

# Harby Parish Council Minutes

## Ordinary Meeting

Thursday 12<sup>th</sup> January 2017 at Harby Village Hall

Start: 19:30	Finish: 21:45	Reference: 117/17
--------------	---------------	-------------------

Councillors Present: Howard, Nolan (Chairman), Parkin, Quibell and Rose (JR). Dobson (District and County Council).

Clerk: Lydia Smithson.

Members of the public present: Three.

Item	Title and Decision	Action Required
117/17/1	<b>Apologies for absence.</b> Cllr Thursby (RT), Cllr Medley (TM).	-
117/17/2	<b>Declarations of Interest</b> ( <i>in accordance with Localism Act 2011</i> ) -	-
117/17/3	<b>10 Minute Public Time</b> Two residents raised their frustration that the Jowett's Wood boundary dispute was back on the agenda. They were advised that new information had been supplied by the other party which required a response by the Council.  <i>2 members of the public left after this discussion.</i>  It was suggested that a letter of thanks was sent to Colin Wells for his many years of contribution on the Village Hall Committee including in the role of Chairman.  Cllr Dobson updated the Council on a motion put forward at the County Council with regards to adult social care, calling on the government to make £2.3 billion available, as new money is needed now.	-  LS.  -
117/17/4	<b>Pre-planning discussion with a developer regarding a proposed application for a small-scale development on Station Road</b>  The Council viewed the draft plans from the developer. It was noted that the community supports some further development within the village as documented within the Community Led Plan.  The draft designs were of bungalows to fit in with the local vernacular. The Council acknowledged this, but also noted that houses suitable for young people and families may help to sustain services within the community in the longer term.  <i>1 member of the public left after this item.</i>	-

117/17/5	<p><b>Police: Written update from PCSO Katherine Hyde including latest crime figures</b></p> <p>PCSO Hyde provided a written update which was circulated prior to the meeting. Key aspects of note were:</p> <ul style="list-style-type: none"> <li>• Since November 2016 there have been 0 incidents of crime in Harby. Issues in other surrounding villages include - <ul style="list-style-type: none"> <li>○ Theft of motor vehicles and theft from motor vehicles. Please make sure all vehicles are secure and no valuables on show.</li> <li>○ Wildlife crime is being addressed through Op Bifocal where colleagues across 5 different counties are patrolling the rural villages on certain dates.</li> <li>○ Off road bikes are being targeted through Op Jericho as these are now being used to commit all kinds of crime in rural areas and seem to be being used as the new 'getaway vehicles'. If you see anyone on either off-road bikes or quad bikes in areas they shouldn't be contact the police.</li> <li>○ Fly grazing horses. The police, local authorities and the Environment Agency are working to put a stop to this. If any horses turn up please contact the PCSO.</li> <li>○ The Council noted their thanks to the PCSO for her continued support in the community.</li> <li>○ It was also noted that in Swinethorpe a tack room had been broken into and equipment taken.</li> </ul> </li> </ul>	-
117/17/6	<p><b>Approve draft minutes</b></p> <p>It was <b>resolved</b> to approve the following minutes:</p> <p>Ordinary (Ref 115/16), Planning (Ref 116/16)</p>	LS add online.
117/17/6	<p><b>Update on matters arising from the above minutes</b></p> <p>a. <b>Restoration of the 'Doddington and Harby' sign on the cycle track</b>  The 'men in sheds' in Collingham have started the project to restore the sign and the application to the County Council Councillors Initiative fund for £250 was successful and Council has received the funds. The Council noted their thanks to Cllr Dobson for her support with the scheme and funding.</p> <p>b. <b>Community Safety Objective - Speed Watch Scheme</b>  The initial training and first session was carried out this morning for around an hour in various locations around the parish. One speeding vehicle was recorded, with information to be passed onto the police. Those who attended this morning will now train other community members who are interested in the scheme.</p> <p>c. <b>Condition of the road down to the former Windmill off Wigsley Road</b>  Completed. Newark and Sherwood Homes have</p>	<p>-</p> <p>Newsletter.</p> <p>-</p>

	resurfaced the whole lane. Thank you to Cllr Dobson for assisting this.  d. <b>Removal of ragwort in local fields</b> The Station Road Field has been ploughed and the Low Street Field with ragwort is being removed by hand.	-
117/17/7	<b>To approve registering with the Information Commissioners Office</b> It was <b>resolved</b> to register.	-
117/17/8	<b>To approve investigating, and if required registering, the Village Hall with the Land Registry</b> It was <b>resolved</b> to investigate and register if required.	-
117/17/9	<b>To consider and approve arranging a mobile cinema event in the village</b> Deferred pending further information.	LS add to agenda.
117/17/10	<b>Review and approve Council documents</b> a. <b>Training and Development policy</b> It was <b>resolved</b> to approve the policy.  b. <b>Risk Management Policy</b> Deferred until the next meeting  c. <b>Code of Conduct</b> The Code of Conduct was reviewed. It was <b>resolved</b> to approve with no changes.	LS add to agenda.  LS add online.
117/17/11	<b>To confirm that the Council meets the requirements of the Foundation Award of the Local Council Award Scheme as set out in the Scheme's Guide</b>  It was <b>resolved</b> that the Council meets the requirements as set out in the scheme and to apply for the Award.	LS.
117/17/12	<b>Community Led Plan update (Cllr Rose)</b> Some members of the monitoring group have now left. Currently there is one representative now from Wigsley, one from Thorney and two from Harby. The next Harby meeting is the 31 <sup>st</sup> January and the 28 <sup>th</sup> February for the Monitoring Group.	-
117/17/13	<b>Financial</b> a. <b>Budget update</b> The budget had been circulated prior to the meeting and an update was provided.  b. <b>Approve latest bank reconciliation</b> It was <b>resolved</b> to approve the reconciliation.  c. <b>Approve invoices for payment</b> It was <b>resolved</b> to approve the invoices for payment.  d. <b>Approve the purchase of a replacement laptop</b> It was <b>resolved</b> to purchase a replacement laptop up to the value of £350.	-  -  LS.  LS.

	<p>e. <i>It was agreed to bring forward the agenda item relating to the Clerk's salary.</i></p> <p><i>Due to the confidential nature of the business to be transacted, the Council resolved to go into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for item 117/17/13f.</i></p> <p>f. <b>Review the implications of the National Living wage upon the Clerks salary and respond accordingly.</b> It was <b>resolved</b> to increase the Clerks salary to meet the requirements of the National Living Wage.</p> <p>It was <b>resolved</b> that an additional payment would be made in February and then going forwards the payment would be as part of the monthly salary.</p> <p>For 2017/18 it was <b>resolved</b> that the salary would meet the minimum recommended level for a Clerk on the NJC pay scales.</p> <p>g. <b>Review and agree the annual rent on Station Road Field for 2018</b> It was <b>resolved</b> to set the rent at £425.</p> <p>h. <b>Consider and agree the budget and precept for the 2017/18 financial year</b> The draft budget was considered with the updated figures for the Clerks salary and Station Road Field being included.</p> <p>It was <b>resolved</b> to approve the budget [see page 6].</p> <p>It was <b>resolved</b> to approve a precept of £3449, equating to a 7% increase on a Band D property. This was due changes in the Clerks salary to move in-line with the National Living Wage and the recommended minimum salary for a Clerk.</p>	<p>LS.</p> <p>LS.</p>
115/16/14	<p><b>Correspondence</b></p> <p>a. <b>Safer Nottinghamshire Board, crime in rural areas action plan consultation</b></p> <p>b. <b>Police and Crime Commissioners budget consultation</b> Noted.</p> <p>c. <b>Robert Jenrick MP, update on the outcome of the government's consultation on Parish Council Tax Referendum.</b> Noted.</p> <p>d. <b>Preferred approach sites and settlements NSDC</b> Clerk to examine in more detail.</p>	<p>CN to respond.</p> <p>-</p> <p>LS.</p>

	<b>e. Sustrans meeting 29<sup>th</sup> March at Collingham</b>	DQ to attend.
117/17/15	<p><i>Due to the confidential nature of the business to be transacted, the Council resolved to go into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for item 117/17/15a</i></p> <p><b>a. Consider and respond to a letter and information received in relation to the Jowett's Wood dispute.</b></p> <p>New information had been received from the other party. It was <b>resolved</b> to propose to the other party - an expert determination of the issue in dispute, with both parties being contractually bound by the findings, as a method to resolve the dispute.</p>	LS notify solicitor.

<b>Payment to</b>	<b>Particulars of payment</b>	<b>Amount</b>
Clerk	Dec monthly salary	£76.66
NALC	Arnold Baker Local Council's Explained book	£61.45
Clerk	Jan monthly salary	£76.66
Clerk reimbursement	Forum Computers - Laptop Diagnostics	£19.99
P.Thomas	Parish tree work	£90.00
ICO	Data Controller Registration	£35.00
Local Council Award Scheme	Foundation Level Award Application	£100.00
Lincs ALC	Chairmans Training	£36.00
NSDC	Allotment rental	£15.00
	<b>Total</b>	<b>£510.76</b>
<b>Petty Cash</b>		
Staples	Note pads and A4 paper	£7.07
Post Office	Envelope - Consuls Claim	£0.15
	<b>Total</b>	<b>£7.22</b>
<b>Receipts</b>		
Natwest	Nov and Dec interest £0.66, £0.05 and £0.66, £0.03	£1.40
NS Homes	Grass cutting reimbursement	£442.00
CPRE	Runner Up Notts Best Kept Village	£50.00
NCC	CLlr Initiative Grant - cycle track sign restoration	£250.00
	<b>Total</b>	<b>£743.40</b>

## Annual budget

<b>Receipts</b>	<i>Actual</i> 2014-15	<i>Actual</i> 2015-16	<i>Original</i> 2016-17	<i>Projected</i> 2016-17	<b>Proposed</b> <b>2017-18</b>	<b>Agreed</b> <b>2017-18</b>
Precept	<b>2,957</b>	<b>2,987</b>	3,136	3,136	<b>3,375</b>	<b>3,449</b>
Interest	13	6	8	8	<b>8</b>	<b>8</b>
Allotment, Field Rent, Jowett's Wood	467	462	467	472	<b>521</b>	<b>557</b>
Grass cutting reimbursement	435	440	442	442	<b>450</b>	<b>450</b>
Vat rebate	712	492	160	157	<b>185</b>	<b>185</b>
Miscellaneous	40	-	-	1001	-	-
Consuls interest	3	3	3	2	-	-
Reserves		300	70	-	<b>300</b>	<b>165</b>
<b>Total</b>	<b>4,627</b>	<b>4,690</b>	<b>4,286</b>	<b>5,218</b>	<b>4,839</b>	<b>4,814</b>

<b>Payments</b>	2014-15	2015-16	2016-17	2016-17	2017-18	2017-18
Grass cutting (inc petrol and spares)	663	739	566	570	<b>885</b>	<b>885</b>
Dog bin emptying	1,076	-	560	546	<b>554</b>	<b>554</b>
Allotment rent	-	15	15	15	<b>15</b>	<b>15</b>
Assets	477	242	100	150	<b>150</b>	<b>150</b>
Maintenance of assets	-	230	160	200	<b>200</b>	<b>200</b>
Community Grants/Contribution	-	-	230	200	-	-
Grass cutting grant p.field/church	-	100	100	50	<b>50</b>	<b>50</b>
Staff salaries (inc tax/insurance)	675	1,125	920	1836	<b>1,850</b>	<b>1,831</b>
Insurance	286	279	283	276	<b>280</b>	<b>280</b>
Audit	290	50	150	125	<b>100</b>	<b>100</b>
Fees and membership	118	125	225	225	<b>225</b>	<b>225</b>
Books, Training, magazines	107	90	350	400	<b>120</b>	<b>120</b>
Administration inc postage	181	80	75	50	<b>50</b>	<b>50</b>
Hall hire	139	113	130	176	<b>150</b>	<b>150</b>
Election charges/savings	100	683	-	0	<b>100</b>	<b>100</b>
Miscellaneous/contingencies	524	139	150	350	<b>100</b>	<b>100</b>
Working balance	-	-	261	-	-	-
50% of Medleys Will Interest	16		3	5	<b>4</b>	<b>4</b>
<b>Total</b>	<b>4,652</b>	<b>4,010</b>	<b>4,278</b>	<b>5174</b>	<b>4,833</b>	<b>4,814</b>