



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

You are summoned to attend the next meeting of the **Full Council** to be held on **Wednesday 27th March 2024, commencing at 7pm**. 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 21<sup>st</sup> March 2024**

## **AGENDA**

34. Declarations of any intentions to record the meeting
35. To receive apologies for absence
36. Declarations of interest
37. 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.**
38. To approve the minutes of the Full Council meeting held on February 28<sup>th</sup>, 2024
39. To note/receive reports from County and District Councillors including a discussion on concerns regarding repeated flooding on London Road and Main Street
40. To receive Parish Councillors' reports
41. To receive Clerk's report
42. Minutes from committees
  - a. To note the Personnel and Policy Committee Minutes - March 18<sup>th</sup>, 2024
  - b. To note the Planning Committee Minutes held on March 18<sup>th</sup>, 2024
43. To discuss members' votes on planning consultations that are brought to Full Council rather than the Planning Committee.
44. To consider the following planning applications (Balderton Parish Council is a consultee):
  - a. [24/00456/FUL](#) - 2 Club Court, Balderton NG24 3LJ - Erection of a detached bungalow.
  - b. [24/00452/FUL](#) – Coronation Street, Balderton, NG24 3BD, Erection of 2 bungalows
  - c. [23/01913/FUL](#) - Land at The Scrapyard Bowbridge Lane Balderton, Battery Energy Storage System
45. Finance
  - a. To approve:
    - i. Reports detailing income and expenditure for February and bank account balances
    - ii. Expenditure transactions for February 2024
  - b. To authorise the purchase of Safer Streets 5 items: Signage, Neighbourhood Watch
  - c. Interim internal audit report

- d. To note that direct debits have/will be set up for: Everflow (water), Newark and Sherwood District Council (waste collection) and PPL/PRS (Music Licence)
- e. To discuss and choose a gas supplier
- f. To discuss and agree the insurance renewal quotes
- g. To agree signatories for the CCLA investment
- h. To agree additional signatories for Skipton Building Society

46. To consider Councillor Fairbairn's motion for Balderton Parish Council, at the earliest opportunity, to update and change its accounting and financial reporting system to Scribe, moving away from Sage.

47. Items of correspondence for consideration on how to proceed
- a. Email from NCC regarding Parish Council - Climate Change survey

*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*

48. To receive an update following the site visit to the common land that has been offered to the council and agree next steps.

49. To consider whether to accept the Personnel Committee recommendations.



# Balderton Parish Council Full Council Meeting

## Minutes of the meeting held on Wednesday 28<sup>th</sup> February 2024 at 7pm

### Attendees:

Balderton Parish Councillors: Vanessa Bracegirdle, Ronalie Bright, Jane Buxton (Chair), Karen Callingham, Martyn Cox, Mandie Elson, Roy Fairbairn, Jean Hall (Vice Chair, Left at 8.30pm), Debbie Moore, Joy Sellars, Dean Scott

County/District Councillors: Emma Oldham

Nottinghamshire Police: Mark Dickson

Parish Clerk: Marion Fox Goddard

Public: 17 residents joined the meeting

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

### 19. Declarations to record the meeting

The clerk recorded the meeting.

### 20. Apologies for absence

Parish Councillors: Simon Forde, Mac Mallard, Leigh Marshall

District/County Councillors: Keith Girling (County), John Lee (County/District), Sam Smith

### 21. Declarations of interest

Jean Hall – District Councillor. Jane Buxton, Karen Callingham, Jean Hall, Joys Sellars – item 33b regarding Lake Covenant.

### 22. Public forum

Residents raised concerns regarding the alcohol licence being approved for Balderton Post Office. The clerk read out the reasons that N&SDC (the licensing authority did not accept Balderton Parish Council's representation (objections)) and explained that the decision was not in the parish council's power to make. Cllr Hall offered to find out how an appeal could be made so this could be passed to the residents.

Residents raised concerns regarding the planning application for Land to the Rear of Lowfield Cottages, Bowbridge Lane (see item 29d) Their concerns included contaminated land, flooding, and the effect on wildlife.

*(Raised after item 29: a resident raised concerns about flooding on Main Street (in particular, from Sibcy Lane to Tesco), Balderton stating that he had been in correspondence with NCC for 2 years. Cllr Hall offered to flag this with the county councillors again. Cllr Buxton explained that although Balderton Parish Council is not responsible for this issue, the council is trying to raise the profile of it by keeping it on the parish council agenda for when county councillors are giving reports. The council agreed that the clerk should write to Nottinghamshire County Council about this issue.*

### **23. Approval of the minutes of the Full Parish Council meeting January 24<sup>th</sup>, 2024**

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

### **24. Reports from County and District councillors/Discussion**

*District/County Councillor Lee – Had sent in a written report (included in the agenda pack)*

*County Councillor Girling – (Clerk read out) Had put in a request for N&SDC to street clean Milton Street. This has been done.*

*Councillor Smith – (Clerk read out) - Potholes on Main Street have now been repaired; resurfacing of Coddington Road will be done in March; the gullies on London Road, outside Highfields School, were cleansed in January but that hasn't resolved the surface water flooding. Evidence of last week's situation is with the NCC's Highways and Drainage team for further investigation; update on the drains/flooding of the Balderton playing field/Macaulay Avenue, Baines Avenue/Warwick Avenue area - Cllr Smith has asked NSDC and NCC's Drainage Supervisor for an update; speeding cars on Coddington Road – a request has been submitted to move the 30mph signs which are near Hollowdyke Lane further down Coddington Road before the bridge so that drivers slow down before entering Main Street.*

*District Councillor Oldham – Encouraged everyone to attend the N&SDC planning meeting when the applications will be discussed. Antisocial Behaviour (ASB) officers have been working to tackle ASB at Grove Street play park. Is trying to help tackle littering in Balderton working with BPC – a district wide bin audit is being done. There are plans for social housing on land off Wolfit Avenue and Nightingale Close. Will be able to submit a Community Chest application on behalf of Balderton soon. Public Space Protection Orders are being reviewed with better dispersal maps and control of dogs – residents are encouraged to respond to consultation on this. There is a call for sites for Biodiversity Net Gain. April 8<sup>th</sup> there is a meeting at Ghent House for residents to talk to N&SDC councillors regarding any issues they would like to raise. N&SDC are identifying sites for No Mow May. N&SDC do use environmentally friendly pesticides. Cllr Oldham would appreciate suggestions.*

*District Councillor Hall – Has been working with Cllr Forde on district council projects such as play pitches and recreation provision, code of conduct training, an Air and Space Institute tour, Safer Streets and trying to arrange a meeting with Balderton Primary Care Trust.*

### **25. Nottinghamshire Police's Girls and Women Empowerment network (GWEN) project**

Detective Chief Inspector Mark Dickson gave an overview of the project which is in place to reduce violence against women and girls; this is a priority for Nottinghamshire Police and nationally. The project wants to get qualitative information about what is going on in communities and wants behaviour that could lead to more serious crimes reported. To help focus, the police are reaching out to local groups to ask them to invite GWEN representatives to their meetings so they can listen to what people are concerned about. Cllr Callingham has Mark's contact details so if anyone has any ideas of which groups would like to be visited, they should contact her.

*Cllr Buxton brought forward item 29 to before item 26.*

## 29. Consideration of Planning Applications

- a. [23/02178/HOUSE](#) – 7 Sheridan Close, Balderton – The council had no comments.
- b. [23/02142/HOUSE](#) - 5 Wordsworth Drive, Balderton – The council had no comments.
- c. [24/00207/FUL](#) - 23 Tennyson Road, Balderton – The council had no comments.
- e. [24/00227/HOUSE](#) – 192 London Road, Balderton – The council unanimously objected to this application as there was no bat survey accompanying the application.
- d. [24/00282/FULM](#) - Land to the Rear of Lowfield Cottages Bowbridge Lane Balderton – The council unanimously objected to this application for the following reasons: flooding, contamination, the combination of flooding and contamination, the impact on wildlife, a previous application for housing on the site was refused and was unsuccessful at appeal. The council appreciates the need for more sites for Gypsy and Travellers but believe it is unfair to allocate this site for any type of accommodation. This objection is in no way related to who the proposed development is for; the council is of the belief that it is not suitable for any development.

*Cllr Buxton brought forward item 33b to before item 26.*

## 33. Correspondence

- b. Emails regarding covenant on Balderton Lake and angling rights – The clerk explained that she had received two enquiries about the covenant but had been unable to find any electronic records regarding this. She suggested to the council that quotes should be obtained for the following legal work:
  - i. Obtain the covenant and work out which properties on the Barratt's Estate that the covenant relates to.
  - ii. Once i. has been delivered and we know the details of the covenant and how many properties it relates to produce a new lease between Balderton Parish Council and Grove Angling Club.

The council agreed to obtain quotes from solicitors to complete this work. (1 Abstention, 6 For, 0 Against, 4 did not vote due to their conflict of interest).

*The meeting was closed for a 5-minute break and then reopened*

## 26. Parish Councillor Reports

*Councillor Fairbairn* – had been meeting new allotment tenants at the allotment site.

*Cllr Sellars* – had attend the CCLA investment session and looked at the disciplinary slides.

*Councillor Moore* – had attended the meeting with the cricket club regarding nets/windows and looked at the angling club's contractor netting the fish in the lake.

*Cllr Buxton* – had watched a disciplinary course, attended the CCLA presentation, met with the police/Operation Swift, met with Newark Town Council about their cemetery provision, met with the police commissioner regarding safer streets and attended the meeting regarding cricket nets and the fish netting.

*Cllr Callingham* – had attended the Newark Cemetery meeting, arranged the GWEN visit (see item 25) and been doing regular litter picks.

## 27. Clerk's report – noted with no queries.

Amenities Committee	The Amenities Committee Clerk's report contains update on work at the council's sites – see item 28a.
Administration/Management	BT – We are still awaiting new handsets and the mobile phones. These are due on March 7 <sup>th</sup> . We have collated which councillors will do the Civility and Respect training and are due to order this. The Internal Auditor is booked for an interim audit next month. The precept request has been sent to N&SDC.
Making Your Money Stretch Course	This was cancelled as no-one booked.
Balderton Post Office Licensing Application	Feedback was sent to N&SDC, but they were unable to accept the council's representation. (Full response is available in the agenda pack for this meeting)
Procurement since the last meeting	New printer in place and being tested. Table racks are in place (reduced price found following meeting so these were £1120 rather

	than £1320). Tree assessment has been commenced – awaiting report. Legionella plumbing work has been completed. The air conditioning in the main hall has been replaced. Allotment storage bay materials are on order.
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## 28. Minutes from committees/subcommittees

- a. Amenities Committee Minutes held on January 14<sup>th</sup>, 2024 – noted.
- b. Consideration of trialling hedging with a long-term plan of having hedging instead of fencing – The council agreed to trial this with native plants suitable for hedging. It was suggested that this should be done between pegs 16 and 17 at the lake for a trial. Cllr Elson will get costings and look for possible funding and the Clerk will ask the head groundsman to get costings.
- c. Locations for Safer Streets benches and bin at the Lake – The council agreed to place the new bin next to the dog bin at Catkin Way and replace the benches at the point and in the area near the pump pond. The clerk will try to get hold of the officer who works on designing out crime to see if placing a bench in one of the gaps (near peg 16) along the Sustrans side of the lake would be advisable.

## 30. Finance

- a. The council unanimously approved the following reports:
  - i. Income/expenditure for January bank balances.
  - ii. Expenditure transactions for January
- b. The council unanimously agreed for 4 more benches, litter picking equipment and new CCTV for Balderton Village Centre for the Safer Streets 5 project (funding from a grant rather than precept).
- c. The council unanimously agreed to purchase:

	Item	£ (excluding VAT)
i	Electrical Work <ol style="list-style-type: none"> <li>a. 5-year electrical test dance school</li> <li>b. Work identified in the last 5-year electrical test for Balderton Village Centre.</li> <li>c. Upgrades for all internal and external lights at Balderton Village Centre to LED including the changing rooms (Community Infrastructure Levy)</li> <li>d. Replacement heaters in the changing rooms</li> </ol>	6,092.60
iii	Church Wall Survey	4145.00
iv	Sewerage Tank and Pumping System Work to get the system up and running again. Work to be replace the faulty (water ingress) rotary isolators in the pumping chamber with IP67 32A plug/socket connector arrangement 6 monthly servicing (the council may move to 12 monthly once there is confidence the system is working effectively again.	1650.00 375.00 £350 per service

*The meeting was closed during discussion on items 30ci and 30ciii as exempt information (commercially sensitive/personnel related) was discussed.*

- c. ii – Shredder – the council noted the research that had been done so far by the grounds team and that the shredder will be significantly more expensive (up to £15,000) than originally budgeted for. The Head Groundsman will arrange demonstrations/trials of the products identified so a suggestion of which item would be best can be brought to a future meeting. Cllr Elson will contact an officer at NCC who has offered suggestions of where to get funding from in the past. If there are suitable grants and we are eligible to apply this will be done to minimise the cost to Balderton Parish Council.
- d. Fuel card provider change -The council unanimously agreed to the clerk arranging this.
- e. Investment Review - The council noted the clerk’s report and unanimously agreed to invest £100,000 with CCLA in their Public Sector Deposit fund. This money will be taken from the 32-day deposit fund.
- f. Current accounts and Internal Controls changes - The council unanimously agreed to open an account with Unity Bank as suggested in the clerk’s report regarding banking and internal controls. Cllrs Bracegirdle, Callingham, Cox, Elson, Moore, Scott and Sellars were agreed to be signatories and set up with internet access to approve transactions (2 councillors to

approve each transaction). Cllrs Bracegirdle, Callingham, Elson, Moore, Sellars will be set up for internet access to the Lloyds account so dual authorisation for transactions can be set up for those accounts too. The administration assistant will also be added to the Lloyds and Unity accounts for setting up payments online and viewing statements.

- g. Skipton Building Society - The council unanimously agreed to add the clerk to the Skipton account for administration (withdrawals/changes to accounts to be signed by two councillors).
- h. Balderton Village Centre hire prices – These were unanimously approved.

### **31. Adoption of policies/documents**

The council unanimously agreed to adopt the following policies:

- a. Village centre terms and conditions – These were unanimously agreed subject to the clerk checking the fire regulations for number of people to be allowed in the centre.
- b. Memorial benches and trees policy – This was unanimously agreed.
- c. Volunteer litter picking policy – This was unanimously agreed.

### **32. Sustrans Rangers Village Trail UK Shared Prosperity Fund Application**

The council unanimously agreed that it does not wish to be considered for the installation and maintenance of the trail items due to the limited funding available and foreseen issues regarding them not being on parish council land.

### **33. Correspondence**

- a. Email regarding double yellow lines request for Hawton Lane, Centenary Close – noted.
- c. Meeting to discuss Newark Town Fund – it was noted that the Chair and Clerk will attend a meeting regarding this.
- d. Newark and Sherwood District Council – Biodiversity Net Gain Habitat Banks – Call for Sites Expressions of Interest – The following sites were noted: Allotments, Balderton Lake, Cemetery, Coronation Street Playing Field, Mallard Green, St Giles Churchyard. Councillors to send further suggestions to the clerk by March 4<sup>th</sup> so a response can be sent to N&SDC.

Meeting closed at 9.55pm

Administration/Management	BT – We are experiencing problems with incoming calls on the new phone system. The Internal Auditor came in this month – see item 45c.
Civility and Respect Training	Online training for the following courses has been ordered: Standards in public life Respectful & Positive Social Media for Councils and Councillors Leadership in Challenging Situations for Councils and Councillors Resilience and Emotional Intelligence.
Balderton Post Office Licensing Application	Cllr Hall has taken advice from N&SDC: there is no right to appeal the decision, but if there are issues relating to this premises regarding the sale of alcohol from this premises, these should be reported to both the police and licensing authority so the incidents will be investigated if they are against the Licencing objectives and if upheld actions will be taken to address these and in certain cases a licence can be revoked.
Procurement since the last meeting	Electrical work approved at the last meeting has been requested – awaiting date for delivery. Church Wall Survey – Structural engineer due to visit w/c 18/3/24 to undertake an initial inspection of the walls; they said they hope to have the report to us during April. Sewerage Pumping System repairs have been completed. New CCTV is being delivered w/c 18/3/24. Three new benches have been delivered and installed at the lake. The designing out crime officer has recommended that we do not put a bench behind peg 16 as this could cause disturbance to anglers. This will be taken back to the Amenities Committee for further discussion.
Bike Marking at Balderton Village Centre	Date – Saturday 30th March 2024, Time – 11am until 2pm. Local Nottinghamshire Police Officers will offer security advice, mark, and register bikes all free of charge on the National Bike Register Database.
Balderton Lake Covenant	Following the last meeting a local resident sent in a copy of the title register relating to this. I have made enquiries with Newark and Sherwood District Council as they are detailed as the Covenantee.
Newsletter	The newsletter has been ordered and will be ready for councillors to commence distribution w/c 25/3/24.
Village Centre	The new pricing structure and terms and conditions are on the website and there is an article in the newsletter regarding this.



## Minutes of meeting held on Monday 18<sup>th</sup> March 2024 at 3.30pm

### Attendees:

**Balderton Parish Councillors:** Jane Buxton, Martyn Cox, Mandie Elson (Chair), Roy Fairbairn, Jean Hall, and Joy Sellars

**Staff:** Marion Fox Goddard (Parish Clerk)

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1. **Apologies for absence** – None

2. **Declarations of interest** – None

3. **Approval of the Personnel Committee minutes for January 12<sup>th</sup>, 2024**

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

4. **Resolution to close the meeting to the public**

5. **Worknest update**

The clerk updated the committee – Worknest is being used as and when advice is needed. An introductory meeting has been held to begin ensuring we have up to date policies and paperwork in place and a meeting is due to take place to set up online access to training. Two councillors will be able to access this – it was agreed that Cllrs Elson and Moore will be added to start with, but this can be transferred to other members of the personnel committee to ensure that we maximise members' access to Human Resources training available.

6. **Staff sickness**

A summary of sickness data was provided to members.

7. **Staff cover**

The clerk updated the committee on cover that she has been looking to organise to help with year end and accounts. The committee agreed to make the following recommendations to Full Council:

- find suitably qualified assistance if possible
- temporarily increase the Administration Assistant's hours by up to 5 hours per week from April 1<sup>st</sup>.

*The clerk left the meeting before item 17 was considered.*

8. **Clerk's 13 overtime and holiday entitlement**

The committee agreed to make a recommendation to Full Council about this.

Meeting closed at 4.35pm

Minutes of meeting held on Monday 18<sup>th</sup> March 2024 at 7pm

**Attendees:**

**Balderton Parish Councillors:** Jane Buxton (Vice Chair), Jean Hall (Chair), Debbie Moore, Dean Scott, and Joy Sellars

**Staff:** Marion Fox Goddard - Parish Clerk

**Public:** none

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**9. Declarations to record the meeting**

The clerk recorded the meeting.

**10. Apologies for absence**

Apologies were received from Councillors Bracegirdle, Callingham, Elson and Fairbairn.

**11. Declarations of interest**

Jean Hall – District Councillor. Debbie Moore – spouse on N&SDC’s planning committee.

**12. Public Open Forum**

No residents attended.

**13. Approval of the minutes of the planning committee meetings on October 26<sup>th</sup>, 2023 and January 15<sup>th</sup>, 2024**

Both sets of minutes were unanimously approved as an accurate record and Councillor Hall duly signed them.

**14. Consideration of planning applications**

- a. [23/01755/RMAM](#) - Amended Reserve Matters Planning Application for housing development at - Flowserve Pump Division, Hawton Lane, Balderton – The committee unanimously objected to this application as the issues raised in Balderton Parish Council’s previous objection (3/11/23) had not been fully addressed. In particular, the committee objected due to highways issues, public right of way issues (public footpaths 11 and 13), flood risk, sustainable drainage systems not being suitable for disabled users, the application’s design and access statement not addressing the location being in an area with higher-than-average crime. It was also noted that a resident had raised concerns regarding a Hawthorn hedge being removed.
- b. [24/00449/HOUSE](#) - Single storey rear extension, alterations to existing house, and new pitched roof to existing garage - 8 Sykes Lane, Balderton NG24 3LT – The committee unanimously supported this application.

**17. Items of correspondence and information.**

- a. Submission of the Nottinghamshire and Nottingham Waste Local Plan – noted.

The meeting closed at 7.45pm.

<b>BALDERTON PARISH COUNCIL</b>			
<b>Financial Statement February 2024</b>			
<b>Wages for the period</b>	<b>03.02.2024 to 07.03.2024</b>		
Net pay		£	12,326.55
Tax		£	1,959.66
Nat. Ins. - Employees		£	925.54
Nat. Ins. - Employers		£	1,591.49
Pension- Employees		£	1,029.70
Pension- Employers		£	3,723.50
<b>Total</b>		<b>£</b>	<b>21,556.44</b>
<b>Cash transactions have been completed as follows:</b>			
<i>£24,000 was transferred from the business account to the current account</i>			
<b>Receipts for the period</b>	<b>01.2.2024 to 29.2.2024</b>		
Allotment rent		£	58.30
Allotment bond		£	600.00
Hire of hall		£	1,400.75
Dance studio		£	450.00
Bar rent		£	150.00
Burials & memorials		£	318.00
Bank interest		£	484.17
Bank compensation		£	50.00
Safer Streets 5 funding		£	20,452.26
		<b>£</b>	<b>23,963.48</b>
<b>Accounts Balances summary as of 29.2.2024</b>			
Current Account		£	18,143.43
Business Account		£	17,882.68
Chairman's Account		£	130.05
CIL Account		£	7,766.15
32 Day Notice Account		£	204,303.96
Skipton Account		£	52,104.62
		<b>£</b>	<b>300,330.89</b>
Plus uncleared payments into bank		£	-
Less unrepresented payments out		£	-
		<b>£</b>	<b>300,330.89</b>
<b>Year to Date 01.04.2023 to 31.1.2024</b>			
Balance as at 01.04.2023		£	256,704.23
Receipts		£	440,123.79
Payments		£	396,497.13
Balance as at 29.2.24		£	300,330.89
Plus uncleared payments into bank		£	-
Less unrepresented payments out		£	-
		<b>£</b>	<b>300,330.89</b>

Date: 15/03/2024  
Time: 15:33:36

**Balderton Parish Council**

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**Nominal Activity - Excluding No Transactions**

Date From:		01/02/2024		N/C From:							
Date To:		29/02/2024		N/C To:		99999999					
Transaction From:		1									
Transaction To:		99999999									
N/C:		5000		Name:		Electricity		Account Balance:		13311.60	
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V B
8464	PI	05/02/2024	BRI002	1758	Electricity	0	T1	1255.84	1255.84	-	-
								Totals:	1255.84		
								History Balance:	1255.84		
N/C:		5001		Name:		Gas		Account Balance:		1226.56	
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V B
8462	PI	01/02/2024	EON001	1757		0	T1	153.99	153.99	-	-
								Totals:	153.99		
								History Balance:	153.99		
N/C:		5002		Name:		Water		Account Balance:		1751.35	
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V B
8380	PI	10/02/2024	EVE001	1749	Balderton Village Centre Water	0	T0	169.64	169.64	-	-
								Totals:	169.64		
								History Balance:	169.64		
N/C:		5004		Name:		Entertainment license & PPL/PRS licenses		Account Balance:		443.64	
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V B
8381	PI	08/02/2024	PPL001	1750	PRSPPL Licence	0	T1	263.64	263.64	-	-
								Totals:	263.64		
								History Balance:	263.64		
N/C:		5005		Name:		Building maintenance		Account Balance:		15484.42	
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V B
8362	PI	07/02/2024	TAG001	1731	Plumbing work - legionella and v	0	T1	1000.00	1000.00	-	-
8376	PI	12/02/2024	STE001	1745	Legionella -showerheads	0	T1	93.50	93.50	-	-
								Totals:	1093.50		
								History Balance:	1093.50		
N/C:		5008		Name:		Miscellaneous building costs		Account Balance:		1785.08	
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V B
8365	PI	09/02/2024	ESP001	1734	Trolleys for tables	0	T1	1120.00	1120.00	-	-
8373	PI	13/02/2024	GMS001	1742	Air freshner/bin liners	0	T1	24.94	24.94	-	-
8377	PI	13/02/2024	EUR001	1746	Empty Sewerage Tank	0	T2	230.00	230.00	-	-
8488	PI	27/02/2024	NEW001	1762	Change of entertainment licence	0	T0	10.50	10.50	-	-
								Totals:	1385.44		
								History Balance:	1385.44		
N/C:		5103		Name:		Fuel		Account Balance:		2096.09	
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V B
8367	PI	15/02/2024	JIM001	1736	Fuel	0	T0	57.27	57.27	-	-
8374	PI	22/02/2024	JIM001	1743	Fuel	0	T0	70.24	70.24	-	-
								Totals:	127.51		
								History Balance:	127.51		
N/C:		5116		Name:		Miscellaneous - parks		Account Balance:		1279.53	
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V B
8352	PI	05/02/2024	STE002	1721	Coffee	0	T0	6.75	6.75	-	-
8356	PI	01/02/2024	NEW002	1725	padlock	0	T1	40.00	40.00	-	-
								Totals:	46.75		
								History Balance:	46.75		
N/C:		5202		Name:		Subscriptions		Account Balance:		2694.00	
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V B
8354	PI	14/02/2024	WOR001	1723	Insurance	0	T1	185.00	185.00	-	-
8446	PI	01/02/2024	ICX001		ICO 1754	0	T0	35.00	35.00	-	-
								Totals:	220.00		
								History Balance:	220.00		
N/C:		5204		Name:		Office Supplies		Account Balance:		2589.01	
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V B
8370	PI	01/02/2024	RES001	1739	Confidential Waste Shredding	0	T1	85.00	85.00	-	-
								Totals:	85.00		
								History Balance:	85.00		
N/C:		5205		Name:		Software & IT support		Account Balance:		4660.61	
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V B
8460	PI	02/02/2024	SAG001	1756	AAccounts and payroll	0	T1	126.00	126.00	-	-
								Totals:	126.00		
								History Balance:	126.00		
N/C:		5208		Name:		Training staff		Account Balance:		860.11	
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V B
8357	PI	02/02/2024	NAL001	1726	Finance training course	0	T1	30.00	30.00	-	-
								Totals:	30.00		
								History Balance:	30.00		

N/C: 5210      Name: Election expenses						Account Balance: 11689.37							
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B	
8382	PI	14/02/2024	NEW001	1751	Election fees	0	T1	11689.37	11689.37	-	-	-	
								Totals:	11689.37				
								History Balance:	11689.37				
N/C: 5211      Name: Professional fees						Account Balance: 1615.20							
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B	
8383	PI	23/02/2024	NEW003	1752	Remembrance Day First Aid do	0	T2	35.00	35.00	-	-	-	
								Totals:	35.00				
								History Balance:	35.00				
N/C: 5301      Name: Churchyard & cemetery water						Account Balance: 90.48							
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B	
8379	PI	10/02/2024	EVE001	1748	Cemetery Water	0	T0	9.64	9.64	-	-	-	
								Totals:	9.64				
								History Balance:	9.64				
N/C: 5502      Name: Allotment water						Account Balance: 571.47							
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B	
8378	PI	10/02/2024	EVE001	1747	Allotment Water	0	T0	14.91	14.91	-	-	-	
								Totals:	14.91				
								History Balance:	14.91				
N/C: 5503      Name: Allotment waste removal						Account Balance: 1083.32							
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B	
8368	PI	21/02/2024	NEW001	1737	Green Waste removal	0	T1	300.00	300.00	-	-	-	
								Totals:	300.00				
								History Balance:	300.00				
N/C: 6200      Name: Safer Streets Project						Account Balance: -2566.68							
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B	
8371	PI	02/02/2024	GLA001	1740	4 benches	0	T1	3262.24	3262.24	-	-	-	
8375	PI	02/02/2024	HEL001	1744	Litterpicking equipment	0	T1	868.40	868.40	-	-	-	
8394	SI	01/02/2024	NEW001	3774	Safer Streets funding	0	T0	20452.26		20452.26	-	-	
								Totals:	4130.64		20452.26		
								History Balance:			16321.62		

Safer Street Procurement

Signage for Balderton Lake*	£ 1,759.57 plus VAT
Neighbourhood Watch Items	£81.70 plus VAT
<ul style="list-style-type: none"> <li>• Pack of 50 window stickers</li> <li>• 1 x Neighbourhood Watch 'today' road sign (220 x 300mm) x 10</li> <li>• A "BETTER PLACE TO LIVE" Coordinator Pack x 10</li> </ul>	

\* Awaiting quotes on additional signage for Balderton Village Centre

Note: We have received £51438.99 of funding so far and £1017.87 is due to be paid to us w/c 25/3/24



Your ref:-

Item 45c

Our ref:-DD/DD/B024

21 March 2024

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

For the attention of the Clerk and Councillors

Dear Sirs

Following my visit on 11 March to conduct an interim internal audit check I confirm that my examination of the following documents did not reveal any matters of concern:-

1. The Minutes of Full Council and relevant Committees
2. The Statutory Documents the majority of which had been reviewed in the year
3. A random check of the financial records relating to bank transactions, payment authorisation and expenditure authorisation

During the discussions with the current Clerk I was made aware of the item raised relating to the previous years audit and that the Council is constantly striving to keep in line with the ever changing rules and regulations.

YOURS SINCERELY

D A Dixon  
Internal Auditor  
(SENT BY EMAIL)

**Insurance Review**

**1. Insurance Policy: AJG Community Schemes**

Full Council are asked to consider three insurance quotes from our supplier [Gallagher](#). **The council committed to stay with this company for three years in 2022** so I suggest that we review this at the end of this year for renewal next year.

We have added on the benches/bins etc that we bought for Safer Streets 5. They have quoted for with and without play equipment. They have said 'It's not unusual for a council to not insure its play equipment especially if they have gone many years with nothing untoward happening. They tend to maintain it regularly and with insurance being a larger cost for them they only make bigger claims especially with the £250 excess. Public liability always remains in place irrespective of whether you insure the equipment itself'. **So, the council has the choice on whether to insure the play equipment or not. £6,585.12 or £7,311.11.**

**2. Insurance Policy: Engineering and Construction** which covers one of the tractors attachments, 4 boilers and an air compressor in the workshop – this is an additional £702.93

**3. Insurance Policy: Agricultural Vehicles** - £1,102.70

**Total with play equipment £9116.74**  
**Total without play equipment - £8390.75**

Budget for insurance for 2024/25: £7000

**4. Buildings valuations**

**Our buildings are insured as follows:**  
 (I have asked them to take the Millenium Clock out)

**PROPERTY – BUILDINGS**

**Section wording** 11600 WD-HSP-UK-PAC-PYB(5)  
**Insurer** Hiscox Insurance Company Limited

<b>Premises address</b>	<b>Sum insured</b>
Balderton Village Centre, Coronation Street, Newark, NG24 3BD	£1,348,482
Dance Studio, Coronation Street, Newark, NG24 3BD	£233,099
Machinery Store, Coronation Street, Newark, NG24 3BD	£97,432
Millennium Clock, London Road, Newark, NG24 3AQ	£13,184
Scoreboard Building, Coronation Street, Newark, NG24 3BD	£18,004
Temporary Storage Unit, Village Centre, Newark, NG24 3BD	£3,913
Toilet Block, Balderton Village Centre, Newark, NG24 3BD	£9,381

The insurer has quoted £965 (plus VAT) to have the following buildings valued:

- Balderton Village Centre
- Machinery Store
- Dance Studio Building
- Cricket Scorebox

- 5. The council is asked to consider whether to**
- a. proceed with the quotes as detailed in point 3 and whether to include play equipment or not.
  - b. have the buildings valued before we seek new quotes for the following financial year.



**From:** REDACTED> **On Behalf Of** Climate Change

**Sent:** Friday, February 23, 2024 3:03 PM

**Subject:** Parish Council- Climate Change survey

Good afternoon

I am contacting you from the Nottinghamshire County Council Climate Change Team.

We are contacting parish councils to understand their role in helping us achieve a Net Zero County by 2050.

We appreciate that parish councils have a significant role in raising awareness and taking action to reduce the community's carbon footprint.

We would appreciate feedback on what parish councils are currently doing and what support you would like in the next year to help communities become more sustainable and transition to Net Zero. Please complete the linked survey by **April 2<sup>nd</sup>**.

For updates on upcoming funding and events in Nottinghamshire and Derbyshire, please subscribe to the [Everybody's Talking About Climate Change](#) community climate action network newsletter. They also have a list of local community climate action groups to be added to.

We also provide a [Climate Change community directory](#) on our website. This displays a list of information, support, and funding resources available to communities wanting to become more sustainable.

Don't hesitate to get in touch with the Climate Change Team with any queries at: REDACTED  
Kind regards

REDACTED

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REDACTED