

Harmston Parish Council

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MINUTES OF HARMSTON PARISH COUNCIL ANNUAL GENERAL MEETING HELD AT HARMSTON MEMORIAL HALL.

Date: 12th May 2014 at 7.34 pm
(Following the rising of the Annual Parish Meeting)

Present

Titles

Mike Wylie	Parish Councillor	Chairman
Frances Mannsåker	Parish Councillor	Chair (Elected)
Iain Edgar	Parish Councillor	
Jonathan Chaplin	Parish Councillor	
Rick Walmsley	Parish Councillor	
John Martin-Hoyes	Parish Councillor	
David Baldam	Parish Councillor	
Lesley Caro	Clerk to the Parish Council	
Laura Conway	District Councillor	
2 members of the public		

Action

ITEM 14/17/01	<u>ELECTION OF CHAIRMAN AND OFFICERS</u> The Chairman called for nominations for the post of Chairman. Cllr. Mannsåker was nominated by Cllr. Wylie. There being no further nominations it was proposed by Cllr. Wylie, seconded by Cllr. Martin-Hoyes and <i>resolved</i> that Cllr. Mannsåker be elected as Chair for the forthcoming year. The Declaration of Acceptance of Office was signed. The Chair called for nominations for the post of Vice Chairman. Proposed by Cllr. Mannsåker, seconded by Cllr. Martin-Hoyes and <i>resolved</i> that Cllr. Wylie be elected as Vice Chairman.	
ITEM 14/01/01	<u>DECLARATIONS OF INTEREST</u> No Declarations received.	
ITEM 14/01/01	<u>APOLOGIES</u> Apologies had been received from District and County Councillor Mrs M. Overton as she was attending several other Meetings that evening.	
ITEM 14/02/01	<u>OPEN FORUM</u> There were no questions from the public.	
ITEM 14/07/01	<u>DISTRICT COUNCILLOR REPORTS</u> Cllr. Conway informed the meeting that there was to be a Planning update in June regarding the Strategic Housing Land Availability Assessment (SHLAA) map. She was awaiting confirmation of the identification of new building sites for this area. Cllr. Conway left the Meeting at 7.40pm.	

ITEM 14/03/01	<p><u>MINUTES OF THE PREVIOUS MEETING</u></p> <p>The Notes taken by the Clerk of the previous Meeting held on 10th March 2014 had been distributed. It was proposed by Cllr. Wylie, seconded by Cllr. Martin-Hoyes and <i>resolved</i> that the Notes were an accurate record of the Meeting and so should be retitled as the Minutes of the Meeting. The Minutes were duly signed by the Chair</p>																																																																									
ITEM 14/05/01	<p><u>FINANCIAL STATEMENT AND PAYMENTS</u></p> <p>a) To consider Internal audit report on the 13/14 Accounts: - The Internal auditor had completed the audit programme for 2013/14 and submitted his report; there were no items for action.</p> <p>b) Acceptance of Year End Accounts 13/14:- The Year End Accounts for 2013/14 had been distributed to Councillors prior to the Meeting. At the end of the year the Bank balance was £6,999.44 which will be carried forward for the 2014/2015 financial year. Proposed by Cllr. Wylie seconded by Cllr. Martin-Hoyes and <i>resolved</i> that the Year End Accounts be accepted as presented.</p> <p>c) Acceptance of Annual Governance Statement:- Following consideration of the Annual Governance Statement it was proposed by Cllr. Wylie, seconded by Cllr. Walmsley and <i>resolved</i> that the Chair should sign to affirm that all items had been met.</p> <p>d) The opening statement of Account for the 2014/15 financial year was distributed to the meeting along with the Bank Reconciliation.</p> <p>e) The Petty Cash report for the period 10.3.14 to 12.5.14 was presented to the meeting. The payments notified were as follows:-</p> <table border="1" data-bbox="293 1043 1415 1323"> <thead> <tr> <th><u>Date</u></th> <th><u>Payable to</u></th> <th><u>Reason for Payment</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>13.03.14</td> <td>V.G. Service</td> <td>Litter picking</td> <td>30.00</td> </tr> <tr> <td>27.03.14</td> <td>V.G. Services</td> <td>Litter picking</td> <td>30.00</td> </tr> <tr> <td>10.04.14</td> <td>V.G. Services</td> <td>Litter picking</td> <td>30.00</td> </tr> <tr> <td>24.04.14</td> <td>V.G. Services</td> <td>Litter picking</td> <td>30.00</td> </tr> <tr> <td>07.04.14</td> <td>Clerk</td> <td>Postage Stamps</td> <td>6.36</td> </tr> <tr> <td>30.04.14</td> <td>M. Cummins</td> <td>Dog Warden Services</td> <td>80.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL Payments</td> <td>£206.36</td> </tr> </tbody> </table> <p>A cheque for the sum of £206.36 was raised to bring Petty Cash back to £350.00.</p> <p>f) A schedule of outstanding payments was presented:</p> <table border="1" data-bbox="293 1464 1415 1861"> <thead> <tr> <th><u>Date</u></th> <th><u>Payable to</u></th> <th><u>Reason for Payment</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td colspan="4"><u>Accrued expenses for 13/14 accounts.</u></td> </tr> <tr> <td>11.03.14</td> <td>Memorial Hall</td> <td>Hire of Meeting Room Charges</td> <td>90.00</td> </tr> <tr> <td>12.03.14</td> <td>E.On</td> <td>Christmas Lighting</td> <td>2.68</td> </tr> <tr> <td>08.04.14</td> <td>E.On</td> <td>Lighting Supply Jan - March.</td> <td>204.99</td> </tr> <tr> <td colspan="4"><u>Expenses for 14/15 Accounts.</u></td> </tr> <tr> <td>31.03.14</td> <td>Chris Bleaden</td> <td>Grass Cutting to Station Rd. March</td> <td>46.88</td> </tr> <tr> <td>12.05.14</td> <td>Petty Cash Drawn</td> <td></td> <td>206.36</td> </tr> <tr> <td>28.04.14</td> <td>Chris Bleaden</td> <td>Grass Cutting to Station Rd. April</td> <td>159.11</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total Due</td> <td>£ 710.02</td> </tr> </tbody> </table> <p>Proposed by Cllr. Wylie, seconded by Cllr. Chaplin and <i>resolved</i> that the invoices be paid.</p> <p>Cllr. Baldam joined the Meeting at 7.45pm.</p>	<u>Date</u>	<u>Payable to</u>	<u>Reason for Payment</u>	<u>Amount</u>	13.03.14	V.G. Service	Litter picking	30.00	27.03.14	V.G. Services	Litter picking	30.00	10.04.14	V.G. Services	Litter picking	30.00	24.04.14	V.G. Services	Litter picking	30.00	07.04.14	Clerk	Postage Stamps	6.36	30.04.14	M. Cummins	Dog Warden Services	80.00	TOTAL Payments			£206.36	<u>Date</u>	<u>Payable to</u>	<u>Reason for Payment</u>	<u>Amount</u>	<u>Accrued expenses for 13/14 accounts.</u>				11.03.14	Memorial Hall	Hire of Meeting Room Charges	90.00	12.03.14	E.On	Christmas Lighting	2.68	08.04.14	E.On	Lighting Supply Jan - March.	204.99	<u>Expenses for 14/15 Accounts.</u>				31.03.14	Chris Bleaden	Grass Cutting to Station Rd. March	46.88	12.05.14	Petty Cash Drawn		206.36	28.04.14	Chris Bleaden	Grass Cutting to Station Rd. April	159.11	Total Due			£ 710.02	
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	<p>g) Review Interim Payment Limit.</p> <p>In 2007 the Council agreed that the Clerk could request payment of any urgent invoices between Meetings up to the value of £200.00. Council procedure for issuing payment, which required two signatures, would be met and reported at the following Meeting. This level was no longer sufficient to meet settlement of outstanding invoices at the Year End.</p> <p>Proposed by Cllr. Wylie, seconded by Cllr. Chaplin and <i>resolved</i> that the Interim payment level be increased to £350.00 and Council procedure maintained.</p> <p>h) Financial Review re Cheque/BACS payments.</p> <p>Section 150(5) of the Local Government Act 1972 required two parish councillors to sign ALL cheques and orders for payment which technically prevented councils from making electronic payments. This presented problems as some government agencies e.g. HMRC demand payment electronically. The 'two signature' rule was repealed by legislative reform and came into force in March 2014.</p> <p>To date the Council does not incur any liability for payment to HMRC and was of the opinion that its current liabilities were adequately met by issuing cheques signed at each Meeting. This method also had a clear audit trail.</p> <p>Proposed by Cllr. Wylie, seconded by Cllr. Walmsley and <i>resolved</i> to retain the two signature rule for each payment by cheque and maintain current financial procedures.</p> <p>The Meeting also <i>agreed</i> that Cllr. Mannsäker would be added to the list of authorised signatories for signing cheques. The mandate authorising the addition was signed by Cllr. Wylie and Cllr. Baldam.</p>	
<p>ITEM 14/04/01</p>	<p><u>MATTERS OUTSTANDING FROM THE PREVIOUS MEETING.</u></p> <p>a) Play Park Proposals. Cllr. Wylie had written to Hodgson Elkington apprising them of current proposals to move the children's play area. A response had been received which did not require action at this time. Following discussion, the Meeting agreed to issue a leaflet for consultation purposes which would outline the proposals. The Chair would liaise with the Clerk to produce and issue to Members for comment prior to production.</p> <p>b) Re-location of Dog Bin at the top of School Lane and provision of housing for the refuse bins. Members had considered these requests; unfortunately there was no other suitable location on the High Street to install a dog bin. The Council is unable to fund the provision of a bin housing and refuse crews will not remove and replace bins stored in this manner. The Clerk will write to the resident.</p> <p>c) Provision of a suitable root balled Christmas Tree. Cllr. Edgar will inform Members of the anticipated cost.</p>	<p>FM /Clerk</p> <p>Clerk</p> <p>IE</p>
<p>ITEM 14/09/01</p>	<p><u>PROPOSED MATTERS FOR DISCUSSION</u></p> <p>a) Acceptance of Insurance Renewal for 2014/15.</p> <p>The renewal premium quote was £766.95 which Members considered excessive. The Clerk had sought an alternative quote from Came & Co. renowned as Parish Council Insurers. Their standard cover exceeded that currently in place, raising Public Liability insurance from £6m to £10m amongst other benefits. A quote of £459.14 was received which could be reduced by a further 5% to £436.18 if a 3 year Long Term Agreement was signed. The premium would be maintained during this period subject to an index-linked rise of 3% on property and equipment.</p> <p>Proposed by Cllr. Wylie, seconded by Cllr. Baldam and <i>resolved</i> to accept the quote of £436.18 from Came & Co. by entering into the 3 year Long Term Agreement.</p>	<p>Clerk</p>

<p>ITEM 14/09/01</p>	<p>b) Meeting Schedule for 2014/15.</p> <p>A suggested meeting schedule for the 14/15 year had been circulated to Members. The dates were based on the agreed principle of meeting on the 2nd Monday of alternate months. Allowing for Public Holidays or clashes with other events it was agreed that the schedule would be:</p> <p style="text-align: center;">Monday July 14th 2014 Monday September 8th 2014 Monday November 10th 2014 Monday January 12th 2015 Monday March 9th 2015</p> <p style="text-align: center;">The Annual Parish and AGM of the Council will be held on Monday May 18th 2015 following General Elections.</p> <p>c) To receive Dog Warden's report.</p> <p>Mr. Cummins had submitted his report and he continues to patrol randomly as agreed. He reported that the level of fouling within the Village was minimal. Cllr. Wylie undertook to write to Hodgson Elkington to confirm that they would pursue their responsibility for enforcement action on any fines levied within Harmston Park.</p> <p>d) General Village Maintenance.</p> <p>It was agreed to renew and update the job description, list of tasks and work schedule for the position of a Village Maintenance Operative. The Chair will liaise with the Clerk to produce and issue to Members for discussion at the next Meeting.</p> <p>e) Review Requests for Information procedure.</p> <p>It was agreed that clarification was required on the wording of the current procedure. This will be amended to state that requests for formal information or requests under the Freedom of Information Act will be dealt with at the next Meeting following receipt. Other general queries will be dealt with by the Clerk following known policies of the Council.</p> <p>The Clerk will check Standing Orders, amend if necessary and circulate before the next Meeting.</p>	<p>MW</p> <p>FM/ Clerk</p> <p>Clerk</p>
<p>ITEM 14/06/01</p>	<p><u>PLANNING</u></p> <p>a) Submission of additional photographs for consideration re erection of Wind Turbines, Lincoln Lane Farm. The Council submitted an objection to this application as it is contrary to Policy LW1 of the adopted Local Plan. This application will now be heard at an NKDC Planning Committee Meeting, date to be confirmed.</p> <p>b) Planning Inspectorate Decision regarding proposal to erect a new dwelling on land adjacent Bottom House, Chapel Lane. The Planning Inspectorate dismissed the Appeal. The Clerk will write to the developer to request removal of the Heras fencing.</p> <p>c) Application to replace roof tiles, install roofing, felt and tile battens, The Grange, High Street. (Raised at the Meeting 10th March – No objections.)</p> <p>d) The following applications for tree works have been received since the last Meeting, comments submitted and permission granted by NKDC Tree Officer for the works to commence:-</p> <p>i) Tree works at Honeysuckle Cottage, Church Lane. ii) Tree works at Bottom House, Chapel Lane. iii) Tree works at Tres Carabelas, Blacksmith Lane. iv) TPO Tree works at Beech House, Church Lane.</p>	<p>Clerk</p>

<p>ITEM 14/08/01</p>	<p><u>CORRESPONDENCE</u></p> <p>A schedule of correspondence received from 10.3.14 had been distributed to Councillors, including:</p> <p>a) Notification from LCC re closure of non compliance complaint regarding Wheel cleaning facility at Harmston Quarry. Now operational. b) Notification from LCC re Breach of condition 14, failure to keep access free of mud and debris. Harmston Quarry. c) Notification from LCC re Breach of operating hours – loaded HGVs tipping/leaving site after 18.00 hrs. Harmston Quarry. d) Notification from LCC that a Planning Contravention Notice has been issued on the Company, Harmston Quarry with regards to mud and debris on the road. Effective from 1st June 2014 e) Notification from NKDC re new administrative fees for Street Naming and Numbering. f) Lloyds Bank – Notification of change of Account Names.</p>	
<p>ITEM 14/90/01</p>	<p><u>TO RESOLVE ON WHETHER THE COUNCIL WOULD MOVE INTO CLOSED SESSION.</u></p> <p>The Meeting decided there was no requirement to move into closed session to discuss the following matter:</p> <p>a) Increase in NJC salary scale.</p> <p>The National Joint Council (NJC) in conjunction with the SLCC had raised the level of basic pay per Spinal Column Point (SCP) and backdated to April 2013. The Clerk was therefore entitled to an underpayment of £28.22. Proposed by Cllr. Wylie, seconded by Cllr. Chaplin and <i>resolved</i> to accept the recommended pay scale for SCP21 for the Clerk backdated to the start of her employment in July 2013. A new Standing Order form for payment to include the underpayment and revised level of pay was signed by Cllr. Wylie and Cllr. Baldam.</p>	
<p>ITEM 14/09/01</p>	<p><u>MATTERS TO BE RAISED AT THE NEXT MEETING</u></p> <p>The following matters were noted for discussion at the next meeting:</p> <p>i) Grass cutting to verges on Hill Top. ii) Footpaths on Church Lane and Vicarage Lane.</p> <p>The following matters were noted and action agreed:</p> <p>i) Cycle Path towards Coleby – vegetation requires cutting back. Clerk to inform Coleby PC. ii) Parking at the top of School Lane. Clerk to leaflet drop immediate residents and inform PC Hanson.</p>	<p>Clerk</p> <p>Clerk</p>
<p>ITEM 14/10/06</p>	<p><u>ARRANGEMENTS FOR THE NEXT MEETING</u></p> <p>The next meeting would take place on Monday 14th July at 7.30pm in the Memorial Hall.</p> <p>The Chair thanked all for attending and closed the meeting at 8.25 pm.</p>	

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Dated

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Chair
Harmston Parish Council