

HECKINGTON PARISH COUNCIL

Minutes of the Annual Meeting of Heckington Parish Council held in the Council Chambers, St Andrews Street, Heckington on Monday 22nd May 2017 commencing at 7.00pm.

Attendance:

Chairman - Cllr Mrs J Palmer

Councillors – Mr T Atkinson, Mr D Couzens, Mr A Garlick, Mrs C Hewitt, Mr M Jones, Mrs E Peto, Mr M West, Mr R Woods

County Councillor – Mr B Young

District Councillors – None present

Minute Taker – Clerk, Ms J Hudson

Police Representative – None present

Press Representative – Mr A Hubbert, Sleaford Standard

Members of the Public – 6

1. a. Chairman's Welcome and Opening Remarks

The Chairman welcomed everyone to the meeting and as per Annual Meeting rules and regulations she stood down from the position of Chairman.

b. Election of Chairman for the ensuing year

Vice Chairman, Cllr Mr R Woods, invited proposals for the position of Chairman.

Cllr Mr A Garlick proposed Cllr Mrs J Palmer, seconded by Cllr Mr M West. There were no other nominations.

Vote results – 7 in favour, 2 abstentions

Resolved – Cllr Mrs J Palmer was duly elected to the position of Chairman for the ensuing year.

c. To receive the Chairman's Declaration of Acceptance of Office.

The Chairman, Cllr Mrs J Palmer, made and signed the Declaration of Acceptance of Office.

2. To elect a Vice-Chairman for the ensuing year.

Cllr Mr M West proposed Cllr Mr R Woods, seconded by Cllr Mr A Garlick.

Cllr Mrs E Peto proposed Cllr Mr M Jones but he declined to stand. There were no other nominations.

Vote results – 7 in favour, 2 abstentions

Resolved – Cllr Mr R Woods was duly elected to the position of Vice-Chairman for the ensuing year.

The Vice-Chairman, Cllr Mr R Woods made and signed the Declaration of Acceptance of Office.

3. Public Speaking time

- i. A resident requested and was given supplier details for the signs that have been added to the street name plates as arranged by the Parish Council.
- ii. A resident took the opportunity to present further details and information for consideration about their request for an allotment shed as per agenda item 16 (i).
- iii. A resident enquired as to what the entry of 'Lincolnshire County Council - legal fees £500' referred to on the minutes of 24th April 2017. The Chairman confirmed that, as per the

Chairman's opening remarks at the meeting of 24th April 2017, the figure represented the cost of the legal contract drawn up in order to lease the grassed area at Churchill Way from LCC.

- iv. A resident enquired why discussions concerning the potential purchase of capital plant were being discussed in closed sessions. The Chairman explained that it is necessary at this time, as various tenders have been discussed.
- v. A resident requested more information about the Best Kept Village competition. The Chairman thanked the speaker for her enthusiasm and input and confirmed that the Clerk will forward more details by email.

4. To receive apologies for absence

Apologies received from Cllrs Mrs M Collins and Mr R Doughty.

(Subsequent apologies were received by the Clerk from District Councillors Mr S Ogden and Mrs S Tarry).

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

None received

6. Minutes of the Parish Council Meeting held on Monday 24th April 2017 to be approved as Minutes and signed.

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

Resolved – that the minutes be signed as a true record of the meeting

Vote results – 8 in favour, 1 abstention

Matters arising from Monday 24th April 2017 –

- i. The Clerk reported that a letter had been sent to Sills & Betteridge concerning the vacant property in Banks Lane. They had responded that measures were to be taken to further secure the property.

7. To approve the Standing Orders for Heckington Parish Council

Councillors had previously received a revised version by email to enable their consideration. It was suggested that Cllr Mrs Peto provide a computer dongle in order to receive this document for review. As there were various comments to be made, it was suggested by Cllr Mr A Garlick that the discussions be deferred until the end of the meeting as they do not affect the public.

Proposed by Cllr Mr A Garlick, seconded by Cllr R Woods

Vote results – 8 in favour, 1 abstention

Resolved – to defer discussions until the end of the meeting

8. To approve the Financial Regulations for Heckington Parish Council

Councillors had previously received the current version by email to enable their consideration. They were informed by the Clerk that there have been no known amendments required and as such are the same as the previous year.

Proposed by Cllr Mrs J Palmer, seconded by Cllr Mr A Garlick

Vote results – 8 in favour, 1 abstention

Resolved – to sign and approve the Financial Regulations for Heckington Parish Council with no amendments.

9. To propose and agree committee members. Current members as follows (2016/2017) –

1. Standing Subs Committees –

- I. Allotments Committee - Members: Chairman (ex officio), Vice-Chairman (ex officio) and Councillors Atkinson and West
- II. Cemetery Committee - Members: Chairman (ex officio), Vice-Chairman (ex officio) and Councillors Atkinson
- III. Footpaths & Village Green Committee - Members: Chairman (ex officio), Vice-Chairman (ex-officio) and Councillors Atkinson and Peto
- IV. Planning Committee - Members: Chairman (ex officio), Vice-Chairman (ex-officio), and Councillors Atkinson, Peto and West
- V. Finance Sub Committee - Members: Chairman (ex officio), Vice-Chairman (ex-officio), and Councillors Jones and Doughty
- VI. Sport & Youth Facilities Sub Committee - Members: Chairman (ex officio), Vice-Chairman (ex-officio) and Councillor Doughty
- VII. Health & Safety & Risk Assessment Sub Committee - Members: Chairman (ex officio), Vice-Chairman (ex-officio), and Councillors Garlick and West

2. Outside Bodies -

- I. Playing Field, Council representatives: Councillors Woods & Doughty
- II. Village Hall, Council representatives: Councillor Atkinson
- III. Heckington Village Trust: Councillor Doughty
- IV. Heckington Area Voluntary Car Service: Councillor Jones

The Chairman suggested that the representatives as listed remain the same, and invited any comments from fellow Councillors.

Proposed by Cllr Mr M Jones, seconded by Cllr Mr M West

Vote results – unanimous

Resolved – that the representatives and committee members as listed, remain the same for the ensuing year.

10. Financial Matters

- a. To approve payment of outstanding invoices

Date	Reference	Description	
18-May-17	SO	Salary and chairmans allowance	1645.30
18-May-17	SO	NEST Pension	46.69
22-May-17	4066	ESPO - Kimwipe Blue Roll 3 ply	28.32
22-May-17	4067	Donations - Girl Guiding	60.00
22-May-17	4068	Donations - LIVES	400.00
22-May-17	4069	Donations - HAVCS	750.00

22-May-17	4070 Donations - Blood Bikes	250.00
01-May-17	DCard Screwfix - White Marking Paint	19.98
21-May-17	DCard J Parker - plants for village green	23.98
23-May-17	DDebit Phone - BT	88.68
25-May-17	DDebit Phone - BT	147.84

Councillor Mr A Garlick queried why there are two BT invoices. The Chairman explained that there are two lines into the office to provide additional and separate access to the NKDC intranet and that this was required within the terms of the Local Access Point facilities.

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

Vote results – unanimous

Resolved – to approve payments as per list above.

b. To receive internal audit report from nominated Councillor, Mr R Woods.

Cllr Mr R Woods re-confirmed that as well as the monthly checks, he had also checked the final quarter's figures, including the actual expenditure against the budget, in preparation for the independent internal audit.

c. To approve the Annual Governance Statement – Audit 2016/2017

Councillors considered a copy of the Annual Governance Statement which confirms to the external auditor that procedures for handling Financial matters are in place and are adhered to.

d. To approve the Annual Accounting Statement – Audit 2016/2017

Councillors considered a copy of the Annual Accounting Statement which confirms to the external auditor the start and final balances in various categories.

The Chairman reminded Councillors of some one-off payments which had been incurred in the financial year 2016/2017 and had not originally been budgeted for. These were including circa £14,000 expenditure on the new Polaris vehicle, circa £620 on HM The Queen's birthday commemoration mugs, and £500 for the specialist report by Dr Yelland in respect of the ongoing objection to the wind farm.

No further queries or comments were raised by Councillors regarding the accounting period of 2016/2017.

Proposed by Cllr Mr R Woods, seconded by Cllr Mr A Garlick

Vote results – unanimous

Resolved – item c. The Annual Governance Statement – Audit 2016/2017 to be signed as approved

Resolved – item d. The Annual Accounting Statement – Audit 2016/2017 to be signed as approved

The Chairman explained that prior to sending the accounts to the nominated external auditors, (Grant Thornton), Mr A Jeffery had accepted the request to carry out the independent internal audit and that again this year, he offered his professional services on a voluntary basis. The Chairman

suggested the purchase of a bottle of wine as a thank you for Mr Jeffery and to show Heckington Parish Council's appreciation for the considerable time and expertise given by Mr Jeffery.

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

Vote results – unanimous

Resolved – the Chairman to purchase and present a bottle of wine to Mr A Jeffery to show appreciation and thanks for completing the financial audit.

11. Receive a report from the Police Representative

None present

12. Receive a report from the County and District Councillors

County Councillor Mr B Young reported the following –

LCC Highways have not prioritised highly the previously reported issues within Heckington Parish, namely Banks Lane, Boston Road, Hale Road, Houlden Way and the dyke by Millview Medical Centre. Cllr Mr Young is meeting with senior managers within the LCC Highways department in the coming week to receive explanations as to how road works are prioritised and to re-emphasise the perceived urgent need to action these reports. He stated that he had already stressed to Highways the importance of Boston Road being the main route to the village from the East, the fact that it is an emergency diversionary route and also that Heckington Show weekend will bring even greater traffic numbers.

The Chairman suggested again that the Banks Lane re-surfacing should come at no cost to tax payers, as the resurfacing was required due to the perceived low standard of the original works.

C/Cllr Mr B Young also reported that the Highways Department are currently reviewing the effectiveness of the Highways Fault reporting system and that issues with the gullies are still ongoing with Network Rail.

District Councillors were not present.

13. Receive a report from the Clerk

- i. The Clerk confirmed that the Declaration of Compliance to the Pensions Regulator had been sent and acknowledged as per the legal requirement.
- ii. Costings of additional refuse bins as per Cllr Mrs C Hewitt's suggestion will be forwarded to Councillors for their consideration at the next meeting as they vary greatly in price.
- iii. Adoption of internal policies will be an agenda item for next month.
- iv. A letter of thanks was received from Mrs S Scotney for the engraved vase presented to her on retirement from her position of Responsible Finance Officer for Heckington Parish Council.

14. Receive reports from Councillor's relating to their affiliation to local organisations

- i. Cllr Mr R Woods reported that the toilet blocks at the Windmill were now open. He stated that the Granary had been handed over, but that it would be a couple of months before it will be open to the public.
- ii. Cllr Mr M Jones reported that monthly figures for users of the Heckington Area Voluntary Car Service have dropped from over 150 per month to well under 100 per month. Some of these are attributable to cancelled appointments.

County Councillor Mr B Young left the meeting at 7.49pm

15. Planning Matters

(1) Applications to be ratified

- a. 17/0503/RESM – Reserved matters for application 16/0347/OUT – Outline planning for 2 dwellings – Land at 18 St Andrews Street, Heckington, NG34 9RE
- b. 17/0536/FUL – conversion of existing large garage into a residential dwelling – Elm Grange, Boston Road, East Heckington, Sleaford, Lincolnshire

(2) Applications approved

- a. 17/0165/FUL – Erection of one new grain store – Six Hundreds Farm Buildings, Six Hundreds Drove, East Heckington, Sleaford, Lincolnshire, PE20 3QA
- b. 17/0244/FUL – removal of existing window to accommodate a new door opening – 43-45 High Street, Heckington, Sleaford, Lincs
- c. 17/0356/FUL – Erection of awning to shop frontage – Shop, 53 High Street, Heckington, Sleaford NG34 9RA
- d. 17/0357/LBC – Erection of awning to shop frontage – Shop, 53 High Street, Heckington, Sleaford, NG34 9RA

(3) Applications refused

None received

16. Allotment Plots –

i. To discuss request from Allotment holder for combined shed and greenhouse structure

Councillors discussed the details contained within the letter of request together with the additional details provided during the Public Speaking Time at item 3. It was suggested that additional explanations were required to justify the oversizing prior to any consent being granted to this request.

Proposed by Cllr Mrs C Hewitt, seconded by Cllr Mr A Garlick

Vote results – unanimous

Resolved – to defer decision until size requested can be justified or reduced

ii. To discuss provision of raised beds for children's learning

The Clerk reported a phone call from the Heckington Pre-School during which it was asked if the Council may allow an allotment space for pre-school children. The Clerk also reported that the Allotment Association had expressed a wish to build 'community beds' to encourage more children of Heckington to learn about planting and caring for a garden area. Councillors expressed comments of agreement.

Proposed by Cllr Mrs E Peto, seconded by Cllr Mr M West

Vote results – unanimous

Resolved – to allow the Allotment Association to progress the project to provide community beds/raised beds

17. To discuss the Village Hall and the way forward

The Chairman reported to Council that the Village Hall had incurred costs of £6,719.52 inc VAT for works to the leaking roof and that although day to day running costs were self-funded, the Village Hall team had approached the Parish Council for financial assistance. If the volunteer committee folded, the

responsibility for the entire workings of the Village Hall would be passed to the Parish Council as custodial trustees.

Discussions ensued concerning contingency funding, fund raising and whether the Insurance would cover the works on this occasion, which was not known however will be enquired. The Chairman stated that the Council account had potentially sufficient funds to cover the cost. It was suggested that the Council should pay the invoice on this occasion.

Proposed by Cllr Mrs C Hewitt, seconded by Cllr Mrs E Peto

Vote results – unanimous

Resolved – Based on an insurance claim not being possible, Heckington Parish Council to pay the total invoice of £6,719.52 inc VAT

18. To receive general correspondence

- a. Letter to confirm that the Central Lincolnshire Local Plan has been adopted – Information only
- b. Email from NKDC re: changes to planning consultation process – Information only

19. To confirm the date of the next Full Council Meeting as Monday 26th June 2017.

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

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

Vote results – unanimous

Resolved - to go into closed session

Members of the public left at 8.10pm

i. To discuss condition/replacement of parish owned machinery

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

Vote results – unanimous

Resolved – to purchase the combined sweeper/mower machinery from Burdens at the quoted cost of £34,890.00. To independently sell the current sweeper machine and mower machine.

ii. To discuss the ongoing issue with the wasteland at the side of Millview Surgery

The Chairman reminded Councillors that the a section of the grassed area to the side of Millview Medical Centre still cannot be cut due to the poor state in which it was left by the building contractors, who are no longer trading.

Cllr Mr A Garlick proposed that Cllr Mrs J Palmer and Cllr Mr R Woods continue with the ongoing discussions to resolve the issue.

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

Vote results – 8 for, 1 abstention

Resolved – Cllr Mrs J Palmer and Cllr Mr R Woods to continue negotiations with Millview Medical Centre. To use Sills & Betteridge as our legal representatives if and when necessary.

Deferred item 7 – to approve the Standing Orders for Heckington Parish Council

Due to the continuing length of this meeting, Cllr Mr C Hewitt suggested that this item be discussed at a later date. It was confirmed and agreed that if this item is deferred, the existing Standing Orders would remain in place until such time as the revised version is adopted

Proposed by Cllr Mrs C Hewitt, seconded by Cllr Mr T Atkinson

Vote results – unanimous

Resolved – to defer revision of Standing Orders to a later date. Existing Standing Orders will remain active.

Meeting concluded at 8.40pm

Name _____

Signature _____

Date _____