

Notes of the Meeting of Harmston Parish Council

at The Memorial Hall, Harmston
on Tuesday 19th MAY 2026 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 Barry Smith	Parish Councillor	
Cllr Helen Robertson	Parish Councillor	
Cllr Steve Chapman	Parish Councillor	
Cllr Ian Carrington	Councillor	County Councillor
Cllr Lance Pennell	Councillor	District 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 a number of residents in attendance – however none wished to speak.

1/5 ELECTION OF CHAIR AND VICE CHAIR

a) To appoint the Chair of the Parish Council

It was proposed and seconded, and it was **RESOLVED: That Paul Wallace remain as Chairman.** Paul accepted the post.

b) To appoint the Vice-Chair of the Parish Council

It was proposed and seconded, and it was **RESOLVED: That David Harrison remain as Vice Chairman.** David accepted the post.

c) To re-elect Cllr Steve Chapman (as per NKDCs instructions)

As notice hadn't been given by NKDC despite notice of resignation being submitted within the time frame, NKDC requested that Cllr Chapman was re-elected. It was proposed and seconded, and it was **RESOLVED: That Steve Chapman join Harmston Parish Council.** Steve accepted the post.

2/5 APOLOGIES AND REASONS FOR ABSENCE

And accept of reasons given

None were received.

3/5 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 Wallace declared that he, Cllr Smith and the Clerk had attended an informal 'meeting' with the applicant for 26/0015/FUL on 28/4/26 regarding planning application to view documents and the site. Open minds were kept.

4/5 REPORTS OF REPRESENTATIVES

a) Local Police

No report was received.

b) County Councillor Report

A resident had spoken to Cllr Carrington this evening about crossing Church Lane near the church. This is an ongoing issue and he offered to look into what could be done, although he pointed out there are limited options due to the location. A safe pedestrian crossing is required – but where could it go? There is a similar issue regarding the A607, when crossing to the far side. The building of the by-pass will help in the long run. There will be some disruption whilst it is built.

Emergency Plan – there is help available via the County Council for local groups. It is a much simpler process now.

Cllr Carrington took questions: what insurance would there be for members of such a committee?

Insurance will be needed and provision will be made for volunteer participants.

- c) District Councillor Reports
- d) Cllr Pennell explained that a national database has been created for private hire taxis whose license has been cancelled.
- e) Cllr Cooper introduced himself and explained that he is a resident of Harmston. He has sent links to the clerk for local events. ACTION: Clerk to add to website, T/D: 1/6/26

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 Tuesday 17th March 2026 were approved, and signed by the Chair.

6/5 CLERKS REPORT

1. Ongoing Actions Log drafted and updated
2. Action agreed in March's meeting to start a campaign for weight restrictions on Church Lane nearer completion of the relief road added to the ongoing actions log
3. Response to 26/0015/FUL (as agreed in March meeting) added to planning portal
4. Response in support of LCC submitted regarding the greater Lincolnshire local government reorganisation before deadline
5. Parish walk organised and completed
6. Parish Walk document outlining tasks required drafted and shared with PC
7. Parish walk tasks for reporting to Fixmystreet completed and updates shared with HPC
8. Planning portal checked and up to date – extension to submit response after May meeting requested, and chased
9. Informal meeting regarding 26/0015/FUL attended
10. Articles submitted to HMM, Graffoe Link and Heathcliff View
11. Website updated and FB also utilised to share areas of resident's concerns – such as dog fouling
12. Dog fouling form submitted re copse on Harmston Park Avenue
13. All resident emails responded to and actions completed where relevant
14. All March meeting actions completed
15. Insurance and risk assessment enquiry sent to LALC re handyperson appointment – response shared with HPC
16. VAT refund submitted and payment received
17. VAT refund document for 2026-27 created
18. Insurance quote requested and received and shared with PC
19. AGAR completed and shared with PC
20. Audit requested, booked and carried out, and form shared with PC
21. Annual Parish Meeting organised: posters made; event advertised; local groups invited; agenda drafted
22. Salt bin location confirmed with NKDC
23. Public responses regarding research on the Harmston traffic lights on the A607, and data requested from Highways, shared with Cllr Carrington and HPC
24. New lock purchased for play area large gates
25. Fixed Asset Register reviewed and updated
26. All Risk Assessments reviewed and shared with PC
27. Financial Regulations reviewed and shared with PC
28. Policy log consulted and relevant policies reviewed and shared with PC

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

The Chair thanked the Clerk for all her hard work. There were no problems with the report.

7/5 FINANCIAL MATTERS

- a) To consider the Financial Overview to date for 2026-2027 (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 2026-2027 to date, be accepted** **Appendices 3**
- c) To consider the Financial Report A for May 2026 It was **RESOLVED: that the Financial Report for May 2026, Part A be accepted** **Appendices 1**
- d) Monies to be paid (Financial Report B for May 2026) It was **RESOLVED: that the Financial Report, Part B for May 2026, be accepted and for the Clerk to make these payments** **Appendices 2**
- e) AGAR review and approved as appropriate:
 - i. Internal audit – consider and note any actions required the Clerk received a very positive audit, which was shared with the Parish Council. There were two points to address: a new govt email address is required and a new IT policy needs adoption. We currently have several policies that cover this one, however all Parish Councils have to adopt this specific policy. **ACTION: Clerk to create IT policy, and to set up new govt email, T/D: 18/5/26** **Appendices 4**
 - ii. AGAR Section 1 – Annual Governance Statement – consider the statements and decide a yes or no for each Yes was agreed for all points except for point 10 (regarding IT policy)., and the document was signed by the Chair and Clerk. **ACTION: On AGAR Clerk to add description for Section 1.** **Appendices 5**
 - iii. AGAR Section 2 – Accounting Statements – council to consider the document and confirm its approval It was **RESOLVED: that the AGAR section 2 be accepted, and the document was signed by the Chair and Clerk** **Appendices 6**
 - 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 Harmston Parish council is exempt, and the document was signed by the Chair and Clerk** **Appendices 6**

8/5 PLANNING APPLICATIONS

- a) TREE WORKS
26/0309/TPO Lime House - this has been approved.
- b) PLANNING
 - i. 26/0015/FUL Land adjacent to 5 Ridge View, Harmston - the Parish Council have been asked to submit another comment following the changes made to the application. Date has passed for comments to be made. The clerk requested an extension but was not awarded one. Chair of Planning Committee was present – Cllr Lance Pennell explained that the authority can choose the time limit on a second consultation – it can be 14 days or less. Applicant can appeal if decision is not made within stated time frame, therefore it can't be determined by Parish Council meetings. If an appeal is submitted, then the planning inspectorate will make the decision.
The Tree officer and Conservation Officer still object to the additional consultation.
ACTION: Clerk to add to portal (as previous comment still remains) "HPC has no further comment to make on the application", T/D: asap
26/0271/HOUS East lodge, Church Lane – approved.
26/0271/LBC East Lodge, Church Lane – approved.
 - ii. 25/0533/FUL BESS - proposed energy storage at Coleby update -no updates currently.
 - iii. 23/0325/NSIP Fosse Green proposed solar farm and energy storage - decision expected end of the year.

9/5 POLICIES AND DOCUMENTS

- a) Review and approve Financial Regulations It was **RESOLVED: That the Financial Regulations be accepted.**
- b) Review and approve Fixed Asset Register It was **RESOLVED: That the Fixed Asset Register be accepted.**
- c) Review and approve Health & Safety Policy It was **RESOLVED: That the Health & Safety Policy be accepted.**
- d) Review and approve GDPR Security Compliance Checklist It was **RESOLVED: That GDPR Security Compliance Checklist be accepted.**
- e) Review and approve Disciplinary Policy It was **RESOLVED: That the Disciplinary Policy be accepted.**
- f) Review and approve Complaints Policy It was **RESOLVED: That the Complaints Policy be accepted.**
- g) Review and approve Grievance Policy It was **RESOLVED: That the Grievance Policy be accepted.**
ACTION: Clerk to update the website with amendments and reviews, T/D: 30/6/26

10/5 RISK ASSESSMENTS

- a) Review and approve HPC Risk Assessments It was **RESOLVED: That the HPC Risk Assessment be accepted.**
- b) Review and approve Christmas Event Risk Assessment It was **RESOLVED: That the Christmas Event Risk Assessment be accepted.**
- c) Review and approve Hall Hire Risk Assessment It was **RESOLVED: That the Hall Hire Risk Assessment be accepted.**
- d) Review and approve Litter Picking Risk Assessment It was **RESOLVED: That the Litter Picking Risk Assessment be accepted.**
- e) Review and approve Play Area Risk Assessment It was **RESOLVED: That the Play Area Risk Assessment be accepted.**

ACTION: Clerk to update the website with amendments and reviews, T/D: 30/6/26

11/5 SUBSCRIPTIONS/DONATIONS

- a) Discuss and agree any additional subscriptions or donations Harmston Church have asked if the Parish Council would like to submit an entry to their flower show and also contribute some sponsorship to the event., which is to raise funds for a toilet and a baby changing facility at the church. The clerk offered to make an arrangement on behalf the Parish Council, and it was **RESOLVED: That £50.00 be donated.**
- f) Discuss and agree LALC audit services and sign terms of engagement It was **RESOLVED: That the audit services be accepted, at £220.00 for two years.**

ACTION: Clerk to update the church T/D: 30/6/26

ACTION: Clerk to notify LALC, T/D: 30/6/26

12/5 INSURANCE

Agree and approve quote for new policy for 2026-2027

It was **RESOLVED: That the services of Zurich be retained and the annual fee of £570.00 be paid.**

ACTION: Clerk to notify Zurich and pay in full, T/D: 1/6/26

13/5 VILLAGE MAINTENANCE TASKS

- a) Discuss and agree Handypersons specification
LALC have been approached for advice. They suggest we give a specification each time we have a task that needs carrying out in the village. Hope to use volunteers where possible. It was **RESOLVED: To advertise for each specific job as needed.** *ACTION: Clerk to draft job specifications as and when needed.*
- b) Agree works to ask volunteers to help complete *ACTION: Clerk to ask LALC re insurance requirements for volunteers – what steps do we need to take? T/D: 18/7/26*
- c) Agree works to request via Bus Stop Grant
It was **RESOLVED: That the tasks listed in the parish walk document be added to the grant request, as follows:**
 - i. Bus Shelter, near Vicarage Lane – weeding and foliage cut back, window added to side
 - ii. Bus Shelter, near Church Lane – paint, new roof, and freshen up, prune foliage back

14/5 COMMUNITY EMERGENCY PLAN

- a) Discuss and agree whether to embark upon creating a community emergency plan
It was **RESOLVED: to go ahead with setting up a Community Emergency Plan, involving local groups.** Cllr Smith offered to lead this project, and everyone agreed with this. Cllr Robertson offered to assist.
- b) Discuss and agree next steps
ACTION: Cllr Smith to reach out to local groups such as the Church, WI and Harmston Memorial Hall to see who would to get involved. T/D: 1.6.26 ACTION: Clerk to provide Cllr Smith with contact details, T/D: 1/6/26

15/5 DATE OF NEXT MEETING

The next Parish Council Meeting will be held on: Tuesday 21st July 2026, to be held at The Memorial Hall, Harmston. Cllr Harrison sends his apologies for this planned meeting.

There being no further agenda matters to discuss the meeting was closed by the Chairman at 8.42pm

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.