

Notes of the Meeting of Harmston Parish Council

at The Memorial Hall, Harmston

on Tuesday 15th March 2022 at 7.30 pm

Present	Title	Role
Cllr Mark Jones	Parish Councillor	Chairman
Cllr Paul Wallace	Parish Councillor	Vice Chairman
Cllr Ian Norman	Parish Councillor	
Mrs. Helen Jones	Clerk & RFO	Clerk
D Cllr Ian Carrington	Councillor	County Councillor
Cllr Marianne Overton	Councillor	District Councillor

1/3 APOLOGIES AND REASONS FOR ABSENCE

Apologies were received from Cllr Lucille Hague

2/3 DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA

None to declare.

3/3 OPEN FORUM

There were no residents in attendance

4/3 TO CONSIDER APPLICANTS TO JOIN THE PARISH COUNCIL

No applicants at this time. The Clerk continues to advertise the post on the PC website, and in both village noticeboards. The vacancies have also been in other local publications. It was agreed that a new advert be made to help increase interest.

5/3 TO APPROVE THE NOTES OF THE LAST MEETING

Cllr Jones proposed and Cllr Norman seconded, and it was **RESOLVED** that the *Minutes of the meeting of the Parish Council held on 25th January 2022 were approved.* The Clerk thanked Councillor Wallace for producing the minutes in her absence.

6/3 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. County Councillor Carrington shared feedback from his walk around Harmston with County Highways. He advised that as Church Lane is the Queens highway there are no legal grounds to ban HGV vehicles. Highways agrees that strategies need putting into place to address the issues. Highways have proposed a package of ideas (such as signage (narrow roads) and slow down HGV vehicles, painting road markings and adding additional signage throughout the village). This will take a few months to draft, check legalities and finances. Cllr Jones asked Cllr Carrington if funding could be made available to help with the cost of an additional SpID device.

c) **District Councillor**

District Councillor Overton discussed the importance of The Central Lincolnshire Local Plan which focusses on issues such as housing, the economy and the environment and is under consultation. The PC are encouraged to engage with the process. The Clerk has already sent links to the PC.

Changes are also being made to the Planning Committee. Previously there have been 2 committees of 21 members each. Now there will be a total of 15 Councillors in one committee, meeting every 3 weeks.

7/3 CLERKS REPORT

1. HRMC log on updated and details filed
2. Format for tax refunds set up
3. Tax refunds completed for 2019-2020 and 2020-2021 (shared with PC)
4. Tax refund for 2021-2020 up to date (shared with PC)
5. Resident visited
6. Park and fence checked following storm
7. Time sheets completed for January and February and submitted
8. Meeting notes added to website and noticeboards
9. Website updated
10. Play Area safety inspection information collated and shared with PC
11. Payment for fence made
12. Soft close chased for gate
13. Dog waste bins checked
14. LALC membership paid for the year
15. Photographs of play area fence taken and sent to Mr Sowerby, as requested
16. Future meeting dates added to website, and shared with regular attendees
17. Councillor vacancies advertised again on Facebook (and remain on website and in noticeboards)
18. Litter Picking vacancy advertised via noticeboards, website and Facebook
19. APM date checked, hall booked – shared with PC and added to meeting dates
20. Planning portal updated
21. Research into street lighting in NKDC
22. NKDC contacted for advice/contact for queries regarding ownership of lighting. Awaiting reply.
23. Planning permissions, updates and outcomes shared with PC
24. Insurance policy checked
25. Payments made (see financial report)
26. Dog bin installed
27. Anti-social behaviour on Hill Top reported to NKDC via ‘report nuisance parking’. Awaiting reply.
28. SpID device ordered (awaiting details for date of delivery and invoice)
29. EON invoices checked and copied
30. Notes for meeting set up and completed
31. Filing cabinet completed
32. Play Area signs discussed with AH and shared via FB
33. Cheque book balanced against latest statement
34. New cheque book ordered and received
35. Mandate forms sent to bank
36. Prep for QPJ
37. Emails filtered, and necessary emails shared with PC
38. Filing
39. Financial Spreadsheet up to date
40. Payments to EON made
41. Emails from residents responded to
42. Forms for white gates received and completed – location pending
43. Permission obtained from Mr Sowerby for planting trees in play area and near orchard
44. Local PC Clerk liaised with regarding SpID discount
45. Local PC Clerk liaised with re lighting discounts

Cllrs had no issues or comments to make.

8/3 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 March 2022**
Financial Report was reviewed with no issues noted. The Clerk also asked the PC to review the VAT refund overviews (appendices 1) – the Clerk was asked to check the VAT refundable for the fence purchased

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

March meeting 2022:	£13,227.00
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REF NO.	DATE	ITEM DESCRIPTION	EXPENSE ACCOUNT	INVOICE NO.	TOTAL ITEM	CHQ NO.	REF NOTES	CHEQUE CLEARED
50	25.1.22	Aswarby Estate	Christmas	4069	185.00	1042	Village Christmas tree	1.3.22
51	1.2.22	H. Jones	Clerk salary		334.72	1043	HJ wages Jan (4 wks)	2.3.22
52	22.2.22	LALC	Subscription /donations	12186	227.87	1044	Annual membership	
53	22.2.22	Professional Paddock Care	Play area	2493	4,450.54	1045	Fence surrounding play area	11.3.22
54	1.3.22	H. Jones	Clerk salary		334.72	1046	HJ wages Feb (4 wks)	2.3.22
55	1.3.22	H. Jones	Clerk office		45.00	1047	HJ office Dec-Feb	2.3.22
56	11.3.22	PI Company	Play area	HAR14082	66.00	1048	Operational inspection	
57	11.3.22	E.ON	EON Maintenance	111097	117.50	1049	Quarter ending 31.03.22	
					<i>Total expenditure</i>	5,761.35		

PENDING PAYMENTS			
	ITEM DESCRIPTION	TOTAL PAYMENT	DETAILS
APRIL	H Jones		Wages
APRIL	Pump House	tbc	Repairs
APRIL	Elan City	£2376.00	SpID

INCOME RECEIVED			
ITEM DESCRIPTION	DATE	TOTAL AMOUNT	CHEQUE CLEARED
VAT refund for 2019-2020, 2020- 2021	17.02.2022	465.97	17.02.22

c) **Monies to be paid**

Cheques were signed for pending payments.

d) **Internet Banking**

Cllr Norman proposed and Cllr Wallace seconded and it was **RESOLVED that the Clerk set up internet banking for the PC to enable online payments** (2 signatories will be retained and PC Standing orders will need updating). *ACTION: Clerk to enable internet banking with two signatories and look into how to alter Standing orders to show changes TD: 30.4.22*

9/3 PLANNING APPLICATIONS

- a) **TREE WORKS** 22/0193/TPO 24 Church Lane
22/0304/TPO Cockburn Way
- b) **PLANNING** 21/1844/HOUS The Laurels, Blacksmith Lane (amended & approved)
21/1959/HOUS Chapel Stones, Blacksmiths
The PC had no comments to add.

10/3 SUBSCRIPTIONS/DONATIONS

- a) **Citizens Advice**
Due to budget constraints the PC have had to limit donations this year, and therefore no donation will be made this year.
- b) **Lincolnshire Fieldpath Association**
Due to budget constraints the PC will not be subscribing this year.
- c) **QPJ Celebrations**
At the last QPJ meeting, it was suggested that the PC contribute to the village celebrations by funding and gifting a commemorative token. It was agreed that the Clerk will use email/Facebook etc to ascertain how many Primary School age children would be interested in such a gift, by parents registering their name and age with the Clerk. It was also agreed that a budget of no more than £500 be set and numbers to be collected by the end of May. *ACTION: Clerk to research items and cost, to set up a register; to use adverts to ask families to register children; to use register to calculate order and costs. TD 16.5.22*

11/3 PLAY AREA

- a) **Fence update**
The fence has been installed and the PC are very happy with it.
- b) **Locks and soft close fitting**
The Clerk has bought a lock with two keys. The Clerk will keep one key, and the other will be issued to the grass cutting contractor.
The soft close fitting is essential and covers a requirement of the Play Inspection report, but is approximately an additional £100. Cllr Norman proposed and Cllr Wallace agreed and it was RESOLVED that a soft close fitting be installed. *ACTION: Clerk to instruct company to install soft close asap.*
- c) **Provision for older children**
Any requests made for football goal posts need to be sent directly to the Management Company.
Cllr Wallace would happily donate table tennis equipment for a group to be set up in the village, he would not however be able to run it – volunteers would be needed. *ACTION: Clerk to ask HMH if the table tennis equipment could be kept at HMH. TD 1.6.22*
- d) **Safety checks**
In the most recent Play Inspection report there were a few points to action.
Some of the equipment needs cleaning, Cllr Norman will ask the local bin cleaner if he could jet wash the equipment.
It also stresses the importance of a sign at the play area. In addition, there were a few areas that need minor repairs. *ACTION: IN to organise cleaner, TD 11.4.22. ACTION: Clerk to contact PSI to ascertain if they can carry out the repairs highlighted.*
The need for the Clerk to instruct and pay for safety related issues was discussed. Cllr Wallace proposed, Cllr Norman seconded, and it was RESOLVED that the Clerk be given delegated approval for sums up to £150.00 for safety and any other costs.
- e) **Sign**
It was agreed that a sign needs designing, costing and making. The sign should highlight 'No Dogs' *ACTION: Clerk to draft sign, find supplier & cost and share information with PC ahead of the next meeting, TD: 13.5.22*

12/3 LITTER PICKING

- a) **Role**
There has been some interest and the clerk is in the process of appointing someone to the role. Clerk has bought equipment, and will also buy a high visibility Jacket for health and safety reasons.
- b) **Funding (from NKDC)**
The Clerk has registered Harmston for the appropriate funding.

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

13/3 PUMP HOUSE (Well)

a) **Discuss quotes, and agree upon a contractor**

A partial quote has been received and this was discussed.

14/3 DOG BINS

a) **Update on purchase and installation**

Details can be found in the Clerks Report

b) **Location of 5th bin**

Bin to be attached to an existing post on Church Lane. *ACTION: Clerk to contact NKDC re installation of new bin TD: 11/4/22*

15/3 SpID UPDATE

a) **Order update**

The SpID has been ordered, and the order confirmed.

ACTION: Clerk to chase position of post on Vicarage Lane, and to chase Waddington for our turn of the shared device TD: 15/4/22

16/3 CHURCH LANE TRAFFIC

a) **Discuss additional supporting measures (such as road markings and signs)**

Refer to Item 6c for details.

17/3 WHITE GATES

a) **Agree site and complete forms**

The Clerk will complete the forms asking for permission for gates on Church Lane (near the lights and at the bottom of the hill) and Vicarage Lane. *ACTION: Clerk to complete forms and submit TD: 10.4.22*

b) **Discuss and consider quotes and budgets**

There are limited funds for items not budgeted for this year. Therefore, the Clerk will submit the planning so that it is ready for when there are appropriate funds. Seeking a sponsor was discussed and the Clerk will look into this. *ACTION: Clerk to seek sponsor for gates TD: 15.5.22*

18/3 QUEENS PLATINUM JUBILEE CELEBRATIONS

a) **Update from the Clerk**

Meeting attended yesterday; the Clerk will forward the minutes once received. The QPJ Committee have requested that the PC provide Public Liability Insurance for the event on the field. *ACTION: Clerk to contact insurance TD: 13.4.22*

Refer to Item 10.3 for further details.

19/3 LIGHTING

a) **Discuss proposal**

Harmston Park Avenue has had some of its lights operating hours reduced, and it was discussed if this could be an idea for the other areas of Harmston, in order to reduce costs. There was a detailed discussion ahead of the expected prices increases and the impact that will have on the budget. It was agreed that some research was needed to be able to plan ahead, before making decisions as to how to control costs. The following points were agreed: i) Clerk to circulate electricity costs: ii) HPC members to consider what if any lights could be turned off; iii) Ascertain whether lights can be turned off for e.g., after midnight

b) **Discuss working with other PCs re costs**

To be discussed at a later date when more information is available.

20/3 ANTI SOCIAL BEHAVIOUR (View Point)

a) **Update**

The Clerk has lodged a complaint with NKDC regarding the parking at the viewing point. No further complaints have been received from the residents.

21/3 MATTERS TO BE RAISED AT THE NEXT MEETING

The next meeting is the Annual Meeting of the Parish Council and this will be reflected in the agenda which the clerk will draft. *ACTION: Clerk to draft agenda TD: 18/4/22*

20/1 DATE FOR NEXT MEETING

The next meeting will be the **Annual Meeting of the Parish Council on Tuesday 17th May 2022** at the Memorial Hall, Harmston

There being no further business the Chair closed the meeting at 10.05pm

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.

Appendices 1:

VAT CLAIM: April 2019 – March 2020

Date	Suppliers VAT No.	Description of Supply	Supplier	VAT PAID
05/06/2019	559097889	Street Light Maintenance	EON	23.00
29/06/2019	128616660	Memorial Bench	B. Knight & Son Ltd	80.40
03/09/2019	745567891	Circuit for defibrillator	Eagle Electrical	24.00
10/09/2019	559097889	Street Light Maintenance	EON	23.00
11/09/2019	559097889	Street Light Maintenance	EON	6.25
20/09/2019	416393941	Training	LALC	5.70
25/09/2019	440498250	Annual cover	PKF	40.00
11/10/2019	845184023	Inspection	Play Inspection Company	10.50
04/12/2021	559097889	Street Light Maintenance	EON	23.00
11/12/2021	845184023	Inspection	Play Inspection Company	10.50
05/12/2012	567893290	Christmas Tree	Aswarby Saw Mill	30.00
11/12/2019	559097889	Street Light Maintenance	EON	10.95
			TOTAL:	£287.30

VAT CLAIM: April 2020 – March 2021

Date	Suppliers VAT No.	Description of Supply	Supplier	VAT PAID
04/03/2020	559097889	Street Light Maintenance	EON	23.00

04/06/2020	559097889	Street Light Maintenance	EON	23.00
09/07/2020	7002208814	Remote meeting platform	Zoom	14.39
09/07/2020	845184023	Inspection	Play Inspection Company	11.50
30/10/2020	416393941	Remote meeting platform	LALC	10.00
02/12/2020	559097889	Street Light Maintenance	EON	23.00
11/12/2020	416393941	Clerks Seminar	LALC	5.00
01/12/2020	567893290	Christmas Tree	Aswarby Saw Mill	30.00
05/01/2021	559097889	Street Light Maintenance	EON	23.00
03/03/2021	845184023	Inspection	Play Inspection Company	10.50
10/01/2021	727255821	Stationery	Amazon	5.28
			TOTAL:	£178.67

VAT CLAIM: April 2021 – March 2022

To date 11.2.22

Date	Suppliers VAT No.	Description of Supply	Supplier	VAT PAID
31/03/2021	364347486	VAT only on defibrillator	LIVES	320.00
02/06/2021	559097889	Street Light Maintenance	E.ON	23.00
27/07/2021	559097889	Street Light Maintenance	E.ON	4.69
01/09/2021	559097889	Street Light Maintenance	E.ON	23.00
27/08/2021	364347486	Defibrillator Maintenance	LIVES	7.82
31/08/2021	845184023	Play Equipment Safety Checks	PI Inspections	13.40
28/09/2021	559097889	Street Light Replacement Parts	E.ON	483.00
10/10/2021	232555575	SpID brackets	Screwfix	3.16
16/11/2021	416393941	Clerk Training	LALC	2.00
25/11/2021	350396892	Christmas event supplies	Lidl	1.79
26/11/2021	217915261	Remembrance plaque	Timpsons	4.83
01/12/2021	559097889	Street Light Maintenance	E.ON	19.58
03/12/2021	559097889	Electricity	E.ON	17.84
04/12/2021	232555575	Socket for lights	Screwfix	1.59
08/12/2021	845184023	Play Equipment Safety Checks	PI Inspections	11.00
08/12/2021	155847044	Dog waste bins	Glasdon UK	58.66
12/12/2021	727255821	Storage Box	Amazon UK	2.33
14/12/2021	727255821	Stationery	Amazon UK	1.56
06/01/2022	559097889	Electricity	NPower	13.66
21/02/2022	727255821	Litter Picker Kit	Amazon UK	5.00
25/01/2022	567863290	Village Christmas Tree	Aswarby Estate	30.83
11/03/2022	845184023	Play Equipment Safety Checks	PI Inspections	11.00
11/03/2022	559097889	Street Light Maintenance	E.ON	19.58
			TOTAL:	£1,079.32