



You are hereby summoned to attend the meeting of Nettleham Parish Council which will be held on  
Tuesday 16 June 2026 commencing at 7.15 pm at the Small Hall, Old School.

The business to be dealt with at the meeting is listed in the agenda.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This must be done in the Public Questions item, and members of the Public cannot interrupt the business of the meeting at other times, unless Standing Orders are suspended by the Chair of the Council.

This council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of anyone present who does not wish to be filmed or recorded.

Carl Thomas  
Clerk to the Council  
10/06/2026

## **AGENDA**

- 1 Public session (15 minutes)
- 2 To receive apologies and reasons for absence
- 3 To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non pecuniary interest in agenda items not previously recorded on Members Register of Interests.
- 4 To approve draft minutes of the Parish Council Meeting held on 19/05/26[
- 5 To note the Clerk to the Council's report
- 6 To elect members to the Finance Committee
- 7 To elect members to the Properties Committee
- 8 Planning Matters & Applications
  - a) Planning: WL/2026/00452 - Land off The Hawthorns, Nettleham  
Application for approval of reserved matters to erect 63no. dwellings with garages, access roads, footpaths & open space considering appearance, landscaping, layout and scale - following outline planning permission 138494 granted 05 July 2019 being variation of condition 1 of 141225 granted 11 March 2021 re: changes to working hours being variation of condition 1 of 146183 granted 14 April 2023 re: amendments to house designs being variation of conditions 1 & 5 of planning permission WL/2025/01108 granted 20 January 2026 re: design changes to plots 12,19,30 & 38, phasing and completion plan.(24990)
  - b) Planning: WL/2026/00491 - 21 Lodge Lane, Nettleham, LN2 2RS  
Planning application to erect rear conservatory(24989)
  - c) Any other planning matters, including any applications received after the agenda was published
- 9 Financial Matters
  - a) To approve accounting statements for the period ending 31/05/26
  - b) To approve the schedule of payments
  - c) Ratification of insurance renewal
  - d) To review general and earmarked reserves



- e) To review investments and movement of funds
- 10 Committee Reports
- 11 Working Groups
- 12 Policy Reviews:
- a) Access to Land Managed By The Parish Council (desirable)
  - b) Internal Control Policy (essential)
  - c) Publication Scheme (essential)
  - d) Records retention Policy (essential)
  - e) Risk Management Policy (essential)
  - f) Training & Development Policy (essential)
- 13 Parish Matters
- a) To approve quotation for a village tree survey
  - b) To discuss street food vendor
  - c) To discuss review of Nettleham Conservation Zone
  - d) To discuss attendance at Nettleham Carnival
- 14 Next meeting will be Tuesday 21/07/25 at 7.15 pm  
Items for the agenda by 14/07/26



## Minutes of the Annual Council Meeting held at 7.15 pm at the Small Hall, Old School on 19 May 2026

Present: Cllr A. White (Chair), Cllr P. McNeill, Cllr C. Payne, Cllr D. Newsam, Cllr T. Crook,  
In Attendance: C. Thomas (Clerk),  
Members of public present: 0

- 1** **Election of the Chairman - Ref: 263**  
Cllr A. White was nominated. With no further nominations Cllr A. White was duly elected and signed the acceptance of office.
- 2** **Election of the Vice Chairman - Ref: 264**  
Cllr P. McNeill was nominated. With no further nominations Cllr P. McNeill was duly elected and signed the acceptance of office.
- 3** **Public session (15 minutes) - Ref: 265**  
No members of the public present
- 4** **To receive apologies and reasons for absence - Ref: 266**  
Cllrs A. Simpson, C. Johnson and P. Lidbury
- 5** **To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non pecuniary interest in agenda items not previously recorded on Members Register of Interests. - Ref: 267**  
Cllr D. Newsam in item 13i
- 6** **To elect members to the Properties Committee - Ref: 268**  
This matter was deferred to a future meeting
- 7** **To elect members to the HR Committee - Ref: 269**  
This matter was deferred to a future meeting
- 8** **To elect members to the Finance Committee - Ref: 270**  
This matter was deferred to a future meeting
- 9** **To approve draft minutes of the Parish Council Meeting held on 28/04/26 - Ref: 271**  
It was resolved to approve the minutes as a true record.  
Proposed: Cllr A. White Seconder: Cllr D. Newsam All in favour
- 10** **To approve draft minutes of the Parish Council Meeting held on 28/04/26 closed session - Ref: 272**  
It was resolved to approve the minutes as a true record.  
Proposed: Cllr A. White Seconder: Cllr D. Newsam All in favour
- 11** **To note the Clerk to the Council's report - Ref: 273**  
The Clerks report was noted with no matters arising.
- 12** **Planning Matters & Applications - Ref: 274**
  - a)** **Planning: WL/2026/ 00411 - Land at Larch Avenue, Nettleham - Ref: 275**  
Outline planning application for up to 46no. dwellings with access to be considered and not reserved for subsequent applications.  
(24931)  
It was resolved to object to the application as there was no bedroom configuration, there seems to be more larger homes whereas a preferred balance would be 50% 2/3 bedroomed properties and concerns were raised with regards to drainage into The Beck.  
Proposed: Cllr T. Crook Seconder: Cllr P. McNeill All in favour
  - b)** **Any other planning matters, including any applications received after the agenda was published - Ref: 276**  
None

**These are draft minutes and have not been formally approved and adopted**



**13**      **Financial Matters - Ref: 277**

**a) To approve accounting statements for the period ending 30/04/26 - Ref: 278**

The accounting statements had previously been circulated by the Clerk.  
It was resolved to approve these as a true record.

Proposed: Cllr P. McNeill    Seconder: Cllr T. Crook    All in favour

**b) To approve the schedule of payments - Ref: 279**

It was resolved to approve the Schedule of Payments totalling £42822.59

Proposed: Cllr D. Newsam    Seconder: Cllr C. Payne    All in favour

**c) To note the Internal Auditors Report and any actions - Ref: 280**

The Internal Auditors Report was noted with no matters arising.

**d) To approve the AGAR Internal Auditors Report - Ref: 281**

It was resolved to approve and accept the Internal Auditors Report.

Proposed: Cllr A. White    Seconder: Cllr D. Newsam    All in favour

**e) To approve the AGAR Section 1 - Annual Governance Statement 2025/26 - Ref: 282**

It was resolved to approve the Section 1 AGAR

Proposed: Cllr A. White    Seconder: Cllr D. Newsam    All in favour

**f) To approve the AGAR Section 2 - Annual Accounting Statements 2025/26 - Ref: 283**

It was resolved to approve the Section 2 AGAR

Proposed: Cllr A. White    Seconder: Cllr D. Newsam    All in favour

**g) To note the period of Public Rights. - Ref: 284**

The dates being 3 June until 14 July were noted.

**h) To approve the Fixed Asset Schedule - Ref: 285**

It was resolved to approve the fixed asset schedule.

Proposed: Cllr D. Newsam    Seconder: Cllr C. Payne    All in favour

**i) To discuss grant application from Nettleham Village Hall - Ref: 286**

Cllr D. Newsam left the meeting.

It was resolved to award a grant to Nettleham Village Hall of up to £500.

Proposed: Cllr P. McNeill    Seconder: Cllr T. Crook    All in favour

**14**      **Committee Reports - Ref: 287**

Cllr D. Newsam rejoined the meeting

**a) To note the minutes of the Finance Committee meeting held on 22/04/26 - Ref: 288**

The minutes were noted

**b) To note the minutes of the Properties Committee meeting held on 05/05/26 - Ref: 289**

The minutes were noted

**15**      **Working Groups - Ref: 290**

No reports were available

**16**      **Next meeting will be Tuesday 16/06/26 at 7.15 pm - Ref: 291**

Items for the agenda by 09/06/26

Meeting closed at 7.45 pm



# Public Tracking Report

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<b>Allotment Software</b>	<b>Ref:</b> 24279	<b>Created:</b> 07/08/2025
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Approved at NPC meeting 24/09/24. To be considered when new allotments are available.

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<b>Dropped Kerbs Co-Op Vicarage Lane</b>	<b>Ref:</b> 24473	<b>Created:</b> 20/10/2025
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TRO likely to be implemented shortly and dropped kerbs will be installed as part of the program when signage and yellow lining is undertaken.  
Work expected to be undertaken by LCC imminently

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<b>Allotments Agreement &amp; Policy Review</b>	<b>Ref:</b> 24554	<b>Created:</b> 27/11/2025
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Site handed over on 2nd June - To fit for purpose.  
Electricity is available into building but no light, sockets or wired to door. Electrician was present wiring door.  
Site overgrown. Plots not identifiable.

Truelove aiming to have access to site on 1st June.  
Awaiting further quotes to cultivation.  
Awaiting truelove to make area safe and accessible.

**OPTION 1 = Cost £1,551**

To apply herbicide to allotment area to kill off all green cover  
The mow the whole area after applying chemical  
To use various tractor mounted machines to bury top green cover and leave in semi levelled condition

**OPTION 2 = Cost £1,122**

To apply herbicide to allotment area to kill off all green cover  
The mow the whole area after applying chemical  
To use tractor mounted disc/harrow combination to part bury top green cover and leave in semi levelled condition (this operation would leave a lot of the green cover on top surface and would need to allow time for vegetation that has been sprayed off to rot down)

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<b>Reduction of Speed Limit on A158</b>	<b>Ref:</b> 24714	<b>Created:</b> 21/02/2026
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TRO request submitted for a review of A158 between Greetwell and Sudbrooke.  
Sudbrooke, North Greetwell & Reapham PC and relevant district councillors invited to support the request.  
Reapham PC, Cllr. J. Brockway agreed to support.

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<b>Bus Shelter - Waskdyke Lane</b>	<b>Ref:</b> 24726	<b>Created:</b> 25/02/2026
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Shelter approved by LCC. Approved by NPC  
Grant application submitted (does not affect installation)

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<b>Bishops Meadow Lease</b>	<b>Ref:</b> 24727	<b>Created:</b> 25/02/2026
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Updated proposal emailed to Savills 04/05/26

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<b>Yu Energy Query</b>	<b>Ref:</b> 24840	<b>Created:</b> 24/03/2026
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Yu Energy now accept invoicing error. Credits of £12k+ received.  
Awaiting refund.

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<b>Litter on The Green</b>	<b>Ref:</b> 24953	<b>Created:</b> 13/05/2026
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Reported excessive litter..  
Co-Op advise that bins are emptied by store staff daily and when full. Reduction in and style of bins as a result of change in legislation.



# Nettleham Parish Council

## **Accounting Statements**

Financial Year Ending 31<sup>st</sup> March 2027

**Period Ending 31<sup>st</sup> May 2026**

Month 2

## Summary Income &amp; Expenditure by Budget Heading 05/06/2026

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	57	223,486	233,750	10,264			95.6%
	Expenditure	21,836	39,248	181,721	142,473	222	142,252	21.7%
	Movement to/(from) Gen Reserve	<u>(21,780)</u>	<u>184,239</u>	<u>52,029</u>	<u>(132,210)</u>			
102	OLD SCHOOL							
	Income	3,099	6,197	29,250	23,053			21.2%
	Expenditure	222	3,954	13,614	9,660	444	9,216	32.3%
	Movement to/(from) Gen Reserve	<u>2,876</u>	<u>2,243</u>	<u>15,636</u>	<u>13,393</u>			
103	BURIAL GROUNDS							
	Income	385	3,070	13,000	9,930			23.6%
	Expenditure	0	0	4,497	4,497		4,497	0.0%
	Movement to/(from) Gen Reserve	<u>385</u>	<u>3,070</u>	<u>8,503</u>	<u>5,433</u>			
104	ALLOTMENTS							
	Income	0	0	1,450	1,450			0.0%
	Expenditure	0	0	4,092	4,092	9	4,083	0.2%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(2,642)</u>	<u>(2,642)</u>			
105	VILLAGE/PARISH FACILITES							
	Expenditure	18,354	27,309	32,146	4,837	907	3,930	87.8%
	plus Transfer from EMR	1,867	7,730	0	(7,730)			
	Movement to/(from) Gen Reserve	<u>(16,487)</u>	<u>(19,579)</u>	<u>(32,146)</u>	<u>(12,567)</u>			
106	MULSANNE PARK							
	Income	286	566	11,000	10,434			5.1%
	Expenditure	3,655	10,834	22,534	11,700	643	11,057	50.9%
	Net Income over Expenditure	<u>(3,369)</u>	<u>(10,268)</u>	<u>(11,534)</u>	<u>(1,266)</u>			
	plus Transfer from EMR	1,550	1,550	0	(1,550)			
	Movement to/(from) Gen Reserve	<u>(1,819)</u>	<u>(8,718)</u>	<u>(11,534)</u>	<u>(2,816)</u>			
107	BISHOPS PALACE SITE							
	Expenditure	0	0	2,280	2,280		2,280	0.0%
109	PARISH OFFICE							
	Expenditure	0	0	2,691	2,691		2,691	0.0%
112	THE SWATHE							
	Expenditure	0	0	2,300	2,300		2,300	0.0%
120	LCC - GRASS CUTTING							
	Income	0	0	2,646	2,646			0.0%
	Expenditure	0	0	10,882	10,882		10,882	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(8,236)</u>	<u>(8,236)</u>			
130	CAPITAL EXPENDITURE							
	Expenditure	0	0	219	219		219	0.0%
131	CAPITAL INCOME							
	Income	0	8,345	0	(8,345)			0.0%
201	FIELDPATHS							
	Expenditure	0	0	2,800	2,800		2,800	0.0%
	<b>Grand Totals:- Income</b>	<b>3,826</b>	<b>241,665</b>	<b>291,096</b>	<b>49,431</b>			<b>83.0%</b>
	<b>Expenditure</b>	<b>44,068</b>	<b>81,345</b>	<b>279,776</b>	<b>198,431</b>	<b>2,225</b>	<b>196,206</b>	<b>29.9%</b>
	<b>Net Income over Expenditure</b>	<b><u>(40,241)</u></b>	<b><u>160,320</u></b>	<b><u>11,320</u></b>	<b><u>(149,000)</u></b>			
	<b>plus Transfer from EMR</b>	<b>3,417</b>	<b>9,280</b>	<b>0</b>	<b>(9,280)</b>			
	<b>Movement to/(from) Gen Reserve</b>	<b><u>(36,824)</u></b>	<b><u>169,600</u></b>	<b><u>11,320</u></b>	<b><u>(158,280)</u></b>			

## Detailed Income &amp; Expenditure by Budget Heading 05/06/2026

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 ADMINISTRATION</b>								
1176 PRECEPT RECEIVED	0	223,350	223,350	0			100.0%	
1177 ADM-WLDC CTAX CONTRIBUTION	0	0	100	100			0.0%	
1184 ADM - INCOME MISC	57	106	300	194			35.4%	
1196 ADM - INTEREST REC'D	0	30	10,000	9,970			0.3%	
<b>ADMINISTRATION :- Income</b>	<b>57</b>	<b>223,486</b>	<b>233,750</b>	<b>10,264</b>			<b>95.6%</b>	<b>0</b>
1101 ADM - STAFF SALARIES	11,741	23,799	140,000	116,201		116,201	17.0%	
1104 ADM - CONTRACTOR COSTS	343	733	7,872	7,139		7,139	9.3%	
1108 ADM - TRAINING	80	80	1,500	1,420		1,420	5.3%	
1109 ADM - STAFF TRAVEL	0	0	50	50		50	0.0%	
1116 ADM - CLEANING MATERIALS	6	6	328	322	28	294	10.4%	
1117 ADM - CHAIRMAN'S ALL	0	0	177	177		177	0.0%	
1119 ADM - IT MANAGEMENT	226	4,449	8,755	4,306		4,306	50.8%	
1120 ADM - MISC EST COSTS	94	94	461	367		367	20.4%	
1121 ADM - TELEPHONE/BROADBAND	430	1,021	3,074	2,053		2,053	33.2%	
1123 ADM - PRINT/STATIONERY	0	(53)	1,000	1,053	193	859	14.1%	
1124 ADM - SUBSCRIPTIONS	0	217	900	683		683	24.1%	
1125 ADM - INSURANCE	4,153	4,153	5,964	1,811		1,811	69.6%	
1127 ADM - P/COPIER CONTRCT	0	53	132	79		79	40.0%	
1129 ADM - ADVERTISING	0	0	500	500		500	0.0%	
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	(262)	262	610	348		348	43.0%	
1154 ADM - VILLAGE HALL LOAN	0	0	3,782	3,782		3,782	0.0%	
1157 ADM - AUDIT FEES	0	(630)	1,500	2,130		2,130	(42.0%)	
1158 ADM - BANK FEES	26	62	316	254		254	19.8%	
1162 ADM - S137 GRANTS	5,000	5,000	0	(5,000)		(5,000)	0.0%	
1164 ADM - GRANTS GENERAL	0	0	1,000	1,000		1,000	0.0%	
1165 ADM - CLIMATE CHANGE INITIATIV	0	0	2,500	2,500		2,500	0.0%	
<b>ADMINISTRATION :- Indirect Expenditure</b>	<b>21,836</b>	<b>39,248</b>	<b>181,721</b>	<b>142,473</b>	<b>222</b>	<b>142,252</b>	<b>21.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(21,780)</b>	<b>184,239</b>	<b>52,029</b>	<b>(132,210)</b>				
<b>102 OLD SCHOOL</b>								
1281 OS-SMALL ROOM	1,398	2,858	13,500	10,642			21.2%	
1282 OS-LARGE ROOM	1,543	3,011	15,000	11,989			20.1%	
1283 OS-KITCHEN	112	244	500	256			48.7%	
1284 OS-MISC INCOME	0	0	250	250			0.0%	
1285 OS-STORAGE INCOME	46	85	0	(85)			0.0%	
<b>OLD SCHOOL :- Income</b>	<b>3,099</b>	<b>6,197</b>	<b>29,250</b>	<b>23,053</b>			<b>21.2%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 05/06/2026

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
1204 OS-CONTRACTOR COSTS	340	340	4,500	4,160		4,160	7.6%	
1212 OS-WATER	0	0	491	491		491	0.0%	
1214 OS-ELECTRICITY	103	103	1,294	1,191		1,191	8.0%	
1215 OS-GAS	255	2,913	3,471	558		558	83.9%	
1216 OS-CLEANING MATERIAL	45	77	683	606	416	190	72.2%	
1219 OS-PERFORMING RIGHTS	0	0	75	75		75	0.0%	
1220 OS-MISCELLANEOUS	0	0	100	100	28	72	27.6%	
1237 OS-ROUTINE MAINT/REPAIRS	0	0	2,000	2,000		2,000	0.0%	
1240 OS-REFUSE COLLECTION	(521)	521	1,000	479		479	52.1%	
<b>OLD SCHOOL :- Indirect Expenditure</b>	<b>222</b>	<b>3,954</b>	<b>13,614</b>	<b>9,660</b>	<b>444</b>	<b>9,216</b>	<b>32.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,876</b>	<b>2,243</b>	<b>15,636</b>	<b>13,393</b>				
<b>103 BURIAL GROUNDS</b>								
1381 BG-INCOME	385	3,070	13,000	9,930			23.6%	
<b>BURIAL GROUNDS :- Income</b>	<b>385</b>	<b>3,070</b>	<b>13,000</b>	<b>9,930</b>			<b>23.6%</b>	<b>0</b>
1312 BG-WATER RATES	0	0	99	99		99	0.0%	
1336 BG-GRASS CUTTING	0	0	4,398	4,398		4,398	0.0%	
<b>BURIAL GROUNDS :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>4,497</b>	<b>4,497</b>	<b>0</b>	<b>4,497</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>385</b>	<b>3,070</b>	<b>8,503</b>	<b>5,433</b>				
<b>104 ALLOTMENTS</b>								
1481 ALL-INCOME	0	0	1,450	1,450			0.0%	
<b>ALLOTMENTS :- Income</b>	<b>0</b>	<b>0</b>	<b>1,450</b>	<b>1,450</b>			<b>0.0%</b>	<b>0</b>
1412 ALL-WATER RATES	0	0	171	171		171	0.0%	
1413 ALL-RENT	0	0	71	71		71	0.0%	
1437 ALL-ROUTINE MAINTENANCE	0	0	3,500	3,500	9	3,491	0.3%	
1438 ALL-ELECTRICITY	0	0	350	350		350	0.0%	
<b>ALLOTMENTS :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>4,092</b>	<b>4,092</b>	<b>9</b>	<b>4,083</b>	<b>0.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>(2,642)</b>	<b>(2,642)</b>				
<b>105 VILLAGE/PARISH FACILITES</b>								
1503 VF -TRAVEL ALLOW - F/STAFF	0	0	318	318		318	0.0%	
1504 VF-CONTRACTOR COSTS	2,360	9,250	1,000	(8,250)	710	(8,960)	996.0%	7,730
1505 VF - WORKS VEHICLE	660	660	5,000	4,340		4,340	13.2%	
1512 VF-WATER RATES	0	0	108	108		108	0.0%	
1519 VF-PERFORMANCE RIGHTS	0	0	165	165		165	0.0%	
1520 VF-MISCELLANEOUS	0	0	72	72		72	0.0%	

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## Detailed Income &amp; Expenditure by Budget Heading 05/06/2026

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
1521 VF - SPEED REDUCTION	0	400	2,500	2,100		2,100	16.0%	
1532 VF - COMMUNITY EVENTS	0	0	2,000	2,000		2,000	0.0%	
1534 VF-FLORAL DISPLAYS	0	0	1,383	1,383		1,383	0.0%	
1535 VF-BECK AMENITY	0	1,600	0	(1,600)		(1,600)	0.0%	
1536 VF-GRASS CUTTING	0	0	5,800	5,800		5,800	0.0%	
1537 VF-ROUTINE MAINTENANCE	15	15	1,000	985	32	953	4.7%	
1539 VF-VILLAGE GREEN TEL KIOSK	0	0	250	250		250	0.0%	
1540 VF-REFUSE COLLECTION	70	70	100	30		30	70.0%	
1541 VF-WEED SPRAYING	0	0	2,000	2,000		2,000	0.0%	
1542 VF-TREE MAINTENANCE	250	250	5,000	4,750		4,750	5.0%	
1546 VF-PLAY EQUIP REPAIR & SERVICE	14,334	14,334	2,600	(11,734)		(11,734)	551.3%	
1564 VF - DEFIBRILATOR	0	0	300	300		300	0.0%	
1565 VF - PPE EQUIPMENT	57	57	750	693	99	594	20.8%	
1566 VF - TOOLS /SUNDRIES	608	673	1,800	1,127	66	1,061	41.1%	
<b>VILLAGE/PARISH FACILITES :- Indirect Expenditure</b>	<b>18,354</b>	<b>27,309</b>	<b>32,146</b>	<b>4,837</b>	<b>907</b>	<b>3,930</b>	<b>87.8%</b>	<b>7,730</b>
<b>Net Expenditure</b>	<b>(18,354)</b>	<b>(27,309)</b>	<b>(32,146)</b>	<b>(4,837)</b>				
6000 plus Transfer from EMR	1,867	7,730	0	(7,730)				
<b>Movement to/(from) Gen Reserve</b>	<b>(16,487)</b>	<b>(19,579)</b>	<b>(32,146)</b>	<b>(12,567)</b>				
<b>106 MULSANNE PARK</b>								
1681 MP-GROUND LETTINGS	0	0	9,500	9,500			0.0%	
1682 MP-PAVILION LETTINGS	78	208	1,000	792			20.8%	
1684 MP-MISC INCOME	208	358	500	142			71.6%	
<b>MULSANNE PARK :- Income</b>	<b>286</b>	<b>566</b>	<b>11,000</b>	<b>10,434</b>			<b>5.1%</b>	<b>0</b>
1604 MP-CONTRACTOR COSTS	1,935	4,028	6,000	1,972		1,972	67.1%	1,550
1612 MP-WATER RATES	0	0	2,174	2,174		2,174	0.0%	
1614 MP-ELECTRICITY	244	1,883	1,900	17		17	99.1%	
1615 MP-GAS	1,091	2,565	2,260	(305)		(305)	113.5%	
1616 MP-CLEANING MATERIALS	45	232	500	268	628	(360)	172.0%	
1619 MP-PERFORMING RIGHTS	0	70	500	430		430	14.0%	
1621 MP-TELEPHONE	0	0	700	700		700	0.0%	
1636 MP-GRASS CUTTING	640	640	5,300	4,660		4,660	12.1%	
1637 MP-ROUTINE MAINT/REPAIRS	17	150	2,000	1,850	15	1,835	8.3%	
1640 MP-REFUSE COLLECTION	(791)	791	1,200	409		409	65.9%	
1641 MP-WEED SPRAYING	475	475	0	(475)		(475)	0.0%	
<b>MULSANNE PARK :- Indirect Expenditure</b>	<b>3,655</b>	<b>10,834</b>	<b>22,534</b>	<b>11,700</b>	<b>643</b>	<b>11,057</b>	<b>50.9%</b>	<b>1,550</b>
<b>Net Income over Expenditure</b>	<b>(3,369)</b>	<b>(10,268)</b>	<b>(11,534)</b>	<b>(1,266)</b>				
6000 plus Transfer from EMR	1,550	1,550	0	(1,550)				
<b>Movement to/(from) Gen Reserve</b>	<b>(1,819)</b>	<b>(8,718)</b>	<b>(11,534)</b>	<b>(2,816)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 05/06/2026

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>107 BISHOPS PALACE SITE</b>								
1713 BP - RENT	0	0	280	280		280	0.0%	
1736 BP - GRASS CUTTING	0	0	2,000	2,000		2,000	0.0%	
BISHOPS PALACE SITE :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>2,280</b>	<b>2,280</b>	<b>0</b>	<b>2,280</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(2,280)</b>	<b>(2,280)</b>				
<b>109 PARISH OFFICE</b>								
1912 PO-WATER	0	0	191	191		191	0.0%	
1914 PO-ELECTRICITY	0	0	2,500	2,500		2,500	0.0%	
PARISH OFFICE :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>2,691</b>	<b>2,691</b>	<b>0</b>	<b>2,691</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(2,691)</b>	<b>(2,691)</b>				
<b>112 THE SWATHE</b>								
2036 TS - GRASS CUTTING	0	0	300	300		300	0.0%	
2037 TS - ROUTINE MAINT/REPAIRS	0	0	1,000	1,000		1,000	0.0%	
2042 TS - TREE MAINTENANCE (DONT	0	0	1,000	1,000		1,000	0.0%	
THE SWATHE :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>2,300</b>	<b>2,300</b>	<b>0</b>	<b>2,300</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(2,300)</b>	<b>(2,300)</b>				
<b>120 LCC - GRASS CUTTING</b>								
12086 HIGHWAY VERGES-INCOME	0	0	2,646	2,646			0.0%	
LCC - GRASS CUTTING :- Income	<b>0</b>	<b>0</b>	<b>2,646</b>	<b>2,646</b>			<b>0.0%</b>	<b>0</b>
12036 HIGHWAY VERGES-GRASS CUTTING	0	0	10,882	10,882		10,882	0.0%	
LCC - GRASS CUTTING :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>10,882</b>	<b>10,882</b>	<b>0</b>	<b>10,882</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>(8,236)</b>	<b>(8,236)</b>				
<b>130 CAPITAL EXPENDITURE</b>								
13004 SECTION 106 EXPENDITURE	0	0	219	219		219	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>219</b>	<b>219</b>	<b>0</b>	<b>219</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(219)</b>	<b>(219)</b>				
<b>131 CAPITAL INCOME</b>								
13125 INCOME - CIL	0	8,345	0	(8,345)			0.0%	
CAPITAL INCOME :- Income	<b>0</b>	<b>8,345</b>	<b>0</b>	<b>(8,345)</b>				<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>8,345</b>	<b>0</b>	<b>(8,345)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 05/06/2026

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201</u> <u>FIELDPATHS</u>								
2120 FP-MISCELLANEOUS	0	0	200	200		200	0.0%	
2136 FP-GRASS CUTTING	0	0	2,600	2,600		2,600	0.0%	
FIELDPATHS :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,800</u>	<u>2,800</u>	<u>0</u>	<u>2,800</u>		<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(2,800)</u>	<u>(2,800)</u>				
Grand Totals:- Income	<b>3,826</b>	<b>241,665</b>	<b>291,096</b>	<b>49,431</b>			<b>83.0%</b>	
Expenditure	<b>44,068</b>	<b>81,345</b>	<b>279,776</b>	<b>198,431</b>	<b>2,225</b>	<b>196,206</b>	<b>29.9%</b>	
<b>Net Income over Expenditure</b>	<u><b>(40,241)</b></u>	<u><b>160,320</b></u>	<u><b>11,320</b></u>	<u><b>(149,000)</b></u>				
plus Transfer from EMR	<b>3,417</b>	<b>9,280</b>	<b>0</b>	<b>(9,280)</b>				
<b>Movement to/(from) Gen Reserve</b>	<u><b>(36,824)</b></u>	<u><b>169,600</b></u>	<u><b>11,320</b></u>	<u><b>(158,280)</b></u>				



## BANK RECONCILIATION AND CASH POSITION

31st May 2026

<b>Account balance as at 31/05/26</b>		
	Co Op Current Account	26072.14
	Co Op 14 Day Account	31.07
	Unity Current Account	12619.36
	Unity Savings Account	150509.06
	Charity Bank	100000.00
	Redwood Bank	120000.00
	Hinckley & Rugby BS	100010.00
	<b>Total Funds as at 31/05/26</b>	<b>509241.63</b>
<b>General Reserves</b>	3 months running costs	<b>70013</b>
<b>Earmarked Reserves</b>		
	322 Mulsanne Park	28562.00
	323 Old School	22026.00
	326 Bill Bailey's Capital Projects	35104.00
	328 Play Equipment	86855.50
	329 Tennis Courts	28360.00
	333 Memorial Safety	7555.00
	334 Village Beck	
	335 Burial Ground Extension	21243.00
	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'	22247.31
	342 Old School wall	47814.00
	343 Reactive speed signs (maint)	540.00
	<b>Total reserves</b>	<b>335933.81</b>
	<b>REMAINING FUNDS</b>	<b>103294.82</b>



**Nettleham**  
Parish Council

## Analysis of Investments and Cash Holdings

As at 31st May 2026

<b>Bank</b>	<b>Account Type</b>	<b>Amount</b>	<b>Interest</b>	<b>Potential Interest PA</b>
Co Op	Instant Access Savings	31.07	1.06%	0.33
Unity	Instant Access Savings	150509.06	1.95%	2934.93
Charity Bank	1 year fixed (to 21 Aug 26)	100000.00	3.61%	3610.00
Redwood Bank	95 day notice	120000.00	3.50%	4200.00
Hinckley & Rugby	90 day notice	100010.00	2.80%	2800.28
		<b>470550.13</b>		13545.54

Unity Bank	Current Account	12619.36
Co Op Bank	Current Account	26072.14
		<b>38691.50</b>

**509241.63**

All banks are protected up to £125,000 per bank



## Analysis of Payments Made

May 2026

Date	Ref	Payee Name	Total	Detail
01/05/2026	CB674	SCREWFIX - TRADE UK	26.65	SCREWFIX - Screws
01/05/2026	CB675	SCREWFIX - TRADE UK	54.99	SCREWFIX - Scaffold netting
05/05/2026	CB676	PDFsam enhanced	93.95	PDFsam enhanced - renewal
05/05/2026	FEES	Co-operative Bank	13.82	BACS Fees
07/05/2026	CB682	FLEETDRIVE MANAGEMENT	395.94	VW Van
07/05/2026	CT1	Active8 Managed Technologies	101.84	223310/648/Active8
07/05/2026	CT2	ESPO	199.42	8016160/630/ESPO
07/05/2026	CT3	ESPO	114.00	1907033937/633/ESPO
07/05/2026	CT5	ESPO	114.00	1907033938/634/ESPO
07/05/2026	CT6	ESPO	1573.73	1907033635/632/ESPO
07/05/2026	CT7	ESPO	70.00	32UHB60016/631/ESPO
07/05/2026	CT8	SLCC	84.00	MEM-258199-1/SLCC
07/05/2026	CT9	Rialtas Business Solutions Ltd	5955.60	SM33301/646/Rialtas
07/05/2026	CT11	PARISH ONLINE	160.00	PARISH ONLINE
07/05/2026	CT12	Lincolnshire County Council	400.00	2004419529/641/Lincoln
07/05/2026	CT13	B Knight & Sons	8211.23	121141/656/B Knight &
07/05/2026	CT14	Elms Landscapes Limited	1600.00	200426/649/Elms
07/05/2026	CT15	AKO Groundworks Ltd	2200.00	210426/651/AKO
07/05/2026	CT16	Konica Minolta Ltd	63.36	1207815880/650/Konica
07/05/2026	CT18	Executive Cleaning Services LT	725.00	2226/654/Executive
07/05/2026	CT20	Lincolnshire Web Design Ltd	141.00	2240/653/Lincolnshire
07/05/2026	CT21	NETTLEHAM FC	1115.00	16/652/NETTLEHAM FC
08/05/2026	CB681	RYOBI	238.96	RYOBI - circular saw
08/05/2026	CB683	BT	210.72	BT
11/05/2026	CB684	Facilities Manager	96.74	Jewsons - Framing Nailer
11/05/2026	CB685	TJS TREE SERVICES	300.00	TJS TREE SERVICES - BB Park
11/05/2026	CB677	YU Energy Retail Ltd	144.66	YU - MP Gas
11/05/2026	CB678	YU Energy Retail Ltd	108.65	YU - OS Elec
11/05/2026	CB679	YU Energy Retail Ltd	60.48	YU - OS Gas
11/05/2026	CB680	YU Energy Retail Ltd	206.94	YU - OS Gas
13/05/2026	CB686	OCTOPUS ENERGY LTD.	255.73	Octopus - MP Elec
13/05/2026	CT	WEST LINDSEY DISTRICT COUNCIL	70.00	WLDC - bin
14/05/2026	CB687	AMAZON	119.96	Amazon - boiler
18/05/2026	CB688	AMAZON	19.95	AMAZON - screws/bolts
18/05/2026	CTFF	FOFWDC Ltd	16881.00	FOFWDC Ltd - play tractor
19/05/2026	CB689	AMAZON	13.98	AMAZON - bolt
19/05/2026	CB690	Facilities Manager	48.52	F Mgr - watering can/sundries
20/05/2026	CB691	FLEETDRIVE MANAGEMENT	395.94	Electric van hire
20/05/2026	CB692	TOTAL WORKWEAR	68.32	TOTAL WORKWEAR - K jacket
21/05/2026	CB693	VATIX	63.84	VATIX
21/05/2026	CB694	EE	130.00	EE
21/05/2026	CB703	AMAZON	174.97	AMAZON - wifi equip
22/05/2026	WAGES	DATAPLAN PAYROLL LTD	11021.87	Dataplan - staff May salaries
22/05/2026	CB695	██████████	719.26	██████ - Pension
26/05/2026	CB696	Clerk	952.83	Reimburse YU
27/05/2026	CB697	AMAZON	10.59	AMAZON - basketball nets
27/05/2026	CB698	AMAZON	25.38	AMAZON - pump sprayer
27/05/2026	CB699	Gardeners Dream	85.00	Gardeners Dream - weedkiller
28/05/2026	CB701	PENINSULA	217.55	PENINSULA
29/05/2026	CB700	DATAPLAN PAYROLL LTD	81.78	Dataplan - April fees
29/05/2026	CT1	Wicksteed Leisure Ltd	309.01	831489/666/Wicksteed Leisure
29/05/2026	CT2	Mike Small Bricklayer	1860.00	26/04/659/Mike Small Bricklayer
29/05/2026	CT3	AKO Groundworks Ltd	1800.00	230426/663/AKO Groundworks
29/05/2026	CT4	B Knight & Sons	440.64	121379/664/B Knight &
29/05/2026	CT5	ESPO	133.38	8050788/660/ESPO
29/05/2026	CT6	James Heath Electrical	40.00	2968/667/James Heath
29/05/2026	CT7	Lincs Association of Local Cou	96.00	17090/665/Lincs
29/05/2026	CB702	Zurich Insurance	4651.49	Zurich Insurance
31/05/2026	CB704	Unity Service charge	12.55	Unity Service charge
			65480.22	

This report should be read in conjunction with the Schedule of Payments



# Schedule of Payments

May 2026

Invoice Date	Ref	Supplier	Nett	VAT	Total
06/05/2026	659		1550.00	310.00	1860.00
15/05/2026	660	ESPO	111.15	22.23	133.38
06/05/2026	661	ACTIVE8	54.13	10.83	64.96
20/05/2026	662	ACTIVE8	30.73	6.15	36.88
23/04/2026	663	AKO	1500.00	300.00	1800.00
19/05/2026	664	B KNIGHTS	367.20	73.44	440.64
19/05/2026	665	LALC	80.00	16.00	96.00
13/05/2026	666	WICKSTEED	257.51	51.50	309.01
08/03/2026	667	JAMES HEATH	40.00	0.00	40.00
26/05/2026	669	ALLSAINTS	5000.00	0.00	5000.00
02/06/2026	670	NETTLEHAMFC	640.00	0.00	640.00
28/05/2026	671	ELAN	1950.00	390.00	2340.00
31/05/2026	672	LINC WEB DESIGN	141.00	0.00	141.00
02/06/2026	673	JSFHOOD	40.00	0.00	40.00
18/05/2026	674	FLIGHTFANTASY	2482.50	496.50	2979.00
31/05/2026	675	EXECUTIVE CLEANING	835.00	0.00	835.00
02/06/2026	676	ACTIVE8	54.13	10.83	64.96
31/05/2026	677	KRINKELLS	2644.96	528.99	3173.95
<b>TOTAL INVOICES</b>			<b>17778.31</b>	<b>2216.47</b>	<b>19994.78</b>

01/05/2026	CB674	SCREWFIX - TRADE UK	22.21	4.44	26.65	SCREWFIX - Screws
01/05/2026	CB675	SCREWFIX - TRADE UK	45.82	9.17	54.99	SCREWFIX - Scaffold netting
05/05/2026	CB676	PDFsam enhanced	93.95		93.95	PDFsam enhanced - renewal
11/05/2026	CB677	YU Energy Retail Ltd	137.77	6.89	144.66	YU - MP Gas
11/05/2026	CB678	YU Energy Retail Ltd	103.48	5.17	108.65	YU - OS Elec
11/05/2026	CB679	YU Energy Retail Ltd	57.60	2.88	60.48	YU - OS Gas
11/05/2026	CB680	YU Energy Retail Ltd	197.09	9.85	206.94	YU - OS Gas
08/05/2026	CB681	RYOBI	199.13	39.83	238.96	RYOBI - circular saw
07/05/2026	CB682	FLEETDRIVE MANAGEMENT	329.95	65.99	395.94	VW Van
08/05/2026	CB683	BT	175.60	35.12	210.72	BT
11/05/2026	CB684	Facilities Manager	80.62	16.12	96.74	Jewsons - Framing Nailer
11/05/2026	CB685	TJS TREE SERVICES	250.00	50.00	300.00	TJS TREE SERVICES - BB Park
13/05/2026	CB686	OCTOPUS ENERGY LTD.	243.55	12.18	255.73	Octopus - MP Elec
14/05/2026	CB687	AMAZON	99.96	20.00	119.96	Amazon - boiler
18/05/2026	CB688	AMAZON	16.63	3.32	19.95	AMAZON - screws/bolts
19/05/2026	CB689	AMAZON	11.65	2.33	13.98	AMAZON - bolt
19/05/2026	CB690	Facilities Manager	40.43	8.09	48.52	F Mgr - watering can/sundries
20/05/2026	CB691	FLEETDRIVE MANAGEMENT	329.95	65.99	395.94	Electric van hire
20/05/2026	CB692	TOTAL WORKWEAR	56.93	11.39	68.32	TOTAL WORKWEAR - K Jacket
21/05/2026	CB693	VATIX	53.20	10.64	63.84	VATIX
21/05/2026	CB694	EE	108.33	21.67	130.00	EE
22/05/2026	CB695		719.26		719.26	Pension
26/05/2026	CB696	Clerk	952.83		952.83	Reimburse YU
27/05/2026	CB697	AMAZON	8.83	1.76	10.59	AMAZON - basketball nets
27/05/2026	CB698	AMAZON	21.15	4.23	25.38	AMAZON - pump sprayer
27/05/2026	CB699	Gardeners Dream	70.83	14.17	85.00	Gardeners Dream - weedkiller
29/05/2026	CB700	DATAPLAN PAYROLL LTD	68.15	13.63	81.78	Dataplan - April fees
28/05/2026	CB701	PENINSULA	181.29	36.26	217.55	PENINSULA
29/05/2026	CB702	Zurich Insurance	4153.12	498.37	4651.49	Zurich Insurance
21/05/2026	CB703	AMAZON	145.81	29.16	174.97	AMAZON - wifi equip
31/05/2026	CB704	Unity Service charge	12.55		12.55	Unity Service charge
18/05/2026	CTFF	FOFWDC Ltd	14067.50	2813.50	16881.00	FOFWDC Ltd - play tractor
05/05/2026	FEES	Co-operative Bank	13.82		13.82	BACS Fees
22/05/2026	WAGES	DATAPLAN PAYROLL LTD	11021.87		11021.87	Dataplan - staff May salaries
			<b>34090.86</b>	<b>3812.15</b>	<b>37903.01</b>	

Authorised Signatory	Authorised Signatory
Print Name	Print Name
Date	Date

## Nettleham Parish Council

### Review of Reserves as at 31st May 2026

Closing bank balance		509241
Estimated income up to 31st March 2027		66796
Estimated expenditure up to 31st March 2027		233330
General Reserves	3 months running costs	55000
Earmarked Reserves	Mulsanne Park	27562
	Old School	21026
	Bill Bailey's Capital Projects	32104
	Play Equipment	68894
	Tennis Courts	18094
	Memorial Safety	5555
	Village Beck	0
	Burial Ground Extension	17243
	Permissive Paths	2207
	Election Cost	4000
	Legal Costs	2500
	Tree Work Reserve	16420
	Minster Fields	3000
	EMR CIL -COMM INFRASTR LEVY	22248
	Old School wall	45814
	Reactive speed signs (maint)	1040
		287707
		0



**Nettleham**  
Parish Council

## Analysis of Investments and Cash Holdings

As at 31st May 2026

<b>Bank</b>	<b>Account Type</b>	<b>Amount</b>	<b>Interest</b>	<b>Potential Interest PA</b>
Co Op	Instant Access Savings	31.07	1.06%	0.33
Unity	Instant Access Savings	150509.06	1.95%	2934.93
Charity Bank	1 year fixed (to 21 Aug 26)	100000.00	3.61%	3610.00
Redwood Bank	95 day notice	120000.00	3.50%	4200.00
Hinckley & Rugby	90 day notice	100010.00	2.80%	2800.28
		<b>470550.13</b>		<b>13545.54</b>

Unity Bank	Current Account	12619.36
Co Op Bank	Current Account	26072.14
		<b>38691.50</b>

**509241.63**

All banks are protected up to £125,000 per bank

## 1. Purpose

The Parish Council owns and manages a number of public open spaces, recreational facilities, woodlands, burial grounds and amenity areas on behalf of the community.

The purpose of this policy is to:

- Identify the authorised access points to land managed by the Parish Council.
- Define the permitted use of those access points.
- Protect public safety and the integrity of Parish Council assets.
- Prevent the creation of unauthorised access points onto Parish Council land.

Nothing within this policy shall affect any statutory public rights of way, bridleways or highways.

## 2. General Principles

Access to Parish Council land shall be via designated entrances and access points only.

Where vehicular access is restricted, such access shall only be permitted with the prior written consent of the Parish Council, except where emergency services, utility providers or authorised contractors are undertaking official duties.

The Parish Council reserves the right to temporarily restrict or close access to any site for maintenance works, public safety reasons, organised events or emergency situations.

No additional access points may be created without the express written permission of the Parish Council.

## 3. Authorised Access Points

<b>The Quarry, Washdyke Lane</b>	Pedestrian access is available via the two designated entrances from Washdyke Lane located at either end of the Lincolnshire Fence.
<b>Vicars Wood</b>	Pedestrian access is available from All Saints Lane; The Beckside path and the connecting public footpath.
<b>Bishops Palace Bishops Meadow Burial Ground The Swathe</b>	Pedestrian access is available via the two entrances from the High Street and the bridleway serving The Swathe and Bishops Palace. Access from The Dales is permitted solely for authorised maintenance purposes in accordance with arrangements agreed with adjoining landowners.
<b>Mulsanne Park</b>	Pedestrian access is available from Field Close; two entrances from the adjoining bridleway, Poachers Meadow; and the Stirlin Homes development. The gated vehicular entrance from Nettleham Bowls Club is reserved exclusively for Parish Council use and authorised contractors. Vehicular access to the Pavilion car park is permitted only during authorised opening hours. Vehicular access beyond the car park and into other areas of the park is prohibited unless expressly authorised by the Parish Council.
<b>The Larches Play Area</b>	Pedestrian access is available via the two designated gated entrances.
<b>Bill Bailey Field</b>	Pedestrian access is available from Scothern Road, Orchard Way and Crescent Close. The vehicular access point at Crescent Close is secured by a locked gate and may only be used with prior authorisation from the Parish Council.
<b>The Green</b>	Use of The Green is governed by the Parish Council's separate Green Policy.
<b>Green Lane</b>	Green Lane is a public bridleway primarily intended for pedestrian and equestrian use. Lincolnshire County Council is the Highway Authority responsible for the route and has erected signage advising that the lane is unsuitable for vehicular traffic. The Parish Council undertakes maintenance of vegetation and associated amenity features to support safe use by pedestrians and horse riders. Access is available from Deepdale Lane, Watermill Lane, The Rowans and the adjoining Police Headquarters site.
<b>Public Footpaths and Bridleways</b>	Except where specifically stated within this policy, public footpaths and bridleways are governed by the relevant highway and rights of way legislation and are not regulated by this policy.

## 4. Unauthorised Access

The Parish Council will not normally permit the creation of new access points from private land onto Parish Council property.

This includes, but is not limited to:

- New gates;
- Openings through fences or hedges;
- Vehicular crossings; and
- Any other physical alterations intended to provide access.

Any unauthorised works may result in enforcement action, including the reinstatement of Parish Council property at the responsible party's expense.

## 5. Requests for Temporary Access

Residents, adjoining landowners and occupiers who require temporary access to Parish Council land for maintenance, repairs or other legitimate purposes should contact the Parish Council in advance.

The Parish Council will consider all reasonable requests on their individual merits and may impose conditions where appropriate.



# INTERNAL CONTROL POLICY

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## 1. Introduction

Nettleham Parish Council is responsible for ensuring that its business is conducted lawfully, efficiently and transparently, and that public funds and assets are safeguarded and properly accounted for.

In accordance with the Accounts and Audit Regulations, the Council shall maintain an adequate and effective system of internal control and shall undertake an annual review of its effectiveness.

The Council recognises that no system of internal control can eliminate all risk. The system is designed to manage risk to a reasonable level and provide reasonable assurance that the Council's objectives can be achieved.

## 2. Objectives of Internal Control

The Council's system of internal control is designed to:

- Safeguard public money and assets.
- Ensure compliance with legislation, regulations and proper practices.
- Ensure financial transactions are properly authorised and recorded.
- Promote the efficient and effective use of resources.
- Protect the Council from fraud, corruption and error.
- Support effective risk management.
- Ensure accurate and timely financial reporting.

## 3. Roles and Responsibilities

Full Council

The Council shall:

- Determine the Council's policies and strategic direction.
- Approve and review Standing Orders and Financial Regulations.
- Approve the annual budget and set the precept.
- Receive regular financial reports and budget monitoring information.

- Approve expenditure in accordance with Financial Regulations.
- Review and approve the Asset Register annually.
- Maintain and review the Council's Risk Management Scheme.
- Appoint an independent Internal Auditor.
- Review the effectiveness of internal controls annually.
- Consider all Internal and External Audit reports and recommendations.

## Chair of the Council

The Chair is responsible for:

- Presiding over Council meetings.
- Ensuring meetings are conducted lawfully and effectively.
- Supporting the Clerk in ensuring good governance.

The Chair has no individual authority to make decisions on behalf of the Council unless specifically authorised by the Council.

## Clerk and Responsible Financial Officer (RFO)

The Clerk/RFO shall:

- Administer the Council's affairs in accordance with legislation and Council policies.
- Maintain proper accounting records.
- Ensure compliance with Financial Regulations and Standing Orders.
- Prepare budgets, financial reports and statutory returns.
- Manage the Council's financial affairs and banking arrangements.
- Submit VAT claims and statutory returns as required.
- Manage financial and operational risks.
- Maintain records in accordance with the Council's retention policy.
- Provide information required by Internal and External Auditors.
- Implement Council decisions and monitor compliance with Council policies.

## 4. Financial Management and Control

### Budgetary Control

The Council shall:

- Approve an annual budget before the commencement of each financial year.
- Set the precept in accordance with statutory deadlines.
- Monitor income and expenditure against budget throughout the year.
- Receive budget monitoring reports at least quarterly.
- Consider significant budget variances and take corrective action where necessary.

### Accounting Records

The Council shall maintain accounting records that:

- Accurately record all financial transactions.
- Are kept up to date.
- Comply with proper accounting practices.
- Support the preparation of statutory accounts and AGAR submissions.

### Banking Arrangements

The Council shall:

- Hold all bank accounts in the name of the Council.
- Ensure banking arrangements are reviewed periodically.
- Maintain appropriate controls over online banking and electronic payments.

### Bank Reconciliations

- Bank reconciliations shall be completed regularly.
- Reconciliations shall be reported to Council at least quarterly.
- Reconciliations shall be independently reviewed by a Member of the Council.

### Income

The Council shall ensure that:

- All income is properly recorded.
- Income is banked promptly.

- Fees and charges are reviewed periodically.
- Grants and other funding are used for their intended purpose.

## Payments

The Council shall ensure that:

- Expenditure is incurred only for lawful purposes.
- Payments are supported by appropriate invoices or documentation.
- Payments are approved in accordance with Financial Regulations.
- All electronic payments are subject to appropriate Member authorisation.
- Payment schedules are reported to Council.

## 5. Procurement

The Council shall:

- Follow its adopted Financial Regulations and procurement procedures.
- Seek quotations and tenders where required.
- Ensure value for money is achieved.
- Declare and manage conflicts of interest.
- Maintain transparency in procurement decisions.

## 6. Risk Management

The Council shall:

- Maintain a Risk Management Scheme and Risk Register.
- Review the Risk Register annually and whenever significant changes occur.
- Undertake risk assessments for projects, events and activities as appropriate.
- Ensure adequate insurance cover is maintained.
- Take appropriate action to mitigate identified risks.

## 7. Asset Management

The Council shall:

- Maintain an up-to-date Asset Register.
- Review the Asset Register annually.
- Ensure assets are adequately insured.
- Carry out periodic inspections of Council assets.
- Ensure assets are properly maintained.
- Require Council approval before any asset is disposed of.

## 8. Grants and Community Funding

Where grants are awarded, the Council shall:

- Operate a transparent grant application process.
- Ensure grants are awarded in accordance with Council policy.
- Monitor grant expenditure where appropriate.
- Record all grant decisions in Council minutes.

## 9. Internal Audit

The Council shall appoint an independent and competent Internal Auditor who shall review the adequacy and effectiveness of:

- Governance arrangements.
- Financial controls.
- Risk management processes.
- Compliance with legislation and Council policies.
- Accounting records and procedures.
- Asset management arrangements.

The appointment and effectiveness of the Internal Auditor shall be reviewed annually.

## 10. External Audit

The Council shall comply with all requirements relating to:

- The Annual Governance and Accountability Return (AGAR).
- The exercise of public rights.
- External audit requirements.
- Publication of statutory information.

Any recommendations arising from External Audit shall be considered by the Council and acted upon where appropriate.

## 11. Annual Review of Effectiveness

The Council shall undertake an annual review of the effectiveness of its internal control arrangements.

The review shall consider:

- Financial reports presented throughout the year.
- Budget monitoring information.
- Bank reconciliations.
- Risk management arrangements.
- Internal Audit reports.
- External Audit reports.
- Recommendations from auditors.
- Any significant governance, financial or operational issues arising during the year.

Any weaknesses identified shall be addressed through an agreed action plan

The Freedom of Information Act 2000 requires all public authorities, including Nettleham Parish Council, to adopt and maintain a Publication Scheme.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

## **Classes of information**

- Who we are and what we do
- Organisational information, locations and contacts, constitutional and legal governance.
- What we spend and how we spend it
- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- What our priorities are and how we are doing
- Strategy and performance information, plans, assessments, inspections and reviews.
- How we make decisions
- Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- Our policies and procedures
- Current written protocols for delivering our functions and responsibilities.
- Lists and registers
- Information held in registers required by law and other lists and registers relating to the functions of the authority.
- The services we offer
- Advice and guidance, booklets and leaflets, transactions and media releases.
- A description of the services offered.

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The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

## **Charges and Fees**

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held



# PUBLICATION SCHEME POLICY

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by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## **Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

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

## NETTLEHAM PARISH COUNCIL

### Information available from Nettleham Parish Council under the model Publication Scheme

The Freedom of Information Act 2000 requires all public authorities, including Nettleham Parish Council, to adopt and maintain a Publication Scheme. This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below.

Information to be published	How the information can be obtained
<p><b>Class1 – Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Website and/or Hard Copy
Who's who on the Council and its Committees	Website/Hard Copy
Contact details for Parish Clerk and Council members	Website/Hard Copy
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Website/ Hard Copy
Annual return form and report by auditor	Website/Hard Copy
Finalised budget	Website/Hard Copy
Precept	Website/Hard Copy
Borrowing Approval letter	Hard Copy (if applicable)
Financial Standing Orders and Regulations	Website/Hard copy
Grants given and received	Website/Hard Copy
List of current contracts awarded and value of contract	Website/Hard Copy
Members' allowances and expenses	Website/Hard copy

# PUBLICATION SCHEME POLICY

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	Website and/or Hard Copy
Parish Plan (current and previous year as a minimum)	Website/Hard Copy
Annual Report to Parish Meeting (current and previous year as a minimum)	Website/Hard copy
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum</p>	Website and/or Hard copy
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Hard Copy
Agendas of meetings (as above)	Website/Hard Copy
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website/Hard Copy
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy
Responses to consultation papers	Hard Copy
Responses to planning applications	These are shown on West Lindsey District Council website.
Bye-laws	N/A
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	Website/Hard Copy
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of Parish Clerk</li> </ul>	<p>Website/Hard Copy Website/Hard Copy Website/Hard copy</p>

# PUBLICATION SCHEME POLICY

<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<p>Website/Hard Copy</p> <p>Website/Hard Copy</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaint procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>Hard Copy</p> <p>Hard Copy</p> <p>Hard Copy</p> <p>Hard Copy</p> <p>Website/Hard Copy</p> <p>Website/Hard Copy</p>
Information security policy	Website/Hard Copy
Records management policies (records retention, destruction and archive)	Website/Hard Copy
Data protection policies	Website/Hard Copy
Schedule of charges (for the publication of information)	Website/Hard Copy
<b>Class 6 – Lists and Registers</b>	Hard copy
Currently maintained lists and registers only	Some information may only be available by Inspection
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy
Assets Register	Hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A
Register of members' interests	The Register is held by West Lindsey District Council and entries for Parish Councillors are shown on the website.
Register of gifts and hospitality	Hard copy
<b>Class 7 – The services we offer</b>	Hard copy

# PUBLICATION SCHEME POLICY

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	Some information may only be available by Inspection
Allotments	N/A
Burial grounds and closed churchyards	Website/ Hard Copy
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	N/A
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website/ Hard Copy
Any other Additional Information	Upon request by hard copy if available

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white) Photocopying @ 15p per A4 sheet (colour) Photocopying @ 15p per A3 sheet (black & white) Photocopying @ 20p per A3 sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Freedom of Information Request	An additional charge may be made if the cost to the Parish Council for retrieval and collation is unreasonable.	

Contact Details: Parish Clerk, The Parish Office, Scothern Road, Nettleham LN2 2TU. Tel: 01522 750011

Email: [parishcouncil@nettleham-pc.gov.uk](mailto:parishcouncil@nettleham-pc.gov.uk) Website: <https://nettleham.parish.lincolnshire.gov.uk/>



# RECORDS RETENTION POLICY

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Nettleham Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the association. This document provides the policy framework through which this effective management can be achieved and audited.

## **Scope**

This policy applies to all records created, received or maintained by Nettleham Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Nettleham Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of Nettleham Parish Council records may be selected for permanent preservation as part of the Council's archives and for historical research.

## **Responsibilities**

Nettleham Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with Nettleham Parish Council's records management guidelines.

In accordance with section 227 of the Local Government Act 1972 a parish council may request the district council (principal authority) who must, if asked provide proper depositories for all the specified papers - defined as public books, writings, council papers and all documents directed by law to be kept - for which there is no other provision.

## **Retention Schedule**

The retention schedule refers to record series regardless of the media in which they are stored.

## RECORDS RETENTION POLICY

Document	Minimum Retention Period	Reason
<b>Minutes</b>		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
Agendas	5 years	Management
Local/historical information	Indefinite – to be securely kept for benefit of parish – Local Government (Records) Act 1962	Councils may acquire/ accept gifts of records
<b>Employment</b>		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
<b>Finance</b>	<b>For the avoidance of doubt – 6 years means 6 completed year and current financial year.</b>	
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Receipt books	6 years	Audit
Bank statements	Last completed audit year	Audit
Cheque book stubs/Paying in stubs	Last completed audit year	Audit
Quotations & tenders & contracts	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
Payroll records	3 years	HMRC
Petty cash accounts, postage & telephone books	6 years	Tax, VAT, Limitations Act 1980
Rent	6 years	Limitation Act 1980
Timesheets	Last completed audit year – 3yrs	Audit requirement, personal injury best pr superannuation
Wages books	12 years	Audit, Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts, trust deeds	Indefinite	Audit, Management
VAT records	6 yrs - but 20yrs for VAT on rents	VAT

## RECORDS RETENTION POLICY

Debit arising under a simple contract	6 years	Limitation Act 1980
Debt arising under a lease	12 years	Limitation Act 1980
<b>Insurance</b>		
Insurance policies	Whilst valid or 6 years after policy end	Management
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or renewed	The Employers' Liability (compulsory Insurance) Regs 1998
Certificates for Public Liability	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
<b>Health and Safety</b>		
Accident books/incident reports	20 years – for potential claims	Statutory
Equipment inspection reports	21 years	
Personal injury	3 years	
Risk assessment	3 years	Management
<b>General Management</b>		
To ensure records are easily accessible: <ul style="list-style-type: none"> <li>Keep a list of files stored in cabinets</li> <li>Electronic files will be saved using relevant file names</li> </ul>	Electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programmed supplied by the Council's IT company	Management
General correspondence	Should be kept for as long as needed for reference or accountability, or to comply with regulatory requirements	Management
Negligence	6 years	Limitation Act 1980
Defamation	1 year	Limitation Act 1980
Contract	6 years	Limitation Act 1980
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Email messages	At end of useful life	Management
Consent forms	5 years	Management
GDPR Security Compliance form	Duration of membership	Management
<b>For Halls, Centres and Recreation Grounds</b>		
Applications to hire	6 years	VAT

## RECORDS RETENTION POLICY

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Lettings diaries	6 years – electronic files linked to accounts	VAT
Copies of invoices to hirers	6 years	VAT
Terms and conditions	6 years	
<b>Allotments</b>		
Register and plans	Indefinite	Audit, Management
Minutes & legal papers	Indefinite	Audit, Management
<b>Cemeteries</b>		
Register of Burials	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (S.I. 204)
Register of purchased graves		
Register/plan of grave spaces		
Register of memorials		
Register of fees collected		
Applications for interment		
Applications for right to erect memorials	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (S.I. 204)
Disposal certificates		
Copy certifications of grant of exclusive right of burial		
General Correspondence	6 Years	Management
<b>Planning</b>		
Local Development plans, local plans	Retain as long as in force	Reference
Neighbourhood plans	Indefinite – final adopted plans	Historical purposes

## 1 Background

Risk is the threat that an event or action will adversely affect the council's reputation or ability to successfully deliver its activities or objectives.

Risk management is the process by which risks are identified, assessed and controlled and is a requirement within the council's Financial Regulations that the Parish Council put arrangements in place for the management of risk.

The risk register assists the Parish Council to assess the risks it faces and to identify adequate steps to be taken to minimise them.

## 2 Policy Purpose

To provide a framework to assist the Council to:

- Identify activity areas to be reviewed;
- Identify what the risks may exist or arise;
- Evaluate the management and control of the risks and record the findings;
- Review, assess and revise the risks regularly and as required;
- Be able to demonstrate to residents and other stakeholders that the Council's risk management framework approach to risk is appropriate and proportionate

## 3 Implementation

The Council recognises that it is the responsibility of all Councillors and employees to have regard for risk in carrying out their duties. Risk management will be reviewed regularly by the Parish Clerk and included as a standing item on the agenda, for consideration by the Parish Council

## 4. Areas for Review

Areas the Parish Council will assess and review regularly fall within the following headings, using the council's risk assessment template:

- Governance
- Financial management;
- Insurance;
- Assets - including: buildings, land, equipment, inspection and maintenance;
- Staffing;
- Health and safety

### 4.2 Governance

- Council policies and procedures are developed and reviewed regularly;
- Recruitment of Councillors to vacancies, as soon as possible;
- Councillors have access to relevant training to enable them to understand their responsibilities
- Councillors work within the code of conduct and understand the mechanisms for disclosure of interests.

### 4.3 Financial Management

The Council will review at yearly intervals the following:-

- Financial Regulations, monitoring the administration of the Council's financial affairs.
- Its responsibility for appointing, by resolution, a Responsible Financial Officer who is responsible for all the financial administration.
- Its responsibility for appointing, by resolution, an independent Internal Auditor to carry out the intermediate checks of the Council's financial procedures and accounting records.
- The preparation of quarterly accounts to ensure that there are sufficient balances in reserves and in line with the budget to meet the forthcoming invoices and costs for the remainder of the year and future projects.

- 
- Its budgetary requirements in order to agree a precept figure to be submitted to the District Council for the next financial year.
  - Contracts for yearly services i.e. mowing, alarm maintenance etc.
  - Level of reserves.
  - Banking arrangements.

#### **4.4 Insurance**

The Council will review at yearly intervals the following:

- The requirement for its Clerk to ensure adequate insurance of all the Council's risks.
- The insurance cover of all the Council's properties ensuring it is adequate in the current financial climate.
- Any necessary changes, amendments or any new requirements to be reported to the insurers throughout the year.
- Comparisons with the cover/policies offered by other companies to ensure best value.
- Any claims against the insurance cover whenever necessary.

#### **4.5 Building/Land Inspections and Maintenance**

The Council will review and inspect at regular intervals the following:

- The condition of the internal and external fabric of the buildings in its care.
- The heating and lighting provided and emergency lighting on a monthly basis.
- The condition of equipment provided for employees' use.
- Arrangements for an annual professional inspection of all the portable appliances and every 6 years a full electrical inspection.
- Any renewals and replacements under future projects.
- The state of the car parking areas for repairs etc.
- All the public furniture and public spaces under the Parish Council jurisdiction.

The Council will arrange the following:

- A full monthly inspection of all the play equipment and safety surfaces and a quick check on a weekly basis for any emergency repairs.
- An annual professional independent inspection of all the play equipment and to follow up and carry out the necessary repairs and adjustments recommended in the inspector's report.
- At the Property Committee Budget meeting a review of the play area with a view to replacing any old or worn equipment or purchasing new additional items.

#### **4.6 Staffing**

The Council will review when changes occur but at least on an annual basis the following:

- Terms and conditions of employment.
- Salaries.
- Staff training requirements.

#### **4.7 Health and Safety**

The Council will review the following:

- On an annual basis the Council's Health and Safety Policy, which highlights the safety of all its employees and the use of all Council facilities.
- On an annual basis all premises for compliance with all food hygiene and other regulations.
- Annual inspections of:
  - Emergency lighting,
  - Legionella (e.g. water storage & showers)

- 
- fire extinguishers & alarms;
  - Gas Safe for gas appliances;
  - All trees and hedging belonging to the Council for safety purposes on a regular basis but at least annually.

## 5 **Review**

This policy will be reviewed annually, or earlier as changes or legislation arise.

## NETTLEHAM PARISH COUNCIL RISK MANAGEMENT ASSESSMENT

<b>LIKELIHOOD</b>	Highly probable 76–99%	4		<b>TREAT</b> - Take action to reduce risk exposure & introduce measures		<b>TERMINATE</b> - Stop activity generating the risk
	Probable 51%-75%	3				
	Possible 26%-50%	2				
	Unlikely 1%-25%	1	<b>TOLERATE</b> - Risk acceptable			<b>TRANSFER</b> – Usually via insurance or other arrangements
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
			Minor	Moderate	Serious	Major
<b>IMPACT</b>						

The above can assist as a visual tool in the assessment of risk

**Key:** Green risks – considered reasonably acceptable. It is unlikely that further additional measures are required to control these risks

Amber risks - reasonably acceptable, however, further additional measures may be needed to treat and reduce exposure of the risk. Amber risks should be monitored regularly and reported periodically to council

Red risks - these are not acceptable to the council and immediate action is required to bring the risk down to a lower category. The Chairman and council must be advised of any red risk areas and action planned to control the risk. Any action taken must be in accordance with the council's Standing Orders and Financial Regulations.

POTENTIAL RISK	Impact	Likelihood	Risk rating	Controls to minimise risk	Additional controls required/In place	Responsible For
<b>GOVERNANCE</b>						
Breach or absence of up to date Standing Orders	1	1		S.O. – annual review All Councillors have a copy Induction/training for new Cllrs.	Refreshers/ updates for Cllrs	Clerk Chair
Lack of awareness of changes in legislation & good practice	2	1		Attendance at training Good Cllr guide for all Cllrs Reports & papers from Clerk	All new Cllrs to attend training Regular updates via County Assoc website, newsletter	Clerk
Working within powers & duties	2	1		Clerk attends regular training & holds CiICA qualification and maintains CPD as a PSLCC. LALC updates	Councillors to attend regular training	Clerk Chair
Lack of commitment to policies & procedures	2	1		Reference to legislation/policy in agenda items & in reports	Annual updates	Clerk Chair

Councillors fail to declare interests	2	2		Cllrs sign declaration of interests (DOI) DOI included on every agenda	Periodic refresher/ information for Cllrs	Clerk Chair
Libel or slander claims received	2	1		Insurance in place	Annual review of insurance – Clerk meets with broker annual	Clerk
Poor relationships with District council & other parishes	2	1		District Cllrs invited to meetings  Liaison with other Clerks & with D.C. teams – elections/member services / planning.	Chairman has regular contact with District Cllrs & other Parish Chairs. Joint working/ sharing of knowledge in place	Clerk Chair
Lack of effective lines of communication with parish residents	2	2		Regular articles in Nettleham Matters, updates on website & facebook.	Key information posted on 3 x notices: meetings, audit, contact details	Clerk

	Impact	Likelihood	Risk rating	Controls to minimise risk	Additional controls required/In place	Responsible For
<b>FINANCIAL MANAGEMENT</b>						
Precept inadequate	2	1		Robust review and development of budget	Monthly monitoring of income & expenditure at PC meetings	Clerk Chair
Incomplete or inaccurate financial records	2	1		Financial monitoring software in place – cash books, sales ledger. Petty cash monthly balancing. Cash received procedure in place	Monthly reconciliation – payments & sales ledger & bank statements Ongoing review of procedures. Internal audit in place.	Clerk A/C's Asst
Breach of Financial Regulations	2	1		Financial Regulations (FR) reviewed annually. Councillor have copy of FR's. Clerk ensures expenditure within FR	Councillors to attend training & reference to governance & accountability guidance (audit) Clerk attends financial training	All

Council overspend on budget	2	2		Income & expenditure monitored closed by CL/RFO	Income & expenditure report to PC meeting monthly	Clerk
Incorrect VAT claim or non-compliance	2	1		RFO scrutinises all invoices to maximise reclaim	Accounts Asst. posts invoices & claim – then signed off RFO	Clerk
Banking errors /charges	1	1		Bank reconciliation – monthly Bank balances checked	Monitor fees charged Tel transfer of funds in place	Clerk
Insufficient signatories	2	1		All Councillors to be signed up as signatories	Ensure bank signatory information updated	Clerk
Loss of interest	2	2		Review interest rates & providers regularly	Investigate options for higher yield investments. Develop Investment policy	Clerk Chair
Loss or theft of cash	1	1		Fidelity insurance in place	Cash locked in safe /banked timely	Clerk
Loss or theft of assets	2	1		Keep assets secure Asset register to council annually for review	Ensure asset register kept up to date. Ensure insurance cover sufficient	Clerk
Grant funding – loss of or not used correctly	3	2		Monitoring of project & claim milestones. Robust monitoring of grant expenditure	Bill Bailey's - Use of project plan to keep on track. Update residents with progress report using range of methods	Clerk

	Impact	Likelihood	Risk rating	Controls to minimise risk	Additional controls required/In place	Responsible For
Payments made without prior approval and adequate control	2	1		Payments made in line with F.R & approved in council meetings, recorded in minutes  2 signatories required	Payments made, reported to Council monthly (retrospectively)	Clerk
Items purchased without proper tendering procedures	2	1		Procedures in line with F.R.s. Estimates/quotations procedure in place. Testing for competitiveness & VFM	Purchase Order system in place & reconciliation against invoice received for payment	Clerk
Failure to maximise Income	2	1		Sales invoices monitored & statements & tel contact made to debtors	Identify potential funding opportunities & update council.	Clerk A/C Asst
Salaries paid incorrectly & not in accordance with F. Regs & incorrect deductions collected &	1	1		Use large external payroll contractors. Monthly salary calculation report checked by	Monthly reports & payments to HMRC & pension providers reconciled against bank statement entries	Clerk

paid to HMRC & pension providers				Clerk before authorisation to make payments		
Late submission or failure to prepare & submit year end accounts to external auditors within timescales	3	1		Assistance received with year end close down procedures on financial system by RBS.  Annual AGAR signed off by Parish Council (May/June)	Internal auditor visit to check year end & signs off annual accounting statement.  Standing Orders sets out timetable	Clerk
<b>INSURANCE</b>						
Council has inadequate cover	2	1		Insurance cover reviewed annually including for:  Public liability, Assets Employers liability, Fidelity, Libel/slander,  Loss of revenue, property damage, personal accident, money & assault	Clerk meets annually with insurance broker representative to discuss cover.	Clerk

	Impact	Likelihood	Risk rating	Controls to minimise risk	Additional controls required/In place	Responsible For
<b>BUILDINGS, LAND &amp; ASSET INSPECTION &amp; MAINTENANCE</b>						
Lack of information on property, land & equipment	1	1		Electronic deed information available. Copies of licences/ agreements held in safe	Arrange a regular review of buildings & valuation of assets & equipment	Clerk
Failure to identify & value assets/land & equipment correctly	2	2		Assets recorded & updated. Asset register reviewed and updated regularly, at least annually in line with external audit requirements	Arrange professional re-valuation of land & buildings for asset register	Clerk
Major work identified to buildings/assets – not already identified or budgeted for	2	1		Regular inspection of facilities undertaken.	Earmarked reserves in place for key assets General fund – healthy position	F Mgr
<b>STAFFING</b>						

Inadequate staffing capacity to fulfil the council's roles & responsibilities	2	1		Annual appraisals in place & training requirement reviewed.  Regular meetings between Clerk & Chairman – any issues arising and priorities	Ongoing review of staff structure e.g. clerk/RFO responsibilities for business continuity	Clerk F.Mgr
Notice received or ill health of key staff e.g. Clerk	3	1		Job description/Person Spec in place to expedite recruitment process. 3 mth notice required by Clerk.	Passwords available to Chair & Vice chair in emergency.  Review of staff structure	Chair P&SP
Inadequate training				Council membership of LALC training scheme with extensive programme & updates	Regular attendance at training, CILCA & refreshers	Clerk

	Impact	Likelihood	Risk rating	Controls to minimise risk	Additional controls required/In place	Responsible For
<b>HEALTH &amp; SAFETY</b>						
Lack of knowledge of H & S requirements	2	1		H & S policy in place – reviewed annually. Staff have copy of policy & training	Annual visit & inspections by H&S expert/contractor	Clerk F.Mgr
Lone working	1	1		Mobile provided phones for lone workers	Risk assessments in place	F.Mgr
Failure to undertake H & S checks or compliance with legislation	3	1		Programme for undertaking weekly/monthly/annual checks in place - for buildings, play equipment.  H & S Policy sets out requirements  Staff training – per policy	Checks/inspections recorded in logs e.g. fire alarm testing, legionella, play equipment.  Checked also at annual H & S consultant visit.  Gas safe, legionella, PAT testing – annual certification in place	F.Mgr Clerk

## 1. Purpose of the Policy

Nettleham Parish Council is committed to ensuring that Councillors, employees and volunteers have the knowledge, skills and resources necessary to carry out their roles effectively and professionally.

The Council recognises that training and development are essential to:

- Maintaining high standards of governance and service delivery;
- Ensuring compliance with legislation and statutory obligations;
- Supporting continuous improvement;
- Promoting effective decision-making;
- Responding to changes in legislation, guidance and best practice;
- Meeting the needs and expectations of residents.

The Council is committed to providing appropriate learning and development opportunities and ensuring equality of access to training for all Councillors, employees and volunteers.

## 2. Scope

This policy applies to all Parish Councillors, all employees of the Council and volunteers acting on behalf of the Council where appropriate.

## 3. Identifying Training Needs

The Council will identify training and development needs through:

- Employee appraisals and supervision meetings;
- Changes in legislation, regulations or best practice;
- The introduction of new services, projects or responsibilities;
- Requests from Councillors, employees or volunteers;
- Recommendations from professional bodies and external auditors;
- Skills assessments and succession planning.

Training requirements will be reviewed annually as part of the Council's budget-setting process.

## 4. Training Budget

The Council will make appropriate provision within its annual budget for training and development activities.

The Council will also review annually the benefits of membership of professional organisations, including the Lincolnshire Association of Local Councils (LALC), Society of Local Council Clerks (SLCC) and other relevant bodies that provide training and support.

## 5. Training and Development for Employees

The Council recognises the importance of investing in the professional development of its employees.

Employees may be provided with:

- Induction training appropriate to their role;
- Health and Safety training;
- Training required by legislation or regulatory requirements;
- Professional development opportunities;
- Attendance at conferences, seminars, workshops and networking events;
- Online learning, webinars and e-learning opportunities;
- Membership of relevant professional organisations where approved by the Council.

Where training is approved, the Council may provide:

- Paid time to attend training;
- Payment of course fees;
- Reimbursement of reasonable travel and subsistence expenses in accordance with Council policies.

The Council will actively support the Clerk in obtaining and maintaining the Certificate in Local Council Administration (CiLCA) or any successor qualification where appropriate.

## 6. Training and Development for Councillors

The Council recognises that well-trained Councillors are essential to effective local government.

All newly elected or co-opted Councillors will be provided with:

- A Councillor Welcome Pack;
- Copies of key Council policies and procedures;
- Information regarding their duties, responsibilities and legal obligations.

New Councillors will be encouraged to undertake recognised Councillor training as soon as reasonably practicable following their appointment.

Councillors will also be encouraged to undertake training relating to:

- The Councillor role and responsibilities;
- The Code of Conduct;
- Local government law and governance;
- Financial management and accountability;
- Planning matters;
- Data protection;
- Equality and diversity;
- Health and safety;
- Safeguarding, where relevant.

Refresher training should be undertaken periodically to ensure knowledge remains current and effective.

## 7. Equality of Opportunity

The Council is committed to providing equal access to training and development opportunities and will ensure that no individual is disadvantaged on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.



2<sup>nd</sup> June 2026

Dear Brian,

**Quotation: Nettleham Parish Council tree safety surveys**

Thank you for asking me to provide a quotation for carrying out tree safety surveys at various sites in the village.

The fee to carry out the tree safety survey for:

- Bill Baileys play area..... £350
- Mulsanne Park..... £625
- Riverdale..... £110
- Old Quarry..... £110
- Village Green..... £280
- Burial Ground ..... £370
- Bishops Meadow..... £110
- Vicars Wood..... £450
- Green Lane..... £660

**total fee of £3065 (no VAT)**

My fee covers the site survey, supplying the report, which details any tree work required to mitigate the identified risks; this can be used as the specification for tree work and basis of tree surgeon quotes. I would be available after the survey to offer support, for example discussing work required with a tree surgeon.

My work is covered by professional indemnity insurance and public liability insurance.

Under the Occupiers Liability Act 1957 & 1984 you have a duty of care to ensure that the trees growing on land owned or managed by you are safe.

This means you have to demonstrate that a defensible tree management system is in place, and that you are 'taking reasonable care' to avoid injury or damage from hazardous trees.

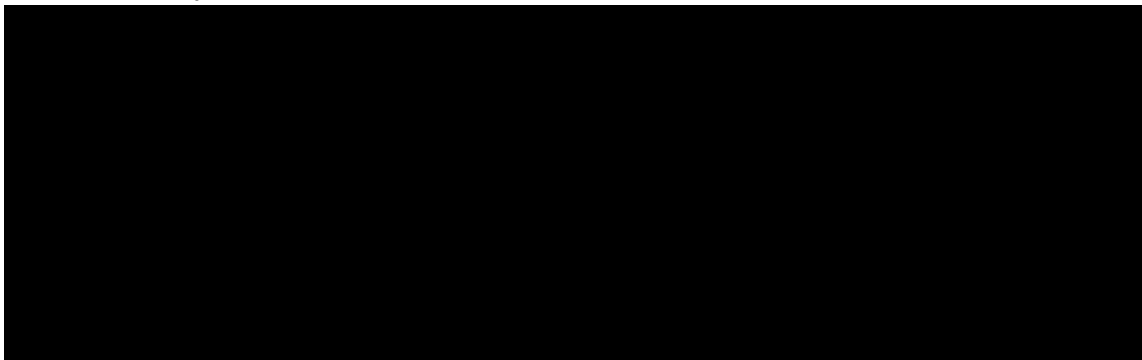
It is not possible to maintain trees to be *completely* safe; the law does not require or expect that. By having your trees inspected by an independent competent arboriculturalist, and by carrying out any remedial tree work recommended (to reduce identified risks to an acceptable level), you will be fulfilling your legal obligations.

The report sent to you following the survey, along with supporting evidence of any tree work carried out, constitutes a reasonable (and defensible) tree management system.

A tree safety survey should be carried out every three or four years; this is a 'good practice' recommendation as there is no statutory period for surveys.

Please contact me if you require any further information regarding my quotation.

Yours sincerely,



**From:** [REDACTED] >

**Sent:** 13 May 2026 18:27

**To:** Reception <[reception@nettleham-pc.gov.uk](mailto:reception@nettleham-pc.gov.uk)>

**Subject:**

Hi,

I hope you're well.

We're reaching out as we're currently looking to expand our successful [REDACTED] concept into new locations across Lincolnshire and surrounding areas.

[REDACTED] is a community-focused outdoor food event bringing together high-quality local street food vendors, drinks, music, and a relaxed social atmosphere for the public to enjoy.

Our current event takes place on the last Wednesday of every month at [REDACTED] [REDACTED] and has been incredibly well received, attracting families, local residents, and food lovers looking for something different midweek.

The event is free for the public to attend, with guests simply purchasing food and drinks directly from the independent vendors.

Due to increasing demand and requests from the public, we're now exploring additional venues that may be suitable for hosting future [REDACTED]

What we typically require:

Outdoor space suitable for multiple food vendors

Vehicle access for setup

Optional power supply (if available)

Permission for background music

Toilet access (beneficial but not essential depending on location)

What we provide:

Full event organisation & vendor management

Fully insured professional food traders

Public liability cover

Risk assessments & compliance management

Waste management coordination

Event promotion across social media platforms

Our events are designed to be family-friendly, professionally managed, and beneficial to the local community by supporting independent businesses and increasing footfall to the host venue.

We'd love to understand whether your venue may be suitable, along with any hire costs, requirements, restrictions, or partnership opportunities.

If this sounds of interest, we'd be happy to discuss further.

Kind regards,

[Redacted]

[Redacted]

[Redacted]

[Redacted]