

Notes of the Meeting of
Harmston Parish Council
 at The Memorial Hall, Harmston
 on Tuesday 20th February 2024 at 7.30 pm

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

OPEN FORUM – 15 minutes held before meeting commenced.

No public in attendance.

1/2 APOLOGIES AND REASONS FOR ABSENCE

Cllr Goodwin, and Cllr Hamilton - reasons accepted. County Councillor Carrington also sent his apologies.

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

None were declared.

3/2 REPORTS OF REPRESENTATIVES

- a) Local Police PC Roberts was unable to attend.
- b) County Councillor Report Shared via email.
- c) District Councillor Reports

Cllr Cooper explained that the roadworks on the A15 would move towards Metheringham soon, and that the planned diversion will be through Harmston.

Cllr Pennell discussed the new garden bin renewal scheme [Brown bin renewal scheme](#), and a new initiative regarding old bikes [Wheels for Life](#)

Cllr Sanders shared news of a new initiative [NKDC article](#).

ACTION: Clerk to share details via website and noticeboards. T/D: 1.3.24.

4/2 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 16th January 2024 were approved, and signed** by the Chair.

5/2 CLERKS REPORT

1. Precept forms submitted within timescale set
2. Existing Insurance provider contacted for quote – too early as yet
3. Alternative Insurance provider contacted and date booked in to discuss quote nearer renewal date
4. CiLCA course booked first meeting scheduled
5. Hall dates organised, checked and booked for financial year 2024-2025 and shared with PC
6. £200.00 float paid back into account as agreed at Jan '24 meeting
7. Complaints Procedure Policy updated and shared with PC

8. Fixed Asset Register updated and shared with PC
9. Safe Guarding Policy drafted and shared with PC
10. Hall Hire Risk Assessment (in line with HMH RA) drafted and shared with PC
11. Prep for audit and AGAR started
12. E-ON contacted for breakdown of Maintenance charges – response shared with PC
13. Files checked for information on how KWH were calculated – results shared with PC
14. Hall and Church contacted re D-Day commemorations – awaiting information to share
15. All actions set for the Clerk at the last meeting have been carried out

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

6/2 FINANCIAL MATTERS

- a) To consider the Financial Overview to date for February 2023-2024 (emailed) It was **RESOLVED: That the Financial Overview, to date, be accepted.**
- b) To consider the VAT report to date, for February 2024 It was **RESOLVED: That the VAT Report to date, be accepted** Appendices 3
- c) To consider the Financial Report for February 2024 It was **RESOLVED: That the Financial Report for February, Part A be accepted** Appendices 1
- 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 February, be accepted and for the Clerk to make these payments** Appendices 2
- e) HPC Accounts file to be monitored and log signed Cllr Harrison checked the Accounts File, and completed the monitoring log.

7/2 PLANNING APPLICATIONS

- a) **TREE WORKS**
 24/0148/TCA Bay Tree House, Chapel Lane
 24/0149/TCA Long Ridge, Chapel Lane
 24/0151/TPO The Old Garth, Chapel Lane
 There were objections. **ACTION: Clerk to add 'no comment' to planning portal for the three listed tree works. T/D: asap.**
- b) **PLANNING - None**

8/2 MEETING DATES

- a) View and approve proposed dates for meetings/hall hire
 The Clerk shared the proposed dates for 2024-5, which had been checked with HMH. **It was RESOLVED that the dates be confirmed for 2024-5 ACTION: Clerk to contact HMH and confirm dates. T/D:1.3.24. Clerk to share dates with residents via website and noticeboards. T/D: 1.3.24. ACTION: Clerk to share dates with County and District Councillors. T/D: 1.3.24.**

9/2 MEETING RISK ASSESSMENT

- a) To review and approve risk assessment for meetings in the hall
 The Clerk shared the Risk Assessment. **It was RESOLVED that the Risk Assessment be accepted. ACTION: Clerk to publish Risk Assessment. T/D:10.3.24.**

10/2 POLICIES

- a) To review and approve new Safe Guarding Policy, and review and approve updated Complaints Policy
 The Clerk shared the new Safe Guarding Policy. **It was RESOLVED that the Safe Guarding Policy be accepted. ACTION: Clerk to publish Safe Guarding Policy. T/D:10.3.24.**
 The Clerk shared the updated Complaints Policy. **It was RESOLVED that the Complaints Policy be accepted. ACTION: Clerk to publish Complaints Policy. T/D:10.3.24.**

11/2 FIXED ASSET REGISTER

- a) To view and approve updated Fixed Asset Register
The Clerk shared the updated Fixed Asset Register, highlighting the changes. ***It was RESOLVED that the updated document be accepted. ACTION: Clerk to correct figures on point 17, to ensure they all state £24,681.00. T/D: 10.3.24.***

12/2 E-ON MAINTENANCE CHARGE

- a) Clerk to share information gathered as an action from January's meeting
The Clerk shared the information from E-ON which gave a clear breakdown of the charges. It was agreed that this information answered the query.
The Clerk shared the information she had gathered regarding how the KWH were calculated, but no answer could be located in archived files. ***ACTION: Clerk to contact E-ON and request the power consumption of old sodium lights, and new L.E.D's. T/D: 19.3.23***

13/2 D-DAY COMMEMORATIONS

- a) Clerk to share responses from local groups regarding commemorations in June 2024
The Clerk shared that HMH will share any decisions once they have them. Awaiting response from the Church.

14/2 LITTER PICKER

- a) The Litter Picker needs somewhere to dispose of litter collected – agree on locations
It was discussed that litter collected could be put in litter bins throughout the village for now. ***ACTION: Clerk to contact Jenny Bailey at NKDC and discuss options for collecting litter pickers bags of refuse. T/D:10.3.24. ACTION: Clerk to contact Litter Picker with update, and to ask Litter Picker to use litter bins for now, and to use 'Fix My Street' if bins become full, or contact Clerk to ask her to do this for them. T/D: 10.3.24.***

15/2 DATE FOR NEXT MEETING The next meeting of Harmston Parish Council which will be held on Tuesday 19th March 2024 at the Memorial Hall, Harmston, at 7.30pm

There being no further business the Chair closed the meeting at 8.03pm

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.