

Welbourn Parish Council

Welbourn Parish Council Meeting Agenda

**The next meeting of the Parish Council will be held on
Wednesday 11 October 2023 at 7.30 pm in the
Meeting Room of Welbourn Village Hall.**

There will be a 15-minute public session at the commencement of the meeting when members of the public may ask questions or make short statements to the Council. Members of the public will be welcome to stay for the remainder of the meeting except for any closed sessions, but they may not speak on any matter after the public session is closed unless invited to do so.

Mr J Fieldhouse

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<https://welbourn.parish.lincolnshire.gov.uk>

AGENDA

1. Chairman's welcome
2. Acceptance of reasons for absence
3. Declaration of interest in any matter on the agenda
4. Notes of meetings held on 13 September 2023 to be approved as minutes.
5. Clerk's Report on matters outstanding (5 mins)
6. Public Forum (15 mins)
7. County and District Councillors update (10 mins)
8. Current and future maintenance responsibilities (10 mins)
- 9. Planning Matters to consider and discuss:**
 - 9.1 Application of Proposed Works to Trees Subject to Tree Preservation Order.
Application reference: 23/1168/TPO
Description of works: Lime tree – fell; 2nd Lime tree - Remove 2 dead branches
Location: 9 Moat Lane, Welbourn, Lincoln, Lincolnshire, LN5 0NB
 - 9.2 Planning Application: 23/0209/HOUS - Receipt of amended details
Proposal: Erection of single storey extensions to existing bungalow to form extension to living accommodation and garage (Amended Description)
Location: The Lodge Main Road Welbourn
- 10. Notifications of Planning Decisions:** None
11. **Finance Report** (From Responsible Finance Officer): - To review bank balances, invoices paid since last meeting since, and items to be paid before next meeting:-
 - 11.1 Accounts value (4 October 2023):**

HSBC Client A/c 611: £3,947.62 (Forge et al)	HSBC Bmm A/c 638: £8,274.61 (Reserves)
HSBC A/c 772: £22,270.39 (For Precept)	HSBC Business C/A 677: £2,265.31 Bank Total: £36,757.93

11.2 Bank reconciled: £0 discrepancy.

11.3 Payments made since 13 September 2023

<ul style="list-style-type: none"> • Bank charges – (£2.00) • Total Gas & Power – (£14.31) • NKDC – (£86.43) • BT Group – (£42.48) • Bank charges – (£8.00) • HMRC PAYE/NIC – (£116.06) 	<ul style="list-style-type: none"> • LALC – (£102) • P.A.Ingamells – (£500) • RFO Pay – (£290.20) • Clerk Pay – (£232.20) • Community Heartbeat - (£106.74)
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11.4 Payments received since last meeting:

<ul style="list-style-type: none"> • HMRC VAT 126 – (£5819.44)

11.5 Expected payments within the next month:

<ul style="list-style-type: none"> • RFO Pay – (£290.20) • Clerk Pay – (£232.20) 	<ul style="list-style-type: none"> • PKF LittleJohn – (£252) • N. Power – (£479.96)
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11.6 Budget Comparison - Quarter 2

Total budget: £27,440

Anticipated budget spend: £13,720 (06/12)

Actual budget spend: £20,696.72 (51% Over Budget)

Spend against budget by area:

	Budget	Actual	Percentage Difference	Reason
Utilities:	£2,800	£1,509.40	46% Under	Invoice timing, lower increase than originally anticipated
Grass cutting:	£2,250	£3,930	43% Over	Time of year – more cuts in the summer
General maintenance:	£2,050	£842.98	59% Under	Larger scale maintenance planned for other quarters
Insurance:	£400	£937.08	134% Over	Annual expense
Financial:	£225	£97	57% Under	Anticipated main expense October
LALC:	£295	£414	40% Over	Annual expenses incurred, website hours
Clerk & RFO:	£4,000	£3,482.6	13% Under	
Village hall:	£500	£0	100% Under	
Community projects:	£1200	£9,483.66	690% Over	FCC initial contribution.

11.7 AGAR completion statement:

Please find attached the AGAR External auditor's report and certification provided by PKF LittleJohn LLP.

11.8 Investments

Melton Building Society Account (Reserves): Balance £972.81

12. Emergency Plan Planning (10 mins)

To receive an update from Cllr Smith

13. FCC Communities Foundation Application (10 mins)

To receive an update from Cllr Bigli.

14. Welbourn Neighbourhood Plan Review (10 mins)

To receive an update from Cllr Stark

15. Building site opposite village shop

Discuss concerns and agree next steps.

16. Litter picking Grant

Consider application to NKDC – please see attached letter from Jenny Bailey, NKDC

17. Portfolio Holders Update

18. Agenda items for next meeting:

Next meeting:

Wednesday 8 November 2023

Copies to: All Parish Councillors, County & District Councillors,
Parish Council Web Site.

Future Parish Council Meetings in 2023:

8 November.

All meetings to commence at **7.30 pm**

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Welbourn Parish Council- LI0402

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 2023; 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 2022/23

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.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR. Information received from the smaller authority indicates that assets purchased during the year have not been included in Section 2, Box 9.

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

None

3 External auditor certificate 2022/23

We 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 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

29/09/2023