

Notes of the Meeting of
Harmston Parish Council
 at The Memorial Hall, Harmston
 on Tuesday 16th September 2025 at 7.30 pm

Present	Title	Role
Cllr Paul Wallace	Parish Councillor	Chairman
Cllr David Harrison	Parish Councillor	Vice Chairman
Cllr Brian Hamilton	Parish Councillor	
Cllr Phil Chapman	Parish Councillor	
Cllr Ian Carrington	Councillor	County Councillor
Cllr Lance Pennell	Councillor	District Councillor
Cllr Matthew Cooper	Councillor	
PC Matt Roberts	PC	Local Police
Mrs Helen Jones	Clerk	Clerk/Responsible Financial Officer

OPEN FORUM – 15 minutes held before meeting commenced.

There were no residents in attendance.

1/9 APOLOGIES AND REASONS FOR ABSENCE

Parish Councillor Smith sent his apologies, and it was **RESOLVED: that his reasons be accepted.**
 Apologies were also received from District Councillor Sanders.

2/9 DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA

Full list is available to view on <https://democracy.n-kesteven.gov.uk/mgParishCouncilDetails.aspx?ID=350&LS=2>
 Cllr Harrison declared an interest in item 7b.

3/9 REPORTS OF REPRESENTATIVES

- a) Local Police PC Roberts invited questions. A resident had recently contacted the Parish Council with concerns re parking on the corner of Vicarage Lane. PC Roberts agreed that any non-urgent actions deemed unsafe or unlawful continue to be reported by calling **101**. PC Roberts has recently observed traffic through Harmston. On his next observation he will stop any vehicles who are cutting through (which is prohibited).
- b) County Councillor Report Cllr Carrington shared that several hundred miles of road resurfacing had been carried out over the summer. He explained the importance of resurfacing roads before they are too badly damaged. The reviewing of ex-RAF bases for asylum seekers continues – nothing agreed at this time. The North Hykeham Relief Road is looking on track to start works in 2026, despite reports in the press due to the bats that have been found. Funding continues to be gathered for flooding strategies. Cllr Carrington outlined that rumours of a 10-tonne weight limit on roads through Harmston is sadly not true.
- c) District Councillor Reports Cllr Cooper shared a reminder that postal votes need registering every 3 years – letters should be sent soon. Cllr Pennell explained there is now a Deputy Chief Executive vacancy. Local government reorganisation proposals have to be submitted by the end of November. The closing date for Community Champions Award has been extended.

4/9 TO APPROVE THE NOTES OF THE LAST MEETING

It was RESOLVED: That the Minutes of the Annual Meeting of the Parish Council held on Tuesday 15th July 2025 were approved, and signed by the Chair.

5/9 CLERKS REPORT

1. All July meeting actions completed
2. Planning portal updated
3. Handyman instructed to carry out works on play area
4. Play works completed and handyman paid
5. Thorold Way and Crescent Mews Resident letter completed and delivered
6. Resident letters received and logged
7. Liaised with resident re cutting back hedge to enable new location of streetlight on Chapel Lane – works are scheduled
8. HGV info shared with Cllr Carrington
9. Cllr Carrington contacted re bright light on Harmston Park Avenue
10. SLCC joined to enable submission of CiLCA work
11. CiLCA course attended
12. Audit prep course booked
13. Harmston Matters article submitted
14. All councillors set up with LALC re receiving newsletter directly

(Please note: the Clerk took two weeks leave during this period)

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

6/9 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 the VAT report to date It was **RESOLVED: that the VAT Report for 2025-2026 to date, be accepted** Appendices 3
- c) To consider the Financial Report A for September 2025 It was **RESOLVED: that the Financial Report for September 2025, Part A be accepted** Appendices 1
- d) To consider the Financial Report B for September 2025 It was **RESOLVED: that the Financial Report, Part B for September 2025, be accepted and for the Clerk to make these payments** Appendices 2
- e) Financial File checked by Cllr Harrison, and monitoring log completed.

7/9 PLANNING APPLICATIONS

- a) **TREE WORKS**
- b) **PLANNING** 25/0660/HOUS The Old School, School Lane – Has been approved
25/0777/HOUS Jade Cottage, 8 Thorold Way – Has been approved
- c) **BESS update** 25/0533/FUL No decisions have been made to date
ACTION: Continue to monitor planning agendas, T/D: ongoing

8/9 CLERK

The Clerk was happy to discuss the following points in full session.

- a) To consider the recommended clerk pay increase
It was **RESOLVED: That the pay increase as recommended by local government be accepted and back pay be paid (from April 2025 to date) totalling £75.68. ACTION: Clerk to inform Payroll, T/D: 30/9/25**
- b) To discuss SLCC membership and agree actions/payment
It was **RESOLVED: That the full cost of SLCC membership necessary for the Clerks CiLCA qualification be accepted and paid ACTION: Clerk process payment, T/D: 30/9/25**
- c) To discuss CILCA fees and agree actions/payment

It was **RESOLVED: That the CiLCA fee necessary for the Clerks CiLCA qualification be accepted and paid.** *ACTION: Clerk to inform Payroll, T/D: 30/9/25*

- d) Clerk to share details of recent courses attended and booked

The Clerk shared CiLCA training attended and forthcoming training for audits booked.

9/9 STREET LIGHTS AND ROADS

- a) Update on Harmston Park Street Lights and agree actions

Crescent Mews and Thorold Way Lights

A letter was sent to residents of Crescent Mews and Thorold Way to ascertain their opinion regarding the lights that currently switch off at midnight. Some residents had requested the lights be turned back on. In order for the Parish Council to request this (the lights are the responsibility of LCC), we had to show that the relevant resident's opinions have been gathered. Not all households replied, but out of those that did, the majority have requested the lights be reinstated. This request carries a cost: £300 per light, or £150 per light (if altered as part of a scheduled service). All lights must be turned on, not just a handful. Therefore, the cost to turn the 12 lights back on will be £1800.00. It was **RESOLVED: That LCC be instructed to turn the light back on from midnight during a scheduled service.** *ACTION: Clerk to contact LCC and request lights to be reinstated, T/D: 30/9/25*
As part of this agreement, any future enquiries regarding these lights would go directly to the Parish Council and not LCC. Maintenance is every three months, and therefore there may be a delay.

Bright Light

We have received an update that the lights are to be altered. This has happened once but not effective enough. The colour temperature of the lights are also being changed to a warmer type. These bulbs were originally installed as the other were not available at that time.

- b) Update on Chapel Lane Lights and agree actions

The resident has scheduled the hedge to be cut back. Once this has happened the light can be installed in its new location.

Vicarage Lane

Light cover had been fixed, but it is loose again. Clerk has requested the cover is fixed again.

10/9 ROAD SAFETY

- a) HGV vehicles on Church Lane

Lorries have been noted and details passed to Cllr Carrington. Actions moving forward were discussed. Carrying out a survey of traffic using the road was discussed, to note reg, company, name, time etc. Taking photos is preferable. Any LCC contractors spotted may be in breach of contract. Concerns about crossing Church Lane near the church have been discussed with highways. A speed restriction is not possible. Cllr Carrington suggested a 'ward walk' for October.

ACTION: Clerk to contact Cllr Carrington to arrange ward walk for October, T/D: 15/10/25

ACTION: Cllrs to carry out survey on Church Lane – PW to arrange, T/D: 30/10/25

- b) Crossing the A607 – update and agree next steps

There continues to be safety concerns for children crossing the A607 to access the school bus.

ACTION: Area highways Manager and Cllr Carrington to carry out ward walk with Clerk and Councillors, T/D: 30/10/25

ACTION: Clerk to share email from residents re A607 with Cllr Carrington

11/9 ACCESSIBILITY

- a) Discuss and agree steps regarding lack of seating in bus stop nearest to Vicarage Lane

There is currently no bench in the bus stop for those needing to sit. **It was RESOLVED that a new bench be installed.** *ACTION: Clerk to ask handyman for a quote to build and install a bench. T/D: 30/10/25*
ACTION: PW & HJ to approve quote and instruct asap.

- b) Discuss and agree next steps regarding accessibility to field on Vicarage Lane

A resident has requested more accessible access to Viking Way on Vicarage Lane (akin to the new style on Hilltop installed by the LCC footpath team). The footpath team have offered this service

previously, at no cost to the owner, but owner consent was not given. Coleby has this access too where animals are kept – they remain safe and secure with this new access. ***It was RESOLVED that the owner be contacted to request permission.*** *ACTION: Write to owner, include photo of new access on Hilltop, T/D: 30.10.25*

12/9 CHRISTMAS

a) Agree date of Christmas Event

ACTION: Clerk to check with HMH and Church that Sat 6th Dec doesn't clash with any existing planned events, T/D: asap

ACTION: Book event for Sat 13th Dec if 6th not available, T/D: asap.

b) Agree Christmas tree budget

It was RESOLVED that up to £260.00 be spent on the Christmas tree.

ACTION: Clerk to confirm order of tree, T/D: asap.

c) Agree budget for event

As agreed in the budget, a total of £600.00 is available for all Christmas related purchases.

13/9 DATE OF NEXT MEETING

The next Parish Council Meeting will be held on: Tuesday 18th November 2025, to be held at The Memorial Hall, Harmston.

There being no further agenda matters to discuss the meeting was closed by the Chairman at 8.50pm

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.