blowers extends beyond mere convenience, posing a challenge to the delicate balance of our ecosystems and the well-being of our communities.

Name supplied

Corrected to Thursday by follow up email