

Dear Councillors Bracegirdle, Bright, Buxton, Callingham, Cox, Elson, Fairbairn, Forde, Hall, Mallard, Marshall, Moore, Sellars, and Scott,

You are summoned to attend the next meeting of the **May Full Council** to be held on **Wednesday 22nd May 2024, commencing at 7.30pm**. This meeting will be held in the large hall of Balderton Village Centre.

Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting (public open forum). As issues raised during the public session may not relate to items on the agenda no resolution for action can be taken.

Marion Fox Goddard, Balderton Parish Clerk, Thursday 16th May 2024

This meeting follows the council's Annual Parish Council meeting which starts at 6pm. There will be a short break and then we will move to the usual monthly full council business on this agenda. This meeting will commence no earlier than 7.30 but may be slightly delayed if the Annual Parish Council meeting overruns.

AGENDA

89. To receive declarations of any intentions to record the meeting.
90. To receive apologies for absence
91. To receive declarations of interest
92. Public Open Forum (20 minutes) - **Balderton Parish Council is committed to community engagement and therefore warmly invites members of public to contribute during this part of the meeting.**
93. To approve the minutes of the Full Council meeting held on April 24th, 2024
94. To note/receive reports from County and District Councillors
95. To note Parish Councillors' reports
96. To note the Clerk's report
97. To note the minutes from the Annual Parish Meeting held on April 17th, 2024
98. To confirm that the clerk is the acting Responsible Financial Officer
99. To receive an update on the casual vacancy for a parish councillor
100. Finance
 - a. To note the April bank account balances and salaries expenditure
 - b. To approve Safer Streets 5 expenditure (external funding):
 - i. Professional Services for lighting/CCTV planning application (Heron Way carpark)
 - ii. Signage for Coronation Street Playing Field and Balderton Lake
 - c. To approve the purchase:
 - i. Fire Risk Assessment
 - d. To confirm whether full council would like the architect to proceed to RIBA Stage 4 – Production Information regarding repair to St Giles Churchyard wall
 - e. To decide how to proceed regarding the Skipton Building Society Savings Account

- f. To receive the Financial Review report for 1st April 2023 to 31st March 2024
- 101. Financial year end
 - a. To note the internal auditor's report
 - b. To approve the annual governance statement 2023/24
 - c. To approve the financial return for the year 2023/24
- 102. To consider the suggestion of a community liaison event on Saturday 13th July
- 103. Items of correspondence
 - a. To receive an update on a request from local school regarding their youth council
 - b. To note emails regarding inconsiderate parking around Glovers Lane
 - c. To note email regarding Lansbury Road Resurfacing
 - d. To note an email regarding Public Spaces Protection Orders
 - e. To note an email from resident regarding public participation in meetings and dog bins

EXEMPT BUSINESS: Under the Public Bodies (Admissions to meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of schedule 12A of the Local Government Act 1972

- 104. To consider recommendations from the Personnel and Policy Committee (personnel).

Balderton Parish Council Full Council Meeting

Minutes of the meeting held on Wednesday 24th April 2024 at 7pm

Attendees:

Balderton Parish Councillors: Ronalie Bright, Jane Buxton (Chair), Karen Callingham, Martyn Cox, Mandie Elson, Roy Fairbairn, Simon Forde (arrived during item 56), Jean Hall (arrived during item 56), Debbie Moore (arrived during item 64), Joy Sellars, Dean Scott

County/District Councillors: Sam Smith (County)

Parish Clerk: Marion Fox Goddard

Public: 6 residents joined the meeting

Meeting agenda pack with reports can be found on our website: <https://www.baldertonparishcouncil.gov.uk>

50. Declarations to record the meeting

The clerk recorded the meeting.

51. Apologies for absence

Parish Councillors: Vanessa Bracegirdle, Mac Mallard, Leigh Marshall,
District/County Councillors: Keith Girling (County), John Lee (County/District), Emma Oldham (District)

52. Declarations of interest

Cllrs Buxton, Callingham, Sellars – Item 61 – their properties may be affected by the covenant.

53. Public forum

No comments/issues were raised.

54. Approval of the minutes of the Full Parish Council meeting March 27th, 2024

The minutes were unanimously approved as an accurate record and Councillor Buxton duly signed them.

55. Reports from County and District councillors/Discussion

Council Councillor Smith – NCC¹'s highways team attempted to fix the area where flooding is occurring on London Road in January (near Highfields School). Rainfall in February still caused flooding there. A resident's recording of the problem has been given to the Highways team to look at this again. Cllr Smith will contact the team to see where they are up to with it and let Balderton Parish Council know. The area where Wolfit Avenue meets Main Street has surface water pooling; this is on the programme of works to be addressed this summer (Cllr Smith has informed residents). £15 million highways patching continues, Goldsmith Road has been done recently and patching is due to be rolled out the poets' estate. Main Street potholes have been temporarily filled but they need patching; this is on Cllr Smith's list. Cllr Buxton raised issues that the St Giles Community Hall on Main Street are having due to the water table rising. Cllr Smith agreed to contact them. Cllr Elson asked whether the area around Lansbury Road will be dealt with – This is Cllr Lee's area, so it was suggested that Cllr Elson contact him (full resurfacing planned 2026/27). Cllr Fairbairn asked when the cycle path down London Road will be remarked including new highways code standards. Cllr Smith agreed to create a new request for this at NCC.

56. Parish Councillor Reports

¹ NCC – Nottinghamshire County Council

Councillor Hall (Cllr Callingham read as Cllr Hall was at a N&SDC meeting) - Had a meeting with NCC youth services and Mending Lines founder Chris Parker. Working together to deliver Angling program to try to help tackle mental health and antisocial behaviour. Congratulates Chris on his work for the community. Represented Balderton Parish Council (BPC²) at a meeting with Mending Lines and Newark Police. Working with N&SDC and residents to tackle issue on Mead Way. Co-ordinated distribution of BPC newsletters which received positive feedback from residents. Working with fellow district councillors (Forde, Lee, and Oldham) and N&SDC officers for Balderton, to ensure Balderton is considered and heard on matters such as antisocial behaviour, planning and the Southern Relief Road and considered for new projects. Represented BPC/N&SDC at Lansbury road community planter event which was attended by residents across the generations and had a real buzz.

Councillor Callingham – had also attended the Meeting with Mending Lines and Nottinghamshire Police; this meeting included what is being done to address antisocial behaviour and talking to officers from Operation Swift who are working to tackle wildlife crime in the area. Delivered newsletters. Attended Beat Surgery at Balderton Village Centre and engaged with teenagers at the youth pod who gave it positive feedback. Attended the Annual Parish Meeting and Lansbury Road planters event which were good for community engagement. Had attended mayoral hustings.

Councillor Elson – had attended training, met with a resident who has concerns about a tree and attended the Annual Parish Meeting.

Councillor Bright – helped deliver newsletters, attended the mayoral hustings and the Beat Surgery – the police were very approachable.

Councillor Fairbairn – has attended the mayoral hustings and done allotment inspections. Overall standard of allotments is improving although a handful of allotment holders have been written to.

Councillor Cox– had delivered newsletters and attended the Annual Parish Meeting.

Councillor Sellars – had helped coordinate the newsletter distribution, attended an account package demonstration, the Lansbury Road planter session, the Annual Parish Meeting, and the Beat Surgery.

Cllr Buxton – had met with Urban and Civic to ensure better communication are in place for Balderton regarding work on the Southern Relief Road. A newsletter will be provided to keep Balderton residents informed. Had attended a St Gobain tour, the Nottinghamshire Association of Local Councils meeting, the Annual Parish meeting and helped distribute newsletters.

Councillor Forde – has met with Via regarding benches and a walking trail. Encouraged anyone who spots a highway issue to report it on the MyNotts app.

57. Clerk’s report – noted. The clerk asked attendees to encourage residents to report antisocial behaviour and wildlife crime to the police³ as the council does not have powers to enforce the law although the council is working with them to try to tackle the issue.

Administration/Management	<p>BT – The issue with the phones reported last month have been resolved. The mobile phones have been issued. The Internal Auditor is provisionally booked for early in May. I will be preparing the Annual Governance and Accountability Return over the next few weeks and will arrange a session to explain the process to members before this is taken to full council for approval.</p> <p>Unity Bank accounts have been set up. Councillors who are signatories are reminded to let the Clerk know when they have finalised their set up for online access. Once we have this set up and tested, we will proceed</p>
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² Balderton Parish Council - BPC

³ By calling 101 or completing an online report - <https://www.nottinghamshire.police.uk/ro/report/>

	with the application to make changes to the Lloyds Bank accounts which were agreed by Full Council in February.
Procurement since the last meeting	LED lighting upgrade and other electrical work approved in February is underway. Church Wall Survey – has not been received yet. New CCTV is in place. A three-year gas contract with Eon has been agreed and insurance for 2024/25 has been confirmed.
Newsletter	Councillors have distributed the newsletter. Feedback so far has been positive.
Offer of common land	Investigations are underway but there is nothing to report at this stage.
Concerns regarding wildlife crime at Balderton Lake	<p>We are aware of this issue and have liaised with Newark Police and Newark and Sherwood District Council's Antisocial behaviour team officers. There have been calls for the council to have an out of hours number for instances such as these. Parish and Town councils do not have the power to enforce the law on this issue. The correct action to be recommended to anyone who witnesses this is to Report it to Nottinghamshire Police who do have 24-hour lines open for reporting. Call 101 or access their online form at https://www.nottinghamshire.police.uk/</p> <p>We fully appreciate the concerns of residents regarding this issue and councillors, and I will continue to liaise with Nottinghamshire Police and Newark and Sherwood District Council about this matter.</p> <p>As part of the Safer Streets 5 project, we are looking to get CCTV installed as soon as possible at Heron Way car park. We are aiming to get this installed by the Autumn, but this is subject to planning and procurement lead times.</p> <p>New signage is due to be installed at Balderton Lakeside over the next fortnight which includes the message to treat all wildlife with respect.</p>

58. Minutes from committees/subcommittees

- a. Amenities Committee Minutes held on April 10th, 2024 – noted.

59. Resignation of Councillor White and casual vacancy process

The vacancy has been advertised and we are waiting to see if an election is called for. If not, the council will advertise to fill the post by co-option.

60. Finance

- a. The council unanimously approved the following reports:
 - i. Income/expenditure for March and bank balances.
 - ii. Expenditure transactions for March.

Cllr Fairbairn asked if £590 was the total cost for the newsletter – the clerk confirmed that it was. Cllr Forde reminded the council of the need to detail what reserves are for. The clerk confirmed that this is on the to do list for this year.

- b. The council unanimously agreed to purchase:

	Item	£ (excluding VAT)
i	Grass seed (8 x 20 kg bag)	910.80
ii	Membership of the Institute of Cemetery and Crematorium Management and booking 2 memorial inspection workshops	405.00

- c. Banking arrangements

- i. Unity account is set up. Cllrs Bracegirdle, Cox, Sellars and Scott need to finalise online access so a test transaction can be done before we start using this account.
- ii. CCLA investment – Application form has been sent.
- iii. Dual signatories – Once the Unity online access is finalised, we will apply for dual online councillor approvals for Lloyds.
- iv. Signatories for Lloyds and Skipton – Following the resignation of Cllr White, she will be removed from both accounts. Cllr Bracegirdle will be added to the Skipton account (agreed 45h. 27/3/24) as it has been confirmed Cllr Elson is a signatory.

61. Covenant on Balderton Lake

This item was deferred until the next meeting.

62. Correspondence

- a. Email regarding N&SDC's Planning Application Local Validation Checklist Consultation – Cllrs Buxton and Hall will respond to this on behalf of Balderton Parish Council.
- b. Email regarding N&SDC's Statement of Community Involvement Consultation - Cllrs Buxton and Hall will respond to this on behalf of Balderton Parish Council.
- c. Invite and request for support from the Salvation Army for their Community Eco event which is being planned for June 8th - Cllrs Buxton and Hall will put them in touch with litter picking groups and the clerk will offer to help publicise on the council's Facebook page.

63. Consideration of the motion of Cllrs Buxton and Sellars: To reconsider the decision made regarding which financial package should be used by Balderton Parish Council (March 2024, Full Council item 46)

The council agreed to move from Sage to Rialtas for the council's account package (1 user, no cloud for year 1, going forward this) (For: 9 Abstain:1).

64. Decision on using a third-party company to assist with the accounts on a temporary basis

The council unanimously agreed to appoint DCK to provide 1 day⁴ of support per month for three months. This will be reviewed after the second month.

65. Decision on using of a locum temporarily to aid with management and projects to ensure the council moves towards best practice

The council agreed that a locum should be sought on a temporary basis, with the clerk liaising with members of the Personnel and Policy Committee regarding the scope of work.

There was a short break at this point before the exempt item was discussed.

EXEMPT ITEMS

Under the Public Bodies (Admissions to meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of schedule 12A of the Local Government Act 1972.

The Council unanimously agreed to close the meeting to the press and public.

66. Consideration of a Personnel Issue

The council agreed follow Local Government Association guidance regarding a personnel issue. (For 10:, 1 against).

Meeting closed at 9pm

Future parish council meetings – open to the public

- Planning Committee Meeting: Monday 20th May, 7pm
- Annual Parish Council Meeting: Wednesday 22nd May, 6pm, followed by Full Council, 7.30pm
- Amenities Committee: Wednesday 12th June, 7pm

⁴ Day rate £475 plus travelling and accommodation expenses.

Parish Councillor reports for meeting to be held on May 22nd, 2024

Councillor Jane Buxton

Training-Rialtas Accounts Software demonstration.

Attended the ANZAC commemoration ceremony Newark cemetery.

Meeting with NSDC to discuss Water safety day Thursday 4th July, 105 children from Chuter Ede & John Hunt schools. Detailed timings to be finalised. Police, Fire brigade, local schools, BPC, raise awareness of dangers of open-water and encourage protection of wildlife.

As part of the Public Observation scheme & forging closer links with local Neighbourhood teams, I observed an evening shift, out & about with Newark Police response team. It enabled me to gain an appreciation of the 'real-time' operational challenges our Policing team deal with on a day-to-day basis. This gained appreciation, will assist how BPC, can contribute/help towards looking after our Parish; what more can we do together?

The individuals I have met to date from **all** the teams that Police our area, are a dedicated group, who display high standards and values whilst carrying out their duties.

Councillor Karen Callingham

I have been busy doing lots of analysis work.

As usual I have been litter picking.

On the evening of 16 May I am shadowing the police under their Public Observation Scheme.

Following attending Robert Jenrick's first Newark Crime and ASB Summit last November, I have booked in for the second one on 23 May.

Councillor Mandie Elson

In the last month I have attended 2 course online with Worknest and about to do another tomorrow (Thursday) Proactive Compliance, regulatory updates and recent prosecutions (all sounds fun). I have worked with Chris at Mending lines to help him with his safeguarding, risk assessments, funding and GPDR requirements.

I am also working behind the scenes on several areas for BPC

Councillor Roy Fairbairn

Annual Repot 2024 from Roy Fairbairn

Since May 2023, as Chairman of the Allotment Sub Committee we have seen the number of Allotment holders grow from some 48 to 58 by implementing the use of sub dividing plots as they became naturally vacant .

Improvement works included the installation of some green waste compound areas to allow planned chipping and shredding of green waste from around the Parish without burning.

The office and ground staff are thanked for their time and input into greatly improving the allotment area.

New allotment tenancy agreements have been introduced requiring a bond to be paid up front, this helps with clearance costs if an allotment is abandoned.

I have attended as many meetings as possible and sit on a number of committees in addition to the Allotment Committee

Recently resigned from the Planning Committee for a selection of reasons including the ad-hoc nature of which planning is considered and in which forum planning requests are considered.

I still have concerns regarding the newsletter although I am aware that it has been generally very well received.

I support many of the Councils policies and decisions and will continue to actively debate where, I as an elected member see fit.

A hoped for item going forward is the installation of an all-weather foot path generally around the outer perimeter of the Coronation Playing field to make the whole area more accessible and increase usage and welcome comments and support from other likeminded Councillors and members of the public in due course.

Councillor Jean Hall

There was a successful community grow initiative at Hawton Lane at which residents came out, helped plant herbs , offered to help with weeding and watering the planters . Some residents just came out for a chat and it was a great way to get a community feel started in the area .

Other areas of Balderton have been highlighted also to create grow beds and community interaction.

A St Gobain tour was undertaken by me and our Chair Councillor Buxton. This was very informative and made it clear that the business is here to stay and wants to be helpful in the community. Which will include a new piece of play equipment for Stafford Avenue Park, which has been omitted from the County Council restorative play parks work.

I attended a meeting with Mending Lines and youth services from Notts County Council , which was most helpful and informative and has given Chris , the man behind Mending Lines , enormous help . This project should help with anti-social behaviour around the Lake as well as all the safer streets initiatives.

As for safer streets I have regular contact with the community protection officers and they are doing a great job and are especially happy with the impact of the pod.

There was a serious issue regarding a manhole omitting sewage on the old Staple Lane near the Sustrans track. Unfortunately this happened on a Saturday and as the path had not been adopted conversations with both Notts County Council and Severn Trent did not get a resolution . After constant persistence late that evening Urban and Civic managed to get an inspection team out and the issue was repaired the following day. This has highlighted the need for an out of hours number for a Urban and Civic which they are happy to provide.

As your District Councillor, I am always at the end of an email and as with the last incident I will chase and chase to get you resolutions . This is also the case for pot holes , especially on Main Street and Wildred avenue and have already contacted your County Councillor on this issue and will keep pushing until this is resolved .

I am also backing the Health Portfolio holders petition to improve and extend facilities in Newark Hospital for our ever-extending District.

As a Councillor who wants to protect our green spaces including Lowfield Lane and Flowserve I will be representing my constituents to the best of my ability and have been and will continue to encourage NSDC to understand the need for green space in Balderton .

Clerks Report

Administration/Management	<p>Annual Parish Council meeting and Annual Governance and Accountability Return (AGAR) - a session has been delivered to members to explain to members what is required at by law at the Annual Parish Council and to explain the AGAR sign off process. Se item 100.</p> <p>Unity Bank accounts have been set up and are being used with dual signatories. Lloyds Bank accounts – The changes to make these accounts dual signatories is underway.</p> <p>CCLA investment is set up and £100,000 is now held there.</p> <p>Skipton Building Society signatories – see item 99.</p> <p>Rialtas finance software – order has been placed.</p>
Procurement	<p>LED lighting upgrade and other electrical work has been completed. Church Wall Survey – has been completed and we are ready to move to the next step– see item 99d.. Membership of the Institute of Cemetery and Crematorium Management organised and the booking for 2 staff to attend memorial inspection workshops in June has been made.</p>
Offer of common land	<p>Some feedback has been received on the access, but we still don't have a complete picture. This will be on a future agenda.</p>
Covenant on Balderton Lake	<p>I will endeavour to bring a report on this for the council to consider to the June meeting.</p>
Concerns regarding wildlife crime at Balderton Lake	<p>New signage has been installed at Balderton Lakeside. Also see item 99bi.</p>

Balderton Annual Parish Meeting

Minutes of the meeting held on April 17th, 2024, at 6.30pm at Balderton Village Centre

PRESENT Residents of Balderton: 23
Attendees not from Balderton:3
Councillors: Bright, Bracegirdle, Buxton (Chair), Callingham, Cox, Elson, Moore, Sellars
Representatives from British Gypsum Formula and Urban and Civic Staff: Jim Brown (Head Groundsman), Marion Fox Goddard (Parish Clerk)

1. Welcome

Councillor Buxton opened the meeting.

2. Meeting recording

The Clerk recorded the meeting.

3. Apologies received

Residents: Mr and Mrs Clipsham, Des Kay
Councillors: Fairbairn, Hall, Mallard, Marshall.

4. Minutes of the Annual Parish meeting held on April 12th, 2023

Cllr Buxton asked if everyone was happy with the minutes. They were approved as an accurate record. (Proposed: Cllr Callingham, Seconded: Cllr Elson). The minutes were signed by Cllr Buxton.

Cllr Buxton detailed that a query had been raised on whether the minutes from the 2022 Annual Parish Meeting had been approved correctly. The 2023 minutes show that these were not approved at the 2023 Annual Parish Meeting, therefore the 2022 minutes will be taken to the 2025 Annual Parish Meeting for approval.

Action: Chair to add to the 2025 Annual Parish Meeting agenda.

5. Annual Report from the Chair – Cllr Buxton

Good evening Ladies and Gentlemen, fellow Councillors, and staff. Thank you all for coming. I really appreciate so many of you taking the time to join us here tonight.

I would like to introduce the parish councillors (*Cllrs Karen Callingham, Debbie Moore, Mandie Elson, Martyn Cox, Vanessa Bracegirdle, Joy Sellars and Ronalie Bright stood up and introduced themselves*).

I welcome Urban and Civic and Saint Gobain Formula, who are here to answer any queries you may have about their work and how it may impact on our parish.

I wish to thank all the staff for their hard work and support, during this sometimes turbulent and transitional year and for sticking with us and reigning us in when needed! I believe at times we have tended to be over-enthusiastic and wanting everything at once.

A few highlights:

1. To mark the King's Coronation, Balderton Parish Council offered funding to all schools in Balderton. Newark Academy, John Hunt and Chuter Ede schools have bought planters or trees with this funding. A free photo of King Charles⁵ has recently been delivered will be displayed in the Village Centre
2. A clock was purchased for the front of the Village Centre, as per the wishes of the previous Council, but no suitable/safe location could be found on this building so the clock was returned, and all monies refunded. The replacement of clock at Lidl is also pending further investigation and is still on our list to do.
3. There have been significant changes in the make up of the Council since May's election, with new councillors and a new clerk. We welcomed Marion in October and have taken opportunity to look at the Councils software packages and office systems required bringing up date and are now more effective and efficient. Councillor email addresses were introduced in June – they are all available on our new website. We are looking a software packages for managing, HR, Finance, Burials and Allotments.
4. We reviewed the way we communicate with the public, with a new website. We now have a Facebook page and we have published our first newsletter which the councillors delivered. Thank you so much for delivering 5000 of them to save on cost.
5. Thanks to all our local litter pickers, who go out come rain or shine to make Balderton a better place.... please let us know if you do litter pick a particular area, so that we do not duplicate efforts. You can register on our website if you would like to get involved with litter picks. We recently teamed up with the Boys brigade, Sustrans and Urban and Civic to do a big pick.
6. Thank all the other volunteers in the village: The Boys Brigade, Guides, Scouts, Dementia groups, U3A, Methodist and St Giles Church - you are all the life blood of this community.
7. The big news of the year was the Safer Street 5 (SS5) funding, that we were awarded, because of all the 101 calls received by the police. The data on these calls gave the evidence to government to support the bid.

I know there has been a lot on local social media about wildlife crime at Balderton Lake. Cllr Callingham and one of the other councillors went to meet Operation Swift officers at Newark Police Station last week. The police can put drones up and we are trying to get them address such issues in the background.

Please call 101 if you see any antisocial behaviour or wildlife crime. The data from these calls enabled us to get the £150,000 to try tackle such antisocial behaviour.

The funding was awarded following the Office for the Police and Crime Commissioner, Newark and Sherwood District Council and Balderton Parish Council jointly working to submit a bid. It was awarded to the Balderton North area including Balderton Lake, Lakeside shopping centre and Balderton Village Centre.

The criteria were very restrictive on what the money could be spent on. It could not be spent on youth clubs and skateparks; it had to be things that would prevent antisocial behaviour; so, we spent it on:

- the youth pod that has been installed on the playing field and CCTV in the area

⁵ This was donated to the council.

- CCTV in and around Balderton Village Centre
- Benches and litter bins around Balderton Village Centre and Balderton Lake.
- Signage and Safety equipment at Balderton Lake.

CCTV at Heron Way car park is also planned and likely to be delivered in the Autumn due to planning and procurement lead times. There will also be a graffiti project (there has already been one on the Sustrans Track).

There will be a water safety day at the Lake for young people, linking into schools and hopefully delivering a clear message to stop wildlife crime. We are hoping we can have another day around the lake.

A member of the fishing club is starting up a junior club and on the back of the SS5⁶ funding he has secured more funding to start this initiative.

We also plan to help start Neighbourhood Watch with our community this year. **Volunteers are needed.**

We hope more funding will come on the back of these projects. We are looking at how we can use the resources we have got to deliver smaller projects.

8. On your seats there is a note about a project at the end of Lansbury Avenue with community planters, this Saturday. This is also being considered for Stafford Avenue Park. This is a Newark and Sherwood District Council initiative that we have encouraged to come to Balderton which could lead to cookery classes for young people.
9. We also listened to residents' concerns and overturned the decision to allow kayaking on Balderton Lake, by invoking clause 5.1c of the licence and serving 12-month notice on the YMCA.

To finish, if we have not got the answers, we will try to signpost you to where help is available. What we are trying to achieve, is to put down good foundations to build on the fabulous community that we have here. With the openness and transparency and improved methods of communication with residents (new website, newsletter, Facebook, and face to face contact, it is hoped we will continue to improve. It is your community, please get in touch or chat with any of us tonight.

6. Annual Reports from Committee Chairs

- a. Councillor Elson delivered a report on behalf of the Amenities Committee:

Since we were elected to the council in May last year, the Amenities Committee has overseen several improvements. We have listened and continue to listen to our residents.

We have begun improving facilities at Balderton Lake:

- New bins
- New life rings and throwlines

⁶ Safer Street 5 (SS5)

- 4 new benches

And we are due to install new signage this month and reduce the signage clutter.

This has been mainly funded by Safer Streets 5 funding which our chair, Jane, helped to secure working with N&SDC and Nottinghamshire Police.

This funding was also used to deliver a new youth pod and CCTV at Coronation Street Playing Field and replace the CCTV in and around Balderton Village Centre.

The council have also committed to replacing worn out dog bins around the parish and we will do this on a rolling basis year by year to spread the cost. We have installed one new dog bin on Staple Lane. We have had requests for a few other ones, but we are mindful of the cost of these (£6500 per year). It is a balancing act.

We have also planted more bulbs on Coronation Street Playing field and we will be leaving more areas for no mow May next month to encourage wildflowers.

Some may not know that we maintain St Giles churchyard. We have commissioned a survey on the church wall and will look to tackle any findings that need attention. We also look after Balderton Cemetery.

When we became members, we recognised the cost of hire of Balderton Village Centre was prohibitive to residents, so we have reviewed this and brought down our prices. Bouncy castles are now permitted too. Our bookings have started to increase, and we welcome enquiries. We can host weddings, christenings, children's parties, businesses, clubs and much more. We have a licensed bar.

Thank you to our office and grounds staff for their work delivering these improvements.

The Amenities Committee meet regularly, and we have a public forum at the beginning of each meeting. We continue to welcome suggestions and are working to improve and enhance our wonderful village that is Balderton.

b. Councillor Sellars delivered a report on behalf of the Allotment Sub Committee:

Cllr Fairbairn who chairs the allotment committee sends his apologies for tonight.

Over the last few months, we have made significant progress with our allotments at Glebe Park in Balderton.

We have joined the allotment society and have adopted their allotment agreement to ensure best practise.

We have relet 11 allotment plots which were tidied up and prepared for reletting by our grounds team. Thank you to Jim and he team for doing this. We have reduced allotment sizes to increase the number of residents we can offer allotments to. We have tidied up the site removing the large pile of waste in the car park, and we have built bays so we can recycle our green waste more efficiently going forward.

We have a waiting list for allotments and as they become available we offer them to Balderton residents. If you would like to join the waiting list, you can apply on our website or call or email our office between 10am-noon, Monday to Friday.

c. Councillor Callingham delivered Cllr Hall's report on behalf of the Planning Committee:

The introduction of recent significant changes by Newark and Sherwood District Council, to their Constitution within the Scheme of Delegation and Planning Protocol, now states.... From Monday (8th April) planning offices will no longer be sending 5-day referrals to respective Ward Members should the officer recommendation be different to that of the host Town/Parish Council or Meeting. As a result, it means that for applications where you have previously made a response, but the case officer recommendation is different, these will no longer be referred.

All referrals must be through ward members at N&SDC, for Balderton North these are Cllr's Oldham and Lee and for Balderton South properties, Cllr Simon Forde, and myself. As this is a relatively new initiative, further discussions are currently ongoing surrounding this process and how we expect the communications to work - hopefully at next week's BPC full council meeting, which all District Councillors are invited to attend, discussions can take place. All details can be found on N&SDC website and individuals will need to register if they wish to speak.

During the last year, I wish to highlight the following noteworthy sites, have ALL been objected to by Balderton Parish Council Planning Committee.

Highfields school 22/01726/FULM, again objection, 14th June 2023

Chestnut Lodge 23/00963/FULM -objection submitted by BPC 28th June 2023, but subsequently passed at N&SDC.

Flowserve site has been objected to 3 times in the last year.
23/00621/RMA Spine Rd, objected 14th June 2023
23/01755/RMAM – 309 dwellings, objected 26th Oct 2023 and more recently 12th March 2024.

Lowfield site 22/02375/FULM objected March 2023.

Quote from Balderton Parish Council objection:

Members considered that this is genuinely one of the last open green spaces left in the village, with a wealth of flora and fauna, providing a valuable feeding and nesting site for wildlife. There are also indications of a Medieval field system being on the site. Coupled with the agreed residential development on the former Flowserve site this additional development would mean an almost continuous residential sprawl from Balderton, Middlebeck, through to the south of Newark. An in-depth ecological impact survey at the very least should be undertaken to fully assess the considerable potential impact of this proposal.

Finally, I wish to share with you the following advice from Erin McDaid of the Nottinghamshire Wildlife Trust:

Local voices for nature and climate can be heard — but only if people speak up.

I have spent much of the past working to protect fragile wildlife habitats and precious species from disturbance and destruction linked to poorly located or inappropriate development with a system stacked against nature ..

There's been a steady erosion of planning safeguards, not least by the 'Presumption in favour of Sustainable Development' ...with developers and their lawyers seemingly able to argue that almost any type of development is 'sustainable' in some way or other, the presumption in favour has sadly become more like a 'silver bullet' — capable of killing off much legitimate and balanced opposition to developments that threaten wildlife habitats or impact key species.

Once you factor in pressures on planning authorities to boost economic growth, massive reductions in capacity and resources within local authority planning teams and increasingly

restrictive laws relating to demonstration and protest, the prospects of success in any fight to protect nature from damaging development have become vanishingly rare.

However, successful campaigners speak of the value of partnership, solidarity, and the need shout from the rooftops that local voices can make a difference.

All too often, people step back from challenging damaging developments in their area believing that they have no chance of success, or that their voice will not be heard. If I have learned anything from working alongside these wonderful campaigners down the years, it is that local voices can be heard — and can make a massive difference — as long as people speak up and keep speaking up.

Local voices for nature and climate can be heard — but only if people speak up’.

Highfields, Lowfields, Flowserve ALL need your voice please.

Before item 6c a resident addressed the meeting regarding his concerns regarding antisocial behaviour and wildlife crime around Balderton Lake. The resident left before item 6c and before a response could be given. Councillor Buxton told the attendees that the parish council is liaising with the police and work is under way through the Safer Street 5 project to try to address the issues.

7. Items received from Balderton Parishioners/Electors prior to the meeting

None received.

8. Open Forum for Balderton Residents/Electors

A resident raised concerns regarding what a young person had said to his wife whilst in the youth shelter and raised concerns that the police will not come if there are issues. Councillors urged the resident to report issues to the police by calling 101 and said the police and Newark and Sherwood District Council⁷ had hosted an event at Balderton Village Centre the week before so parishioners could raise concerns. This led to further comments regarding what the police do about crime.

Another resident raised concerns regarding the police not using CCTV at Lidl. Cllr Buxton detailed that there is a difference now a barrier has been installed there; the installation being a result of one of the parish councillors contacting Lidl about the issue; parish councillors are trying to build up relationships with Lidl. The resident agreed things have got better. The resident raised an issue regarding young people commenting about his dog and worry over what some young people may do and a lack of respect, it being related to a national issue. Cllr Buxton detailed that the councillors have liaised with the crime commissioner and now the council have funding we are letting the Office for the Police Crime Commissioner know of the issues and raised the profile of issues in Balderton with the police. Cllr Callingham had met with Nottinghamshire Police's Operation Swift officers, suggested ways to help and gave examples of where the police have helped residents so encouraged everyone to use 101 to register crimes and get Balderton on the map and hopefully get further funding and hopefully more police presence.

A resident gave a recent example of when they had an issue; the call handler and police that came and were helpful and resolved the issue. It did take some time, but he believed that this is to do with police resources rather than at this level.

⁷ Antisocial behaviour officer

Cllr Buxton detailed that we have asked what we can do as residents adding we are planning the Neighbourhood Watch, encouraging people to call 101, Water Safety Day at the lake in the summer and possibly more events in the summer.

A resident raised an issue opposite Brisbane Court where there are double yellow lines, people park on the curb outside the scope of the double yellow lines, and this is extremely dangerous. He requested if double yellow lines there. The Clerk detailed that this is the remit of Nottinghamshire County Council, there is MyNotts app for logging such requests and that we could put the resident in touch with the local county councillor⁸ detailing that residents are encouraged to report such issues directly. Cllr Buxton detailed that councillors from Nottinghamshire County Council and Newark and Sherwood District Council are invited to Balderton Parish Council's full council meetings so issues such as flooding could be raised. These meetings are open to anyone so such issues can be raised with the councillors.

Action: Chair to let County Councillors who attend the April 24th Full Council meeting know about the resident's concerns regarding parking opposite Brisbane Court.

A resident asked if we had anything back about flooding. Cllr Buxton detailed that Councillor Lee's full reports are available in the agenda packs⁹ and a summary of each County/district Councillor feedback is available in the Parish Council meeting minutes which is on [Balderton Parish Council's website](#).

The meeting closed at 7.20pm with Cllr Buxton thanking everyone for coming and inviting everyone to stay and talk to councillors and view St Gobain's and Urban and Civic representation boards.

⁸ Email addresses available on the [Nottinghamshire County Council](#) website

⁹ If received before the agenda is published.

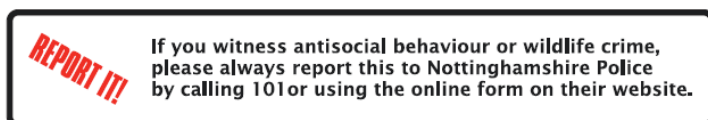
BALDERTON PARISH COUNCIL			
Financial Statement April 2024			
Wages for the period		01.04.2024 to 30.04.2024	
Net pay		£	11,657.59
Tax		£	2,103.66
Nat. Ins.- Employees		£	732.32
Nat. Ins.- Employers		£	1,456.38
Pension- Employees		£	1,024.96
Pension- Employers		£	3,741.57
Total		£	20,716.48
Accounts Balances summary as of 30.4.2024			
Current Account		£	24,006.29
Business Account		£	160,424.28
Chairman's Account		£	130.05
CIL Account		£	7,782.75
32 Day Notice Account		£	155,011.11
Skipton Account		£	52,104.62
		£	399,459.10
Plus uncleared payments into bank		£	-
Less unrepresented payments out		£	-
		£	399,459.10
Note: We are currently working on moving the accounts onto Rialtas therefore this month's report is shorter than normal. Once the transfer is complete, we will bring details of income and expenditure for April.			

Safer Streets – external grant funded

- i. Architect services £600 (Heron Way Carpark)
- ii. Signage



1200mm x 950mm



1200mm x 200mm

Village Centre
Coronation Street
Balderton
Newark
NG24 3BD
United Kingdom

Further to your recent enquiry, we have pleasure in confirming specification and prices as follows;

Re : Coronation Street Playing Field

Item	Qty		Unit Price	Total
A	3	1200mm x 950mm Welcome to Coronation Street Playing Field Digital Print c/w UV Stable Laminate Applied to 3mm Dibond c/w Channel & Curvered Header	£108.53	£325.59
B	1	1200mm x 950mm Welcome to Coronation Street Playing Field Digital Print c/w UV Stable Laminate Applied to 3mm Dibond - Plate Only	£87.71	£87.71
C	3	Fence Fixing Plates c/w Nuts and Bolts for Above	£10.98	£32.94
D	6	1200mm x 200mm REPORT IT! Sign Digital Print c/w UV Stable Laminate Applied to 3mm Dibond c/w Channel	£53.45	£320.70
E	24	76mm Anti Rotational clips (4 Clips per Sign / Based on 2 Posts)	£1.82	£43.68
F	1	Dedicated Carrier to Balderton Parish Council	£39.00	£39.00
			Sub Total	£849.62
			VAT	£169.92
			TOTAL	£1,019.54

Proj	GW25361
Item	
Revision	1st Draft
Revision Detail	Scheme Board
Date	08/05/24
Drawn By	J. Tinsley
Item Notes	



QUOTATION

Balderton Parish Council
Balderton Village Centre
Coronation Street
Balderton
Newark
Nottinghamshire
NG24 3BD
GBR

Date
15 Jan 2024

Expiry
29 Feb 2024

Quote Number
QU2073

Reference
FRA2024-BR

VAT Number
325716700

JP Fire Safety Solutions
Unit 16
Beresford Way
Chesterfield
S41 9FG

Description	Quantity	Unit Price	VAT	Amount GBP
Fire Risk Assessment - Third Party BAFE SP205 Life Safety Fire Risk Assessment Scheme To carry out a complete survey of the premises, identifying the significant fire hazards and risks. Following this you will receive a detailed and comprehensive report that identifies and evaluates the fire risks, providing an action plan and recommendations to reduce those risks to an acceptable level and comply with the current fire safety legislation.	1.00	595.00	20%	595.00
This report will be to include: - this building - the dance studio - the tractor shed - a tool box talk for Head Ground Staff				
			Subtotal	595.00
			TOTAL VAT 20%	119.00
			TOTAL GBP	714.00



Balderton Parish Council Financial Review

1st April 2023 to 31st March 2024

This document summarises the financial activity from 1st April 2023 to 31st March 2024 and compares this to the budget set for the financial year. Appendix 1 contains the current asset register including details of what has been bought and disposed of.

If you have any questions regarding this document, please email the parish clerk:
clerk@baldertonparishcouncil.gov.uk

This report will be discussed at the Parish Council Full Council meeting on 22nd May 2024.

Balderton Parish Council Review of Expenditure for 2023/24 as at 31st March 2024

Code	Name	Expenditure	Budget 23/24	% of budget spent	Comments
5000	Electricity	£ 14,343	£ 22,000	65%	At the time of budgeting the utilities market was affected by global events. At the time the council's fixed rate deal came to an end, a better deal for a new fixed rate was agreed than had been anticipated.
5001	Gas	£ 1,353	£ 2,500	54%	Gas was on a fixed rate that was negotiated before the global events detailed above. New fixed rate deal has been agreed and will affect 2024/5 costs.
5002	Water	£ 1,921	£ 2,000	96%	
5003	Village Centre Business Rates	£ 600			Needs to be included in budget going forward. Due to rateable value increase.
5004	Entertainment Licence and PPL/PRS	£ 549	£ 200	274%	It has been established that the village centre requires a PPL/PRS licence. Going
5005	Building maintenance	£ 20,133	£ 20,000	101%	Balderton Village Centre. Significant expenditure this year on air conditioning for the main hall (£6327), Legionella risk assessment and remedial work (£1350). Sewerage pump repairs (£1650)
5006	Hall Security	£ 2,046			This was not budgeted for as the costs were offset in hall hire fees. Budget to be set next year.
5007	Cleaning	£ 4,868	£ 6,000	81%	
5008	Miscellaneous building costs	£ 2,200	£ 2,000	110%	Table trolleys (£1120) Water at work.
5100	Tractor Maintenance	£ 2,421	£ 2,000	121%	Maintenance costs higher than anticipated
5101	Mower costs	£ 661	£ 2,500	26%	Maintenance cost lower than anticipated
5102	Lorry costs	£ 588	£ 1,500	39%	
5103	Fuel	£ 2,296	£ 2,500	92%	
5104	Vehicle tax	£ 320	£ 300	107%	
5106	Tree work	£ 1,390	£ 2,200	63%	Tree survey has been conducted but tree work required will fall into 2024/25
5107	Turf maintenance	£ 4,260	£ 6,000	71%	
5108	Horticulture	£ 481	£ 400	120%	Bulbs and Balderton Village Centre planter plants/compost.
5109	Tool hire	£ 332	£ 1,000	33%	
5110	Replacement grounds equipment	£ 470	£ 6,000	8%	
5111	Grounds - equipment/hardware	£ 7,223	£ 2,200	328%	Balance has since increased due to purchase of variseeder £4898 so we will be over budgeted expenditure on this.
5112	Uniforms and PPE	£ 667	£ 800	83%	
5113	Play equipment repairs	£ 199	£ 1,000	20%	
5114	Playing field maintenance	£ 1,454	£ 2,000	73%	
5115	Vandalism repairs	£ 1,500	£ 1,000	150%	
5116	Miscellaneous - parks	£ 1,280	£ 2,000	64%	
5200	Expenses and mileage	£ 317	£ -		Budget to be set next year
5201	Telephone and broadband	£ 1,991	£ 2,300	87%	Recently had discussion with BT for reduced cost package
5202	Subscriptions	£ 4,814	£ 3,000	160%	Worknest subscription introduced for Human Resources advice and support. (£2180).
5203	Insurance	£ 7,629	£ 7,000	109%	Premium higher than forecast. Currently in the final of a three year agreement. We may will be able to look for alternative provider for 2025/6.
5204	Office Supplies	£ 2,743	£ 1,000	274%	Bought 2 new desks for the office so all staff have suitable furniture (£370). Two notice boards for better communications/transparency (£370), deposit on new printer (£259). Photocopying charges and printing costs were £514. Printing of councillor induction packs and agenda packs have led to increased charges in the second half of 2023/24. We have reviewed how we issue agenda packs to try to reduce costs going forward.
5205	Software & IT support	£ 5,082	£ 2,500	203%	New laptop, monitor, security firewall and server required and IT support required to improve data security (£2060). Introduction of .gov.uk councillor email addresses (as required for data security) (£570).
5206	Advertising and newsletter	£ 1,390	£ -		Recruitment advertising (£800) and introduced newsletter (first issue £590). Budget set for 2024/25
5207	Members' expenses	£ 125	£ 100	125%	Cost for engraving Chairman's chain
5208	Training staff	£ 860	£ 2,000	43%	
5209	Audit - internal and external	£ 3,245	£ 1,200	270%	The external auditor fees were higher this year. The external auditor received correspondence regarding the council's breach of standing orders and approvals process for the council's Annual Governance and Accountability Return. Investigations increased the external auditor fee (External audit fee this financial year £2970, last financial year £800).
5210	Election expenses	£ 11,689	£ 2,000		Contested election. Budget has taken into account 4 year cycle of parish councils but funds not earmarking in reserve although budget over the last 4 years amounted to £9000). Reserve allocation will be looked at during 2024/5.
5211	Professional fees	£ 2,904	£ 2,500	116%	Increased costs due to consultants being used to assist with year end financial work (£1289).
5210	Members' training	£ 188			New code allocated. Previously this was within 5208. To allow transparency that training is taking place.
5300	Churchyard business rates	£ 599	£ 700	86%	
5301	Churchyard & cemetery water	£ 100	£ 100	100%	
5302	Maintenance Closed Churchyard	£ 209			
5303	Churchyard & cemetery improvements	£ 2,983	£ 10,200	29%	Considerable costs will be incurred for church wall repairs (possible funding needed). This survey was not completed in 2023/24 but is due to take place in April 2024.
5400	Lake maintenance	£ 855	£ 3,000	28%	Considerable future costs for Lakeside work (possible funding needed). Report has yet to be commissioned on what work is required around Balderton Lake. This is planned for 2024/5
	Lake Improvements		£ 2,000		
5402	Lake security	£ 3,152	£ -		Previously securing the car park at Heron Way was done on a voluntary basis. This is now done by a security firm and this has been budgeted for 2024/25
5500	Allotments maintenance	£ 319	£ 1,100	29%	We forecast that allotment codes would be over budget this year due to clearance work required e.g. skips to remove waste, green waste removal, setting up bays. See following codes.
5501	Allotments rent	£ 400	£ 400	100%	Annual charge.
5502	Allotment water	£ 586			This has been allocated it's own cost code so we can monitor. Previously water consumption in collective code.
5503	Allotment waste removal	£ 1,671			Waste removed from the allotments was from various sites. Previously a large bonfire was lit once/twice a year. This was reviewed and the council opted to get a HIAB lorry to take the green waste for recycling and used skips for other waste. Some of the waste was from allotments that had become unkempt but by no means all of it.
5599	Sanitary Services	£ 2,166			This has been allocated it's own cost code so we can monitor. Previously within code 5005.
5600	Refuse collection	£ 1,943	£ 2,000		
5601	Dog waste collection	£ 5,848	£ 5,500		1 extra bin and charges for each collection increased.
5602	New dog bins	£ 1,230	£ 1,000		Council has committed to replace bins. 6 replaced in 2023/24 and 1 new bin installed on Staple Lane
6000	Section 137	£ 1,678	£ 3,000	56%	
6300	Loan repayment	£ 12,954	£ 12,954	100%	
6301	Loan interest	£ 394			
6100	Chairman's allowance	£ 486	£ 250	194%	Spending relates to previous Chairman's payments before election (£100 donations, £71 refreshments, £175 plaque) The current chair has bought wreaths (£140) for Remembrance Sunday.
6200	Safer Streets project	£ 47,668			This was not anticipated when the 2023/24 budget was set. Chairman worked with N&SDC and Nottinghamshire Police to secure funding for tackling antisocial behaviour. All of this expenditure has been covered by external funding.
7000-7002	Administration wages	£ 119,311	£ 120,000	99%	
7003-7006	Grounds wages	£ 146,510	£ 145,000	101%	National 2023/2024 pay increase agreed November 2023.
Total		£ 467,592	£ 418,904	112%	
Total	(without Safer Streets expenditure)	£ 419,924	£418,904	100%	

Balderton Parish Council Review of Income for 2023/24 as at 31st March 2024

Code	Name	Income	Budget 23/24	% of budget received	Notes
4001	Precept	£ 351,558	£ 351,558	100%	
	<i>Income other than precept</i>				
4002	Village Centre hire	£ 14,138			
4003	Allotments	£ 554			
4004	Burials & memorials	£ 15,743			
4005	Dance Studio	£ 5,545			
4006	Sports	£ 8,524			
4007	Lake	£ 1,750			
4008	Bank interest	£ 6,492			
4010	Miscellaneous income	£ 735			Insurance claim
4012	Grants received	£ 52,957			Safer Street funding secured £52,457 for 2023/24. N&SDC clock repair £500.
4013	Community Infrastructure Levy	£173.81			
	Total income budgeted other than precept	£ 106,612	£ 32,000	333%	
		£ 458,170	£ 383,558		

From 2024/25 we will budget income by heading. The budget for 2024/25 can be found on the council's website under the [finance section](#).

Conclusion and Recommendations

Taking out Safer Streets, the final expenditure figure shows that we spent slightly more (£1020) than budgeted for in 2023/24. However, use of reserves has not been considered in these figures. An example of where the council has added a small amount to reserves is elections, although this hasn't been specifically earmarked. In 2024/25, we will allocate the reserves in a more detailed way, so we have an eye on what is needed for the annual precept. On certain budget lines we are significantly over or under the budgeted figure. Going forward we will have improved coding so we can have a greater understanding on this.

Income was significantly more than projected in 2023/24. Increased interest rates will have increased income. However, It is not clear what the 2023/2024 income projection was based on, but income was significantly higher than projected (£21,655 above the £32,000 projection). On top of this, the £52,457 of external Safer Streets funding has allowed us to improve facilities at Balderton Lake, Coronation Street Park and Balderton Village Centre.

The council has invested in an improved finance system and taken on a human resources contract and is working towards improving our systems and processes. The introduction of a finance system which is bespoke to local councils with better reporting will allow staff and members to analyse and understand the council's finances more effectively and efficiently. The council will continue to take steps towards best practice whilst being mindful of costs with the knowledge that this year the precept was only increased by 4% reflecting inflation.

There are opportunities for increased income generation with the village centre being underutilised. We will work to promote the centre and increase regular and ad hoc user bookings. By moving a significant amount of the council's reserves to CCLA, we should see increased interest earnings from our reserves.

This year we will report on finances every three months, so staff and members have a clearer understanding of our financial performance.

The council is asked to note the income and expenditure up to 31 March 2024.

Appendix 1: Asset Register

Bought 2023/2024¹⁰

Description	Net
Stihl Clearing Saw (Strimmer)	£ 900
CCTV at Balderton Village centre (all CCTV except ANPR camera and externally monitored CCTV)	£ 6,484
Youth Shelter	£ 13,106
Lakeside welcome signs (6)	£ 1,760
4 glasdon elwood benches	£ 3,263
8 dog waste bins (5 x 40 litre, 3 x 60 litre)	£ 1,230
3 table trolleys	£ 1,120
Broxap Litter bins Derby XL	£ 1,912
Mitsubishi Hi Ceiling air conditioning system x2 in Main Hall	£ 6,327
3 throw line stations and 3 lifebuoy cabinet stations	£ 5,506
6 100litre Enviropol brown bins	£ 4,873
4 Elwood Seats	£ 3,248
HS 82 Hedge Trimmer Stihl	£ 601
C155732 Variseeder	£ 5,022
	£ 55,352

Disposals 2023/24

Description	Net
	£
Henry Vacuum Cleaner	125
Sharp Colour Copier	1795
Steel filing cabinets	925
2x spring animals	1647
CCTV System (Part)	14224
Millenium Tower Clock	8084
8x Dog Bins	1077
2x Litter Bins	685
Total	28562

COMMUNITY ASSETS	VALUE
Playing Field	£1
Cemetery	£1
Land at Lakeside	£1
Land between 23-25 Acacia Road	£1
Balderton Village Centre	£623,950
Machinery Store	£110,000
Dance studio Building	£168,397
Cricket Scorebox	£11,587
Total	£913,938

¹⁰ Items bought for £500 or over.

BALDERTON PARISH COUNCIL Asset Register		
	<u>Date of</u>	<u>Purchase</u>
	<u>Purchase</u>	<u>Cost</u>
		£
MACHINERY STORE		
Ford Transit pick up lorry BK59JZH	Jul-15	10025
One Massey Ferguson 4315, 2 wheel drive tractor FY02 LYU		16634
One Kubota BX231D-R small tractor YN18 DLX	Apr-18	9000
One Avalin Barford roller		1020
One Ifor Williams Trailer P8e D0631564	Sep-13	960
Mowers and Machinery		
1 Variseeder	Oct-23	5022
One Sisis Straight brush and spring tine grooming rake	Sep-13	1600
One Sisis Auto Rota Rake MK5 20"	Sep-13	4193
One Dennis cassette mower 20" FT510 (FT203059)	Sep-13	6260
One Wright stander 32"	Sep-13	5850
One Dart areator	Sep-13	5344
One Sisis Auto slit	Sep-13	4482
One Dennis Ultra 560 22" mower RB180	Sep-13	4700
Tractor frame with bucket , forks and rear weight		7837
Ransome set of 5 trailed,8 blade gang mower	Mar-19	19000
Set of five trailed Ransomes gang mower		1000
One Hayter large rotary mower		4768
One Atco mower, 24" cylinder, 4-stroke		2322
One Kubota mower RCK48R-23BX	Jul-19	2000
One Scag 32" walk behind mower		3160
One Kubota W821 walk behind mower	Apr-15	925
One Club Cadet 33" mulch mower	2009	1250
One Billygoat		1755
One tractor mounted Spiker, Sissis		2025
One Sisis push rake 28" width		471
One Sisis tractor mounted Roller, 6' width		1350
One Sisis True-Level push Roller (Bowling Green)		878
One Stihl FS360C strimmer	Jun-16	517
One Stihl clearing Saw (strimmer)	Mar-23	900
One Sisis Tilth FS1266 tractor rake	Dec-16	749
One Stihl HS81R-30 hedge trimmer	2008	383
One Stihl HS82T-30 hedge trimmer HS82T-30	Jan-18	366
One Stihl Chainsaw 18" cutting length	Jul-05	568
One Stihl Chainsaw 16" cutting length		500
One New Echo Bear Cat 5" PTO chipper	Feb-14	5895
One pull brush, 5' width (Bowls, Cricket)		204
One Knapsack Sprayer		128

One Cyclone fertiliser spreader, push Trojan 30+		458
One Makita 710W Percussion drill	Oct-19	75
One Hitachi angle grinder G12SS (J451496)		133
One Bosch jigsaw		121
One Draper socket set		174
One CD Lance Sprayer		180
One pair aluminium ramps for lorry		857
One Auto-Rotorake Rolaspikes	2009	450
One Bowdry sponge roller		917
One Stihl Pressure Washer RE130	Aug-22	325
One Erbauer 18V cordless combi drill	Oct-19	117
One Evolution Hulk whacker plate		268
One Digital Force Tester		845
One Compressor 2 HP ABAC & air line	Nov-18	349
One Titan Circular Saw		63
One Bowcom marking machine	2014	531
One Topline TXE 505 Line Marker		369
One Stihl Blower 85	May-15	296
One Stihl Blower with backpack BR500	May-13	540
One Thermo Quartz Portable Heater		316
One Draper Trolley Jack		53
Two wheelbarrows		153
One Sack Barrow		42
One boat with motor & light	2012	841
Extending ladders		204
One Aluminium step ladder	2014	114
One Bosch planer	2015	117
Generator 3kw Kohler SDMO HX3000 (0331002103)	Jul-17	458
Cement mixer Belle M16B (946380M16B)	Jul-17	417
One Trojan SPR60 sprayer	Apr-19	1496
Erbauer bluetooth speaker	Oct-19	50
Hayauchi pole saw 6.3m	Sep-19	245
Two Stihl FS411C EM Petrol trimmers	Jul-22	1627
1 Stihl Hedge Trimmer	Oct-23	601
VILLAGE CENTRE		
2 Small tables		74
15 Round tables (5ft)	May-15	2157
200 Chairs, 17 round tables (6ft) & 11 oblong tables	2007	6000
40 Upholstered chairs		2699
One large & one small water urn		204
Crockery/cutlery		366
Samsung refrigerator	Apr-15	550
3 Table trolleys	Feb-24	1120
One lockable two bay man-made timber exterior notice board	Nov-13	1012
2 Reception chairs & table	2009	348
3 Upholstered wooden chairs		249

Gates around Village Centre		761
2 Sections of portable staging & steps	2010	1558
Chair trolley		102
Groundstaff lockers & furniture		350
Cash register	2013	685
Aluminium step ladders		102
Scaffold platform		510
15 Folding oblong tables	May-15	1433
Royal photographic print	Oct-16	218
2X Bottle coolers for bar	Sep-17	838
Epson Multimedia Projector EB-X41	Feb-20	269
2 Mitsubishi air conditioning systems	Mar-24	6327
Video camera, tripod & SD card	Aug-22	252
COUNCIL OFFICE		
Two PC workstations with monitors & software	Oct-19	1608
Wooden office furniture		3696
One Phoenix fireproof cabinet		2482
Two executive office chairs & workstations	Aug-17	1360
Office filing furniture	May-14	300
General office equipment		650
Fujitsu laptop with Microsoft Office	Apr-17	508
Lenovo laptop with Microsoft Office	May-20	574
Lenovo laptop with Microsoft Office	Jan-22	498
PLAY EQUIPMENT AT PLAYING FIELD (NOT CURRENTLY INSURED FOR DAMAGE)		
One Multipondo see saw		2986
One junior slide		6616
Four spring animals		3293
One set of toddler swings		2774
One set of two junior swings		4116
Record Adventurer unit		23503
One SMP Nexus-The Core		15294
One SMP Nexus-Freeride		8235
One Minimondo		4971
One Buttercup		1849
One Bear tunnel		634
One Oyster	Sep-14	2340
One Nest swing	Sep-14	2082
One Trampoline	Sep-14	1770
Arm & pedal bicycle	Dec-21	732
Health walker	Dec-21	740

Banzai aerial runway	Feb-22	8192
Double pull up gym equipment	Jul-22	704
Double sit up bench	Jul-22	775
Youth Shelter	Mar-23	13106
SPORTS EQUIPMENT		
Sports equipment		2000
6 Goal posts		3241
4 sets of Goal nets		1621
Cricket net & posts		288
Cricket practise net	Jul-17	471
CEMETERY		
Four Bench seats		1584
Cemetery gates		3937
Cemetery extension fence		9411
Water trough		221
LAKE		
One Two Bay 6X A4 Timber Noticeboard	Jul-18	1530
One Filcris Lockable Notice board		369
Six Lifebelts with housing		811
Five Benches	Aug-15	1970
Two picnic tables	2013	2000
CCTV camera	Sep-15	5000
4 Glasdon benches	Jan-24	3263
3 throw line and 3 liifebouy cabinet systems	Mar-24	5506
6 Glasdon brown bins	Mar-24	4873
6 Welcome Signs	Mar-24	1760
Security fencing at Playing Field (including childrens play area) & electric gate		65435
Fence in front of Dance Studio	Mar-23	4745
CCTV System at Playing Field & in Centre		4429
Additional 2X cameras added to system	Jul-22	498
CCTV System at Playing Field & in Centre	Mar-23	6484
Intruder Alarm		2497

One picnic table		1000
Toilet block (portacabin)	2008	3525
Metal storage container	2008	1345
4 Elwood benches	Mar-24	3248
Four metal benches on playing field	2008	1802
4 Broxap bins	Jan-24	1912
Two metal benches on MUGA		845
Two Milano Teak 3 seater seats	Mar-18	788
Chairman's chain and badge of office		4667
29 Dog waste bins	Sep-21	3903
8 Dog waste bins	Dec-23	1230
One lockable exterior notice board at Balderton Library	2014	554
Allotment fence		3168
Two Village Welcome signs		5610
8X Defibrillators with cabinets	Feb-23	7777
Roller shutter on machinery store	Jul-15	2130
Two lockable A3 notice boards at p.field	Nov-15	436
22 Fire Extinguishers & 3 fire blankets		1880
1 Litter bins on playing field	Jan-22	342
Two Centenary benches	Feb-19	1506
CCTV camera at Balderton Village Centre	Feb-21	11389
3 Fire extinguishers for dance studio	May-21	291
Total		485707
Mar-23		

Your ref:-

Our ref:-DD/DD/B024

2 May 2024

Balderton Parish Council
Balderton Village Centre
Coronation Street
New Balderton
Newark
NG24 3BD

Dear Sirs

Following my recent visit I confirm that the Annual Return and various ancillary schedules for the above Parish Council for the year ended 31 March 2024 have now been completed and signed off by myself.

The comment on Petty Cash of 'Not Covered' is because the Council does not operate a Petty Cash system.

The comment on Box K of 'Not Covered' on the Annual Internal Report is due to the Council submitting the AGAR 3 form in 2022/23.

The matters arising are shown on the attached report.

I would like to thank your staff for their assistance during my visits as this achieved a relatively smooth preparation of the financial year end paperwork and enabled me to keep the level of fee the same as the previous year.

Finally I enclose a note of my charges in line with the above comment.

YOURS SINCERELY

D A Dixon
Internal Auditor

BALDERTON PARISH COUNCIL

Internal Examination Comments

1. Accounting records have been reviewed and a move to Rialtas Software has been discussed and currently being implemented.
2. The Council has complied with its financial regulations and is currently reviewing these for the change to Rialtas.
3. Risk Assessment has been raised in line with the change of Clerk and is being tightened to protect both Council and Staff from vulnerabilities that have occurred in the system.
4. Precept and Budget have been passed by Council and are reviewed on a regular basis.
5. Expected income has been fully received as per the standards set.
6. No Petty Cash system is operated.
7. Salaries are in line with those approved by Council and the PAYE, NI and pension commitments met.
8. Asset Register has been provided and confirmed as adopted.
9. Periodic bank reconciliations have supplied to Council and approved.
10. Accounting statements have been prepared using the correct accounting basis.
11. Website has been reviewed.
12. The items raised on the 2022/23 AGAR form have been noted but are outside the scope of the internal audit.

Prepared 2 May 2024

Annual Internal Audit Report 2023/24

Balderton Parish Council

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During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

11/03/2024 01/05/2024

D Dixon

Signature of person who carried out the internal audit

Date 01/05/2024

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

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

We acknowledge as the members of:

Balderton Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

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

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

DDMMYY

and recorded as minute reference:

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

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2023/24 for

Balderton Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	231,336	257,289	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	334,817	351,558	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	50,435	106,612	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	251,071	265,822	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	12,870	12,561	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	95,358	188,423	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	257,289	248,653	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	256,704	282,774	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,372,855	1,399,641	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	56,194	44,027	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

M. Foxgould

Date **30/04/2024**

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

[Signature]

as recorded in minute reference:

[Signature]

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

[Signature]

Section 3 – External Auditor's Report and Certificate 2023/24

In respect of Balderton Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*Delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

This form will be completed by PKF Littlejohn, external auditor. The council must consider the forms on pages 30-39, and if in agreement the council needs to sign off the forms on pages 33 and 34. Then they are sent to PKF Littlejohn to fill in this page.

External Auditor Name

External Auditor Signature

Date

Explanation of variances – Balderton Parish Council

Name of smaller authority: **Balderton Parish Council**

County area (local councils and parish meetings only): Nottinghamshire

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

Supporting paperwork for the Annual Governance and Financial Statement

	2022/23 £	2023/24 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	231,336	257,289				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	334,817	351,558	16,741	5.00%	NO		
3 Total Other Receipts	50,435	106,612	56,177	111.38%	YES		We were awarded a grant from the Home Office Safer Streets Fund. This was for £52,457. We also earned £6492 of bank interest in 2023/24 whereas in 2022/23 we earned £1096.
4 Staff Costs	251,071	265,822	14,751	5.88%	NO		
5 Loan Interest/Capital Repayment	12,870	12,561	-309	2.40%	NO		
6 All Other Payments	95,358	188,423	93,065	97.60%	YES		In 2023/2024 we spent £47,668 on the Safer Streets project. This included £19,188 on a youth pod, £6484 on new CCTV for our community building (Balderton Village Centre), £5506 for life saving equipment for around our lake (Balderton Lake), £13,295 for bins and benches for Balderton Lake and Coronation Street Park, £2076 for Signage at Balderton Lake and Coronation Street Park (the remainder was on fixing materials for the items detailed). We also had £11689 of election expenses as the Parish Council election was contested in May 2023. Our electricity costs rose by £8066 (from £6277 in 2022/23 to £14,343 in 2023/24). During the previous year we had been on a fixed rate deal which ended and the new fixed rate deal we signed up for was at a significant higher rate reflecting the recent price increases that all consumers have faced. We also had some high building costs for Balderton Village Centre: Replacement of air conditioning units £6,327, Sewerage pump repairs £2025. We also had some vandalism at the public toilet that we own on Coronation Street Park which cost £1500 to repair. In 2023/24 we hired a security company to close the carpark at Heron Way, this costed £3151 (previously volunteers had done this). We spent £2983 on headstone bases for our cemetery. We spent £5021 on a Variseeder. We spent £1785 on IT which included a server, laptop and IT support costs for delivering a new file structure and configuring the new server. We also bought three new table trolleys for our village centre at £1120.
7 Balances Carried Forward	257,289	248,653				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	256,704	282,774				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments	1,372,855	1,399,641	26,786	1.95%	NO		
10 Total Borrowings	56,194	44,027	-12,167	21.65%	YES		See box 5. Loan repayments made reducing the outstanding amount.
	Rounding errors of up to £2 are tolerable						
	Variances of £200 or less are tolerable						
	BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)						

Balderton Parish Council – Explanations for ‘No’ responses to section 1 of the Annual Governance and Accountability Return 2023/24 Form

Compiled by: Marion Fox Goddard, Parish Clerk

Date: April 23rd, 2024

Supporting paperwork for the Annual Governance and Financial Statement

Section 1, item 2: Financial Management

Although the council's finances have been closely managed for many years, consideration for protecting staff had not been fully considered. Internal controls were not in place during this financial year to fully protect staff and council funds. The council has acknowledged this and changes to internal controls are underway.

In December 2023, the council considered the financial risk assessment which highlighted this and agreed that banking arrangements would be reviewed in January 2024. This was delayed slightly due to budgeting and precept setting.

At the February full council meeting, the clerk advised that internal controls should be improved. The council agreed to make changes to ensure controls are in place, so bank payments are set up by staff and signed by 2 councillors (electronically through electronic banking) before payment is released rather than input and released by one member of staff. At the time of writing this report the application process is underway to make this change.

We have also recently introduced a system for 2 councillors have sight of every invoice and payroll run. Payroll calculations are checked and signed off by 2 councillors should there ever be a change required in pay scale.

Section 1, item 3: Steps to assure no matters of non-compliance

The Annual Governance and Accountability Return 2023/24 forms were signed off incorrectly at the parish council meeting on 24/5/23. The Responsible Financial Officer liaised with PKF Littlejohn regarding this and put corrective action in place:

The following explanation went to Full Council on October 4th, 2023, the AGAR was amended to indicate that the answer to question 1 was 'no'. The updated form was sent to PKF Littlejohn. They concluded the external audit on 1/12/23 – see appendix 1.

Amended Section 1 Annual Governance Statement 2022/23 – explanation regarding Assertion 1.

The local elections in May resulted in nine new members for the Council. The first meeting of the new Council was the AGM where the first business of the published agenda was to elect a Chairman; the previous Chairman had stood unsuccessfully for re-election to the Parish Council but was present as the outgoing Chairman to take that first agenda item before handing over to the new Chairman. As discussed prior to the meeting, the outgoing Chairman agreed to alter the order of the scheduled agenda to allow audit items to be taken first and for them to be signed before electing a new Chairman. The Council took a vote on this proposal and it was agreed to proceed accordingly; the outgoing Chairman did not participate in this vote. This is recorded in the minutes of the meeting.

Legal advice has since been sought which states that the Council should have followed the following procedure on the night, which all present were not aware of: The Chairman is not personally taking responsibility for the contents of the form or the previous year's financial management, they are merely providing the 'stamp of approval' on behalf of the corporate body as a whole.

In light of this the Auditor has now instructed the Council to answer "No" to Assertion 1 of Section 1, Annual Governance Statement 2022/23; this amendment has therefore been initialled accordingly by the new Chairman and the Clerk.

Following correspondence received by PKF Littlejohn which raised issues, including with Section 1, assertion 2 it was established that Standing orders were not being followed with respect to Amenities Committees recommendations being considered by Full Council. This continued to be the case during 2023/24 until the council reviewed its Terms of Reference for the Amenities Committee in November 2023 and Standing orders in December 2023, hence this item has been marked 'no' this year.

The clerk is reviewing all council procedures and policies.

Appendix 1: PKF Conclusion of Audit Report December 1st 2023

External auditor's limited assurance opinion 2022/23

On 26 September 2023, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2023. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1, Assertion 2 has been incorrectly completed; in our view it should have been answered 'No'. The smaller authority has breached its standing orders as follows:

- The Council has routinely been confirming committee minutes as a true record, rather than receiving the minutes and considering recommendations, as per its standing orders. Although minutes are not a verbatim record of the meeting, well-written minutes should be brief yet informative; factual; accurate; relevant; logically presented; and, importantly, include a clear record of resolutions (including recommendations) including those made in confidential session.

Other matters not affecting our opinion which we draw to the attention of the authority:

We received challenge correspondence in relation to the 2022/23 AGAR which we considered before completing our work. The authority will receive an invoice in relation to this additional work.



Page 2 of 2

Following the receipt of objections to the 2022/23 AGAR, the Council investigated its actions at the approval meeting. It accepts that the AGAR approval process was not carried out correctly and has amended the response to Assertion 1 to declare this fact.

One of the matters arising from the additional work as a result of the objections to the AGAR was in respect of the wording of the agenda items, including those to be taken in confidential session. The Council should ensure that all motions on the agenda, and only those items, are considered at a meeting. It is recommended, but not a statutory requirement, that motions or items of business to be taken in confidential session are also included on the agenda.

External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

PKF Littlejohn LLP

PKF Littlejohn LLP

01/12/2023

From: Clerk - Balderton Parish Council
Sent: Tuesday, April 23, 2024 9:55 AM
To: REDACTED
Subject: Parking around Glovers Lane

Good morning REDACTED

Regarding the parking, I'm afraid it is not in the powers of a parish council to enforce parking restrictions or have double yellow lines put down. I will let the parish council know that you have raised concerns though and add you email under correspondence for our May 22nd meeting – you are welcome to attend and raise this during the public forum. There is a meeting tomorrow night, but the agenda has already been published so I can't add your query although you are welcome to attend and raise this issue in the public forum. The meeting starts at 7pm at Balderton Village Centre. I'm afraid the local county councillor that covers your area has already sent his apologies but there will be another county councillor there.

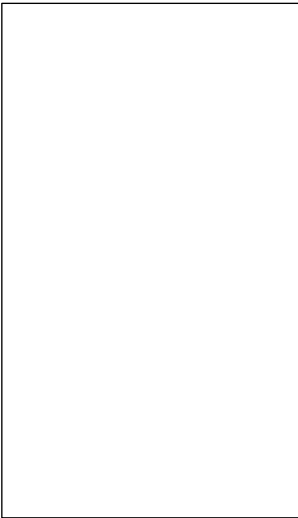
I would suggest:

1. Contacting Nottinghamshire County Council again regarding this issue through their website <https://www.nottinghamshire.gov.uk/contact-and-complaints/contact-us> or through their MyNotts App which you can download on your phone.
2. If anyone is threatening to you, take their registration number and report this to the police: <https://www.nottinghamshire.police.uk/do-it-online/report-online> or call 101
3. Contacting the local county councillor about this issue: cllr.john.lee@nottscc.gov.uk

Best wishes,

Marion Fox Goddard
Clerk to Balderton Parish Council
Telephone: 01636 703626
www.baldertonparishcouncil.gov.uk

Office opening times: 10am – noon, Monday to Friday



From: REDACTED
Sent: Monday, April 22, 2024 3:45 PM
To: Balderton Parish Council <office@baldertonparishcouncil.gov.uk>
Subject:

Good afternoon,

I live on Glovers lane, Balderton. Over the years I have been in touch with the county council , police and the parish clerk regarding the parking outside Tesco Express and on Glovers Lane. This problem is getting ridiculous, at times i can't turn in or out of the street because of selfish parking. The last couple of times I have asked for drivers to move their car politely so I can get in or out of the street and all I get is threatening behavior. I wondered if there is anything you could do to resolve this problem.

I look forward to hearing your response.

Regards REDACTED

From: Johnno Lee <Johnno.Lee@newark-sherwooddc.gov.uk>
Sent: Thursday, May 9, 2024 6:10 PM
To: Balderton Parish Council <office@baldertonparishcouncil.gov.uk>
Subject: Subject: Update on Lansbury Road Resurfacing Project

OFFICIAL

Dear Balderton Parish Council,

I hope this message finds you well. I am writing to provide an update on the planned resurfacing of Lansbury Road, which has unfortunately been postponed. This decision was necessitated by the closure of Staple Lane and the resultant increase in traffic using Lansbury Road as a diversion route.

We understand the inconvenience this may cause to the community and share your frustration. However, ensuring the safety and efficient flow of traffic must remain our priority, especially under the current circumstances. Consequently, closing Lansbury Road for the scheduled 5-day resurfacing operation is not viable at this time.

Please be assured that we are actively working to reschedule the project and will keep you informed of any new developments. We are committed to improving our infrastructure and appreciate your continued understanding and support.

Thank you for your patience and cooperation.

Kind regards,

Cllr Johnno Lee

From: REDACTED @newark-sherwooddc.gov.uk>
Sent: Wednesday, May 15, 2024 2:42 PM
To: REDACTED @newark-sherwooddc.gov.uk>
Subject: Public Spaces Protection Orders - Stage 2 Consultation

Good afternoon,

Following the completion of the stage 1 public consultation on the Public Spaces Protection Orders, the feedback from the survey has been reviewed and some changes have been made to the orders. These have now been issued for the stage 2 public consultation, which launched on Monday 13th May. The stage 2 consultation will run for a period of 4 weeks.

The survey can be found at this link: [PSPO second stage review | Newark & Sherwood District Council \(newark-sherwooddc.gov.uk\)](https://www.newark-sherwooddc.gov.uk/pspo-second-stage-review)

At the end of the 2nd stage the responses will be reviewed and the final orders submitted to cabinet for approval at the July meeting. I would be grateful if this could be pushed out to your communities for completion.

Kind regards

Business Manager

Public Protection

Newark and Sherwood District Council

www.newark-sherwooddc.gov.uk

Note from Clerk – This has been shared on our Facebook page.

-----Original Message-----

From: Clerk - Balderton Parish Council
Sent: Wednesday, May 15, 2024 3:22 PM
To: Subject: RE: Mallard green bin

Item 103e

Good afternoon,

Thank you for your email. The amenities committee have asked me to collate a list of dog bin requests for them to consider at a future Amenities Committee meeting so I will add it to the list for when they next look at dog bins. They considered this issue at the April Amenities Committee and decided:

'Requests for more dog bins

The Amenities Committee unanimously agreed to not install more bins. This could be reviewed in 6-12 months if more requests are made'. The reasoning for this was we already spend £6500 on dog bins being emptied each year and they were mindful of not wanting to push up precept cost. I will add your suggestion to the list for when they review dog bins.

Regarding meetings, I will add your email to correspondence for next Wednesday evening so the council can consider your point of view - if you are there, please raise this during the public forum.

Best wishes,

Marion Fox Goddard
Clerk to Balderton Parish Council
Telephone: 01636 703626
www.baldertonparishcouncil.gov.uk

Office opening times: 10am – noon, Monday to Friday

-----Original Message-----

From:
Sent: Tuesday, May 14, 2024 8:12 PM
To: Balderton Parish Council <office@baldertonparishcouncil.gov.uk>
Subject: Mallard green bin

To The Parish Councillors

I've seen a waste bin has been put on the corner of Mallard Green, Rowan Way.

It is known that Dog Waste goes in the Red Dog Waste Bins, with Mallard Green been a common area dogs are walked across would the council find it acceptable that people use the General waste bin to put their dog waste in? I feel this is something that will happen on a regular occurrence. So if it the council feel Dog Waste shouldn't be put into the General wage bin then I think you need to consider putting a Red Dog Waste bin on the green too. As a previous dog owner I walked on the green on a daily basis and often came across dog waste not picked up.

On another subject;

After been at the last Full Council meeting in April it has made me think more about public participation.

The Public Forum is at the beginning where we can speak and raise our concerns of things on the Agenda, could we modernise things to include the public opinions more?

A suggestion is to modernise it more so residents can input instead we sit and listen to the meeting and all the issues. I feel as a resident we may have opinions or ideas about your discussions but how do we voice our opinions/ideas if we are to sit quietly as our time to speak was at the beginning of the meeting and after listening to your discussions we may as residents may be able to have a valid input on the subject due to knowledge/experience. Maybe before each vote on each agenda the public could be asked if they have any input? I know potentially this could make meetings drag on longer but I feel after listening to other residents and my own thoughts the question I ask can we modernise the meetings more to include residents.

Potentially rules are there for the way meetings should be run, I don't know so that's why I ask for your thoughts?

Kind Regards