

# Notes of the Meeting of Harmston Parish Council

at The Memorial Hall, Harmston  
on Tuesday 15th November 2022 at 7.30 pm

Present	Title	Role
Cllr Paul Wallace	Parish Councillor	Chairman
Cllr Brian Hamilton	Parish Councillor	
Cllr David Harrison	Parish Councillor	
Cllr Phil Chapman	Parish Councillor	
Mrs Helen Jones	Clerk & RFO	
Cllr I Carrington	Councillor	County Councillor
Cllr Lucille Hague	Councillor	District Councillor
2 members of public		

## 1/11 APOLOGIES AND REASONS FOR ABSENCE

Apologies were received from Cllr Ian Norman, Cllr K Goodwin and Cllr Marianne Overton. Reasons accepted.

The Clerk shared that the resignation of Cllr I Norman had been received prior to the meeting. The Chair expressed his thanks to Cllr Norman, for all his work within the PC. *ACTION: Clerk to email Cllr Norman with a letter of thanks, and inform NKDC. TD: 25.11.22*

## 2/11 DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA

None to declare.

## 3/11 OPEN FORUM

Resident 1: A resident shared a second set of plans for a new planning development in Harmston.

Developer expressed a desire to work with the PC to ensure proposal is right for the village and its residents.

*ACTION: Clerk to contact LALC to check what response the PC can give to planning permissions before it has been officially submitted. TD: 10.1.23*

Resident 2: A resident shared an update on the work he is doing to help address the issues of speed, weight and size of traffic on Church Lane (alongside the ongoing work being carried out by the PC). He has had a meeting with Cllr Carrington who has agreed to gather evidence of current traffic and conduct an Archer Survey. (It was agreed that the SpID data would also be very useful). Then the data will be compared with the expectations of the road and any previous surveys, concluding in actions based on the evidence. The resident raised his disappointment that the surveys promised by Cllr Carrington had still not been carried out.

The presence of the second SpID on Vicarage Lane is having a positive effect on speed of traffic in that location, as witnessed by residents.

## 4/11 REPORTS OF REPRESENTATIVES

- a) Local Police (PC 1293 Matt Roberts) Newsletter shared via email. To report any illegal or antisocial incidents please phone 101. This process is essential in gathering evidence. For 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 County Councillor Carrington responded to our resident who spoke in the Open Forum. He shared how strategies had been discussed as to how to protect

the residents home from the road users. Nothing has been agreed as yet. He clarified that no changes can be made until the survey is carried out. Cllr Carrington apologised for the delays and offered to investigate and get the survey implemented.

- c) District Councillor Reports Cllr Overton's report was shared via email. District Councillor Hague discussed some of the main points of her report. Her main focus was medical issues and the new Lincs Long Covid Hub. *ACTION: Clerk to add details of hub onto website. TD: 30.12.22.*

#### 5/11 CO-OPT

No candidates present. There are now 2 vacancies on the HPC. *ACTION: Clerk to advertise vacancies. TD: 25.11.22.*

#### 6/11 VICE CHAIR

The Chair asked if there was any interest in this role. There was none at this time

#### 7/11 TO APPROVE THE NOTES OF THE LAST MEETING

The Minutes of the meeting of the Parish Council held on Tuesday 4<sup>th</sup> October 2022 were approved, and signed by the Chair.

#### 8/11 STAFFING COMMITTEE

Cllr Wallace resigned his role in the Staffing Committee due to his new role as Chair. *ACTION: Clerk to find if Chair can conduct staff annual reviews. TD:1.1.23* Staffing committee will now consist of Cllr Harrison and Cllr Hamilton. Cllr Goodwin to be invited to join on his return. A staffing meeting needs to be held in the new year. *ACTION: Clerk to send details of training to members. TD:1.1.23. ACTION: Clerk to send notes of previous meetings to DH & BH, TD:1.1.23*

#### 9/11 CLERKS REPORT

1. New bin investigated. HPC have to pay for bin, NKDC with install with no charge. Bin chosen and shared with PC.
2. Quote for spraying requested and chased. Awaiting.
3. EON contacted and nice price per KW per hour requested, and options requested.
4. Poster made to promote Christmas event and shared via website, email and noticeboards
5. Article and poster submitted for HMH newsletter.
6. New councillor forms submitted.
7. New Councillor forms shared.
8. Code of conduct forms submitted to NKDC.
9. Training dates shared, and training booked as requested.
10. Amended Financial Overview to date for Sept/Oct shared with PC.
11. Date for Christmas event shared with representatives of the Church, Pub and HMH to ensure no clashing dates.
12. Christmas tree ordered.
13. Salvation Army booked and confirmed.
14. High Vis jackets ordered and received.
15. Asset register started. To be completed.
16. Insurance checked. Tax was Premium Insurance Tax to pay. Removed from VAT refund form.
17. Budget planning complete and shared with PC

#### 10/11 FINANCIAL MATTERS

- a) To consider the Financial Overview for 2022-2023 to date (emailed) *ACTION: Clerk to check section 137 items to ensure correct expenses category. TD:1.1.23*
- b) VAT Report Insurance tax has been removed from the Tax Report.
- c) To consider the Financial Report for November 2022 There were no issues.

## HPC BI-MONTHLY FINANCE REPORT - November 2022

<b>Treasurers Account Balance</b>	
<i>Nov meeting 2022:</i>	£18,575.53
Estimated Year End:	£9,697.17

REF NO	DATE	ITEM DESCRIPTION	AMOUNT	EXPENSE CODE	CHQ NO.	DETAILS	CHEQUE CLEARED
41	30.10.22	N POWER	585.15	EON SUPPLY	1091	1.7.22 - 30.9.22 electricity	9.11.22
42	30.10.22	H JONES	340.16	CLERK SALARY	1092	Oct Wages (4 wks)	4.11.22
43	3.11.22	CBGM	36.00	VILLAGE MAINTENANCE	1093	Oct grass cutting	
44	3.11.22	H JONES (AMAZON)	12.68	VILLAGE MAINTENANCE	1094	High Vis jackets	
45	3.11.22	H JONES (AMAZON)	46.37	CLERK EXPENSES	1095	Paper, folders, etc	
			<b>£1020.36</b>	<i>Total expenditure</i>			

PENDING PAYMENTS			
	ITEM DESCRIPTION	TOTAL PAYMENT	DETAILS
DEC	H. JONES	£418.40	NOV WAGES (5-week month)
DEC	ASWARBY ESTATE	£225.00 (approx.)	Christmas Tree
DEC	CHRISTMAS	£200.00 (approx.)	Christmas event
DEC	CHRISTMAS	£100.00	Donation to the Salvation Army
TOTAL:		£943.40	

INCOME RECEIVED			
ITEM DESCRIPTION	DATE	TOTAL AMOUNT	CHEQUE CLEARED
NONE			

- d) Monies to be paid Cheques were signed.
- e) Identify a third signatory (currently Cllr Wallace and Cllr Norman) Cllr Wallace will remain a signatory. He proposed, and Cllr Harrison seconded and it was **RESOLVED that Cllr Hamilton become a signatory.**
- f) Update on progress towards being able to use internet banking from RFO Cllr Wallace and the Clerk have completed the necessary forms, which need signing and can then be sent to the bank. Once Cllr Hamilton becomes a signatory, then he will become an account holder. **ACTION: Clerk to share and submit appropriate paperwork. TD: 10.1.23**
- g) Update on EON electricity costs for village street lighting from RFO Chair explained the HPC is responsible for Harmston's lighting (excluding Harmston Park Avenue). Options of parttime and full-time photocells were discussed. Clerk shared new tariff. **ACTION: If repair needed, LED or full-time photocell required. TD: ongoing. ACTION: Add 'electricity' to next meeting's agenda. TD 20.1.23**

- h) 2023-2024 Budget Overview from RFO and proposed way forward Clerk shared an overview of expenditure so far this year, predicted end of year expenditure and where budgets have been sufficient or overspent. Clerk also provided last years document for comparison. Clerk also shared a bullet point list of factors to consider when deciding upon the budget. *ACTION: members asked to look at all documents, consider where savings could be made, and if additional expenditure will be needed. TD:25.1.23 ACTION: Clerk and Chair to arrange meeting to complete a draft budget. TD:19.12.23*

#### 11/11 PLANNING APPLICATIONS

- a) TREE WORKS None to consider.  
b) PLANNING 22/1516/PNAGR Clerk has submitted 'no comment'  
22/1366/HOUS *ACTION: Clerk to add 'no comment to portal. TD: 20.11.22*

#### 12/11 UC ACP 2018-18 CONSULTATION

Clerk has added information and links to the consultation on the PC website and on several Facebook pages/groups. The Clerk has not received any comments from residents. Individuals can go online and submit their own feedback should they wish too.

A discussion resulted in a decision that was not unanimous. Cllr Hamilton raised concerns of drones and planes flying over the village. As no comments have been received from residents prior to this meeting, no comment will be made by the PC. *ACTION: Cllr Hamilton to submit his own consultation. (As the majority of the PC had no issues). TD: 29.11.22 ACTION: Clerk to share links with new Councillor. TD asap.*

#### 13/11 CHRISTMAS

- a) Tree Installation Tree needs to be delivered in third week of November. *CLERK: Ask local farmer for their help in placing the Christmas tree in its base. TD: When we know date of tree delivery. Lights need PAT testing. ACTION: Clerk to arrange. TD: before 1.12.22.* Clerk explained that this event needs several volunteers to ensure it runs smoothly and safely. Clerk requested all PC save the date and asked for them to attend if possible. *ACTION: PC to save the date. TD: 3.12.22*  
b) Decide if we will continue with Nominate a Neighbour Cllr Wallace proposed, and Cllr Hamilton seconded, and it was **RESOLVED that Nominate a Neighbour continues this year.** *ACTION: Clerk to organise. TD 20.12.22.*

#### 14/11 TRAFFIC

- a) Clerk to share new signs Clerk has procured new 30 mph signs, as 6 were available free of charge.  
b) Decide if the signs should be displayed The HPC agreed these were appropriate for Harmston, and that they would be used. Cllr Hamilton offered to find locations and install signs. Agreed that at least two need to go onto High Street (1 in each direction). *ACTION: Clerk and Cllr Hamilton arrange signs to be given to Cllr Hamilton. TD 30.11.22 ACTION Cllr Hamilton to assess locations and install new signs. TD: 30.12.22*

15/11 MATTERS TO BE RAISED AT THE NEXT MEETING The Clerk and Chair will form an agenda and share with the PC, which will include: electricity; budget; speed watch; station road (tbc).

16/11 DATE FOR NEXT MEETING The next meeting of Harmston Parish Council will be held on Tuesday 24th January 2023 at the Memorial Hall, Harmston, at 7.30pm.

There being no further business the Chair closed the meeting at 9.20pm

*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*