

Minutes of the Meeting of Harmston Parish Council

held via Zoom (due to Covid-19 Restrictions)
on Tuesday 18th May 2021 at 7.30 pm

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

1/5 ELECTION OF CHAIR AND VICE CHAIR

It was proposed by Cllr P Wallace, seconded by Cllr I Norman, and all voted in favour that *Cllr M Jones continue as Chairman of Harmston Parish Council.*

Due to the resignation of Cllr I Edgar, the position of Vice Chair became available. Cllr B Hamilton proposed and Cllr J Graham-Walker seconded that Cllr P Wallace adopt the role. All voted in favour, and *Cllr P Wallace accepted the role of Vice Chair.*

Cllr M Jones expressed his thanks to I Edgar for his 10 years of service to the Parish Council.

2/5 APOLOGIES AND REASONS FOR ABSENCE

Apologies were received from *Cllr E Stockbridge Sime, D Cllr L Hagues,*

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

Cllr I Norman and Cllr J Graham-Walker declared an interest in item 10c, regarding Harmston Park Avenue.

Cllr B Hamilton, Cllr I Norman and Cllr J Graham-Walker declared an interest in item 9b, regarding the Thorold Arms.

4/5 OPEN FORUM

A resident asked the PC to consider why an annual contribution of £500 to Harmston Park Avenue had ceased being paid in 2018, which in Jan 2004 at a HPC meeting has been voted upon and agreed to be paid. The contribution was to help with overall costs and not towards any particular area. He explained that residents of HPA pay costs towards the playing field, play and general maintenance which is available to the general public, not just themselves.

The resident asked that the PC make a decision regarding the £500 and minute it in a future meeting. He also requested the PC consider what their responsibilities (especially financially) are long term in relation to the play area, and who will be paying those – will it be the PC or the owner of the land.

Cllr M Jones responded, explaining that an investigation would be needed to be able to reply accurately, and that all facts were needed before a decision could be made. A grant was used for the payment of the new play area, and all future responsibilities needed to be looked into further.

5/5 TO APPROVE THE NOTES OF THE LAST MEETING

Cllr P Wallace proposed, and Cllr I Norman seconded, and **the Minutes of the meeting of the Parish held on 16th March 2021 were approved.** Cllr M Jones signed the documents.

6/5 REPORTS OF REPRESENTATIVES

- a) **Local Police** Newsletter was received and shared prior to the meeting. PC Matt Roberts discussed with the PC about what his main focus should be, and it was agreed that his help was most needed in regards to traffic. Ways in which this could be achieved were discussed. The HPC should contact him if his support is required.
- b) **District Councillor** Newsletter was received and shared prior to the meeting. D Cllr M Overton offered some ideas on how to address the traffic, and suggested contacting Bassingham as a great example. **ACTION: HJ** During the pandemic a group has been established with a focus on 'community nurturing', D Cllr M Overton invited the PC to attend the monthly meeting.
- c) **County Councillor** No updates were received prior to the meeting.

7/5 ANNUAL ACTIONS TO AGREE FOR 2021-2022

- a) **Appoint Committees** It was agreed that the Staffing Committee will consist of Cllr P Wallace, Cllr I Norman and Cllr B Hamilton
- b) **Appoint Representatives** Cllr J Graham-Walker shared an interest in joining the Community Nurturing group with D Cllr Overton
- c) **Agree to subscriptions** *LALC* at a cost of £226 per annum, Cllr M Jones proposed, Cllr P Wallace seconded, all agreed. *Fieldpaths Association* at a cost of £10 per annum, Cllr I Norman proposed, Cllr J Graham-Walker seconded, *all agreed*

8/5 CLERKS REPORT

1. Comments added to planning portal for 21/0002/HOUS, 21/0003/LBC, 21/0133/LBC, 20/1424/VARCON
2. Planning Application log set up and used for tracking planning permission details
3. Reply sent to resident regarding 20/1424/VARCON
4. Noticeboards updated
5. Website updated
6. Filing for year-end completed
7. Time sheet submitted, payslip generated, and wages paid for March for H Jones
8. D West paid for Jan/Feb
9. Defibrillator checks investigated. Bill Barber checks equipment. All ok.
10. Play Area repairs chased again
11. Election posters added to website and noticeboard as per LCC request, and replaced upon further request
12. Road closure notice added to website and Facebook
13. Graffoe Link costs investigated and article drafted
14. PC emailed regarding regular PC updates in Graffoe Link and end of year summary
15. Jenny Bailey notified of works on Vicarage Lane – investigation into works ongoing, as no notifications have been received
16. Email to Openreach re broadband, and shared with PC
17. Response sent to Ashley Humphries regarding parking (PC also notified)
18. End of year finances collated and prep has begun for AGAR
19. New financial spreadsheet set up for 2021-2022
20. Play area repairs completed. HPC informed and company thanked.
21. All relevant LALC and NALC emails forwarded to HPC
22. Graffoe Link article shared with PC and submitted to editor
23. Ashley Humphries notified about damaged low wall at HPA
24. Auditor booked for AGAR
25. APM and AMPC researched and relevant documents created
26. Time sheet submitted, payslip generated, and wages paid for April for H Jones
27. Defibrillator assessed – regular checks are being carried out
28. LIVES payment made re defibrillator
29. Facebook page updated
30. Coleby PC emailed regarding brackets and unit – awaiting date for collection
31. Graeme Butler contacted re permission for site of SpID

32. Draft of rules for play area and possible suppliers shared with PC
33. AGAR complete and documents sent to external auditor
34. AMPC venue secured, rules checked, guidelines followed, and risk assessment in place
35. APM meeting date and venue secured, following guidelines
36. AMPC agenda shared
37. Village groups written to with an invitation to speak or send a report for the APM
38. APM agenda written and shared
39. Reports from local representatives shared

Point 7: Cllr M Jones will look into repairing the noticeboard on HPA

Point 16: Broadband is being installed in HPA next week, however it appears that this is not planned for the Church side of the village.

Point 26: New members of the Staffing Committee requested that all members be emailed clerks monthly timesheets.

9/5 FINANCIAL MATTERS

- a) **To approve the Financial Overview for 2021 to date** Cllr P Wallace proposed, Cllr I Norman seconded, and all were in agreement
- b) **To consider the Financial Report for May 2021** There were no issues to discuss.

Treasurers Account Balance May meeting 2021:	£30,433.91
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	ITEM DESCRIPTION	INVOICE NO.	EXPENSE ACCOUNT	TOTAL ITEM	CHQ NO.	DETAILS	CHEQUE CLEARED
04/05/21	H. JONES		CLERK SALARY	334.72	996	April wages (4 weeks)	
04/05/21	LIVES		DEFIB	320.00	995	VAT payment	
13/04/21	TJ BOOKKEEPING	1739	PAYROLL	50.00	994	Charges June 2020 - March 2021	
02/04/21	H. JONES		CLERK SALARY	418.40	993	March wages (5 weeks)	07/03/21
26/03/21	D. WEST		VILLAGE MAINTENANCE	140.00	992	Litter picking/equipment check Jan/Feb	16/04/21
			<i>Total expenditure</i>	£1263.12			

PENDING PAYMENTS			
	ITEM DESCRIPTION	TOTAL PAYMENT	DETAILS
MAY	D. WEST	£140.00	Litter picking/equipment check Mar/ May
JUNE	H. JONES	£334.72	May wages (4 weeks)

INCOME RECEIVED				
	ITEM DESCRIPTION	DATE	TOTAL AMOUNT	CHEQUE CLEARED
	PRECEPT	01/04/21	14,150.00	01/04/21

c) **To**
report
issues

consider the annual audit
There were no to discuss.

- d) **To consider AGAR documents for 2020/2021** It was agreed that the documents were correct.
- e) **To approve and sign AGAR documents** Cllr P Wallace proposed and Cllr I Norman seconded, and it was agreed by all that the AGAR documents be approved. Cllr M Jones and the Clerk signed, dated and completed the AGAR in the relevant sections. *ACTION: HJ to submit appropriate forms*

10/5 PLANNING APPLICATIONS

- a) **TREE WORKS**
21/058/TCA - no issues raised
- b) **PLANNING**
All pending permissions were discussed, and it was agreed that the PC had no comment to make on the planning portal

11/5 PLAY AREA

- a) **To discuss details of new sign** The following rules were discussed and agreed:
Children up to the age 12
Children should be supervised by an adult
Please keep the play area litter free
No dogs allowed
Park for use between the hours of 9am until dusk
No smoking
Clerk to draft and investigate signs. *ACTION: HJ*
- b) **Update on Fence** Delays in the supply of wood. Cllr M Jones to chase. *ACTION: MJ*
- c) **HPC Contribution** This was discussed in the public forum.
- d) **Safety Checks** It was agreed that annual checks be continued by the existing company. Clerk to look into logs of checks of play equipment. *ACTION: HJ*
- e) **Parking** It was agreed that Highways be contacted regarding the parking near the play area which has been causing some safety issues. *ACTION: HJ*

12/5 MATTERS TO BE RAISED AT THE NEXT MEETING

- a) Website
- b) £500 contribution to HPA
- c) Viking Way
- d) SpID
- e) Play Area
- f) Well
- g) Broadband

13/3 DATE FOR NEXT MEETING

Annual Parish Meeting, Tuesday 29th June 2021. The next Parish Council meeting will be Tuesday 20th July 2021 Both to be held at the Memorial Hall (restrictions pending)

There being no further business the Chair closed the meeting at 9.50pm

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.