

Notes of the Meeting of Harmston Parish Council

at The Memorial Hall, Harmston
on Tuesday 16th July 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 Kevin Goodwin	Parish Councillor	
Mrs Helen Jones	Clerk & RFO	Clerk & RFO
Cllr Lance Pennell	Councillor	District Councillor
1 member of the public		

OPEN FORUM – 15 minutes held before meeting commenced.

There were no residents in attendance.

1/7 APOLOGIES AND REASONS FOR ABSENCE

Cllr Chapman, reasons accepted. District Councillor Sanders and Cooper also sent their apologies, as did County Councillor Carrington.

2/7 DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA

Cllr Harrison declared an interest in item 8b – it was agreed he may be included in discussions, but not any decisions should they be needed.

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

3/7 REPORTS OF REPRESENTATIVES

- a) Local Police PC Roberts was unable to attend.
- b) County Councillor Report A report was shared ahead of the meeting.
- c) District Councillor Reports Cllr Pennell explained that Sleaford market refurbishment is set to go ahead, with surveys being carried out this month, with plans for it to be finished by Christmas.

4/7 CO-OPT

No applications were received. **ACTION:** Clerk to readvertise on Facebook and website to generate some interest, **TD: 30.8.24 ACTION:** Clerk to keep Co-opt in all meeting agendas, **TD: ongoing.**

5/7 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 May 2024 were approved, and signed* by the Chair.

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

6/7 CLERKS REPORT

1. CiLCA research and coursework ongoing, Day 5 cancelled
2. Responded to resident re Church Lane
3. Declaration of Acceptance forms for the Chair and Vice Chair sent to NKDC
4. AGAR exemption certificate submitted
5. AGAR documents published

6. AGAR dates for public inspection published, and period carried out between 3rd June until 12th July 2024 inclusive
7. New Insurance company instructed and paid, and new policy in place for 1.6.24
8. Previous Insurance company instructed to not renew our policy, with end of policy date being 31.5.24
9. LALC subscription paid for renewal of subscription for 2024 – 2025
10. PIC annual agreement agreed and paid, and request for handyman to be present at inspection agreed.
Date pending
11. Instructed Handyman to carry out works quoted for – to remove weeds (specific areas given) and repair fence at the play area
12. As per the auditor's instructions, the HSE assessment forms have been completed and required equipment purchased to ensure standards are met. Forms filed with insurance docs
13. All actions from May's AMPC have been carried out
14. VAT refund for 2023-2024 submitted
15. Actions from Audit report begun – the following policies drafted and awaiting approval:
 - i. Disciplinary Policy
 - ii. Grievance Policy
 - iii. Sickness Absence Policy
 - iv. Training Policy
 - v. Website Accessibility Policy
16. Staffing committee terms of reference reviewed and awaiting approval

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

7/7 FINANCIAL MATTERS

- i. To consider the Financial Overview to date for 2024-2025 (emailed) It was **RESOLVED: That the Financial Overview be accepted.** Overview was altered to show correct closing balance of £14,441.60.
- ii. To consider the VAT report to date, for July 2024 It was **RESOLVED: That the VAT Report to date, be accepted** Appendices 3
- iii. VAT claim for 2023-2024 The clerk has submitted the claim and the full amount was received this week (after financial reports were written, and will therefore be documented in September's meeting notes.
- iv. To consider the Financial Report for July 2024 It was **RESOLVED: That the Financial Report for July, Part A be accepted** Appendices 1
- v. Monies to be paid Invoices of pending payments were checked against proposed spend, and it was **RESOLVED: that the Financial Report, Part B for July 2024, be accepted and for the Clerk to make these payments** Appendices 2
- vi. HPC Accounts file to be monitored and log signed Cllr Goodwin completed this task.
- vii. To agree upon contribution to lawn cutting at the church Having considered the new costs, and the HPC budget for the year, it was **RESOLVED: That £250.00 be donated to Harmston Church towards their grass cutting fees.** ACTION: Clerk to inform Church of decision and arrangement payment of donation, TD: 20.8.24
- viii. To agree upon contribution to HMM for a replacement floor It was **RESOLVED: that £2,000.00 be pledged towards the cost of replacing the floors at the hall.** Payment will be made when needed. ACTION: Clerk to write to the HMM secretary and explain that the pledge will be paid when there are more clear details and the money is required by HMM.. Clerk to offer HMM the PC's full support, and help and assistance if and when needed, TD: 20.8.24

8/7 PLANNING APPLICATIONS

- a) **TREE WORKS** None
- b) **PLANNING - 24/0477 Broughton Lane Farm – has been approved**
24/0676/HOUS School House, School Lane
24/0677/LBC School House, School Lane – Clerk has added to the portal that HPC have no objections or comments to make as date expired between meetings.

9/7 STAFFING COMMITTEE

- a) Members to be agreed and first meeting arranged It was **RESOLVED that the staffing committee and terms of reference would be retired**. In their place there will be a point added to the end of the regular agenda for any staffing issues, with the understanding the press and public be excluded should any confidential matters need to be discussed.
- b) Review and agree Staffing Committee Terms of Reference Although these are no longer needed, these will be kept on file.

10/7 POLICIES & STANDARD DOCUMENTS

- a) Review & approve:
 - i. Disciplinary Policy It was **RESOLVED: that the document be approved. ACTION: Clerk update on website, and update new monitoring document, T/D: 20.8.24.**
 - ii. Grievance Policy It was **RESOLVED: that the checklist be approved. ACTION: Clerk update on website, and update new monitoring document, T/D: 20.8.24.**
 - iii. Sickness Absence Policy It was **RESOLVED: that the request procedure be approved. ACTION: Clerk update on website, and update new monitoring document, T/D: 20.8.24.**
 - iv. Training Policy It was **RESOLVED: that the policy be approved. ACTION: Clerk update on website, and update new monitoring document, T/D: 20.8.24.**
 - v. Website Accessibility It was **RESOLVED: that the policy be approved. ACTION: Clerk update on website, and update new monitoring document, T/D: 20.8.24.**

11/7 ROAD SAFETY

- a) Discuss and agree next steps regarding safe access to school buses and response to resident's email
Recent accidents on the A607 have concerned a resident whose children cross that road to catch the school bus. She has asked if there are any measures that can be put in place.
ACTION: Clerk to contact Lincolnshire Road Safety Partnership to see how they can help tackle this issue, T/D: 20.8.24
ACTION: Clerk to let resident know of the actions being carried out by the clerk

12/7 PLAYPARK MAINTENANCE

- a) Recent works update Photographs received show works have been carried out on the playpark fence.
- b) Update on play park – discuss and agree next steps
ACTION: Clerk to contact the Play Inspection Company for a date for the next inspection, to remind them the PC would like to be in attendance.

13/7 FOSSE GREEN UPDATE

- a) Update from Councillor Harrison
Cllr Harrison has been attending the meetings, and shared his feedback. **ACTION: Clerk to share details of forthcoming meetings on Facebook, website and noticeboards, TD: as needed.**

14/7 STREET LIGHT

- a) Consider updates and agree next steps regarding the replacement of a pole on Chapel Lane
The rotting pole has not been replaced and the light removed and stored.
ACTION: Clerk to chase where the light is, the condition it is in, and what the options are, TD: 30.8.24

15/7 DATE FOR NEXT MEETING The next meeting of Harmston Parish Council which will be held on Tuesday 17th September 2024 at the Memorial Hall, Harmston, at 7.30pm.

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.