

# Harmston Parish Council

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

**Date: 18th May 2015 at 7.45 pm**  
**(Following the rising of the Annual Parish Meeting)**

Meeting 1 of the 2015/16 year

### Present

### Titles

F Mannsåker	Parish Councillor	Chair (Elected)
J Martin-Hoyes	Parish Councillor	
IK Edgar	Parish Councillor	
JD Chaplin	Parish Councillor	
G Dixon	Clerk to the Parish Council	

		<u>Action</u>
ITEM 1	<p><b><u>ELECTION OF CHAIRMAN AND OFFICERS</u></b></p> <p>The Clerk called for nominations for the post of Chair. Cllr.Mannsaker was nominated by Cllr Chaplin. There being no further nominations it was proposed by Cllr Chaplin, seconded by Cllr.Martin-Hoyes and <b>resolved</b> that Cllr. Mannsaker was re-elected as Chair for the forthcoming year. The Declaration of Acceptance of Office was signed.</p> <p>The Chair called for nominations for the post of Vice Chair. As there were only 4 council members at the meeting it was decided to delay deciding on the VCs position until a full council was in position.</p> <p><b><u>THERE WERE NO DECLARATIONS OF INTEREST</u></b></p>	
ITEM 2	<p><b><u>APOLOGIES</u></b></p> <p>Apologies had been received from Cllr M Jones due to illness.</p> <p><b><u>DISTRICT COUNCILLOR REPORTS</u></b></p> <p>Cllr L Conway had already given her report at the Harmston Annual Parish meeting earlier in the evening.</p>	
ITEM 2a	<p><b><u>THANKS TO DEPARTING MEMBERS &amp; WELCOME NEW CLLRS</u></b></p> <p>The Chair gave her thanks on behalf of the council to retiring officers Cllr M Wylie, Cllr R Walmsley and Cllr D Baldam for all their hard work &amp; dedication given to the Parish Council. They will be greatly missed. A letter of thanks will be sent out to them.</p> <p>Five persons had put themselves forward for the seven seats and were returned Without election. Two places remained to be filled by co option. Following publicity, more residents put themselves forward for co option than there were places. It was agreed that a private ballot would be held over the next seven days to allow for all</p>	FM
Co option		

	returned Councillors to decide. The chair warned against any conferring.	
<b>ITEM 3</b>	<p><b><u>OPEN FORUM</u></b></p> <p>There were no questions from the public.</p>	
<b>ITEM 4</b>	<p><b><u>MINUTES OF THE PREVIOUS MEETING</u></b></p> <p>The Notes taken by the Clerk of the previous Meeting held on 9<sup>th</sup> March 2015 had been distributed. It was proposed by Cllr. Chaplin, seconded by Cllr. Martin-Hoyes and <b>resolved</b> 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>	
<b>ITEM 5</b>	<p><b><u>ACTIONS UNDERTAKEN SINCE THE PREVIOUS MEETING</u></b></p> <p>All council members had been provided with a list of actions that had been undertaken since the last meeting. The following were noted:</p> <ul style="list-style-type: none"> <li>• <b>FM</b> has held meetings with 3 companies to discuss the play park proposal &amp; further information has been collected by <b>GD</b> on grant funding</li> <li>• Highways have held a meeting with the owners of the Old School concerning the protruding step</li> <li>• Information has been sent round the village in hope of attracting residents interest in becoming a Parish Cllr in the upcoming elections</li> <li>• <b>IE</b> has held meetings with contractors from Western Power who wished to cut back trees on Vicarage Lane, Blacksmiths Lane &amp; near the church that are near power cables. <b>IE</b> has advised to liaise with <b>NKDC</b> for some of the work. No order has yet been sent through from Western Power.</li> <li>• A letter of thanks &amp; flowers were taken to Lesley Caro by <b>FM &amp; GD</b></li> <li>• The annual audit was completed by <b>GD</b> with help from <b>LC</b>. The internal audit was completed by Alan Humphries</li> <li>• The Clerks contract has been drafted &amp; signed</li> <li>• Flyers have been sent out to invite residents to put themselves forward for co option due to there being 2 Parish Council spaces after the Election</li> <li>• The litter bin at the Vicarage Lane bus stop has been replaced with the litter bin from outside the Old School</li> </ul>	
<b>ITEM 6</b>	<p><b><u>FINANCIAL STATEMENT AND PAYMENTS</u></b></p> <p><b>a) To consider Internal audit report on the 14/15 Accounts: -</b> The Internal auditor had completed the audit programme for 2014/15 and submitted his report; there were no items for action.</p> <p><b>b) Acceptance of Year End Accounts 14/15:-</b> The Year End Accounts for 2014/15 had been distributed to Councillors prior to the Meeting. At the end of the year the Bank balance was £9,536.17 which will be carried forward for the 2015/2016 financial year. Proposed by <b>Cllr.I Edgar</b> seconded by <b>Cllr.J Chaplin</b> and <b>resolved</b> that the Year End Accounts be accepted as presented.</p> <p><b>c) Acceptance of Annual Governance Statement:-</b> Following consideration of the Annual Governance Statement it was proposed by <b>Cllr. J Martin-Hoyes</b> seconded by <b>Cllr.J Chaplin</b> and <b>resolved</b> that the Chair should sign to affirm that all items had been met.</p> <p>d) The opening statement of Account for the 2015/16 financial year was distributed to the meeting along with the Bank Reconciliation.</p>	FM

e) The Petty Cash report for the period 09.3.15 to 18.5.15 was presented to the meeting. The payments notified were as follows:-

<u>Date</u>	<u>Payable to</u>	<u>Reason for Payment</u>	<u>Amount</u>
31.03.15	Petals of Navenby	Flowers for outgoing Clerk (under section 111)	£40
02.04.15	T mobile	HPC Mobile top up	£20

A cheque for the sum of £60 was raised to bring Petty Cash back to £350.00.

f) A schedule of outstanding payments was presented:

<u>Date</u>	<u>Payable to</u>	<u>Reason for Payment</u>	<u>Amount</u>
<b><u>Accrued expenses for 14/15 accounts.</u></b>			
01.04.15	EON	Street lighting charges	£199.15

**Expenses for 15/16 Accounts.**

20.04.15	Came & Company	Renewal for HPC Insurance	£449.27
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Proposed by **Cllr J. Martin-Hoyes** seconded by **Cllr I Edgar** and **resolved** that the invoices be paid.

**h) Financial Review re Cheque/BACS payments. (New cheque signatories)**

Councillor retirements have left only two authorised to sign cheques and more signatories are needed. It was **resolved** to wait until there was a full council in place to see if new Cllrs banked at Lloyds as this would ease the process set by the bank of adding extra signatories.

**ITEM 7**

**ONGOING MATTERS FOR CONSIDERATION**

**a) Play Area**

Following on from the written report of **Cllr F Mannsaker**, Cllrs looked at the tenders and submissions from all three companies. Several points were raised, including costs, insurance, grant applications and design, and one company emerged as a clear favourite. Cllrs **resolved** that the next steps would be to schedule another meeting with Peter Sowerby and to communicate progress to residents to seek out wider views. Meanwhile **Cllr Mannsaker** would seek clarification of various details with the preferred company.

**Cllr J M-Hoyes** very generously offered to donate £5000 towards the Play Area

**b) Planting Christmas Trees**

**Cllr I Edgar** has got six suitable trees of different varieties and will plant out at the appropriate time.

**FM &  
IE**

**ITEM 8**

**MATTERS FOR CONSIDERATION**

**a) Acceptance of Insurance Renewal for 2015/16.**

Proposed by **Cllr J Chaplin**, seconded by **Cllr I Edgar** and **resolved** to accept the quote of £449.27 from Came & Co.

**b) Meeting Schedule for 2015/16.**

A suggested meeting schedule for the 15/16 year was discussed and it was **resolved** that the Clerk would contact HMH booking clerk to find out whether meetings could be

	<p>moved to Tuesdays. The next 2 meeting dates that were booked were to be kept but from November Council meetings would move to Tuesdays if possible. Booked meeting dates are <b>Monday 13<sup>th</sup> July &amp; Monday 7<sup>th</sup> September 2016</b></p> <p><b>c)HMH Liaison</b> <b>Cllr F Mannsaker</b> currently represents the council <i>pro tem</i> as observer on the Memorial Hall Committee and the council now needs to confirm representation. A decision was deferred to a later date.</p> <p><b>d) Harmston Fete on Sunday 5<sup>th</sup> July</b> <b>Cllr F Mannsaker</b> reported that the fete is a combined activity of the Memorial Hall, the Church and the Council. It will be a picnic and games occasion, with some musical performances and a barbeque. It will be essentially for the people of Harmston to get together and have fun.</p> <p><b>e)Litter in the bus stops</b> The Maintenance man has raised the issue of the amount of used condoms on the floor in the bus stops. The Clerk will organise litter signs for inside all the shelters.</p>	Clerk
<b>ITEM 9</b>	<p><b><u>PLANNING</u></b></p> <p><b>Blacksmiths Lane – connect O/Head conductor to existing pole</b> <i>No Comments raised</i> <i>Ref no; 15/0288/OHL</i></p> <p><b>Extension to HMH –</b> <i>No Comments raised</i> <i>Ref no; 15/0245/FUL</i></p> <p><b>Vicarage Lane – change of use of agricultural land</b> <i>No Comments raised</i> <i>Ref no; 15/0090/FUL</i></p> <p><b><u>TPO's</u></b></p> <p>It was noted by <b>IE</b> that Paddock House had not replaced the trees as agreed.</p>	
<b>ITEM 10</b>	<p><b><u>CORRESPONDENCE</u></b></p> <p>A schedule of correspondence received from 09.3.15 - 13.05.15 had been distributed to Councillors.</p>	
<b>ITEM 11</b>	<p><b><u>MATTERS TO BE RAISED AT THE NEXT MEETING</u></b></p> <p>a) Computer equipment b) HMH Liaison c) Play Area d)Wind turbine meeting <sup>23.06.15</sup> Welbourne Village hall</p>	
<b>ITEM 12</b>	<p><b><u>ARRANGEMENTS FOR THE NEXT MEETING</u></b></p> <p>The next meeting would take place on Monday 13<sup>th</sup> July at 7.30pm in the Memorial Hall.</p> <p>The Chair thanked all for attending and closed the meeting at 8.45pm</p>	

Date

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Chair

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Harmston Parish Council

