

Harby Parish Council Minutes

Ordinary Meeting

Thursday 20th July 2017 at Harby Village Hall



Start:19:30	Finish: 21:50	Reference:128/17
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Councillors Present: J Howard, C Nolan, S Parkin, D Quibell and J Rose.
District and County Councillor Mrs Dobson (Part)

Clerk: Caron Ballantyne

Members of the public present: No public present

Item	Title and Decision	Action Required
128/17/1	Apologies for absence. Apologies received from Cllrs R Thursby and T Medley accepted Apologies received from District Councillor Clarke	-
128/17/2	Declarations of Interest (<i>in accordance with Localism Act 2011</i>) None	-
128/17/3	10 minute public time Playground sign is bent on Church Road – Clerk to report. Post meeting note: the NCC reference for this is FS-Case-56325636 Memorial to the Medleys, following the recent death of John Medley to be investigated Trees on the allotments on Wigsley Road – could the conifer and the oak tree be removed – site visit to be undertaken. Village walk to be arranged. To be added to the next agenda Bridge on Harby Railway Bridge, concern has been raised about the condition– Maureen to raise with NCC Unofficial bus stop has not been strimmed – this has been done since the last meeting, but this has grown again Cllr Dobson 6 th Sept Parish Council Chairman's meeting - Mr Cammack (Winthorpe Parish Council) is drafting the agenda OVO Tour of Britain – Chairman of the County Council is in the Division on the day and will be available to meet the Parish Councillors to discuss issues Withdrawal of the NCC Minerals plan – This did not affect the Parish Planning Consultation to be commented on HGV weight limit – 6 months trial expires in October, will be going to committee in November. The stats are showing that there has been a reduction in HGV movements in the whole area as a result	Clerk to report D Quibell Clerk Cllr Dobson C Nolan to do again
128/17/4	Police: regular update from PCSO Katherine Hyde including latest crime figures Police not in attendance	

128/17/5	<p>Approve draft minutes: Annual Parish Council (Ref 122/17) Ordinary (Ref 123/17) Staffing (Ref 124/17) Planning (Ref 125/17) Extra-Ordinary (Ref 126/17) Planning (Ref 127/17) All minutes were agreed unanimously as a true record and signed by the chair</p>	Clerk to update website																																
128/17/6	<p>Councillors and Clerks Report:</p> <p>a. Local Council Foundation Award Application – Award has been achieved. Resolved that the certificate for this would be collected at the NALC AGM on the 15th of November. The voting delegates for the meeting would be D Quibell/J Rose and C Nolan. Logo to be used where possible on documents</p> <p>b. Best Kept Village – Unsuccessful in the first round. Resolved to obtain feedback from the organisers when available. Resolved that next year the preparations should start earlier</p> <p>Clerks Report</p> <table><tr><th></th><th>Agenda Item</th></tr><tr><td>➤ Approved Annual Return posted to Grant Thornton by LS. Acknowledged as received and initial questions resolved by CB</td><td>122/17/5 b&c</td></tr><tr><td>➤ Council and employees membership of bodies – invoices to be paid when received</td><td>122/17/6</td></tr><tr><td>➤ Insurance premium paid by LS. Insurance policy documents received and filed by CB</td><td>122/17/7</td></tr><tr><td>➤ Approved Policies and Procedures – all added to the website by CB</td><td>122/17/8</td></tr><tr><td>➤ Declaration of interests for Councillors – updated where required by CB</td><td>122/17/9</td></tr><tr><td>➤ Expressions of interest for working group to progress better mobile phone signal – Cllr Rose to discuss with the monitoring group initially</td><td>122/17/10</td></tr><tr><td>➤ Volunteers for the Church including Warden – To be added to August Trio and as a news item on website</td><td>123/17/3</td></tr><tr><td>➤ New Burial Ground site – information being collated to inform the process</td><td>123/17/3</td></tr><tr><td>➤ Approved minutes (ref 120/17 & 121/17) added to the website by LS</td><td>123/17/5</td></tr><tr><td>➤ Local Council Foundation Award Application – updates and queries resolved by LS and CB</td><td>123/17/6</td></tr><tr><td>➤ Community Speed Watch – paperwork submitted to the Police by LS</td><td>123/17/8</td></tr><tr><td>➤ Community Led Plan – Community Texting Service, added to July Agenda</td><td>123/17/9</td></tr><tr><td>➤ Approved payments made by LS</td><td>123/17/11c</td></tr><tr><td>➤ Regular payments added to July Agenda</td><td>123/17/11c</td></tr><tr><td>➤ Nominated Neighbour Scheme – added to the August Trio</td><td>123/17/12a</td></tr></table>		Agenda Item	➤ Approved Annual Return posted to Grant Thornton by LS. Acknowledged as received and initial questions resolved by CB	122/17/5 b&c	➤ Council and employees membership of bodies – invoices to be paid when received	122/17/6	➤ Insurance premium paid by LS. Insurance policy documents received and filed by CB	122/17/7	➤ Approved Policies and Procedures – all added to the website by CB	122/17/8	➤ Declaration of interests for Councillors – updated where required by CB	122/17/9	➤ Expressions of interest for working group to progress better mobile phone signal – Cllr Rose to discuss with the monitoring group initially	122/17/10	➤ Volunteers for the Church including Warden – To be added to August Trio and as a news item on website	123/17/3	➤ New Burial Ground site – information being collated to inform the process	123/17/3	➤ Approved minutes (ref 120/17 & 121/17) added to the website by LS	123/17/5	➤ Local Council Foundation Award Application – updates and queries resolved by LS and CB	123/17/6	➤ Community Speed Watch – paperwork submitted to the Police by LS	123/17/8	➤ Community Led Plan – Community Texting Service, added to July Agenda	123/17/9	➤ Approved payments made by LS	123/17/11c	➤ Regular payments added to July Agenda	123/17/11c	➤ Nominated Neighbour Scheme – added to the August Trio	123/17/12a	<p>Clerk Clerk Clerk</p> <p>Clerk Clerk</p>
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➤	Newark & Sherwood Homes grants – circulated by LS	123/17/12b
➤	Appointment of new clerk – all actions complete	123/17/13
➤	Drainage Works on Station Road Field – Meeting with Council's land agent to be arranged	123/17/14
➤	Planning consultation returned to NSDC	125/17/4
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<p>Other Items New Clerks contact details updated with all contacts, where possible Pension – Auto Enrolment Declaration completed</p> <p>Cllr Nolan 123/17/3 Definition from Newark and Sherwood District Council regarding the planning term “sustainability” and the implications of this with Harby being a small village - ongoing 123/17/3 Parking issue at the pub – PCSO and Pub contacted 126/17/4 Jowett’s wood correspondence, response sent to the solicitor</p> <p>Councillor Howard 123/17/3 Village sign – new post to be sourced – ongoing, this is now likely to be a metal post due to the weight of the sign. Hole for the post to be dug out New planters still to be secured</p> <p>Councillor Medley 123/17/3 Unofficial bus stop on Wigsley Road, strimming around slabs has been done by resident</p> <p>Councillor Rose 124/17/3 & 126/17/3 Issue contract to clerk at earliest opportunity - ongoing Village Hall Report– some money is to be spent on a notice board on the outside of the building – to recognise Katherine’s generosity to the village hall. This will display regular activities as well as one off events. Save the date for a “Community Cuppa” on Saturday 30th September. Hoping to have the local community groups showing their activities, including the local history group. Also trying to arrange for the Police to attend and do property marking All of this is to promote the use of the facilities available at the hall. Harby website should be promoted more– Resolved that a Facebook page would be set up and linked to the website. Trent Vale Trail cycle track – public meeting to be held on Saturday 22nd July to form the “Friends group”, but unable to attend. J Howard will attend</p> <p>Councillors Howard, Rose and Thursby 123/17/3 Village clean up undertaken on Sunday 3rd June</p>		
		Clerk/ C Nolan

128/17/7	Community Speed Watch Scheme update New dates have not been set, due to summer holiday – Resolved that Cllr Rose would arrange a date in September. Clerk to then arrange hire of the gun	J Rose
128/17/8	Community Led Plan update (Cllr Rose) a. Community Texting Service – Alternatives have been suggested which will have no cost associated with them. Resolved to continue to promote the website, where people can sign up for alerts for “News”, “Events”, “Jobs”, “Offers” and “planning applications”. Anything posted to “News”, “Events”, “Jobs” and “Offers”, could be posted on a village Facebook page. Resolved to set up a Facebook page and link this to the website.	Clerk Clerk
128/17/9	Consider the termination of Staffing Committee and replacing with Staffing Panel and revised terms of reference Resolved unanimously to terminate the Staffing Committee and replace with a Staffing Panel, utilising the revised terms of reference	Clerk
128/17/10	Finance a. Budget Monitoring – Resolved unanimously to approve the proposed budget changes b. Approve the latest bank reconciliation and consider the circulation of the responsibility for this – It was resolved to approve the latest bank reconciliation and also to circulate the responsibility for this c. To approve items for payment – resolved unanimously to approve the items for payment d. To approve regular payments (salaries & contracts) - resolved unanimously to approve the regular items for payment e. To note items paid/received since last meeting - Noted f. To consider updated software for laptop - resolved unanimously to purchase Office 365, so that regular software updates are obtained g. To consider further application for Transparency Grant - resolved unanimously to apply h. To consider @harby.org.uk emails for clerk and councillors – Resolved unanimously that this would be pursued. Agreement with owner of the domain to be made to enable this to be managed and maintained by the Parish Council	Clerk Clerk Clerk to arrange payments Clerk to arrange payments as required Clerk Clerk Clerk

128/17/11	<p>Planning</p> <ul style="list-style-type: none"> a. Consider and respond to the following planning consultation Ref 17/01192/FUL: Single story extension to the side elevation of the property with a pitched roof, replacing existing wooden structure at Old Farm, Church Road Harby NG23 7ED – Resolved to support this application b. Note the following Planning Decisions Ref 17/00280/OUT: Erection of 2no Bungalows with all matters reserved except access at Janandra, Station Road, Harby NG23 7EQ - Permitted c. NSDC – Changes to consultations on planning applications - Noted d. Withdrawal of the NCC Minerals Plan - Noted 	Clerk
128/17/12	<p>Correspondence</p> <ul style="list-style-type: none"> a. NALC Important Questionnaire for Town and Parish Council's – Resolved that Cllr Nolan would respond b. OVO Tour of Britain – This does not come to Harby, but there should be a spectacle in Collingham on the day - Noted c. NALC Tree Charter – Resolved to register for this d. NSDC Introduction of Public Space Protection Orders for Dog Control – There are currently no dog orders in Harby – therefore no action required e. Fly the Red Ensign for Merchant Navy Day, 3 September – The Parish Council do not have a flag pole, therefore no action required f. Retirement of PC Bailey – Petition due to non replacement of PC or PCSO – Resolved that individual councillors would respond to this if they would like to 	<p>C Nolan</p> <p>Clerk</p> <p>All</p>

Payment to Whom	Particulars of Payment	Amount
Continental Landscapes	Grass Cutting - 105979	£132.24
Caron Ballantyne	Staff salaries (including income tax and NIC) - June	£155.28
Continental Landscapes	Grass Cutting - 1053214	£137.64
Continental Landscapes	Grass Cutting - 1054072	£188.64
Collingham Men in Sheds	Maintenance of Assets - Railway sign	£225.77
Caron Ballantyne	Staff salaries (including income tax and NIC) - July	£153.28
Lydia Smithson	Staff salaries (including income tax and NIC) – June/July	£61.77