

Minutes of the Meeting of Harmston Parish Council

at The Memorial Hall, Harmston
on Tuesday 20th July 2021 at 7.30 pm

PRESENT: Cllr M Jones, Cllr P Wallace Cllr B Hamilton, Cllr I Norman, Cllr J Graham-Walker, D Cllr M Overton, Cllr I Carrington, Mrs H Jones (Clerk)

1/7 APOLOGIES AND REASONS FOR ABSENCE

Apologies were received from D Cllr Lucille Hagues, Cllr E Stockbridge Sime

2/7 DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA

Cllr B Hamilton regarding the village sign in item 13/7b.

3/7 OPEN FORUM

There were no members of the public present at the meeting, wishing to speak.

4/7 TO APPROVE THE NOTES OF THE LAST MEETING

Cllr P Wallace proposed and Cllr J Graham-Walker seconded, and all agreed, and *the Minutes of the meeting of the Parish held on 18th May 2021 were approved.*

Staffing Committee notes were accepted for the records.

5/7 REPORTS OF REPRESENTATIVES

- a) **Local Police** Newsletter was received and shared prior to the meeting.
- b) **District Councillor** Newsletter was received and shared prior to the meeting from D Councillor L Hagues.
D Cllr M Overton announced the public meeting scheduled for Monday 16th August, 7pm at the Venue, Navenby, to discuss the Local Plan blueprint. Cllr Overton stressed the importance of the meeting and for the PC to share their opinions via the online consultation. **ACTION: ALL** Clerk to reshare the appropriate email. **ACTION: HJ** Cllr Overton also discussed a scheme focussing on gifts for those living alone. Clerk to forward Christmas list. **ACTION: HJ** Regarding the village lights, Cllr Overton suggested the Clerk contact the Clerk at Coleby for details of their recent light renewal programme. **ACTION: HJ**
- c) **County Councillor** newly elected County Councillor Ian Carrington introduced himself to the PC. He suggested a walk around the village be organised with himself, the Clerk, Chair and any other members, to give him an overview of what Harmston needs. Cllr Jones thanked D Cllr Carrington and agreed this would be a very productive meeting.

6/7 Annual Parish Meeting

Clerk to draft a notice explaining that the APM has been cancelled and giving reasons why, and to request that residents share any ideas they may have for the village. The notice should also invite residents to the next meeting. **ACTION: HJ**

7/7 CLERKS REPORT

1. Comments added to planning portal for 21/0474/HOUS, 21/0676/FUL, 21/0689/HOUS
2. Posters for APM made and distributed via Coleby School, Facebook Page/Harmston Community Page, Website, Graffoe Link and noticeboards
3. Graffoe Link article written and submitted (with APM poster) for July edition
4. Insurance organised and paid for 2021-2022 – relevant documents shared and filed

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5. Website updated
6. Filing
7. AGAR submitted
8. AGAR documents added to the website and noticeboards
9. Time sheet submitted, payslip generated, and wages paid for May & June for H Jones
10. Reports from local representatives shared
11. APM organised
12. Representatives chased for reports for APM
13. Planning permissions shared with PC and added to Planning Permission Log
14. Process of signatories being altered with Lloyds Bank ongoing
15. Resignation sent to NKDC from Cllr Edgar
16. Declaration of acceptance of office sent to NKDC for Cllr Jones and Cllr Wallace
17. HPC website updated with HPC information (via NKDC)
18. Updated list of Harmston Parish councillors added to both noticeboards
19. LALC annual membership paid
20. E.ON maintenance paid
21. Collection SPiD device chased
22. Noticeboards updated
23. Legalities of APM/covid restrictions investigated
24. Play Inspection Company annual inspection awaiting confirmation
25. Grab a Job initiative added to the website
26. APM cancelled - website updated, FB updated, local groups emailed, sign in noticeboards updated
27. SpID device location approval chased
28. Clerk Report, Financial Report and Agenda prepared for next meeting and shared with PC
29. Relevant emails from LALC etc shared with PC
30. Toner and stationery ordered
31. Proposed repairs from E-ON shared with the PC and costs calculated
32. Cliff Carnival Flag project shared with PC and added to agenda
33. LALC and D Councillor L Hague contacted for information on holding the APM and PMs
34. SpID site permission granted, and insurance document sent to Graeme Butler
35. Coleby contacted to arrange collection of devise and bracket
36. Email to Coleby to organise a schedule for the parishes still in the SpID device scheme, to ensure a fair and consistent sharing of the devise
37. Process started with NKDC for advertising vacancy
38. Email sent to Harmston Park Avenue Management to arrange a meeting with Mr Sowerby
39. Cheque book balanced and financial spreadsheet up to date
40. Information regarding, and examples of Neighbourhood Plans shared with PC
41. Permission granted for SpID device
42. Light reported to NKDC
43. Footpath reported to Jenny Bailey and a check/clean requested

8/7 FINANCIAL MATTERS

a) HPC Financial Report for July 2021

Treasurers Account Balance July meeting 2021:	£28,463.14
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	ITEM DESCRIPTION	INVOICE NO.	EXPENSE ACCOUNT	TOTAL ITEM	CHQ NO.	DETAILS	CHEQUE CLEARED
01/07/21	H. Jones		Clerk Salary	334.72	1005	June (4 weeks)	02.07.21
16/06/21	LALC	11093	Subscriptions/ donations	225.85	1004	Annual membership	08.07.21
10/06/21	E-ON	106063	E-ON maintenance	138.02	1003	Street Light maintenance Apr/May/June	
01/06/21	H. Jones		Clerk Salary	334.72	1002	My (4 weeks)	02.06.21
27/05/21	H. Jones		Clerk Office	45.00	1001	May, April, May	02.06.21
27/05/21	H. Jones		Clerk expenses	25.31	1000	Stationery	02.06.21
20/05/21	B. Solly		Audit	40.00	999	Internal audit for AGAR	07.06.21
20/05/21	Came & Company		Insurance	687.15	998	Annual Fee	18.06.21
20/05/21	D. West		Village Maintenance	140.00	997	Mar-May litter picking/play equipment	08.06.21
Total expenditure				£1,970.77			

PENDING PAYMENTS			
	ITEM DESCRIPTION	TOTAL PAYMENT	DETAILS
JULY	H. JONES	£418.40	July wages (5 weeks)

INCOME RECEIVED			
ITEM DESCRIPTION	DATE	TOTAL AMOUNT	CHEQUE CLEARED

b) To consider payments to be paid There were no outstanding payments.

9/7 PLANNING APPLICATIONS

a) TREE WORKS 21/1025/TCA The Cottage, Church Lane

21/0983/TCA Harmston Memorial Hall

b) PLANNING 21/0820/HOUS 22 Harmston Park Avenue

No comments to make on any of the above applications

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10/7 HARMSTON PLAY AREA

- a) **General Update** Clerk and Chair have been trying to contact Mr Sowerby to discuss several issues. Chair has suggested a site meeting, which has been refused. Letter to be drafted sharing the PC's perspective with Mr Sowerby. Planning regulations need to be considered.
It was agreed that the Clerk to continue with maintenance and safety checks in the interim.
- b) **HPC Contribution** If the PC continue to manage the park, they will need to consider budget constraints. This decision will be revisited pending the response to the letter to be sent to Mr Sowerby.
- c) **Parking**
Parking issue to be added to the aforementioned letter. Suggest additional parking spaces and signs re safe parking
- d) **Sign** Cllr J Graham-Walker has quotes for boards, however this will be addressed after the fence has been erected.

11/7 SpID

- a) **Site approval and device installation** Full approval has now been gained for the location of the SPiD device. The device is currently in Coleby and the Clerk has been trying to arrange collection. Clerk to chase again.
ACTION: HJ

12/7 VILLAGE STREET LIGHTING

- a) **Consider notification from E-ON** PC considered an email from E-ON outlining lights that need urgent repair, and the confirmation that existing bulbs are no longer available, and that therefore ALL lights will need changing in the near future. Clerk to speak to Coleby Clerk urgently regarding their new lighting scheme, and feedback asap. **ACTION: HJ** Need to consider if all lights are still required, and the brightness of bulbs.
MJ proposed and PW seconded, and it was agreed by all that the urgent repairs be carried out at the cost indicated on the E-ON email.

13/7 LOCAL EVENTS

- a) **To consider the invitation to the 'Flag project' and agree on a contribution**
After considering the event, *Cllr Norman proposed and Cllr Hamilton seconded, and it was agreed by all that a donation of £100 be given towards this community event and flag.*
- b) **Village Sign**
Cllr Hamilton explained that due to the sign now being erected in the grounds of the Memorial Hall, the Memorial Hall will insure the sign, therefore the PC no longer need to add the sign to their insurance as previously agreed.

14/7 BROADBAND

- a) **To discuss the installation on Harmston Park Avenue** The new broadband has now been installed on Harmston Park Avenue only. However, it has been brought to the PCs attention that there is currently a Government Fund available at £1500.00 per property. The church side of the village may need overhead wiring.
- b) **To discuss future plans for Broadband** Cllr Norman and Cllr Wallace will continue to look into this. Cllr Norman to send details to the Clerk to share on the PC website and Facebook account to garner community support. **ACTION: PW, IN, HJ**

15/7 MEETINGS

- a) **To consider and agree the frequency of future meetings** The PC considered having either monthly meetings or bimonthly meetings. A range of pros and cons were discussed. 3 members would struggle to attend monthly meetings. The Clerk suggested a subcommittee be made from those happy to meet monthly. This committee could use this time to monitor the village on walks, assessing any works that needed doing, that they could then feedback at the next meeting where decisions could be made. It was also agreed that extraordinary meetings could be called when needed. *Cllr Jones proposed that meetings remain every other*

month, with the option of calling extraordinary meetings when needed, and the formation of a subcommittee for village monitoring. Cllr Norman seconded this, and it was agreed by all.

16/7 MATTERS TO BE RAISED AT THE NEXT MEETING

Play area (fence/sign/parking)

Sub Committee

SpID

Planters (Sunflowers)

Allotments

Well

17/3 DATE FOR NEXT MEETING

The next meeting will be **Tuesday 21st September 2021** at the Memorial Hall, Harmston

There being no further business the Chair closed the meeting at 9.43pm

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.