

# HECKINGTON PARISH COUNCIL

**Minutes of the Precept Meeting of Heckington Parish Council held in Council Chambers, St Andrews Street, Heckington on Monday 22nd January 2024 commencing at 1900hrs**

Attendance:

Chairman - P/Cllr Mrs J Palmer

Parish Councillors – Mr T Atkinson, Mrs D Bell, Mr A Garlick, Mr R Higgs, Mr D Long,

Mrs T Manning, Ms J Peacock, Mr C Spencer, Mr N Stanley

County Councillor – None present

District Councillors – None present

Minute Taker – Clerk, Ms T Williams

Police Representative – None present

Press Representative – None present

Members of the Public – None present

Please also refer to Appendix A and B.

**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 The Chairman reported the sad news that Mr Ray Kemmett, had recently passed away. He served this Council for many years and I am sure those of us who worked with him, remember him with great respect.

**2. To receive apologies for absence**

2.1 Apologies were received on behalf of P/Cllr Mr K Thorpe

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

3.1 P/Cllr Mr R Higgs declared an interest in item 5.ii.d (treasurer for HAVCS)

**4. To consider any requests for dispensation received at or before the start of the meeting**

4.1 None received

**5. To consider financial matters – see Appendix A**

**i. To discuss and agree financial budget spending for 2024/2025 (except staff salaries which will be discussed in closed session)**

The proposed budget for 2024/2025 was discussed and agreed, based on current overspends and estimated future costs for each cost code. The proposal would mean a budget requirement of £114,745.00 and therefore a precept request requirement of £110,745.00, equating to an increase of 0.92%, or £0.79, on a Band D property. Proposed by Cllr MR D Long, seconded by Cllr MR R Higgs. **Vote results - unanimous. Resolved – to request a precept from NKDC of £110,745.00 to cover expected expenses by HPC for the financial year 2024/2025 – subject to staff salary discussions in closed session.**

Ringfenced reserves were discussed, and it was proposed to ringfence a further £53,000.00 bringing the total reserves to £131,935. Proposed by Cllr Mr C Spencer, seconded by Cllr D Long. **Vote results – unanimous.**

Cllr Mrs J Palmer sought agreement from Councillors to open a deposit account specifically for Ringfenced Reserves. Proposed by Cllr Mrs J Palmer, seconded by Cllr Mr C Spencer. **Vote results – unanimous. Resolved – to approve the opening of a deposit account for Ringfenced reserves.**

**ii. To discuss and agree any increases to the following:**

a. Allotment rents (including water)

Proposal - to increase allotment rents to £86 - full plot, £45 - half plot, £23 - quarter plot.

Proposed by Cllr Mr D Long, seconded by Cllr Mr N Stanley

**Vote result – nine for, one against. Motion duly carried.**

b. Cemetery charges – see Appendix B

Proposal - to increase cemetery charges as detailed in Appendix B. Charge for use of the Cemetery Chapel to remain the same - £50

Proposed to approve 'en bloc' by Cllr Mr R Higgs, seconded by Cllr Mr D Long

**Vote result – Unanimous.**

c. Rental charge for use of Village Green for annual fun fair and other users (eg charity events)

Proposal - to remain the same £205. To make no charge for local, low key, registered charity events so long as relevant insurances are in place.

Proposed by Cllr Mr R Higgs, seconded by Cllr Mr C Spencer

**Vote result – Unanimous.**

d. Donations made under Section 137, LGA 1972 (which states '*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.*')

Proposal to donate £1,000 to Heckington Area Voluntary Car Service, £800.00 to LIVES, £300.00 to Lincolnshire Blood Bikes and up to £200 to Royal British Legion for purchase of wreaths and poppies for annual Service of Remembrance.

Proposed by Cllr Mr A Garlick, seconded by Cllr Mr C Spencer

**Vote result – 9 for, Cllr Mr R Higgs, (as Treasurer for HAVCS), abstained from the vote of item 5.ii.d**

**Resolved – to approve 5.ii.a-d increases as detailed.**

**iii. To review and approve Asset Register**

It was noted that the assets listed for the Swimming Pool required updating. It was proposed to accept the Asset Register with amendments.

Proposed by Cllr Mr R Higgs, seconded by Cllr Mr N Stanley.

**Vote results – unanimous**

**Resolved – to approve and accept asset register with amendments.**

**iv. To approve payment methods as follows** – Standing Orders for HMRC (variable NIC payments), Salaries (variable monthly/weekly payments as calculated by the HMRC PAYE Tools), NEST Pensions (monthly payment). Direct Debits for 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 payments based on agreed schedule), EDF (variable for cemetery and Chambers), WCF chandlers (purchase of fuel as required).

BACS payments for all other invoices where possible, subject to Financial Regulations.

Proposed by Cllr Mr R Higgs, seconded by Cllr Mr D Long.

**Vote results – unanimous**

**Resolved – to approve payment methods as detailed.**

**6. To confirm the next full Parish Council monthly meeting as Monday 29<sup>th</sup> January 2024**

6.1 The next meeting date was confirmed as above.

Cllr Mr R Higgs requested it be recorded in the minutes that the Clerk/RFO had worked extremely hard on the budget and had done an excellent job.

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

**i. Staff Salaries/bonus payments/overtime occasions**

7.1 Proposed by Cllr Mr A Garlick, seconded by Cllr Mr D Long

7.2 **Vote results – Unanimous**

7.3 **Resolved – to go into closed session for the purposes of discussing Staff Salaries/bonus payments/overtime occasions.**

The Clerk left the meeting at 2018hrs, the Chairman P/Cllr Mrs Palmer took minutes in the Clerk's absence.

*Proposal to re-open the meeting, proposed by Cllr Mr A Garlick, seconded by Cllr Mr C Spencer, **unanimously agreed**. Clerk re- entered the meeting 2024hrs.*

**8. To give final approval to the agreed Precept requirement for 2024/2025**

8.1 Proposed by Cllr Mr A Garlick, seconded by Cllr Mr C Spencer

8.2 **Vote results – unanimous**

- 8.3 **Resolved – that the Budget requirement for 2024/202 will be £114,745.00 (using the NKDC Precept calculator, this equates to a Precept requirement of £110,745.00).**
- 8.4 Additional information – equates to a £0.79 increase, year on year, for a Band D property (↑0.92%).

The Chairman thanked everyone for attending and closed the meeting at 2026hrs

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

## **Appendix A**

### **Precept Budget 2024 - 2025**

#### **Administration**

#### **2024-25**

1 Salaries	44000.00
2 Pensions	4500.00
3 NIC/PAYE	8000.00
4 Office Supplies	790.00
5 Audit	1100.00
6 Bank Charges	200.00
8 Legal Fees	RF
9 Room Hire	200.00
10 Hospitality	350.00
11 Training	800.00
12 Subscriptions	400.00
13 Travel Expenses	125.00
30 Donations	2300.00
31 Election Expenses	RF
34 Fire Inspections	500.00
36 Play Area Inspections	400.00
50 PWLB	3900.00
51 Clothing	630.00
74 Accountancy	1200.00
75 Office Admin	200.00

#### **Council Expenses**

7 Chairmans Allowance	780.00
25 Christmas Decs	500.00
26 Memorials	1000.00
27 Councillor Expenses	150.00
37 Speed Awareness	500.00
47 Misc	250.00
64 Capital Equipment	5000.00
70 Coronation Expenses	Delete Code

#### **Insurance**

38 PL & Buildings	5600.00
39 Vehicle (both)	700.00

#### **Maintenance**

28 Defib	600.00
29 D.DIY	1000.00
32 Fuel	1500.00
33 Verge Maintenance	RF
35 Mobility Lift	RF
40 Allotment Maintenance	1300.00

42 Cemetery Maintenance	RF
43 Chambers Maintenance	RF
44 Pavilion & Playing Fields M	1000.00
45 General Supplies	500.00
46 Village Maintenance	1500.00
48 Pest & Weed Control	1200.00
52 Tree Maintenance	4000.00
72 Digital Maintenance	1000.00

### **Rates**

16 Cemetery Rates	610.00
17 Village Green Rates	610.00
18 Chambers Rates	RF

### **Utilities**

19 Electricity Chambers	9000.00
20 Electricity Cemetery	3000.00
21 Water Chamber	400.00
22 water Cemetery	200.00
23 Water Allotments	750.00
49 Telephone	1500.00

### **Vehicle Maintenance**

14 Maintenance/supplies NILF	500.00
15 Maintenance/supplies POL	500.00

<b>114745.00</b>
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The Budget requirement for 2024-2025 will be £114,745.00

Using the NKDC calculator this equates to a Precept requirement of £110,745.00

£0.79 increase, year on year, for a Band D property, (↑0.92%) £85.62 to

£86.41 Approved Monday 22nd January 2024

## **Appendix B**

### **5.b**

#### **Cemetery Fees (all fees are doubled for non-residents)**

##### **1. INTERMENTS (excluding digging of grave):**

2023/24   2024/2025

(i) A still-born child, or a person whose age at the time of death did

not exceed one month -

no charge   no charge

(ii) A person whose age at the time of

death exceeded one month but did not

exceed 12 years -

57.00

58.00

(iii) A person whose age at the time of

death exceed 12 years –

Interment of body

128.00

130.00

Interment of cremated remains

94.00

96.00

##### **2. EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES**

For the exclusive right of burial for a period of 99 years –

(a) In an earthen grave 6 feet by 3 feet -

150.00

153.00

(b) In a cremated remains plot 3 feet by

2 feet -

129.00

132.00

##### **3. MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS**

For the right to erect

(a) A flat stone occupying a 2 ft wide x 3 ft maximum

on an ordinary grave

Or 14" x 14" in the cremated remains section

Or a Headstone 2 feet 3 inches in height Total of 2 feet 6 inches from ground level to top of memorial.

Or a Headstone in the cremated remains section : single headstone 18 " x 18" or Double Headstone 2 ft x 18" high.

Or Footstone

Or Tablet

Or additional inscription	75.00	80.00
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(b) A Vase

(i) Not exceeding 12 inches in height	60.00	65.00
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#### 4. CREMATED REMAINS

To spread Cremated Remains on the surface

of a grave or designated area	60.00	65.00
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5. USE OF CEMETERY CHAPEL	50.00	No increase
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Fee is the same for residents and non-residents