

# Harmston Parish Council

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

Date: 14<sup>th</sup> May 2012 at 7.50pm  
(Following the rising of the Annual Parish Meeting)

### Present

### Titles

Michael Wylie	Parish Councillor	Chairman
David Baldam	Parish Councillor	Vice Chairman
Dominic Oldham	Parish Councillor	
Iain Edgar	Parish Councillor	
John Martin-Hoyes	Parish Councillor	
Debbie Parker	Clerk to the Parish Council	
Marianne Overton	LCC and District Councillor	
Laura Conway	District Councillor	

### Action

<b>ITEM 12/17/01</b>	<b><u>ELECTION OF CHAIRMAN AND OFFICERS</u></b>  The Clerk called for nominations for the post of Chairman. It was proposed by Cllr. Martin-Hoyes, seconded by Cllr. Baldam and <i>resolved</i> that Cllr Wylie be re-elected as Chairman for the forthcoming year. Cllr. Wylie accepted the nomination and duly signed the Declaration of Office.  The Chairman, Cllr. Wylie called for nominations for the post of Vice Chairman. Proposed by Cllr. Wylie, seconded by Cllr. Oldham and resolved that Cllr. Baldam be elected as Vice Chairman.	
<b>ITEM 12/01/01</b>	<b><u>APOLOGIES FOR ABSENCE</u></b>  Apologies had been received from Cllr. Chaplin and these were accepted.	
<b>ITEM 12/01/01</b>	<b><u>DECLARATIONS OF INTEREST</u></b>  There were the following declarations of interest from Members:  Cllr. Edgar declared a prejudicial interest at item 12/05/01(f) -Invoices for payment in respect of grass cutting at churchyard	
<b>ITEM 12/02/01</b>	<b><u>OPEN FORUM</u></b>  There were no members of the public who wished to address the Meeting.	
<b>ITEM 12/14/01</b>	<b><u>POLICE REPORT</u></b>  There were no police in attendance.	

<b>ITEM</b> <b>12/03/01</b>	<b><u>MINUTES OF THE PREVIOUS MEETING</u></b>  The Notes taken by the Clerk of the previous Meeting held on 12 <sup>th</sup> March 2012 had been distributed. It was proposed by Cllr. Oldham, seconded by Cllr. Edgar 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 Chairman.																																																																					
<b>ITEM</b> <b>12/05/01</b>	<b><u>FINANCIAL STATEMENT AND PAYMENTS</u></b>  a) To consider Internal audit report on the 11/12 Accounts: - The Internal auditor had completed the audit programme for 2011/12 and submitted his report. The Council noted the requirement to formalise the role of Responsible Finance Officer. It was proposed by Cllr. Oldham, seconded by Cllr. Baldam and <i>resolved</i> that the Clerk be identified as the Responsible Finance Officer. The Council <i>agreed</i> to write to Alan Humphries to thank him for undertaking the Internal Audit on behalf of the Parish Council.  b) Acceptance of Year End Accounts 11/12:- The Year End Accounts for 11/12 had been distributed to the Meeting. The statement of Account for the 2011/12 financial year was distributed to the Meeting along with the Bank Reconciliation. At the end of the year the Bank balance was £6,344.19 which will be carried forward for the 2012/2013 financial year.  Proposed by Cllr. Baldam seconded by Cllr. Oldham and <i>resolved</i> that the Year End Accounts be accepted as presented.  c) Acceptance of Annual Governance Statement: Following consideration of the Annual Governance Statement it was agreed that the Chairman should sign to affirm that all items had been met.  d) Statement of Account 2012/13 - The opening statement of Account for the 2012/13 was distributed to the meeting.  e) The Petty Cash report for the period 12.3.12 to 14.5.12 was presented to the meeting. The invoices received from Cllr. Oldham at the meeting were as follows:-  <table data-bbox="252 1310 1061 1489"> <tr> <td>14.3.12</td> <td>V.G. Services</td> <td>(Litter &amp; Maintenance)</td> <td>£30.00</td> </tr> <tr> <td>14.3.12</td> <td>V.G. Services</td> <td>Work to benches (teak oil)</td> <td>£40.00</td> </tr> <tr> <td>28.3.12</td> <td>V.G. Services</td> <td>(Litter &amp; Maintenance)</td> <td>£30.00</td> </tr> <tr> <td>11.4.12</td> <td>V.G. Services</td> <td>(Litter &amp; Maintenance)</td> <td>£30.00</td> </tr> <tr> <td>25.4.12</td> <td>V.G. Services</td> <td>(Litter &amp; Maintenance)</td> <td>£30.00</td> </tr> <tr> <td>9.5.12</td> <td>V.G. Services</td> <td>(Litter &amp; Maintenance)</td> <td>£30.00</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>Total</b></td> <td><b>£190.00</b></td> </tr> </table> A cheque for the sum of £205.04 was raised to cover expenses for the next period.  f) A schedule of outstanding payments was presented:  <table data-bbox="252 1601 1109 1919"> <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>03.04.12</td> <td>EON Uk</td> <td>Electricity to Street Lights</td> <td>£210.80</td> </tr> <tr> <td>29.02.12</td> <td>EON Uk</td> <td>Electricity to Christmas Lights</td> <td>£2.25</td> </tr> <tr> <td>14.05.12</td> <td>Petty Cash (D Parker)</td> <td>To reimburse Petty Cash</td> <td>£205.04</td> </tr> <tr> <td>14.05.12</td> <td>D. Parker (Clerk)</td> <td>Clerks Expenses</td> <td>£59.15</td> </tr> <tr> <td>21.04.12</td> <td>Internet Ink</td> <td>Ink Cartridges (refund DP)</td> <td>£9.55</td> </tr> <tr> <td>02.04.12</td> <td>CC Ltd</td> <td>Insurance Renewal 2012-13</td> <td>£642.96</td> </tr> <tr> <td>14.05.12</td> <td>Lincs Fieldpaths Assoc.</td> <td>Annual Subscription</td> <td>£5.00</td> </tr> <tr> <td>21.03.12</td> <td>Cliff Tree Services</td> <td>Churchyard Grass Cutting 2011</td> <td>£480.00</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>TOTAL PAYMENTS</b></td> <td><b>£1614.75</b></td> </tr> </tbody> </table>	14.3.12	V.G. Services	(Litter & Maintenance)	£30.00	14.3.12	V.G. Services	Work to benches (teak oil)	£40.00	28.3.12	V.G. Services	(Litter & Maintenance)	£30.00	11.4.12	V.G. Services	(Litter & Maintenance)	£30.00	25.4.12	V.G. Services	(Litter & Maintenance)	£30.00	9.5.12	V.G. Services	(Litter & Maintenance)	£30.00	<b>Total</b>			<b>£190.00</b>	<u>Date</u>	<u>Payable to</u>	<u>Reason for payment</u>	<u>Amount</u>	03.04.12	EON Uk	Electricity to Street Lights	£210.80	29.02.12	EON Uk	Electricity to Christmas Lights	£2.25	14.05.12	Petty Cash (D Parker)	To reimburse Petty Cash	£205.04	14.05.12	D. Parker (Clerk)	Clerks Expenses	£59.15	21.04.12	Internet Ink	Ink Cartridges (refund DP)	£9.55	02.04.12	CC Ltd	Insurance Renewal 2012-13	£642.96	14.05.12	Lincs Fieldpaths Assoc.	Annual Subscription	£5.00	21.03.12	Cliff Tree Services	Churchyard Grass Cutting 2011	£480.00	<b>TOTAL PAYMENTS</b>			<b>£1614.75</b>	DP
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	<p>Cllr. Edgar queried the increased insurance quote because the Council had agreed a three year 'fixed price' in 2011/12. The Council agreed that Clerk would ascertain the reason for the increase (£14) and that Cllr. Wylie would be authorised to make a delegated decision on payment. (The advice from the insurers was that, while the premium price was fixed, the sums insured are indexed linked – in this case a 3% increase for 2012/13 – hence the increase in invoice price. This was accepted).</p> <p>Proposed by Cllr. Martin-Hoyes, seconded by Cllr. Oldham and <i>resolved</i> that the invoices be paid subject to the delegated decision mentioned above.-</p> <p>g) Bank Signatories – Building Society Account The correspondence address for the Building Society account needed amending and a letter was signed by the two current signatories to request this. The Clerk would obtain the necessary forms in order for the signatories to be updated with Cllr. Baldam to be added.</p>	<p>MW/ DP</p> <p>DP</p>
<p><b>ITEM 12/04/01</b></p>	<p><b><u>MATTERS OUTSTANDING FROM THE PREVIOUS MEETING.</u></b></p> <p><b>a) To receive an update on the provision of new village signs.</b> Cllr. Baldam and Cllr. Edgar reported on progress so far and confirmed that NFU funding was available and designs were being progressed. The type/design of the signs would be considered further. This would be reported to the next meeting.</p>	<p>DB/IE</p>
<p><b>ITEM 12/09/01</b></p>	<p><b><u>PROPOSED MATTERS FOR DISCUSSION.</u></b></p> <p><b>a) Acceptance of Insurance Renewal for 2012/13</b> This had been dealt with under Item 12/05/01 item (f).</p> <p><b>b) Diamond Jubilee - update</b> The Council had agreed to support the Diamond Jubilee event and nothing further was reported.</p> <p><b>c) Waddington Airshow 2012</b> Cllr. Wylie had contacted LCC Highways to ascertain the traffic arrangements for the Airshow weekend. Vicarage Lane and Church Lane would be coned areas for the duration with Church Lane being the designated exit route.</p> <p><b>c) Meeting Schedule 2012/13</b> A suggested meeting schedule for the 2012/13 year had been circulated to Members. The dates were based on the agreed principle of meeting on the 2<sup>nd</sup> 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 19<sup>th</sup> 2012 Monday September 10<sup>th</sup> 2012 Monday November 12<sup>th</sup> 2012 Monday January 14<sup>th</sup> 2013 Monday March 11<sup>th</sup> 2013 The Annual Parish and AGM of the Council will be held on Monday May 13<sup>th</sup> 2013</p>	
<p><b>ITEM 12/06/01</b></p>	<p><b><u>PLANNING</u></b></p> <p>To note receipt of the following applications/decision notices during the period 12<sup>th</sup> March 2012 to 14<sup>th</sup> May 2012:-</p> <p>a) 11/1480 – Land at Vicarage Lane for erection of two dwellings – permission had been granted.</p> <p>b) Tree Work – Harmston Park and Longridge, Chapel Lane</p>	

<b>ITEM 12/08/01</b>	<b><u>CORRESPONDENCE.</u></b>  A schedule of correspondence received from 12.3.12 had been distributed to Councillors, including:  a) Cereals Event taking place at Boothby Heath Farm on 13 <sup>th</sup> and 14 <sup>th</sup> June 2012 and associated traffic arrangements	
<b>ITEM 12/90/01</b>	<b><u>TO RESOLVE ON WHETHER THE COUNCIL WOULD MOVE INTO CLOSED SESSION</u></b>  There were no public in attendance so this resolution was not required.	
<b>ITEM 12/09/01</b>	<b><u>MATTERS TO BE RAISED AT THE NEXT MEETING</u></b>  a) Parish Council noticeboard on High Street. b) Request for the provision of allotments in the Parish. c) Road repairs – update on potholes and surface dressing issues	<div style="border: 1px solid red; border-radius: 5px; padding: 2px; display: inline-block;">       Formatierte Tabelle     </div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px; display: inline-block;">       Formatiert: Einzug: Links: 0,27 cm     </div>
<b>ITEM 12/07/01</b>	<b><u>COUNTY AND DISTRICT COUNCILLORS REPORTS</u></b> District Cllr. Mrs Conway reported that the bid for funding in respect of the Cliff Youth Worker had been submitted and the outcome was awaited. Lincolnshire County Cllr. Mrs Overton commented on the LCC Big Society Fund, the Cereals Event taking place in June, positive results in respect of road safety on the A607, and affordable housing in Navenby.	
<b>ITEM 12/10/01</b>	<b><u>ARRANGEMENTS FOR THE NEXT MEETING</u></b>  The next Meeting would be held at 7.30pm on Monday 19 <sup>th</sup> July 2012 in Harmston Memorial Hall.  The Chairman thanked all for attending and closed the Meeting at 8.30pm.	

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Dated

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Chairman  
Harmston Parish Council