

Notes of the Annual Meeting of Harmston Parish Council

at The Memorial Hall, Harmston
on Tuesday 17th May 2022 at 7.30 pm

Present	Title	Role
Cllr Mark Jones	Parish Councillor	Chairman
Cllr Paul Wallace	Parish Councillor	Vice Chairman
Cllr Brian Hamilton	Parish Councillor	
Cllr Ian Norman	Parish Councillor	
Mrs. Helen Jones	Clerk & RFO	Clerk
Cllr Marianne Overton	Councillor	County Councillor
6 members of the public		

1/5 ELECTION OF CHAIR

Cllr Wallace proposed, Cllr Norman seconded, and it was *RESOLVED that Cllr Jones remain as Chair.*

Cllr Norman proposed, Cllr Jones seconded, and it was *RESOLVED that Cllr Wallace remain as Vice Chair.*

Appropriate forms were completed.

2/5 APOLOGIES AND REASONS FOR ABSENCE

Apologies were received from Cllr Lucille Hague and Cllr Carrington (currently on annual leave)

3/5 DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA

None to declare.

4/5 OPEN FORUM

Suggestions were made regarding Church Lane: weight restrictions; time restrictions; measures to control these and volume and speed of traffic. It was requested that a thorough review be carried out on the road. *ACTION: Clerk to request review & refer County to the petition TD: 30/6*

It was noted that many vehicles continue to cut through the village, which is prohibited. Residents were encouraged to call the Police to log any unlawful actions.

Weeds on path ways are becoming unsightly as the weather improves. *ACTION: Clerk to ask grasscutter and YF to see if either could spray the weeds (certificate needed). TD 19/6*

Church Lane at the traffic lights continues to flood. NKDC are already aware. *ACTION: Clerk to chase. TD 30/6*

Bus stop nearest lights at Church Lane requires a number. *ACTION: Clerk to contact highways/Stage Coach TD 30/6*

Sandbags remain on Church Lane near HMH. No reason has ever been given. *ACTION: Clerk to request their removal TD 19/7*

There isn't any drainage on Church Lane near to the HPA entrance. Residents were requested to use Fix My Street to report this.

5/5 REPORTS OF REPRESENTATIVES

a) Local Police (PC 1293 Matt Roberts)

Newsletter shared via email. More information on the Cliff Villages Policing Team, follow this link <https://www.lincs.police.uk/about-us/your-area/teams/cliff-villages-policing-team/>

b) County Councillor

Report shared.

c) District Councillor

District Councillor Overton discussed the main points from her report.

6/5 CO-OPT

Cllr Hamilton proposed, and Cllr Norman seconded, and it was **RESOLVED** that Kevin Goodwin become a member of Harmston Parish Council.

The appropriate forms were completed, and the Chair welcomed Cllr Goodwin to Harmston Parish Council.

7/5 TO APPROVE THE NOTES OF THE LAST MEETING

Cllr Wallace proposed and Cllr Norman seconded, and it was **RESOLVED** that the Minutes of the meeting of the Parish Council held on 15th March 2022 were approved.

Several points were discussed:

Play Area grass not cut, **ACTION: To ensure the contractor has the gate key**

Possibility of monthly meetings to be added to next meeting's agenda

Actions points to be shared out in forthcoming meetings

Vicarage Lane post for SpID. **ACTION: Clerk to email LCC**

8/5 CLERKS REPORT

1. Tax refund for 2021-2022 updated
2. Noticeboards updated
3. QPJ preparations
4. QPJ trees planted
5. Payments made
6. Cheque book balanced
7. New cheque book ordered and received
8. Internet banking investigated
9. SpID device chased
10. Risk assessment for Play Area updated
11. Risk Assessment for Christmas Event updated
12. Risk Assessment for Litter Picking updated
13. Risk Assessment for PC updated
14. APM agenda written
15. Harmston groups written to with invitation to APM
16. AMPC agenda written
17. Article submitted to HMH newsletter – including registering for school age children to receive a commemorative gift got the QPJ
18. Litter picker chosen and meeting held to discuss role
19. Year end spreadsheet completed
20. Spreadsheet for 2022-2023 compiled
21. Payroll for year end completed
22. Payroll for new year established
23. Time sheets up to date and shared
24. Payrate changed, back pay calculated and bookkeeper has checked calculations
25. Payment for fence cleared
26. Soft close fitting ordered
27. Appropriate emails shared with PC
28. Bank signatories organised with bank to correct their mistake – phone call
29. Dog bins reported, and installation of new bin/ new location of additional bin chased
30. Replies re donations and subscriptions sent
31. Meeting notes for March written and shared
32. Filing up to date
33. Applicant for vacancy contacted with role details and invited to next HPC meeting
34. Lock added to play area large gates – grass cutter informed
35. Fence tax refund checked
36. Flag fest flag chased for QPJ event
37. AGAR documents complete and ready for Chair and Auditor ahead of sharing with PC
38. Repairs requested at PSI Company – not a service they offer
39. Attendance log updated

E-mail: clerk@harmston.info Website: <http://harmston.parish.lincolnshire.gov.uk>

40. Resident emails

It was suggested that the Clerks Report be shortened, and shared only with the Chair of Staffing Committee.

9/5 FINANCIAL MATTERS

- a) **To consider the Financial Overview** for 2021-2022 to date (emailed)
Financial Overview reviewed – no issues
- b) **To consider the Financial Report for May 2022**

Treasurers Account Balance May meeting 2022:	£26,364
---	----------------

REF NO.	DATE	ITEM DESCRIPTION	EXPENSE ACCOUNT	INVOICE NO.	TOTAL ITEM	CHQ NO.	REF NOTES	CHEQUE CLEARED
1	19/03/22	Professional Paddock Care	Play Area	2493	CANCELLED	1050	Play Area Fence	CANCELLED
2	7/4/22	Professional Paddock Care	Play Area	2493	4,450.54	1051	Play Area Fence	20.4.22
3	7/4/22	H. Jones	Clerk Salary		334.72	1052	March wages - 4 wks	13.4.22
4	7/4/22	C B Maintenance	Play Area		18.00	1053	Grass cutting in play area	5.5.22
5	7/4/22	T J Bookkeeping	Payroll		40.00	1054	Aug 21 - March 22 bookkeeping fee	
6	7/4/22	N Power			785.32	1055	1.1.22 - 31.3.22 supply	29.4.22
7	7/4/22	H. Jones	Clerk Salary		494.56	1056	April wages (5 wks) + back pay	
8	3/5/22	H Jones (Cartridge Save)	Clerk Expenses		31.78	1057	Toner cartridge for clerk's printer	
					<i>Total expenditure</i>	6,194.92		

PENDING PAYMENTS			
	ITEM DESCRIPTION	TOTAL PAYMENT	DETAILS

INCOME RECEIVED			
ITEM DESCRIPTION	DATE	TOTAL AMOUNT	CHEQUE CLEARED
PRECEPT	1/4/22	15,1520	1/4/22

- c) **Monies to be paid**
Cheques were signed for pending payments.
- d) **Internet Banking**
Clerk is looking into this.
- e) **AGAR review and approve as appropriate**
All documents were agreed and signed where appropriate.

10/5 PLANNING APPLICATIONS

- a) **TREE WORKS**
- b) **PLANNING**
There were no applications to review.

11/5 APPOINT REPRESENTATIVES

- a) **Staffing Committee**
Cllr Jones proposed, Cllr Hamilton seconded *and it was RESOLVED the Committee remain the same: Cllr Norman as Chair, Cllr Wallace and Cllr Hamilton as members*
- b) **Cluster Group**
Cllr Norman proposed, Cllr Jones seconded and it was *RESOLVED that Cllr Wallace retain this role.*

The Chair thanked Councillors for their time generously donated to the PC, however the Chair also reminded Councillors of their expected conduct during meetings, acting as a Councillor towards other members and staff.

12/5 CHURCH LANE TRAFFIC

- a) **Queens Highway clarification**
Refer to Item 4 for details
- b) **Update on SpID purchase**
Both the Clerk and Cllr Wallace have chased the SpID purchase, and are still awaiting expected delivery date. The Clerk has emailed re the shared SpID and is still awaiting a response. *ACTION: Clerk to chase SpID purchase and shared SpID. TD 20/6*

13/5 SUBSCRIPTIONS/DONATIONS

Cllr Jones proposed and Cllr Wallace seconded, and it was *RESOLVED that £450.00 be donated to the Church towards annual lawn maintenance costs*

14/5 RISK ASSESSMENTS

- a) **Play Area**
- b) **HPC**
- c) **Litter picking**
The Clerk had updated all risk assessments (also including events such as Christmas) which were approved by the members. It was agreed to use the same point systems format for all minor risk assessments, and retain the format for the HPC risk assessment due to its level of detail. *ACTION: Clerk to amend where necessary, TD 19/7*

15/5 REVIEW STANDING ORDERS

It was agreed that the standing orders are acceptable in their current form.

16/5 INSURANCE

- a) **Agree and approve new policy**
Ring BHIB for a quote
Ask Stacey at BBH which provider they use
Cllr Wallace proposed, Cllr I Norman seconded and it was *RESOLVED that no more than the Gallagher quote be spent - another provider can be instructed if their charge is the same or less. CLERK to get quote and instruct appropriate company*

Clerk has requested that the play area grass be cut ready for the QPJ celebrations

It was agreed that the bench for late Chair, Cllr Mannsaker be in place to be unveiled at the QPJ lunch on the field. (Clerk has had plaque made). Pavers need to be laid as per landowner's instructions, *ACTION: Secure pavers*

17/5 MATTERS TO BE RAISED AT THE NEXT MEETING

To consider matters to be raised at the next meeting:

Church Lane

Monthly meetings

New members

Dog bins

As always, Clerk will distribute agenda a few weeks before the meeting, so that any other suggestions can be added before Clerk publishes the final draft of the agenda.

18/5 DATE FOR NEXT MEETING

The next meeting will be **Meeting of the Parish Council on Tuesday 19th July 2022** at the Memorial Hall, Harmston

There being no further business the Chair closed the meeting at 9.40pm

Chair:

Date:

Please be advised that these are notes of the meeting taken by the Clerk and cannot in any way be regarded as the official minutes of council proceedings until they are approved and signed at a future Parish Council meeting.