

# HECKINGTON PARISH COUNCIL

## Minutes of the Precept Meeting of Heckington Parish Council held in the Council Chambers, St Andrews Street, Heckington on Monday 20<sup>th</sup> January commencing at 1900hrs

### Attendance:

Chairman - P/Cllr Mrs J Palmer

Councillors – Mr T Atkinson, Mr D Couzens, Mr A Garlick, Mr R Higgs, Mr M Jones, Mr R Kemmett, Mrs S Tucker, Mr M West, Mr R Woods

County Councillor – Apologies received

District Councillors – Apologies received

Minute Taker – Clerk, Ms J Hudson

Police Representative – None present

Press Representative – Mr A Hubbert

Members of the Public – 6

### 1. Chairman's Welcome and Opening Remarks

- i. The Chairman welcomed everyone to the meeting and welcomed Mrs Sue Tucker. She explained that this was the financial business meeting and as such, on this occasion, there would be no general public speaking session.

### 2. To receive apologies for absence

Apologies received from the County Councillor, District Councillors and P/Cllr Mr R Doughty

### 3. To receive the Declaration of Acceptance of Office from new Councillor, Mrs Susan Tucker

The declaration was read, signed and received.

### 4. To receive any declarations of interest in accordance with the Localism Act 2011

- i. None received

### 5. To consider any written requests for dispensations received at or before the start of the meeting.

- i. None received

### 6. To consider Financial Matters

- a. To receive and discuss Financial Reports and budget forecast – see Appendix i (page 70). Councillors were presented with a spreadsheet populated with the first 3 quarters actual expenditure v budget, and the projected figures for the final quarter spend. The items highlighted in yellow were noted as overspends and the reasons given as follows –

Code M1 – Donations - due to unforeseen request from Methodist community centre for financial assistance with renovations not previously budgeted for

Code M1 – Maintenance/allotments – as per item 16, 28<sup>th</sup> October 2019, authorised overspend due to purchase of additional hardcore

Code M5 – Maintenance/Nilfisk – as per item 7, 25<sup>th</sup> November 2019, overspend previously accepted

Code M6 – Maintenance/Playing Fields – as per item 7, 25<sup>th</sup> November 2019, overspend previously accepted

M1 – Miscellaneous – due to costs of unforeseen requirement of advertising for position of Steward, not budgeted for

P2 – Pension Contributions – due to insufficient estimation when setting budget

The Chairman stressed the importance of setting budget levels at a realistic rate so that overspends are less likely.

Proposed by Cllr Mr A Garlick, seconded by Cllr Mr M Jones

Vote results unanimous

**Resolved to accept the 3<sup>rd</sup> quarter figures and explanations for overspends**

- b. To discuss and agree financial budget spending for 2020/2021 (except staff salaries which will be discussed in closed session.)

The budget figures for each department code were discussed and agreed as per final column on spreadsheet at Appendix i (page 70). NB. Code D3 – Donations. Cllr Mr R Higgs informed the meeting that HAVCS would not be seeking a donation for the coming financial year. Cllr J Palmer proposed and it was agreed, that the LIVES portion of the total budget for this code be increased to £500.00.

- c. To accept renewal of annual computer maintenance.

Proposed by Cllr Mr M Jones, seconded by Cllr Mr A Garlick

Vote results – unanimous

**Resolved – to accept quote for £220 for annual maintenance of Parish Council computer system by Eclipse PC Repair**

- d. To discuss and agree any increase to the following –

- i. Allotment rents for 2020/2021, including rental of 2<sup>nd</sup> field. It was noted that the current annual water charges (scaled by size of plot), was not sufficient to cover the water related costs which were some £280.

It was proposed by Cllr Mrs J Palmer to make no increase to the annual rental payment for 2020/2021, and to increase the additional water contribution for the year to £3.25 per quarter plot, £6.50 per half plot and £13.00 per full plot. Seconded by Cllr Mr R Kemmett. Vote results – unanimous.

**Resolved - to make no increase to the annual rental payment for 2020/2021, and to increase the additional water contribution for the year to £3.25 per quarter plot, £6.50 per half plot and £13.00 per full plot and to increase the annual rental for the 2<sup>nd</sup> field to £190.00**

- ii. Cemetery charges for 2020/2021 – It was noted that HPC cemetery charges continue to be in line with other local cemeteries and that a general increase was sufficient.

Proposed by Cllr Mr A Garlick, seconded by Cllr Mr D Couzens

Vote results - unanimous

**Resolved – to increase all cemetery charges by 2% for the year 2020/2021**

- iii. Grass cutting charge for St Andrews Church (if necessary – currently £320.00 per season). It was noted that fuel prices may increase.

Proposed by Cllr Mr R Higgs to increase the amount to £330.00. Seconded by Cllr Mr M West

Vote results – unanimous

**Resolved – to increase fee to £330.00 should the Church request grass cutting services this year.**

- iv. Rent of Village Green area for annual Fun Fair (if necessary – currently £175.00). It was suggested a small increase of £5.00 be added.

Proposed by Cllr Mr R Woods, seconded by Cllr Mr M West

Vote results – unanimous

**Resolved – to increase rent of Village Green to £180.00 for 2020, should the request be received from the Fun Fair.**

**7. To resolve to go into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960**

**Members of the public and the Clerk left the room**

- a. To discuss staff Salaries

**In the absence of the Clerk, Councillors resolved to increase both the Clerk and Caretaker's hourly rates.**

**8. To resume open meeting – the Clerk and members of the Press and Public were invited to return to the room**

- a. To approve the Budget and Precept for the financial year 2020-2021

Based on the total expected expenditure for 2020-2021 of £103,621.00 and using an estimated income figure of £3,000.00, it was calculated that the Precept required from North Kesteven District Council would be £100,621.00. This equates to a Band D property annual increase of 0.17p to £84.06.

Proposed by Cllr Mr A Garlick, seconded by Cllr Mr M West

Vote results – unanimous

**Resolved – to set the Precept at £100,621.00 for the financial year 2020-2021. To set the budget for department codes as listed at Appendix i (page 70). To ring fence an additional amount from reserves of £10,000 into 'Cemetery Extension' for the future purchase of additional land to be used for burials.**

**9. To remind of the date of the next Full Council meeting as Monday 27<sup>th</sup> January 2020**

Date confirmed

Meeting concluded at 8.05pm

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Appendix i.

Parish Council 2019-2020						
Cash Book Balance as at end Dec 2019						
Account 1	12,651.82					
Account 2	160,134.93					
Petty Cash	77.82					
<b>TOTAL</b>	<b>172,864.57</b>					

Class	Set Budget for 2019-2020	April - Dec Expenditure	Current Budget Balance	Forecast spend for year 2019/2020	Notes - Estimated costs calculated as (total spend to Dec /3) *4	Set budget for 2020-2021
A1 Audit	600.00	- 502.07	97.93	502.07	No further spend expected	600.00
B1 Bank Charges	80.00	- 45.00	35.00	60.00	Estimated	80.00
C1 Capital Equipment	2,000.00	- 133.94	1,866.06	178.59	Estimated	2,000.00
C2 Chairmans Allowance	720.00	- 540.00	180.00	720.00	Known	720.00
C3 Christmas Decorations	2,000.00	- 220.00	1,780.00	293.33	Estimated	2,000.00
C4 Council Expenditure - Memorials etc	1,000.00	- 90.38	909.62	120.51	Estimated	1,000.00
C5 Councillor Expenses	100.00	- 68.40	31.60	91.20	Estimated	150.00
D1 Defibrillator	400.00		400.00	232.20	Estimated	400.00
D2 Donaldsons DIY	400.00	- 225.99	174.01	301.32	Estimated	400.00
<b>D3 Donations</b>	<b>2,000.00</b>	<b>- 2,950.00</b>	<b>- 950.00</b>	2,950.00	No further spend expected	2,000.00
E1 Election Expenses	10,000.00	- 94.42	9,905.58	125.89	Estimated	250.00
E2 Electricity - Cemetery	750.00	- 202.75	547.25	270.33	Estimated	1,000.00
E3 Electricity - Chambers	2,500.00	- 933.88	1,566.12	1,245.17	Estimated	3,000.00
F1 Fuel	800.00	- 645.02	154.98	860.03	Estimated	1,000.00
H1 Highways Verge Maintenance	1,000.00		1,000.00			1,000.00
H2 Hire of Rooms	60.00	- 30.00	30.00	40.00	Estimated	60.00
I1 Inspections/Maint - Fire Safety	300.00		300.00	239.56	Known	300.00
I2 Inspections/Maint - Lift	400.00	- 352.26	47.74	469.68	Estimated	1,000.00
I3 Inspections/Maint - Play Areas	200.00		200.00			200.00
I4 Inspections/Maint - SID	300.00		300.00			300.00
I5 Insurance - Public Liability	2,500.00	- 2,407.21	92.79	2,407.21	No further spend expected	2,500.00
I6 Insurance - Vehicles (+ Tax)	1,300.00	- 1,122.12	177.88	1,122.12	No further spend expected	1,500.00
L1 Legal Fees	1,000.00		1,000.00			1,000.00
<b>M1 Maintenance - Allotments</b>	<b>500.00</b>	<b>- 740.95</b>	<b>- 240.95</b>	987.93	includes 402.00 pest control	1,500.00
M2 Maintenance - CCTV	130.00		130.00			130.00
M3 Maintenance - Cemetery	500.00	- 236.00	264.00	314.67	includes 156.00 pest control	500.00
M4 Maintenance - Chambers	2,500.00	- 250.00	2,250.00	333.33	Estimated	1,500.00
<b>M5 Maintenance - Nilfisk Machine</b>	<b>500.00</b>	<b>- 1,202.73</b>	<b>- 702.73</b>	1,603.64	Estimated	1,000.00
<b>M6 Maintenance - Playing Fields</b>	<b>500.00</b>	<b>- 928.15</b>	<b>- 428.15</b>	1,237.53	includes 432.00 pest control	1,000.00
M7 Maintenance - Polaris	500.00		500.00			1,000.00
M8 Maintenance - Supplies	1,000.00	- 242.37	757.63	323.16	Estimated	500.00
M9 Maintenance - Village	750.00	- 706.00	44.00	941.33	Estimated	1,500.00
<b>M1 Miscellaneous</b>	<b>500.00</b>	<b>- 1,393.20</b>	<b>- 893.20</b>	1,857.60	Estimated	500.00
N1 NIC and PAYE	7,000.00	- 5,910.17	1,089.83	7,880.23	Estimated	10,000.00

O1 Office Supplies	1,000.00	- 268.64	731.36	358.19	Estimated	1,500.00
P1 Parish Hospitality	500.00		500.00			500.00
P2 Pension Contributions	1,500.00	- 1,627.34	- 127.34	2,193.95	Known	2,500.00
P3 Pest and Weed Control	500.00		500.00	330.00	Known	500.00
P4 Phone	2,500.00	- 1,492.33	1,007.67	1,989.77	Estimated	2,500.00
P5 Play Area Project - Reserves	75,554.65	- 74,954.64	600.01	74,954.64	Known	nil
P9 Public Works Loan	8,406.00	- 7,356.81	1,049.19	7,356.81	No further spend expected	8,406.00
R1 Rates - Cemetery	750.00	- 491.00	259.00	491.00	No further spend expected	750.00
R2 Rates - Chambers						
R3 Rates - Village Green	550.00	- 491.00	59.00	491.00	No further spend expected	550.00
S1 Salaries	35,000.00	- 21,648.61	13,351.39	29,743.00	Known	35,000.00
S2 Staff Clothing	250.00		250.00			250.00
S3 Staff Training	400.00		400.00			400.00
S4 Staff Travel	125.00		125.00			125.00
S5 Subscriptions	300.00	- 216.00	84.00	216.00	No further spend expected	300.00
T1 Tree Works	3,000.00	- 395.00	2,605.00	2,025.00	known	5,000.00
V1 Village Green	2,750.00		2,750.00			2,750.00
VH Village Hall Renovations - see further details on separate sheet	40,000.00	- 39,280.39	719.61	39,280.39	No further spend expected	nil
W1 Water - Allotments	400.00	- 211.52	188.48	282.03	Estimated	400.00
W2 Water - Cemetery	200.00	- 46.74	153.26	62.32	Estimated	200.00
W3 Water - Chambers	400.00		400.00			400.00
<b>Total</b>	<b>218,875.65</b>	<b>- 170,653.03</b>	<b>48,222.62</b>	<b>187,482.73</b>		<b>103,621.00</b>
<b>Other Income</b>						
Q1 Rent - Allotments		1,594.90			Variable	
Q2 Rent - Playing Fields						
Q3 Rent - Village Green		175.00		175.00	No further income expected 2019-2020	
Q4 Rent - Western Power		170.00		170.00	No further income expected 2019-2020	
Q5 HMRC (VAT return)		23,797.14			Variable	
Q6 Other income - donations/library fines		1,482.00			Variable	
Z1 Bank Interest		62.90			Variable	
Z2 Bus Shelter Cleaning Income					No further income expected 2019-2020	
Z3 Cemetery Income		3,214.89			Variable	
Z4 Grass Cutting Income		320.00		320.00	No further income expected 2019-2020	
Z5 Lincs County Council Library		2,569.38		2,569.38	No further income expected 2019-2020	
Z6 NKDC - Grants (CIL & Litter pick)		18,540.41		18,540.41	No further income expected 2019-2020	
Z7 NKDC - Local Access Point		4,141.73		4,141.73	No further income expected 2019-2020	
Z8 NKDC - Precept		99,887.24		99,887.24	No further income expected 2019-2020	
Z9 Photocopying Charges Income		0.20			Variable	
<b>Total Income</b>		<b>155,955.79</b>			Variable	

<b>Ring fenced as follows 2019-2020</b>					
Village Green	12,500.00	not used			M5 - breakdown costs in July £887 not foreseen
Capital Equipment	10,000.00	not used			M6 - Mole control + new bins for play park
Boiler for Village Hall	3,000.00	used			D3 - donation to Methodist hall not foreseen
HCSP Works	8,000.00	used			M1 - skip hire/gravel insufficient budget set
Additional PWLB annual rate	406.00	used			MI - advert costs for pavilion not foreseen
					P2 - Pension - insufficient budget set
<b>Ring fenced as follows for 2020-2021</b>					
Village Green	15,250.00				
Capital Equipment	14,000.00				
CIL	17,700.00				
Election Expenses	10,000.00				
Christmas Decorations	2,000.00				
Legal Expenses	1,000.00				
Highways Verge Maintenance	1,000.00				
Chambers Maintenance	2,500.00				
Cemetery	10,000.00				
Total Ring fenced	73,450.00				

