

**NOTICE OF PARISH COUNCIL MEETING**

The meeting of BROUGHTON ASTLEY PARISH COUNCIL will be held in the Alan Talbott Room, Village Hall, Station Road Broughton Astley at **7.30pm on Thursday 18 July 2024** for the transaction of the following business. Your attendance is requested.

**DATED: 12 July 2024****DEBBIE BARBER**  
Parish Manager

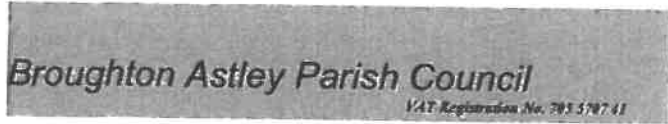
**Please be aware that Parish Council meetings may be recorded, subject to the Openness of Local Government Bodies Regulations 2014. We kindly ask that anybody intending to record the meeting please inform the Chair or Clerk beforehand in order that any necessary arrangements can be made.**

**AGENDA**

1. Attendance and apologies.
2. Request for dispensations and Declaration of Members' Interests on any matters to be placed before the Council.
3. Co-option of councillors for Broughton South and Sutton Ward.
4. To receive a presentation from Leicestershire Police on Local Community Policing in our area.
5. To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 20 June 2024.
6. To consider progress in completing Parish Council resolutions.
7. Communications received by the Chair.
8. Public Forum.
9. County and District Councillors Reports
10. To receive the minutes from the Planning meetings held on 1 July and the 9 July 2024.
11. Reports from outside bodies representatives.
12. To receive the Parish Managers Report

13. To approve the accounts as follow:
  - a) Balance as of 30 June 2024
  - b) Bank Reconciliation as of 30 June 2024
  - c) Income and Expenditure as of 30 June 2024
  - d) Current Debtor / Creditor Listing
14. To receive and consider a report on Acoustic Treatment for the Astley Room.
15. To receive a report and approve recommendations for repairs to the Skate Park Ramps.
16. To receive a report and approve the purchase of a replacement mower.
17. To consider a report on a Community Speed Watch Scheme
18. To pass a resolution in accordance with the Public Bodies (Admission to the meetings) Act 1960 to exclude the public and press for the discussion on agenda item 19 as it contains commercially sensitive information.
19. To receive the minutes from the Neighbourhood Plan Delivery and Monitoring Groups meetings held on Monday 8 and Thursday 11 July 2024.

**NB:** The meeting will adjourn at Item 8 on the agenda and will re-convene within half an hour or earlier, to allow members of the public to raise matters of concern following the Chair's Report. Whilst the public have no statutory rights to speak at a Parish Council Meeting, they may normally do so under this item with consent from the Chair.



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**MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON THURSDAY 20 JUNE 2024  
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY**

- PRESENT:** Councillors G Brown, R Davis, R Gahan, D Glenis, C Grafton-Reed, S Oliver, R Patrick, P Shipman, Mrs M Stell (Chair), and Mrs L Teague.
- CLERK:** Parish Manager
- ALSO PRESENT:** The Responsible Finance Officer and 3 members of the public

**NOTED:** Due to equipment failure, there is no audio recording of this meeting available.

**1. APOLOGIES**

3774/06/2024 **RESOLVED:** That apologies were received and accepted from Councillors Golding, Graves and Miss A Butteriss. No apologies were received from Councillor D Beasley.

**2. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS**

3775/06/2024 **RESOLVED:** Councillors Brown, Glenis and Grafton-Reed declared an interest in items 17 and 18 on the agenda as members of Broughton Alive.

**3. CO-OPTION OF COUNCILLORS FOR BROUGHTON SOUTH AND SUTTON WARDS**

3776/06/2024 **RESOLVED:** That the co-option process is deferred until July 2024 to allow for an extended period of advertising due to only receiving one application for two vacancies.

**4. TO CONFIRM AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 16 MAY 2024**

3777/06/2024 **RESOLVED:** That the Parish Council minutes of Thursday 16 May 2024 were proposed and seconded by Cllrs Grafton-Reed and Davis as a true record and were duly signed.

## 5. PARISH COUNCIL OUTSTANDING RESOLUTIONS

Outstanding resolutions report has been updated to reflect any comments or developments identified during the meeting.

3778/06/2024 **RESOLVED: To accept the Parish Council's outstanding resolutions.**

## 6. COMMUNICATIONS FROM THE CHAIR

A copy of the communications from the Chair can be found in Appendix A published at the end of these minutes.

3779/06/2024 **RESOLVED: That a copy of the communications from the Chair can be found in Appendix A.**

## 7. PUBLIC FORUM

No members of the public wished to address the Council.

## 8. COUNTY AND DISTRICT COUNCILLORS REPORT

3780/06/2024 **RESOLVED: The reports from County and District Councillors were received, copies of which can be found in Appendix A.**

## 9. TO RECEIVE THE MINUTES OF THE PLANNING MEETING HELD ON 29 MAY AND 3 JUNE 2024

3781/06/2024 **RESOLVED: That the minutes from the planning meetings held on 29 May and 3 June 2024 are received.**

## 10. REPORTS FROM OUTSIDE BODIES

**No reports from outside bodies were received.**

## 11. PARISH MANAGERS REPORT

3782/06/2024 **RESOLVED: That a copy of the Parish Managers report can be found at Appendix A.**

## 12. APPROVAL OF ACCOUNTS

3783/06/2024 **RESOLVED: That the Parish Council, by a unanimous show of hands, receives and approves the following prepared by the Responsible Finance Officer:**

- a) **Balance of accounts as of 31 May 2024**
- b) **Bank Reconciliations of 31 May 2024**
- c) **Income and Expenditure as of 31 May 2024**
- d) **Current Debtor and Creditor listing**

### 13. ACCOUNTS – FINANCIAL YEAR END 2022/23 UPDATE

The Responsible Finance Officer provided Members with the following documentation supported by a detailed report relating to an objection raised by Cllr Mark Graves with the External Auditor on the Parish Council's Year End Accounts 2022/23.

- Formal Response from Moore UK to the objection.
- Email from the Responsible Finance Officer relating to a formal response to their recommendations
- Copy of the original objection sent to Moore UK on 31 July 2023.

A copy of the Responsible Finance Officers report and the other documents listed above are attached at the end of these minutes.

Members were informed that when an objection is raised during the Public Right of Inspection period, the guidance to the objector under the Local Audit and Accountability Act 2014, the requirements are that:

- (a) The objection is made in writing**
- (b) A copy of the objection is sent to the relevant authority whose accounts are audited.**

It was made clear in the report that the Parish Council did not receive a copy of the objection which was submitted to the External Auditor on 31 July 2023 until 10 June 2024 and was only received after a third written request. Until this time, the Parish Council were unaware that an objection had been raised, who had made it and what the contents of the objection were. The Parish Council were only aware that there was a delay in receiving the sign off audit certificate for that year's accounts but not as to the reason why.

The report contained three recommendations which have already been addressed.

1. The first pertained to how the monthly salary figures presented to the council – this was addressed despite not being on the original objection sent in by Cllr Graves on 31 July and has had to be assumed that this was an additional objection submitted after this time.
2. The second pertained to providing corrective action to the reason why two external audit fees were recorded for 2022/23 in the nominal ledger. This was explained in detail by the Responsible Finance Officer explaining that corrective action is not required as one listed amount was the actual payment from the previous years audit and the other the accrual for the current years audit which are correctly recorded.
3. The third pertained to a recommendation of introducing a review process should one not already exist for appointing an internal auditor. This was confirmed by the Responsible Finance Officer that the processes are already in existence.

Concerns were raised by Members that there were additional cost implications to the public purse (totalling more than £3k) as Moore UK carried out an investigation on the objection believing the objector had sent the council a

copy.

Had the Parish Council received a copy of the objections 10 months ago, as is a requirement of the Audit and Accountability Act 2014, the council would have had the opportunity to send responses to the Auditor and therefore the possibility of negating some of the additional charges.

The Parish Council were never afforded this opportunity.

Members also acknowledged the number of staff hours that have been used to provide over 28 emails and 25 individual documents and reports required by the Auditor since March 2024.

It was also noted that had the Parish Council been made aware of and had been provided with a copy of the objections in July 2023, the independent review that was commissioned by them in March 2024 on the council's accounting processes and procedures may not have taken place at a cost of £5,504.

The review was undertaken following continued concerns raised by some council members regarding the compliance and credibility of the account's records. The findings of the review and subsequent report submitted to the full council confirmed the accounts package, detail and recording of transactions were and remain fully compliant.

The Members noted that the total expenditure incurred to date on these matters discussed is approaching £10,000.

To summarise the council noted:

- a) The accounts and audit procedures expected and required, have been met with unsupported concerns/objections raised.
- b) The cost has been excessive, not only in staff time to the Parish Council, but also with the costs incurred and paid for from public funds, with even further costs in the loss of a highly professional, long serving member of staff.
- c) The ability to recognise appointed Broughton Astley Parish Council Officers must now be acknowledged and their roles respected by all elected Members.

Finally specific responses are required to two detailed statements made within the original objection email must be addressed as these read as though raised with the full support of each Parish Councillor.

Each of the statements were voted on and the votes recorded.

**Statement 1** – 'no further set of accounts was ever produced meaning all 16 Parish Councillors are "in the dark" with the accounts

Is this a true reflection in the opinion of the Parish Councillors present – Yes, or No?

Yes this is a true reflection	0 votes
No this is not a true reflection	9 votes
Abstention	Cllr Oliver

**Statement 2 – The Financial Regulations of BAPC require the council to follow the rules and guidance in the Practitioners Guide. However, BAPC does NOT follow the correct rules and guidance in the Practitioners Guide.**

Is this a true reflection in the opinion of the Parish Councillors present – Yes, or No?

Yes this is a true reflection	0 votes
No this is not a true reflection	9 votes
Abstention	Cllr Oliver

**Conclusive decision of the Parish Council**

Having received reports from Moore UK and Parkinson Partnership are Members confident in the financial processes and procedures undertaken by the Parish Office relating to the financial administration of the Parish Council income and expenditure?

Yes or No?

Yes	9 votes
No	0 votes
Abstention	Cllr Oliver

The External Auditor has requested to see evidence that this matter has been discussed and recorded in the minutes at this meeting and wishes to see evidence that these minutes have then been approved at the next full Parish Council meeting.

3784/06/2024 **RESOLVED: That the report provided by the Responsible Finance Officer has been received and the contents therein noted that:**

- 1. The Parish Council does not feel that they are in the dark with the accounts.**
- 2. The Parish Council does follow the correct rules and guidance in the Practitioners Guide**
- 3. The Parish Council are confident that the financial administration undertaken by the Parish Office relating to the financial processes and procedures.**
- 4. That the Parish Council provides the External Auditor with a copy of the minutes from this meeting and a copy of the minutes at where these minutes have been approved at the next full Parish Council meeting.**

**14. TO RECEIVE THE MINUTES FROM THE ADMINISTRATION AND FINANCE MEETING HELD ON 13 JUNE 2024**

3785/06/2024 **RESOLVED: That the minutes of the meeting held on 13 June and with the agreement to only receive copies of the minutes at future Parish Council meetings proposed and seconded by Councillors Grafton-Reed and Glenis which was agreed unanimously by a show of hands.**

15. TO RECEIVE THE MINUTES FROM THE STAFFING MEETING HELD ON 13 JUNE 2024

3786/06/2024 **RESOLVED: That the minutes of the Staffing Committee meeting held on 13 June 2024 are received.**

16. COMMUNITY GRANT APPLICATION – BROUGHTON ASTLEY VOLUNTEER GROUP

3787/06/2024 **RESOLVED: That the Parish Council supports the Annual Community Carol Concert arranged by Broughton Astley Volunteer Group by providing the room for the event and awarding a grant of £100 towards refreshments for the evening.**

Three Parish Councillors who had declared a non-pecuniary interest in the following two agenda items left the room whilst the items were deliberated as they are Members of Broughton Alive.

17. COMMUNITY GRANT APPLICATION – BROUGHTON ALIVE

3788/06/2024 **RESOLVED: That the Parish Council supports the original application to award a grant of £400.00 for medical cover for the Carnival.**

18. PUBLIC EVENT APPLICATION – BROUGHTON ALIVE

3789/06/2024 **RESOLVED: That the Parish Council gives permission for Broughton Alive to hold a 'Party in the Park' at Frolesworth Road Recreation Ground event on Sunday 25 August 2024, with use of the electricity supply and public toilet facilities.**

3790/06/2024 **Meeting closed at 21:21hrs.**

3791/06/2024 Minutes approved and accepted as correct

.....Chair

Dated.....

**THIS DOCUMENT IS ALSO AVAILABLE IN LARGE PRINT**



## **REPORT SUMMARY – For Full Council**

**The content of which is accurate subject to no further challenges being raised**

**Subject** Objection relating to 2022 – 2023  
Annual Governance and Accountability Return (AGAR) Completion  
**Date** 20 June 2024  
**From** Responsible Financial Officer (RFO)

To assist with understanding of the content and for transparency, the following documents are included in chronological order:

- (a) Email from Moore UK the appointed external auditor, with the formal response to the objection against 2022/23 AGAR, sent to the objector, identified by the external auditor, as Mark Graves with a clear timescale stated for a further appeal.
- (b) Email from RFO to Moore relating to the recommendations within their formal response.
- (c) The original objection sent by the objector (Mark Graves) to Moore UK 31 July 2023.

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The first reflection and identification to be noted:

Section 27, item 2.

**Under Local Audit and Accountability Act 2014, the requirements are that –**

- (a) The objection is made in writing**
- (b) A copy of the objection is sent to the relevant authority whose accounts are audited**

With reference to Section 27, item 2 (b) NO such letter had been received (original/copy or otherwise) by the Parish Council (the relevant authority) from the objector (Mark Graves). As the objection was raised under the Local Audit and Accountability Act 2014 and no copy of the objection was received, this was a failure to adhere to the processes at the initial stages of the objection.

RFO - Statement of fact.

A duplicate copy of the objection was not received until Monday 10<sup>th</sup> June 2024 after a third written request to Moore UK from the Parish Office.

The time involved in this process has been extensive and lengthy with serious cost implications incurred to the public purse.

The most significant costings have been incurred through:

- (1) Provisional costs from Moore's, fee for the objection response report will be £2,000 + VAT as of 24.05.2024 and advised with the following: 'I have discounted this fee by over 20% based on the disjointed nature of the review' Carolyn Rossiter, Engagement Lead.

(2) The content of the objection(s) has been addressed by Moore UK over an extensive period and retrieval of documents, minutes and report detail undertaken by the current RFO as follows.

28 emails, 2 of which included extensive, detailed responses.

25 individual documents/reports provided

Within the period of 5<sup>th</sup> April up to and including 10<sup>th</sup> June 2024

(3) Evidence of time has been identified and allocated by the RFO in post up to Feb 2024 although the actual time, content and period cannot be accurately confirmed.

In addition to the above, further costs have been incurred via the appointment of Parkinson's Partnership to undertake a full review of the Parish Council's accounting processes and procedures.

These could have possibly been avoided, had the Parish Council been provided with the required copy of the objection to the 2022-2023 audit in July 2023, until the external auditor investigation had been concluded and recommendations/findings known, as any other reviews would not have been requested.

(4) The independent review of accounting practices undertaken within the Parish Office and the accounts package, Rialtas, which was undertaken by Parkinson Partnership at a cost of: £5,504.40

The expenditure for these listed above is approaching £10,000.

## **FINDINGS**

**Moore UK** External Auditor Findings relating to the objectors' original comments:

Objections raised – 10 numbered items within the objection email:  
Moore's noted and recognised 4 as credible and are shown within page 1 of their report under 'The Objection' and 6 a – d

*Point (a) The accounts regularly presented to the council are being prepared on a receipts and payments basis where regulation requires the accounts to be prepared on an income and expenditure basis.*

Findings as shown, page 2, number 18

**Moore UK** - It is our opinion that no further action is required in this respect.

**Parish Council** - This matter was also covered by the Parkinson Partnership report that the regulations only state that the year-end accounts are to be prepared on an income and expenditure basis.

*Point (b) The monthly accounting detail provided to council are not sufficient to enable proper monitoring of actual spending against that budgeted.*

Findings as shown page 3 and to the top of page 4

**Moore UK** - Considerations given to Council, but no actual breaches found.

*Point (c) An item of account has been recorded twice in the records, on at least one occasion.*

Findings as shown page 4, number 40

**Moore UK - We do not intend to consider making an application to a court to have the item declared unlawful due to the disproportionate costs this would incur.**

**Parish Council - An explanation was provided to the External Auditor by the RFO on why this item of account appeared to have been recorded twice in the records. One figure was an accrual for the 2022/23 audit, the other is a payment for the previous year's audit (2021/22).**

*Point (d) The appointed Internal Auditor does not meet the requirements as set out in the JPAG Practitioners Guide.*

Findings as shown page 4, number 45

**Moore UK - This would appear to meet the best practice requirements for appointees.**

Conclusions and recommendations from Moore UK can be found on page 5 of 6, numbers 50, 51, 53 shows only 3 recommendations.

**50 – We recommend the council and the RFO review precisely how the monthly figures are presented to improve this process.**

**51 – We recommend that the reason for two external audit fees being recorded in the 2022/23 nominal ledger is reviewed and any appropriate corrective action is taken.**

**53 – We recommend the council consider introducing a review process of the parameters for the work undertaken by the Internal Auditor if no process currently exists.**

The RFO has provided a full and detailed response, via written email, attached for full transparency, to the specific recommendations and further clarity on payroll, auditor fees and internal auditor references made, although not required voluntarily or formally to further endorse Broughton Astley Parish Council are complying with the recognised best practice, protocol, procedures required.

Conclusions and recommendations from Parkinson Partnership showed no anomalies, issues or concerns with current practices only recommendations made as follows:

55) The council should make better use of the Rialtas system to reduce the workload in preparing and monitoring budgets, reducing the reprocessing of information and the reliance on spreadsheets.

**Administration and Finance Committee meeting 23<sup>rd</sup> May 2024, 274.24 Resolved: Agreed to refer to Rialtas generated reports only going forward.**

56) The council should pay more attention to inflation when preparing its budget - **Noted**

57) The council should stop producing the outdated "management accounts", which add no real value and distract staff from more important issues – **See below**

58) The Administration & Finance Committee should consider whether members want to receive, or meet to review, finance reports more frequently.

**Administration and Finance Committee meeting 23<sup>rd</sup> May 2024, 276.24 Resolved:**

**That the Council Detailed Report – Monthly Report, be presented to full council each month at the Parish Council meeting.**

59) The council should ensure that councillors, particularly those on the Finance & Administration or Staffing Committees, attend finance training so that they have a better understanding of their role – **to be progressed and undertaken**

### **Closing Summary**

Accounts and audit procedures expected and required have been met with unsupported concerns/objections raised.

The cost has been excessive, not only in staff time to the Parish Council, but also with the costs incurred and paid for from public funds, with even further costs in the loss of a highly professional, long serving member of staff.

The ability to recognise appointed Broughton Astley Parish Council Officers must now be acknowledged and their roles respected by all elected members.

Finally, specific responses are required to two detailed statements made within the original objection email by the objector (Mark Graves) which must be addressed as these read as though raised with the full support of each Parish Councillor:

#### **Statement 1**

'no further set of accounts was ever produced meaning all 16 Parish Councillors are 'in the dark' with the accounts

**Is this a true reflection in opinion of the Parish Councillors present, Yes, or No?**

#### **Statement 10**

The Financial Regulations of BAPC require the council to follow the rules and guidance in the Practitioners Guide. However, BAPC does NOT follow the correct rules and guidance in the Practitioners Guide.

**Is this a true reflection in opinion of the Parish Councillors present, Yes, or No?**

#### **Conclusive decision of Council:**

Having received reports from Moore UK and Parkinson Partnership are Members confident in the financial processes and procedures undertaken by the Parish Office relating to the financial administration of the Parish Council income and expenditure?

**Yes, or No?**

## **Broughton Astley Parish Council 2022/23**

# **Consideration of an Objection made under Section 27 of the Local Audit and Accountability Act 2014 (the Act)**

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1. As Auditor of Broughton Astley Parish Council received a formal objection dated 31 July 2023 from Mr. Graves, a councillor of the Parish, in respect of the 2022/23 Annual Governance and Accountability Return completed (AGAR).
2. Having assessed it to be a valid objection, it is our role as local auditor to decide;
  - a. whether to consider the objection, and
  - b. if we do so, whether to take action within paragraph (a) or (b) of subsection (1) of Section 27 of the Act in response.
3. These potential actions are:
  - a. Make a Public Interest Report
  - b. Apply to a court for a declaration that an item of account is unlawful.
4. If, as local auditor, we decide not to take action within paragraph (a) or (b) of subsection (1) of Section, we may recommend that the relevant authority should instead take action in response to the objection.
5. We may also decide that there is no action required to be taken.

### **The Objection**

6. The objection points were as follows:
  - a. The accounts regularly presented to the council are being prepared on a receipts and payments basis where regulation requires the accounts to be prepared on an income and expenditure basis.
  - b. The monthly accounting details provided to council are not sufficient to enable proper monitoring of actual spending against that budgeted.
  - c. An item of account has been recorded twice in the records, on at least one occasion.
  - d. The appointed Internal Auditor does not meet the requirements as set out in the JPAG Practitioners Guide.

### **Consideration of the Objection Points**

#### **Point (a)**

7. The responses supplied in relation to the objection have been provided by the current RFO who commenced in post after the 2022/23 accounting period.
8. Information was provided on her knowledge of the system she has inherited and the documents she provides to council.
9. We have also been provided with some reports as prepared by the previous post holder, as would have been provided to the councillors during 2022/23.
10. The accounts figures provided to the council to review appear to be exported into excel from Rialtas, a well-known accounting software package used by local authorities.
11. The monthly figures provided only show income and expenditure information and therefore it is not clear whether the debtors, creditors, accruals and prepayments were regularly updated.
12. A commentary at the foot of the year-end excel summary, as provided to the councillors, sets out the anticipated adjustments still to be processed at that date, together with an estimate of their effects on the year end surplus.
13. A further summary has been provided which identifies that the year-end debtors; creditors; accruals and prepayments are shown in the AGAR figures.
14. A summary of prepayments and accruals prepared annually as part of the year end process and entered in month 12 has been provided.
15. We have also been provided with 2022/23 Rialtas summaries which identify that the 31/03/2023 position agrees to the 2022/23 AGAR as submitted to us.
16. The regulations appear to only have regard to the method used for the preparation of the year-end accounts.
17. Therefore, we are satisfied that the monthly accounts are not required to be prepared on a full income and expenditure basis.
18. It is our opinion that no further action is required in this respect.

**Point (b)**

19. Reviewing the monthly accounts as provided to the council, these appear to be exported from the Rialtas software.
20. The RFO has provided information in relation to the current year which identify movements in the debtor and creditor figures which support that their preparation is not on a receipts and payments basis.
21. As noted in paragraph 11, it is not clear whether the debtors, creditors, accruals and prepayments were regularly updated.
22. The current system is that prepayments and accruals entered in month 12 are reversed in month 1 of the following year.
23. A breakdown of the accruals figure was provided and included the month 12 salaries.
24. On review of the month 1 figures for 2024/25, it appeared that no salary costs were recorded, the headings showed small negative figures.
25. This appears to be a result of the reversal the year end accruals matching with the payment of the month 12 salaries.
26. It would therefore appear that the month 1 salaries were not paid or accounted for during April (month 1).
27. On review of the figures provided at end of month 2 for 2022/23, the cost included for salaries only appears to relate to a single month.
28. This suggests the previous process is the same as the current process and that the year-end journals were fully reversed in month 1.
29. This supports that similar to the current preparation system the monthly accounts were not fully prepared on an income and expenditure basis.
30. The regulations do require that the council monitors actual spending against budget and therefore the monthly accounts should be fit for this purpose.
31. The council should therefore consider whether fully reversing the month 12 accrual in month 1 is appropriate.
32. An alternative would be for the council to consider whether the accruals and prepayments should be calculated and adjusted monthly.

33. Another alternative would be for the council to review the month 12 accruals and prepayments on the balance sheet and not reverse those which appear every year.
34. These annual accruals and prepayments could then be updated at each year-end as appropriate.

**Point (c)**

35. The item in question related to the external auditor's fee.
36. We have not been provided with sufficient information to fully identify the figures recorded within the external audit cost code for 2022/23.
37. We have been informed by the objector that there were two external audit fees recorded.
38. This may relate to an under accrual in the previous year or that the annual fee has been entered/paid twice.
39. We recommend that the council review their payments to identify why two years are recorded within the nominal ledger for 2022/23 and take any appropriate action.
40. We do not intend to consider making an application to a court to have the item declared unlawful due to the disproportionate costs this would incur.

**Point (d)**

41. The Accounts and Audit Regulations 2014 at paragraph 5 require that 'the Authority must undertake an effective internal audit'.
42. Proper Practices as provide by the JPAG Practitioners Guide 2022 also includes non-statutory guidance to assist with how to select an Internal Auditor.
43. Included within the guidance at paragraph 4.7 is the suggestion to consider appointing an internal auditor who is administered by a local association affiliated to NALC, SLCC or ADA.
44. On review of the appointed Internal Auditor, the details show that they are provided by LRALC Internal Audit Service.
45. This would appear to meet the best practice requirements for appointees.



46. It is the responsibility of the authority to discuss and set the parameters for the internal audit to ensure it is an 'effective review'.
47. The council should regularly review its engagement with the Internal Auditor to ensure the parameters continue to be set appropriately.

### **Conclusions and Recommendations**

48. The recommendations below are raised under section 27 of the Local Audit and Accountability Act 2014 (these are not Schedule 7 recommendations).
49. We have not identified that there is a strict requirement for the monthly accounts used for the purpose of monitoring actual spending against budget to be completed on a full income and expenditure basis.
50. However, as currently the monthly figures do not appear to appropriately reflect all monthly costs, particularly salary costs, we recommend the council and the RFO review precisely how the monthly figures are presented to improve this process.
51. We recommend that the reason for two external audit fees being recorded in the 2022/23 nominal ledger is reviewed and any appropriate corrective action is taken.
52. We consider the internal auditor to be appropriately appointed and it to be the responsibility of the council to set and regularly review the parameters for the work undertaken to ensure the review satisfies the Accounts and Audit Regulation 2014 paragraph 5.
53. If no review process currently exists, then we recommend the council consider introducing one.
54. We would like this report to be brought to a Full Council meeting for discussion and would expect this to be documented within meeting minutes.
55. We reserve the right to escalate to a Schedule 7 recommendation or to issue a Public Interest Report should we feel the council has not taken appropriate action in response to our recommendations.

**Right of appeal**

56. You have the right, under section 28(3) of the Local Audit and Accountability Act 2014, to appeal our decision not to apply for a declaration. Should you wish to do so, you must issue your appeal with the High Court within the period of 21 days beginning with the date after you receive this document.
57. Please note, there is no right to appeal against the decision not to issue a public interest report.

**Material information used in forming this decision:**

- Accounts and Audit Regulations 2014
- Practitioners' Guide to Proper Practices March 2022 provided by the Joint Panel on Accountability and Guidance.
- Emails from the RFO containing copy reports, minutes, schedules etc.
- Internal Auditors' report.

Issued on 24/05/2024



**Moore**

**Debbie Barber**

**From:** Elaine Foxon  
**Sent:** 30 May 2024 10:56  
**To:** Oxon Sa; Objections SA  
**Cc:** Debbie Barber; Ella Patrick  
**Subject:** RE: 2022-23 Response to Objection under Section 27 of the LAAA2014

**Importance:** High

Dear Carolyn

I can confirm receipt of your report.

After review of the content, although not requested nor required I wish to respond to the recommendations directly although my first reflection relates to Section 27, item 2.

Under Local Audit and Accountability Act 2014, the requirements are that –

- (a) The objection is made in writing
- (b) (b) a copy of the objection is sent to the relevant authority whose accounts are audited

NO such letter has been received original/copy or otherwise by the objector, now known, as per your report detail as Mr Graves and a copy was requested by myself to your office in previous correspondence, to which at the time of writing, is still awaited, can this be forwarded by return.

Conclusions and recommendations:

Point 49, 50, 51 relate to payroll

This service was provided by Harborough District Council as the payroll administrators under instruction by Full Council and had been in operation for a number of years. Their repeated inability to undertake efficient, accurate processes, such as invoices being received on a regular basis confirming expenditure to all areas, providing basic payroll requirements to the standards expected, one of which was to provide payslips to staff, saw the end of this arrangement with effect from 1<sup>st</sup> April 2024, with this service now being provided by an independent financial organisation who we are working with, to ensure processes and procedures are adhered to and sustained. Obviously, Council were and had been made aware of the ongoing problems and most definitely about the invoicing issues and the impact this reflected to the income and expenditure detail for that specific budget and supported the move via Committee to an alternative source.

51, 52, 53 relate to auditor fees.

As I am sure you are aware, in effect for this budget area, we run a year behind. We budget for one year and the expense is taken the next, due to invoicing and end of year relevance i.e. 2021-2022 allocated within that year although the invoice will not be received until the audit has been completed, within 2022-2023 financial year, approximately September, 2022-2023 audit fees would be recorded within that year and carried forward to 2023-2024 and this still remains 'unspent' with 2023-2024 allocated but also having to be brought forward to 2024-2025 pending invoice etc;

The allocation remains, but expenditure 'unspent'

51, 52 relate to the appointment of Internal Auditor

The appointed Internal Auditor is currently via LRALC which is the local County office for Leicestershire and Rutland, with who we are members.

We therefore expect and receive the required standards for all areas of local governance, one of which we have chosen is for the appointment of internal auditors, screened and trained by LRALC. Full Council are aware under the terms and conditions we are required to give 12 months notice of the termination of this appointment.

#### 54 – report to Council

Your report will be presented to and reviewed by Full Council, in line with a copy of the original objection letter (hence the need to received this asap) and a joint report from the RFO and Parish Manager, of which I will willingly provide a copy and any comments made by Full Council, reflected within the meeting minute detail.

I await the receipt of the objectors letter and assume that the appeal window of time is 21 days from report date of 24<sup>th</sup> May 2024 which would be 14<sup>th</sup> June???? Clarity would be appreciated as the next meeting of Full Council is scheduled for 20<sup>th</sup> June 2024 with all documents for publication to Councillors no later than 17<sup>th</sup> June 2024, one of which would be the content of this report.

Kind Regards

*Elaine Foxon*

Responsible Financial Officer  
Broughton Astley Parish Council

Opening Hours 9.00am-1.00pm Mon/Tues/Thurs and Friday Telephone No. 01455 285655

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Emails - Responses to emails will occur within 10 working days.

The information on this document may be stored on the Parish Council's computerised systems, but will be used only for administrative purposes.

The information will not be disclosed to third parties without your permission.

**From:** Oxon Sa <oxon.sa@mooreuk.global>

**Sent:** Friday, May 24, 2024 4:11 PM

**To:** Elaine Foxon <accounts@Broughton-Astley.gov.uk>

**Cc:** Debbie Barber <ParishManager@Broughton-Astley.gov.uk>

**Subject:** 2022-23 Response to Objection under Section 27 of the LAAA2014

Dear Ms. Foxton

Attached is my formal response to the objection against the 2022/23 AGAR.

Which been sent to the objector today.

Please note that I cannot certify final completion of the 2022/23 AGAR review until the appeal window has lapsed.

Kind regards

Carolyn Rossiter  
Engagement Lead  
Smaller Authorities Team

©

**Carolyn Rossiter**

---

**From:** Mark Graves  
**Sent:** 31 July 2023 16:11  
**To:** Objections SA  
**Subject:** Objection: Broughton Astley Parish Council  
**Attachments:** Local authority accounts\_ A guide to your rights.pdf

**Follow Up Flag:** Follow up  
**Due By:** 01 August 2023 11:00  
**Flag Status:** Flagged

Dear Moore UK

I wish to object to the Year End Accounts for Broughton Astley Parish Council.  
The reasons are as follows:

1. The accurate year end accounts have not yet been put in front of the Parish Council meeting for any approval or review. Only a cash-based set of accounts showing a £74k year end surplus were produced in early April 2023, however during that meeting the Parish Manager explained they were out of date, and the surplus was more like £40k. No further set of accounts was ever produced meaning all 16 Parish Councillors are "in the dark" with the accounts.
2. The Council has been unable over a long period of time to prepare anything apart from simple Receipts and Payments accounts throughout the year. The Parish Manager is adamant that she is following all of the rules, however a careful review reveals several rules (and guidance) being breached in the Practitioners Guide. Receipts and Payments accounts are only suitable for councils with budgets below £200,000 annually.
3. The annual budget in 22-23 was £600,000 but the Parish Council is only able to prepare accounts using the cash rules for councils <£200,000.
4. The Internal Audit has been carried out very poorly and by a person who was not competent. As a result, BAPC has been signed off as "compliant" when the council is breaching many different rules and guidance over preparing accounts and providing important reporting to Parish Councillors. In particular the Internal auditor said the council had provided correct accounts "throughout the year" on the correct basis - this is not correct and there is no evidence for the Internal Auditor to have made this false statement. The Internal Auditor also made a false statement by claiming that the Parish Council "progress against the budget was regularly monitored". However, upon closer inspection of the so-called monitoring reports it is clear that over a 15-month period a deficit of £270,000 (approx. Sep21-Feb22) was changed to become a surplus of £280,000 (mid-late 2022). The figures are not correctly prepared, not accurate or complete, and prepared in such an inaccurate way as to be practically meaningless to anyone using the accounts throughout the year.
5. Because I do not receive any accurate financial accounts as an elected Parish Councillor, I discovered that I could inspect the accounts in the period of Public Access. So this is what I did. I discovered that there is a proper accounts package complete with Trial Balance, I&E reports, balance sheet reports etc. HOWEVER the staff are NOT producing any accurate accounts to update Parish Councillors on the state of the finances of the Parish Council.
6. It is completely unacceptable for a Parish Council to decide NOT to provide accurate financial information to its own Parish Councillors, but provide it instead to the year end auditors.
7. From my inspection of the accounts, the I&E documents appeared to show a surplus in 22-23 of £52,000.
8. HOWEVER none of the accounts "actual" figures were compared to budget, so I have absolutely no clue which accounts were in surplus, or deficit.

9. In my inspection of the accounts I discovered that there were two year's worth of external audit costs in the audit / accounts cost centre account.

10. The Financial Regulations of BAPC require the council to follow the rules and guidance in the Practitioners Guide. However, BAPC does NOT follow the correct rules and guidance in the Practitioners Guide.

Yours sincerely

Mark Graves MEng FCA





**OUTSTANDING RESOLUTIONS OF THE PARISH COUNCIL AND ACTIONS FROM COMMITTEES**

**JUNE 2024 Progress Report**

REF	SOURCE & DATE	RESOLUTION / AGREEMENTS / ACTION	PROGRESS	ACTION DATES	COMPLETION
2784/01 /2021	JAN 2021	<b>RESOLVED: NEIGHBOURHOOD PLAN STATUS</b> That the Parish Council will be provided with the final draft copy of the Neighbourhood Plan (NHP) when it becomes available.	2 <sup>nd</sup> Draft Housing Needs Assessment (HNA) due January 2023 - Completed  Local green spaces description, new wording on flooding pictures and Policy 24 needs updating as final stages of preparation of the NHP Review.	Provisional date of NHP - TBA  Completed – just awaiting confirmation from consultant on this and next steps	ON-GOING  ON-GOING
3172/03 /2022	MARCH 2022	<b>RESOLVED: SCOUT GROUP LEASE</b> 1. That the Parish Council amends the lease agreement with the Broughton Astley Scout Group as requested. 2. That the Parish Council offers a period of lease to be agreed to allow Broughton Astley Scout Group to achieve their funding objective. 3. That Broughton Astley Scout Group will be given permission to sub-let the premises by prior agreement on a case-by-case basis.	Email sent to Scout group advising of resolution – await further clarification of term of lease required before proceeding.  As land for Village Hall is not registered, this needs to be completed prior to being able to furnish the Scouts with a lease due to the length of term being requested.	Letter sent on 29.03.22  Land Registry search undertaken.  Quotations for Conveyancers issued.	1. COMPLETE  ON-GOING
3323/08 /2022	AUGUST 2022	<b>RESOLVED: OUTSTANDING RECOMMENDATIONS</b> 1. That the Parish Manager sources costs of having job evaluations carried out on each staff member	Job evaluations to be scheduled when new Deputy Clerk has been in post for a year.	To be received at Staffing meeting in new municipal year	1. ON-GOING

3373/10 /2022	OCT 2022	<p><b>RESOLVED: REPLACEMENT DOORS – VILLAGE HALL</b> That the quotation from GLS Windows is accepted at a cost of £2,978.33 exclusive of VAT for replacement UPVC entrance doors to the Village Hall.</p> <p>Refund of the £869.88 deposit paid requested as works not undertaken. Following the application for a County Court Judgement and the Warrant of Control this has now increased to £1,022.88</p>	<p>Small Claims has been issued for recovery of money. Application made for CCJ w/c 24.04.23</p> <p>Warrant of control applied for July 2023 and issued August 2023.</p> <p>Waiting to hear updates from the court as to whether bailiff visits are successful.</p> <p>First Notice has been issued to place GLS into Administration – they have until the 12<sup>th</sup> May to appeal.</p>	<p>Have been led to believe that GLS have gone into administration, but they are still showing as trading on Companies House. Will continue to monitor.</p> <p>Striking off action temporarily suspended – An objection to striking off has been received by the Registrar.</p>	ON-GOING
3510/04 /2023	APRIL 2023	<p><b>RESOLVED: BROUGHTON ASTLEY CRICKET CLUB - FENCING</b></p> <p>1. That a review is held at the end of 2024 cricket season.</p>	<p>Cricket Club to attend PC meeting end of 2024 season to review.</p> <p>2) Request receive from Cricket Club to amend the type of fencing to be installed to enable them to have advertising hoarding for fund raising. - Council agreed 21/03/24</p>	<p>Report submitted to Council</p>	<p>1. ON-GOING</p> <p>2. COMPLETE See PC 3715/03/2024</p>
3512/04 /2023	APRIL 2023	<p><b>RESOLVED: RECREATION GROUND FOOTPATH</b></p> <p>1. That an inventory is made of all the external surfaces the Parish Council are responsible for.</p>	<p>Inventory to be created by Cllr Gahan</p>		ON-GOING

3585/08 /2023	AUGUST 2023	<p><b>RESOLVED: MEMBERS MOTION - LEISURE CENTRE CARPARK</b></p> <p>That a working party will be set up to investigate the potential size, space and the costs involved to potentially provide additional car parking spaces on the Broughton Astley Leisure Centre site.</p> <p>1. Working party to report back each month any findings to Parish Council</p>	<p>Members confirmed as Councillors Golding, Grafton-Reed, Gahan &amp; Clarke</p> <ul style="list-style-type: none"> <li>• Requests for indicative pricing for car park extension on land between car park 5G pitch sent to 11 contractors 18.03.24</li> <li>• 2 indicative quotes received</li> <li>• 2 further indicative quotes expected</li> <li>• 3 have indicated they will be prepared to participate in tender but cannot quote until final design provided</li> <li>• 1 has declined to participate at this stage</li> </ul>	<p>Group to meet before New Year '24</p> <p>Working party to meet in April to review and develop next actions</p>	<p>COMPLETE</p> <p>ON-GOING</p>
3637/11 /2023	NOVEMBER 2023	<p><b>RESOLVED: S106 GRANT FUNDING</b></p> <p>That Broughton Astley Volunteer Group are asked to provide the Parish Office with a list of equipment and materials needed to provide the high level raised beds for the Community Allotments.</p>	<p>Email sent to BAVG requesting information.</p> <p>Chased BAVG for information.</p>	<p>Meeting held 30.04.24</p> <p>Email sent chasing progress 27.06.24</p>	<p>ON-GOING</p>
3735/04 /2024	April 2024	<p><b>RESOLVED: ENVIRONMENTAL GRANT</b></p> <p>1. Members have agreed that they wish for a project to be identified and apply for a suitable grant.</p> <p>2. That a working party will be formed to investigate and identify an appropriate project.</p>			<p>ON-GOING</p>
3734/04 /2024	April 2024	<p><b>RESOLVED: MUGA</b></p> <p>That the Parish Council appoint Playscape Playgrounds to undertake the works subject to the application acceptance from Harborough District Council.</p>	<p>Application submitted to HDC, awaiting approval</p>	<p>Works to commence 1.7.24</p>	<p>COMPLETED</p>

3768/05 /2024	May 2024	<b>RESOLVED: CONSIDER AND APPROVE OPTIONS FOR RELOCATION OF THE DAILY MILE TRACK TO THE LEISURE CENTRE SITE</b> 1. To relocate the daily mile track to the Leisure Centre as per option 2 using self-compacting gravel, with Council providing the funding for the additional cost of £4835.00 from remaining Public Works Board Loan which currently stands at £23,329.00	Application to be completed and submitted to HDC for consideration and approval	ON-GOING
3784/06 /2024	June 2024	<b>RESOLVED:</b> That the report provided by the Responsible Finance Officer has been received and the contents therein noted that: 1. The Parish Council does not feel that they are in the dark with the accounts. 2. The Parish Council does follow the correct rules and guidance in the Practitioners Guide 3. The Parish Council are confident that the financial administration undertaken by the Parish Office relating to the financial processes and procedures. 4. That the Parish Council provides the External Auditor with a copy of the minutes from this meeting and a copy of the minutes at where these minutes have been approved at the next full Parish Council meeting.	Copy of July minutes will be sent to external auditor as requested	COMPLETED COMPLETED COMPLETED ON-GOING
3787/06 /2024	June 2024	<b>RESOLVED:</b> That the Parish Council supports the Annual Community Carol Concert arranged by Broughton Astley Volunteer Group by providing the room for the event and awarding a grant of £100 towards refreshments for the evening.	Payment sent to BAVG	COMPLETED
3788/06 /2024	June 2024	<b>RESOLVED:</b> That the Parish Council supports the original application to award a grant of £400.00 for medical cover for the Carnival.	Payment sent to Broughton Alive	COMPLETED

**OUTSTANDING FROM DISTRICT COUNCIL**

REF	SOURCE & DATE	ACTION	PROGRESS	ACTION DATES	COMPLETION



Telephone: 01455 285655

Council Office, Station Road,  
Broughton Astley, Leicester LE9 6PT

www.broughton-astley.gov.uk  
deputyclerk@broughton-astley.gov.uk

**COMMITTEE MINUTES**

Minutes of the Planning Committee meeting held on 1 JULY 2024 @ 7.30pm in the Astley Room, Village Hall, Station Road, Broughton Astley

**PRESENT:** Councillors G Brown, R Patrick, B Davis and P Shipman

**NONE ATTENDANCE:** Councillors D Beasley and Miss A Butteriss

**CLERK:** Mrs E Patrick

**MINUTE NO.**

2079.24 **1) APOLOGIES**

No apologies were received from Councillors D Beasley and Miss A Butteriss.

**2) ELECTION OF VICE-CHAIR**

Cllr Russell Patrick was proposed and seconded by Cllrs B Davis and G Brown to take on the role of Vice-Chair.

2080.24 **RESOLVED: That Cllr R Patrick is elected as Vice-Chair of the Planning Committee.**

**3) DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

2081.24 None received

**4) TO APPROVE AND SIGN THE MINUTES IF THE MEETING HELD ON 7 MAY, 29 MAY AND THE DELGATED MEETING ON THE 3 JUNE 2024.**

The minutes of the 7<sup>th</sup> May were proposed and seconded by Cllrs B Davis and G Brown. The minutes of the 29<sup>th</sup> May were proposed and seconded by Cllrs B Davis and R Patrick. The minutes of the delegated meeting on the 3<sup>rd</sup> June were agreed by Cllr G Brown.

2082.24 **RESOLVED: That the minutes of the meetings held on the 7<sup>th</sup> and 29<sup>th</sup> May and the 3<sup>rd</sup> June were approved and duly signed.**

**5) PUBLIC FORUM**

2083.24 No members of public in attendance

**This document is available in large print**

**6) PLANNING APPLICATIONS TO BE CONSIDERED**

**24/00724/FUL**

Location: 2 Hobby Close, Broughton Astley  
Proposal: Erection of a single storey side extension

2084.24

**RESOLVED:**

**The Planning Committee has no objections to the submitted application**

**24/00636/OUT**

Location: Land To The Rear Of 110 - 112 Station Road, Broughton Astley  
Proposal: Outline application for the demolition of existing dwelling and for the erection of four dwellings (access to be considered)

2085.24

**RESOLVED:**

**The Parish Council objects to this back land application as a whole, including access which is to a major road, which raises concerns with additional vehicular access, as there has already been seven similar developments along this stretch.**

**Parking along this road is already a problem with vehicles parked along the roadside, causing traffic congestion at various times throughout the day.**

**The committee therefore objects to this application.**

2086.24

**7) DECISIONS ON PLANNING APPLICATIONS TO BE NOTED**

<b>Planning No.</b>	<b>Address</b>	<b>Details</b>	<b>Decision</b>
24/00309/FUL	9 Johnson Close	Single storey side extension and insertion of side door	Approve (C)
24/00442/FUL	54 Leicester Road	Single storey rear extension	Approve (C)
24/00229/FUL	Sutton Circuits	Change of use from holiday accommodation to a retirement village	Refuse
24/00495/FUL	2 Chestnut Grange, Station Road	Second storey side extension	Approve (C)
24/00652/PCD	Peter Cross Motors, Main Street	Discharge of Condition 3 (materials) of 22/02131/FUL	Approve

**8) ENFORCEMENT CASES TO BE NOTED**

2087.24

Two cases noted

**9) TO CONSIDER MATTERS RELATING TO THE NEIGHBOURHOOD PLAN**

2088.24

Meetings with Developers have now commenced

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**10) ANY URGENT PLANNING MATTERS BY CONSENT OF THE CHAIR**

2089.24

**Two additional applications have been received that require submission of comments before the scheduled August planning meeting, therefore an extra meeting is required so they can be considered. Meeting date agreed.**

**DATE OF NEXT PLANNING COMMITTEE MEETING**

2090.24

- Extra meeting in the Astley Room Tuesday 9 July 2024 at 9am
- Full Planning Meeting in the Astley Room Monday 5<sup>th</sup> August 2024 at 7.30pm

.....Chair

Dated.....

---

## COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on 9 JULY 2024 @ 9am in the Astley Room, Village Hall, Station Road, Broughton Astley

**PRESENT:** Councillors G Brown, B Davis, D Beasley and P Shipman

**APOLOGIES:** Councillors R Patrick and Miss A Butteriss

**CLERK:** Mrs E Patrick

MINUTE NO.

2091.24    **1) APOLOGIES**

Apologies were received and accepted for Cllrs R Patrick and Miss A Butteriss.

2092.24    **2) DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

None received

**3) TO APPROVE AND SIGN THE MINUTES IF THE MEETING HELD ON 1 JULY 2024.**

The minutes of the 1<sup>st</sup> July were proposed and seconded by Cllrs B Davis and G Brown.

2093.24    **RESOLVED:**

**That the minutes of the meetings held on the 1<sup>st</sup> July were approved and duly signed.**

2094.24    **4) PUBLIC FORUM**

No members of public in attendance

**6) PLANNING APPLICATIONS TO BE CONSIDERED**

**24/00757/FUL**

Location: 58 Station Road

Proposal: Single storey side/rear extension

2095.24    **RESOLVED:**

**The Planning Committee has no objections to the submitted application**

**This document is available in large print**



**24/00727/REM**

Location: Land at Sutton Lane, Sutton In The Elms, Broughton Astley

Proposal: Outline application for the erection of up to 9 self-build dwellings (all matters reserved except for access) (Reserved Matters of 21/00826/OUT for Plot 9 only including details of appearance, landscaping, layout, and scale)

2096.24

**RESOLVED:**

**The committee continues to object to the overall application.**

**In relation to the reserved matters to be considered, there are no objections to the landscaping proposed, however there are concerns about the sizing of the property and we question whether further 4 bedroom 2 storey properties are required in this area?**

**The Neighbourhood Plan for Broughton Astley states that affordable housing is required in the area, this development does not assist with this objective and further increases our carbon footprint, due to the lack of amenities within the hamlet and the need for vehicle use to access those available in the locale.**

2097.24

**7) DECISIONS ON PLANNING APPLICATIONS TO BE NOTED**

None received

2098.24

**8) ENFORCEMENT CASES TO BE NOTED**

None received

2099.24

**9) TO CONSIDER MATTERS RELATING TO THE NEIGHBOURHOOD PLAN**

Meetings with Developers are continuing

2100.24

**10) ANY URGENT PLANNING MATTERS BY CONSENT OF THE CHAIR**

**RESOLVED:**

**Any further reserves matters relating to the plots on application 24/00727/REM – Land at Sutton Lane, Sutton In The Elms are all to have the same objection comments submitted as all plots are part of the same development and mirror each other.**

**Agreed that these comments can be submitted when the request comes into the Parish Office without a meeting taking place, a notification will be issued to the members to advise that one has come in before the comments are submitted.**

**Proposed and seconded by Cllrs Davis and Shipman. Carried unanimously.**

2101.24

**DATE OF NEXT PLANNING COMMITTEE MEETING**

- Full Planning Meeting in the Astley Room Monday 5<sup>th</sup> August 2024 at 7.30pm

2102.24

**Meeting closed at 10.08**

.....Chair

Dated.....

**This document is available in large print**

01/07/2024

## Broughton Astley Parish Council

13:26

## Balance Sheet as at 30.06.2024

31 March 2024

31 March 2025

31 March 2024		31 March 2025
	<b>Current Assets</b>	
11,107	Debtors	3,110
3,469	VAT Control	4,001
3,080	Prepayments	0
232,770	Current/Reserve Account	395,085
80,825	Nationwide Building Society	81,400
88,850	Santander Bank	89,576
190,520	Nationwide Business Account	191,221
50	Petty Cash	50
<u>610,672</u>		<u>764,442</u>
	<b>610,672 Total Assets</b>	<b>764,442</b>
	<b>Current Liabilities</b>	
0	Creditors	71
26,730	Accruals	0
60	Receipts in Advance	0
<u>26,790</u>		<u>71</u>
	<b>583,882 Total Assets Less Current Liabilities</b>	<b>764,372</b>
	<b>Represented By</b>	
207,406	General Fund	387,896
7,665	Emr Reserve Playground Equip	7,665
21,000	EMR Large Mechanical Purchases	21,000
219	EMR Harborough Lotto	219
26,430	EMR Footpath Development	26,430
431	EMR Charity A/C	431
300,000	EMR - Leisure Centre	300,000
16,700	EMR - Leisure Cen Landscaping	16,700
4,031	EMR - S106 Allotment fund	4,031
<u>583,882</u>		<u>764,372</u>

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01/07/2024

**Broughton Astley Parish Council**

13:26

**Balance Sheet as at 30.06.2024**

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**31 March 2024**

**31 March 2025**

The above statement represents fairly the financial position of the authority as at 30.06.2024 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

\_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial

\_\_\_\_\_ Date : \_\_\_\_\_

Date:01/07/2024

Broughton Astley Parish Council

Page 1

Time: 13:29

**Bank Reconciliation Statement as at 30/06/2024  
for Cashbook 1 - Current/Reserve Account**

User: EF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Co-Operative Community Plus	30/06/2024		395,084.96
			<u>395,084.96</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			395,084.96
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			395,084.96
		<b>Balance per Cash Book is :-</b>	<b>395,084.96</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

## Bank Reconciliation up to 30/06/2024 for Cashbook No 1 - Current/Reserve Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/06/2024	dd02040624	711.00		711.00		R	Harborough District Council
03/06/2024	b/st040624		153.00	153.00		R	Receipt(s) Banked
03/06/2024	b/st040624		120.00	120.00		R	Receipt(s) Banked
03/06/2024	b/st040624		80.00	80.00		R	Receipt(s) Banked
04/06/2024	dd01040624	374.25		374.25		R	Harborough District Council
04/06/2024	b/st040624		157.50	157.50		R	Receipt(s) Banked
04/06/2024	b/st040624		993.48	993.48		R	Receipt(s) Banked
04/06/2024	b/st040624		55.00	55.00		R	Receipt(s) Banked
04/06/2024	b/st040624		48.00	48.00		R	Receipt(s) Banked
04/06/2024	b/st040624		13.50	13.50		R	Receipt(s) Banked
04/06/2024	b/st040624		72.00	72.00		R	Receipt(s) Banked
04/06/2024	b/st040624		48.00	48.00		R	Receipt(s) Banked
04/06/2024	b/st040624		64.00	64.00		R	Receipt(s) Banked
04/06/2024	b/st070624		270.00	270.00		R	Receipt(s) Banked
04/06/2024	b/st070624		9.00	9.00		R	Receipt(s) Banked
06/06/2024	BACS Pymnt	11,944.24		11,944.24		R	BACS P/L Pymnt Page 2002
06/06/2024	Banking		1,578.10	1,578.10		R	Receipt(s) Banked
06/06/2024	b/st070624		64.00	64.00		R	Receipt(s) Banked
07/06/2024	BACS070624	2,408.13		2,408.13		R	HMRC _ PAYE
07/06/2024	BASC070624	2,408.13		2,408.13		R	HMRC _ PAYE
07/06/2024	b/st070624		7,481.47	7,481.47		R	Receipt(s) Banked
07/06/2024	b/st070624		750.00	750.00		R	Receipt(s) Banked
10/06/2024	BACS Pymnt	10,563.36		10,563.36		R	BACS P/L Pymnt Page 2003
10/06/2024	b/st		9,987.03	9,987.03		R	Receipt(s) Banked
10/06/2024	b/st110624		384.00	384.00		R	Receipt(s) Banked
11/06/2024	BASC110624	60.00		60.00		R	Fletcher
11/06/2024	BACS110624	-60.00		-60.00		R	Fletcher
11/06/2024	b/st		60.00	60.00		R	Receipt(s) Banked
13/06/2024	BACS Pymnt	983.63		983.63		R	BACS P/L Pymnt Page 2004
13/06/2024	b/st130624		80.00	80.00		R	Receipt(s) Banked
14/06/2024	dd01100624	149.56		149.56		R	UK Fuels Ltd
17/06/2024	dd012106	20.77		20.77		R	Water Plus - Workshop
17/06/2024	dd022106	2.10		2.10		R	UK Fuels Ltd
17/06/2024	b/st210624		704.00	704.00		R	Receipt(s) Banked
18/06/2024	dd032106	154.95		154.95		R	Water Plus - Changing Rms
18/06/2024	dd042106	38.12		38.12		R	EON Electricity, Groundsman Ac
18/06/2024	dd05210624	65.76		65.76		R	EON - Elec Cottage, 42 Station
18/06/2024	b/st210624		78.75	78.75		R	Receipt(s) Banked
19/06/2024	b/st210624		42.00	42.00		R	Receipt(s) Banked
20/06/2024	dd06210624	682.16		682.16		R	Co-operative Bank Visa Card
20/06/2024	b/st210624		135.00	135.00		R	Receipt(s) Banked
21/06/2024	dd07210624	75.82		75.82		R	Water Plus - Village Hall
24/06/2024	dd01250624	137.63		137.63		R	UK Fuels Ltd
24/06/2024	b/st250624		19.25	19.25		R	Receipt(s) Banked
24/06/2024	b/st250624		22,007.00	22,007.00		R	Receipt(s) Banked
25/06/2024	dd02250624	254.00		254.00		R	Harborough District Council
25/06/2024	dd03250624	35.00		35.00		R	Information Commissioner's Off
25/06/2024	dd04250624	8.77		8.77		R	3 Service Provider

## Bank Reconciliation up to 30/06/2024 for Cashbook No 1 - Current/Reserve Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
25/06/2024	BACS250624	14,584.91		14,584.91		R	Employee salaries
25/06/2024	b/st250624		126.00	126.00		R	Receipt(s) Banked
25/06/2024	b/st250624		49.50	49.50		R	Receipt(s) Banked
27/06/2024	bst270624	150.00		150.00		R	Auto Assist Group
27/06/2024	dd01270624	1,039.28		1,039.28		R	EDF Energy - Village Hall
27/06/2024	BACS	2,408.73		2,408.73		R	HMRC _ PAYE
27/06/2024	BACS270624	60.00		60.00		R	Gillespie
27/06/2024	bst270624		64.00	64.00		R	Receipt(s) Banked
27/06/2024	b/st270624		87.00	87.00		R	Receipt(s) Banked
27/06/2024	b/st270624		384.00	384.00		R	Receipt(s) Banked
27/06/2024	b/st270624		4.50	4.50		R	Receipt(s) Banked
27/06/2024	b/st270624		253.00	253.00		R	Receipt(s) Banked
27/06/2024	b/st270624		144.00	144.00		R	Receipt(s) Banked
27/06/2024	b/st270624		330.00	330.00		R	Receipt(s) Banked
28/06/2024	dd01300624	97.59		97.59		R	Water Plus - Cottage
30/06/2024	BACS Pymnt	4,839.29		4,839.29		R	BACS P/L Pymnt Page 2011
30/06/2024	dd02300624	165.00		165.00		R	Cathedral Leasing Limited
30/06/2024	dd03300624	121.98		121.98		R	UK Fuels Ltd
30/06/2024	dd04300624	711.00		711.00		R	Harborough District Council
30/06/2024	b/st300624		60.00	60.00		R	Receipt(s) Banked
		<u>55,195.16</u>	<u>46,956.08</u>				

## Signatory 1:

Name .....Signed .....Date .....

## Signatory 2:

Name .....Signed .....Date .....

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>INCOME</b>						
<b>101 Administration</b>						
1250 Precept	196,428	392,855	196,428			50.0%
1252 Photocopying Income	8	150	142			5.6%
1253 Bank Interest	2,002	1,500	(502)			133.4%
<b>102 Council</b>						
1256 NHP Grant Income	(100)	0	100			0.0%
<b>201 Cemetery</b>						
1100 Cemetery Income Grant of Right	630	5,000	4,370			12.6%
1101 Cemetery Income Burial Fees	1,663	3,500	1,838			47.5%
1102 Cemetery Income Memorial Fees	240	1,000	760			24.0%
1104 Cemetery Income - Admin	0	600	600			0.0%
1105 S106 - Cemetery income	9,987	0	(9,987)			0.0%
1107 Scattering of Ashes	85	0	(85)			0.0%
<b>202 Community</b>						
1200 Property Income Police/HDC	0	240	240			0.0%
1201 Property Income Scout Rent	0	110	110			0.0%
1203 Property Income Cricket Club	0	350	350			0.0%
1204 Volunteer Group Rent	0	150	150			0.0%
<b>401 Village Hall</b>						
1000 V H Income Regular Lettings	10,948	35,000	24,052			31.3%
1001 V H Income Casual Lettings	2,576	6,500	3,924			39.6%
1202 Other Income	513	100	(413)			513.0%
<b>402 Allotments</b>						
1050 Allotments Income	43	2,850	2,808			1.5%
<b>403 Recreation Ground</b>						
1150 Rec Ground Income Pitch Rent	175	250	75			70.0%
1151 Rec Mobile Catering Franchise	0	660	660			0.0%
<b>500 Leisure Centre</b>						
1103 Management Fee LC	12,469	74,815	62,346			16.7%
<b>TOTAL INCOME</b>	<b>237,666</b>	<b>525,630</b>	<b>287,964</b>	<b>0</b>	<b>0</b>	<b>45.2%</b>

**EXPENDITURE**

<b>101 Administration</b>						
4000 Payroll Cost - Salaries	28,840	227,909	199,069		199,069	12.7%
4004 Employers N.I contribution	5,557	19,994	14,437		14,437	27.8%
4005 Employers Pension contribution	(4,092)	57,661	61,753		61,753	(7.1%)
4009 Staff Training	297	2,000	1,703		1,703	14.8%
4010 Staff Personal Protection Equ	25	400	375		375	6.3%
4014 IT and Accounting Support	4,108	6,500	2,392		2,392	63.2%
4020 Telephone	579	1,500	921		921	38.6%
4021 Postage	0	100	100		100	0.0%
4022 Stationery	397	700	303		303	56.8%
4023 Photocopier costs	(6)	750	756		756	(0.8%)
4030 Advertising	0	200	200		200	0.0%
4041 Inspection and Maintenance	228	1,200	973		973	19.0%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4043 Petrol and Oil	630	2,000	1,370		1,370	31.5%
4044 Parish Council Vehicle	985	1,000	15		15	98.5%
4050 Bank and other finance charges	199	100	(99)		(99)	199.3%
4051 Insurance	4,026	12,000	7,974		7,974	33.6%
4052 Audit Fees	(252)	2,000	2,252		2,252	(12.6%)
4053 Legal Expenses	588	20,000	19,412		19,412	2.9%
4054 Subscriptions and Membership	2,028	2,300	272		272	88.2%
4062 Broughton Newsletter	180	1,200	1,020		1,020	15.0%
4091 General Administration	79	5,000	4,921		4,921	1.6%
<b>102 Council</b>						
4055 Unplanned Maintenance & Repair	247	10,574	10,327		10,327	2.3%
4602 Hospitality	0	50	50		50	0.0%
4603 Councillors Travel	0	30	30		30	0.0%
4604 Councillors Training	708	1,500	792		792	47.2%
4605 Notice Board Maintenance	2,321	4,000	1,679		1,679	58.0%
4610 Localism Bill Implications	0	3,000	3,000		3,000	0.0%
4620 General Power of Competence	0	9,000	9,000		9,000	0.0%
4949 Neighbourhood Plan Review	0	5,000	5,000		5,000	0.0%
<b>201 Cemetery</b>						
4300 Cemetery General Rates	374	700	326		326	53.5%
4301 Cemetery/Memorial Grds Exp	490	500	10		10	98.0%
<b>301 Highways</b>						
4500 Bus Shelters Costs/Repairs	0	500	500		500	0.0%
4501 Maintenance and Materials	0	2,000	2,000		2,000	0.0%
<b>401 Village Hall</b>						
4100 V H Electricity	1,882	8,000	6,118		6,118	23.5%
4101 V H Gas	155	1,500	1,345		1,345	10.3%
4102 V H General Rates	2,845	7,200	4,355		4,355	39.5%
4103 V H Water Rates	222	1,250	1,028		1,028	17.7%
4105 V H Cleaning Costs	2,777	3,000	223		223	92.6%
4106 V H Other Purchases	318	1,000	682		682	31.8%
4107 Water Rates - Cottage	258	350	92		92	73.8%
4121 V H Equipment Maintenance	0	1,000	1,000		1,000	0.0%
4122 V H Building Maintenance	0	2,500	2,500		2,500	0.0%
4151 Performing Rights costs	106	150	44		44	70.5%
4152 V H Premises License	0	200	200		200	0.0%
4160 V H Christmas Decorations	7	100	93		93	6.6%
4405 Electricity - Cottage	285	800	515		515	35.6%
<b>402 Allotments</b>						
4200 Allotments - LCC Rent	0	1,300	1,300		1,300	0.0%
4201 Allotments - Water Rates	51	1,000	949		949	5.1%
4202 Allotments Grounds Maintenance	271	250	(21)		(21)	108.2%
<b>403 Recreation Ground</b>						
4400 Electricity - Changing Rooms	452	1,290	838		838	35.0%
4401 Electricity - Workshop	156	600	444		444	26.0%
4402 Water Rates - Recreation Grd	62	225	163		163	27.7%
4403 Changing Room - Water Rates	453	1,500	1,047		1,047	30.2%
4420 Rec Grd - General Purchases	61	5,000	4,939		4,939	1.2%



	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4433 General Maintenance	1,457	2,790	1,333		1,333	52.2%
4435 Playground Maintenance	(13,204)	8,000	21,204		21,204	(165.1%)
4450 Security Services	1,464	6,000	4,536		4,536	24.4%
4456 Large Mechanical: Maintenance	0	1,000	1,000		1,000	0.0%
500 Leisure Centre						
4611 Grounds Maintenance LC	12	750	738	16,217	(15,479)	2163.9%
4616 Footpath Costs	8,550	0	(8,550)		(8,550)	0.0%
4946 PWLB Loan Repayment LC	0	28,672	28,672		28,672	0.0%
4947 PWLB Loan Interest Repay LC	0	21,882	21,882		21,882	0.0%
4950 PWLB Loan Repayment Phase 2	0	3,750	3,750		3,750	0.0%
4951 PWLB Interest Repayment Phase	0	3,203	3,203		3,203	0.0%
901 Capital and Loans						
4454 Large Mechanical: Purchases	0	7,000	7,000	4,633	2,368	66.2%
4455 Council Vehicle	0	5,000	5,000		5,000	0.0%
4616 Footpath Costs	0	0	0	24,747	(24,747)	0.0%
<b>TOTAL EXPENDITURE</b>	<b>57,176</b>	<b>527,630</b>	<b>470,454</b>	<b>45,596</b>	<b>424,859</b>	<b>19.5%</b>
<b>Total Income</b>	237,666	525,630	287,964			45.2%
<b>Total Expenditure</b>	57,176	527,630	470,454	45,596	424,859	19.5%
<b>Net Income over Expenditure</b>	180,490	(2,000)	(182,490)			
plus Transfer from EMR	0					
less Transfer to EMR	0					
<b>Movement to/(from) Gen Reserve</b>	<b>180,490</b>	<b>(2,000)</b>	<b>(182,490)</b>			

Outstanding Balances by Month as at 10/07/2024

A/C Code	Customer Name	Balance	Jul 2024	Jun 2024	May 2024	Prior Months	On A/c Pymnts
<b>Ledger No 1: Sales Ledger</b>							
1003	A WARD	30.69	0.00	0.00	0.00	30.69	0.00
1012	LOUISE STONE ART	93.50	0.00	93.50	0.00	0.00	0.00
1502	NATTY ROO	32.00	0.00	32.00	0.00	0.00	0.00
1504	IPM LEICESTERSHIRE	16.00	0.00	16.00	0.00	0.00	0.00
1704	PRESCHOOL PLAYSTATIO	1,168.80	0.00	1,168.80	0.00	0.00	0.00
2114	ROCK CHOIR	108.00	0.00	108.00	0.00	0.00	0.00
2203	TOTS CLUB	160.00	0.00	160.00	0.00	0.00	0.00
2216	STURGESS	4.50	0.00	4.50	0.00	0.00	0.00
2501	W.I.	61.00	0.00	30.25	30.25	0.50	0.00
2504	WILF SMITH	175.00	175.00	0.00	0.00	0.00	0.00
3009	NCT	156.25	0.00	156.25	0.00	0.00	0.00
3012	PHOTOGRAPHY CLUB	36.00	0.00	18.00	18.00	0.00	0.00
3027	KNIT AND NATTER BAVG	121.50	0.00	54.00	67.50	0.00	0.00
3038	BAVG ART GROUP	72.00	0.00	72.00	0.00	0.00	0.00
3042	LEICS MUSICAL MEMORY	45.00	0.00	45.00	0.00	0.00	0.00
6573	LEICESTER ROVERS	175.00	0.00	40.00	135.00	0.00	0.00
8004	HERITAGE SOCIETY	27.50	0.00	27.50	0.00	0.00	0.00
8017	BA DRAMA SOCIETY	180.00	0.00	180.00	0.00	0.00	0.00
8020	SHELBY ACADEMY PA	24.00	0.00	24.00	0.00	0.00	0.00
ALLGARI001	ALLGARI001	-2.00	0.00	0.00	0.00	0.00	-2.00
<b>Total Sales Led</b>		<b>2,684.74</b>	<b>175.00</b>	<b>2,229.80</b>	<b>250.75</b>	<b>31.19</b>	<b>-2.00</b>
<b>TOTAL SALES LEDGER BALANCES</b>		<b>2,684.74</b>	<b>175.00</b>	<b>2,229.80</b>	<b>250.75</b>	<b>31.19</b>	<b>-2.00</b>

Purchase Ledger Aged Account Balances

Outstanding Balances by Month as at 10/07/2024

A/C Code	Supplier Name	Balance	Jul 2024	Jun 2024	May 2024	Prior Months	On A/c Pymnts
<b>Ledger No 1: Purchase Ledger</b>							
5002	EON ELEC COTTAGE	50.67	50.67	0.00	0.00	0.00	0.00
	<b>Total Purchase</b>	<b>50.67</b>	<b>50.67</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL PURCHASE LEDGER BALANCES</b>		<b>50.67</b>	<b>50.67</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Report to Parish Council – 18 July 2024

<b>REPORT SUMMARY</b>	
<b>Subject</b>	Alan Talbott Room Acoustic Treatment
<b>Date</b>	18 July 2024
<b>From</b>	Deputy Clerk
<b>Financial Implications</b>	Outlined in report

**Acoustic Treatment for the Alan Talbott Room**

On a number of occasions some Councillors have commented on the sound quality in the Alan Talbott room, and that they can find it hard during Parish Council meetings to hear other Councillors when speaking during discussions.

The Parish Office has contacted an Acoustic Treatment company to assess whether this is something that can be improved.

Initial investigations have provided the following solutions and costs :

**Option 1: AURIO – A high performance acoustic treatment using 19.2sqm of Sonata Aurio absorbers bonded to the ceiling (Layout TBC)**

**Option 2: VARIO – A premium performance acoustic treatment using 19.2sqm Sonata Vario absorbers suspended from the ceiling (Layout TBC)**

**NOTE: The Sonata Vario panels are mounted on suspension clips / brackets and can be easily removed and replaced for maintenance / decoration / cleaning. The Sonata Aurio panels are directly bonded to the ceiling / walls and cannot be removed.**

**Report:**

**Introduction:**

Reverberation time is the most common way of expressing a room's basic acoustic character. It is the time taken for a steady noise to decay by 60dB after its source has been abruptly cut off. I have entered the room measurements for the hall into our acoustic modelling software - The SRS computer prediction programme shows an estimated current overall mid-frequency reverberation time ( $T_{mf}$ ) of 2.30s for the room. This is simply down to the number of harsh, acoustically reflective surfaces to found within the room and results in a reverberation time that is far too high. The excess reverberation and 'echo' will certainly detrimentally effect all the various groups / volunteers that use the space. I would suggest that a reverberation time of approx. ( $T_{mf}$ ) 1.0s is targeted for the best results when considering performance, practicality and budget.

**Predicted Performance After Treatment:**

The predicted mid-frequency reverberation times, after treatment, are: ( $T_{mf}$ ) of 1.00 for option 1 and a ( $T_{mf}$ ) of 0.94s for option 2 (See attached graph). Either option will represent a substantial improvement in the acoustics of the room.

**Costs:**

**Option 1 – Aurio**

**Ceiling treatment:**

**20No. 1200 x 800 x 50mm Sonata Aurio Panels**

<i>Sonata Product</i>	<i>Cost</i>	<i>Unit</i>	<i>No.</i>	<i>Total</i>
Aurio Absorber (1200 x 800 x 50mm)	£106.00	each	20	£2,120.00
Sonatac Adhesive (300ml)	£11.00	each	19	£209.00
Installation	£785.00	each	1	£785.00
VAT @ 20%				£622.80
<b>Total</b>				<b>£3,736.80</b>

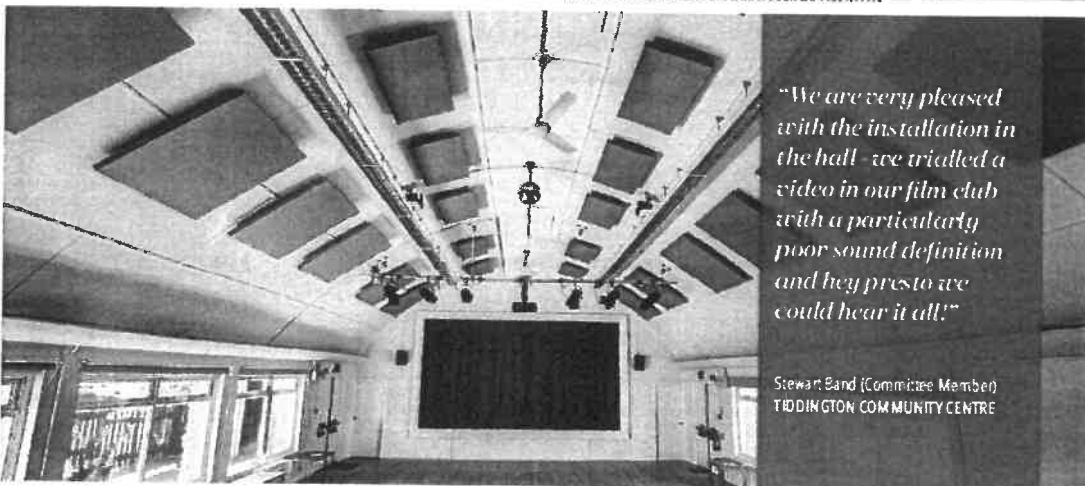
**OR:**

**Option 2 – Vario**

**Ceiling treatment:**

**20No. 1200 x 800 x 50mm Sonata Vario Panels**

<i>Sonata Product</i>	<i>Cost</i>	<i>Unit</i>	<i>No.</i>	<i>Total</i>
Vario Absorber (1200 x 800 x 50mm)	£130.00	each	20	£2,600.00
Ceiling Suspension Kit	£12.00	each	20	£240.00
Installation	£785.00	each	1	£785.00
VAT @ 20%				£725.00
<b>Total</b>				<b>£4,350.00</b>



Sound Reduction Systems Ltd  
 Tel: 01204 398874 Email: info@soundreduction.co.uk  
 Web: www.soundreduction.co.uk



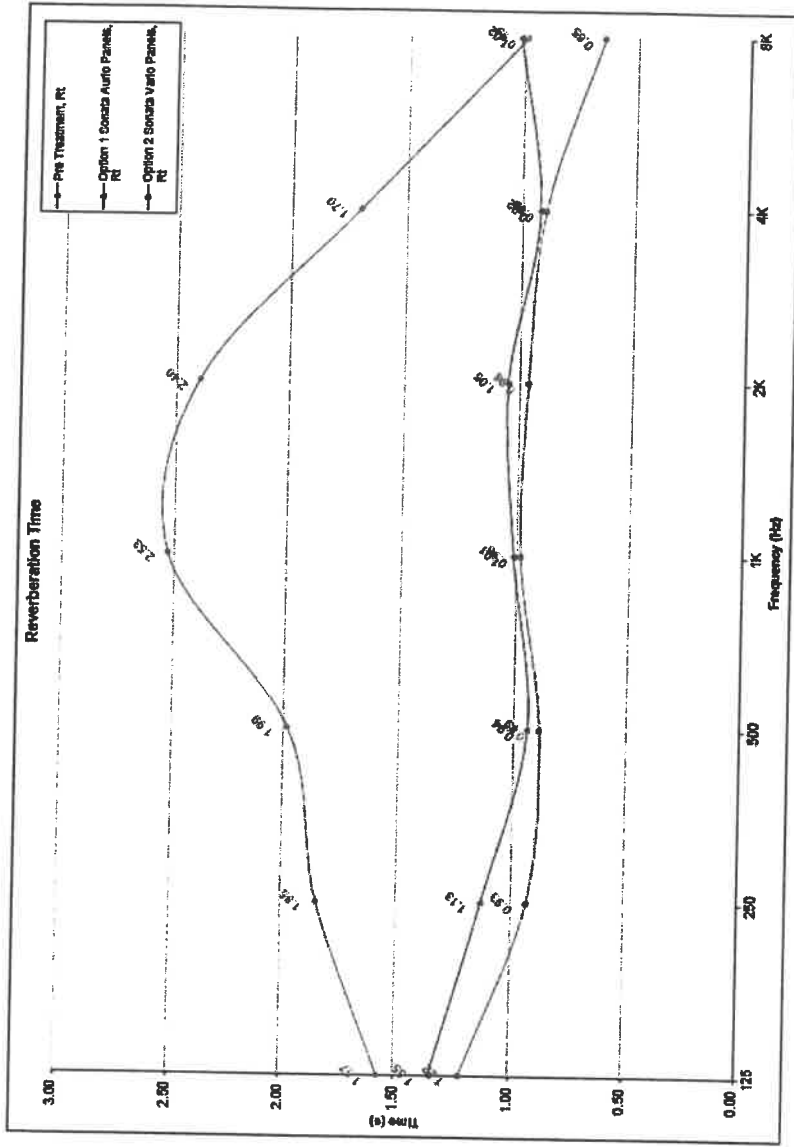
Prepared by: Alex Docherty  
 Date: 11/06/2024

Project: Broughton Astley Parish Council  
 Room Ref: Hall

Signed: \_\_\_\_\_  
 For and on behalf of SRS

Pre Treatment Average Rt (125Hz - 8KHz) = 1.86 s  
 Pre Treatment Trf (BB83) = 2.30 s  
 Option 1 Post Treatment Average Rt (125 - 8KHz) = 1.06 s  
 Option 1 Post Treatment Trf (BB83) = 1.00 s  
 Option 2 Post Treatment Average Rt (125Hz - 8KHz) = 0.93 s  
 Option 2 Post Treatment Trf (BB83) = 0.94 s

	Octave Bands (Hz)							
	63	125	250	500	1K	2K	4K	8K
Pre Treatment, Rt	3.37	1.57	1.99	2.53	2.40	1.70	1.70	0.99
Option 1 Sound Absorb Panels, Rt	3.36	1.35	1.13	0.94	1.01	1.05	0.52	1.22
Option 2 Sound Vario Panels, Rt	3.37	1.22	0.93	0.89	0.96	0.96	0.69	0.85



**RECOMMENDATION:** That the Parish Council decide whether they would like to pursue acoustic treatment for the Alan Talbott, and if so the Parish Office will contact some additional companies for quotes to bring back to full Council for them to agree and approve a contractor.

Report to Parish Council – 18 July 2024

**REPORT SUMMARY**

<b>Subject</b>	Skate Park Ramp Repair
<b>Date</b>	18 July 2024
<b>From</b>	Deputy Clerk
<b>Financial Implications</b>	Outlined in report

**Skate Park Ramp Repair**

The ramps on the Skate Park have been damaged due to wear and tear and now require some additional maintenance.

This includes:

- The replacement of two or three main Skatelite sheets of the ramp due to cracks/dents.
- Repin and replacement of any lifting sheets and snapped screws on riding surface and kicker plates (continued use eventually works the screws loose or snaps them and requires either larger screws be installed or new screw placement).
- Repainting of the none slip metal edges and kicker plates.

A quote has been sought from Fearless Ramps, who are the company that installed the skate ramp originally and have provided maintenance for the skate park.

The cost of these repairs is £3,135.00 (excluding VAT) which can be covered by the Earmarked Reserve of £7,665 currently held on budget for Playground and Skate Park repairs.

**RECOMMENDATION:** That the Parish Council approve the spend of £3,135.00 excluding VAT with Fearless Ramps for the repairs to the Skate Park.

Report to Parish Council – 18 July 2024

<b>REPORT SUMMARY</b>	
<b>Subject</b>	Replacement Mower
<b>Date</b>	18 July 2024
<b>From</b>	Parish Manager
<b>Financial Implications</b>	Outlined in report
<b>Health and Safety implications</b>	Training on use of new vehicle will be provided

**Provision of a Replacement Grounds Maintenance Mower**

The John Deere Mower purchased by the Parish Council in 2004 as a 10-year-old second hand machine is now in need of replacement. The mower parts for this machine are obsolete and although we have been able to source specially fabricated spares in the past, this is now longer a viable option and as repairs are required, the machine is permanently out of action.

The mower is the most used of all the machines predominantly used at the park and the cemetery but will also be required at the leisure centre grounds in coming months. The Parish Council's other mowers, of which there are two, are either too small which would triple the time taken to mow the larger areas or are not robust enough to cope with different grades and ground conditions.

Three quotations have been provided from local dealerships for similar specifications to the current machine.

Company	Make and model of mower	Price exclusive of VAT	Discount offered	Total price exclusive of VAT
Sharnford Horticultural	New Iseki SF225 22HP, 3 Cylinder Diesel, 60' cutting deck  2yrs or 2000 hours warranty.	£24,300	£0	<b>£24,300</b>
Chandlers Farm Machinery	Ex-Demo (50 hours on clock), Iseki SF224, 22HP, 3 Cylinder Diesel, 60' cutting deck  1yr warranty	£19,945	£3,695	<b>£16,250</b>
Mason King (online supplier)	2020 Ex-Demo John Deere 1570 (136 hours on clock), 30HP, 3 Cylinder Diesel, 60' cutting deck  1yr warranty	£24,000	£0	<b>£24,000</b>  Does not include delivery



The Parish Council over the last few years has been adding to an earmarked reserve budget heading for the replacement of large mechanical vehicles from which the purchase of a new mower will be taken. The budget currently stands at £21,000.

It is therefore, recommended that an ex-demonstration model Iseki SF224 is purchased from Chandlers Farm Machinery at a cost of £16,250 (includes a discount of £3,695) excluding VAT. An offer of £2,000 has been made for the disposal of the Parish Council's old John Deere which will be offset against the total cost quoted for the mower. Therefore, the Parish Council will be looking to spend £14,250 on this mower.

All prices quoted are including VAT.

**RECOMMENDATION: That the Parish Council purchases an ex-demonstration Iseki SF224 from Chandlers Farm Machinery at a cost of £16,250 (including a discount of £3,695) excluding VAT.**



John Deere 1570



Iseki SF range

<b>REPORT SUMMARY</b>	
<b>Subject</b>	Community Speed Watch
<b>Date</b>	18 July 2024
<b>From</b>	Parish Manager

**Community Speed Watch Programme**

The Parish Manager contacted Leicestershire County Council to make enquiries on operating a Community Speed Watch programme in Broughton Astley following a few observations reported by residents and councillors alike on the speed that traffic travels through the village. The scheme is run by Leicestershire County Council and is fully supported by Leicestershire Police.

The programme for 2024 is fully booked, but we have been placed on list registering an interest to run a programme in 2025. We should be notified in either January or February with more details on the forthcoming programme, however there are a couple of criteria that need to be fulfilled prior to any commitment from the County Council.

The first is to decide on up to four locations on where the speed watch should take place, and this should be sent to the County Council. Schemes can only operate in a 30 or 40 mph speed limit.

	<b>Street / Road Name</b>	<b>Location / description (include location on if preferred)</b>
1		
2		
3		
4		

The second is that a minimum of 12 volunteers will be required, one of which will act as the co-ordinator on the scheme with an appointed deputy. The appointed co-ordinator will need to be able to use excel as it will be their responsibility to ensure captured data is inputted into this document and forwarded to the Police each day. It may be beneficial to appoint a councillor as the co-ordinator who will then be supported by the volunteers. A call for volunteers will not need to be undertaken until the New Year.

All volunteers will be required to complete a training course prior to operating the scheme which will be hosted at the village hall and need to commit to a two-week period for the scheme to run successfully.

- 1. Members need to decide on up to four locations on where the speed watch scheme should take place in 2025.**
- 2. A councillor should be nominated at co-ordinator to lead the scheme on behalf of the community.**

**MINUTES OF NEIGHBOURHOOD PLAN DELIVERY AND MONITORING GROUP  
HELD ON MONDAY 11 JULY 2024  
HELD IN THE ASTLEY ROOM, BROUGHTON ASTLEY VILLAGE HALL**

PRESENT: Councillors D Beasley, G Brown, R Davis, C Golding, C Grafton-Reed

OTHERS PRESENT: None

CLERK: Mrs D Barber

**1. APOLOGIES**

24.358 **RESOLVED:** Apologies were received and accepted from Councillor Oliver and Mrs M Stell. No apologies were received from Cllr P Shipman

**2. DECLARATION OF MEMBERS INTERESTS.**

**RESOLVED:** None received

**3. EXCLUDE PUBLIC AND PRESS**

Cllrs Grafton-Reed and Beasley proposed and seconded that the public and press are excluded for the discussion on agenda item 4 as it contains commercial and confidential information under the Public Bodies (Admissions to the meetings) Act 1960. A show of hands carried this unanimously.

24.360 **RESOLVED: That the press and public are excluded for the discussion on agenda item 4 as it contains commercial and confidential information.**

**TO EVALUATE THE LAND OPTIONS FOR INCLUSION IN THE NEIGHBOURHOOD PLAN REVIEW FOR RECOMMENDATION TO FULL COUNCIL.**

The group agreed to meet w/c 29 July 2024 to evaluate all sites in greater detail prior to making their recommendations to full council in August.

24.361 **RESOLVED: That the Neighbourhood Plan Delivery and Monitoring Group will evaluate all development sites and make their recommendations to full council in August as part of the Neighbourhood Plan Review.**

Meeting closed at 8.50pm

**MINUTES OF NEIGHBOURHOOD PLAN DELIVERY AND MONITORING GROUP  
HELD ON MONDAY 08 JULY 2024  
HELD IN THE ASTLEY ROOM, BROUGHTON ASTLEY VILLAGE HALL**

PRESENT: Councillors D Beasley, G Brown, R Davis, C Golding, C Grafton-Reed, and S Oliver

OTHERS PRESENT: None

CLERK: Mrs D Barber

**1. APOLOGIES**

24.354 **RESOLVED: Apologies were received and accepted from Councillor Mrs Stell. No apologies were received from Councillor Shipman**

**2. DECLARATION OF MEMBERS INTERESTS.**

24.355 **RESOLVED: None received**

**3. TO APPOINT THE CHAIR**

Cllrs Oliver and Beasley proposed and seconded that Cllr Grafton-Reed is appointed the Chair of the Neighbourhood Plan Delivery and Monitoring Group for the Municipal Year 2024/25. A show of hands carried this unanimously.

24.356 **RESOLVED: That Councillor Grafton-Reed Is appointed as Chair of the Neighbourhood Plan Delivery and Monitoring Group for the Municipal Year 2024/25.**

**24.357 TO APPOINT THE VICE-CHAIR**

Cllrs Golding and Davis proposed and seconded that Cllr Oliver is appointed the Vice-Chair of the Neighbourhood Plan Delivery and Monitoring Group for the Municipal Year 2024/25. A show of hands carried this unanimously.

**RESOLVED: That Councillor Oliver is appointed as Chair of the Neighbourhood Plan Delivery and Monitoring Group for the Municipal Year 2024/25.**

Meeting closed at 7.15pm