

Hemswell Cliff Parish Council

Minutes of the Ordinary Parish Council Meeting held on Monday 8 September 2025 in the Room of Requirement at Hemswell Cliff Primary School.

Present: Councillors G Prestwood (Chair) V Kirman, G Dean, H Roberts, W Hann, D Snook

In attendance: P Thompson HRC

Parish Clerk: Mandy Coote

Members of the Public: None

Note: All documents referenced in the Minutes will be made available on the Council's website.

Minute Number	Item
Procedural Items – items not requiring written notice	
105/2526	Apologies Cllr C Reeve LCC Cllr P Howitt- Cowan WLDC, S Towns WLDC and P Marshall BEM, reasons accepted
106/2526	Declarations of interest Councillor Prestwood and Councillor Kirman in accounts.
107/2526	Public Questions No public attendance, received via internet/email 1. More street lighting along the A631. Direct to LCC re main road lighting, P Thompson HRC investigate/reinstate light near the cut through 2. Reducing the speed on Gainsborough Road A631 from 50mph limit This was investigated when planning by Gleeson Homes was submitted but unfortunately turned down. There is a crossing agreed in the application and once more footfall across the road, this will be investigated again with the Road Safety Partnership 3. Posters for Bee and Butterfly Garden Children have designed 2 posters for the bee and butterfly garden, also the King Charles Community Orchard. Cllr G Dean has offered to purchase the BB sign and P Thompson HRC the Orchard sign. Little wooden planters to be positioned near the BB garden and will contain spring bulbs, wildflower seeds, any donations welcomed, also to be scattered around the area. Council granted permission
108/2526	Minutes of the Annual Council Meeting held on Monday 7 July 2025 Proposed: Cllr W Hann Seconded: Cllr G Dean RESOLVED: That the minutes of the meeting be accepted as a true and proper record. All actions completed
109/2526	Police, crime and anti-social behaviour No recent NC06 received Police aware there is a drug culture operating near the estate, CCTV is due to be installed in this area which should help deter this activity. A recent shed fire is being treated as arson.
110/2526	District and County Council update Cllr P Howitt- Cowan WLDC (report via email) Scampton - WLDC is seeking clarification regarding the news that immigrants are to be housed in former service stations.

Minutes Verification. Signature: Date:

	<p>Consultations – Free 2 hr car parking in all council car parks</p> <p>Full Council – meeting 8th September, it is proposed that Cllr Brockway becomes leader and Cllr Westley Deputy leader</p> <p>Liberal group – Members have shrunk to 5, I remain aligned to that group as an Independent</p> <p>Path Opening – noted invitation not received, sent to wrong email</p> <p>Cllr C Reeve LCC (update)</p> <p>Footpath: 4 million path budget set aside, estimated 40 million needed for repairs</p>
111/2526	<p>West Lindsey District Council officers HRC and BEM updates</p> <p>WLDC: - S Towns (report via email)</p> <p>Utility Services has been in touch with managed estates at the end of July regarding the electric connection crossing HRC land.</p> <p>HRC: - P Thompson</p> <p>Hedging: - Additional hedging on council land, full information needed for Council to consider.</p> <p>Flooding: - Recent flooding with heavy downpour being investigated</p> <p>Hedge Cutting: - Manual cut to be considered to avoid newly planted saplings to grow</p> <p>Fly Tipping: - to be investigated</p> <p>BEM: - Skylights in, new carpet in main entrance hall to be fitted. Quote for disabled toilet obtained and better lighting in other toilets installed. Advertising for a cleaner 2 hours a week. Booking system online and dedicated phone numbers applied. Suitably equipped kitchen and car park area needs work.</p> <p>Residents Group: - Group activities and funding requests for additional activities ongoing</p>
112/2526	<p>Chairman's Remarks</p> <p>Moles dealt with,</p> <p>Spoil pile removal at Lancaster Green has been achieved. Meeting to be arranged with WLDC re damage to that area</p> <p>Thanks to the residents' group for organising activities including rounders and football training and the litter picking team for continued work.</p> <p>Clothing Bin £4.68 and £18.56 received</p>
113/2526	<p>Clerk's Report</p> <p>WLDC Community Facilities Fund Application CG25-26 048 £10,750.00 granted on condition of FCC bid being awarded</p> <p>RoSPA Play Safety: - Reports received</p> <p>FCC Bid:- Application submitted 6598 decisions 10/12/2025</p> <p>National pay awards agreed</p> <p>Back dated pay to April 25 and accept new rates under green book rules</p>
114/2526	<p>Parish Councillor update</p> <p>Councillor Kirman</p> <p>Recent torrential rain, grips needed to be dug out due to wet straw blocking, keep an eye on it</p> <p>Report from meeting held at Bishop Norton regarding digesters and digestate produced. The considered 2nd plant is on hold until decisions re solar panels. Digestate should not be spread further than 10 miles from holding lakes and not within 2 fields houses, also not at weekends or bank holidays. The ammonia smell is to be monitored, and residents are encouraged to keep reporting instances to environmental health. Council is to be invited to visit the plant and observe operations.</p> <p>Councillor Roberts</p> <p>Library being installed outside school 17th September</p>
115/2526	<p>To consider updates from the Parish Council Committees and regular issues</p> <p>Ball Park Committee</p> <p>RoSPA report received, committee have reviewed, minor findings will be addressed.</p> <p>Allotments Committee</p>

1 person added to waiting list, strimming still required inside of the fence

Play Parks Committee

Income and expenditure report agreed. RoSPA reports received, minor findings will be addressed and necessary works to be quoted. Canvassing for gym equipment, £15,000 quote for equipment received, specification can be negotiated. Bench and base for area approximately £1,000. QR code generated giving bank details for contributions. Updated Make Hemswell Cliff proposal requested. A bench for Canberra Crescent area has been requested.

Emergency Planning Workshop

Ongoing. Lincolnshire Community Resilience News received, assistance if required from the co-ordinator, whose mission is to empower every community to be prepared, responsive, and supportive in times of need.

Business Items – Items requiring written notice

116/2526

Payments for approval

Council to consider the following payments for approval: (Council to note that some payments were made between the last meeting of the Council and this one for contractual or legal reasons)

Schedule of Payments Hemswell Cliff Parish Council 07/07/25-08/09/25

Expenditure

Supplier/Payee	Details	Cost £	VAT £	Total Payment £	Approved/paid
Disbursements/Expenses	Work from home July 25	26.00		26.00	08/09/2025
Salary HD	Salary July 25 8.0 hours	78.28		78.28	Pre
Salary MC	Salary July 25 28.5 hours	332.90		332.90	Pre
HMRC	PAYE HD July 25	19.40		19.40	Pre
HMRC	PAYE MC July 25	83.20		83.20	Pre
Unity	Bank Charges	6.00		6.00	Pre
Disbursements/Expenses	Work from home Aug 25	26.00		26.00	08/09/2025
Salary HD	Salary Aug 25 4.0 + 4.0 hours hol + 0.50 BH Back Pay £53.58	97.52		97.52	Pre
Salary MC	Salary Aug 25 6.50 cfwd 5.00 hours + 1.50 BH Back Pay £53.58	199.70		199.70	Pre
HMRC	PAYE HD Aug 25	24.40		24.40	Pre
HMRC	PAYE MC Aug 25	49.80		49.80	Pre
Unity	Bank Charges	6.00		6.00	Pre
Ian Moore Contracting	Grass Cut Invoice 442	265.63	53.13	318.76	Pre
Ian Moore Contracting	Grass Cut Invoice 404	265.63	53.13	318.76	Pre
Ionos Email and Website	Bank Transfer to Cllr G Prestwood	18.50	3.70	22.20	04/08/2025
Pestcotek	Mole Control	195.00	39.00	234.00	
Flowers by Design	Plants for community planter	30.00		30.00	100/2526
PKF LittleJohn	External Audit	210.00	42.00	252.00	
Ian Moore Contracting	Grass Cut Invoice 463	265.63	53.13	318.76	Pre
Ian Moore Contracting	Grass Cut Invoice 483	265.63	53.13	318.76	Pre
Ionos Email and Website	Bank Transfer to Cllr G Prestwood	18.50	3.70	22.20	08/09/2025
RoSPA Play Safety	3 x RoSPA Inspections	240.00	48.00	288.00	08/09/2025
Total		2,458.09	295.79	2,468.73	

Income

Transfers

Supplier/Payer	Description	Amount £	Date Received	From	To	Amount £	Description
Astco	Clothing Bank	4.68	04/07/25	Current	Play Parks	20,000.00	Temporary transfer return
Astco	Clothing Bank	18.56	01/08/25	Play Parks	Current	160.00	2 x RoSPA
WLDC	Capital Spend	33,779.90	08/07/25				

Bank Balances @ 31/08/25 Current £15,795.36 Reserves £6,538.33 Play Parks £24,384.44

Proposed: Cllr V Kirman Seconded: Cllr W Hann All in favour

RESOLVED:

Minutes Verification. Signature: Date:

	Schedule of Payments approved.
117/2526	Budget 2025/26 The budget monitoring reports were considered, and invoices/bank statements were checked and signed at the meeting.
118/2526	Capital Spend Update HRC have approved the electric connection crossing their land but this will involve legal process. All costs to be approved by Council before engaging.
119/2526	Annual Governance & Accountability Return (AGAR) 2024-25 Conclusion of external audit by PKF, the AGAR has not been approved in accordance with the Accounts and Audit Regulations 2015: The minute references indicate Section 2 was approved before Section 1. Noted and action agreed for forthcoming year.
120/2526	Audit Fees 2025-26 LALC Internal Audit fees increased, investigate alternative providers External Audit fees are based on income/expenditure for that year, cost will increase due to grants received/applied for
121/2526	Planning applications WL/2025/00855 Lancaster Green, extension, no objections WL/2025/00840 Wellington Way, remove tree preservation order, no objections
122/2526	Bike Racks A three space bike rack Proposed: Cllr G Prestwood Seconded: Cllr W Hann All in favour RESOLVED: Approved purchase up to the value of £50.00 from council budget.
123/2526	The Council to review and agree the following policies and procedures: Information Technology Policy Tree Management Policy Proposed: Cllr G Prestwood Seconded: Cllr V Kirman All in favour RESOLVED: Agreed to accept new policies and publish on website
124/2526	Grass Seed To investigate options and costs. Agenda item for next meeting
125/2526	RAF Hemswell Day Remembrance and RAF Hemswell Day service Tuesday 11 th November 2025 Large poppies for display around the village Proposed: Cllr G Prestwood Seconded: Cllr V Kirman All in favour RESOLVED: To purchase 20 large poppies from British Legion shop School Prize Giving Proposed: Cllr G Prestwood Seconded: Cllr V Kirman All in favour RESOLVED: To approve the cost of books for the school prize giving, cost £150.00 under S137
126/2526	Actions to be undertaken before the next Ordinary Meeting GP: - Respond to street lighting question Planning note on website Policies add to website Investigate grass seed costs Update Hemswell Cliff proposal MC:- Respond to speed reduction question

	Planning comments on WLDC site School book grant Purchase poppies Purchase bike rack Internal auditor alternative providers GP/MC: - Liaise re Insurance for 2026-27 GD: - Bike rack details for purchase
127/2526	Items for inclusion on the next Annual Meeting agenda (in addition to the standard items): Grass Seed Plants for community planter
128/2526	Date and time of the next Meeting To confirm date and time of the Ordinary Parish Council Meeting, Monday 6 October 2025 @ 7.30pm.

The Meeting started at 7.30pm and closed at 9.38pm

Document published on

Signed:

Print Name:

Date:

Minutes Verification. Signature: Date: