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NETTLEHAM PARISH COUNCIL

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**A MEETING OF THE PARISH COUNCIL
WILL BE HELD ON TUESDAY 24 JUNE 2025, 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 Annual Meeting held on 20/05/2025 as the minutes of the meetings.**
- 4. Co-option**
 - To allow the candidate for co-option to address the council and answer any questions from councillors.
 - To RESOLVE to co-opt a Parish Councillor to one of the four current vacancies.
- 5. To NOTE the Clerk's report.**
- 6. Planning Matters:**
 - a) To RESOLVE responses to West Lindsey District Council in relation to the following planning application(s):
WL/2025/00564 **LAND EAST OF BROOKFIELD AVENUE NETTLEHAM LN2 2TB - Outline planning application for up to 57no. dwellings with access to be considered and not reserved for subsequent applications**

WL/2025/00580 **LAND AT CRICKETERS DRIVE NETTLEHAM LINCOLN LN2 2GS- Planning application to erect 1no. dwelling.**

WL/2025/00600 **LAND OFF WOLSEY WAY (PHASE 4A) NETTLEHAM FIELDS LINCOLN - Reserved Matters Application for development of 374 houses with roads, hard and soft landscaping and open space provision (granted outline W65/566/95) being variation of condition 3 of planning permission 120310 granted 8 October 2008 – amendments to change the layout, house types, housing mix and increase the dwellings number of phase 4A from 11 to 16 (Overall development to remain at 374 dwellings).**

WL/2025/00595 **6 THE CRESCENT NETTLEHAM LINCOLN LN2 2SN - Planning application for proposed replacement single storey detached bungalow**

- b) Any other planning matters, including any applications received after the agenda was published.
 - Request for names for the new development on the former Linelands site (Orchard Place suggested)
 - WL/2024/00036 Land south of Barfield Lane Reepham Lincoln- Appeal Notice Rule 6 status
7. Committees: Property, to note the notes of the meeting held on 10.06.25 & and RESOLVE any action in relation to the recommendations of the committee:
 - a) To appoint a contractor to undertake Beck Maintenance
 - b) To approve expenditure of up to £12000 plus VAT for Fire Doors and Patio at Mulsanne & to delegate selection of the contractor/s to the Facilities Manager in consultation with Cllr D Newsam (subject to the receipt of the required number of quotes)
 - c) Purchase from CIL funds of two outdoor table tennis tables.
 - d) To add the suggested items to the list for future CIL expenditure
8. Working Groups:
 - Conservation – to NOTE the notes of a recent meeting with representatives of Lincolnshire Co-op.
 - Climate Change - suggested changes to Terms of Reference and updated Strategy for approval.
9. To RESOLVE to adopt the draft Health & Safety Policy.
10. To RESOLVE that the delegation to the Clerk (20.05.2025 11b) regarding Tree work at Mulsanne Park be delegated to the Facilities Manager.
11. Correspondence to be noted or for response:
 - a) COBRA WARRIOR
 - b) Estate off Scothern Road
 - c) Riverdale Management plan x2
 - d) Fire Risk Bill Baileys
 - e) Litter Bin Co-Op Car Park
12. Risk Management (No decisions to be made)
13. Financial Matters
 - a) To NOTE AND RATIFY the pre-approved payments made since the last meeting and to RESOLVE to approve the schedule of accounts for payment.
 - b) To NOTE the Full and Summary Income & Expenditure Reports as at 31.05.25. and to NOTE the Council's Bank Account & Earmark Reserves balances at 31.05.25.
 - c) To RECEIVE AND NOTE the Annual Internal Audit Report.
 - d) To RESOLVE responses to the Annual Governance Statement.
 - e) To CONSIDER, APPROVE AND SIGN the Accounting Statements 2023/24.
 - f) To NOTE that the period for the exercise of public rights will be 30.06.2025 to 08.08.2025
 - g) To RESOLVE to remove L. Waller from all bank account mandates.
14. Date of Next Meeting of the Parish Council and Any Future Agenda Items –this has been arranged for Tuesday 22nd July 2025 , 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 14/07/2025)*
15. 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.

- 16. HR Committee - to note the notes of the meeting held on 10.06.25 and the confidential report to Council & RESOLVE any action in relation to the recommendations of the committee: (Exclusion of public and press recommended due to personal staff data)**
- a) Increase future Clerk's notice period to 3 months.
 - b) To appoint Carl Thomas as Acting Proper Officer until a new Clerk is in place.
- 17. Riverdale - To consider any action in relation to an unlawful act and RESOLVE any measures required in relation to the currently approved management plan. (Exclusion of public and press recommended due to risk of defamation or prejudice to future legal action)**



Lucy Waller, Clerk to the Parish Council 19/06/2025

**NETTLEHAM PARISH COUNCIL
DRAFT MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD AT THE SMALL HALL, THE OLD SCHOOL, NETTLEHAM
ON TUESDAY 20 MAY 2025, AT 7.30PM**

Present Councillors: Cllr Mrs A. White (Chairman), Cllr P. McNeill (Vice-Chair),

Cllr D. Newsam, Cllr A. Simpson, Cllr A. Crook, Cllr C. Johnson,

Also in attendance: Cllr J. Barrett & Cllr F. Brown of West Lindsey District Council, Lucy Waller (Parish Clerk),

Councillors not present: Cllr C. Payne & Cllr K. Swain

The public session commenced at 7.15pm

In addition to the previously circulated written report from the West Lindsey District Councillors, members noted an update of new signage to discourage littering from cars. Councillor Barrett informed those present that a recent community litter pick attended by himself and Councillor Brown had been well attended

There being no further matters for the public session the meeting commenced at 7.20pm

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

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

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

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

It was **Resolved** to elect Councillor P. McNeill as the Vice –Chair

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

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

Apologies were received from Councillors Payne and Swain. It was **RESOLVED** to accept the reasons for absence. Members also noted apologies from Councillor J. Brockway of Lincolnshire County Council

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

Cllr D Newsam highlighted that he was named on the payment list and that he had an interest as the submitter of the grant application for consideration at item 7e of this agenda.

5. To RESOLVE to approve the notes of the Parish Council's Meeting held on 15/04/2025 as the minutes of the meeting.

It was **RESOLVED** to approve the notes of the Parish Council's Meeting held on 15/04/2025 as the minutes of the meeting.

6. Clerk's report.

Members noted the circulated report and the verbal update that no election had been requested in respect of the vacancy due to the resignation of J. McGuire.

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.

It was **RESOLVED** to NOTE AND RATIFY the pre-approved payments made since the last meeting and to **RESOLVE** to approve the schedule of accounts for payment as shown in APPENDIX A of these minutes.

b) To NOTE the Full and Summary Income & Expenditure Reports as at 30.04.25 and the Council's Bank Account & Earmarked Reserves balances at 30.04.25.

The Full and Summary Income & Expenditure Reports as at 30.04.25. and the Council's Bank Account & Earmarked Reserves balances at 30.04.25. were noted

- c) **To NOTE Council expenditure incurred under s.137 Local Government Act 1972 – for 2024/25**

Members noted the Council expenditure incurred under s.137 Local Government Act 1972 – for 2024/25 and that this hadn't exceeded legal limits.

- d) **To RESOLVE to pre-approve regular automated payments (by electronic payment or Direct Debit) for the municipal year 2025 -2026.**

It was resolved to pre-approve regular and automated payments for the municipal year 2025 - 2026. As shown in APPENDIX B of these minutes.

- e) **To RESOLVE a response to a Grant Request of £495.60 for the Village Carnival**

Councillor D. Newsam gave a brief introduction of this item and then left the meeting.

It was **Resolved** to award a grant of **£495.60 for the Village Carnival** (Expenditure under LGA1972 s.145)

Councillor D. Newsam rejoined the meeting.

Action point: RFO to arrange payment.

- f) **To consider a proposal for CIL expenditure of Approx £4280.00 for a storage container at Mulsanne Park and RESOLVE any action.**

It was **RESOLVED** to approve CIL expenditure of approx. £4280.00 for a storage container at Mulsanne Park subject to confirmation of that this is acceptable use of CIL funds from the West Lindsey District Council CIL officer.

Action Point: Clerk to seek confirmation regarding acceptable use of CIL funds.

8. Planning Matters

- a. **To RESOLVE a response to West Lindsey District council regarding the below planning applications:**

WL/2025/00402. Planning application for the erection of 5no. dwellings. LAND SOUTH OF WRAGBY ROAD EAST NORTH GREETWELL LINCOLN LN2 4QZ

WL/2025/00427. Planning application to erect 2no. dwellings being variation of condition 2 of planning permission 146221 granted 31 March 2023 - amended site plan to show new location of the access. LAND NORTH OF WRAGBY ROAD EAST, NORTH GREETWELL LINCOLN LN2 4RA

It was **RESOLVED** to submit no objections /comments to either application

- b. **Any other planning matters, including any applications received after the agenda was published.**

It was noted that a planning application received late on the day of the meeting requiring a response prior to the next meeting would be circulated for comment in accordance with the Planning Response Policy.

9. Annual Council Matters

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

It was **RESOLVED** to make the appointments as set out in APPENDIX C of these minutes.

- b) **Review of delegation arrangements to Committees & staff**

It was **RESOLVED** to reapprove the delegation arrangements as per the circulated report.

- c) **Review of the Council's Risk Register**

It was noted that the Risk Register had been reviewed by the RFO, and no changes were recommended. It was **RESOLVED** to readopt the Risk Register as circulated.

- d) **Review of the Council's Assets Inventory including land, buildings and equipment**

It was noted that the Asset Register had been reviewed and updated by the RFO and any changes since the last annual meeting were highlighted in red. A query was raised regarding a Speed

Indicator Device that appeared to be missing from the Asset Register. It was **RESOLVED** to approve the Asset Register as circulated subject to the addition of the Speed Indicator Device.

Action point: RFO to add the Speed Indicator Device to the Asset Register

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

It was **RESOLVED** to renew the insurance cover with Clear Councils at a cost of £5790.00. The Clerk was asked to investigate the extent of tool usage covered by the insurance for Councillors and Volunteers and if the cover could be increased to include power tools.

Action Point: Clerk to investigate the extent of tool usage covered by the insurance for Councillors and Volunteers and if the cover could be increased to include power tools.

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

It was **RESOLVED** to continue the membership of other bodies and annual subscriptions as per the circulated report.

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

It was **RESOLVED** to adopt the changes to the Standing Orders and Financial Regulations as recommended by officers in the circulated report.

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

Capability Procedure, Data Breach Policy, Data Protection Policy, Dignity at Work/Bullying and Harassment Policy, Disability Discrimination Policy, Disciplinary Policy, Equal Opportunities Policy, Grievance Procedure, Handling Freedom of Information Requests Policy, Lone Working Policy & Procedure, Media Policy, Privacy Policy, Privacy Notice – general, Privacy Notice - Staff, Cllrs & Volunteers, Publication Scheme (Freedom of Information), Records Retention Policy, Complaints Policy & Procedure, Councillors Code of Conduct, Staff Recruitment Policy, Subject Access Request Procedure, Training & Development Policy, Vexatious and Habitual Requests and Complaints Policy, Whistleblowing Policy, Home Working, CCTV Policy and Impact assessment.

It was noted that the new amended Health & Safety Policy was being checked by the advisor and adoption was deferred to a future meeting.

Action Point: Clerk & Staff to update policies accordingly and republish

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

It was **RESOLVED** to approve the Terms of Reference - Parish Council Working Groups & Committees unchanged.

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

The time and place of ordinary meetings of the Council and Property Committee up to and including the next annual meeting of the Council were **RESOLVED** as shown in APPENDIX D of these minutes.

10. Working Groups (to RESOLVE any action in relation to the proposals of):

Nettsafe- integrated traffic plan

It was **RESOLVED** to submit the suggested integrated traffic plan to Lincolnshire County Council

BFRWG – Weil's Disease signage (remove and replace with information on notice boards).

Members noted that the warning signage had been publicly criticised and that upon reflection the Working Group felt that an information poster on Council notice boards with greater information would be more appropriate than the signage without context.

It was **RESOLVED** to remove the Weil's Disease signage and place information posters on the notice boards. (Cllrs White and McNeill abstained from the vote)

Action Point: BFRWG to produce appropriate posters

11. Urgent Property matters:**a. Riverdale no mow / reduced mow proposals – Resolve action**

Members noted the feedback from public consultation received and **RESOLVED** to adopt the proposed management plan including no mow / reduced mow with the addition of a mown strip along the boundary adjacent to 10 Ash tree Avenue and the removal of any stipulation as to which contractor will or will not be used. (Cllr Newsam abstained from the vote).

Action Point: Cllr C. Johnson to update the management plan accordingly.

b. To resolve to delegate to the Clerk in conjunction with the Chairs of Council and Property Committee to approve necessary expenditure to address tree works required at Mulsanne Park, including authority to exceed annual budget and utilise EMR for tree works, subject to obtaining 3 quotes.

In an amendment to the original item it was **RESOLVED** to delegate to the Clerk in conjunction with the Chairs of Council and Property Committee and *Cllr C. Johnson* to approve necessary expenditure to address tree works required at Mulsanne Park, including authority to exceed annual budget and utilise EMR for tree works, subject to obtaining 3 quotes.

Action Point: Clerk to seek quotes and query with RFO the amalgamation of all tree budgets to a single coding and an increase to budgets in future years.

12. Correspondence (to be noted or for response)**a. Request to place an additional memorial plaque on a bench.**

It was **RESOLVED** to approve the request subject to the Clerk approving the final design.

b. Mobile catering trailer Mulsanne

It was **RESOLVED** to approve the request subject to receipt of all appropriate documentation and a site fee of £20 per visit.

c. Request for a Head Microphone at the old school

It was **RESOLVED** to approve the request with authorised expenditure up to £300 subject to further investigation of requirements and compatibility with existing systems. It was noted that if the use of the portable PA equipment was required this must be booked separately with the office.

Action Point: Cllr P. McNeill to liaise with requester to determine need and compatibility with existing systems.

Action Point: Clerk to respond to senders.

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

This has been suggested for Tuesday 24th June 2025 at the Small Hall, Mill Hill, Nettleham

It was noted that the next meeting of Council would be Tuesday 24th June 2025, and the next Property Committee would be on the 10th June 2025.

Items for the next Property Committee highlighted were CIL expenditure on Outdoor Table Tennis equipment and a Sports Wall

14. Risk Management

No items highlighted.

15. 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.

It was **RESOLVED** 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.

Members of the public left the meeting

16. Staffing matters (Exclusion of Public and Press recommended due to staff data)

- Receive the recommendations of the interview panel and resolve any action.
It was **RESOLVED** to adopt the confidential recommendation of the Interview Panel and make an offer of employment.
- To RESOLVE if any further action is required during the temporary staffing shortfall/ Recruitment.
It was **RESOLVED** to continue the temporary public opening hours of the Parish Office until further notice.

17. Contractor matter (Exclusion of Public and Press recommended due to commercially sensitive data)

Members noted the confidential report, and it was **RESOLVED** to adopt option A of the report and authorise the Clerk to incur expenditure of up to £1000.

The meeting closed at 9.07pm

APPENDIX A - Schedule of Payments May 2025

Invoice Date	Ref	Supplier	Nett	VAT	Total
10/04/2025	436	ACTIVE8	51.55	10.31	61.86
09/04/2025	437	WLDC	91.67	18.33	110.00
09/04/2025	438	WLDC	91.67	18.33	110.00
10/04/2025	439	RUDIE	720.00	144.00	864.00
07/04/2025	440	RETFORD	53.55	10.71	64.26
08/04/2025	441	KONICA	79.35	15.87	95.22
08/04/2025	442	PKFLITTLE	2538.25	507.65	3045.90
11/04/2025	443	RIALTAS	872.00	174.40	1046.40
08/04/2025	445	MIDLINCSROOF	195.00	39.00	234.00
30/04/2025	446	ACTIVE8	29.26	5.85	35.11
29/04/2025	447	JSFHOOO	40.00	0.00	40.00
30/04/2025	448	EXECUTIVE CLEANING	700.00	0.00	700.00
30/04/2025	449	LINC WEB DESIGN	171.00	0.00	171.00
30/04/2025	450	CONTINENTAL	3127.65	625.53	3753.18
24/01/2025	451	LALC	175.00	35.00	210.00
05/05/2025	452	NETTLEHAMFC	534.00	0.00	534.00
08/05/2025	453	ESPO	133.90	26.78	160.68
07/05/2025	454	CROPPER	1300.00	0.00	1300.00
07/05/2025	455	ACTIVE8	51.55	10.31	61.86
TOTAL INVOICES			10955.40	1642.07	12597.47

02/04/2025	CB335	Indeed	99.76	0	99.76
02/04/2025	CB336	Gopak Folding Tables	223.86	44.73	268.39
02/05/2025	CB337		31.08	6.21	37.29
04/04/2025	CB338	Co Op Bank	13.96	0	13.96
11/04/2025	CB339	Smartest Energy	168	8	160
11/04/2025	CB340	Smartest Energy	102.86	5.14	109
07/04/2025	CB341	BT	92.78	18.56	111.34
10/04/2025	CB342	Petty Cash	100	0	100
10/04/2025	CB343	Allen Signs	203.2	40.64	243.84
15/04/2025	CB344	Smartest Energy	113.84	5.69	119.53
15/04/2025	CB345	Smartest Energy	440.57	88.11	538.68
15/04/2025	CB346	Smartest Energy	275.65	13.78	289.43
17/04/2025	CB347	Octopus Energy	115.45	6.08	121.53
23/04/2025	CB348	Peninsula	169.43	33.89	203.32
22/04/2025	CB349	Fleetdrive	306	61.19	367.19
22/04/2025	CB350	EE	100.98	20.2	120
22/04/2025	CB351	Personnel Advice	100	20	120
23/04/2025	CB352	VATix	51.1	10.22	61.32
23/04/2025	WAGES	Wages	9349.28	0	9349.28
25/04/2025	CB353	Amazon	10.3	2.06	12.36
30/04/2025	CB354	BT	133.59	26.72	160.31
30/04/2025	CB355	Dataplan	65.79	13.16	78.985
30/05/2025	CB356	Unity Bank	14.4	0	14.4
06/05/2025	CB357	Indeed	48.43	0	48.43
06/05/2025	CB358	AVQ Software	93.95	0	93.95
08/05/2025	CB359	BT	99.49	19.9	119.39
02/05/2025	CB360	Co Op Bank	13.82	0	13.82
TOTAL CASHBOOK			12537.57	444.28	12975.51

TOTAL PAYMENTS	23492.97	2086.35	25572.98
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APPENDIX B - regular and automated payments for the municipal year 2025 -2026.

Supplier Name	Method	Details
Salaries	BACS	Nett Salaries
PAYE	Direct Debit	Income Tax/NIC
LSPS Pension	Direct Debit	Pension Contributions
Nest Pension	Direct Debit	Pension Contributions
IRIS Payroll	Direct Debit	Payroll administration
BT Group	Direct Debit	Broadband
VAT Ix	Direct Debit	Lone working app
Personnel Advice & Solutions	Standing Order	Personnel advice
EE	Direct Debit	Mobile telephone
Executive Cleaning	BACS	Cleaning services
Lincoln Web Design	BACS	IT Services/Office 365
Active 8	BACS	Telephone
Energy / Old School Small Hall	Direct Debit	Gas / Electricity
Energy / Old School Large Hall	Direct Debit	Gas / Electricity
Energy / Mulsanne Park & Pavillion	Direct Debit	Gas / Electricity
Energy / Parish Office	Direct Debit	Gas / Electricity
Unity Bank	Direct Debit	Bank charges
Co Op Bank	Direct Debit	Bank Charges
Konica Minolta	BACS	Photocopier
Fleetdrive Management	Direct Debit	Vehicle lease
Anglian Water / Old School	Direct Debit	Water
Anglian Water / Mulsanne	Direct Debit	Water
Anglian Water / Office	Direct Debit	Water
Peninsula Solutions	Direct Debit	H&S Services

All payments are variable aprt from Personnel Advice & Solutions

APPENDIX C – Appointments

PARISH COUNCIL COMMITTEES & WORKING GROUPS 25-26

Committee	Property Committee:	Finance Committee:	HR Committee:
Required number of members as per TOR:	5 Councillors <i>The Council Chairman and Vice Chair are historically ex-officio (no voting rights) in addition to the 5</i>	4 Councillors including the Chairs of the Council, HR Committee and Property Committee.	3 Councillors <i>(In line with best practice the Chairman of the Council does not currently sit on the HR Committee but is available as a substitute).</i>
Membership/notes:	Cllr D Newsam Cllr A Simpson Cllr A Crook Cllr C Johnson Cllr C Payne	Chair of the Council – Cllr A White Chair of Property Committee TBC Chair of HR Committee TBC VACANCY	Cllr C Johnson Cllr A Simpson Cllr P McNeill (Sub – Chair of Council)

Working Group:	Nettsafe Highways Working Group	Emergency Plan Working Group (defunct)	Conservation Working Group	Climate Change Working Group	Speed Monitoring Working group
Required number of members as per TOR:	2 Councillors plus any co-opted non councillors or councillors	Not specified but lead councillor required:	2 Councillors plus any co-opted non councillors or councillors	2 Councillors plus any co-opted non councillors or councillors	2 Councillors plus any co-opted non councillors or councillors
Current Membership/notes:	Cllr A Simpson (Lead) Cllr A White Cllr D Newsam Cllr K Swain	VACANCY Lead Councillor required	Cllr A Simpson (Lead) Cllr A White	Cllr C Johnson (Lead) VACANCY	Cllr C Payne (Lead) Cllr A Crook

The Council Chairman and Vice Chair are historically ex-officio (no voting rights) on all Parish Council Working Groups & the Property Committee (unless otherwise included in membership).

Tree Application Volunteer – Su Colman

PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES – 2025/26

VILLAGE HALL COMMITTEE (1 representative)
Cllr C Johnson / Cllr P McNeill (Sub)

APPENDIX D – Ordinary meetings of the Parish Council and Property Committee 2025-2026

Month	Property Committee	Parish Council	Notes
June 2025	10 June	24 June	OS (SH)
July 2025		22 July	OS (SH)
August 2025			No Meetings
Sept 2025	9th Sept	23 Sept	OS (SH)
Oct 2025		21 Oct	MP
Nov 2025	4 Nov	18 Nov	MP
Dec 2025	2 Dec	16 Dec	MP
Jan 2026		27 Jan	MP
Feb 2026	3 Feb	24 Feb	Prop C MP PC OS (SH)
Mar 2026	3 Mar	17 Mar	OS (SH)
Apr 2026	14 Apr	28 Apr * Old School Large Hall	*Full Council (7.15) & Annual Parish Meeting Time TBC
May 2026	5 May	19 May*	*Annual Council Meeting (ACM)-

At Old School , Small Hall (OS SH) except April Council / APM and Mulsanne Pavillion in Winter Months Marked as MP.

Public session 7.15 pm Meeting Start 7.30pm Time of Annual Parish Meeting to be confirmed

NPC Clerk's Report - Action Log

Key: Green – complete Amber - in progress Black - outstanding				
Minute No	Action	Assigned to	Notes	Status
NPC Full Council 24/09/2024				
<u>6</u>	<i>Clerk to arrange Allotment Software purchase as appropriate.</i>		In progress as required - details left in Clerk handover file	In progress
<u>7</u>	<i>H&S Working group to review policy.</i>	<i>WG</i>	Policy on this agenda	Complete
NPC FULL COUNCIL 21/01/2025				
<u>8</u>	<i>Facilities Manager/Clerk to arrange base including liaising with the Landowner & residents, purchase and installation of the bench and plaque.</i>	<i>FM</i>	Base re installed, expected project end date 20.06.2025	In progress
<u>10</u>	<i>Clerk to order photo ID for Councillors and Staff, Councillors and staff to provide a photo. & 12 Generic Councillor Badges</i>		Generic badges arrived – details of ID badges left in Clerk handover file.	Ongoing
NPC FULL COUNCIL 25/02/2025				
<u>10</u>	Future Agenda items - Arrangements to deal with temporary staffing shortfall		On all Council agendas going forward	Ongoing
NPC FULL COUNCIL 18.03.25				
<u>c</u>	<i>progress transfer of new allotments</i>		Chased with Solicitor 10.06.2025 details left in Clerk handover file	Ongoing
	<i>Chair to liaise with local Parish Councils with a view to arranging a meeting to take place after the local elections in May 2025.(Inter parish Highways meeting</i>	<i>Chair</i>		

NPC FULL COUNCIL 15.04.25				
<u>4</u>	<i>ACTION POINT: RFO to liaise with the contractor for the repairs to the Beck Path drainage channels and the Co-op notice board, to expedite works.</i>	<i>FM</i>	<i>Noticeboard on hold – awaiting instruction from Co-op. Beck Path drainage channels – these items passed to new FM</i>	<i>Ongoing</i>
<u>6e</u>	<i>ACTION POINT: Clerk to arrange larger bin and base & enquire if the smaller plastic bin could be retained by the council to replace the one vandalised in Bill Baileys and / or if a larger bin could be installed in Bill Baileys.</i>		<i>Base installed - bin on order by WLDC. Permission to retain small bum and install at Bill Baileys received - details left in Clerk handover file</i>	<i>Ongoing</i>
<u>7a</u>	<i>ACTION POINT: Proposers of short-term CIL expenditure suggestions to bring further details including costings to the next available Property Committee for consideration. Chair to raise the usage of the Police Field with the Estate Manger when they next met.</i>	<i>Proposers /Chair</i>		<i>Complete</i>
<u>7b</u>	<i>ACTION POINT: RFO to make the banking alterations as per the resolved investment strategy</i>	<i>RFO</i>	<i>Transfers made to existing account – new account opening in process</i>	<i>Ongoing</i>
<u>10</u>	<i>ACTION POINT: Clerk to book space Cllrs McNeill & Swain (with Cllr Johnson) to organise Carnival presence.</i>	<i>Cllrs McNeill & Swain (with Cllr Johnson)</i>	<i>Email sent to carnival team 24.4.25- booking form completed</i>	<i>Ongoing</i>
<u>11</u>	<i>ACTION POINT: Clerk to arrange donation of Basketball Nets & Bench (subject to the waiting list).</i>		<i>Basketball net sorted – bench offered to waiting list 29.04.25 – declined, offer made to original requester 15.05.2025 no response received to date</i>	<i>Ongoing</i>

NPC Full Council 20.05.25				
<u>7e</u>	<i>Action point: RFO to arrange grant payment.</i>	<i>RFO</i>		Ongoing
<u>7f</u>	<i>Action Point: Clerk to seek confirmation regarding acceptable use of CIL funds.</i>	<i>Clerk</i>	Confirmation received that CIL FUNDS CAN BE USED FOR A Shipping container	complete
<u>9d</u>	<i>Action point: RFO to add the Speed Indicator Device to the Asset Register</i>	<i>RFO</i>		Complete
<u>9e</u>	<i>Action Point: Clerk to investigate the extent of tool usage covered by the insurance for Councillors and Volunteers and if the cover could be increased to include power tools.</i>	<i>Clerk</i>	See email circulated 03.06.2025	Complete
<u>9g</u>	<i>Action Point: Clerk& Staff to update policies accordingly and republish</i>			Complete
<u>10</u>	<i>Action Point: BFRWG to produce appropriate posters</i>			
<u>11a</u>	<i>Action Point: Cllr C. Johnson to update the management plan accordingly (Riverdale)</i>		Complete – follow up on this agenda	Complete
<u>11b</u>	<i>Action Point: Clerk to seek quotes and query with RFO the amalgamation of all tree budgets to a single coding and an increase to budgets in future years. (Trees MP)</i>			Complete

<u>12</u>	<i>Action Point: Clerk to respond to senders. Action Point: Cllr P. McNeill to liaise with requester to determine need and compatibility with existing systems.</i>			Complete
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Carnival - can anyone willing to assist with the Council presence at the carnival please let Cllr McNeill know? An email will be going out for volunteers on the day.

Application Number: WL/2025/00564 RESPOND TO WLDC BY **14/07/2025**

Proposal: Outline planning application for up to 57no. dwellings with access to be considered and not reserved for subsequent applications.

Location: LAND EAST OF BROOKFIELD AVENUE
NETTLEHAM
LINCOLN
LN2 2TB

Link <https://westlindsey-publicportal.statmap.co.uk/horizoNext/publicportal/planningapplications/149543>

Application Number: WL/2025/00580 RESPOND TO WLDC BY **14/07/2025**

Proposal: Planning application to erect 1no. dwelling.

Location: LAND AT
CRICKETS DRIVE
NETTLEHAM LINCOLN
LN2 2GS

Link <https://westlindsey-publicportal.statmap.co.uk/horizoNext/publicportal/planningapplications/149650>

Application Number: WL/2025/00600 RESPOND TO WLDC BY **21/07/2025**

Proposal: Reserved Matters Application for development of 374 houses with roads, hard and soft landscaping and open space provision (granted outline W65/566/95) being variation of condition 3 of planning permission 120310 granted 8 October 2008 - amendments to change the layout, house types, housing mix and increase the dwellings number of phase 4A from 11 to 16 (Overall development to remain at 374 dwellings).

Location: LAND OFF WOLSEY WAY (PHASE 4A)
NETTLEHAM FIELDS
LINCOLN

Link <https://westlindsey-publicportal.statmap.co.uk/horizoNext/publicportal/planningapplications/149674>

Application Number: WL/2025/00595 RESPOND TO WLDC BY **14/07/2025**

Proposal: Planning application for proposed replacement single storey detached bungalow

Location: 6 THE CRESCENT
NETTLEHAM
LINCOLN
LN2 2SN

Link <https://westlindsey-publicportal.statmap.co.uk/horizoNext/publicportal/planningapplications/149725>



Guildhall
Marshall's Yard
Gainsborough
Lincolnshire
DN21 2NA

Telephone 01427 676676
Web www.west-lindsey.gov.uk
Planning.customer.care@west-lindsey.gov.uk

Date: 16/06/2025

Parish Council Nettleham
The Parish Office
Scothern road
Nettleham
LN2 2TU

Dear Sir/Madam

Application number: WL/2024/00036

Proposal: Planning application for the construction and operation of a Battery Energy Storage System (BESS) including substations, inverters, transformer stations, cabling, fencing, internal service track and landscaping.

Location:

Land south of Barfield Lane
Reepham
Lincoln

Appellant's name: Alex Dickinson

Planning inspectorate appeal ref: APP/N2535/W/25/3366987

Appeal start date: 09/06/2025

Appointed Inspector: G Baird BA(Hons) MRTPI

Inquiry date and start time: 07/10/2025 10:00 AM - We have currently scheduled 4 sitting days.

I am writing to let you know that an appeal has been made to the Secretary of State against the refusal of planning permission by this Council for the proposal described above. The grounds of refusal are set out on the decision notice, a copy of which can be viewed on www.west-lindsey.gov.uk/planning

The appeal will be determined on the basis of an **inquiry**. The procedure to be followed is set out in the Town and Country Planning Appeals (Determination by Inspectors) (Inquiry Procedure) (England) Rules 2000, as amended.

For any group or organisation who wish to take an active part in the Inquiry, the opportunity is available to apply for what is known as Rule 6 status. Although unusual, there is also scope for interested individuals to take part on the same basis. Rule 6 status means that you would be able to present your evidence on a formal basis and cross examine the evidence of others. You can find guidance at the following link: <https://www.gov.uk/government/publications/apply-for-rule-6-status-on-a-planning-appeal-or-called-in-application>

Arrangements for the Inquiry are currently being finalised by the Planning Inspectorate. These will include a pre-Inquiry conference call with the lead parties to deal with procedural and administrative matters, including how the evidence will be heard. As a Rule 6 party, it is anticipated that you would also be a part of that process. If, having read the above guidance, you wish to apply for Rule 6 status and/or have any related questions, you should contact the Planning Inspectorate immediately. If you are interested but are unable to access the guidance electronically, again, you should contact the Planning Inspectorate who will try and assist.

If, having read the above guidance, you wish to apply for Rule 6 status it is essential that you contact the Planning Inspectorate immediately.

We have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

If you wish to make comments, or modify / withdraw your previous representation, you can do so online at <https://acp.planninginspectorate.gov.uk>.

In deciding whether to provide further comments, you are advised that the appellant may have submitted additional evidence that you have not previously seen. Your comments can address such matters.

If you do not have access to the internet, you can send your comments to:

The Planning Inspectorate
Temple Quay House
2 The Square
Bristol
BS1 6PN

All representations must be received by 5 weeks from the start date stated at the top of this letter/ Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. All representations must quote the appeal reference.

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the

Inspector when determining the appeal.

Appeal documents related to the appeal can be viewed online at westlindsey-publicportal.statmap.co.uk/horizoNext/publicportal , searching the planning application number WL/2024/00036 and navigating to the documents tab where these will be located.

You can get a copy of one of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets free of charge from GOV.UK at <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal> or from us.

When made, the decision will be published online at <https://acp.planninginspectorate.gov.uk>

Yours faithfully

Planning Customer Care

On behalf of West Lindsey District Council

If you require this letter in another format e.g. large print, please contact Customer Services on 01427 676676, by email customer.services@west-lindsey.gov.uk or by asking any of the Customer Services staff.

If you want to know more about how we use your data, what your rights are and how to contact us if you have any concerns, please read our privacy notice: www.west-lindsey.gov.uk/planning-privacy

Planning Services Feedback

We value your opinion on our service, as your comments will help us to make improvements. Please visit our website where you may either make your comments online or download our feedback form to fill in and post back: www.west-lindsey.gov.uk/planning

**NETTLEHAM PARISH COUNCIL
MINUTES OF THE PROPERTY COMMITTEE MEETING
HELD AT THE OLD SCHOOL SMALL HALL, MILL HILL
ON TUESDAY 10 JUNE 2025 AT 7.15 PM**

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

Also in attendance: Cllr P. McNeill (PMcN), Cllr A. White (AW), Claire Ward (ACL) and one member of the public

The meeting commenced at 7:15pm

The Chair thanked everyone for attending.

1. To ELECT a Chair of the Committee

It was proposed, seconded and

RESOLVED to elect Councillor D. Newsam as the Chair.

2. To ELECT a Vice Chair of the Committee (if required).

It was proposed, seconded and

RESOLVED to defer a decision about electing a vice chair to the next meeting.

3. TO RESOLVE to receive apologies and accept reasons for absence

- none

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

- none

5. The notes of the Property Committee meeting held on 4th February 2025 to be approved as the minutes.

It was proposed, seconded and

RESOLVED to approve the notes of the Property Committee Meeting held on 4th February 2025, as the minutes of the meeting.

6. To RESOLVE to appoint members of Property Committee Working Groups

It was proposed, seconded and

RESOLVED to maintain the previous memberships as circulated with the addition of the appointment of Cllr A. White to the Bishops Palace/meadow, Burial ground & Swathe.

7. TO RESOLVE to readopt the Terms of Reference for Property Committee Working Groups

It was proposed, seconded and

RESOLVED to readopt the Terms of Reference for Property Committee Working Groups

8. Financial Matters –

a) To NOTE any recent non-standard expenditure related to Council properties made under delegation (which requires reporting) - noted

£57.96	Signs req as per fire safety report
£53.55	Backing Material for notice board
£10.30	Spray Paint Swathe
£12.72	Hook Old School Door
£12.07	Hand sanitiser Old school
£500.00	Tree works Mulsanne
£31.80	Lock Mulsanne / watering can cemetery
£17.97	Paint Bus stop on the Green
£195.00	Roof Repairs - old school (loose slates)
£172.3	Replacement swing seat and clips

b) To NOTE the income and expenditure report at 31.05.2025 – noted

Note – no data was provided in the ‘current annual budget’ column ACTION CLERK/RFO

9.To NOTE External Play Area Inspection reports and RESOLVE any action.

Members discussed the issues raised in the external play area inspection reports and noted those that were a priority.

It was proposed, seconded and

RESOLVED to ask the Facilities Manager to review the issues highlighted and implement appropriate action.

FM to review and recommend appropriate action

ACTION FM

10. To NOTE tenders received for outsourcing maintenance of The Beck and to RESOLVE a recommendation to Full Council.

Members discussed tenders received for undertaking routine beck maintenance and considered the both services provided and an appropriate length of initial contract to be offered.

It was proposed, seconded and

RESOLVED to recommend to Full Council the appointment of contractor 2, for ‘essential works’ as specified and to offer a 1 year contract with a 6-month break clause.

ACTION CLERK

11. To NOTE indicative quotes for works required to Mulsanne Pavillion (Fire Door) and resolve any action /recommendation to Full Council.

Members discussed works required to Mulsanne Pavillion (Fire Door) and acknowledged that this was an opportunity to enhance the building with the addition of an outdoor seating area. The capacity of the building and the requirements of users were also considered.

It was proposed, seconded and

RESOLVED to recommend to Full Council to obtain a further quote for undertaking the work, approving a maximum expenditure at £12k plus VAT and delegating the selection of the contractor to Cllr D Newsam and the Facilities Manager.

ACTION CLERK

12. To receive any working group updates including:**a) BFRWG - Riparian owner letter (RESOLVE any action)**

It was proposed, seconded and

RESOLVED to instruct the Clerk to arrange for the letter to be issued to riparian owners.

ACTION CLERK

13. CIL

a) To RESOLVE any actions/recommendations to Full Council regarding Quotes for items discussed at April Full Council for short term expenditure from public consultation / Councillor Suggestions.

Members discussed the installation of two outdoor table tennis tables and considered the specifications provided. It was agreed that users would be required to supply their own bats and balls. It was proposed, seconded and

RESOLVED to recommend to Full Council the purchase of two Cornilleau Campus Static Outdoor Table Tennis Tables (£832.50 plus VAT, assembly £109) to be sited in Mulsanne Park (adjacent to the skate park) and Bill Baileys Play area (location to be decided)

ACTION CLERK

b) To consider proposals for recommendation to Full Council for the longer-term expenditure list.

Members discussed at length proposals for longer term expenditure and identified three key proposals requiring further exploration:

- i. Sports Wall - The installation of a 'sports wall' which incorporates a mini goal, side panels, wickets, targets and a basketball hoop, at Mulsanne Park.
 - ii. Parking - The creation of additional parking at Bill Baileys play area – parking is already at a premium and the offer of table tennis will add to the demand. It was suggested that access could be provided off The Crescent with an exit onto Scothern Lane.
 - iii. Land purchase - The purchase of a strip of land adjacent to the beck between the village and the sewage works, for the creation of a green corridor and potentially the installation of a foot bridge to link new housing developments on either side.
- Councillors also discussed the purchase of an area of land for the creation of a recreational area including woodland, a nature trail, possibly a designated dog walking area and additional allotments. Cherry Fields on the outskirts of Cherry Willingham is a good example of what could be achieved if a suitable location can be identified.

It was proposed, seconded and

RESOLVED to recommend to Full Council the consideration of a sports wall for Mulsanne Park, additional parking at Bill Baileys and selective land purchase, for the longer-term CIL expenditure list.

ACTION CLERK

14. Correspondence to note or requiring a RESOLUTION:

• Warranty Elan City

Members considered the battery SID annual warranty offered by Elan City at £200. As the Parish Council currently owns 3 SIDs the councillors questioned whether it might be possible to negotiate a reduced fee.

It was proposed, seconded and

RESOLVED to ask the Facilities Manager to liaise with Elan City

FM to respond to Elan City re warranty for three SIDs

ACTION FM

15. Future Agenda items.

- Cemetery extension – proposal to plant a yew hedge or tree at the end of the new path (CP)

16. Date of next meeting:

The next meeting of the Parish Council's Property Committee will be held on 09/09/2025 at the Small Hall, Old School Nettleham. **Please email items for the agenda and relevant paperwork for the next meeting by Monday 1st September 2025 for inclusion on to the Property Committee Agenda.**

Meeting closed at 8.30 pm

Reccomendation from Property Committee 10th June 2025

RESOLVED to recommend to Full Council the appointment of contractor 2, for 'essential works' as specified and to offer a 1 year contract with a 6-month break clause

10.06.25 Property Committee Item 10 Quotes for Outsourcing Beck Maintenance

Notes: 3 quotations were requested 01.04.2025 2 were returned therefore FIN REG 5.8 below has been met. The 1st quote is based on an hourly charge per man the second has provided annual estimates.

Finance: The 25/26 Budget created a £8500 EMR for the Beck

The levels of expenditure exceed the committee's delegation a recommendation to Full Council is required.

- 5.8. For contracts greater between £10,001 and £29,999 excluding VAT the Clerk/RFO/FACILITIES MANAGER shall seek at least three fixed-price quotes;
- 5.9. where the value is between £2,001 and £9,999 excluding VAT, the Clerk/RFO/FACILITIES MANAGER shall try to obtain two estimates which might include evidence of online prices, or recent prices from regular suppliers.

Legal powers:

Public Health Act 1936, s.260 – Cleansing of Ditches, etc.

Local Government Act 1972, s.111 – Incidental Powers

Riparian Owner Responsibilities

Other Considerations: With the introduction of a new full time Facilities Manager, and more Capacity for 2 man working, Councillors may wish to gauge need once the new staffing pattern has bedded in. There have also arguably been some improvements recently in the maintenance of the Beck by the Facilities Team due to clearer understanding of the requirements.

The specification provided to contractors is included at the end of the report and a confidential key to contractors has been provided separately to Councillors.

Description of works to be carried out

Routine beck maintenance

28/04/2025

Based on the provided 'Essential' and 'Enhanced' specifications

Submission requirements:

1.

- We feel in a dry time that every 2 weeks would be sufficient for beck inspections.
- When the weather turns wet then weekly visits would be recommended.
- In a flooding/ extreme weather daily checks would be undertaken, or staff members staying in the areas monitoring the water levels and liaising with NPC.

2.

- As a company we have a mass of experience of working with the Internal Drainage Board, Environment Agency and currently have contracts with 3 other Parish Councils looking after their beck maintenance programs.
- We can provide reactive/ call out responses.
- We have worked and responded to many of the recent storm and flood events that have happened in the local area.

3.

- Insurance documents attached to email.

4.

- We have a sufficient staff members to cover different situations and a good contact base for anything out of the ordinary that may arise.
- We have a supply of sand and sand bags at our depot.

5.

- If successful full risk assessment and method statement will be provided.

6 & 7.

- See point 1 for suggested variations.
- Based on the nature of the work we have priced at an hourly rate per man (see below.)

8.

- Additional costs could be any of the following: (this is a list of things that we may have needed to use in flooding events before but of the cost of these are variable and based on the cost at time of purchase or hire.)

- Sand/ sand bags
- Signage
- Hire of equipment/ plant
- Large amount of waste removal (this is charged by the ton.)
- Small waste removal (charge is £40.00 per site charge tip.)
- Additional staffing including out of hours/ emergency call outs

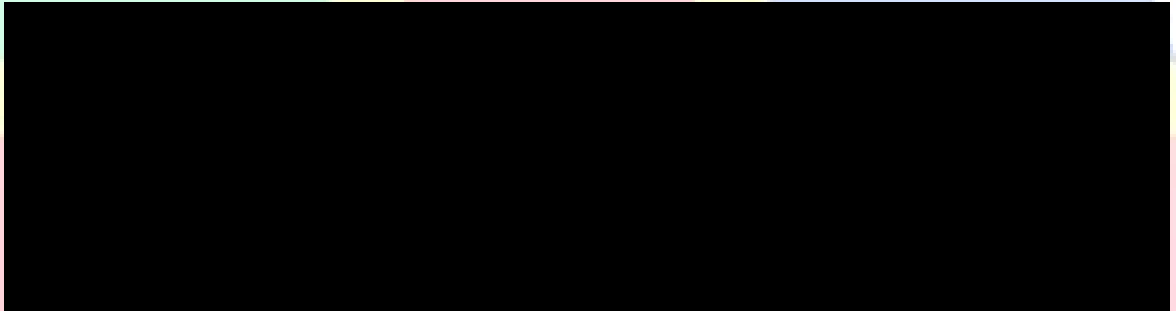
Net price per operative per hour: £25.00

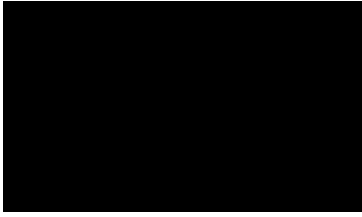
+ VAT: £5.00

Total price per operative per hour: £30.00

At Ian Moore Contracting we believe that we can provide safe and efficient services for this contract in line with your objectives and goals. Working alongside the NPC, the volunteers and your Parishioners to keep delivering on the beck maintenance plan and providing skilled services in a weather event.

Please note: This quotation is valid for one month from the above date.



**History.**

I completed a degree course in Wildlife and Conservation (Rural Resource Development) at Writtle Agricultural College, alongside a NVQ Level 3 qualification: Estate Skills and Maintenance. This was followed up with a City and Guilds Level 2 arboreal qualification. While there I volunteered for the British Trust for Conservation Volunteers.

I have been in the landscape/horticultural/tree industry since leaving Writtle Agricultural College in 1994. On leaving college I became involved with the sub-contract side of the industry, setting up a small business employing 3 to 10 people as work required.

- I have worked on Highways Agency planting schemes and maintenance programs.
- BT and Waterboard grass cutting and spraying maintenance.
- Wildlife Heritage Lottery Fund (Essex Wildlife Trust); mainly fencing and public access gates.
- Various Council planting and renovation schemes.
- Project work for Smithkline Beecham/Glaxo (2½ years). I also carried out work in their woodlands as per the management plan drawn up by the Essex Wildlife Trust.
- I have been involved with National Trust renovation projects as a sub-contractor.

I am therefore familiar with the responsibility for carrying out work, reading plans and Health and Safety requirements, Risk Assessment and other responsibilities as required.

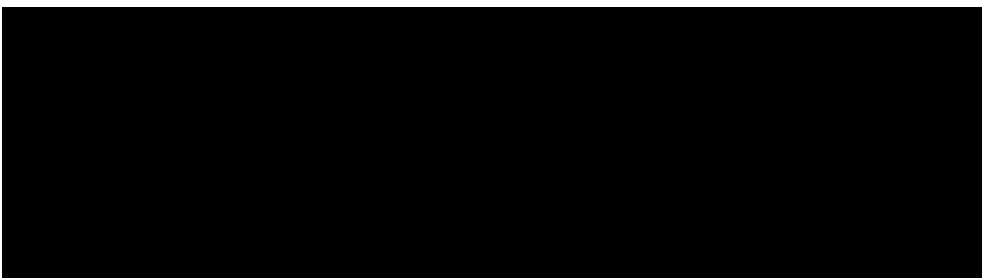
I also undertook domestic work; primarily tree pruning/dismantling and hedge cutting.

For 9 years I worked on a 120 acre private estate as the sole gardener primarily looking after the 4 acres of garden, which included a small orchard and vegetable garden including greenhouses, formal lawns as well as those cut with ride-on mowers. I continued to undertake domestic and contract maintenance work. During the winter I undertook coppicing operations in the estates woods and planted trees I grew from seed.

Subsequently (2013) I relocated to Nettleham where I have been primarily involved in domestic landscaping and renovation work. I have formed relationships with other businesses who assist me in larger projects.

I have also been involved with volunteer work at Nettleham Beck and I undertake riparian duties for Aspects Of Beauty.

.

Personal Information.

Qualifications (relevant) and Equipment.

BSC Rural Resource Development. Wildlife and Conservation

NPTC.

Chainsaw Operations.

Units, 10, 11 , 14.

Pesticides.

Units, PA1, PA6A.

City and Guilds.

Amenity Horticulture Phase 2 (0220/03). (tree surgery)

Arboriculture (024) Practical Course Work - Pass.

Arboriculture (023) Written – Distinction.

NVQ Level 3

Estate Skills and Maintenance (1992-94). Units; 123, 127, 136, 154, 158, 165, 166, 167.

Submission requirements

Approach

I propose 40 days per year, this will allow for various vacation periods and quieter periods during the summer months. I would log my hours and adjust these to suit the needs at the time. Some work is seasonal and may require more hours where as in the height of summer less work may be necessary. the very nature of the work requires a response to the conditions. Otherwise work is dictated by the supplied schedules. I usually take my main vacation in September.

Contingency

I have formed associations with other similar businesses; should it be necessary I can rely on them in unforeseen circumstances.

Work Safely.

I have on hand safety equipment such as harnesses, ropes and life jackets. In circumstances that appear unsafe but necessary to enter the water I would work with another person. I am a seasoned canadian canoeist and swimmer and well versed in accessing river conditions.

Public Liability

To be presented to the NPC office when open.

Quotation, as per the supplied scheduals

All based on 40 days, which is also open for negotiation - I have tried to allow for vacations, sick, and weather in coming up with this figure. I am a responsive person and all hours would be logged and adjustments to working made to accommodate conditions.

Essential works; £100 weekly half day, £4,000 per year.

Additional or directed works.

£30 per hour to include all costs, fuels, reasonable waste disposal (MEC Recycling)

I would expect to and be happy to negotiate.

Enhanced Works; £200 weekly per day, £8,000 per year

This would cover all works, costs and risings. Additional works to be negotiated on the same rates.

Additionally

In all cases to liaise closely with the NPC keeping them abreast of the works carried out and identifying any issues, be this through verbal reports and followed up with emails or as determined by NPC.

Excess of time

Should an excess of time occur I would be happy to work else where on the NPC estate.

Notes

If any additional information or clarification is required please contact me.

I am, of course, happy to make variations should the NPC require that.

Request for Quotation for Routine Beck Maintenance

From: Nettleham Parish Council

Date: 31.03.25

Subject: Routine and Enhanced Beck Maintenance

Introduction:

Nettleham Parish Council (NPC) is committed to maintain the Beck within the confines of the Village to maintain and enhance its amenity value whilst ensuring the risk of it overtopping and flooding the Village is minimised. The work required is outlined in the Beck Management Plan which can be found on the NPC website.

Two schedule of works has also been drawn up outlining the individual tasks and envisaged, one is for the vital essential works and the other adds some enhanced works which would otherwise have to be carried out individually on an ad hoc basis at the request of NPC.

A quotation is sought for both options which are attached.

NPC recognise these works are to some extent influenced by climate and you may wish to add some caveats to your quotations eg. more attendance in adverse weather to assist in containing flooding/less attendance at other times.

We welcome this but any variations must be clearly outlined within the quotation so there is no latitude for a misunderstanding to arise in the future.

The initial contract will be agreed for one year from the date the contract is awarded

Objectives and Deliverables:

1. Clear communication with NPC Clerk and Facilities Manager including notice of attendance and completion of records
2. Maintaining and improving the amenity value of the Beck
3. Maintaining and improving flood resilience measures along the Beck within the Village
4. Cooperating with volunteers and NPC staff where required

Submission Requirements:

Interested parties should provide the following:

1. Your proposals outlining your approach to the attached schedules for basic and enhanced works
2. Relevant experience and examples of similar projects conducted for public sector or other organisations.
3. Details of your relevant Public Liability Insurance cover
4. Contingency planning should unforeseen circumstances temporarily prevent you from fulfilling the agreement.
5. Demonstrate your commitment to working safely

6. Quotation for 'essential work' including a clear explanation of any variables you wish to suggest or include.
7. Quotation for 'essential and enhanced work' including a clear explanation of any variables you wish to suggest or include.
8. A breakdown of costs for any additional expenses.

SUBMISSION DEADLINE

All information to be emailed to Clerk@nettleham-pc.gov.uk by 29.04.2025

DRAFT: BECK MAINTENANCE SCHEDULE PLAN B (ENHANCED)		
WEEKLY TASKS	COMMENTS 1	COMMENT 2
CHECK AND CLEAR DEBRIS AT BROOKFIELD CULVERTS	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
CARRY OUT FLOW CHECKS AT BROOKFIELD CULVERTS	REPORT ANY BLOCKAGES IMMEDIATELY	RECORD ON WORK SHEET PROVIDED BY NPC
CHECK AND CLEAR DEBRIS AT VICARAGE LANE (VL) CULVERTS	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
CARRY OUT FLOW CHECKS AT VICARAGE LANE CULVERTS	REPORT ANY BLOCKAGES IMMEDIATELY	RECORD ON WORK SHEET PROVIDED BY NPC
CHECK AND CLEAR DEBRIS AT CHURCH ST CULVERTS	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
CARRY OUT FLOW CHECKS AT CHURCH ST CULVERTS	REPORT ANY BLOCKAGES IMMEDIATELY	RECORD ON WORK SHEET PROVIDED BY NPC
CHECK AND CLEAR DEBRIS AT WASHDYKE CULVERTS	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
OBSERVE FLOW AT WASHDYKE CULVERTS	ACCESS DIFFICULT UPSTREAM	RECORD ON WORK SHEET PROVIDED BY NPC
WALK THE BECK BETWEEN VL AND WATERMILL LANE , INSPECT AND REMOVE EXCESSIVE DEBRIS LIABLE TO REACH CULVERTS OR IMPEDE FLOW WHERE PRACTICABLE	REPORT ANY FINDINGS EG: CONSTRUCTION OF WEIRS	RECORD ON WORK SHEET PROVIDED BY NPC
MONITOR WEED AND SILT BUILD UP WITHIN 2M OF CULVERTS - CLEAR IF NECESSARY	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
BI ANNUAL TASKS	COMMENTS 1	COMMENT 2
CHECK DIMENSIONS (AREA AND HEIGHT) OF 2 BERMS SITUATED BETWEEN CHURCH ST AND VL	SEE SPECIFICATION IN BECK MANAGEMENT PLAN	RECORD ON WORK SHEET PROVIDED BY NPC
MAINTAIN BERMS TO CONFORM TO SPECIFICATION	SEE SPECIFICATION IN BECK MANAGEMENT PLAN	RECORD ON WORK SHEET PROVIDED BY NPC
MAINTAINING BECK BANKS ALONG KINGSWAY WHERE NPC IS RESPONSIBLE	LIAISE WITH CLERK/FACILITIES MANAGER	RECORD ON WORK SHEET PROVIDED BY NPC
ADDITIONAL WORK AS REQUIRED	COMMENTS 1	COMMENT 2
RAKE BECK BED TO CONTROL WEED BUILD UP BETWEEN WATERMILL LANE AND VL	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
RAKE BECK BED TO CONTROL WEED BUILD ALONG KINGSWAY WHERE NPC HAVE PART OWNERSHIP	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
INSPECT AND PRUNE TREES ALONG BECK BETWEEN WATERMILL LANE AND VL	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
INSPECT AND PRUNE TREES ALONG KINGSWAY WHERE NPC HAVE PART OWNERSHIP	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
MANAGE BECK BED TO ENHANCE AMENITY AND ECOLOGY	LIAISE WITH CLERK/FACILITIES MANAGER	RECORD ON WORK SHEET PROVIDED BY NPC
UNSCHEDULED TASKS	COMMENTS 1	COMMENT 2
DURING EXTREME WEATHER WEEKLY TASKS MAY NEED CARRYING OUT MORE FREQUENTLY	LIAISE WITH CLERK/FACILITIES MANAGER	RECORD ON WORK SHEET PROVIDED BY NPC
IN EXTREME WEATHER ASSISTANCE MAY BE REQUIRED IN DEPLOYING SANDBAGS	LIAISE WITH CLERK/FACILITIES MANAGER	RECORD ON WORK SHEET PROVIDED BY NPC



DRAFT: BECK MAINTENANCE SCHEDULE PLAN A (ESSENTIAL)

WEEKLY TASKS	COMMENTS 1	COMMENT 2
CHECK AND CLEAR DEBRIS AT BROOKFIELD CULVERTS	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
CARRY OUT FLOW CHECKS AT BROOKFIELD CULVERTS	REPORT ANY BLOCKAGES IMMEDIATELY	RECORD ON WORK SHEET PROVIDED BY NPC
CHECK AND CLEAR DEBRIS AT VICARAGE LANE (VL) CULVERTS	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
CARRY OUT FLOW CHECKS AT VICARAGE LANE CULVERTS	REPORT ANY BLOCKAGES IMMEDIATELY	RECORD ON WORK SHEET PROVIDED BY NPC
CHECK AND CLEAR DEBRIS AT CHURCH ST CULVERTS	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
CARRY OUT FLOW CHECKS AT CHURCH ST CULVERTS	REPORT ANY BLOCKAGES IMMEDIATELY	RECORD ON WORK SHEET PROVIDED BY NPC
CHECK AND CLEAR DEBRIS AT WASHDYKE CULVERTS	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
OBSERVE FLOW AT WASHDYKE CULVERTS	ACCESS DIFFICULT UPSTREAM	RECORD ON WORK SHEET PROVIDED BY NPC
WALK THE BECK BETWEEN VL AND WATERMILL LANE , INSPECT AND REMOVE EXCESSIVE DEBRIS LIABLE TO REACH CULVERTS OR IMPEDE FLOW WHERE PRACTICABLE	REPORT ANY FINDINGS EG: CONSTRUCTION OF WEIRS	RECORD ON WORK SHEET PROVIDED BY NPC
MONITOR WEED AND SILT BUILD UP WITHIN 2M OF CULVERTS - CLEAR IF NECESSARY	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
BI ANNUAL TASKS	COMMENTS 1	COMMENT 2
CHECK DIMENSIONS (AREA AND HEIGHT) OF 2 BERMS SITUATED BETWEEN CHURCH ST AND VL	SEE SPECIFICATION IN BECK MANAGEMENT PLAN	RECORD ON WORK SHEET PROVIDED BY NPC
MAINTAIN BERMS TO CONFORM TO SPECIFICATION	SEE SPECIFICATION IN BECK MANAGEMENT PLAN	RECORD ON WORK SHEET PROVIDED BY NPC
MAINTAINING BECK BANKS ALONG KINGSWAY WHERE NPC IS RESPONSIBLE	LIAISE WITH CLERK/FACILITIES MANAGER	RECORD ON WORK SHEET PROVIDED BY NPC
UNSCHEDULED TASKS	COMMENTS 1	COMMENT 2
DURING EXTREME WEATHER WEEKLY TASKS MAY NEED CARRYING OUT MORE FREQUENTLY	LIAISE WITH CLERK/FACILITIES MANAGER	RECORD ON WORK SHEET PROVIDED BY NPC
IN EXTREME WEATHER ASSISTANCE MAY BE REQUIRED IN DEPLOYING SANDBAGS	LIAISE WITH CLERK/FACILITIES MANAGER	RECORD ON WORK SHEET PROVIDED BY NPC

24.06.2025 Item 7b)

Reccomendation from Property Committee 10.06.2025

RESOLVED to recommend to Full Council to obtain a further quote for undertaking the work, approving a maximum expenditure at £12k plus VAT and delegating the selection of the contractor to Cllr D Newsam and the Facilities Manager.

Extract from Fire Safety Report Dec 2024:**a) Staircase and exit capacities appear to be adequate for the number of occupants (4)?**

No

The number, distribution and widths of emergency routes and exits have been assessed for the use of the building. It is considered that the number and width of emergency exits are NOT suitable for the number of occupants as detailed in section 2. (Occupants) above.

It is the risk assessor's opinion, in accordance with the relevant government guidance, that the main room (bar and games area) should not hold more than 60 people at any one time. This is because there is only ONE (1) means of escape (main entrance door) in the event of a fire situation. The person consulted stated that the 'Players Entrance' door tends to remain locked; the width between the entrance door and the door leading to the Players Entrance also appears to be less than 45 degrees. There is a further door from the bar/games area through to the kitchen, which again cannot be used as an alternative means of escape because it passes through the kitchen.

Therefore, because there is only one viable means of exiting the bar/games area, a maximum of 60 persons is permissible in this area. However, if an alternative exit door (900mm wide to provide safe means of egress for wheelchair users) was provided in the bar area leading to games field, then the number of people could be increased to 120.

Provision of final exit doors from changing room facilities and kitchen are deemed acceptable.

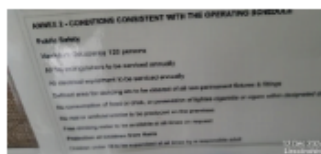


Photo 8

To do | Priority: High | Created by: Jonathan Owen

Maximum Occupancy for Bar and Games Room

Because there is only one viable means of egress from the bar/games area, maximum occupancy should be restricted to 60 people at any one time and not 120.

Since this report the Sports Clubs have been notified to limit capacity, however this impacts on both their use of the facilities and NPC's income from other hirers for the venue.

Any works to address this have been delayed by the lack of a Facilities Manager to project manage the project.

Indicative quotes received* (both building works and glazing are required):

***Note a fire door is required, but double doors and a patio are not necessarily required.**

Works at Pavillion Mulsanne Park

Form opening to accommodate set of double doors

Provide concrete patio area

Cut out opening internally and externally

Insert appropriate lintel

Make good plaster on completion of door fitting

Dig out area 6.5m x 6.5m to a depth to accommodate 150mm of hardcore,

compacted and lay 150mm of concrete to form a level access patio area.
Provide all materials and labour and removal of all soil and rubbish.

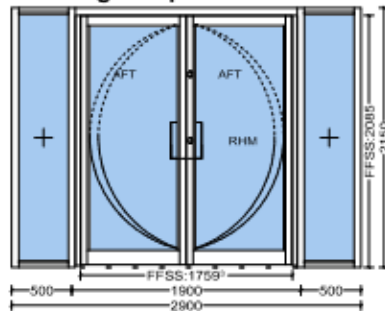
£5790.00

+ VAT

Thank you for your recent enquiry. Please find our quotation as follows:

Pos 001

1 Pcs. Door Element 2900 mm x 2150 mm, Consisting of two Fixed Fields and a Double Pivoted Anti Fingertrap Door.



Scale 1:60

Exterior View

System: Senior SPW 500/501 SPW 501 Standard

Door Description:

Double Pivoted Anti Fingertrap Door RH Master Leaf

Bottom Configuration:

Senior SPW560

Door Description:

Double Pivoted Anti Fingertrap Door RH Master Leaf

Bottom Configuration:

Senior SPW560

Additional Hardware per Element:

2 Pcs.	Door Closer Bottom Bracket AFT
2 Pcs.	Door Closer Top Bracket AFT
4 Pcs.	Please add machining for top SRA021/022 manually (by CNC import)
4 Pcs.	Door Head Stop can be chosen manually (by additional hardware)
2 Pcs.	Bottom Pivot Assembly
2 Pcs.	End Load Top Arm
2 Pcs.	Medium Duty Hold Open Concealed Closer
2 Pcs.	Packer for Drained Threshold SD501
8 Pcs.	M6 X 12mm Csk M/Screw
4 Pcs.	M6 x 20mm P/Head M/Screw
2 Pcs.	Bottom Pivot Bracket
2 Pcs.	17mm Euro Cylinder with Thumbturn
2 Pcs.	Armoured Hook Lock
2 Pcs.	Faceplate for AHL with weatherstrip
4 Pcs.	Lock Bracket
2 Pcs.	SD PAS24 Armored Strike
2 Pcs.	SD PAS24 Armored Strike F/Plate

2 Pcs.	Armoured Strike Backplate
2 Pcs.	Armoured Strike Bracket
4 Pcs.	Self Adhesive Escutcheon Silver Coloured
4 Pcs.	Standard Pad Handle Natural 100A
8 Pcs.	M6 Dome Nut
4 Pcs.	M5 x 70mm Threaded Bar
2 Pcs.	Flat Flush Bolt Silver Silver Coloured
4 Pcs.	Flush Bolt Bracket
2 Pcs.	Flush Bolt Guide
4 Pcs.	No 10 x 16mm Csk S/Tap Screw
8 Pcs.	M5 x 8mm Pozi Pan Head Machine Screw
8 Pcs.	Spring Washer
8 Pcs.	Tee Nut
2 Pcs.	Door Head Stop for SD door Painted 9910 HG
2 Pcs.	Header Bar Packer for SFG111 and SFG114 - cut and drilled

Colours:

Profiles: RAL 9910 HG

Filling:

4 Pcs.	6+4mm 6.8L-4S1T U=1.0
	6.8mm Lami / 4mm Opti S1 TSG 1.0 CLEAR
	Argon/Black Swisspacer

***RIGHT HAND MASTER OPEN-OUT COMMERCIAL ANTI-FINGERTRAP DOUBLE DOOR
(AS VIEWED FROM OUTSIDE)*
CONCEALED HOLD-OPEN DOOR CLOSERS
SATIN SILVER PAD HANDLES
2NO. CYLINDER HOOK LOCKS WITH THUMBTURN
LOW LEVEL RAMPED THRESHOLD - NO CILL QUOTED
COMMERCIAL DOORSETS ARE NOT WEATHER RATED**

Installation

Installation into prepared openings over one continuous visit.
We have allowed for external silicon sealing only in standard colour silicon.
No provision has been made for internal finishing or making good.
Final cost subject to survey, location/access and final specification.
Survey included.

Supplied & Installed to your fully prepared opening **£5,398 + vat Subject to full site Survey.**

Officer Notes:

Both quotes individually surpass the level of the Committees delegation for expenditure and Full Council must approve the expenditure following any recommendation from the committee.

In accordance with NPC Regulations 2 estimates or 3 quotes are required depending on the value of the works:

- 5.8. For contracts greater between £10,001 and £29,999 excluding VAT the Clerk/RFO/FACILITIES MANAGER shall seek at least three fixed-price quotes;
- 5.9. where the value is between £2,001 and £9,999 excluding VAT, the Clerk/RFO/FACILITIES MANAGER shall try to obtain two estimates which might include evidence of online prices, or recent prices from regular suppliers.

As contracts may not be split – should a single contractor quote for both items this would be considered in the higher bracket and 3 quotes required.

Finances:

Available Budget:

Earmarked Reserves MP £9343.61(Updated 18.06.2025 Mulsanne Park £28562.00)

Full Council could choose to make a virement from other budget lines, spend from reserves etc

Legal Powers:

Local Government Act 1972, s.133 – Provision of Buildings

Local Government (Miscellaneous Provisions) Act 1976, s.19 – Recreational Facilities

Local Government Act 1972, s.111 – Incidental Powers

Required decisions/ actions:

- Consider / recommend to Full Council the extent of works to be undertaken (e.g. are a patio/ double door recommended)
- Pursue further quotes for the appropriate level of work.

24.06.2025 Item 7c

Reccomendation from Property Committee 10.06.2025

RESOLVED to recommend to Full Council the purchase of two Cornilleau Campus Static Outdoor Table Tennis Tables (£832.50 plus VAT, assembly £109) to be sited in Mulsanne Park (adjacent to the skate park) and Bill Baileys Play area (location to be decided)

PROPOSAL FOR CIL SPEND – TWO OUTDOOR TABLE TENNIS TABLES FOR MULSANNE PARK

Outdoor tables are thoroughly weatherproofed and designed to sit outside in the elements all year round. Components are heavy-duty, with special surface treatments used to avoid warping that can happen as a result of exposure to excessive damp or heat. Fixed outdoor tables are anchored into the ground.

Official ITTF-approved table dimensions are 152.5cm in width, 274cm in length and 76cm in height. The recommended space at each end and side means a clear space of around 5.8m by 3.4m.

In the play park at Mulsanne there is a large space with no equipment adjacent to the skate park, measuring 12.8m by 7.4m. This is sufficiently large for two table tennis tables.

**Options****1 Cornilleau Campus Static Outdoor Table Tennis Table****£832.50 + VAT**

Delivery : Free Assembly - £109

- Designed for intensive use with special attention being given to the sturdiness
- Shock resistant table - fixed to the ground
- Permanent steel net included
- High quality 7mm resin laminate playing surface
- Corner protection pads



2 Cornilleau Park Permanent Static Outdoor Table Tennis Table – Sweatband £1875.00 + VAT

Delivery : Free Installation - £139

Description

The Cornilleau Park permanent static outdoor table tennis table is equipped with corner protection pads and an inviolable fixing system. It can be either feet buried or fixed to the ground.

The table is also wheelchair friendly and has an official ITTF (International Table Tennis Federation) size.



Recommendation

The **Park** version is more inclusive in being wheelchair friendly, though is more expensive. One of each type would be possible but aesthetically less appealing.

It might also be advisable to change the fencing to separate the space from the play park and install a separate gate.

While we would expect people to bring their own bats and balls, NPC could purchase a number of accessory packs that could be stored in Mulsanne for loaning out when events are one.



Officer note: current CIL £50553.01 less Approx £4280.00 committed May 2025*
*awaiting confirmation from CIL Officer of legality of expenditure at time of publication.

Meeting with representatives of Lincolnshire Co-operative Society

June 3, 2025 in the Small Hall at the Old School Nettleham at 4.30 pm

Present: Alison Hands: Chief Executive of Lincolnshire Co-operative Society; Kevin Kendall: Head of Property and Richard Wills: President of Lincolnshire Co-operative Society

Angela White: Chair of Nettleham Parish Council; Cllr Andrew Simpson: Lead Councillor of the Conservation Area Working Group; Cllr Chris Johnson: Lead Councillor of the Climate Change Working Group and Cllr Dave Newsam: Chair of the Property Committee of Nettleham Parish Council.

1. After introductions Cllr White thanked the representatives of Lincolnshire Co-operative Society for coming to Nettleham.
2. **Feedback from background notes:** The Chief Executive thanked the Chair for the notes and said that there were things they could do and things that might be difficult to achieve. Despite all the water damage the structure of the store has remained sound so they can work on restoring the present building.
It was indicated that the railings are now around the Post Box and there is no other one in the centre of the village. This is having an effect on residents and some businesses as the collection times are different in the smaller post boxes.
The parcel locker is for a client and there would have to be discussion about that, although it makes sense for it to be in the car park. It was stated by a Councillor that planning permission would be required as the store is in the Conservation Area.
3. **Overview of Co-op Plan for the building and related issues:** The scaffolding has gone up today to do work on the roof. The aim is to refurbish and update the Co-op within the present building. It is hoped that this will be completed by the end of August. The Pop Up store is doing well.
The bus service was provided to assist residents but has now been reduced to two journeys a morning. A Councillor pointed out that the notice outside the Co-op needs changing from the original timetable. Information about the bus service is in the Inphonemation Box.
Other Councillors informed the Co-operative representatives that residents could use a PC Coaches bus across the village and use the corner shop on Lodge Lane. There are hourly buses to Lincoln during the day for travel to stores in Lincoln or Nettleham Fields. Many older people have free bus passes.
Councillor Newsam requested that there be some possibility of cash being available on the day of the village carnival on July 5, 2025. It was also suggested that there could be extra supplies of sandwiches and ice cream, for example, on that day. There could also be better signage from the Green along the pedestrian way besides the Co-op to the car park.
It was also suggested that there could be some Community Champion charity donation.
4. **Conservation Area Working Group;** The Lead Councillor explained how the group is trying to improve the Conservation Area in the centre of the village. The telephone box has been repainted and renamed as INPHONEMATION as it now contains information about Nettleham and the surrounding area. Trees have been replaced at the side of the Co-op and the present Notice Board will be replaced by one in oak. The Co-op has confirmed in writing

that they do not own the land. So, their contractors should not be doing any weed spraying near the trees.

We have submitted an integrated traffic plan to Lincolnshire Highways with the aim of a one way system to reduce and calm traffic. There could be less signage and advertisements around the Coop but a better sign for the car park.

Cllr Simpson read a passage from Buildings of England by Nikolaus Pevsner which was not complimentary about the 60s Co-op building. He suggested the possibility of a green wall. There was a reference to work on another Co-op: Wellgate?

The Co-op would put us in touch with the Head of Marketing.

5. **Actions going forward:** The Chief Executive listed the main tasks: Restoring and refitting the building; branding and the range of stock available there. They would like to supply 'Just in Time' food so that there is more shelf space available. She requested that Kevin Kendall be the main point of contact for the Parish Council.

The President asked for some guidance on the Community Champions.

It was agreed that The Head of Property and the president would walk round to the Co-op with the Councillors for further discussion on the site.

The Chair expressed her gratitude to the Chief Executive, the President and the Head of Property for finding the time to come to Nettleham and meet with us.

The meeting closed at 5.13 pm.

During the discussion on site it was agreed that the integrated traffic system sent to Lincolnshire County Council would be shared with Lincolnshire Co-operative Society.



NETTLEHAM PARISH COUNCIL CLIMATE CHANGE WORKING GROUP

TERMS OF REFERENCE

25/26

Lead Parish Councillor: Chris Johnson

1. Purpose

The purpose of the Climate Change Working Group is to help to deliver Nettleham Parish Council's Climate Change Strategy.

The Climate Change strategy is a programme of micro-projects that will cumulatively deliver a meaningful reduction in Nettleham's carbon emissions.

and mitigate the impacts of climate change, including measures to protect and enhance biodiversity.

2. Management

The Climate Change 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 Climate Change 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. Minutes 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, it is envisioned that Working Group will have a broader membership, including members of the public to represent all residents of the parish.

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 (e.g., sustainable travel to Lincoln).

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 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) Creating an updated Climate Change Strategy for approval by the Parish Council
- (b) Delivering a programme of micro-projects designed to cumulatively reduce Nettleham's carbon emissions, only as set out in the updated Climate Change Strategy (once approved by Full Council). Any additional projects not included within the updated Climate Change Strategy will require approval from Full Council prior to commencement.
- (c) Setting up task and finish groups as necessary
- (d) Working with other Parish Council committees and working groups as necessary
- (e) Building relationships with other local organisations and working with them as necessary
- (f) 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

Officer notes the TOR for all Working Groups of the Parish Council were readopted at the annual meeting. The Group has requested minor changes ,standing orders would not allow for this to be reconsidered within 6 months without a special motion -

A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

Councillors may wish to consider if the requested minor changes can be accomodated via the annual strategy of the working group

Nettleham Parish Council



Climate Change Strategy ~~2022~~2025-2023-2026 revised

Nettleham Parish emits around 35,000 tonnes of CO₂e per year. The Parish Council can undertake actions and projects to reduce this figure.

This ~~second~~ revised strategy builds on the first climate change strategy for ~~since~~ 2021-22. The strategy will be delivered via the Climate Change Working Group ~~(the Nett Zero group)~~.

Parish Council

1. Document a pathway and timescales for NPC ~~becoming carbon neutral~~ to reduce its carbon footprint
- ~~2. Replace Handyperson van with an electric vehicle~~
- ~~3.2.~~ 2. Review the energy efficiency and insulation of the Parish Council estate
- ~~4.3.~~ 3. Propose uses of CIL funding that will help reduce the parish's carbon footprint

Recycling and reusing

- ~~5. Continue trialling Terracycle products at the Old School collection point~~
- ~~6. Install public recycling bins at key points around Nettleham~~
- ~~7.4.~~ 4. Promote the sharing and gift economies within the parish
- ~~5.~~ 5. Aim to establish a refill station in Nettleham
- ~~8.6.~~ 6. Continue to support mixed materials recycling, e.g. blister packs

Sustainable travel

- ~~9.7.~~ 7. Continue liaising with bus operators and LCC to encourage bus use
- ~~10.8.~~ 8. Work with LCC to improve pedestrian/cyclist access across the A46 roundabout
- ~~11.9.~~ 9. Try to create further footpaths and bridleways around the village
- ~~12.10.~~ 10. Try to create a cycle track and footpath along Sudbrooke Lane
- ~~13. Understand how we can influence the development of electric vehicle infrastructure in the parish~~
- ~~14.11.~~ 11. Create additional walking and cycling guides
- ~~15.12.~~ 12. Investigate potential traffic calming or traffic management measures to simplify and reduce motor traffic flows in the village centre Work with the NettSafe group to develop approaches to reduce traffic volume, traffic speed, promote active travel

Leisure

- ~~16.13.~~ 13. Encourage sustainable activities within the village – such as guided walks and family trails – reducing the need to travel elsewhere
- ~~17. Re-create the grass maze at Bill Baileys~~
- ~~18. Create a scramble trail at Mulsanne Park~~
- ~~19. Improve and grow existing children's play sites~~
- ~~20. Work with local businesses to understand Green Tourism opportunities~~

Planning applications

- ~~21. Incorporate climate change policies into the revised Nettleham Neighbourhood Plan~~
- ~~22.14.~~ 14. Work with statutory consultees to ensure climate change and sustainability inform their responses to planning applications

Landscape and flooding

- ~~23.15.~~ 15. Actively pursue opportunities to purchase land to create additional green space around Nettleham
- ~~24.16.~~ 16. Pursue tree planting opportunities on existing green space in the parish

- ~~25-17.~~ Propose a Parish Council tree replacement policy
- ~~26-18.~~ Find opportunities on Parish Council land to ~~try-extend~~ No Mow May
- ~~19.~~ Work with LCC to understand the potential impacts of climate change on flooding in Nettleham, and what long-term mitigations and adaptations may be required
- ~~20.~~ Explore opportunities to mitigate climate change impacts to native flora and fauna, for example the development and maintenance of wilder areas
- ~~27-21.~~ Ensure NPC's Biodiversity Policies are applied to all projects and tasks undertaken by NPC

Housing

- ~~28.~~ ~~Understand more about how housing and utilities supplies contribute to carbon emissions and what role there might be for NPC in helping to reduce this~~
- ~~29-22.~~ Understand what we can do to promote or support additional insulation in the parish
- ~~30-23.~~ Work with WLDC to explore ways of maximising energy efficiency in listed buildings/conservation area properties

Publicity

- ~~31-24.~~ Continue with regular articles in Nettleham Matters and on NPC's website and Facebook page
- ~~32-25.~~ Consider production of a 'Green Booklet' for residents, highlighting actions we can all take to reduce our carbon footprints
- ~~33-26.~~ Create a support network linking early adopters of green technology with residents considering investing in this technology

Relationships

- ~~34-27.~~ Continue to build relationships with other key organisations
- ~~35-28.~~ Continue talking with the public in Nettleham to capture their views and ideas
- ~~36.~~ ~~Host a Nett Zero stall at Nettleham Carnival~~
- ~~37-29.~~ Be open to Nettleham being used as a pilot area for new sustainability projects

~~ADDITIONAL OPPORTUNITIES IDENTIFIED WITH NEW GROUP~~

~~Develop a wildflower meadow on the Old Quarry site~~

~~Signs in Bill Baileys around the perimeter of the 'green cube' to give it context~~
~~Terracycle scheme for blister packs, with a collection point for example at the surgery.~~

~~Look for any additional opportunities to rewild/plant trees/wildflowers on any green spaces.~~

~~Extend No Mow May in scale and duration~~

~~Explore the possibility of creating a wetland area west of Nettleham near Danby Hill where the Nettleham Beck meets the tributary from Roman Gate~~

~~Create regular articles for Nettleham Matters to raise awareness.~~

Approved and adopted at the meeting of Parish Council

NETTLEHAM PARISH COUNCIL

Health and Safety Policy and Procedures

Supported by



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Introduction

Nettleham Parish Council is in the village of Nettleham and is responsible for the four main buildings, the Old School (Small and Large Halls), Mulsanne Pavillion and Sports Ground and the Parish Office, and various green open spaces including part of Nettleham Cemetery, which are Council owned apart from the Parish Office, which is leased from Lincolnshire Police. We, The Council operate from the Parish Office. The Parish Council has ultimate responsibility for health and safety.

The Parish Council has determined that we should operate without putting the health, safety or welfare of any employee (which for the purposes of this policy includes Councillors and Volunteers) or any other person at risk.

To meet this objective, we have prepared a health and safety policy and made arrangements as set out in this document aimed at ensuring the continued health safety and welfare of those people whilst at work.

Accepting that we cannot transfer our responsibility for managing health, safety and welfare in the workplace to others, we have retained Peninsula to help us meet this objective.

They provide:

- Information and guidance on the effective management of health and safety:
- Conduct routine audits
- Act as a source of advice and information.

Contents

This document contains Nettleham Parish Council's –

Safety Policy

Our declaration of intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of our employees in achieving these goals.

Organisation and Responsibilities

The allocation of specific health and safety responsibilities to key personnel.

Also available are:

Safety Arrangements

The systems and procedures for controlling hazards at work that form the basis of our health and safety management system.

We also keep detailed safety records demonstrating that we actively manage health and safety within the Council.

The records which may be paper based or kept in our online systems include -

- An Annual Review of our Health and Safety System and Procedures.
- Periodic Checklists created specifically for individual roles and responsibilities.
- A comprehensive source of records relating to statutory examination periodic inspection and testing of the work equipment and installations used by our organisation.
- Records for Fire Safety Management.
- A system for keeping health and safety training records.
- A section for accident and incident reporting, and investigation.

NETTLEHAM PARISH COUNCIL

Health and Safety General Policy Statement

Nettleham Parish Council recognises that it has responsibilities for the health and safety of our workforce including Councillors and Volunteers whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of the Council. .

The Council intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by;

- providing leadership and adequate control of identified health and safety risks;
- consulting with our employees on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- ensuring that all workers are competent to do their work, and giving them appropriate training;
- preventing accidents and cases of work-related ill health;
- actively managing and supervising health and safety at work;
- having access to competent advice;
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resource required to make this policy and our health and safety arrangements effective.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes our specific health and safety rules.

Signature Date

Position

Record of Periodic Review of our Health and Safety Policy

Our Health and Safety General Policy Statement and Safety Arrangements are reviewed periodically. This is a record of these periodic reviews we have undertaken. Our Peninsula Health and Safety Consultant will also review our system and documentation during their routine visits to ensure that they meet current statutory requirements and good practice relevant to the Council .

DATE	NAME OF REVIEWER(S)	OUTCOME (State – No change required or explain any required changes)	Where changes are required call our Advice Service, 0844 892 2785, and record here the date of your call

This record should be endorsed by anyone (including Health and Safety Consultants) who carries out the periodic review

For Consultant use

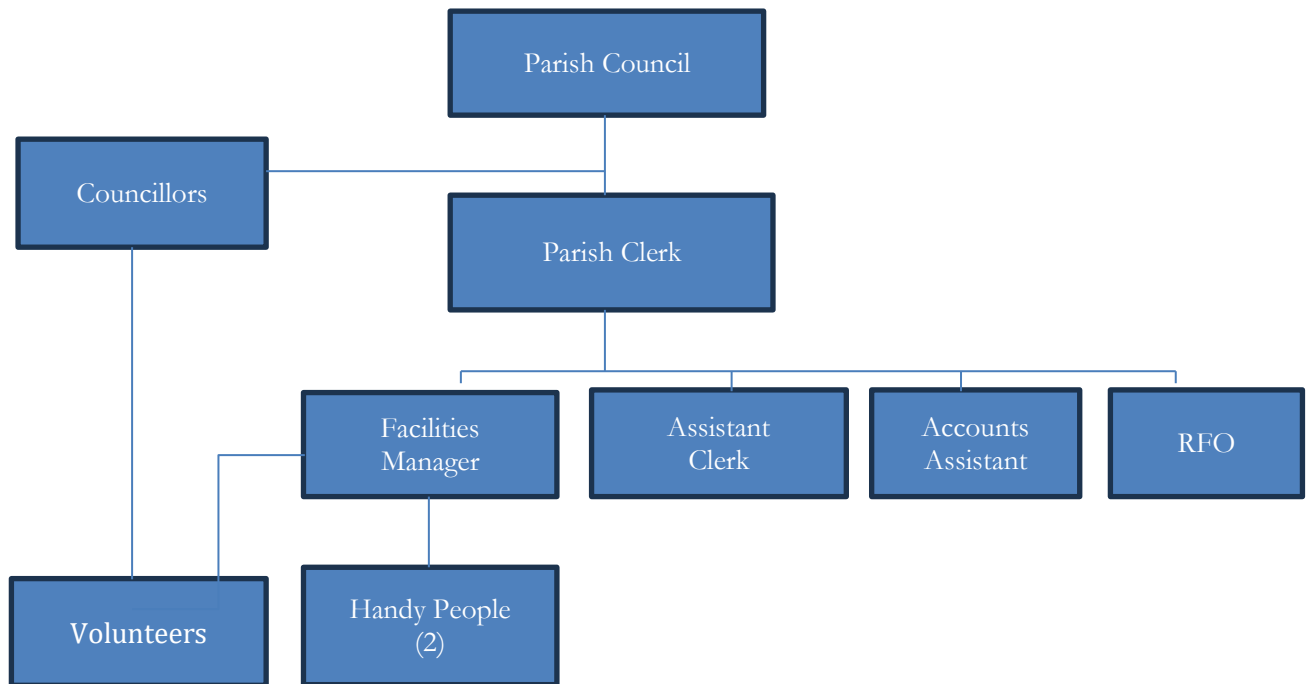
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Organisation

Health and Safety Management Structure

Although the Parish Council has overall responsibility for the implementation of this policy day-to-day responsibility for specific issues has been delegated to key personnel.

The management structure within the Council is shown here and the allocation of day-to-day responsibility for specific health and safety issues is shown in the Responsibility Chart which appears later in this document.



Health and Safety Management Responsibilities

The Parish Council has recognised that they retain overall responsibility for health and safety matters. They also recognise that the Council needs to take action in respect of the key points listed here. In managing these matters emphasis is placed on managers and supervisors for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

General

- Provide and resource an effective health and safety management system.
- Make arrangements to consult with employees on health and safety matters.
- Arrange and maintain appropriate Employers' Liability Insurance cover.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors (when used) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees receive appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Monitor the health and safety performance of the organisation.

Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the workplace.

Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.

Fire and Emergency Arrangements

Ensure that;

- Adequate arrangements are in place to deal with fire safety at our premises or at our member's premises.
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.

Risk Assessment

Ensure that;

- Risk assessments are complete and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
- Risk assessments are documented.
- The outcomes of risk assessments are carefully explained to the workforce.

Premises

- Provide a suitable and safe working environment for employees with adequate welfare facilities.
- Ensure that the fixed electrical installation is adequately installed and maintained.
- Maintain measures to control and manage the risks from asbestos.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

Equipment

Ensure that;

- All equipment provided by the organisation is suitable and properly used.
- All work equipment is adequately maintained and safe.
- Portable electrical appliances are adequately maintained, inspected and tested.
- Appropriate hand tools are provided and maintained.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

Substances

Ensure that;

- All substances are used safely.
- All substances are appropriately stored.

Persons with management or supervisory responsibilities.

In addition to their general responsibilities for health and safety the Responsibility Table, shown later, delegates specific health and safety responsibilities to identified persons with management or supervisory responsibilities. They should refer to the associated Safety Arrangements, for further detail about those responsibilities.

Employee and workers' responsibilities.

Our policy takes account of the specific statutory duties placed on people to take care for their own health and safety whilst at work and for that of others. Specifically we expect employees to;

- Ensure that Council policies and procedures are read, understood and followed at all times.
- Ensure that isolation and lockdown procedures are followed at all times.
- Follow booking on and off site procedures at all sites (including the Parish Office).
- Take reasonable care for their health and safety and the safety of others whilst at work.

- Not intentionally or recklessly interfere with or misuse anything required by law or provided by the Council in the interests of health and safety.
- Visually inspect tools, PPE and equipment prior to use.
- Ensure that PPE, tools and equipment are maintained, used and stored in accordance with manufacturer documentation.
- Follow all safety instructions and guidance when using equipment
- Report any Good Catches, incidents, accidents and non-conformances to the [H&S-Facilities Manager](#).
- Contribute to the promotion of health and safety in the workplace
- Follow all written safe systems of work (ssow) including method statements, risk assessments, COSHH data, permits to work etc. and their requirements.
- Follow the safety instructions of the Facilities Manager and Clerk..
- Ensure that they do not use tools and equipment unless they have been formally trained and are competent to do so.
- Comply with legislation, Approved Codes of Practice and guidance notes.
- Ensure our vehicles are driven in a safe and suitable manner, and that the vehicle is left secure when not in use.
- Consult on health and safety matters and investigations to ensure a safe working environment is established.
- Seek advice from management on any issues relating to health and safety at work.
- Obey all site safety signs, general site rules and arrangements.

Monitoring

The operation of this policy and arrangements is actively monitored through the periodic review of our completed safety record forms and also by using periodic workplace checklists. The Facilities Manager has overall responsibility for this, but some of the routine tasks may be delegated.

We also use an Annual Health and Safety Review to determine whether our existing health and safety procedures and arrangements are adequate.

People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance with the policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be taken into account during the annual review.

Monitoring and review help us to check the effectiveness of our Safety Management System.

Responsibility Table

This Responsibility Table shows the allocation of responsibility for particular health and safety issues to named people or management positions.

Key

C - Parish Council
 CL - Councillors
 LC - Lead Councillors
 PC - Parish Clerk
 FM - Facilities Manager
 AC - Assistant Clerk
 RFO - Responsible Finance Officer
 V - Volunteers

Safety arrangements	C	CL	LC	PC	FM	AC	RFO	V
Managing safety and health at work	√	√	√	√	√	√	√	√
Accident, incident, ill-health reporting and investigation					√			
Workplace health and safety consultation				√	√			
Risk Assessment and Hazard Reporting					√			
Occupational Health & Health Surveillance		√		√				
Substance and Alcohol Abuse				√	√			
Purchasing				√	√		√	
New and Expectant Mothers				√	√			
Employing children and Young Persons				√	√			
Lone Working				√	√			
Health and Safety Training					√			
Health and Safety Of Visitors				√	√	√		
Personal Protective Equipment					√			
Home Working				√			√	
Safe Systems of Work					√			
Action On Enforcing Authority Reports	√			√	√			

	C	CL	LC	PC	FM	AC	RFO	V
Safety arrangements								
Equality and Disability Discrimination Compliance	√			√	√			
Health And Safety Information for Workers					√			
Fire Safety - Arrangements and Procedures					√			
First Aid					√			
Welfare, Staff Amenities, Rest Rooms and the working environment				√	√			
Housekeeping					√			
Pest Control					√			
Building Services					√			
Control Of Hazardous and Non-Hazardous Waste					√			
Access, Egress, Stairs and Floors					√			
Windows, Glass and Glazing in the Workplace					√			
Workplace Signs					√			
Working in the Open Air, Working in the Sun					√			
Water Temperature Control					√			
Premises					√			
Electrical Safety					√			
The Provision, Use and Maintenance of Work Equipment					√			
Hand Tools					√			
Office Equipment				√				
Storage of Chemical Substances and Agents					√			
Control of Flammable Liquids					√			
Slips, Trips and Falls	√	√	√	√	√	√	√	√
The Provision and Use of Machinery					√			
The Safe Use of Machinery					√			
Work at Height					√			
Access Equipment					√			

	C	CL	LC	PC	FM	AC	RFO	V
Safety arrangements								
Workplace Transport Management and Pedestrian Control					√			
Battery Charging					√			
Occupational Road Safety					√			
Sharps and Needlestick Injuries					√			
Water Hazards					√			
Hand Arm Vibration					√			
Leptospirosis					√			
Manual Handling					√			
Display Screen Equipment					√			
Legionella Control					√			
Use Of Chemical Agents and Substances					√			
Asbestos At Work - Survey ACMS Present, No Off-Site Risk					√			
Control Of Noise At Work					√			
Stress In The Workplace				√				
Aggression and Violence				√	√			
Occupational Asthma					√			
Dermatitis					√			
Playgrounds					√			
Contractor Control and Management				√	√			

Note:

People with delegated responsibilities for health and safety issues need to ensure that any risk assessments and safety records are completed and that the required control measures are in place and used.

Where more than one person has been assigned responsibility to a particular subject, each must fulfil their responsibilities in the areas under their control and complete the relevant records.

Working together they need to check that between them they have covered all aspects of safety management for the subject.

Relevant Legislation

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved.

This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work that were in force when this policy was prepared. The Online Reference Library contains a similar list which will always be up to date. The document is titled 'Health and Safety Legislation (UK)'.

Not every piece of the legislation will apply to our operation on a day to day basis, but we need to be aware of them should circumstances change.

Further detail and access to the specific wording of each of these legal requirements is available from the [Peninsula](#) 24 Hour Advice Service on 0844 892 2785.

Note. Although the transition period for the UK exit from the EU has expired the European Regulations listed here have been continued in force until replaced by domestic legislation by the European Union (Withdrawal) Act 2018 and associated legislation.

- Building Regulations 2010 (as amended)
- European Regulation (EC) No 2016/425/2016 on Personal Protective Equipment
- European Regulation (EC) No 2008/1272 on classification, labelling and packaging of substances and mixtures
- European Regulation (EC) No 2003/2003 concerning the export and import of dangerous chemicals, as amended
- Chemicals (Health and Safety) and Genetically Modified Organisms (Contained Use) (Amendment etc.) (EU Exit) Regulations 2019
- Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012
- Control of Electromagnetic Fields at Work Regulations 2016
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazard Regulations 2015
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989

- Employers Liability (Compulsory Insurance) Regulations 1998 (as amended)
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)
- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998 (as amended)
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005 (as amended)
- Health and Safety (Amendment) (EU Exit) Regulations 2018
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
- Ionising Radiations Regulations 2017
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 2016
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Personal Protective Equipment Regulations 2002
- Personal Protective Equipment at Work (Amendment) Regulations 2022
- Regulation (EU) 2016/425 on Personal Protection Equipment
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)

Safety Arrangements Table

Ref. number	Title
SA1-1	Managing Safety and Health at Work
SA1-3	Accident, Incident, Ill-Health Reporting and Investigation
SA1-5	Workplace Health and Safety Consultation
SA1-6	Risk Assessment and Hazard Reporting
SA1-7	Occupational Health and Health Surveillance
SA1-8	Substance and Alcohol Abuse
SA1-9	Purchasing
SA1-11	New and Expectant Mothers
SA1-12	Employing Children and Young Persons
SA1-13	Lone Working
SA1-14	Health and Safety Training
SA1-15	Health and Safety of Visitors
SA1-17	Personal Protective Equipment
SA1-18	Home Working
SA1-20	Safe Systems of Work
SA1-21	Action on Enforcing Authority Reports
SA1-22	Equality and Disability Discrimination Compliance
SA1-23	Health and Safety Information for Workers
SA2-1	Fire Safety - Arrangements and Procedures
SA3-1	First Aid
SA3-2	Welfare, Staff Amenities, Rest Rooms and The Working Environment
SA3-3	Housekeeping and Cleaning
SA3-4	Pest Control
SA3-5	Building Services
SA3-6	Control of Hazardous and Non-Hazardous Waste
SA3-9	Access, Egress, Stairs and Floors
SA3-10	Windows, Glass and Glazing in The Workplace
SA3-11	Workplace Signs

Ref. number Title

SA3-13 Working in The Open Air, Working in The Sun

SA3-14 Water Temperature Control

SA3-15 Premises

SA4-1 Electrical Safety

SA4-2 The Provision, Use and Maintenance of Work Equipment

SA4-3 Hand Tools

SA4-4 Office Equipment

SA4-5 Storage of Chemical Substances and Agents

SA4-6 Control of Flammable Liquids

SA4-8 Slips, Trips and Falls

SA4-10 The Provision and Use of Machinery

SA4-11 The Safe Use of Machinery

SA4-20 Work at Height

SA4-21 Access Equipment

SA4-28 Workplace Transport Management and Pedestrian Control

SA4-30 Battery Charging

SA4-31 Occupational Road Safety

SA4-32 Sharps and Needlestick Injuries

SA4-33 Water Hazards

SA5-1 Hand Arm Vibration

SA5-8 Leptospirosis

SA5-9 Manual Handling

SA5-11 Display Screen Equipment

SA5-12 Legionella Control

SA5-14 Use of Chemical Agents and Substances

SA5-16E Asbestos at Work - Survey ACM's Present, No Off-Site Risk

SA5-17 Control of Noise at Work

SA5-18 Stress in The Workplace

SA5-19 Aggression and Violence

SA5-23 Occupational Asthma

Ref. number Title

SA5-26 Dermatitis

SA6-10 Playgrounds

SA7-2 Contractor Control and Management

SA7-4A Construction Design and Management Client



Royal Air Force Waddington
Lincoln
LN5 9NB

Email: WAD-Ops-AirbasePlans-A5@mod.gov.uk

Our reference: ExCW25-2_Parish_Council

1 Jun 25

Dear Nettleham Parish Council,

RAF Waddington – Exercise COBRA WARRIOR 25-2 – Sep/ Oct 25

RAF Waddington will host Exercise Cobra Warrior 25-2 (Ex CW 25-2) between the 12th September and the 4th October and as the local community, we understand the importance of keeping you informed of actions we are taking to ensure that RAF Waddington and the surrounding communities are aware of the Exercise, planning and mitigations. As we approach the start of the Exercise, my Plans team and I are working with the Local Authorities and our partner nations to ensure any impact to the community is minimised.

Traffic

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

Aviation Enthusiasts

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

Security

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

The Ex CW 25-2 mission is *'to safely execute training to develop the tactical skills of all participating, aircrew and supporting tactical elements within a Composite Air Operations environment,'* and as such, Ex CW 25-2 is truly international in nature. Participation in the exercise includes a significant international contingent and provides valuable opportunities for all participating Force Elements. We are proud to be able to host Ex CW at RAF Waddington and we thank you for your continued understanding.

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

Yours faithfully,

Emma Leonard

Emma Leonard
Squadron Leader
OC Operations Squadron

11b Estate off Scothern Road

To the Parish Council

I have avoided this ghastly estate for many months, but was finally persuaded by my husband to 'go and have a look'. After the all the noise of the building has now become part of our lives.

Well, what an awful experience. I have lived all over, including Birmingham (one of the greenest cities in the UK) but I have never seen such monstrosities as these faceless houses the colour of vomit.

We did not see any small houses, just these faceless boxes.

I wonder if you could answer the following questions?

Why are there no trees or indeed anything that might grow.

Are there any affordable houses or even semi detached houses?

How does this development connect to the village plan which took many hours to design?

How many houses will eventually be built there?

Why are there no solar panels on any of the houses, all of which seem to have roofs facing the sun?

It was recently on the radio that 100,000 children are either in bed and breakfast accommodation or hostels. With developments like this going on there is little hope for them to be houses anywhere.

One man told us 'This Council only wants toffs in the village'.

I have to agree when you see the Chelsea tractors pulling up at the school. It is a shame for these people because they are not strong enough to walk down to school, and anyway if they do that, they can't show off their huge cars with personalised number plates.

Oh dear what a mess we are in!

I look forward to your replies

Name Provided

Officer's response already supplied

Dear

Thank you for your email regarding the new housing development. I can confirm that your correspondence will be brought to the attention of the Parish Council at its next meeting on 24th June 2025. Any response from the Council will be sent following that meeting.

However, it is important to clarify that the Parish Council is not the planning authority and therefore does not make decisions on planning applications. The responsibility for planning approval, including matters of housing design, layout, and infrastructure, lies with West Lindsey District Council (WLDC). You may wish to raise your queries and concerns directly with them.

11c Riverdale

Dear Sir

Following on from your letter of 9th April regarding the above plan.

After careful consideration I would prefer the grass to continue to be mown.

Firstly the plan shows maintaining a path 1.2m wide for the benefit of dog walkers. I'm wondering how this can be enforced . From current observations dog walkers do not use the beck side to walk their dogs, and in several instances some dog owners unleash their dogs as soon as they turn into Riverdale and the dogs run freely. If the grass is long how will they pick up the dog litter?

Secondly, I have recently had a rat problem in my garden and have had to pay for a pest controller to come and get rid of them. Not nice, in fact I found it very unnerving. I think the longer undergrowth would really increase the possibility of another infestation. Please reconsider.

Name and address supplied

Dear Ms Waller,

Thanks to our neighbour , I have a copy of your letter dated 28th May 2025 relating to the above noted plan.

You state that you, as a parish council, have shown a willingness to respond to community input yet choose to ignore the fact that wrote to you on behalf of every resident of Riverdale expressing our utter dissatisfaction with this plan. Indeed, you state that he was the only one expressing dissatisfaction which was patently not the case. I would have thought that the views of the residents most affected by this change would be the ones carrying the most weight but apparently not. We are all against it as is every passer-by and dog walker that we have spoken to and I wonder in just which part of the village these so called supportive residents live and in just what numbers.

Part of the reason we chose to buy a house on Riverdale was the pleasant outlook from the front of the house which was always neat and tidy. We will now be faced with a mess which you consider "biodiverse" but which basically consists of grass, hogweed and nettles. I would agree that nettles play a useful role in supporting butterflies in particular but this is hardly the area, close to the heart of the village to carry out such an experiment. I assume that you also have the village green under consideration as a further site suitable for this treatment? We spend a lot of time working to keep gardens both front and rear in good order which is already made difficult by the hundreds of sycamore seeds we have to clear every year but we will in future have to spend even more time cleaning up seedlings of grass and nettles. If you have spent any time on Riverdale you will have noticed that the tarmac pavement is already alive with numerous weeds lifting the surface and this decision will do nothing to improve that situation. Our plot has more than its fair share of small trees, is full of bee friendly plants and birds and manages to achieve this without looking untidy and messy. I would be more supportive if you proposed a flower meadow which would have colour and true diversity but that has not been mentioned.

Has anyone considered the potential for some of life's more unpleasant creatures to make an appearance? Ticks enjoy long grass especially under trees and attach themselves to dogs, cats and even hedgehogs not to mention human beings, and I am sure you will be creating a more welcoming environment for rats alongside the beck but only time will tell. I have been told that at least two local residents in addition to wrote to object but I can only assume that these never reached the parish council office. I assume that it is too late for any additional consideration to be given to this project but wished to express my disappointment with this decision, my feeling being that it was made well ahead of any submissions we or anyone else put forward.

Name and address supplied

11d Fire Risk Bill Baileys

Good morning,

On Thursday 29th of May there was a further attempt to start a fire in the wooded area at the back of Bill Baileys.

We called the police, took a photo of the youths, and sent the image to the police after a conversation.

With multiple bin fires and one large fire spanning metres and the fire brigade confirming accelerant was used, we would like to know if you have a plan to protect this area.

We had correspondence last year regarding this area and nothing appears to be done.

Youths are becoming more destructive and verbally abusive.

I am concerned with the fire risk. Coming into summer do you have a risk assessment plan in place?

Kind Regards

Name supplied

Officer's response already supplied

Dear

Thank you for your email regarding the recent incident in the wooded area behind Bill Baileys. We appreciate your prompt action in contacting the police and providing photographic evidence, which we understand has been passed on to them.

The Parish Council shares your concerns about the ongoing fire risk and anti-social behaviour in this location, particularly with the approach of summer. The area has multiple access points that cannot all be gated off, and while signage clearly states the park is open from dawn until dusk, this is not always respected.

Although the Parish Council is not legally responsible for the illegal actions of third parties, such as arson or other criminal behaviour, we continue to take these issues seriously and are doing what we can within our remit. We are actively working with the local police and have raised our concerns about this area with them. That said, it remains essential that all incidents are

reported by residents directly to the police via 101 or their online reporting system, as this helps build an accurate picture of the issues and supports any action they can take.

Unfortunately, due to the remote and wooded nature of the area, CCTV was not previously found to be a feasible option, and other physical security measures are limited. However, we are committed to monitoring the situation and maintaining dialogue with the relevant authorities.

Your email will be brought to the attention of the Parish Council at its next meeting on the 24th June to consider whether there is anything further that can be done.

Thank you again for raising this matter.

11e Litter Bin

Hello,

I would like to request that a litter bin be placed in the Co-op car park, somewhere near the takeaways.

My husband and I regularly pick litter around the village. Shortly after the recent fire I walked through the then empty car park and realised how much litter there was around the edges. We returned with bags and pickers the next day and collected three sacks of rubbish. This was almost entirely food and drink related litter, including bottles, cans, packets and wrappers plus takeaway containers with lids, presumably discarded from cars. We have since returned twice and have collected more of the same.

A litter bin in the vicinity might encourage people to be more considerate.

Name and address supplied

Schedule of Payments

June 2025

Invoice Date	Ref	Supplier	Nett	VAT	Total
31/05/2025	456	LINC WEB DESIGN	171.00	0.00	171.00
30/05/2025	458	EXECUTIVE CLEANING	760.00	0.00	760.00
04/06/2025	459	WICKSTEED	172.30	34.46	206.76
19/05/2025	460	ACTIVE8	29.26	5.85	35.11
16/05/2025	461	ESPO	15.40	3.08	18.48
06/06/2025	462	ESPO	36.70	7.34	44.04
02/05/2025	463	ESPO	161.28	32.26	193.54
01/04/2025	464	ICCM	105.00	0.00	105.00
03/06/2025	465	NETTLEHAMFC	1078.00	0.00	1078.00
31/05/2025	466	CONTINENTAL	3773.69	754.74	4528.43
08/06/2025	467	ACTIVE8	51.55	10.31	61.86
15/05/2025	468	EDF Energy	14.69	2.94	17.63
11/06/2025	469	Greenstripe Innovations	115.00	23.00	138.00
TOTAL INVOICES			6483.87	873.98	7357.85

06/05/2025	CB361	EXECUTIVE CLEANING SERVICES	700.00	0.00	700.00	Exec - Cleaning April
14/05/2025	CB362	SMARTEST ENERGY	59.29	11.86	71.15	Smartest - Gas
12/05/2025	CB363	SMARTEST ENERGY	175.00	35.00	210.00	Smartest elec
14/05/2025	CB364	SMARTEST ENERGY	222.76	44.55	267.31	Smartest Gas
14/05/2025	CB365	SMARTEST ENERGY	161.77	32.35	194.12	Smartest - Gas MP
12/05/2025	CB366	SMARTEST ENERGY	90.00	18.00	108.00	Smartest - Elec OS
20/05/2025	CB367	FLEETDRIVE MANAGEMENT	305.99	61.20	367.19	Electric Van hire
21/05/2025	CB368	VATIX	51.10	10.22	61.32	VATIX
21/05/2025	CB369	EE	101.64	20.33	121.97	EE
22/05/2025	CB370	PERSONNEL ADVICE &	100.00	20.00	120.00	Personnel Advice
27/05/2025	CB371	OCTOPUS ENERGY LTD.	94.41	18.88	113.29	Octopus - Elec MP
27/05/2025	CB372	Clear Councils	5790.00	0.00	5790.00	Clear Councils -
27/05/2025	CB373	AMAZON	12.08	2.42	14.49	Amazon - hand sanitiser
23/05/2025	CB373	PENINSULA	169.43	33.89	203.32	Peninsula
30/05/2025	CB374	DATAPLAN PAYROLL LTD	70.99	14.20	85.19	Dataplan - payroll fees
31/05/2025	CB374	Unity Bank Fees	13.50	0.00	13.50	Unity Bank Fees
15/05/2025	CB375	Anglian Water	14.53	2.91	17.43	Water Green
15/05/2025	CB376	Anglian Water	143.13	28.63	171.76	Water OS
15/05/2025	CB377	Anglian Water	18.63	3.73	22.35	Water BG
05/06/2025	CB378	Co op Bank	13.96	0.00	13.96	Bank Fees
04/06/2025	CB379	Smarttest Energy	104.23	20.85	125.07	Elec Offic e
04/06/2025	CB380	SMARTEST ENERGY	89.57	17.91	107.48	Elec OS
24/05/2025	CB381	BT	111.10	22.22	133.32	Broadband DDR
22/05/2025	CT1	Active8 Managed Technologies	158.83	0.00	158.83	Active 8
22/05/2025	ct10	Continental Landscapes	3753.18	0.00	3753.18	Continental Landscapes
22/05/2025	CT12	Lincs Association of Local Cou	210.00	0.00	210.00	LALC
22/05/2025	CT13	NETTLEHAM FC	534.00	0.00	534.00	Nettleham FC
22/05/2025	CT14	ESPO	160.68	0.00	160.68	Espo
22/05/2025	CT16	Mark Cropper Tree Surgeon	1300.00	0.00	1300.00	Mark Cropper Tree Services
22/05/2025	CT2	West Lindsey District Council	220.00	0.00	220.00	West Lindsey DC
22/05/2025	CT3	Rudies Roots	864.00	0.00	864.00	Rudies Roots
22/05/2025	CT4	RETFORD WALLCOVERINGS	64.26	0.00	64.26	Retford Wallcoverings
22/05/2025	CT5	PKF LITTEJOHN	3045.90	0.00	3045.90	PKF Littlejohn
22/05/2025	CT6	Rialtas Business Solutions Ltd	1046.40	0.00	1046.40	Rialtas
22/05/2025	CT7	MID Lincs ROOFTNG	234.00	0.00	234.00	Mid Linbcs Roofing
22/05/2025	CT8	J.S.F. Hood Limited	40.00	0.00	40.00	JSF Hood
22/05/2025	CT9	Lincolnshire Web Design Ltd	171.00	0.00	171.00	Linconshire Web Design
23/05/2025	WAGES	DATAPLAN PAYROLL LTD	9573.27	0.00	9573.27	Dataplan - May salaries
TOTAL CASHBOOK			30407.74	419.13	30407.74	

TOTAL PAYMENTS	36891.61	1293.11	37765.59
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Authorised Signatory	Authorised Signatory
Print Name	Print Name
Date	Date



Nettleham
Parish Council

Accounting Statements

Financial Year Ending 31st March 2026

Period Ending 31st May 2025

Month 2



BANK RECONCILIATION AND CASH POSITION

31st May 2025

Account balance as at 31/05/25

Co Op Current Account	4161.59
Co Op 14 Day Account	44713.51
Unity Current Account	7720.87
Unity Savings Account	307127.84
Charity Bank	100000.00
Redwood Bank	85000.00

Total Funds as at 31/05/25 **548723.81**

General Reserves

3 months running costs **70013**

Earmarked Reserves

322 Mulsanne Park	28562.00
323 Old School	22026.00
324 Old School Wall	47814.00
326 Bill Bailey's Capital Projects	35104.00
328 Play Equipment	89338.00
329 Tennis Courts	28360.00
333 Memorial Safety	7555.00
334 Village Beck	7500.00
335 Burial Ground Extension	31243.00
336 Permissive Paths	3207.00
337 Election Cost	4500.00
338 Legal Costs	3500.00
339 Tree Work Reserve	21420.00
340 Minster Fields	3000.00
341 EMR CIL -COMM INFRASTR LEV'	50553.01
2025/26 Identified Projects	34600.00

Total reserves **418282.01**

REMAINING FUNDS **60428.80**

Summary Income & Expenditure by Budget Heading 11/06/2025

Month No: 2

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	ADMINISTRATION							
	Income	42	210,998	220,300	9,302			95.8%
	Expenditure	16,633	33,151	164,137	130,986	10,019	120,967	26.3%
	Net Income over Expenditure	(16,590)	177,847	56,163	(121,684)			
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	(16,590)	177,847	56,163	(121,684)			
102	OLD SCHOOL							
	Income	3,135	6,406	29,287	22,881			21.9%
	Expenditure	1,366	2,528	17,497	14,969	108	14,861	15.1%
	Movement to/(from) Gen Reserve	1,769	3,878					
103	BURIAL GROUNDS							
	Income	1,110	2,660	13,000	10,340			20.5%
	Expenditure	383	383	4,946	4,563		4,563	7.7%
	Movement to/(from) Gen Reserve	727	2,277					
104	ALLOTMENTS							
	Income	0	0	30	30			0.0%
	Expenditure	40	40	1,033	993	9	984	4.8%
	Movement to/(from) Gen Reserve	(40)	(40)					
105	VILLAGE/PARISH FACILITES							
	Expenditure	1,622	3,088	32,996	29,908	710	29,198	11.5%
	plus Transfer from EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	(1,622)	(3,088)	(32,996)	(29,908)			
106	MULSANNE PARK							
	Income	(171)	(15)	11,500	11,515			(0.1%)
	Expenditure	1,646	2,971	19,104	16,133	164	15,969	16.4%
	Net Income over Expenditure	(1,817)	(2,986)	(7,604)	(4,618)			
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	(1,817)	(2,986)	(7,604)	(4,618)			
107	BISHOPS PALACE SITE							
	Expenditure	571	686	3,840	3,154		3,154	17.9%
109	PARISH OFFICE							
	Expenditure	240	472	300	(172)		(172)	157.3%
112	THE SWATHE							
	Expenditure	53	63	1,200	1,137		1,137	5.3%
	plus Transfer from EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	(53)	(63)	(1,200)	(1,137)			
120	LCC - GRASS CUTTING							
	Income	0	0	3,000	3,000			0.0%
	Expenditure	1,602	1,602	10,882	9,280		9,280	14.7%
	Movement to/(from) Gen Reserve	(1,602)	(1,602)					
131	CAPITAL INCOME							
	Income	0	519	0	(519)			0.0%
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	0	519	0	(519)			
201	FIELDPATHS							
	Expenditure	11	11	2,415	2,404		2,404	0.5%

Summary Income & Expenditure by Budget Heading 11/06/2025

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	4,116	220,568	277,117	56,549			79.6%
Expenditure	24,168	44,996	258,350	213,354	11,010	202,344	21.7%
Net Income over Expenditure	(20,052)	175,572	18,767	(156,805)			
plus Transfer from EMR	0	0	0	0			
less Transfer to EMR	0	0	0	0			
Movement to/(from) Gen Reserve	(20,052)	175,572	18,767	(156,805)			

Detailed Income & Expenditure by Budget Heading 11/06/2025

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 ADMINISTRATION								
1176 PRECEPT RECEIVED	0	210,000	210,000	0			100.0%	
1184 ADM - INCOME MISC	42	200	300	100			66.6%	
1196 ADM - INTEREST REC'D	0	799	10,000	9,201			8.0%	
ADMINISTRATION :- Income	42	210,998	220,300	9,302			95.8%	0
1101 ADM - STAFF SALARIES	9,573	18,923	122,270	103,347		103,347	15.5%	
1104 ADM - CONTRACTOR COSTS	472	1,863	4,500	2,637		2,637	41.4%	
1108 ADM - TRAINING	175	175	2,000	1,825		1,825	8.8%	
1109 ADM - STAFF TRAVEL	0	0	50	50		50	0.0%	
1114 ADM - ELECTRICITY	0	0	1,803	1,803		1,803	0.0%	
1116 ADM - CLEANING MATERIALS	0	0	40	40		40	0.0%	
1117 ADM - CHAIRMAN'S ALL	0	0	250	250		250	0.0%	
1119 ADM - IT MANAGEMENT	346	3,713	10,000	6,287		6,287	37.1%	
1120 ADM - MISC EST COSTS	0	100	400	300		300	25.0%	
1121 ADM - TELEPHONE/BROADBAND	201	395	2,832	2,437		2,437	13.9%	
1122 ADM - POSTAGE	0	0	100	100		100	0.0%	
1123 ADM - PRINT/STATIONERY	0	0	1,000	1,000	19	981	1.9%	
1124 ADM - SUBSCRIPTIONS	0	0	900	900		900	0.0%	
1125 ADM - INSURANCE	5,790	5,790	5,169	(621)		(621)	112.0%	
1126 ADM - PROP. REPORTS	0	0	50	50		50	0.0%	
1127 ADM - P/COPIER CONTRCT	0	79	632	553		553	12.6%	
1129 ADM - ADVERTISING	48	148	500	352		352	29.6%	
1130 ADM - OFFICE EQUIPMENT	0	0	1,000	1,000		1,000	0.0%	
1137 ADM - ROUTINE REPAIRS/MAINTENC	0	0	300	300		300	0.0%	
1140 ADM - REFUSE COLLECTION	0	0	609	609		609	0.0%	
1154 ADM - VILLAGE HALL LOAN	0	0	3,782	3,782		3,782	0.0%	
1157 ADM - AUDIT FEES	0	1,908	1,500	(408)		(408)	127.2%	
1158 ADM - BANK FEES	28	57	295	238		238	19.2%	
1162 ADM - S137 GRANTS	0	0	155	155		155	0.0%	
1163 ADM - LEGAL EXPENSES	0	0	1,000	1,000		1,000	0.0%	
1164 ADM - GRANTS GENERAL	0	0	1,000	1,000	10,000	(9,000)	1000.0%	
1165 ADM - CLIMATE CHANGE INITIATIV	0	0	2,000	2,000		2,000	0.0%	
ADMINISTRATION :- Indirect Expenditure	16,633	33,151	164,137	130,986	10,019	120,967	26.3%	0
Net Income over Expenditure	(16,590)	177,847	56,163	(121,684)				
102 OLD SCHOOL								
1281 OS-SMALL ROOM	1,287	2,434	13,500	11,066			18.0%	
1282 OS-LARGE ROOM	1,722	3,643	15,000	11,357			24.3%	
1283 OS-KITCHEN	84	249	500	252			49.7%	

Detailed Income & Expenditure by Budget Heading 11/06/2025

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1284 OS-MISC INCOME	0	0	37	37			0.0%	
1285 OS-STORAGE INCOME	42	81	250	169			32.4%	
OLD SCHOOL :- Income	3,135	6,406	29,287	22,881			21.9%	0
1204 OS-CONTRACTOR COSTS	600	840	4,000	3,160		3,160	21.0%	
1212 OS-WATER	0	0	503	503		503	0.0%	
1214 OS-ELECTRICITY	103	206	1,962	1,756		1,756	10.5%	
1215 OS-GAS	322	877	3,000	2,123		2,123	29.2%	
1216 OS-CLEANING MATERIAL	146	146	400	254	108	146	63.4%	
1219 OS-PERFORMING RIGHTS	0	0	60	60		60	0.0%	
1220 OS-MISCELLANEOUS	0	224	50	(174)		(174)	447.3%	
1231 OS-ADVERTISING	0	0	300	300		300	0.0%	
1237 OS-ROUTINE MAINT/REPAIRS	195	236	2,000	1,764		1,764	11.8%	
1240 OS-REFUSE COLLECTION	0	0	900	900		900	0.0%	
1253 OS-LOAN REPAYMENTS	0	0	4,322	4,322		4,322	0.0%	
OLD SCHOOL :- Indirect Expenditure	1,366	2,528	17,497	14,969	108	14,861	15.1%	0
Net Income over Expenditure	1,769	3,878	11,790	7,912				
103 BURIAL GROUNDS								
1381 BG-INCOME	1,110	2,660	13,000	10,340			20.5%	
BURIAL GROUNDS :- Income	1,110	2,660	13,000	10,340			20.5%	0
1312 BG-WATER RATES	0	0	74	74		74	0.0%	
1320 BG-MISCELLANEOUS	0	0	21	21		21	0.0%	
1336 BG-GRASS CUTTING	383	383	3,321	2,938		2,938	11.5%	
1337 BG-ROUTINE MAINTENANCE	0	0	500	500		500	0.0%	
1342 BG-TREE MAINTENANCE	0	0	1,030	1,030		1,030	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	383	383	4,946	4,563	0	4,563	7.7%	0
Net Income over Expenditure	727	2,277	8,054	5,777				
104 ALLOTMENTS								
1481 ALL-INCOME	0	0	30	30			0.0%	
ALLOTMENTS :- Income	0	0	30	30			0.0%	0
1412 ALL-WATER RATES	0	0	250	250		250	0.0%	
1413 ALL-RENT	40	40	53	13		13	75.5%	
1437 ALL-ROUTINE MAINTENANCE	0	0	500	500	9	491	1.9%	
1438 ALL-ELECTRICITY	0	0	230	230		230	0.0%	
ALLOTMENTS :- Indirect Expenditure	40	40	1,033	993	9	984	4.8%	0
Net Income over Expenditure	(40)	(40)	(1,003)	(963)				

Detailed Income & Expenditure by Budget Heading 11/06/2025

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
105 VILLAGE/PARISH FACILITIES								
1503 VF -TRAVEL ALLOW - F/STAFF	0	0	250	250		250	0.0%	
1504 VF-CONTRACTOR COSTS	0	0	1,000	1,000	710	290	71.0%	
1505 VF - WORKS VEHICLE	306	612	4,200	3,588		3,588	14.6%	
1512 VF-WATER RATES	0	0	75	75		75	0.0%	
1519 VF-PERFORMANCE RIGHTS	0	0	165	165		165	0.0%	
1520 VF-MISCELLANEOUS	0	0	550	550		550	0.0%	
1521 VF - SPEED REDUCTION	0	203	2,500	2,297		2,297	8.1%	
1532 VF - COMMUNITY EVENTS	0	0	600	600		600	0.0%	
1533 VF-CHRISTMAS TREE COSTS	0	0	2,060	2,060		2,060	0.0%	
1534 VF-FLORAL DISPLAYS	0	0	2,000	2,000		2,000	0.0%	
1536 VF-GRASS CUTTING	501	501	5,800	5,299		5,299	8.6%	
1537 VF-ROUTINE MAINTENANCE	9	62	908	846		846	6.9%	
1539 VF-VILLAGE GREEN TEL KIOSK	0	0	515	515		515	0.0%	
1540 VF-REFUSE COLLECTION	0	0	88	88		88	0.0%	
1541 VF-WEED SPRAYING	5	5	2,000	1,995		1,995	0.3%	
1542 VF-TREE MAINTENANCE	800	800	4,000	3,200		3,200	20.0%	
1543 VF-TREE PLANTING	0	720	0	(720)		(720)	0.0%	
1544 VF-TREE MAINTENANCE HIGHWAYS	0	0	515	515		515	0.0%	
1546 VF-PLAY EQUIP REPAIR & SERVICE	0	0	2,600	2,600		2,600	0.0%	
1551 VF-VILLAGE SEATS - MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
1564 VF - DEFIBRILATOR	0	183	170	(13)		(13)	107.8%	
1565 VF - PPE EQUIPMENT	0	0	300	300		300	0.0%	
1566 VF - TOOLS /SUNDRIES	0	0	1,500	1,500		1,500	0.0%	
1567 VF - OLD QUARRY PROJECT	0	0	200	200		200	0.0%	
VILLAGE/PARISH FACILITIES :- Indirect Expenditure	1,622	3,088	32,996	29,908	710	29,198	11.5%	0
Net Expenditure	(1,622)	(3,088)	(32,996)	(29,908)				
106 MULSANNE PARK								
1681 MP-GROUND LETTINGS	0	0	9,400	9,400			0.0%	
1682 MP-PAVILION LETTINGS	(204)	(62)	1,600	1,662			(3.8%)	
1684 MP-MISC INCOME	33	47	500	453			9.4%	
MULSANNE PARK :- Income	(171)	(15)	11,500	11,515			(0.1%)	0
1604 MP-CONTRACTOR COSTS	320	820	3,000	2,180		2,180	27.3%	
1612 MP-WATER RATES	0	0	1,200	1,200		1,200	0.0%	
1614 MP-ELECTRICITY	108	223	1,911	1,688		1,688	11.7%	
1615 MP-GAS	185	461	2,260	1,799		1,799	20.4%	
1616 MP-CLEANING MATERIALS	0	0	500	500	164	336	32.8%	
1619 MP-PERFORMING RIGHTS	0	70	500	430		430	14.0%	

Detailed Income & Expenditure by Budget Heading 11/06/2025

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1620 MP-MISCELLANEOUS	0	0	200	200		200	0.0%	
1621 MP-TELEPHONE	0	134	350	216		216	38.2%	
1636 MP-GRASS CUTTING	534	764	4,250	3,486		3,486	18.0%	
1637 MP-ROUTINE MAINT/REPAIRS	0	0	2,000	2,000		2,000	0.0%	
1639 MP-SECURITY	0	0	187	187		187	0.0%	
1640 MP-REFUSE COLLECTION	0	0	1,236	1,236		1,236	0.0%	
1641 MP-WEED SPRAYING	0	0	510	510		510	0.0%	
1642 MP-TREE MAINTENANCE	500	500	1,000	500		500	50.0%	
MULSANNE PARK :- Indirect Expenditure	1,646	2,971	19,104	16,133	164	15,969	16.4%	0
Net Income over Expenditure	(1,817)	(2,986)	(7,604)	(4,618)				
107 BISHOPS PALACE SITE								
1712 BP - WATER	0	0	60	60		60	0.0%	
1713 BP - RENT	0	115	280	165		165	41.1%	
1736 BP - GRASS CUTTING	571	571	2,000	1,429		1,429	28.6%	
1737 BP - ROUTINE MAINTENANCE	0	0	500	500		500	0.0%	
1742 BP - TREE MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
BISHOPS PALACE SITE :- Indirect Expenditure	571	686	3,840	3,154	0	3,154	17.9%	0
Net Expenditure	(571)	(686)	(3,840)	(3,154)				
109 PARISH OFFICE								
1904 PO-CONTRACTORS COSTS	40	112	0	(112)		(112)	0.0%	
1912 PO-WATER	0	0	300	300		300	0.0%	
1914 PO-ELECTRICITY	200	360	0	(360)		(360)	0.0%	
PARISH OFFICE :- Indirect Expenditure	240	472	300	(172)	0	(172)	157.3%	0
Net Expenditure	(240)	(472)	(300)	172				
112 THE SWATHE								
2036 TS - GRASS CUTTING	53	53	300	247		247	17.7%	
2037 TS - ROUTINE MAINT/REPAIRS	0	10	300	290		290	3.4%	
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	53	63	1,200	1,137	0	1,137	5.3%	0
Net Expenditure	(53)	(63)	(1,200)	(1,137)				
120 LCC - GRASS CUTTING								
12086 HIGHWAY VERGES-INCOME	0	0	3,000	3,000			0.0%	
LCC - GRASS CUTTING :- Income	0	0	3,000	3,000			0.0%	0

Detailed Income & Expenditure by Budget Heading 11/06/2025

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
12036 HIGHWAY VERGES-GRASS CUTTING	1,602	1,602	10,882	9,280		9,280	14.7%	
LCC - GRASS CUTTING :- Indirect Expenditure	<u>1,602</u>	<u>1,602</u>	<u>10,882</u>	<u>9,280</u>	<u>0</u>	<u>9,280</u>	<u>14.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,602)</u>	<u>(1,602)</u>	<u>(7,882)</u>	<u>(6,280)</u>				
<u>131 CAPITAL INCOME</u>								
13125 INCOME - CIL	0	519	0	(519)			0.0%	
CAPITAL INCOME :- Income	<u>0</u>	<u>519</u>	<u>0</u>	<u>(519)</u>				<u>0</u>
Net Income	<u>0</u>	<u>519</u>	<u>0</u>	<u>(519)</u>				
<u>201 FIELDPATHS</u>								
2120 FP-MISCELLANEOUS	0	0	200	200		200	0.0%	
2136 FP-GRASS CUTTING	11	11	2,215	2,204		2,204	0.5%	
FIELDPATHS :- Indirect Expenditure	<u>11</u>	<u>11</u>	<u>2,415</u>	<u>2,404</u>	<u>0</u>	<u>2,404</u>	<u>0.5%</u>	<u>0</u>
Net Expenditure	<u>(11)</u>	<u>(11)</u>	<u>(2,415)</u>	<u>(2,404)</u>				
Grand Totals:- Income	4,116	220,568	277,117	56,549			79.6%	
Expenditure	24,168	44,996	258,350	213,354	11,010	202,344	21.7%	
Net Income over Expenditure	<u>(20,052)</u>	<u>175,572</u>	<u>18,767</u>	<u>(156,805)</u>				
Movement to/(from) Gen Reserve	<u>(20,052)</u>	<u>175,572</u>	<u>18,767</u>	<u>(156,805)</u>				



Analysis of Payments Made

May 2025

Date	Ref	Payee Name	Total	Detail
02/05/2025	CB360	Co-operative Bank	13.82	BACS Fees
06/05/2025	CB357	INDEED	48.43	INDEED - FM Advert
06/05/2025	CB358	AVQ Software	93.95	PDF Sam renewal
06/05/2025	CB361	EXECUTIVE CLEANING SERVICES	700.00	Exec - Cleaning April
08/05/2025	CB359	BT	119.39	BT - phone/b band
20/05/2025	CB367	FLEETDRIVE MANAGEMENT	367.19	Electric Van hire
21/05/2025	CB368	VATIX	61.32	VATIX
21/05/2025	CB369	EE	121.97	EE
22/05/2025	CB370	PERSONNEL ADVICE &	120.00	Personnel Advice
23/05/2025	WAGES	DATAPLAN PAYROLL LTD	9573.27	Dataplan - May salaries
27/05/2025	CB371	OCTOPUS ENERGY LTD.	113.29	Octopus - Elec MP
27/05/2025	CB372	Clear Councils	5790.00	Clear Councils -
27/05/2025	CB373	AMAZON	14.49	Amazon - hand sanitiser
30/05/2025	CB374	DATAPLAN PAYROLL LTD	85.19	Dataplan - payroll fees
12/05/2025	CB363	SMARTEST ENERGY	210.00	Smartest elec
12/05/2025	CB366	SMARTEST ENERGY	108.00	Smartest - Elec OS
14/05/2025	CB362	SMARTEST ENERGY	71.15	Smartest - Gas
14/05/2025	CB364	SMARTEST ENERGY	267.31	Smartest Gas
14/05/2025	CB365	SMARTEST ENERGY	194.12	Smartest - Gas MP
22/05/2025	CT1	Active8 Managed Technologies	158.83	Active 8
22/05/2025	CT2	West Lindsey District Council	220.00	West Lindsey DC
22/05/2025	CT3	Rudies Roots	864.00	Rudies Roots
22/05/2025	CT4	RETFORD WALLCOVERINGS	64.26	Retford Wallcoverings
22/05/2025	CT5	PKF LITTEJOHN	3045.90	PKF Littlejohn
22/05/2025	CT6	Rialtas Business Solutions Ltd	1046.40	Rialtas
22/05/2025	CT7	MID LINCS ROOFTNG	234.00	Mid Linbcs Roofing
22/05/2025	CT8	J.S.F. Hood Limited	40.00	JSF Hood
22/05/2025	CT9	Lincolnshire Web Design Ltd	171.00	Linconshire Web Design
22/05/2025	ct10	Continental Landscapes	3753.18	Continental Landscapes
22/05/2025	CT12	Lincs Association of Local Cou	210.00	LALC
22/05/2025	CT13	NETTLEHAM FC	534.00	Nettleham FC
22/05/2025	CT14	ESPO	160.68	Espo
22/05/2025	CT16	Mark Cropper Tree Surgeon	1300.00	Mark Cropper Tree Services
23/05/2025	CB373	PENINSULA	203.32	Peninsula
31/05/2025	CB374	Unity Bank Fees	13.50	Unity Bank Fees
			30091.96	

Nettleham Parish Council - Internal Audit Checklist 2024/25Undertaken by: Steve FletcherDate: 22/04/2025.Type of Audit: Intermediate and Year end (including AGAR) Date of next Audit: (TBC)

Name of Council	Nettleham Parish Council			Electorate	3344
Total No. of Seats	12			Name of Clerk	Lucy Waller
Vacancies (Members)	4			Email address	clerk@nettleham-pc.gov.uk
Quorum (full Council)	4			Name of RFO (if different from above)	Carl Thomas
Chairman	Mrs Angela White			Email address	rfo@nettleham-pc.gov.uk
Email address	cllrawwhite@nettleham-pc.gov.uk			Budget 2024/25	£ 266,626
Cllrs have / use specific email addresses	Y	✓	N	✗	Precept Demand 2024/25
					£ 201,500

	Key Governance Review	Y/N	Comments & Recommendations
1	Standing Orders (Tailored and Reviewed)	Y	Reviewed during 2024/25
2	Financial Regulations (Tailored and Reviewed)	Y	Reviewed during 2024/25
3	Terms of Reference (Committees/Working Groups)	Y	Reviewed during 2024/25
4	Code of Conduct (Elected Members)	Y	Reviewed during 2024/25
5	Complaints Procedure (Tailored and Reviewed)	Y	Reviewed during 2024/25

	Transparency	Y/N	Comments & Recommendations
6	Insurance Cover ✓ Reviewed Annually ✓ Certificate(s) viewed & valid ✓ Employees Liability Cover ✓ Vehicle	Y Y Y Y	Evidenced 2024/25 Evidenced (renewal date 31.05.2025) Evidenced 2024/25 Evidenced in file (policy exp 21.02.2026)
7	Internal Controls (Statement or Review)	Y	Reviewed during 2024/25
8	Investment Strategy	Y	Reviewed during 2024/25
9	Publication Scheme (Reviewed)	Y	Reviewed during 2024/25
10	Risk Management Policy	Y	Reviewed during 2024/25
11	Pay Policy (Staffing- Reviewed)	Y	Matters dealt with via employment T&C's
12	Spending Authorised	Y	Evidenced in minutes and reported to Council
13	Procurement	Y	Evidenced in Financial Regulations
14	Land and Assets (Policy Reviewed)	Y	Fixed asset register updated during 2024/25
15	Adequate GDPR / FOI policy/procedures in place	Y	Evidenced in files – Data protection policy reviewed during 2024/25

Accounting		Y/N	Comments & Recommendations
16	Cashbook maintained and up to Date	Y	Evidenced RBS Software / printouts Monthly reporting to Council
17	Arithmetically Correct (checks / balance)	Y	Evidenced – regular reconciliation to bank statements
18	Evidence of Internal Control	Y	Evidenced in files (policy) Staff training / induction
19	VAT Recorded Reclaimed	Y Y	Evidenced in files. Evidenced in files.
20	All Payments Supported by Invoices	Y	Evidenced in files / bank transactions / accounts
21	s.137 Recorded separately Within legal threshold limits Spend in accordance with legislation	n/a n/a	Note: Evidenced - files Separate column within accounts system in accordance with legislation. Minimal spend to date (poppy wreath)

	Income Control	Y/N	Comments & Recommendations
22	Income properly recorded and banked promptly	Y	Evidenced RBS Software / printouts / bank statements Monthly reporting to Council
23	Precept demand/calculations receipt	Y	Evidenced in minutes / RBS Software / printouts / bank statements Monthly reporting to Council
24	Effective security of cash and cash transactions	Y	Evidenced RBS Software / printouts / bank statements Monthly reporting to Council

	Petty Cash	Y/N	Comments & Recommendations
25	Petty Cash Account used/authorised	Y	£100 petty cash account used, recorded via RBS software.

	Year End Process	Y/N	Comments & Recommendations
26	Correct Accounting Basis	Y	Use of RBS financial software
27	Bank statements reconcile to ledger	Y	Evidenced RBS Software / printouts / bank statements Monthly reporting to Council
28	Robust Audit Trail evident	Y	Evidenced RBS Software / printouts / bank statements Monthly reporting to Council
29	Debtors and Creditors Recorded	Y	Evidenced RBS Software / printouts / bank statements Monthly reporting to Council
30	External Auditor report received/reported/actioned	Y	Reported to Council and evidenced on website

	Bank Reconciliation	Y/N	Comments & Recommendations
31	Regular bank statement reconciliation	Y	Evidenced RBS Software / printouts / bank statements Monthly reporting to Council
32	Balancing entries (adjustments) explained	n/a	
33	Bank mandate up to date	Y	Reviewed during 2024/25

	Budget	Y/N	Comments & Recommendations
34	Annual budget in support of precept	Y	Evidenced in minutes – properly displayed on Council website
35	Earmarked reserves	Y	EMR Spreadsheet adopted and updated 2024/25
36	Unexplained budget variances reported to Council	n/a	n/a
37	Precept Demand properly submitted	Y	Evidenced 2024/25 – Precept demand submitted to WLDC

	Asset Control	Y/N	Comments & Recommendations
38	Register of Assets ✓ Reviewed ✓ Up to date	Y Y	Annual updated 2024/25 Evidenced website
39	Assets Inspected and Health & Safety Issues Considered	Y	Weekly/monthly/annually as necessary Excellent policies, procedures and record keeping.

Proper Process / Practice		Y/N	Comments & Recommendations
40	Employee posts properly recorded • Proper Officer (Clerk) • RFO • Admin Assistant(s) • Other – Grounds/Caretakers	Y Y Y Y	All posts are properly recorded with contracts of employment, terms and conditions and payroll properly accounted.
41	List of Members Interest recorded / displayed on website	Y	Evidenced via website
42	Agenda Documents Correct	Y	Review of website supports
43	Minutes Correct / Signed	Y	Review of website supports – signed copies evidenced in files
44	Purchase Order System used/correct	Y	Created via excel- linked to RBS financial system and reported to relevant Council
45	Purchasing Authorised in line with Financial Regs / Limits	Y	Evidenced in files with invoices / payments identified within RBS Software / printouts / bank statements Regular reporting to Council
46	Council operating within legal powers	Y	No evidence of any illegal activities
47	Delegation Limits ✓ set out in financial regulations ✓ adhered to	Y Y	Evidenced in file / on website No evidence of any illegal activities

Risk Management		Y/N	Comments & Recommendations
48	Evidence of unusual activity	N	n/a
49	Annual Risk Assessments undertaken (as a minimum)	Y	Evidenced in file
50	Insurance Cover ○ Reviewed annually ○ Public Liability Cover ○ Employees Fidelity Guarantee ○ Cllr Age reviewed / included	Y Y Y Y	3-year policy Evidenced in files Evidenced in files Evidenced in files Evidenced in files
51	Financial Controls and procedures documented	Y	Evidenced in files / minutes
52	Regular financial reporting to Council (in line with Fin Regs)	Y	Reports to Finance Committee / Town Council in line with proper accounting practice / adopted policy
53	Reporting of bank balances minuted	Y	Reports to Finance Committee / Town Council in line with proper accounting practice / adopted policy
54	S.137 (& other grants) ratified / minuted	n/a	See no.22 (above)
55	Health & Safety Policy	Y	Adopted policy reviewed during 2024/25
56	PAT Testing (equipment)	Y	Evidence of tests during 2024/25

	Payroll & HR	Y/N	Comments & Recommendations
57	Contracts of employment for all staff	Y	All staff members have contracts of employment based on NJC 'model' contract.
58	Proper procedures for payroll, PAYE & NI	Y	Outsourced - Data Plan
59	PAYE & NI payments verified	Y	Evidenced in salary payments (RBS financial system). PAYE & NI payments calculated, approved and paid.
60	Approval of salaries and increments	Y	Evidenced in minutes / salary payments (RBS financial system)
61	Approval of expense claims (Cllrs)	Y	Ad-hoc / Chairmans Allowance
62	Minimum wage threshold met	Y	Evidenced in contracts of employment / salary payments (RBS financial system)
63	HR procedures and policies adopted	Y	Peninsular are appointed HR advisers
64	Training policy and record for staff and elected Members	Y	Evidenced – website during 2024/25
65	Qualified Clerk	Y	Clerk holds CiLCA qualification. RFO Holds CiLCA qualification
66	Annual appraisal undertaken	Y	Ongoing process – to be reviewed at next audit.
67	Job descriptions up to date / reviewed	Y	As part of the annual appraisal and re-benchmarking exercise is underway
68	H&S review of staff workstation & PC equipment undertaken	Y	Completed by relevant staff during 2024/25

	General	Y/N	Comments & Recommendations
69	Policy development	Y	Home worker policy under development
70	Have previous audit issues been addressed	n/a	
71	Eligible for GPC	N	Co-opted Members
72	Back up of files adequate	Y	All files are backed up to main server (daily) and protocol in place.
73	Storage of files adequate	Y	As above
74	Arrangement for inspection of public records adequate	Y	Access is in line with Audit regulations

	Burial Authority	Y/N	Comments & Recommendations
75	Income for burials/permits balance	Y	All records stored securely in fireproof safe.
76	Fees charged in accordance with approved rates	Y	Available on website. Income evidenced in files.
77	A legible plan of all burials is evident and maintained	Y	Maintained and updated – entries onto master document/ stored in fireproof safe
78	Statutory records kept / stored safely	Y	Stored in fireproof safe
79	All interred ashes have certificates of cremation	Y	Evidenced in files
80	Permits properly documented and stored	Y	Stored in fireproof safe

	Allotment Authority	Y/N	Comments & Recommendations
81	Income for allotment rentals balance	Y	Evidenced in files with invoicing/payments identified within RBS Software / printouts / bank statements Adequate reporting to Council
82	Fees charged in accordance with approved rates	Y	Evidenced in files with invoicing/payments identified within RBS Software / printouts / bank statements Adequate reporting to Council
83	Up to date occupancy details kept and securely retained	Y	Evidenced in files – securely stored and electronically
84	Agreements/licences issued to all plot holders	Y	Evidenced in files – securely stored and electronically

Steve Fletcher

Mr S Fletcher
IMO; Dip Ed (MA); CiLCA; MILCM; Cert HE LCM; FiLCA; PIALC; PSLCC

25th April 2025

E Nettleham Parish Council

ENTER <https://nettleham.parish.lincolnshire.gov.uk> ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

25/04/2025 DD/MM/YYYY DD/MM/YYYY

ENTER NAME Steve Fletcher AL AUDITOR

Signature of person who carried out the internal audit

Steve Fletcher

Date 25/04/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED