

Harmston Parish Council

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

Date: 13th May 2013 at 7.50pm
(Following the rising of the Annual Parish Meeting)

Present

Titles

David Baldam	Parish Councillor	Vice Chairman
Iain Edgar	Parish Councillor	
Jonathan Chaplin	Parish Councillor	
Rick Walmsley	Parish Councillor	
John Martin-Hoyes	Parish Councillor	
Debbie Parker	Clerk to the Parish Council	
Laura Conway	District Councillor	
2 members of the public		

Action

ITEM 13/17/01	<u>ELECTION OF CHAIRMAN AND OFFICERS</u> The Clerk called for nominations for the post of Chairman. It was proposed by Cllr. Martin-Hoyes, seconded by Cllr. Walmsley and <i>resolved</i> that Cllr. Wylie be re-elected as Chairman for the forthcoming year. The Clerk called for nominations for the post of Vice Chairman. Proposed by Cllr. Martin-Hoyes, seconded by Cllr. Chaplin and resolved that Cllr. Baldam be elected as Vice Chairman. Cllr. Baldam took the Chair in the absence of Cllr. Wylie.	
ITEM 13/01/01	<u>APOLOGIES</u> Apologies had been received from Cllr. M. Wylie and Cllr. Oldham who had notified the clerk of his intention to resign as Councillor. These were accepted.	
ITEM 13/01/01	<u>DECLARATIONS OF INTEREST</u> Cllr. Martin-Hoyes at item 13/05/06 (c) Payment of outstanding invoices.	
ITEM 13/02/01	<u>OPEN FORUM</u> There were no questions from the public.	
ITEM 13/07/01	<u>DISTRICT COUNCILLOR REPORTS</u> Cllr. Conway informed the meeting of her intention to resurrect the Cliff Cluster group and would contact Andrea Smith to circulate dates for a possible meeting. The agenda would include the election of a new Chairman. Core Strategy - The date for the early engagement consultation regarding rural site allocations had been arranged for Monday 17 th June and will take place at The Venue, Navenby from 6.30pm to 8pm. Cllr Conway was thanked for her attendance and she left the meeting.	
ITEM 13/03/01	<u>MINUTES OF THE PREVIOUS MEETING</u> The Notes taken by the Clerk of the previous Meeting held on 11 th March 2013 had been distributed. It was proposed by Cllr. Edgar, seconded by Cllr. Walmsley 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.	

ITEM
13/05/01

FINANCIAL STATEMENT AND PAYMENTS

a) To consider Internal audit report on the 12/13 Accounts: -
The Internal auditor had completed the audit programme for 2012/13 and submitted his report. The Council *agreed* 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 12/13:-
The Year End Accounts for 2012/13 had been distributed to councillors prior to the meeting. At the end of the year the Bank balance was £6,958.05 which will be carried forward for the 2013/2014 financial year.
Proposed by Cllr. Chaplin seconded by Cllr. Edgar and *resolved* 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) The opening statement of Account for the 2013/14 financial year was distributed to the meeting along with the Bank Reconciliation.

e) The Petty Cash report for the period 11.3.13 to 13.5.13 was presented to the meeting. The payments notified were as follows:-

w/c 25.3.13	V.G. Services (Litter & Maintenance)	£30.00
w/c 8.4.13	V.G. Services (Litter & Maintenance)	£30.00
w/c 22.4.13	V.G. Services (Litter & Maintenance)	£30.00
w/c 6.5.13	V.G. Services (Litter & Maintenance)	£30.00
	Total	£120.00

A cheque for the sum of £120.00 was raised to cover expenses for the next period.

c) A schedule of outstanding payments was presented:

Date	Payable to	Reason for Payment	Amount
1.4.13	EON	Street Light Electricity 1/1-31/3/13	£204.99
13.5.13	Petty Cash (DP)	To reimburse Petty Cash	£120.00
10.3.13	Internet Ink (DP)	Ink Cartridges	£7.48
May 13	Tiger Hire	Portaloo for Pod Visit 1 st June	£96.00
2.4.13	CC Ltd	Parish Insurance from 1 st June 2013	£652.66
31.3.13 30.4.13	C. Bleaden Grounds Maintenance	Grass Cutting March and April	£109.48
13.5.13	D. Parker	Clerks Admin Expenses	£41.25
5.5.13	Harmston Memorial Hall	Hall Hire for PC meetings	£63.00
12.3.13	J. M-H Ltd	Photocopying Gleanings magazine	£176.65
13.5.13	Lincs. Fieldpaths Assoc.	Subscription	£5.00
		TOTAL PAYMENTS	£1,476.61

Proposed by Cllr. Chaplin, seconded by Cllr. Edgar and resolved that the invoices be paid.

Cllr. Walmsley left the meeting at this point (8.05pm)

<p>ITEM 13/04/01</p>	<p><u>MATTERS OUTSTANDING FROM THE PREVIOUS MEETING.</u></p> <p>a) Update on the provision of new village signs Cllr. Martin-Hoyes obtained a quotation for a sign and the cost was £1,812 per sign plus VAT. It was <i>agreed</i> that this matter should be discussed further at the next meeting due to low numbers of councillors.</p> <p>b) Highways Speed Survey on Church Lane and Interactive Sign Cllr. Baldam reported that Divisional Highways Manager Alan Brown had agreed to attend the next meeting in July to discuss these matters.</p> <p>c) Footpaths - Harmston Hill and Church Lane Cllr Edgar and Chaplin had recently swept the path on Harmston Hill and <i>agreed</i> to clear the Church Lane path too. The Councillors were thanked for undertaking this work.</p> <p>d) Station Road – Vehicle Operating License Decision Cllr. Oldham had indicated that he had seen in excess of 16 vehicles at this location however it appeared that no further action had been taken to report this to NKDC for enforcement. The clerk would make further enquiries.</p> <p>e) Handyman – work schedule The Council resolved that the Handyman’s visits should be suspended in light of the resignation of Cllr. Oldham, until other arrangements had been agreed. The tools and other paperwork i.e. petty cash would need to be returned to the Parish Council. The clerk would contact the handyman. The details of the work schedule required would be discussed at the next meeting.</p> <p>f) Memorial Hall – Future Development Cllr. Baldam requested that Councillors identify where the Parish Council could support the development of the Memorial Hall. Further discussion on this matter at the next meeting.</p>	<p>IE/JC</p> <p>DP</p>
<p>ITEM 13/09/01</p>	<p><u>PROPOSED MATTERS FOR DISCUSSION</u></p> <p>a) Appointment of New Clerk Following the resignation of the current clerk, and advert had been placed locally, on the Harmston website and with LALC. Two expressions of interest had been received with the closing date for applications being 31st May 2013.</p> <p>b) Acceptance of Insurance Schedule The insurance renewal notice had been circulated to councillors. This was unanimously accepted.</p> <p>c) Meeting Schedule 2013/14 A suggested meeting schedule for the 2013/14 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:- Monday July 8th 2013; Monday September 9th 2013; Monday November 11th 2013; Monday January 13th 2014; Monday March 10th 2014; The Annual Parish Meeting and AGM of the Council on Monday May 12th 2014.</p> <p>d) POD – Confirmation of Visit on 1st June 2013 The Council discussed the visit of the POD and agreed that publicity should be increased to attract more to use the facility. The clerk would contact the Bookings Clerk at the Memorial Hall to see if the ‘A’ boards could be loaned prior to the day.</p> <p>e) Salt Box – Harmston Park Way (opposite Number 2) It was agreed to ask LCC Highways if the box could be moved and this would be undertaken by the councillors if required. The clerk would make further enquiries.</p>	<p>DP</p> <p>DP</p>

<p>ITEM 13/09/01</p>	<p><u>PROPOSED MATTERS FOR DISCUSSION (Continued)</u></p> <p>f) SID – future use, insurance and repair Cllr. Baldam updated the meeting on the information received from Sgt. Hammond that the police would no longer have any responsibility for the SIPDs and they would be returned to parishes/clusters for deployment. The Cliff Cluster SPID required repairs costing in the region of £250. Cllr Wylie told the Clerk that he had approached Cllr Overton and requested that the £250 be met from the LCC Grant given to County Councillors. Cllr Overton had indicated that she would authorise this provided that the grants were continued. Failing this, the Cliff Cluster still had adequate funds to cover the cost of repair and Cllr Wylie had said that he intended to raise the matter with the various Village representatives to seek agreement. Insurance requirements and a rota for parish usage of the equipment would need to be considered at the next Cluster meeting.</p>	
<p>ITEM 13/06/01</p>	<p><u>PLANNING</u></p> <p>a) 13/0192 Woodlands, School Lane – Extension to existing garage. Permission refused. b) Tree Work – Paddock House, Chapel Lane – permission granted. c) PL/0071/13 Harmston Quarry, Tower Lane – retrospective application for the erection of new centrifuge plant and machinery. Comments back by 21st May 2013.</p>	
<p>ITEM 13/08/01</p>	<p><u>CORRESPONDENCE</u></p> <p>A schedule of correspondence received from 11.3.13 had been distributed to Councillors, including:</p> <p>a) E-mail from Sgt. Hammond re transfer of SPID equipment to parishes</p>	
<p>ITEM 13/90/01</p>	<p><u>TO RESOLVE ON WHETHER THE COUNCIL WOULD MOVE INTO CLOSED SESSION</u></p> <p>There was no requirement to move into closed session.</p>	
<p>ITEM 13/09/01</p>	<p><u>MATTERS TO BE RAISED AT THE NEXT MEETING</u></p> <p>The following matters were noted for discussion and the next meeting:</p> <p>i) Confirmation of amount of financial support to the Church for grass cutting in the churchyard – following notification of the change of contractor and increase in price. ii) Memorial Hall development – identify areas for parish council support iii) Handyman – schedule of work to be identified iv) Provision of new play area</p>	
<p>ITEM 13/10/06</p>	<p><u>ARRANGEMENTS FOR THE NEXT MEETING</u></p> <p>The next meeting would take place on Monday 8th July at 7.30pm in the Memorial Hall.</p> <p>The Chairman thanked all for attending and closed the meeting at 8.35pm.</p>	

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Dated

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Chairman
Harmston Parish Council