

Notes of the Meeting of
Harmston Parish Council
 at The Memorial Hall, Harmston
 on Tuesday 19th March 2024 at 7.30 pm

Present	Title	Role
Cllr Paul Wallace	Parish Councillor	Chairman
Cllr David Harrison	Parish Councillor	Vice Chairman
Cllr Kevin Goodwin	Parish Councillor	
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 Ian Carrington	Councillor	County Councillor
1 member of the public		

OPEN FORUM – 15 minutes held before meeting commenced.

A resident attended to share his concerns regarding the condition of Vicarage Lane. He also had concerns regarding drivers ‘cutting through’ the village. Some causes and possible solutions were discussed. Once the days are lighter it was suggested that a Community Speedwatch may be helpful. *ACTION: PW to ask for the potholes and damages to grass verges to be addresses via the fix my street website, T/D: 1.4.24; ACTION: Clerk to contact BBH again for Harmston’s turn to use the shared SpID device, T/D: 1.4.24; ACTION: PW to write to Station Commander regarding vehicles using the road unsuitably, T/D: 10/4/24.*

1/3 APOLOGIES AND REASONS FOR ABSENCE

Cllr Hamilton, reasons accepted. District Councillor Sanders also sent his apologies.

2/3 DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA

None were declared.

Full list is available to view on <http://harmston.parish.lincolnshire.gov.uk/>

3/3 REPORTS OF REPRESENTATIVES

- a) Local Police PC Roberts was unable to attend.
- b) County Councillor Report Cllr Carrington had 3 main points to cover. i) Budget has been agreed at 3% +2% for adult social care. Highways budget was cut centrally, but local councils have slowly been rebuilding this fund. There is £20,000.000 set aside for road repairs next year. ii) Devolution. Voted to go ahead and agreed on a minimal powers Mayor to ensure more finances were available. iii) Flooding. It was our wettest winter on record, and there has been a major enquiry which Cllr Carrington is involved in. Work continues.
- c) District Councillor Reports Cllr Cooper shared details of a Dementia Support Group (details on our website). *ACTION: Clerk to share details, T/D: 1.4.24* Cllr Pennell explained the NK Plan has now been published.

4/3 CO-OPT

No applications were received.

5/3 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 20th February 2024 were approved, and signed** by the Chair.

The quality of the meeting notes was praised and the Clerk thanked.

5/3 CLERKS REPORT

1. Laptop and software purchased (checked with Chair prior to purchase)
2. First day and second day of CiLCA training attended
3. CiLCA research and coursework commenced - ongoing
4. Hall dates confirmed with HMH and shared with: Parish, County and District Councillors; and public via website and noticeboards amendment needed for May date – now 21st May.
5. Noticeboard cork replaced and board filled
6. Risk Assessment overview drafted and put in place
7. Risk Assessments updated on website
8. Policies updated on website including publication of recently adopted Safe Guarding Policy and recently updated and approved Complaints Policy
9. Health & Safety Policy drafted and shared with PC – to be adopted at meeting
10. Policy overview drafted
11. Fixed Asset Register amended and updated on website
12. District Councillor news and relevant articles from Feb meeting shared via website and FaceBook
13. Planning portal updated
14. NKDC contacted re litter picker refuse collection – asked to use appropriate bins for small amounts (as these are emptied weekly), and for larger amounts to put in a safe location and contact NKDC who will come and collect the bags
15. Litter Picker updated re point 14
16. E-ON contacted and the power consumption of old sodium and new LED lights requested – reply received and shared with PC
17. Invoice submitted for litter picking grant, and grant received
18. Liaised with Church and HMH re D-Day commemorations
19. Responded to resident email re dog waste

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

7/3 FINANCIAL MATTERS

- a) To consider the Financial Overview to date for March 2023-2024 (emailed) It was **RESOLVED: That the Financial Overview be accepted**
- b) To consider the VAT report to date, for March 2024 It was **RESOLVED: That the VAT Report to date, be accepted Appendices 3**
- c) To consider the Financial Report for March 2024 It was **RESOLVED: That the Financial Report for March, 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 March, be accepted and for the Clerk to make these payments Appendices 2**
- e) HPC Accounts file to be monitored and log signed Cllr Goodwin completed this task.

8/3 PLANNING APPLICATIONS

- a) **TREE WORKS** 24/0204/TCA Hill Top Farm, Blacksmiths Lane
ACTION: Clerk to add 'no comment to make' to planning portal, T/D: ASAP.
- b) **PLANNING** - None

9/3 CLERK TRAINING

- a) CiLCA update The Clerk shared an overview of the CiLCA course
- b) Training commitments – agree hours for qualification The Clerk shared the expectation that 200 hours work be carried out in order for the qualification to be gained (alongside work submitted passing standards). It was **RESOLVED: that the Clerk be allowed 40 hours to cover work, and when at 80% of this being utilised,**

Clerk to share with Councillors, so that the next allowance of hours can be considered. ACTION: Clerk to continue to note study hours and contact PC when 80% of 40hrs has been used, T/D: when target reached.

- c) Agree and approve resources **RESOLVED: that the Clerk purchase the Arnold baker book for both her qualification and the general needs of the Parish Council.** *ACTION: Clerk to purchase Arnold Baker. T/D: 20.5.24*

10/3 POLICIES & STANDARD DOCUMENTS

- a) Clerk to explain ongoing review and new monitoring document the Clerk explained a new monitoring document has been drafted enabling the PC to see on one document which documents need reviewing and when.
- b) Review & approve Freedom of Information Request document It was **RESOLVED: that the document be approved.** *ACTION: Clerk update on website, and update new monitoring document, T/D: 20.4.24.*
- c) Review & approve GDPR Security Compliance Checklist It was **RESOLVED: that the checklist be approved.** *ACTION: Clerk update on website, and update new monitoring document, T/D: 20.4.24.*
- d) Review & approve Subject Access Request Procedure It was **RESOLVED: that the request procedure be approved.** *ACTION: Clerk update on website, and update new monitoring document, T/D: 20.4.24.*
- e) Review & approve Data Breach policy It was **RESOLVED: that the policy be approved.** *ACTION: Clerk update on website, and update new monitoring document, T/D: 20.4.24.*
- f) Review & approve Data Protection Policy It was **RESOLVED: that the policy be approved.** *ACTION: Clerk update on website, and update new monitoring document, T/D: 20.4.24.*
- g) Review & approve Records retention Policy It was **RESOLVED: that the policy be approved.** *ACTION: Clerk update on website, and update new monitoring document, T/D: 20.4.24.*
- h) Read & approve Health & Safety Policy It was **RESOLVED: that the policy be adopted.** *ACTION: Clerk update on website, and update new monitoring document, T/D: 20.4.24.*

11/3 DATA PROTECTION

- a) To approve training for Clerk (recommendation from CiLCA course) On her course, the Clerks were advised to partake in Data Protection training, and has requested permission to book onto the appropriate course when available through LALC. It was **RESOLVED: that the Clerk book the relevant course when available.** *ACTION: Clerk to check for course and book when able, T/D: ongoing*
- b) To discuss and agree email addresses in accordance with data protection (Subject Access Request Procedure) In accordance with GDPR and Data policies approved, the Clerk shared that it is strongly recommended that all councillors have specific Parish Council email addresses. It was **RESOLVED: that all councillors have specific email addresses.** *ACTION: PW to create new emails for all councillors who don't already have one, T/D: 20.4.24*
- c) Privacy not on emails In accordance with GDPR and Data policies approved, the Clerk shared that it is strongly recommended that all councillors have a privacy note at the end of all Council emails. (The Clerk and Chair already have this in place). It was **RESOLVED: that the all councillors have privacy notes at the end of council emails** *ACTION: PW to add privacy note setting to new accounts (this will only be setup for webmail accounts, any other applications used for email will need to be set up separately), T/D: 20.4.24*
- d) GDPR Compliance checklist – to review & complete It was **RESOLVED: that all councillors complete the approved GDPR checklist.** *All councillors present completed forms and gave them to the Clerk. ACTION: BH to complete form, T/D: 20.5.24*

12/3 COMMEMORATIONS

- a) Clerk to share responses from local groups regarding D-Day commemorations in June 2024 the Clerk has spoken to the Church Secretary and whilst they are unable to have bell ringing at Harmston Church, this will be happening within the Parish in Navenby. HMH are going to respond when they have further details. The church and Clerk had discussed creating a community poster highlighting the bell ringing, and asking if residents would like to 'light a lantern' at 9pm in line with all the lanterns being lit across the country. This was agreed by all. It was agreed that this enabled those that wanted to be involved in the commemoration opportunities to do so. *ACTION: to contact HMH and ask if they have any events they'd like to add to the poster. Clerk to make poster and circulate, T/D: 1.5.24.*
- b) Clerk to share update on King Charles commemorative photograph
The photograph has been ordered by the Clerk. It was agreed that the photograph be donated to HMH.

13/3 DEFIBRILATOR

- a) Agree actions regarding battery It was **RESOLVED: that a new battery be bought for the village defibrillator at a cost of £300.00..** *ACTION: Clerk to order battery, T/D: 1.4.24*

14/3 DOG FOULING

- a) Share information from resident and discuss and agree next steps

The Clerk shared a concern from a resident regarding dog mess not being collected and left on footpaths etc through Harmston. Environmental Health at NKDC has a form where such incidents can be reported.

ACTION: Clerk to complete form. T/D:20.4.24; ACTION: Clerk to share further detail on HPC website explaining the dangers of dog waste near livestock T/D: 10.4.24; ACTION: Clerk to contact resident again with update from meeting. T/D: 10.4.24

15/3 DATE FOR NEXT MEETING The next meeting of Harmston Parish Council which will be the Annual Meeting of the Parish Council to be held on Tuesday 21st March 2024 at the Memorial Hall, Harmston, at 7.30pm.

This will be preceded by the Annual Parish Meeting, beginning at 7.00pm.

There being no further business the Chair closed the meeting at 8.32pm

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.