

# Harmston Parish Council

Clerk to the Parish Council  
Mrs L Caro

Brooklands, School Lane  
Harmston LN5 9SP  
Tel: 07904022702

E-mail: [Harmstonpc@hotmail.co.uk](mailto:Harmstonpc@hotmail.co.uk)

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

**Date: 16<sup>th</sup> May 2011 at 8.00pm**

**(Following the rising of the Annual Parish Meeting)**

### Present

### Titles

Dominic Oldham	Parish Councillor (co-opted)	Chairman (retiring)
John Martin-Hoyes	Parish Councillor	
David Baldam	Parish Councillor	Vice-Chairman (elected)
Mike Wylie	Parish Councillor	Chairman (elected)
Rick Walmsley	Parish Councillor (co-opted)	
Iain Edgar	Parish Councillor (co-opted)	
Jonathan Chaplin	Parish Councillor (co-opted)	
Lesley Caro	Clerk to the Parish Council	
Marianne Overton		District & County Councillor
Laura Conway		District Councillor
4 x Members of the Public		

Mr D Oldham, the Chairman, opened the Meeting at 8:00 pm and welcomed all those present. Declarations of Acceptance of Office and Members Interests forms were collected and countersigned.

### Action

<b>ITEM 11/17/01</b>	<p><b><u>ELECTION OF CHAIRMAN AND OFFICERS</u></b></p> <p>The retiring Chairman D. Oldham called for nominations for the post of Chairman. As there were only three elected Councillors it was proposed by J. Martin-Hoyes seconded by D. Baldam and <i>resolved</i> that M. Wylie be elected as Chairman. M. Wylie accepted the nomination and duly signed the Declaration of Office.</p> <p>The Chairman, M. Wylie, called for nominations for the post of Vice-Chairman. Proposed by J. Martin-Hoyes, seconded by M. Wylie and <i>resolved</i> that D. Baldam be elected as Vice-Chairman.</p>	
<b>ITEM 11/01/01</b>	<p><b><u>APOLOGIES</u></b></p> <p>No apologies for absence had been received.</p>	
<b>ITEM 11/18/01</b>	<p><b><u>CO-OPTION OF NEW COUNCILLORS</u></b></p> <p>Four vacancies had arisen due to insufficient applicants for election. The vacancies had been duly advertised and four applications for co-option had been received. The applicants were Iain Edgar, Jonathan Chaplin, Dominic Oldham and Richard Walmsley.</p> <p>Proposed by M. Wylie, seconded by D. Baldam and <i>resolved</i> that all the applicants as above be co-opted onto the Parish Council.</p> <p>The Declarations of Acceptance of Office were duly signed and Members Interests forms were collected.</p>	
	<p>Once the new Council was constituted the Chairman requested any Declarations of Interest from Members. None were declared.</p>	

<b>ITEM</b> <b>11/02/01</b>	<u><b>OPEN FORUM</b></u>  There were no members of the public who wished to address the meeting.																																									
<b>ITEM</b> <b>11/14/01</b>	<u><b>POLICE REPORT</b></u>  No Police Report had been received.																																									
<b>ITEM</b> <b>11/03/01</b>	<u><b>MINUTES OF THE PREVIOUS MEETING</b></u>  The Notes taken by the Clerk of the previous Meeting held on 14 <sup>th</sup> March 2011 had been distributed. It was proposed by D. Oldham, seconded by D. Baldam 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>11/05/01</b>	<u><b>FINANCIAL STATEMENT AND PAYMENTS</b></u>  a) To consider Internal audit report on the 10/11 Accounts: - The Internal auditor had completed the audit programme for 2010/11 and submitted his report. There were no items of concern or matters the Council needed to address at this time.  b) Acceptance of Year End Accounts 10/11:- The Year End Accounts for 10/11 had been distributed to the Meeting. At the end of the year the Bank balance was £6,661.12 which will be carried forward for the 2011/2012 financial year.  Proposed by D. Oldham, seconded by D. Baldam and <i>resolved</i> that the Year End Accounts be accepted as presented.  c) Acceptance of Annual Governance Statement: - The meeting considered the annual governance statement and were of the opinion that all items had been met.  Proposed by D. Oldham, seconded by D. Baldam and <i>resolved</i> that the annual governance statement as completed on the 10/11 annual report, be accepted.  d) The opening statement of Account for the 11/12 financial year was distributed to the Meeting. The Precept of £8,100.00 had been received.  e) The Petty Cash report for the period 14.03.11 to 16.05.11 was presented to the meeting: <table data-bbox="245 1442 1230 1626" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">15.03.11</td> <td style="width: 45%;">V.G. Services (Litter &amp; Maintenance)</td> <td style="width: 40%; text-align: right;">£30.00</td> </tr> <tr> <td>23.03.11</td> <td>V.G. Services (Repairs to Bus shelter)</td> <td style="text-align: right;">£50.00</td> </tr> <tr> <td>23.03.11</td> <td>Materials: guttering for bus shelter</td> <td style="text-align: right;">£16.81</td> </tr> <tr> <td>30.03.11</td> <td>V.G. Services (Litter &amp; Maintenance)</td> <td style="text-align: right;">£30.00</td> </tr> <tr> <td>16.05.11</td> <td>V.G. Services (Litter &amp; Maintenance)</td> <td style="text-align: right;">£30.00</td> </tr> <tr> <td>27.04.11</td> <td>V.G. Services (Litter &amp; Maintenance)</td> <td style="text-align: right;">£30.00</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Total</b></td> <td style="text-align: right;"><b>£186.81</b></td> </tr> </table> A cheque for the sum of £186.81 was raised to bring the Petty Cash Balance back to £200.00.  f) A schedule of outstanding payments was presented: <table data-bbox="245 1854 1417 2056" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Date</u></th> <th style="text-align: left;"><u>Payable to</u></th> <th style="text-align: left;"><u>Reason for payment</u></th> <th style="text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>24.03.11</td> <td>E-On</td> <td>Power supply for Xmas lights</td> <td style="text-align: right;">2.17</td> </tr> <tr> <td>04.04.11</td> <td>E-On</td> <td>Street light supply Jan – March</td> <td style="text-align: right;">203.71</td> </tr> <tr> <td>31.03.10</td> <td>Petty Cash Imprest</td> <td>Maintenance &amp; Litter picking</td> <td style="text-align: right;">126.81</td> </tr> <tr> <td>31.03.11</td> <td>L.Caro</td> <td>Salary &amp; Expenses 14.03.11 to 31.03.11</td> <td style="text-align: right;">153.81</td> </tr> </tbody> </table>	15.03.11	V.G. Services (Litter & Maintenance)	£30.00	23.03.11	V.G. Services (Repairs to Bus shelter)	£50.00	23.03.11	Materials: guttering for bus shelter	£16.81	30.03.11	V.G. Services (Litter & Maintenance)	£30.00	16.05.11	V.G. Services (Litter & Maintenance)	£30.00	27.04.11	V.G. Services (Litter & Maintenance)	£30.00	<b>Total</b>		<b>£186.81</b>	<u>Date</u>	<u>Payable to</u>	<u>Reason for payment</u>	<u>Amount</u>	24.03.11	E-On	Power supply for Xmas lights	2.17	04.04.11	E-On	Street light supply Jan – March	203.71	31.03.10	Petty Cash Imprest	Maintenance & Litter picking	126.81	31.03.11	L.Caro	Salary & Expenses 14.03.11 to 31.03.11	153.81
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	16.04.111	Tiger Hire	Hire of Portaloo for POD visit 16.04.11 S137 payment	90.00		
	16.05.11	L. Caro	Salary & Expenses 01.04.11 to 16.05.11	327.62		
	16.05.11	Petty Cash Imprest	Maintenance & Litter picking	60.00		
	16.05.11	Cluster Group	Agreed donation as per Item 10/09/04(c) on 8 <sup>th</sup> November 2010. S137 payment.	200.00		
			<b><u>TOTAL PAYMENTS</u></b>	<b>£1,164.12</b>		
	<b><u>Details of Retrospective Payments made since 14th March 2011</u></b>					
	<b><u>Date</u></b>	<b><u>Payable to</u></b>	<b><u>Reason for payment</u></b>	<b><u>Amount</u></b>		
	01.04.11	Lalc	Annual subscription for 2011/12	191.90		
			<b><u>TOTAL PAYMENTS</u></b>	<b>£191.90</b>		
	<p>It was proposed by D. Oldham, seconded by J. Martin-Hoyes and <i>resolved</i> that under Section 137 of the Local Government Act 1972, payment to the Cluster Group and Tiger Hire totalling £290 be paid and that all other Invoices be paid as above.</p> <p>g) Bank signatories: - additional signatories were required for cheque signing purposes. D. Baldam and R. Walmsley agreed to be signatories. All agreed. The Clerk will raise the necessary paperwork.</p>					LC
<b>ITEM 11/04/01</b>	<b><u>MATTERS OUTSTANDING FROM THE PREVIOUS MEETING.</u></b>					
	<p>a) To consider quotes for village grass cutting: - No further quotes obtained at this time.</p> <p>b) To consider commuted sum quoted by LCC to adopt responsibility of the street lights.</p> <p>c) To consider means of raising funds for commuted sum and associated costs.</p> <p>Lalc had confirmed that funding from the Public Works Loan Board could not be raised to cover the above anticipated expenditure as it was not considered to be 'capital expenditure'. It would therefore be necessary to budget for necessary works and a rolling maintenance programme for future years, as outlined in previous meetings. It was suggested that £1500 per year be allocated in a separate account for this purpose. Initial funding of £550 would be allocated from excess funds not used for election costs and further funds allocated at the end of the financial year.</p> <p>However, in discussion not all members agreed. It was proposed by J. Martin-Hoyes, seconded by J. Chaplin that no funds be allocated for this purpose but that bills be paid as and when they arose. However, on being put to the vote, the proposal fell with 3 for and 4 against.</p> <p>It was then proposed by R. Walmsley, seconded by D. Baldam that the sum of £1,000 be set aside annually for street light maintenance/renewal. An initial allocation of £550 would be set aside funded by unused monies originally budgeted for election purposes, with the balance from reserves. Future years would be budgeted for through the precept. Put to the vote, 4 were in favour, 3 against and the motion was carried.</p> <p>The Clerk will transfer funds to the Business Instant Access Account.</p> <p>d) To discuss possible NFU funding for provision of new village signs: - no further information available at this time.</p>					LC
<b>ITEM 11/09/01</b>	<b><u>PROPOSED MATTERS FOR DISCUSSION.</u></b>					
	<p>a) <b>Acceptance of Insurance Renewal:</b> - Renewal of the Insurance Premium had been received. The quote for 11/12 was £700.09.</p>					

	<p>The meeting was informed that a three or five year long term deal was available which would reduce the annual premium and enable accurate budgeting. It was agreed that a three year deal would be preferable at a cost of £665.09. It was pointed out that insurance cover of the speed indicator device was no longer necessary as this was being covered by the police.</p> <p>It was agreed by all to accept the three year deal, and remove the speed indicator device from the insurance cover. When a revised figure had been received, the Clerk would arrange payment up to a maximum of £700.00. All Agreed.</p> <p><b>Note:</b> Following the meeting a revised figure of £628.82 was agreed and paid.</p> <p>b) <b>Meeting Schedule for 11/12:-</b> A suggested meeting schedule for the 11/12 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 11th 2011 Monday September 12<sup>th</sup> 2011 Monday November 14<sup>th</sup> 2011 Monday January 9<sup>th</sup> 2012 Monday March 12<sup>th</sup> 2012 The Annual Parish and AGM of the Council will be held on Monday May 14<sup>th</sup> 2012</p> <p>c) <b>Provision of a website:</b> - D. Baldam would make further enquiries and present proposals at the next meeting.</p> <p>d) <b>Appointment of New Clerk:</b> - This item was moved to the end of the Agenda.</p>	<p>LC</p> <p>DB</p>
<p><b>ITEM 11/06/01</b></p>	<p><b><u>PLANNING</u></b></p> <p>To note receipt of the following applications during the period 14<sup>th</sup> March to 16<sup>th</sup> May.</p> <p>a) Revised scheme with revisions to extension to south elevation and 4 additional roof lights to north elevation. 1st Floor slit windows to west and east elevations and revision to size and position of garage at The Cliff Centre School Lane. This application has been granted planning permission.</p> <p>b) Application for erection of 2 storey side extension, 2 storeys and single storey rear extension and creation of basement room at 4 Harmston Park Ave. The Council had objected to this proposal on the grounds of access, size of development in relation to the size of the plot and issues with neighbours being overlooked. The application would be decided by the Planning Committee on May 24<sup>th</sup>. There were no members available to attend the Committee hearing.</p> <p>c) Application for erection of single storey extension to west elevation at Lincoln Lane Farm, Low Road. No objections raised, decision pending.</p>	
<p><b>ITEM 11/08/01</b></p>	<p><b><u>CORRESPONDENCE.</u></b></p> <p>A schedule of correspondence received from 14.03.11 had been distributed to Councillors, including:</p> <p>a) Letter from Haymarket outlining traffic routes for the Cereals 2011 event on June 15/16<sup>th</sup>. Information will be given in the Gleanings.</p> <p>b) Letter from the Planning Inspectorate regarding the Public Inquiry for the Public Footpath Definitive Map Modification Order 2010. To be held 10am 31<sup>st</sup> August at Wellingore Memorial Hall.</p>	

	<p>The effect of the Order, if confirmed without modifications will be to modify the Definitive Map and Statement for the area by adding to them:</p> <p><i>Public Footpath Number 1044 to be 2 metres in width running from a point on the parish boundary between Harmston and Coleby where the Harmston Public Footpath No. 3 and Coleby Pubic Footpath No. 2 meet at OSG ref SK 9739 6146 in a generally northerly direction along the west side of a field boundary for approx. 117 metres to OSG ref SK 9739 6158 and then in an easterly direction along the north side of a field boundary for approximately 331 metres to meet with Grantham Road (A607) at OSG ref SK 9771 6163. The total length of public footpath to be added to be approximately 448 metres as shown between points A-B-C on Order plan numbered 2009/19/DMMO326/A4.</i></p> <p>c) Notice from Police re traffic routes for the Air Show: - a request from the Cluster Group to raise awareness within the Cliff Villages of the traffic routes for the show will be issued in due course.</p> <p>d) Letter from Lalc re post election assemblies. NK will be providing training workshops on the Localism Bill and its effect on the Code of Conduct in due course.</p>	
<p><b>ITEM 11/09/01</b></p>	<p><b><u>MATTERS TO BE RAISED AT THE NEXT MEETING.</u></b></p> <p>I. Edgar requested that the use of the village roads by unauthorised traffic, particularly RAF personnel, be discussed at the next meeting.</p>	
<p><b>ITEM 11/10/01</b></p>	<p><b><u>ARRANGEMENTS FOR THE NEXT MEETING.</u></b></p> <p>The next meeting would take place on Monday July 11<sup>th</sup> at 7.30pm.</p> <p>Members agreed to discuss <b>Item 11//09/01 d) Appointment of Clerk</b> in closed session. Members of the public were requested to leave at 8.50pm.</p> <p>The Clerk and applicant for the position, Mrs. D. Parker, left the meeting at this stage and returned to the meeting at 9.00pm.</p> <p>Proposed by D. Oldham, seconded by J. Martin-Hoyes and <i>resolved</i> that Mrs. Debbie Parker be appointed as Clerk to the Council for 6 hours per week with remuneration to be in line with her current spinal column point rate.</p> <p>The handover will commence as of 1<sup>st</sup> June with Mrs. Parker taking over full duties as of 1<sup>st</sup> July in preparation for the meeting on July 11<sup>th</sup>.</p> <p>After welcoming Mrs Parker, the Chairman reminded Members that Mrs Caro had taken over the position of Clerk some four and a half years ago at short notice following the resignation of the previous Clerk. He explained that, thanks to the very considerable amount of work Mrs Caro had carried out, the Council was now on a solid footing both administratively and financially. It was clear that Mrs Caro would be greatly missed and all Members wished her well for the future.</p> <p>The Chairman thanked all for attending and closed the meeting at 9.10pm.</p>	

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Chairman  
Harmston Parish Council

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Dated.