

MINUTE Number	<p style="text-align: center;">Minutes of the Meeting of Harmston Parish Council held in the Harmston Memorial Hall, School Lane, Harmston on Tuesday, 21 May 2019 at 7.30 pm</p>	ACTION
	<p>PRESENT: Cllr John Martin-Hoyes, Cllr I Edgar, Cllr B Hamilton, Cllr M Jones. Also present: Ruth Keillar (Clerk) 3 members of the Public.</p>	
42	<p><u>TO RECEIVE NOMINATIONS FOR THE APPOINTMENT OF CHAIR AND VICE CHAIR</u></p> <p>a) It was proposed by Cllr I Edgar, seconded by Cllr B Hamilton and it was RESOLVED that Cllr J Martin-Hoyes be appointed as Chair of Harmston Parish Council for 2019-2020. Cllr J Martin-Hoyes signed the Acceptance of Office for Chair of the Parish Council, the Clerk signed this and Cllr J Martin-Hoyes was invited to take the Chair.</p> <p>b) It was proposed by Cllr I Edgar, seconded by Cllr J Martin-Hoyes and it was RESOLVED that Cllr M Jones be appointed as Vice-Chair of Harmston Parish Council for 2019-2020. Cllr M Jones signed the Acceptance of Office for Vice-Chair, the Clerk signed this.</p> <p>c) Cllr J Martin-Hoyes declined to Chair the meeting and requested that the Vice-Chair take the chair.</p>	
43	<p><u>PUBLIC QUESTION TIME</u></p> <p>The members of public present voiced their concerns regarding traffic and speeding through the village. The LCC Speedwatch Scheme had been referred to at a previous meeting and was to be considered as an option in agenda item 12. It was agreed to discuss the options further at agenda item 12 (<i>see minute 53</i>)</p>	
44	<p><u>APOLOGIES AND REASON FOR ABSENCE</u></p> <p>None received</p>	
45	<p><u>DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA</u></p> <p>None received.</p>	
46	<p><u>MINUTES</u></p> <p>a) To note the Minutes of the Annual Meeting of the Parish Council held on 22 May 2018 and approved at 17 July 2018</p> <p>b) It was proposed by Cllr I Edgar, seconded by Cllr M Jones and it was RESOLVED that the Minutes of the meeting of the Parish Council held on 26 March 2019 to be approved.</p>	
47	<p><u>REPORTS OF REPRESENTATIVES</u></p> <p>a) Local Police – No representatives were in attendance. The police report had been received; During the period 20th April 2019 to 20th May 2019 there has been one reported crime: 21/04/19 – The lock to the farmyard gate at Barn Farm, Grantham Road was forced open. No access was gained and nothing was taken. The Police have been showing a presence in Blacksmith Lane with a view to taking positive action against offenders using this as a ‘rat run’ and this will continue for the foreseeable future.</p> <p>b) District Councillors – It was noted that DCllrs have been elected: DCllr Marianne Overton and DCllr Lucille Hagues</p> <p>c) County Councillor – None present. CCllr R Oxby had submitted a written report which had been circulated and posted onto the PC website.</p>	
48	<p><u>CLERK'S REPORT</u></p> <p>a) Correspondence received from a resident regarding a request for the Parish Council to provide Allotments for a group of 12 persons. A member of the public offered to obtain a list of at least 6 persons to request that the PC looks into procuring allotments and will invite those persons to the next meeting. Cllr M Jones commented that whilst the PC had the power to provide allotments, and the duty to look at the provision of allotments, should 6 persons write to make such a request, it is the availability of land and the costs</p>	

	<p>which would be incurred by the entire Parish, which need to be considered.</p> <p>b) LCC Countryside Services – report regarding public path cutting has been received (circulated to all)</p> <p>c) Village sign letter received 23/04/19 (circulated to all)</p> <p>d) Insurance, due for renewal. Quotes have been received (will be circulated to all).</p> <p>It was proposed by Cllr M Jones, seconded by Cllr I Edgar and it was RESOLVED that the LTA for 3 years be accepted, at a cost of £644.80 for 2019-2020.</p> <p>e) A request for a donation to Citizen's Advice Mid Lincolnshire has been received. It was proposed by Cllr J Martin-Hoyes, seconded by Cllr M Jones and it was RESOLVED that a donation of £50 be awarded.</p> <p>f) Bench repaint completed by the village Keeper.</p>																																																										
49	<p>FINANCIAL MATTERS</p> <p>a) To note balance as at 21/05/2019</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Treasurers Account</td> <td style="text-align: right;">£23,467.26</td> </tr> <tr> <td>Uncleared payments:</td> <td style="text-align: right;">nil</td> </tr> <tr> <td>Income received (included in balances):</td> <td style="text-align: right;">nil</td> </tr> <tr> <td>Income received (excluded in balances):</td> <td style="text-align: right;">nil</td> </tr> </table> <p>b) To Note payments made between meetings: NIL</p> <p>c) To note Payments made on 21/05/2019: 2018-2019 ACCOUNT PENDING: 000885, E-ON, Maintenance Q4. £138.02</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 20px;">2</td> <td style="width: 150px;">21/05/2019</td> <td style="width: 200px;">E-ON</td> <td style="width: 100px;">H17056000F</td> <td style="width: 200px;">VILLAGE EVENT</td> <td style="width: 80px; text-align: right;">20.11</td> <td style="width: 80px; text-align: right;">887</td> </tr> <tr> <td>3</td> <td>21/05/2019</td> <td>R KEILLAR</td> <td></td> <td>CLERK SALARY</td> <td style="text-align: right;">485.64</td> <td style="text-align: right;">888</td> </tr> <tr> <td>4</td> <td>21/05/2019</td> <td>R KEILLAR</td> <td></td> <td>CLERK OFFICE/EXPENSES</td> <td style="text-align: right;">54.75</td> <td style="text-align: right;">889</td> </tr> <tr> <td>5</td> <td>21/05/2019</td> <td>HOLLERAN ACCOUNTANCY</td> <td></td> <td>AUDIT</td> <td style="text-align: right;">50.00</td> <td style="text-align: right;">890</td> </tr> <tr> <td>6</td> <td>21/05/2019</td> <td>DEAN WEST</td> <td></td> <td>VILLAGE MAINTENANCE</td> <td style="text-align: right;">50.00</td> <td style="text-align: right;">891</td> </tr> <tr> <td>7</td> <td>21/05/2019</td> <td>DEAN WEST</td> <td></td> <td>LITTER</td> <td style="text-align: right;">70.00</td> <td style="text-align: right;">891</td> </tr> <tr> <td>8</td> <td>21/05/2019</td> <td>HMRC</td> <td></td> <td>HMRC</td> <td style="text-align: right;">121.20</td> <td style="text-align: right;">892</td> </tr> </table> <p>d) To consider pre-authorising and signing 3 cheques for payments due between meetings. It was agreed that <u>no</u> cheques would be pre-authorised/held by the RFO for use between meetings.</p> <p>e) Audit 2018-2019. To receive and sign the External Audit documents:</p> <ol style="list-style-type: none"> i. The Annual Internal Auditors Report was noted. ii. The Governance Statement. Chair and Clerk formally approved and signed, noting the minute reference, 49 c) ii. iii. The Accounting Statement. Signed and dated by the RFO prior to presenting for approval. Chair formally approved and signed, noting the minute reference 49 c) iii. iv. It was noted that the Notice of Public Rights will be posted onto the website for at least 30 working days. v. It was noted that supporting documentation requested for the External Auditor is prepared for submission by 1 July 2019 	Treasurers Account	£23,467.26	Uncleared payments:	nil	Income received (included in balances):	nil	Income received (excluded in balances):	nil	2	21/05/2019	E-ON	H17056000F	VILLAGE EVENT	20.11	887	3	21/05/2019	R KEILLAR		CLERK SALARY	485.64	888	4	21/05/2019	R KEILLAR		CLERK OFFICE/EXPENSES	54.75	889	5	21/05/2019	HOLLERAN ACCOUNTANCY		AUDIT	50.00	890	6	21/05/2019	DEAN WEST		VILLAGE MAINTENANCE	50.00	891	7	21/05/2019	DEAN WEST		LITTER	70.00	891	8	21/05/2019	HMRC		HMRC	121.20	892	
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50	<p>DEFIBRILLATOR</p> <p>a) To receive any updates on the purchase, location and installation. It was agreed that the defibrillator be located at the Memorial Hall. It was agreed that providing that the grant funding of £1,600.00, from Duncan and Toplis, is still in place, that the Clerk would place the order with LIVES.</p> <p>b) To consider the person(s) responsible for the checking and reporting required. TBC</p> <p>c) To investigate all additional running and maintenance costs</p>	All																																																									

	TBC	
51	<p><u>VILLAGE SIGN.</u> Cllr B Hamilton reported that preliminary designs had been received by the group overseeing the signs and that these had not been agreed upon. The suggested costs are estimated to be around £4,000. Highways have confirmed that a map showing the location must be submitted for approval. It was agreed to carry this to the next meeting with any updates from Cllr B Hamilton.</p>	Cllr B Hamilton.
52	<p><u>PLANNING APPLICATIONS AND ISSUES</u> <u>Tree Works</u> 19/0571/TPO – Sunny Mount, Blacksmith Lane, Harmston. Letter from property owner received and circulated to all. 19/0542/TPO – The Old Vicarage, Vicarage Lane, Harmston. TPO modifies approval. <u>Planning</u> a) The following planning applications were received: 19/0401/HOUS - 4 Vicarage Lane Harmston. No comment b) The following planning decisions were noted: None.</p>	Links in ref. number
53	<p><u>TRAFFIC AND SPEEDING WITHIN THE VILLAGE</u> a) Suggestions regarding actions which can be considered to reduce this problem. The LCC Speedwatch Scheme was discussed in more detail. The cost of registering with the Scheme is £40 and this fee included x6 speed signs. Costs for equipment of less than £450 had been incurred by another PC to purchase a speed gun, hi-viz jackets (x6), safety signage, click-counter. The members of public present indicated that they would be willing to set up a volunteer group to run the scheme, should the PC contribute the joining fee and purchase of required equipment up to £450. It was proposed by Cllr M Jones, seconded by Cllr I Edgar and it was RESOLVED that the PC would join the LCC Speedwatch Scheme at a cost of £40. Any further steps and expenditure would be considered following an update re the volunteer group, at the next meeting. b) The Local Police, at present undermanned, are continuing to monitor the issue when available, however this is not considered to be sufficient.</p>	
54	<p><u>MATTERS RAISED FOR THE NEXT MEETING</u> a) Cllr I Edgar requested that consideration of a Memorial Bench, in memory of the late Chair, Frances Mannsaker, be on the next agenda. The estimated costs for a seat and engraved plaque would be under £500 + VAT It was proposed by Cllr I Edgar seconded by Cllr J Martin-Hoyes and it was RESOLVED that an expression of interest be submitted to the supplier and full consideration be taken at the next meeting.</p>	
55	<p><u>DATES OF FUTURE MEETING</u> a) The next meeting will be Tuesday 16 July 2019, 7:30pm at Harmston Memorial Hall.</p>	
	There being no further business the Vice-Chair closed the meeting at 8:55pm	

Chair.....J. MARTIN-HOYES.....

Date.....16 JULY 2019.....