

INGOLDSBY PARISH COUNCIL MEETING

Dear **Councillor**

You are summoned to attend **the Ingoldsby Parish Council** meeting to be held on **Wednesday 24 April 2024** at **8.15pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

The meeting will be preceded by a public forum, when members of the public may ask questions or make short statements to the Council, commencing at **8.00pm**. Parishioners who are unable to attend the meeting are welcome to submit any comments or questions to the Clerk at ingoldsbyccclerk@hotmail.co.uk.

Heidi Wilson

Clerk to the Council

Date: 20 April 2024

1 WELCOME REMARKS BY THE CHAIR

2 PRESENT

3 APOLOGIES

Apologies for absence and reasons given

4 DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS

To receive reports on members' disclosable pecuniary interests in relation to the agenda and any dispensations in accordance with the Localism Act 2011

5 SIGNING OF THE MINUTES

To resolve to accept the Clerk's notes of the Annual Parish Council Meeting on Wednesday 13 March 2024

6 GENERAL MATTERS

- a) District Council
- b) PCC and PFA Annual Budget and Section 137 (deferred item)
- c) BT Contract Renewal
- d) Community Resilience Plans (Parish Emergency Plan)
- e) Gov.UK email address for Parish Council Clerk and Councillors

7 HIGHWAYS

- a) To receive any reports of new or outstanding highways defects and other updates including the streetlamp at Wychwood and the pothole near to the school on Main Street.
- b) Notice of temporary traffic regulation Order – Ingoldsby/Lenton 30 April 2024 – 14 June 2024) *Added to website and Facebook group.*

8 PLANNING MATTERS

a) New Planning Matters: None.

b) Decisions received or pending

Application No	S24/0019
Applicant	Glenn Cryer
Proposal	Lawful Development Certificate for Proposed Use to enlarge existing garage on the east and south elevation, alterations to the windows and doors to the rear of the property and erection of a timber workshop at Eastgate, Main Street, Ingoldsby, NG32 3DQ.
Decision	Granted – 21 March 2024

Application No	S24/0264
Applicant	Peter Harden
Proposal	Outline Planning Application for the erection of a detached dwelling and garage on land adjacent to Millfield, Grantham Road, Ingoldsby, NG33 4EQ.
Decision	PENDING

Application No	S24/0325
Applicant	Kate Ginks
Proposal	Change of use of agricultural building to provide 2 no. larger dwellinghouses at School House Farm at School House, Lenton Road, Ingoldsby, NG33 4HA
Parish Council	PENDING

c) Planning enforcement – To note the email received from Matthew Johnstone dated 21 March 2024.

9 FINANCE (2023-2024 Financial Year End)

a) Year End Budget Review

In terms of income, the Parish Council received 20 % more income than predicted and this was primarily due to a higher VAT refund from the previous financial year than estimated, higher interest payments on the savings accounts and a grant awarded by the District Council to support the Village Hall's Coronation event.

In terms of expenditure, at face value the Parish Council spent just short of the predicted expenditure by 2% with an underspend in the following budget heads - Clerk's wages, expenses, village hall hire costs, annual subscriptions, insurance, the garden waste fee, and BT. The Parish Council would have been 7% under-budget if not for the additional funding for the PFA to the sum of £600.00. This sum was to be drawn from reserves, per resolution, but there were sufficient funds in the current account to negate this action.

There would also appear to be an underspend in the fee for Autela Payroll Services, but this is inaccurate as their final invoice for services rendered during the 2023/24 financial year was not received and dated such until April 2024.

- b) To note the bank balances as of 31 March 2024

Current Account	877.51
Uncleared expenditure (BT March)	(38.39)
Current Account	839.12
Savings Account	7,637.31
TOTAL	8,476.43

- b) To note the income received between 6 March 2024 and 31 March 2024

Interest (March)	11.75
TOTAL	11.75

- c) To note the expenditure to be paid in line with the approved list of Regular payments between 6 March and 31 March 2024, or for approval

Detail	Price	VAT	Total
BT (March)	31.99	6.40	38.39
Clerk's Salary, March 2024*	188.04	0.00	188.04
Bank Charges, March 2024	5.00	0.00	5.00
Village Hall Rent	51.78	0.00	51.78
PFA Final Grant Payment	149.98	0.00	149.98
TOTAL	426.79	6.40	433.19

- d) Record of reserves, 31 March 2024

Earmarked Reserves	
Elections	2,001.20
Defibrillator	1,400.00 (fixed permanently)
Laptop	300.00 (fixed until 2024)
Community Improvements	3,569.74
Earmarked reserves	7270.94
Unearmarked reserves	366.37

- e) To resolve to approve the end of year accounts (cashbook to be signed by the Chair and RFO).

- f) AGAR/External Audit

- i) Dates of the Public Rights Period, Period of Inspection (3 June – 12 July 2024).
- ii) Internal Audit.
- iii) To sign and date the exemption certificate as a smaller authority (with income and expenditure not exceeding £25,000 in the year ending 31 March 2022) which is therefore exempt from a limited assurance review (external audit). Page 3 of 6 of the AGAR.

Note: This form must be received by PKF Littlejohn by no later than 1 July 2024.

- iv) To resolve to approve the Annual Governance Statement (Section 1, page 5 of 6) of the Annual Return (AGAR) - to be signed and dated by the RFO and Chair with minute reference.
- v) To resolve to approve the Accounting Statements (AGAR, Section 2, page 6 of 6) - to be signed and dated by the Chair with minute reference.
- vi) Compliance with Transparency Code.
- vii) VAT reclaim form.

10 FINANCE (2024-2025 New Financial Year)

- a) To resolve to approve a list of regular payments for 2024/2025 in line with the budget agreed in November 2023)

<u>LIST OF REGULAR PAYMENTS</u>
This list of regular payments is approved by Financial Regulations. If it necessary to make payment to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998 and the due date for the payment is before the next scheduled meeting of the Council, where the Clerk and RFO certify that there is no dispute or other reason to delay the payment, provided that a list of all such payments shall be submitted to the next appropriate meeting of the council.
Clerk's monthly salary up to the budgeted annual sum of £2,900.00. Overtime and annual leave beyond the twelve contracted hours per month must first be approved at the next meeting of the Parish Council. Clerk to receive annually agreed payment of £100.00 for use of own computer, printing equipment and anti-virus software.
Payments to Autela Payroll Services Limited for services rendered not exceeding the budgeted amount of £220.00.
Payments to the Village Hall for hall hire not exceeding the budgeted amount £231.00 for cupboard storage and annual hire for meeting purposes.
Annual subscriptions to LALC and the ICO not exceeding the budgeted amount of £127.50.
Insurance not exceeding the budgeted amount of £250.64
The internal audit fee not exceeding £89.76
Payments for gardening services to St. Bartholomew's churchyard not exceeding the budgeted amount of £625.00. Additional payments above the budgeted amount must be applied for in writing.
Payments to the PFA to assist with on-going maintenance costs not exceeding the budgeted amount of £625.00. Additional payments beyond the budgeted amount must be applied for in writing.
Payments to the Community Heartbeat Trust for the defibrillator annual maintenance package and other related annual services not exceeding the budgeted amount of £235.00.
Payments to the PCC for the annual renewal of the garden waste service for an amount not exceeding £60.00.
Payments to BT to be paid by direct debit for the amount billed. Budget head is £465.77.
Payments for office equipment, stationery and training not exceeding the budgeted amount of £624.00.
Section 137 expenditure to the RBL for £50.00. Other Section 137 expenditure must be approved at a meeting of the Parish Council and will be paid to the recipient after the resolution.
Monthly bank fees (until changeover of accounts after July 2024) of £5.00 per month.

b) To note the current bank balances as of 19 April 2024

Current Account	6759.54
Savings Account	7649.89
TOTAL	14,409.43

c) To note the income received between 1 April 2024 and 19 April 2024

Interest (April)	12.58
Precept	6,841.00
TOTAL	6,853.58

d) To note the expenditure to be paid in line with the approved list of Regular payments between 1 April and 19 April 2024, or for approval

Detail	Price	VAT	Total
ICO	35.00	0.00	35.00
Gravel Masters <i>INVOICE AWAITED</i>	687.00	TBC	687.00
LALC Annual Subscription	98.58	0.00	98.58
Annual payment to the Clerk for anti-virus software and IT equipment	100.00	0.00	100.00
Autela Quarter 4, Invoice 13626	61.44	12.29	73.73
CHT Vets & Annual Maintenance Package, Invoice 21096	235.00	47.00	282.00
TOTAL	1217.02	59.29	1276.31

e) Record of reserves dated 19 April 2024

Earmarked Reserves	
Elections	2,301.20
Defibrillator	1,400.00 (fixed permanently)
Laptop	450.00
Community Improvements	3,569.74
Earmarked reserves	7720.94
Unearmarked reserves	(71.05)

f) To resolve to approve the monthly income and expenditure accounts for April 2024

g) Risk Assessment – Quarter 1

h) Insurance renewal

Gallagher - £730.00

Zurich (current provider) - £241.00

Third quote - pending

i) S137 2024/2025

11 CORRESPONDENCE

- a) Notice of Election and Notice of Poll – Police Crime Commissioner Election – 2 May 2024. *(Displayed on the noticeboard by AE)*
- b) SKDC – Local Plan Review of Village Services and Facilities *(completed by JK)*

12 DATE AND TIME OF NEXT MEETING

Annual Parish Meeting – Wednesday 15 May 2024 at 8pm

Annual Parish Council Meeting – Wednesday 15 May 2024 at 9pm

13 CLOSED SESSION (if required)

Parishioners requiring a more detailed version of the agenda are asked to contact the Clerk in the first instance by email.

If you want to attend the Parish Council meeting and have accessibility requirements, please contact the Clerk ahead of time so that reasonable adjustments can be made.