

**Notes of the Meeting of**  
**Harmston Parish Council**  
 at The Memorial Hall, Harmston  
 on Tuesday 24<sup>th</sup> January 2023 at 7.30 pm

Present	Title	Role
Cllr Paul Wallace	Parish Councillor	Chairman
Cllr David Harrison	Parish Councillor	
Cllr Phil Chapman	Parish Councillor	
Mrs Helen Jones	Clerk & RFO	
Cllr I Carrington	Councillor	County Councillor
1 member of the public		

OPEN FORUM – 15 minutes held before meeting commenced.

Resident 1: Would like to work with the PC to ensure application is the best it can be, and wholly appropriate for the village. Striving to make buildings to be proud of. The resident also wanted to thank the PC for their commitment in providing and maintaining the SpIDs. The resident has seen a hugely positive impact on Vicarage Lane since the device has been installed.

1/1 APOLOGIES AND REASONS FOR ABSENCE

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

2/1 DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA

None to declare.

3/1 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 will forward his report to the Clerk to share with the PC. He wanted to discuss a few main points, which included budgets and traffic on Church Lane. He agreed that a solution needs to be found, and offered to facilitate a meeting between Highways and the HPC, and then a meeting to include residents. The Archer survey has now been received.
- c) District Councillor Reports Cllr Overton and Cllr Hagues reports were shared via email.

4/1 TO APPROVE THE NOTES OF THE LAST MEETING

The Minutes of the meeting of the Parish Council held on Tuesday 15<sup>th</sup> November 2022 were approved, and signed by the Chair.

5/1 CLERKS REPORT

1. New bin received. Awaiting permission. Cllr Hamilton seeking. Bin awaiting installation.
2. LALC contacted re queries.
3. Lincolnshire Long Covid Hub added to website, and added to all FB outlets
4. Vacancies advertised again on website and all FB outlets

5. Online banking forms submitted for Cllr Wallace and the Clerk. All necessary resources received. Applications approved.
6. Two meetings arranged and held with Clerk & Chair to draft budget
7. Portal updated
8. Consultations links shared via website and all FB outlets
9. Lights and power points checked by electrician. Tree erected
10. Christmas event and 'Nominate a neighbour' completed
11. Speed signs given to Cllr Hamilton
12. Remaining mulled wine and mince pies donated to the HYF towards their Christmas Carol event at the Church
13. Staffing Committee notes from previous meetings, sent to Cllr Hamilton and Cllr Harrison
14. Section 137 items on annual financial spreadsheet checked

## 6/1 FINANCIAL MATTERS

- a) To consider the Financial Overview for 2022-2023 to date (emailed) There were no issues.
- b) VAT Report There were no issues.
- c) To consider the Financial Report for January 2023 There were no issues.

## HPC BI-MONTHLY FINANCE REPORT - January 2022

<b>Treasurers Account Balance</b>	
<i>Jan meeting 2022:</i>	<b>£15,830.65</b>
Estimated Year End:	£9,697.17

REF NO	DATE	ITEM DESCRIPTION	AMOUNT	EXPENSE CODE	CHQ NO.	DETAILS	CHEQUE CLEARED
46	14/11/22	H Jones (Glasdon)	189.90	<b>Village Maintenance</b>	1096	New High St waste bin	23.11.22
47	14/11/22	Salvation Army	100.00	<b>Christmas</b>	1097	Donation for band	12.12.22
48	22/11/22	LCC	250.00	<b>Village Maintenance</b>	1098	New SpID post	7.12.22
49	9/12/22	Aswarby Estate	192.00	<b>Christmas</b>	1099	Christmas tree	10.1.23
50	9/12/22	E.ON	203.40	<b>E.ON Maintenance</b>	1100	Quarter ending 31/12/22	13.1.23
51	9/12/22	H Jones	340.16	<b>Clerk Salary</b>	1101	Nov wages (4 wks)	14.12.22
52	9/12/22	H Jones (Sainsburys)	91.52	<b>Christmas</b>	1102	Drinks & sweets for Xmas event	14.12.22
53	9/12/22	H Jones (M&S)	64.00	<b>Christmas</b>	1103	Mince pies & choc logs	15.12.22
54	9/12/22	H Jones	45.00	<b>Clerk Office</b>	1104	Sept-Nov	15.12.22
55	17/12/22	H Jones (Sainsburys)	39.00	<b>Christmas</b>	1105	NAN gifts £3 x 13	
56	11/1/23	N Power	476.00	<b>E.ON Supply</b>	1106	1.10.22-31.12.22 electricity	
57	11/1/23	TJ Bookkeeping	30.00	<b>Payroll</b>	1107	July-Dec payroll	
58	11/1/23	H Jones	425.50	<b>Clerk Salary</b>	1108	Dec wages (5 wks)	
59	18/1/23	Play Inspection Company	70.80	<b>Play Area</b>	1109	Safety inspection	
60	18/1/23	<i>Litter Picker</i>	200.00	<b>Village Maintenance</b>	1110	Litter picking Sept -Dec	

61	18/1/23	LALC	27.60	Training	1111	New councillor	
			£2744.88	Total expenditure			

PENDING PAYMENTS			
	ITEM DESCRIPTION	TOTAL PAYMENT	DETAILS
FEB	H. JONES	£340.16	JAN WAGES (4 week month)
	TOTAL:	£340.16	

INCOME RECEIVED			
ITEM DESCRIPTION	DATE	TOTAL AMOUNT	CHEQUE CLEARED
NONE			

- d) Monies to be paid There were no monies to be paid, all payments are currently up to date.
- e) Identify a third signatory (currently Cllr Wallace and Cllr Hamilton) It was agreed Cllr Chapman would be a third signatory. *ACTION: clerk to liaise with Cllr Chapman to register him as a signatory and online signatory, TD ASAP - PRIORITY*
- f) Update on progress towards being able to use Internet Banking from RFO Chair and Clerk are now fully registered for online banking. Once a second online signatory is registered, online payments can begin where appropriate.
- g) Proposal as an interim measure until third signature is appointed, the Chairman can sign a cheque or approve a payment online that has been raised by the Clerk up to a maximum of £500 per payment. Standing order to be updated Clerk has checked with LALC and this isn't possible with cheques. Awaiting clarification for online payments from LALC, NALC states this is permissible. Cllr Wallace withdrew this proposal now a third signatory has been identified.
- h) To agree budget for 2023/2024 Following in-depth discussions and scrutiny of the proposed budget devised by the Clerk and Chair, a budget of £20,486.34 was agreed.
- i) Agree on precept figure Following in-depth discussions of the proposed precept figure, a figure of £15,777.74 was agreed. Therefore, for a band D equivalent property, there will be an increase of £2.76/5.31%. Due to the cost-of-living crisis it was agreed that a lower figure was preferred, whilst ensuring enough funds for planned expenditure.
- j) Clerk to complete and sign Precept Form Clerk completed the precept form, which was checked by the Chair. Clerk signed where appropriate. *ACTION: Clerk to scan and email precept form and precept calculator to NKDC ASAP – PRIORITY, closing date Friday 27<sup>th</sup> January 2023.*

## 7/2 PLANNING APPLICATIONS

- a) TREE WORKS 22/1658/TPO The PC has no comment to make.
- b) PLANNING 22/1779/OUT All agreed – ‘no objections.’  
*ACTION: Clerk to update portal to reflect the PC’s decisions. TD: 27.1.23*

## 8/2 MATTERS TO BE RAISED AT 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).

9/2 DATE FOR NEXT MEETING The next meeting of Harmston Parish Council will be held on Tuesday 21<sup>st</sup> February 2023 at the Memorial Hall, Harmston, at 7.30pm.

There being no further business the Chair closed the meeting at 9.45pm

*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.*