

Notes of the Meeting of
Harmston Parish Council
 at The Memorial Hall, Harmston
 on Tuesday 16th January 2024 at 7.30 pm

Present	Title	Role
Cllr Paul Wallace	Parish Councillor	Chairman
Cllr David Harrison	Parish Councillor	Vice Chairman
Cllr Brian Hamilton	Parish Councillor	
Cllr Phil Chapman	Parish Councillor	
Mrs Helen Jones	Clerk & RFO	Clerk & RFO
Cllr Matthew Cooper	Councillor	District Councillor
0 members of the public		

OPEN FORUM – 15 minutes held before meeting commenced.

No public in attendance.

1/1 APOLOGIES AND REASONS FOR ABSENCE

Cllr Goodwin, reasons accepted. District Councillors Sanders and Pennell, and County Councillor Carrington sent their apologies also.

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

None were declared.

3/1 REPORTS OF REPRESENTATIVES

- a) Local Police PC Roberts was unable to attend.
- b) County Councillor Report Shared via email.
- c) District Councillor Reports Nothing to report.

4/1 TO APPROVE THE NOTES OF THE LAST MEETING

It was **RESOLVED: That the Minutes of the Annual Meeting of the Parish Council held on Tuesday 21st November 2023 were approved, and signed** by the Chair.

5/1 CLERKS REPORT

1. Christmas installation organised and lights added
2. Christmas event prepared and held
3. Quote requested for removal and disposal of Christmas tree
4. Cost of complete noticeboard researched and dismissed. Quote checked re noticeboard. Noticeboard repairs instructed.
5. Community Speedwatch volunteers emailed
6. Broken light enquiry from resident investigated and results shared
7. Letter sent to Citizen's advice as per action
8. Website and FB used to share a reminder with residents that it is important for them to share their comments when the formal application is shared
9. HPA management contacted re lawn contractor. Awaiting reply

10. Fence supplier details shared with Handy man re play area fence repairs
11. NKDC contacted re cleaning 'Harmston' signs, and repairing 'Harmston' sign on A607 which has broken
12. Response sent to LCC regarding the PC's concerns in changing the route of the Viking Way. Awaiting reply
13. Clerk pay increase received from Government services pay agreement. Back pay calculated, pay level adjusted, and all checked by accountant and shared with PC. Increase now in place, and back pay issued. Accountant for payroll update
14. Preparations for precept and budget setting for 2024-2025 carried out
15. Meeting with Chair to create budget ahead of January meeting
16. All actions set for the Clerk at the last meeting have been carried out (with the exception of research into funding which is ongoing)

NB: Please remember this report only lists some of the main actions, and not all actions carried out by the Clerk

6/1 FINANCIAL MATTERS

- a) To consider the Financial Overview to date for January 2023-2024 (emailed) It was **RESOLVED: That the Financial Overview be accepted.** It was **RESOLVED that the £200 float be paid back into the HPC bank account as the Clerk does not use it.** **ACTION: Clerk to pay the float back into the account. T/D: 15.2.24**
- b) To consider the VAT report to date, for January 2024 It was **RESOLVED: That the VAT Report to date, be accepted** Appendices 3
- c) To consider the Financial Report for January 2024 It was **RESOLVED: That the Financial Report for September, Part A be accepted** Appendices 1 **ACTION: Clerk to ask E-ON what the maintenance charge covers. T/D: 15.2.24. ACTION: Clerk to check files for how 8064 kwh was calculated. T/D: 15.2.24.**
- d) Monies to be paid Invoices of pending payments were checked against proposed spend, and it was **RESOLVED: that the Financial Report, Part B for November, be accepted and for the Clerk to make these payments** Appendices 2
- e) To agree budget for 2024/2045 The Chair and Clerk had prepared a budget, which was discussed in detail with the other members of the Parish Council. It was **RESOLVED: that the proposed budget figure of £18,900.51 be accepted.** **ACTION: Clerk to update fixed asset register. T/D 15.2.24.**
- f) Agree on precept figure The precept calculator was utilised in conjunction with the approved budget, and a precept figure calculated and agreed. It was **RESOLVED: that the agreed precept claim of £16,582.45 be accepted.**
- g) Clerk to complete and sign precept form The Clerk completed the form, including figures agreed in 6/1 e & f. The Chair and Vice checked the forms, and deemed them accurate and correct. **ACTION: Clerk to submit Precept Form before closing date of 26.1.24. T/D: 26.1.24**

7/1 PLANNING APPLICATIONS

- a) **TREE WORKS** - None
- b) **PLANNING** - None

8/1 D-DAY CELEBRATIONS

- a) To Discuss details of, and make decisions regarding country-wide celebrations for D-Day in June 2024 The Clerk outlined the 3 different ideas included in the email received. **ACTION: Clerk to contact Hall and Church and enquire as to their planned commemorations, and ask if there may be an opportunity to work together with the PC. T/D:30.1.24**

9/1 DATE FOR NEXT MEETING The next meeting of Harmston Parish Council which will be held on Tuesday 20th February 2024 at the Memorial Hall, Harmston, at 7.30pm

There being no further business the Chair closed the meeting at 9.00pm

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.