

# Harby Parish Council Minutes

## Ordinary Meeting

Thursday 6<sup>th</sup> October 2016 at Harby Village Hall

Start: 19:30	Finish: 21:40	Reference: 114/16
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Councillors Present: John Howard (JH), Trevor Medley (TM), Caroline Nolan (CN), Stuart Parkin (SP) Diane Quibell (DQ) and Jayne Rose (JR). Cllr Dobson (District and County Council).

Clerk: Lydia Smithson.

Members of the public: 2 members of the public were present and left after item 114/16/3

Item	Title and Decision	Action Required
114/16/1	<b>Apologies for absence.</b> Rachel Thursby (RT) - personal	-
114/16/2	<b>Declarations of Interest</b> ( <i>in accordance with Localism Act 2011</i> ) Cllr Howard (non-disclosable pecuniary interest) – 114/16/6a	-
114/16/3	<b>10 Minute Public Time</b> A member of the public requested an update on Jowett's Wood which was provided. A request was made for a copy of any historical site meeting notes. It was noted by the Clerk that any decisions made would be taken at a Council meeting and not on site by individual councillors. The member of the public reiterated the importance of seeking to bring the matter to a conclusion as soon as possible.  It was noted the parish had been successful in the Best Kept Village competition, being named as runners-up in their category (300-700 population). A cheque of £50 is due to be awarded in November.  An email has been received regarding the condition of the private road to the Windmill off Wigsley Road. Responsibility of maintenance needs to be established.	LS check whether any site notes were taken, and if, so take legal advice as to when these can be shared.  Council representative to accept the award.  Cllr Dobson and LS.
114/16/4	<b>Update from Police Community Support Officer Katie Hyde including latest crime figures</b> PCSO Hyde gave her apologies and sent a written report, which noted:  <i>Since the last meeting [21st July] there have been no incidents in Harby.</i>  <i>There was one incident in Wigsley. On 16/08 at 1840 hours two males were acting suspiciously looking at a brand new van in a driveway. These two males were approached by the van owner and they handed him a leaflet for 'Lincolnshire Gardening Services Ltd' and then left the area. If you see these men please call 101 as they are linked to several other suspicious incidents in Nottinghamshire and Lincolnshire.</i>  <i>People parking by the bridge to walk their dogs is becoming a huge problem, I have been monitoring this and will be issuing inconsiderate parking tickets to the owners of these vehicles and sending a letter to their home address. Hopefully it will put them off parking there in future.</i> Cllr Dobson left at 8.05pm at the end of item 114/16/4.	-

Signed/Initials:

Chairman

Date:

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114/16/5	<p><b>Approve draft minutes</b> It was <b>resolved</b> to approve the following minutes: Ordinary (Ref 110/16), Extra-Ordinary (Ref 111/16), and Planning (Ref 112/16 and 113/16)</p>	LS add online.
114/16/6	<p><b>Update on matters arising from the above minutes</b></p> <p>a. <b>Land Registration application land on Church Road between Glebe House and Church Farm</b> Relevant searches have been completed and supporting evidence has been collated. Application to be submitted in November.</p> <p>b. <b>Restoration of the ‘Doddington and Harby’ sign on the cycle track</b> LS has been in contact with the County Council (NCC) ascertain the timeline for repairing the sign and whether the parish could assist. NCC had no current funds available for restoring the sign but would be willing to support the parish being involved in the restoration. The Council noted they did not want the sign removed and put in storage.  It was noted the school could be involved in the project.</p> <p>c. <b>Community Safety Objective - property marking</b> Two property marking kits are available for residents to use and register the items on the immobilise.com website.  The Council is also looking to arrange a bike and property marking session with the school.</p> <p>d. <b>Community Safety Objective - speed watch scheme</b> The Collingham scheme are able to provide training and a write the required risk assessment A donation is required to Collingham after each use of the speed gun towards the replacement batteries</p> <p>e. <b>Appointing a new internal auditor</b> Quotes and qualifications are being obtained.</p> <p>f. <b>Addressing the ragwort in a field on Station Road (opposite side to the school) and in the field behind The Sycamores</b> Based on government guidance, it is necessary to prevent its spread where it presents a risk to nearby livestock or fields where animal feed is grown. It was <b>resolved</b> to contact the tenant/owner to request the ragwort is removed.</p> <p>g. <b>Access to the Bottle and Glass Pub</b> A resident raised concern regarding the access to the pub for delivery vehicles following the installation of the planters at the front. Highways have visited and no current action is required. The resident has been updated.</p> <p>h. <b>Hurricane Sports children’s activity provision</b> A site meeting has been held and the charity is interested</p>	<p>LS.</p> <p>Cllr Dobson liaise with LCC and update LS.</p> <p>LS.</p> <p>Parishioners contact Clerk if they would like to borrow a kit.</p> <p>LS and CN.</p> <p>LS arrange training date and find out the required donation amount.</p> <p>LS bring to Nov meeting.</p> <p>LS and SP.</p> <p>-</p> <p>LS.</p>

	<p>in setting up some sessions in the parish and is keen to work with the school.</p> <p>i. <b>Annual tree inspection</b> Tree surgeon Phil Thomas kindly carried out our annual tree inspection and some remedial work is required to trees in the parish.</p>	LS obtain quotes.
114/16/7	<p><b>Review and approve the disciplinary and grievance policy</b></p> <p>The policy was reviewed and changes are required.</p>	JH send proposed changes to LS by November.
114/16/8	<p><b>Appoint three councillors to sit on the staffing committee</b></p> <p>It was <b>resolved</b> that JH, DQ, and JR would sit on the Staffing Committee.</p>	LS add to website.
114/16/9	<p><b>Update from Cllr Nolan on the District Council, Development Plan Review - Parish Council Briefing</b></p> <p>An update was provided.</p>	Cllr Dobson.
114/16/10	<p><b>Consider and respond to the District Council Preferred Plan Strategy Consultation</b></p> <p>The District Council is updating their planning policies including policy SP3 which is relevant to our parish. It was <b>resolved</b> to support the District Councils preferred option 3 in relation to policy SP3, which provides additional scope and flexibility for communities to support appropriate small scale development, which is currently missing in the existing policy.</p> <p>A parish briefing is also to be arranged by the District Council to feedback the results of the consultation.</p>	LS.
114/16/11	<p><b>Consider the use of an online back-up service for the councils electronic files</b></p> <p>This is to be explored further and reported back at the November meeting.</p>	LS.
114/16/12	<p><b>Consider appealing for volunteers to grit the key areas during the colder weather and whether to accept the County Councils offer of winter assistance</b></p> <p>It was <b>resolved</b> to order 5 bags of salt, to be received and stored by TM.</p> <p>An article is to be added in the Trio inviting parishioners to make use of the grit bins</p>	LS and TM. LS.
114/16/13	<p><b>Community Led Plan update</b></p> <p>A meeting was held in August of the Harby monitoring group and they are to take more of a lead on joint issues such as broadband and mobile phone signal.</p> <p>It was suggested the progress document which outlines the progress against the community aspirations could be added to the website.</p>	JR.

114/16/14	<p><b>Financial</b></p> <p>a. <b>Budget update and approval</b> A update was given. A query was raised regarding when the grass cutting income is received. It was noted an invoice is sent at the end of the grass cutting season. It was <b>resolved</b> to approve the updated budget.</p> <p>b. <b>Approve bank reconciliation</b> It was <b>resolved</b> to approve the latest reconciliation.</p> <p>c. <b>Approve invoices for payment</b> It was <b>resolved</b> to approve the income and expenditure</p> <p>d. <b>Update on External Audit and Annual Return</b> The external audit and annual return has been completed and returned with no actions.</p> <p>e. <b>Consider and approve grass cutting quotes following the current contractor ceasing trading</b> It was <b>resolved</b> to appoint Continental Landscapes to undertake the parish grass cutting following the previous contractor ceasing trading, until 31<sup>st</sup> March 2019.</p>	<p>-</p> <p>-</p> <p>LS.</p> <p>LS add online.</p>
114/16/15	<p><b>Correspondence</b></p> <p>a. District and County Council consultation on a Fly Grazing guide</p> <p>b. Consultation on precept capping for parish councils</p>	<p>-</p> <p>LS send link to Cllrs.</p>
114/16/16	<p><i>Due to the confidential nature of the business to be transacted, the Council resolve to go into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960</i></p> <p><b>Feedback on the Clerks appraisal</b> Feedback was given on the appraisal and the Clerks objectives for the year.</p> <p><b>Update on the Jowett's Wood dispute and consider if any further action should be taken</b> The supporting evidence and another request for the other parties evidence was submitted on 5<sup>th</sup> August 2016. No response has been received. It was <b>resolved</b> to request the solicitor contacts the other party to request a response to the letter.</p>	<p>LS.</p> <p>LS.</p>

<b>Payment to</b>	<b>Particulars of payment</b>	<b>Amount</b>
Clerk	Aug monthly salary	£76.66
Clerk	Sep monthly salary	£76.66
LIVES	Defib battery and pads	£52.86
Land Registry	Church rd searches	£2.00
Town and Country	May grass cuts	£82.10
Town and Country	June grass cuts	£82.10
Town and Country	July grass cuts	£82.10
Clerk -reimbursement	Brother printer cartridge toner	£12.00
Herrick Tech	Laptop repair - software	£30.00
		<b>£496.48</b>
Petty Cash -Staples	Treasury tags and notice board pins	<b>£4.48</b>
<b>Receipts</b>		
Natwest	Jul, Aug, Sep interest	£2.41
NSDC	Precept 2 of 2	£1,568.00
HMRC	VAT rebate 2015-16	£157.39
		<b>£1,570.41</b>