

## Notes of the Annual Meeting of Harmston Parish Council

at The Memorial Hall, Harmston

on Tuesday 20<sup>th</sup> May 2025 at 8.15 pm (following the Annual Parish Meeting: 7.00pm – 8.15pm)

Present	Title	Role
Cllr Paul Wallace	Parish Councillor	Chairman
Cllr Brian Hamilton	Parish Councillor	
Cllr Phil Chapman	Parish Councillor	
Cllr Barry Smith	Parish Councillor	
Cllr Ian Carrington	Councillor	County Councillor
Cllr Matthew Cooper	Councillor	District Councillor
Mrs Helen Jones	Clerk	Clerk/ Responsible Financial Officer

OPEN FORUM – 15 minutes held before meeting commenced.

There were no residents in attendance.

### 1/5 ELECTION OF CHAIR & VICE CHAIR

Cllr Wallace was asked if he would consider continuing in the role as Chair, to which he agreed, and it was **RESOLVED: that Cllr Paul Wallace retain the role of Chairman of Harmston Parish Council for 2025-2026.** *ACTION: PW to complete appropriate form, Clerk to submit form, T/D: 30/5/25*

Although absent, it was suggested that Cllr Harrison continue as Vice Chair, and it was **RESOLVED: that Cllr David Harrison retain the role of Vice Chairman of Harmston Parish Council for 2025-2026** *ACTION: Cllr Harrison to be asked if he would like to accept the role. T/D: 30/5/25*

The Clerk extended her thanks, and that of the other Councillors, to Cllr Wallace and Cllr Harrison for all their hard work this past year.

### 2/5 APOLOGIES AND REASONS FOR ABSENCE

Cllr Harrison, PC Roberts, District Councillor Pennell and District Councillor Sanders sent their apologies, reasons accepted.

### 3/5 DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA

Full list is available to view on <http://harmston.parish.lincolnshire.gov.uk/>

Cllr Chapman declared an interest for agenda item 12c 'Maintenance'. It was agreed that Cllr Chapman could remain in the meeting for discussions, but not partake in any votes.

The Clerk pointed out that the Harmston Parish Council website declarations are still not up to date despite the Clerk's emails to NKDC. *ACTION: Clerk to keep chasing NKDC.*

### 4/5 REPORTS OF REPRESENTATIVES

- a) Local Police No report was received.
- b) County Councillor Report Cllr Carrington spoke regarding the lorries through Harmston - companies contracted by LCC can no longer travel through Harmston, unless in cases of emergency. The BESS proposed for Coleby will be decided by NKDC. The travel plan would mean all materials would pass through Harmston. Cllr Carrington has been working with residents in Harmston Park Avenue to resolve the issue of overly bright street lights. The bulb will be changed to a different colour, which should remedy the brightness. This has taken longer than hoped for, should hopefully be resolved soon.
- c) District Councillor Reports Cllr Cooper gave an overview of the past year, and spoke of the positive impact of the Alcohol and Entertainments Committee – of which he is a member.

5/5 TO APPROVE THE NOTES OF THE LAST MEETING

It was **RESOLVED**: That the Minutes of the Meeting of the Parish Council held on Thursday 18<sup>th</sup> March 2025 were approved, and signed by the Chair.

6/5 CLERKS REPORT

1. New VAT Refund document established for 2025-2026
2. VAT refund submitted and monies received into account
3. APM posters made and distributed. Local groups invited to share reports at APM
4. Quote gained for Insurance and shared with PC
5. AGAR paperwork completed and shared with Chair, and then PC, and auditor
6. AUDIT complete following meeting with Auditor, and paperwork shared with PC
7. Resident emails responded to, and shared with PC where appropriate
8. Community Speedwatch volunteers contacted and asked if they would like to carry out a Speedwatch – no response as yet
9. New batteries ordered and received for SpID
10. Quote for year from Play Inspection Company shared with PC
11. All actions carried out from March meeting
12. Site meeting re Chapel Lane light held – immediate residents to site in attendance
13. National Grid contacted re their offer of covering connection costs for Chapel Lane Light
14. Light replaced on School Lane
15. National Grid contacted re broken light on school lane and request for contribution towards replacement
16. Quotes for play area (based on Play area safety inspection report) and removal of weeds on High Street and School Lane requested from handyman
17. Follow up with PC Roberts and information shared with PC
18. LCC street lighting officer contacted re Thorold Way lights and calming measure. No reply received. Further email sent.
19. Shared SpID device delivered to Welbourn
20. New title sign ordered for the newly refurbished noticeboard on Harmston Park Avenue and received
21. Articles submitted to Graffoe Link, Harmston Matters and Heathcliff View for their April, May and June editions
22. All risk assessments reviewed by Clerk and sent to PC for review
23. Grant policy reviewed, altered and sent PC for approval

NB: Please note this report only lists some of the main actions, and not all actions carried out by the Clerk

7/5 FINANCIAL MATTERS

- a) To consider the Financial Overview to date for 2025-2026 (emailed) It was **RESOLVED: That the Financial Overview be accepted.**
- b) To consider Financial Report, Part A for May 2025 It was **RESOLVED: That the Financial Report for March 2025, Part A be accepted** Appendices 1
- c) To consider the VAT report to date, for 2025-2026 It was **RESOLVED: That the VAT Report to date, be accepted** Appendices 3
- d) Monies to be paid (Financial Report, Part B) Invoices of pending payments were checked against proposed spend, and it was **RESOLVED: that the Financial Report, Part B for May 2025, be accepted and for the Clerk to make these payments** Appendices 2

e) AGAR - review and approve as appropriate:

- i) Internal audit - consider and note any actions required The Chair extended his thanks to the Clerk/RFO for all her work over the year, and for responding to the first audit and receiving a great second audit.
- ii) AGAR section 1 – Annual Governance Statement – consider the statements and decide a yes or no for each It was **RESOLVED: That AGAR Section 1 be accepted.** Section 1 signed.
- iii) AGAR section 2 – Accounting Statement – council to consider the document and confirm its approval It was **RESOLVED: That AGAR Section 2 be accepted.** Section 2 signed.
- iv) Exemption Certificate – a separate resolution should be made to confirm it meets the criteria for exemption, and dates for this period to be approved It was **RESOLVED: That the Exemption Certificate and dates be accepted.** Exemption certificate signed.

*ACTION: Clerk to email exemption certificate and publish AGAR documents at specified times, T/D: as per agreed period dates*

## 8/5 PLANNING APPLICATIONS

- a) **TREE WORKS** 25/0510/TPO Lime House, Harmston Park Avenue, Harmston – HPC have no comment to make  
*ACTION: Clerk to update planning portal, T/D: 21/5/25*
- b) **PLANNING** None

## 9/5 POLICIES AND DOCUMENTS

- a) Review and approve Standing Orders These will be reviewed in July's meeting.
- b) Review and approve Financial Regulations These will be reviewed in July's meeting.
- c) Review and approve Grant Policy It was **RESOLVED: That the amended Grant Policy be accepted.**  
*ACTION: Clerk to publish new Policy on HPC website, T/D: 1/7/25*

## 10/5 RISK ASSESSMENTS

- a) Review and approve HPC Risk Assessment It was **RESOLVED: That the HPC Risk Assessment be accepted.**
- d) Review and approve Christmas Event Risk Assessment It was **RESOLVED: That the Christmas Event Risk Assessment be accepted,** subject to the Clerk adding Martyn's Law. *ACTION: Clerk to add Martyn's Law to Christmas Event Risk Assessment, T/D: 1/7/25*
- b) Review and approve Hall Hire Risk Assessment It was **RESOLVED: That the Hall Hire Risk Assessment be accepted.**
- e) Review and approve Litter Picking Risk Assessment It was **RESOLVED: That the Litter Picking Risk Assessment be accepted.**
- f) Review and approve Play Area Risk Assessment It was **RESOLVED: That the Play Area Risk Assessment be accepted.**

*ACTION: Clerk to publish all updated Risk Assessments to the HPC website, T/D: 1/7/25*

## 11/5 SUBSCRIPTIONS AND DONATIONS

- a) Discuss and agree LALC subscription It was **RESOLVED: That the Clerk be given powers to pay fee once the invoice has been received** (unless there is a significant price increase, at which point the clerk should consult the Parish Councillors).
- b) Discuss and agree any additional subscriptions or donations No other subscriptions due or donations requested at this time.

## 12/5 MAINTENANCE

- a) Discuss and approve quote for play area repairs It was **RESOLVED: That the quote of £155.00 for bird deterrent spikes be accepted.** *ACTION: Clerk to instruct handyman, T/D: 30/5/25*
- b) Discuss and approve annual agreement for play area safety inspections It was **RESOLVED: That the agreement be accepted and annual fee paid.** *ACTION: Clerk to pay fee, T/D: 30/5/25*
- c) Discuss and approve quote for removal of weeds along paths on High Street and School Lane It was **RESOLVED: That the quote of £190.00 for weed removal on High Street and School Lane be**

*accepted, with the condition the works are carried out before 8/6/25. ACTION: Clerk to instruct handyman, T/D: 30/5/25*

### 13/5 INSURANCE

- a) Agree and approve quote for new policy for 2025-2026 It was **RESOLVED: That the policy be accepted (Price remains the same as last years).** *ACTION: Clerk to instruct provider and pay annual fee, T/D: 30/5/25*

### 14/5 STREET LIGHTS

- a) Update on Chapel Lane Clerk explained that a site meeting had taken place with E-ON and neighbouring residents. Potential new position had been agreed, and the necessity of the immediate hedge being trimmed back to make room for the lamp post was agreed. Tests will need to be carried out to determine the best location.
- b) Discuss and agree next steps for Chapel Lane light Clerk to continue organising the reinstatement of the street light. It was **RESOLVED: That the Clerk be given delegated powers to approve work costs of up to £1500 as required in order to get the work completed.** *ACTION: Clerk to liaise with resident and E-ON as needed, T/D: ongoing*
- c) Update on School Lane light The broken light has been replaced. The Clerk was unable to get the costs covered.
- d) Discuss and agree next steps for lights on Crescent Mews and Thorold Way  
*ACTION: BS to confirm lights stated on map (as specified by county) as being on/off are accurate, T/D: 15/7/25*  
*ACTION: BS & Clerk to draft a leaflet (with responses to be sent directly to the clerk) & deliver, T/D: 15/7/25*  
*ACTION: Clerk to ask NKDC to repair opened cover on Vicarage Lane, T/D: 30/6/25*

### 15/5 CHURCH

- a) Update on clock tower Work has started this week, and should take approximately 3 months. The church remains open during this time.

16/5 DATE OF NEXT MEETING The next Parish Council Meeting will be on Tuesday 15th July 2025, venue to be announced (Harmston Hall is closed for flooring works). Commencing at 7.30pm.

There being no further agenda matters to discuss the meeting was closed by the Chairman at 9.15pm.

*Please be advised that these are notes of the meeting taken by the Clerk and cannot in any way be regarded as the official minutes.*