

# HECKINGTON PARISH COUNCIL

## Minutes of the Precept Meeting of Heckington Parish Council held virtually, in line with Section 78 of the Coronavirus Act 2020, Monday 18<sup>th</sup> January 2021 commencing at 1100hrs

Attendance: via Google Meet (Meeting link [meet.google.com/vzp-agzp-udv](https://meet.google.com/vzp-agzp-udv))

Chairman - P/Cllr Mrs J Palmer

Parish Councillors – Mr T Atkinson, Mr R Doughty, Mr R Higgs, Mr M Jones (intermittent due to technical issues), Mrs S Tucker, Mr R Woods

County Councillor – None

District Councillors – None

Minute Taker – Clerk, Ms J Hudson

Police Representative – None present

Press Representative – None present

Members of the Public – 2

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

1.1 The Chairman welcomed everyone and Councillors were reminded to raise their hands in order to speak, and to turn microphones off when not using. It was noted that the meeting was quorate and that there had been previously 1 request from a Member of the Public to attend and no comments or questions had been submitted.

1.2 She thanked the Heckington Area Voluntary Car Service for their busy work of transporting residents to vaccination centres.

### 2. To receive apologies for absence

2.1 Apologies from District Councillors Mr S Ogden and Mrs S Tarry, and from Cllr Mr M Jones who was experiencing technical issues throughout the meeting.

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

3.1 None received from Members, although the Clerk declared a personal interest in a letter of request for funding, received from Heckington Living Community Radio. The Chairman confirmed that the letter was to be discussed during the meeting and that the Clerk would not speak on the matter.

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

4.1 None received

### 5. Minutes of the Parish Council Meeting held on Monday 30th November 2020 to be approved as Minutes and signed.

5.1 Proposed by Cllr Mr R Higgs and seconded by Cllr Mrs S Tucker

5.2 Vote results 6 x for, 1 abstention (Cllr Mr R Woods, who was not present at the November meeting).

### 5.3 Resolved – To approve minutes as above

5.4 Matters arising – none raised

## 6. Submitted questions/comments from the public –

- 6.1 NB Members of the Public will not be able to speak at this meeting
- 6.2 All questions or comments MUST be submitted in writing to the Clerk by Friday 15<sup>th</sup> January 2021 at 12 noon and will be presented by the Clerk to the Councillors.
- 6.3 None received

## 7. Financial Matters (all relevant documents previously emailed to Councillors for their information)

### 7.1.1 To approve payments/accounts as listed –

Account movement since last Ratification (Nov-Jan) at Agenda item 7.1

Date		Description	Debit	Credit
18-Nov-20	Transfer	Transfer to Lloyds - Instant Account	10,000.00	
18-Nov-20	Transfer	Transfer from Lloyds - Deposit Account		10,000.00
30-Nov-20	PCash48	Rent - Allotments key A1-2		15.00
30-Nov-20	PCash49	Maintenance - Village flood barrier		6.35
30-Nov-20	PCash50	Rent - Allotments A1-2		30.00
30-Nov-20	PCash47	Rent - Allotments A13-1		30.39
03-Dec-20	4341	Office Supplies - ESPO - stationery, diaries etc	54.28	
03-Dec-20	4343	Maintenance - Nilfisk Machine - Euromec brushes	273.37	
03-Dec-20	4344	Donaldsons DIY	34.47	
03-Dec-20	4345	Maintenance - Village - burdens rope wire clips	23.04	
03-Dec-20	Contra	Display pro - sign for A Isreal tree	38.04	
03-Dec-20	Contra	As above - invoice Paid by Cllr Garlick		38.04
03-Dec-20	4342	As above - repaid to Cllr Garlick	26.57	
07-Dec-20	Credit	Rent - Allotments B18-1		36.47
09-Dec-20	Credit	Bank Interest		1.68
10-Dec-20	DDebit	Pension Contributions	195.36	
10-Dec-20	BACS	Christmas Decorations - Aswarby Estate - Tree	220.00	
11-Dec-20	DDebit	Bank Charges	21.90	
13-Dec-20	DDebit	Phone	95.23	
16-Dec-20	PCash	Maintenance - Chambers window cleaning	20.00	
18-Dec-20	SOrder	Chairmans Allowance	60.00	
18-Dec-20	4346	Maintenance - Chambers - Fire equip HSA	90.28	
18-Dec-20	4347	Inspections/Maint - Play Areas - HAGS mayflower	,225.57	
21-Dec-20	BACS	Council Expenditure DisplayPro printed posters	106.99	
21-Dec-20	4348	Council Expenditure concrete base for generator	290.00	
30-Dec-20	SOrder	NIC and PAYE	1,881.23	
06-Jan-21	4349	Donations LIVES CANCELLED CHEQUE		
06-Jan-21	4350	Donations - LEBBS 2019/2020 & 2020/2021	500.00	
08-Jan-21	DDebit	Bank Charges	16.35	
10-Jan-21	DDebit	Pension Contributions	195.36	
13-Jan-21	Credit	Rent - Western Power		4.60
13-Jan-21	DCard JH	Maintenance - Allotments - amazon - noticeboard	65.95	
16-Jan-21	DDebit	Phone	95.23	
17-Jan-21	4351	Donations - LIVES Re-issued cheque	400.00	
18-Jan-21	SOrder	Chairmans Allowance	60.00	
18-Jan-21	4352	CIL Receipts and Expenditure - Draytons - generator	9,600.00	
18-Jan-21	4353	Inspections/Maint - Play Areas	162.00	
18-Jan-21	4354	Maintenance - Nilfisk Machine AGM emergency	57.12	

		battery		
20-Jan-21	DDebit	Water - Allotments	7.79	
25-Jan-21	DDebit	Electricity - Chambers	571.93	
25-Jan-21	DDebit	Electricity - Cemetery	157.14	
	incl cq			
	004340	Salaries for period 2 Nov 31 Jan	7,890.52	
		Account movement for ratification since last meeting	34,435.72	10,162.53

Parish Council 2020-2021

Balances Nov-20 to Jan-21

Account	Nov-20	Dec-20
1 Lloyds - Instant Account	12,791.51	4,916.69
2 Lloyds - Deposit Account	201,568.60	201,570.28
3 Petty Cash Account	291.77	271.77
Total	214,651.88	206,758.74

7.1.2 Proposed by Cllr Mr R Doughty, seconded by Cllr Mr R Higgs

7.1.3 Vote results unanimous

**7.1.4 Resolved – to approve payments as listed above**

**7.2.1 To confirm CIL spending report submitted to NKDC –**

**Community Infrastructure Levy: Annual Reporting by Local Councils**  
**(Reporting year: 2019/20)**

**Report by:**

**Heckington Parish Council**

***Section 1 - Receipts***

<b>Total CIL receipts received from collecting authority during the reporting year</b>	<b>£17,762.99</b>
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***Section 2 - Expenditure***

<b>Infrastructure item</b>	<b>Amount of CIL funding used (£)</b>
Maintenance/repairs to childrens roundabout	£ 2,362.42
Professional clean of War Memorial	£ 1,200.00
Replacement Village Crest	£ 350.44
Additional CCTV for new playground	£ 256.00
<b>Allocated but not yet invoiced</b>	
Replacement generator for Emergency Plan use	£

	8,000.00
Fire & Emergency system for community facility blg	£ 2,160.00
<b>TOTAL EXPENDITURE</b>	<b>£ 14,328.86</b>

**Section 3 - CIL funding received during reporting year that remains unspent**

£3,434.13

**Section 4 - CIL funding received in previous reporting years that remains unspent**

Nil

**Section 5 - CIL funds not spent for 5 years and returned to charging authority**

Nil

**Section 6 - CIL funds not spent for 5 years and not returned to charging authority**

Nil

**END OF REPORT**

**Julie Hudson**

**Clerk, HPC**

7.2.2 Proposed by Cllr T Atkinson, seconded by Cllr Mrs S Tucker

7.2.3 Vote results – unanimous

**7.2.4 Resolved – to formally minute the approval for submission of the above report (as previously agreed by majority email.)**

**7.3.1 To discuss and agree payment methods in respect of increased bank charges for cheque presentation (eg increase occasions of BACS transfers for payment of invoices, with signing and audit conditions.)**

7.3.2 The Chairman confirmed that bank charges had now been raised. Also that during these current Covid-19 restrictions, a number of suppliers had suggested that payment by bank transfer was the preferable method. She proposed an amendment to the HPC Financial Regulations to allow an increased number of BACS bank transfers on condition of ensuring that two Member signatures are recorded on the printed receipts. This amendment to be reviewed at the next Annual Council meeting, or before if necessary.

7.3.3 The Clerk also suggested that formal minuting was required to continue the following, previously agreed, automatic payments for the financial year 2021/2022.

7.3.4 Standing Orders – HMRC (variable quarterly NIC payments), Salaries (variable monthly/weekly payments as calculated by the HMRC PAYE Tools program), Pension (monthly payment)

7.3.5 Direct Debits – Anglian Water (variable quarterly payment x 2 – cemetery and allotments), Daisy Communications (variable monthly phone charges), Information Commissioner’s Office (annual subscription), Public Works Loan Board (half yearly loan

repayment based on agreed schedule), Total Gas and Power (variable monthly energy use at Chambers), Total Gas and Power (variable quarterly energy use at Cemetery), WCF Chandlers (variable half yearly purchase of bulk fuel for machinery)

7.3.6 Proposed by Cllr Mr T Atkinson, seconded by Cllr Mr R Doughty

7.3.7 Vote results – unanimous

**7.3.8 Resolved – to amend Financial Regulations as above and approve methods of payment. To be reviewed at next Annual Council meeting (date to be confirmed) or before if necessary.**

**7.4.1 To confirm updated asset register**

7.4.2 The Chairman reported that the advice from PKF Littlejohn LLP was that for the purposes of the external audit there was no necessity for Parish Councils to depreciate the value of asset register items – ie the items can remain shown at their purchase cost. However, she suggested that showing the depreciation of items was beneficial for efficient internal workings and budgeting purposes. She therefore proposed the Clerk revisit the asset register in order to design a layout which showed both the original asset value and the depreciated value for all items, ensuring that figures reported in the Year End audit for 2020/2021 stated this as required.

7.4.3 Proposed by Cllr Mrs J Palmer, seconded by Cllr Mr R Higgs

7.4.4 Vote results unanimous

**7.4.5 Resolved - the Clerk to revisit the asset register in order to design a layout which showed both the original asset value and the depreciated value for all items, ensuring that the Year End audit for 2020/2021 stated this as required.**

**7.5.1 To receive and discuss financial Reports and budget forecast**

(The following report had previously been emailed to Councillors –

(Table starts on next page – remainder of this page is intentionally blank)

Parish Council 2020-2021	
Cash Book Balance as at end Dec 2020	
Account 1	4,916.69
Account 2	201,570.28
Petty Cash	271.77
<b>TOTAL</b>	<b>206,758.74</b>

Class	Set Budget for 2020-2021	April - Dec Expenditure	Current Budget Balance	Forecast spend Jan - Mar 2021	Forecast total spend for year 2020/2021	Notes -	Suggested budget for 2021-2022
CI CIL Receipts and Expenditure			3,434.13	Nil		See CIL tab at bottom of document	
A1 Audit	600.00	- 520.00	80.00	Nil	520.00	completed	650.00
B1 Bank Charges	80.00	- 61.90	18.10	58.10	120.00		250.00
C1 Capital Equipment	2,000.00		2,000.00				~
C2 Chairmans Allowance	720.00	- 540.00	180.00	180.00	720.00		720.00
C3 Christmas Decorations	2,000.00	- 220.00	1,780.00				2,000.00
C4 Council Expenditure - Memorials etc	1,000.00	- 628.47	371.53	500.00	1,125.47		1,000.00
C5 Councillor Expenses	150.00		150.00				150.00
D1 Defibrillator	400.00		400.00				500.00
D2 Donaldsons DIY	400.00	- 336.92	63.08	163.08	500.00		1,000.00
D3 Donations	2,000.00	250.00	2,250.00	900.00		cheque for LIVES 19/20 returned/cancelled	2,100.00
E1 Election Expenses	250.00		250.00				250.00
E2 Electricity - Cemetery	1,000.00	- 324.95	675.05	108.32	433.27		1,000.00
E3 Electricity - Chambers	3,000.00	- 1,331.16	1,668.84	443.72	1,774.88		3,000.00
F1 Fuel	1,000.00	- 486.91	513.09	162.30	649.21		1,000.00
H1 Highways Verge Maintenance	1,000.00		1,000.00				1,000.00
H2 Hire of Rooms	60.00		60.00				300.00
I1 Inspections/Maint - Fire Safety	300.00	- 90.28	209.72	200.00	290.28		500.00
I2 Inspections/Maint - Lift	1,000.00	- 390.00	610.00	Nil	390.00	completed	1,000.00

I3 Inspections/Maint - Play Areas	200.00	- 209.46	- 9.46			Inspection and cost of additional signs to com	400.00
I4 Inspections/Maint - SID	300.00		300.00				300.00
I5 Insurance - Public Liability	2,500.00	- 2,474.34	25.66	Nil	2,474.34	completed	2,750.00
I6 Insurance - Vehicles (+ Tax)	1,500.00	- 1,230.09	269.91	Nil	1,230.09	completed	1,750.00
L1 Legal Fees	1,000.00		1,000.00				1,000.00
M1 Maintenance - Allotments	1,500.00	- 471.40	1,028.60	300.00	771.40		2,000.00
M2 Maintenance - CCTV	130.00		130.00				130.00
M3 Maintenance - Cemetery	500.00	- 90.00	410.00	30.00	120.00		1,000.00
M4 Maintenance - Chambers	1,500.00	- 599.82	900.18	199.94	799.76		1,500.00
M5 Maintenance - Nilfisk Machine	1,000.00	- 830.56	169.44	276.85	1,107.41		1,500.00
M6 Maintenance - Playing Fields	1,000.00	- 69.60	930.40	23.20	92.80		1,000.00
M7 Maintenance - Polaris	1,000.00	- 632.89	367.11	3,660.00	4,292.89		500.00
M8 Maintenance - Supplies	500.00	- 237.90	262.10	79.30	317.20		500.00
M9 Maintenance - Village	1,500.00	- 1,331.40	168.60	443.80	1,775.20		1,500.00
M1 Miscellaneous	500.00		500.00				250.00
N1 NIC and PAYE	10,000.00	- 4,690.13	5,309.87	1,909.87	6,600.00		10,000.00
O1 Office Supplies	1,500.00	- 896.43	603.57	798.81	1,695.24		1,500.00
P1 Parish Hospitality	500.00		500.00				500.00
P2 Pension Contributions	2,500.00	- 1,751.75	748.25	592.57	2,344.32		3,000.00
P3 Pest and Weed Control	500.00		500.00	1,020.00	1,020.00	Invoice expected in Jan circa £1020	1,500.00
P4 Phone	2,500.00	- 864.45	1,635.55	285.69	1,150.14		2,000.00
P5 Play Area Project - Reserves	nil						~
P9 Public Works Loan	8,406.00	- 7,671.32	734.68	Nil	7,671.32	completed	8,406.00
R1 Rates - Cemetery	750.00	- 499.00	251.00	Nil	499.00	completed	750.00
R2 Rates - Chambers							~
R3 Rates - Village Green	550.00	- 499.00	51.00	Nil	499.00	completed	750.00
S1 Salaries	35,000.00	- 22,564.19	12,435.81	8,435.81	31,000.00		38,000.00
S2 Staff Clothing	250.00	- 71.89	178.11	23.96	95.85		500.00
S3 Staff Training	400.00	- 30.00	370.00				800.00
S4 Staff Travel	125.00		125.00				125.00

S5 Subscriptions	300.00	- 175.00	125.00	Nil	175.00	completed	300.00
T1 Tree Works	5,000.00	- 3,043.96	1,956.04	1,014.66	4,058.62		5,000.00
V1 Village Green	2,750.00		2,750.00			Resurfacing listed in ring fenced figures	~
W1 Water - Allotments	400.00	- 397.18	2.82	132.39	529.57		600.00
W2 Water - Cemetery	200.00	- 43.22	156.78	14.41	57.63		200.00
W3 Water - Chambers	400.00		400.00	Nil			400.00
Total	103,621.00	- 56,055.57	47,565.43	21,956.78	76,899.89		106,831.00
<b>Other Income</b>						Comments	
Q1 Rent - Allotments	2,487.37	2,205.44			variable	Not fully occupied/rents outstanding	
Q2 Rent - Playing Fields	150.00				complete	Due Dec/Jan	
Q3 Rent - Village Green	180.00				complete	Not expected - Covid cancellation	
Q4 Rent - Western Power	170.00	170.00			complete		
Q5 HMRC (VAT return)	Variable	970.56			variable	Variable	
Q6 Other income - donations/library fines	Variable	0.95			variable		
Z1 Bank Interest	Variable	44.16			variable		
Z2 Bus Shelter Cleaning Income	was 130.00				complete	Not expected as not cleaning shelter	
Z3 Cemetery Income	Variable	2,634.80			variable		
Z4 Grass Cutting Income	Variable	1,050.64			complete	no further expected	
Z5 Lincs County Council Library	variable	5,860.35			complete	no further expected	
Z6 NKDC - Grants (Litter pick)	Variable	777.42			complete	no further expected	
Z7 NKDC - Local Access Point	None				none	Non expected	
Z8 NKDC - Precept	100,621.00	100,621.00			complete	As expected	
Z9 Photocopying Charges Income	Variable				variable		
<b>Total Income</b>		114,335.32					
<b>Total Income (excl precept)</b>		13,714.32					

<b>Ring fenced as follows for 2020-2021</b>			Remaining
Village Green	15,250.00	-11988.72	3,261.28
Capital Equipment	14,000.00		14,000.00
CIL	17,762.99	-14328.86	3,434.13
Election Expenses	10,000.00		10,000.00
Christmas Decorations	2,000.00		2,000.00
Legal Expenses	1,000.00		1,000.00
Highways Verge Maintenance	1,000.00		1,000.00
Chambers Maintenance	2,500.00	-799.76	1,700.24
Cemetery	10,000.00		10,000.00
<b>Total Ring fenced</b>	<b>73,512.99</b>	<b>- 27,117.34</b>	<b>46,395.65</b>
<b>Ring fenced/avail as follows for 2021-2022</b>			
	start	end	proposed
Village Green	15,250.00	3,261.28	n/r
Capital Equipment	14,000.00	16,000.00	18,000.00
CIL	17,762.99	5,395.84	5,395.84
Election Expenses	10,000.00	10,250.00	10,500.00
Christmas Decorations	2,000.00	4,000.00	6,000.00
Legal Expenses	1,000.00	2,000.00	3,000.00
Highways Verge Maintenance	1,000.00	2,000.00	3,000.00
Chambers Maintenance	2,500.00	1,700.24	3,200.24
Cemetery	10,000.00	10,000.00	12,500.00
<b>Total Ring fenced</b>	<b>73,512.99</b>	<b>54,607.36</b>	<b>61,596.08</b>
NB - NKDC advise potential cost of £5,000 PER ELECTION			
<b>Proposed move from reserves into ring fence</b>			
Capital Equipment	20,000.00		
Cemetery	10,000.00		
Village Hall support	10,000.00		
<b>total</b>	<b>40,000.00</b>		

Total Cash to date					206,758.74			
Ringfenced but not yet spent					54,607.36			
Balance available						152,151.38		
Last quarter forecast spend					21,956.78			
Expected other spends not yet recorded								
Generator					8,000.00			
Playground gates					500.00			
Pavilion Fire system					2,160.00			
Village Hall Fire system			If PC pay	no quote	2,160.00			
Pavilion fire escape					1,479.00			
Pavilion electric					6,567.06			
Fencing Barley close					600.00			
Brick work repointing					3,670.00			
Forecast spend total						47,092.84		
Remaining cash in bank expected at end Mar 2021						105,058.54		
Proposed move from reserves into ring fence								
Capital Eq	20,000.00							
Cemetery	10,000.00							
Village Ha	10,000.00							
total	40,000.00							
New carry over		65,058.54				65,058.54	(projected cash avail	

7.5.2 The Chairman confirmed that the figures had been circulated to Councillors the previous week and that there had been no queries during this time.

7.5.3 She explained that the forecast spend for the rest of the financial year 2020/2021 were estimated and based on the actual spend to Dec 2020.

7.5.4 It was explained that the highlighted yellow rows indicated overspends in specific budget settings which were briefly explained.

7.5.5 Councillors verbally agreed to cover them again in more detail during the run through of budget setting for the coming financial year of 2021/2022 and adjust the future budget accordingly.

**7.6.1 To discuss and agree financial budget spending for 2021/2022 (except Staff salaries, which will be discussed in closed session)**

7.6.2 The Chairman again went through the 'suggested' figures for each category as shown in the table above (previously emailed to Councillors as stated).

7.6.3 Each overspend was highlighted and explained in more detail.

7.6.4 The Chairman verbally explained the final carry over figures and the ring fenced figures. There were no queries from Councillors.

7.6.5 The Chairman confirmed that based on the suggested figures, the total budget requirement for 2021/2022 would be £106,831.00.

7.6.6 The Clerk confirmed that therefore, using the precept calculation form issued recently by NKDC which takes into account the Parish Council income of an estimated £3,000, the precept request would be to £103,831.00. This in turn equated to an increase of 0.08p (or 0.09%) on a Band D property.

7.6.7 Subject to the results of the salary review to be held in closed session, the figures were proposed as presented with no alterations.

7.6.8 Proposed by Cllr Mr R Higgs and seconded by Cllr Mr R Doughty

7.6.9 Vote results – unanimous

**7.6.10 Resolved – subject to any changes during the salary review, the presented figures as above, showing the quarterly spends, the forecast spend and the estimated spend/budget requirement for the year 2021/2022 to be approved and accepted.**

7.6.11 Under Section 137 of the Local Government Act 1972 '*A local authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants*'

7.6.12 Councillors discussed the allocation of donations for the coming financial year and the following figures were suggested – Heckington Area Voluntary Car Service £1,000 (local volunteer transport service usually for medical purposes, especially at this time being used for transport to Covid vaccination centres), LIVES £750 (Lincolnshire volunteer first responders), LEBBS £250 (Lincolnshire Emergency blood Bikes), RBL £100 to cover the cost of the 3 x wreaths for Remembrance Sunday (Royal British Legion)

7.6.13 It was agreed that these local organisations provide a vital and beneficial service to residents of Heckington and that the RBL allocation is used to purchase the Remembrance Wreaths.

7.6.14 Proposed by Cllr Mrs S Tucker and seconded by Cllr Mr R Doughty

7.6.15 Vote results – unanimous

**7.6.16 Resolved - to allocate donations under Section 137, LGA 1972 as listed above.**

7.6.17 Councillors also discussed the letter received from Heckington Living Community Radio, which requested consideration of a financial donation towards the running costs in providing this on-air entertainment service for residents during the current restrictions.

7.6.18 Proposed by Cllr Mrs S Tucker to make a donation equal to the cost of 3 months radio licence at the highest band width – ie £228. Cllr Mr R Higgs seconded the proposal with an agreed proviso that the donation would be subject to the receipt of accounts.

7.6.19 Vote results – unanimous

**7.6.20 Resolved – to allocate a donation of £228 under Section 137, LGA 1972 to Heckington Living Community Radio on condition of receipt of financial information.**

**7.7.1 To discuss and agree any increase to the following –**

7.7.2 Allotment rents for 2021/2022, including rental of 2<sup>nd</sup> field (currently £190pa)

7.7.3 Cemetery charges for 2021/2022 (last year increase by 2%)

7.7.4 Grass cutting charge for St Andrews Church (currently £330 per season)

7.7.5 Rent of Village Green for annual Fun Fair (if applicable – currently £180)

7.7.6 The Chairman proposed that, due to the difficult year everyone had experienced as a result of Covid-19, no increases should be made to the above fees.

7.7.7 Cllr Mr R Higgs motioned that as cemetery charges were very low compared to others in the area, that a 2% increase on all cemetery charges be applied.

7.7.8 Cllr Mrs S Tucker questioned why fees are applied for the burial of still born children and went on to motion that charges in instances of still birth should be waived.

7.7.9 Proposed by Cllr Mr R Doughty and seconded by Cllr Mr R Woods

7.7.10 Vote results – unanimous

**7.7.11 Resolved – to apply no increase in 2021/2022 for allotments, grass cutting of St Andrews Church and the rental of the Village Green for the funfair (if necessary), to remove any cemetery costs in relation to still born children, and to increase the remaining cemetery charges by 2%.**

**8. Receive a report from the Police**

8.1 No specific report had been received but the Chairman wished PCSO Nic Wollerton, every success in her new area of responsibility of 'Heckington Rural'.

**9. Receive a report from the County and District Councillors**

9.1 None were present, but D/Cllr Mrs S Tarry had previously emailed details of the Cycling Infrastructure Survey from NKDC.

9.2 Councillors discussed and generally agreed that Heckington Roads were not in general suitable for the implementation of separate cycle lanes.

9.2 D/Cllr Mrs S Tarry's email also confirmed that the final recommendations by the Local Government Boundary Commission for England indicated that NKDC's Heckington Rural Ward will no longer include Helpringham Parish.

9.3 The changes have to be approved by Parliament and are due to be implemented at the local elections in 2023.

## **10. Receive a report from the Clerk**

10.1 The Clerk confirmed that there was nothing additional to report.

## **11. Receive reports from Councillors relating to their affiliation to local organisations**

11.1 There were no reports to be presented.

## **12. Planning Matters**

### **12.1 Previous applications to be ratified**

12.1.1 20/1703/TPO - T4/T5/T6 small leaf Lime – re-pollard back to previous points; T7 Sycamore – 3m width reduction – Heckington Dental Practice, 48 Kyme Road, Heckington, Sleaford, Lincolnshire

12.1.2 20/0790/PREAPP – New generator – Heckington Village Hall 9(sic) High Street, Heckington

12.1.3 20/1616/HOUS – Proposed erection of porch, insertion of dormer windows, and installation of timber cladding – The Oat Sheaf, Boston Road, East Heckington, Sleaford, Lincolnshire

12.1.4 20/1750/HOUS – Erection of a rear and side single storey extension – 43 Oatfield Way, Heckington, Sleaford, Lincolnshire, NG34 9UY

### **12.2 Applications approved**

12.2.1 20/1497/HOUS – Erection of single storey rear extension and detached garage – 9 New Street, Heckington, Sleaford

### **12.3 Applications rejected**

12.3.1 None received

### **12.4 Applications withdrawn**

12.4.1 None Received

### **12.5 Prior Notifications received (information only – no action required from HPC)**

12.5.1 20/0790/PREAPP – pre application advice regarding the siting of new emergency use generator at Village Hall 9(sic) High Street, Heckington, indicating the proposal is 'permitted development under Class A of Part 12 of the Town and Country Planning (General Permitted Development) Order 2015 (as amended).

## **13. To formally minute non financial decisions taken during lockdown**

13.1 Confirmation of agreement to write to Highways re Junction of A17 (email results – 6 x for = majority approval)

13.2 Confirmation of permission to hold local charity cake stall (#Jamieforever12) on Village Green in April, subject to Covid-19 restrictions and receipt of Public Liability Insurance document (email results – 8 x for = majority approval)

13.3 Confirmation of results of Covid-19 risk assessment review for the Play Areas, indicating stricter lockdown restrictions have been implemented and that there is still some remedial work to carry out on the equipment.

13.3.1 It was confirmed that the roundabout on Mayflower area is now repaired, and that the self closing gates for the Pavilion play area were still outstanding.

13.3.2 Agreement reached to review situation following any updated government advice.

**14. To receive general correspondence**

14.1 Letter from LCC – extension of Community Hub Grant Agreement to March 2021 – information only

**15. To discuss/confirm the process/venue/timing of the next full Parish Council meeting**

15.1 The Chairman confirmed that whilst physical meetings were preferable, the current restrictions remained such that virtual meetings were safer. No date was formally set, however the expectation is that there would be no further meeting until at least February 2021.

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

16.0.1 Proposed by Cllr Mrs S Tucker and seconded by Cllr Mr R Woods

16.0.2 Vote results – unanimous

**16.0.3 Resolved – to go into closed session as above**

16.0.4 Members of the Public and the Clerk left the meeting at 1159am and the Chairman continued with the meeting

**16.1 To review and agree salaries/bonus payments/occasions of overtime**

16.1.1 The Chairman suggested to Councillors, who all agreed, that a the sterling job the two members of staff do needed to be recognised in their relevant pay scales and what an asset they are to the smooth running of the Council.

16.1.2 Staff salaries were discussed and agreement reached.

16.1.3 Staff annual bonus (subject to usual PAYE/NIC deductions) were discussed and agreement reached.

16.1.4 No specific alterations were made to overtime requirements, therefore continuing on the basis of 4 hours normal time for extra duties required at weekends/events etc.

16.1.5 The Chairman also proposed an annual clothing allowance of £250.00 for the Clerk to purchase suitable office wear (from a recognised workwear supplier, together with wellingtons for trips to the allotments and cemetery.

16.1.6 Proposed by Cllr Mrs J Palmer and seconded by Cllr Mrs S Tucker

16.1.7 Vote results – unanimous

**16.1.8 Resolved – to award pay increases, bonus, overtime and clothing allowance as above.**

**16.2 To give final approval for request of Precept requirements 2021/2022**

16.2.1 The Chairman concluded that as there had been no amendments following consideration of the planned/expected requirements for the coming financial year, the acceptable carry over figure and the ring fenced items as detailed, that the precept request of £103,831.00 was sufficient. She re-confirmed that this equated to a 0.08pence rise (or 0.09%) on a Band D property, year on year.

16.2.2 Proposed by Cllr Mrs S Tucker and seconded by Cllr Mr R Woods

16.2.3 Vote results – unanimous

**16.2.4 Resolved – to submit the precept requirement for £103,831.00 and to formally minute the figures as listed within these minutes.**

**The Chairman thanked everyone for attending and closed the meeting at 1205pm**