

# HECKINGTON PARISH COUNCIL

## Minutes of a meeting of Heckington Parish Council held in Heckington Village Hall, High Street, Heckington on Monday 25<sup>th</sup> April 2022 commencing at 1930hrs

Attendance:

Chairman - P/Cllr Mrs J Palmer

Parish Councillors – Mr T Atkinson, Mrs M Cooke, Mr R Higgs, Mr M Jones, Mr M West, Mr R Woods

County Councillor – Mr A Key

District Councillors – Mr S Ogden, Mrs S Tarry

Minute Taker – Clerk, Ms J Hudson

Police Representative – None present

Press Representative – None present

Members of the Public – 4

### 1. Chairman's welcome and opening remarks

- 1.1 The Chairman welcomed everyone to the meeting and went through Health & Safety, fire procedures etc
- 1.2 She reported that the Annual Parish meeting was very successful particularly with the guest speakers.
- 1.3 She praised and thanked the volunteers of Heckington Best Kept Blooming Village, who have been improving the village road signs.
- 1.4 She updated meeting with the Village Jubilee event (5<sup>th</sup> June), confirming that a live music band had been secured, along with an icecream van, homemade burger van and a singer for the Village Hall.

### 2. To receive written applications for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy in line with the Council's Co-option Policy.

- 2.1 The Clerk reported that there had only been one application, Mr David Long, who was invited by the Chairman to give a brief presentation.
- 2.2 There being no other applications and with no objections, the position left by Mr R Doughty was duly filled by Mr David Long, who made his Declaration of Acceptance of Office and took his seat on the Council.

### 3. To receive apologies for absence

- 3.1 Apologies had been received from P/Councillor Mr A Garlick.

### 4. To receive a declaration of interest in accordance with the Localism Act 2011

- 4.1 None Received

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

- 5.1 None received

### 6. Minutes of the Parish Council Meeting held on Monday 28<sup>th</sup> March 2022

#### 6.i Minutes to be approved and signed

- 6.i.1 Proposed by P/Cllr Mr M West, seconded by P/Cllr Mr R Higgs – voted unanimously that the minutes be signed.

#### 6.ii Matters arising

- 6.ii.1 An allotment meeting had been held on 20<sup>th</sup> April, and a working party was being formed to clear a particular plot of rubbish – size of skip to be decided and passed to Clerk for order
- 6.ii.2 The next allotment meeting was scheduled for 18<sup>th</sup> May at 7pm

**7. Public Participation**

- 7.1 Volunteer organiser of Best Kept Blooming Village presented the group's new initiative – ***'Bee involved'*** - residents can purchase a picture of a BEE to display in their windows.
- 7.2 She also enquired about maintenance of some of the road signs that are high up on house walls. The Chairman agreed to speak with the caretaker. (Subsequently that week, it was considered not possible to remove some of the signs safely.)
- 7.3 A resident queried the closed session item 'to discuss staff salaries' and the Chairman confirmed that the discussion was to be with regard to a procedural and administration matter.

**8. Financial Matters**

- i. to approve payments as listed separately

See next page – remains of this page are deliberately blank -

Account movement to 25 April since last Ratification (Mar 2022) at Agenda item 7.1				
Date	Reference	Description	Debit	Credit
01-Apr-22	Credit	NKDC - Precept		52740.00
04-Apr-22	BACS	Insurance - Vehicles (+ Tax)	1222.50	
04-Apr-22	Credit	Maintenance - Playing Fields resident refund - barrier		20.00
05-Apr-22	PCash72	Office Supplies coffee	3.95	
05-Apr-22	BACS	Donaldsons DIY	49.95	
05-Apr-22	BCard JP	Maintenance - Chambers - mirror/laminator ARGOS	49.99	
05-Apr-22	BACS	Jubilee Celebrations - deposit bouncy castle	20.00	
05-Apr-22	13-Jan-12	Maintenance - Village - black sluice	74.72	
06-Apr-22	DDebit	Public Works Loan Board	3835.66	
07-Apr-22	BACS	Maintenance - Playing Fields Fine Turf report	420.00	
07-Apr-22	Credit	Rent - Allotments - huckle		36.28
08-Apr-22	DDebit	Bank Charges	7.85	
10-Apr-22	BACS	Pension Contributions	204.52	
11-Apr-22	PCash1104	Office Supplies refreshments for parish meeting	15.54	
11-Apr-22	Credit	Bank Interest		1.75
14-Apr-22	BCard JP	Maintenance - Village - displaypro - signage	96.59	
14-Apr-22	BACS	Rates - Chambers	499.00	
14-Apr-22	Credit	Cemetery Income Severs		252.00
19-Apr-22	DDebit	Chairmans Allowance	60.00	
19-Apr-22	BACS	Maintenance - Digital	20.00	
19-Apr-22	Transfer	Transfer to Lloyds - Instant Account	10000.00	
19-Apr-22	Transfer	Transfer from Lloyds - Deposit Account		10000.00
19-Apr-22	Credit	Rent - Allotments		36.28
19-Apr-22	DDebit	Phone	95.23	
20-Apr-22	DDebit	Electricity - Chambers	1599.86	
21-Apr-22	BACS	Inspections/Maint - Play Areas 2021	166.80	
21-Apr-22	DDebit	Water - Cemetery	18.38	
22-Apr-22	Credit	CIL Receipts and Expenditure		566.21
22-Apr-22	DDebit	Water - Allotments	51.81	
25-Apr-22	BACS	Jubilee Celebrations - deposit band	100.00	
25-Apr-22	Credit	Lincs County Council - community hub		5167.00
25-Apr-22	Credit	Cemetery Income		294.00
06-Apr-22	12-Jan-12	Donations LEBBS	250.00	
06-Apr-22	10-Jan-12	Donations HAVCS	1000.00	
06-Apr-22	11-Jan-12	Donations LIVES	750.00	
21-Apr-22	14-Jan-12	Jubilee Celebrations - mugs communicorp	1657.92	
		Salaries	2518.88	
		<b>totals</b>	<b>24,789.15</b>	<b>69,113.52</b>
Parish Council 2022 - 2023				
Balances Apr-22				
Account	Start Bal.	Apr-22		
1 Lloyds - Instant	12,931.47	14,725.40		
2 Lloyds - Depos	169,332.88	212,074.63		
3 Petty Cash Acco	122.04	102.55		
Total	182,386.39	226,902.58		

25<sup>th</sup> April 2022

The Chairman ran through the final actual v budget figures for 2021/2022 and specifically explained the overspends as highlighted. No other queries were raised and the explanations were accepted.

8.i.2 Proposed by P/Cllr Mr R Woods, seconded by P/Cllr Mr R Higgs

8.i.3 Vote results – unanimous

**8.i.4 Resolved to record the final financial year figures and explanations of actual v budget spends for 2021/2022 as detailed above.**

8.ii. To consider using reserved funds for Playing Field upgrade in lieu of receipt of CIL money – P/Cllr Mr R Higgs to update

8.ii.1 P Cllr Mr R Higgs reported that the application to use the CIL had been approved by NKDC although the money has not yet been released. A further request had been made to NKDC to release £51,000 of the £87,000 entitlement and once received the order would be placed for the yearly maintenance plan as approved by HPC at a previous meeting.

8.iii. To receive and accept email of price increase for computer maintenance – Eclipse

8.iii.1 It was noted that this was the first ever increase that Eclipse had presented in 2 years; the cost of fuel has risen considerably and that an increase from £20 to £30 per month was good value for money for a reliable, efficient and important digital service.

8.iii.2 Proposed by P/Cllr Mr M Jones, seconded by P/Cllr Mrs M Cooke

8.iii.3 vote results - unanimous

**8.ii.3 Resolved – to accept price increase from £20pm to £30pm as above.**

**9. To receive a report from the Police**

9.1 No specific report submitted.

**10. To receive a report from the County and District Councillors**

10.1 C/Cllr Mr A Key promoted public involvement in the 'County Views Panel' and encouraged more residents to get involved. Details can be found on line.

10.1.1 C/Cllr Mr A Key reiterated the importance of reporting potholes etc on the 'Fix My Street' reporting system.

10.2 D/Cllr Mrs S Tarry stated that due to the upcoming elections the District Councillors were currently in a period of 'Purdah' in lieu of the elections due 26<sup>th</sup> May 2022.

10.2.2 She did report however, that the amount of £150.00 should be rebated to Council Tax payers (band A-D) by the end of April.

10.2.3 P/Cllr Mr R Higgs enquired as to the meaning of 'DMT', a term which had been used during some of his correspondence with NKDC regarding the CIL money. D/Cllr Mrs S Tarry suggested it might stand for 'Department Management Team', but said she would find out and confirm.

10.2.4 She also confirmed that she was hoping to highlight the service offered by Heckington Area Voluntary Car Service to other Parishes and asked for some contact details which P/Cllr M R Higgs will provide.

*The County and District Cllrs left the meeting at 2005hrs*

- 11. To receive a report from the Clerk**
- 11.1 The Clerk confirmed that a letter of thanks had been received from LEBBS for the annual donation given by HPC.
- 11.2 She also confirmed the deadline for NKDC to receive an election request to fill the vacancy on HPC left by Mrs S Tucker was midnight tonight (25<sup>th</sup> April 2022).
- 12. To receive reports from Councillor's relating to their affiliation to local organisations.**
- 12.1 None – although it was noted that the allotment situation had already been covered earlier in the meeting.
- 13. Planning Matters**
- 13.1 Applications to be ratified**
- i. 22/0324/FUL – conversion and extension of the existing barn to dwelling, upgrade of existing access and change of use of the land from agricultural to residential garden and curtilage (resubmission of 21/1330/FUL) – Barn South of Littleworth Drove and North of A17 Heckington Fen, Sleaford, NG34 9NA
  - i. 22/0491/TCA – T2 – remove tree in driveway to rear of property – 99 High Street, Heckington, Sleaford, Lincolnshire, NG34 9QU
  - ii. 22/0402/HOUS – Proposed porch & garage extension – 36 Oak Way, Heckington, Sleaford, Lincolnshire, NG34 9FG
- 13.2 Applications approved**
- i. 22/0166/HOUS – Erection of timber summerhouse – 101-103 High Street, Heckington, Sleaford
- 13.3 Applications refused**
- i. 22/0172/FUL – Proposed new bungalow including parking spaces for the existing bungalow at 21 Eastgate (resubmission of 20/1514/FUL) – Land to the Rear of 21 Eastgate, Heckington, Sleaford
- 13.4 Applications withdrawn**
- i. None received
- 13.5 Prior notifications received (information only – no action required from HPC)**
- i. None received
- 13.6 Planning appeals**
- i. None received
- 14. To discuss replacement of notice board on Village Green**
- 14.1 The meeting was informed that many comments had been received from residents concerning the removal of the notice board on the Village Green, and P/Cllr Mrs J Palmer presented and proposed a current quote from the suppliers of the same noticeboard as at the Village Hall (Greenbarnes), totalling £1,888.36 (inc VAT).
- 14.2 Seconded by P/Cllr Mr M Jones
- 14.3 Vote results – unanimous
- 14.4 Resolved – to place order for purchase of new, 'in-keeping', 'no maintenance', 'powder coated' notice board from Greenbarnes at quote of £1,888.36**

- 15. To re-visit decision for village gateways 26<sup>th</sup> July 2021 item 13.9 (decision to be made in excess of 6 month rule)**
- 15.1 Following the resolution made last year to install village gateways, the Chairman was able to confirm that the up to date quote received to site one gateway would be £2,350 and for two it would be £4,700. Added to the purchase cost of the gateway, she suggested that a review be made to consider if the benefits warrant the new and higher costs.
- 15.2 Proposed by P/Cllr Mrs J Palmer as above.
- 15.3 It was commented that the new Speed Indicator Device appeared to be making a positive difference to the traffic speeding issues, that roadside parking provides a 'natural chicane', and that the Great Hale entry/exit was also a prime area for another Speed Indicator Device.
- 15.4 An amendment to the proposal was made by P/Cllr Mr R Higgs to use the funds for an additional SID, potentially at the Boston Road entry (subject to permission from Lincs Road Safety Partnership).
- 15.5 Proposed by P/Cllr Mr R Higgs, seconded by P/Cllr Mr D Long
- 15.6 Vote results – 6 x for, 1 x abstention (MJ)
- 15.7 Resolved - to obtain quote for new SID from Evolis who were the suppliers for the previous unit and place order if comparable in price.**
- 16. To discuss request from HBKBV to site planter on corner of Boston road and Station Road – application for pavement licence will be required, Clerk to advise and present further details.**
- 16.1 No further action required on this item as the Clerk has been liaising with HBKBV and the request is no longer required.
- 17. Item deferred from 28<sup>th</sup> March 2022 meeting (16) – to receive update on old play park area.**
- 17.1 P/Cllr Mrs J Palmer reported that another meeting had been held with LCC regarding the use of a grant type project to remove and re-surface the area. She confirmed that the Parish Council is still waiting for confirmation of details, and that the first meeting had been in October 2021.
- 17. To confirm the next meeting, the Annual General Parish Council meeting as Monday 30<sup>th</sup> May 2022**
- 17.1 The next meeting date was confirmed as above.
- 18. To resolve to go into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960.**
- i. To discuss payment of staff salaries
- 18.1 Proposed by P/Cllr Mr M Jones, seconded by P/Cllr Mr R Higgs
- 18.2 Vote results – unanimous
- 18.3 Resolved – to go into closed session as above**
- Members of the Public left the meeting at 2026hrs*
- 18.i To discuss payment of staff salaries

- 18.i.1 The Chairman explained that after many attempts, the Clerk had been unable to process the salary details and produce P60's for the new/old financial year using the government PAYE Basic Tools program.
- 18.i.2 Steve Parry had co-incidentally been present in the office at the time and was able to speak directly with the HMRC PAYE program support help desk who confirmed that the new financial year of PAYE requires a different computer system than the one use on the office computer.
- 18.i.3 HMRC help desk said there were only two options – purchase a new computer that can handle the PAYE new system, or hand payroll processing to a 3<sup>rd</sup> party.
- 18.i.4 Mr Parry has previously (and continues to) advise(d) that it is not an appropriate time to purchase new computers due to the technical issues with the new Windows software.
- 18.i.5 It was reported that due to contractual timescales, the immediate decision to use Simon Moss accountants was taken by the Vice Chair. The company is reputable, registered, and local.
- 18.i.6 On an ongoing and future basis, this accountant has offered a monthly service to administer all payroll for HPC (including pensions, NIC, Tax etc at a charge of equivalent to £20 per month.
- 18.i.7 Proposed by P/Cllr Mr M Jones, seconded by P/Cllr Mr D Long
- 18.i.8 Vote results – 6 x for – majority (P/Cllr Mrs J Palmer declared an interest and did not vote)
- 18.i.9 Resolved – to instruct Simon Moss, accountant in Sleaford, to be payroll administrator as above on an ongoing basis.**

The Chairman thanked everyone for attending and closed the meeting at 2032hrs

**Signed by the Chairman .....** **Date .....**