



**HECKINGTON
PARISH COUNCIL**

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Council Chambers

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Office opening hours.

Monday to Friday 0900-1200

DRAFT Minutes of Heckington Parish Council Meeting on Monday 30 September 2024 at 8pm in the Village Hall, High Street, Heckington

1. Election of Acting Chair

Councillor Garlick proposed that Councillor Wright stand as acting chair. The proposal was seconded by Councillor Stanley. Councillor Bell proposed that Councillor Garlick stand as acting chair. The proposal was seconded by Councillor Thorpe. It was resolved that Councillor Wright would stand as acting chair for the purposes of agenda item 2. by a majority of those present and voting.

2. Election of Chair

Councillor Wright in her role as acting chair asked for nominations for the role of chair. Councillor Garlick proposed Councillor Bell as chair, the proposal was seconded by Councillor Stanley. Councillor Atkinson proposed Councillor Spencer as chair, the proposal was seconded by Councillor Peacock. The vote was tied and in her role as acting chair with the casting vote, Councillor Wright voted in favour of Councillor Spencer. The motion was passed by resolution of the council. The Chair, Councillor Spencer (hereafter referred to as the Chair) duly signed and dated his Declaration of Acceptance of Office and Disclosable Pecuniary Interests form.

3. Election of Vice-Chair

The Chair asked for nominations for the role of vice-chair. Councillor Bell proposed that Councillor Garlick stand as vice-chair. The proposal was seconded by Councillor Stanley and passed by resolution of the council. Councillor Garlick duly signed and dated his Declaration of Acceptance of Office and Disclosable Pecuniary Interest form.

Action: Declaration of Acceptance of Office and DPI forms to be submitted to North Kesteven District Council.

4. Public Forum: The Chair opened the public forum with health and safety announcements. He asked members of public to state their name ahead of comment, if they would like it to be recorded in the minutes.

There were 28 members of the public present.

Mrs Tucker asked why the parish council are looking to purchase a hearing loop for the village hall and queried whether the parish council are paying for electricity supply at the village hall.

The Chair explained that he had been tasked by the former Chair to obtain quotes for the village hall and the parish council chambers; Councillor Bell added that she had found a grant that would cover the cost of the equipment for the village hall. Councillor Tucker asked whether any charges would be passed on to the village hall and whether this had been passed by resolution; it was confirmed that this item is on the agenda for the meeting.

In response to the comments about electricity and the village hall, Councillor Garlick explained that this was a misunderstanding; members were concerned about the cost of the electricity bills for the chambers and the cemetery and there had been discussion about having both venues checked by an electrician. The village hall was used as a comparison as there had been a similar concern there previously. Councillor Garlick said that he was going to investigate the billing issues.

John Waine said that only 15% of the electorate voted at the parish poll and he asked if the parish council has any plans to reach out to this section of the community. Councillor Bell said that there is an agenda item to start to address future communications. There was general discussion about the size of the parish in terms of the electorate and population.

Christina Davison said that the former chair had received an allowance of £65.00 every month to meet expenses although other expenses were also claimed. The Chair stated that he will not be claiming the allowance, only expenses incurred in the duty of his role as necessary. All expenses will be justified.

Paul Reid wanted to seek assurance that the parish council is going to be open and transparent in the future about Star Fen in relation to any maintenance costs, any potential income or loss from the sale and that all information will be made public. The Chair said that Star Fen is on the agenda for discussion; he is going to propose that the item is moved to the October meeting to be discussed after the by-election by the parish council with a compliment of eleven councillors. Mr Reid said his question relates to transparency; Councillor Bell said that the parish council is already being open and transparent and some recent expenditure arising from Star Fen can be seen.

Valerie Young asked about the initial valuation for Star Fen. The Chair explained that the valuation is to remain private and confidential. She asked if the parish council could ask for permission for the valuation to be made public. The acting clerk confirmed that she had spoken to Will Barker and asked if a redacted version of the valuation could be made public and he refused based on the commercially sensitive information within the document. She said that this is ridiculous and smacks of something 'dodgy'.

Paul Reid asked whether any future valuations would be made public. The Chair said that if there are any future valuations, the parish council will ensure that they can be made available to the public.

Christina Davison asked the parish council to ensure that members of the public have access to any future reports, and they are not kept private and confidential; she said that this is outrageous.

Bill Martindale said that his understanding is that the land was valued at a higher rate as amenity land rather than agricultural land. He said that farmers in the area have confirmed that prime agricultural land can fetch around £12,000 and he said that Star Fen is not in this category. Christina Davison added that the land was not sold with planning permission nor had the parish council applied for change of use, to the best of her knowledge, so how on earth could it have been valued as amenity land.

Valerie Young asked whether minutes of discussions between council members would be made public.

A parishioner added that there should be an enquiry into how the former chair went about the purchase. Christina Davison stated that it was agreed in secret and no minutes were produced of those closed sessions. She lodged a complaint with the parish council; the agenda should state the nature of the business to be transacted per legislation. She expressed her thanks to the parish council as the agenda now reflects this.

A parishioner wanted to address the low turnout at the parish poll. He talked about ill will within the parish and gave an example of behaviour towards him; he said that he had been vilified as he was in favour of the purchase of the land for environmental reasons. He said that people did not want to be involved. The Chair said that moving forward he hopes that the parish council and the village can work together for the good of the community.

A parishioner again added that she would like to see an investigation into the purchase of the land at Star Fen. She said it took councillors too long to start raising questions about the land and wants to ensure that this will never happen again. The Chair confirmed that during his term in office, it will not.

5. Councillor Present

Councillor Spencer, Chair
Councillor Garlick, Vice Chair
Councillor Atkinson
Councillor Bell
Councillor Peacock
Councillor Stanley
Councillor Thorpe
Councillor Wright

6. Apologies

None.

7. To receive any reports of member's interest, pecuniary or otherwise in relation to the agenda and any dispensations in accordance with the Localism Act 2011

Councillor Bell declared her interests in relation to agenda item 15. a) 24/0938/HOUS, demolish business use building and replacing single storey extension with two storey rear extension to main dwelling house at 75 High Street, Heckington.

8. Minutes

a) Approval of Minutes

- i) Councillor Garlick proposed that the minutes of the parish council Meeting held Monday 24th June 2024 be accepted as a true and accurate record of that meeting. The proposal was seconded by Councillor Bell and passed by resolution of the council. The Chair, Councillor Spencer abstained from the vote as he was not present at the meeting.
- ii) Councillor Garlick proposed that the minutes of the parish council meeting held on Monday 29 July 2024 be accepted as a true and accurate record of that meeting. The proposal was seconded by the Chair and passed by resolution. Councillor Bell abstained from the vote as she was not present at that meeting.
- iii) Councillor Bell proposed that the minutes of the extraordinary meeting held on Monday 2 September 2024 be accepted as a true and accurate record of that meeting. The proposal was seconded by Councillor Garlick and passed by resolution of the council.

- b) Councillor Garlick proposed that the signing of the minutes from the meeting dated 17 July 2024 which were approved at the parish council Meeting on Monday 29 July 2024 be deferred to check that the date of this meeting has been recorded accurately on the agenda, further, to input from a member of the public. The proposal was seconded by Councillor Wright and passed by resolution of the council.

The parishioner asked whether the parish council were going to approve minutes that have already been approved. The acting clerk confirmed that the minutes from the extraordinary meeting held on 17 July 2024 were approved at the July meeting of the parish council, but the minutes had not been officially signed as a printed copy was not available.

c) Parish Council Communication

The Chair said that the parish council are considering sending out parish council documents via email to members of the public. Councillor Bell added her agreement, communications need to be improved. Members of the public, by show of hands, indicated favour for receiving minutes by email. It was agreed that version references would be added to the agenda and minutes.

Action: Acting clerk to look at uploading PDF version of the agenda and minutes to the website. Item to be added to the October agenda.

9. Receive a report from the County and District Councillors

Councillor Tarry informed the meeting that there will be a scam awareness session at Osbournby Digital Hub at 1pm on Tuesday 1 October 2024. Other sessions will be posted to Facebook by the acting clerk.

Councillor Collard informed the meeting that Pension Credit is one of the most underclaimed benefits in Lincolnshire. Successful applicants may also be eligible to apply for other benefits including winter fuel payments, housing benefits, cost of living payments, support for mortgage interest, council tax discount, and more. The helpline number for anyone struggling to claim is 0800 991234. The helpline number for anyone struggling with bills and debt is 01522 873382.

County Councillor Key, in his role as the chair of the Public Protection and Scrutiny Panel said that he had attended a knife crime initiative targeting children of school age at 'The Happening' in Sleaford. He spoke about the devolution deal which had been put on hold due to the general election. He confirmed that the new government are going to proceed with the deal and there will be a mayoral election in May 2025. The North Hykeham relief road is still on hold. Finally, there is an opportunity for people to get involved in shaping policy at the council by joining the County Views Residents Panel, information can be found on the Lincolnshire County Council website. He also announced that the first two music acts scheduled to perform at the Castle in 2025 are Texas and Simple Minds.

10. Receive a report from the Police (if present)

None.

11. General Matters

a) Civility & Respect Pledge

The acting clerk informed members that information about the Pledge had been circulated in July 2024.

'By signing the Pledge, the council is agreeing that the council will treat councillors, clerks, employees and members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and in doing so the parish council has committed to put in place a training programme for all councillor and staff, has signed up to a Code of Conduct for councillors, has good governance arrangements in place including staff contracts and a dignity at work policy, will seek professional help at the early stages should civility and respect issues arise, will commit to calling out bullying and harassment if and when it happens, will continue to learn from best practices in the sector and will support the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.'

The Chair proposed that the parish council adopt the Pledge. The proposal was seconded by Councillor Wright and passed by resolution of the council.

Action: Acting clerk to print of the Pledge for signature.

- i) Members noted the date of the Councillors Training Session, 10 October 2024 (6-9pm) to take place in the Heckington Parish Council Chambers.

b) Parish Poll, 19 September 2024, Star Fen

The Chair proposed that discussion be moved to the October meeting of the parish council. Members commented that they were disappointed that a higher percentage of the electorate did not vote.

c) Keyholders

The Chair proposed that Councillor Thorpe act as a keyholder for the parish council chambers. The proposal was seconded by Councillor Garlick and passed by resolution of the council. Councillor Peacock proposed Councillor Bell as a second keyholder. The proposal was seconded by Councillor Peacock and passed by resolution of the council.

Action: Acting clerk to ensure to distribute the keys to Councillors Bell and Thorpe.

d) Passwords

The acting clerk confirmed that passwords to all parish council accounts will be kept in a signed and sealed envelope in the filing cabinet in the parish council office to ensure the smooth running of the parish council in the event of the absence or incapacity of the clerk.

- e) To resolve to approve expenditure for a Christmas tree and decorations

The acting clerk confirmed that there is a budget of £500 for this purpose. Councillor Bell stated that this is a perfect opportunity for the community to come together and she and Councillor Peacock recommended an events committee. Councillor Bell said that the budget may need to be increased as the parish council will need to purchase a stand for the Christmas Tree. Councillor Thorpe said he could liaise with the Blacksmith to find out how the cost of the stand.

Action: Acting clerk to add this item to the next agenda.

f) Policies

i) Councillor Bell proposed that the parish council adopt new financial regulations. The proposal was seconded by Councillor Wright and passed by resolution of the council.

ii) Councillor Garlick proposed that the parish council accept the new allotment contract. The proposal was seconded by Councillor Stanley and passed by resolution of the council.

g) Pavilion request for a firework launch

Councillor Wright proposed that the parish council approve the request from John Warrilow (email dated 19 September 2024), for the launch of a firework containing ashes on 28 November 2024 from the playing field in memory of Jamie Elsom. The proposal was seconded by the Chair and passed by resolution of the council. The acting clerk confirmed that all necessary documentation had been received from the event organiser as required by the parish council Insurance provider.

Action: Acting clerk to communicate the decision to Mr Warrilow and to ask for confirmation that neighbouring properties are given advance notice of the launch.

h) History group

Members noted the email from Mr Key dated 14 August 2024 in relation to the history group. He had previously offered to Chair the group but will no longer be available to take part in the initiative. The Chair invited a new volunteer to step forward.

i) Annual contract with Eclipse PC Repair

i) Members noted the email from Steve Parry, Eclipse PC Repair dated 29 August 2024 detailing his services and informing of an increase in pricing/annual plan (monthly fee to increase from £30.00 to £45.00).

ii) Councillor Garlick proposed the purchase of a new desktop computer, two monitors and associated equipment from Eclipse PC Repair including set up at a cost of £1042.00. The proposal was seconded by Councillor Stanley and passed by resolution of the council. The acting clerk confirmed that she had checked the prices, and these were comparable to prices offered directly by Dell.

Action: Acting clerk to place the order with Eclipse PC Repair.

j) Gov.uk Email Addresses

The Chair said that two quotes had been received for the provision of gov.uk email address and ranged in price from £300-1200. He said that an alternative cost-effective option would be to have heckingtonpc.co.uk or heckingtonpc.org as a domain name which would cost about £6-10 per year with minimal hosting charges. He explained that the parish council had resolved to proceed with the gov.uk domain name in July 2024 but at the time of passing the resolution, members did not know the costs involved. To alter a resolution, written notice must be served seven clear days ahead of the meeting and these criteria have not been met and with that in mind, The Chair asked that this agenda item be deferred to the October meeting of the parish council. Councillor Bell stated that there is a grant available for gov.uk email addresses during the first year. She stated that she would prefer a gov.uk domain name due to security; The Chair added that this domain name is no more secure than another.

Action: Item to be added to the October agenda for resolution.

k) Hearing loop (parish council chambers and the village hall)

The Chair stated that three quotes have been received for the provision of a hearing loop for the parish council chambers and the village hall. He added that a grant application has been submitted for funding to assist with the purchase, there is no news yet as to whether this bid has been successful. The chair suggested Keystones Sound Systems as the preferred supplier at a cost of £1300.30 for the chambers and £1274.00 for the Village Hall.

Action: Item to be added to the October agenda for resolution.

l) Health & Safety Training

The Chair proposed that the clerk and caretaker attend health & safety training delivered by Worknest at a cost of £72.50 per person on 29 October 2024. The proposal was seconded Councillor Garlick and passed by resolution of the council.

m) Allotments

i) Hire of an 8-yard skip to facilitate clearance of vacant allotment plots

Councillor Bell had obtained three quotes for a skip as follows: Mountains, £260 plus VAT, Mick George £360.01 inc VAT, Force Skips 290.00 plus VAT. She said that considering the amount of waste at the allotments she would like to propose an amendment; approval of expenditure up to £600.00 for a 20-yard skip. The proposal was seconded by Councillor Stanley and passed by resolution of the council. It is agreed that in future, tenants vacating their plots leaving behind their waste, will be fined.

Action: Acting clerk to liaise with Councillor Bell and the Allotment Association Chair.

ii) Purchase of wire, posts and gates to create quarter plots at the allotments

Councillor Bell had obtained three quotes for each item of expenditure as detailed below. She proposed the purchase of 40m of wire from Toolstation at a cost of £65.92, timber posts from B&Q at £65.98 and four gates from Greenbarn Timbers at a cost of £83.80. The proposal was seconded by Councillor Wright and passed by resolution of the council.

Wire 40m	Amazon £89.97	Toolstation £65.92	Ebay £79.99
Posts x10	Amazon £116.00	B&Q £65.98	Withan Timber £138.00
Gates x4	Greenbarn Timbers £83.80	B&Q £147.96	AVS Fencing £115.96

Action: Acting clerk to liaise with Councillor Bell and the Allotment Association.

iii) Allotment Association Funds (£114.00)

The Chair stated that the Allotment Association funds had previously been absorbed by the parish council and ring-fenced due to the age of the then chair. Councillor Bell added that the former Allotment Association chair was told that he had to relinquish their funds to the parish council. Members noted that these funds would now be returned to the Allotment Association.

Action: Acting clerk to transfer the funds to the Allotment Association.

iv) S137 Grant Application of £150.00 towards the cost of public liability insurance

Councillor Bell proposed a grant of S137 towards the cost of public liability insurance; the parish council's public liability insurance does not cover the plots. The Chair asked the acting clerk whether this is an appropriate use of Section 137. The acting clerk confirmed that Section 137 is there to serve community groups and organisations adding that the benefit is commensurate with the expenditure. The proposal was seconded by Councillor Garlick and passed by resolution of the council. Councillor Bell stated that that the Allotment Association are going to fundraise and apply for grants moving forward.

Action: Acting clerk to transfer £150.00 to the Allotment Association.

v) 5mph Signs

The Chair proposed the purchase of three 5mph signs. The proposal was seconded by Councillor Garlick and passed by resolution of the council. Councillor Bell indicated where the signs would be placed.

Action: Acting clerk to order the signs.

n) Trees & Hedges

i) Councillor Garlick proposed expenditure of £395.00 for the removal of the vegetation including a walnut tree on Laxton Close by TerraFirma & Beyond (preferred supplier). The proposal was seconded by Councillor Stanley and passed by resolution of the council. Councillor Peacock had asked why three quotes had not been provided. The Acting Clerk indicated that per the new Financial Regulations, it is best practice to get three quotes but below a certain level of expenditure,

three quotes are not required. (5.1.0 Procurement, Financial Regulations 2024) Councillor Garlick added that the Walnut Tree will be relocated.

- ii) The acting clerk informed members that two quotes had been received for the pollarding and reduction of trees on the western perimeter of the cemetery (sought further to complaints from neighbouring properties).
- Simpson Arboriculture £1,050 exc VAT
 - Terra Firma & Beyond £775.00 inc VAT

Councillor Garlick proposed expenditure of £775.00 with Terra Firma & Beyond. The proposal was seconded by the Chair and passed by resolution of the council.

Action: Councillor Bell will liaise with the supplier to find out whether the Spruce Tree can be preserved.

- iii) Councillor Garlick proposed a survey of parish council trees at a cost of £225 with a view to establishing a maintenance schedule. The proposal was seconded by Councillor Stanley and passed by resolution of the council. Councillor Bell asked for the trees at the front perimeter of the allotments to be included in the survey.

Action: Acting Clerk to instruct the supplier in relation to agenda items i) through iii).

- o) The Chair proposed membership with the Institute of Cemetery and Crematorium Management at a cost of £100.00 per annum. The proposal was seconded by Councillor Peacock and passed by resolution of the council.

Action: Clerk to apply for membership and obtain a list of training courses.

12. Committees

- a) Pavilion Committee
Councillor Garlick proposed Councillors Wright, Atkinson and Stanley for membership to the pavilion committee. The proposal was seconded by the Chair and passed by resolution of the Council. Members of the public will be welcome to join the committee and Mr Warrilow, the tenant at the Pavilion, Mr Carrington from the Football Club and Mr Wells from the Cricket Club have expressed an interest in membership.
- b) Cemetery Committee
The Chair proposed Councillor Atkinson, Bell and Peacock for membership to the cemetery committee. The proposal was seconded by Councillor Wright and passed by resolution of the council.
- c) Allotment Committee
The Chair proposed that this item is deferred to the October meeting of the parish council as there is insufficient interest to form a committee. The proposal was seconded by Councillor Garlick and passed by resolution of the council.
- d) Finance Committee
The Chair proposed Councillors Garlick, Wright and himself to finance committee. The proposal was seconded by Councillor Garlick and passed by resolution of the council.

It is noted that terms of reference for each committee are to be agreed by the parish council and membership to each committee remains open to new members of the parish council.

Action: Item to be added to the agenda for the October meeting of the parish council.

13. Cemetery

Members noted this item, burials & memorials to be deferred to the cemetery committee.

14. Highways

- a) Members of the public are encouraged to report any new faults or existing defects at www.lincolnshire.gov.uk/faultreporting or email, cschighways@lincolnshire.gov.uk or via FixMyStreet. Councillor Bell reported that Burton Road is being excavated for the fourth time and commented on the state of the pavement.

The acting clerk informed the meeting that she had met with Rowan Smith, the Local Highways Manager (West) for Lincolnshire County Council and he had offered to conduct a village walkabout to look at any highways issues.

Action: Acting clerk to book an appointment with Rowan Smith.

A parishioner commented on the state of the footpath in churchyard.

- b) Weight limit request for Kyme Road and Littleworth Drove
Councillors discussed the content of correspondence received from Rowan Smith, Local Highways Manager (West)
- Traffic policies are currently being reviewed and no new requests are being processed.
 - Given the current circumstances around the usage of the road and the parish council’s comments relating to a weight limit, it is unlikely that this would be implemented. If the parish council were to support this, it may be considered. *The parish council did not fully support a weight limit restriction (July meeting of the Parish Council) due to the nature of the usage of the road.*
 - Enforcement is always a necessity and neither the police nor the county council have the resources to do this.
 - The speed limit of 30mph cannot be reduced further under the current policy.
 - They would not consider the use of speed bumps or physical narrowing of the road.
 - Additional road markings may be considered.

There was further general discussion about the dangers this road presents. Councillor Peacock said that she would like to see the speed limit reduced to 40mph. Members of the public commented. The acting clerk suggested that the Parish council request an Archer Survey which provided data about speed and usage. The SID cannot be moved to Kyme Road without permission from the Highways Department.

Action: Acting clerk to request an Archer survey.

- c) Members noted the temporary traffic restriction TTR008672 for the High Street (between Shrubwood Close and Banks Lane) on 13 October 2024 (new water connection).
- d) Members noted the email from LCC Highways Department for the Remembrance Parade on 10 November 2024. The Chair asked for volunteers to help with the road closures. There was general discussion about the event; speakers and tannoy systems.

15. Planning Matters

The parish council does not have the power to approve nor reject applications – it is merely a consultee and can submit comments. Members of the public are encouraged to submit comments via the North Kesteven District Council website.

- a) Members noted the new planning matters:

Application:	24/0855/LDEXI
Proposal:	Application for a lawful development certificate for existing use – Use of annexe as a separate dwelling
Location:	The Granary Whitehouse Farm, Kyme Road, Heckington
Application:	24/0897/FUL
Proposal:	Application for the installation of 3.no external metal containers
Location:	Elm Grange School, Boston Road, East Heckington
Application:	24/0986/TCA
Proposal:	Notification of intended works to trees in a Conservation Area. T1 – Fir – Fell and remove as dying and in poor condition.
Location:	2/4 Church Street, Heckington
Application:	24/0938/HOUS
Proposal:	Demolish business use building and replacing single storey extension with two storey rear extension to main dwelling house
Location:	75 High Street, Heckington
Application:	24/0769/FUL

Proposal:	Proposed erection of a 19m chimney
Location:	The Roasting Company, Station Road, Heckington
Application:	24/0812/HOUS
Proposal:	Erection of detached garage, front porch extension and addition of rooflight to kitchen, replacement windows & doors, erection of 1.8m high timber fencing to rear and render colour change to property.
Comments:	Councillor Bell wanted to highlight this planning application as the Roasting Company have applied to install a 19m high chimney; a member of the public asked whether this will reduce the smell in the village.
Location:	Chota Ghar, 39 Eastgate, Heckington
Application:	24/0850/TCA
Proposal:	T1 Silver Birch – Reduce the crown by 2m. Shape and lift canopy to 10ft above ground level. T2 Ailanthus – Fell and remove, leave the stump as low as possible. T3 Holly (left hand) – Reduce to 10ft above the ground.
Location:	13 Church Street, Heckington
Application:	24/1008/PNTEL
Proposal:	Application for prior notification of proposed development by telecommunications code systems operators. Proposal: 25m High Valmont climbable Monopole on 5.8 x 5.8 x 1.4, deep concrete base with Config 1 circular Headframe for 6No. Antenna Apertures at 60/180/300 degrees and 4No. 600 Dishes. RRUs, BOBs and active routers to be fixed to the Headframe below Antennas and associated ancillary works.
Location:	Small Business Park, Station Road, Heckington
Application:	24/0815
Proposal:	T1 – Plum – Reduce to previous reduction points. T2 – Leylandii, fell and remove due to Highways request. T3 – Acer – Crown lift to 6.5m.
Location:	99 High Street, Heckington
Comments:	Councillor Bell wanted to highlight this planning application as the applicant intends to install two telecommunications towers (one higher than the windmill) and will be observed from all viewpoints.

b) Members noted the decisions received or pending

Application:	24//0714/VARCON
Proposal:	Application to vary condition 4 (working hours) of planning permission 23/0027/FUL – Retrospective application for the retention of existing garage to form beauty salon and construction of additional parking area to front of dwelling for use in association with the beauty salon/business use.
Location:	Talons Beauty, 7 Churchview Close, Heckington
Decision:	Approved 2 August 2024
Application:	24/0526/HOUS
Proposal:	Erection of 2 storey side/rear extension
Location:	28 Foster Street, Heckington
Decision:	Approved 1 August 2024

16. Finance

a) Members noted the opening balances on 1 April 2024

Current Account	6129.51
Bank Account Deposit	145,849.64
Bank Account S106	37,073.36
Petty Cash	97.12
TOTAL	189,149.63

b) Members noted the bank balances as of 24 September 2024

Current Account	7,115.38
Bank Account S106	30,943.72

Bank Account Deposit	88,274.80
Petty Cash	0.00
TOTAL	126,333.90

c) Members noted the income received between 1 April 2024 and 19 September 2024

Income to 19 September 2024	Amount
Precept	55,372.50
Interest (S106)	38.29
Interest (deposit account)	157.42
Cemetery Income, Memorial DF 18	75.00
Loan Interest from Village Hall, ref 500377	34.21
VAT Return	4830.14
Cemetery Income ref, 001/04/24	345.00
Funding for Hub, Lincs CC	5167.00
National Grid (Wayleave), ref 500378	170.00
Cemetery Income, Receipt 403	153.00
Bank Interest (deposit account)	135.89
Bank Interest (S106)	39.65
Cemetery Income 001/05/24	96.00
Cemetery Income. Ref EB41	153.00
Cemetery Income, WMx2	306.00
Cemetery Income, 002/05/24	566.00
Bank Interest (S106)	42.34
Bank Interest (deposit account)	134.31
Bank Interest (S106)	38.42
Bank Interest (deposit account)	118.11
Cemetery Income (003/08/24)	75.00
Bank Interest (S106)	31.00
Bank Interest (deposit account)	100.87
Cemetery Income	94.00
Refund from NEST (pension)	33.48
Bank Interest (S106)	26.26
Bank Interest (deposit account)	80.66
NEST Refund (pension)	64.44
TOTAL	68,477.89

d) Members noted the petty cash entries. Members noted that petty cash has been banked.

Item	Description	Receipts	Payments
Allotment Plot Deposit	Plot A12, receipt 93	50.00	
Key Deposit	Plot A13, receipt 93	15.00	
Staff Travel	Mileage		17.10
RBL	D-Day Wreaths		82.50
Staff Travel	Mileage		8.00
Allotment Association	Bank Account Funds, Receipt 94	12.00	
Window Cleaning	JJ Contracts		23.00
Village Green Rent for Fair	Taylor Amusements	205.00	
Misc Petty Cash	Misc	4.28	
TOTALS		286.28	130.60
Opening Balance (1 April 2024)			97.12
BANKED			252.80

- e) Members note the detailed list of expenditure between 1 April 2024 and 24 September 2024 (*expenditure in italics is to be ratified at the meeting as this expenditure was agreed by a majority of members in between meetings to ensure the continued running of Parish council operations*). Councillor Wright proposed the list of payments be accepted, the proposal was seconded by Councillor Peacock and passed by resolution of the council.

EXPENDITURE	DETAIL	NET	VAT	GROSS
Pension Contribution	Caretaker			
NK Non-Domestic Rates	Village Green, ref 10000003920	536.43	0.00	536.43
NK Non-Domestic Rates	Cemetery, ref 1000660263	576.35	0.00	576.35
Sills & Betteridge	Star Fen (1/2) Copy of invoice with payment 2 of 2, ref RKB/CLL/104319/0009	50,000.00	0.00	50,000.00
MKM Building Supplies, 0116/30025538	Door Lock/Handle – Pavilion	35.40	7.08	42.48
The Lock Whisperer 2925	Fire exit door latch/lock – Pavilion ref 2925	290.00	58.00	348.00
AJGIB Gallagher	Fleet Insurance (Polaris/Park Ranger), ref 532140555	402.76	0.00	402.76
Salary	Caretaker (week 53)			
Public Works Loan Board	Loan Repayment (village hall works – final instalment), PW508766	3835.65	0.00	3835.65
Pension Contribution	Caretaker			
Tesco Stores	Stationery (folders & paper)	29.00	0.00	29.00
Pension Contribution	Clerk			
Salary	Caretaker (week 1)			
Black Sluice Internal Drainage Board	Allotments	102.68	0.00	102.68
ICCM Memorials Training	Training Course, ref 17564	185.00	37.00	222.00
D&D Motors, Helpringham	Petrol, Cheque 004401	50.00	0.00	50.00
Lloyds	Banking Fees for 10 February to 9 March)	7.00	0.00	7.00
Daisy Telecommunications	Broadband and telephone, bill to 31 March 2024, ref 13034188	97.10	19.42	116.52
Pensions Contribution	Caretaker			
Village Hall	May APCM, ref 5901	20.00	0.00	20.00
Salary	Caretaker (week 2)			
Chairman's Allowance	April	65.00	0.00	65.00
EDF Energy	Supply for 2 March to 2 April 2024 – Cemetery, ref E74732204012	364.03	18.20	382.23
EDF Energy	Supply for 2 March to 2 April 2024 – Chambers, ref E74761912012	780.21	156.04	936.25
Luna Installs	Water leak and damaged pipe (roof space) – Pavilion	152.50	30.50	183.00
Amazon	Reflective Tape (for bollards) – Barley Close open space	10.79	0.00	10.79
HAVCS	Section 137	1,000.00	0.00	1,000.00
LIVES	Section 137	800.00	0.00	800.00
DisplayPro Limited	Cemetery sign (rules/regulations), ref 3976	33.92	6.78	40.70
Wave Water Supply	Cemetery, ref 13396565	21.83	0.00	21.83
Wave Water Supply	Allotments, ref 13397719	70.67	0.00	70.67
LEBBS	Section 137	300.00	0.00	300.00
Pension Contribution	Caretaker			
Sills & Betteridge	2/2 Star Fen, legal fees, searches, Chancel repair insurance, Land Registry fees), ref RKB/CLL/104319/0009	23,674.60	0.00	23,674.60
Salary	Clerk (April 2024)			

Salary	Caretakers (week 3)			
Pension Contribution	Caretaker			
Donaldsons DIY	Hardware, ref 20104	26.78	5.36	32.14
7Core Electrical Wholesale Limited	Lighting – Chambers office (lighting), ref SL1235255	9.88	1.97	11.85
MKM Building Supplies	Security bollards/concrete, ref 0116/30027100	112.50	22.50	135.00
Salary	Caretaker (week 4)			
Pension contribution	Caretaker			
Salary	Caretaker (week 5)			
Fentec Electrical Services	Repair to roller door – Chambers, ref 1195	35.00	0.00	35.00
Fentec Electrical Services	Lighting (labour charge to install new strip light), ref 1194	35.00	0.00	35.00
Pension Contribution	Clerk (May 2024)			
Lloyds	Banking Fees for 10 March to 9 April, ref 46637912	8.75	0.00	8.75
Daisy Telecommunications	Broadband and telephone, bill to 30 April 2024, ref 13094243	100.60	20.12	120.72
Pension Contribution	Caretaker			
Salary	Caretaker (week 6)			
Chairman's Allowance	May 2024	65.00	0.00	65.00
Heckington Store	Milk/biscuits (APM refreshments)	7.87	0.00	7.87
MKM Building Supplies	Bungee cord (bins), ref 0116/30028283	24.00	4.80	28.80
MKM Building Supplies	stainless steel bollards (spare for storage), ref 0116/30028284	25.00	5.00	30.00
Hargreave Agriculture	gloves/paint (telephone kiosk), ref 228502	44.33	8.86	53.19
Wheelcraft Tyre Specialists	x 2 wheels, ref 43088	186.00	37.20	223.20
Lincolnshire Association of Local Councils (LALC)	Website Management, ref 14867	180.00	36.00	216.00
DisplayPro	Sign for lambing field, ref 4011	61.38	12.28	73.66
Display Pro	Signs for skip, ref 4038	30.69	6.14	36.83
Glasdon UK Limited	2x Black bin and mounting kit (litter), ref SI885783	856.60	171.32	1027.92
Pensions Contribution	Caretaker			
EDF Energy	Supply for 3 April to 30 April 2024 – Cemetery, ref E74732204013	186.07	9.30	195.37
EDF Energy	Supply date for 3 April to 30 April 2024 – Chambers, ref E74761912013	587.37	117.47	704.84
Salary	Caretaker (week 7)			
Screwfix	Karcher pressure washer (replacement), ref A17927951902	151.99	0.00	151.99
Pensions contribution	Caretaker			
Clerk Salary	Clerk (May 2024)			
Salary	Caretaker (week 8)			
Caladine Lifts Limited	Service of Lift (x2 per year, Lola Certificate), ref 47251	100.00	20.00	120.00
Donaldsons DIY	Misc hardware and supplies, ref 5 (21111)	19.14	3.83	22.97
Pension contribution	Caretaker			
Salary	Caretaker (week 9)			
Tesco	Tea bags	17.75	0.00	17.75
Pension contribution	Clerk (June 2024)			
Pension contribution	Caretaker			
Simon Moss Accountants	Audit services (Audit), ref 7211	400.00	80.00	480.00
Eclipse PC Repair	Maintenance and back up, ref 2336	60.00	0.00	60.00
Amazon	Storage boxes	15.98	0.00	15.98

Salary	Caretaker (week 10)			
Notts & Lincs Air Ambulance	Section 137 -email sent to obtain confirmation, ref 004402	100.00	0.00	100.00
Lloyds	Banking Fees for 10 April to 9 May 2024, ref 428608750	9.55	0.00	9.55
SQ Solseal Ltd	Tarmac – Pavilion, ref 0000252417	107.80	21.56	129.36
Daisy Communications	Broadband and telephone supply – bill to 31 May 2024, ref 13153863	100.60	20.12	120.72
Chairman’s Allowance	June 2024	65.00	0.00	65.00
Pension Contribution	Caretaker			
EDF Energy	Supply for 1 May to 1 June 2024 – Cemetery, ref E74732204014	122.47	6.12	128.59
EDF Energy	Supply for 1 May to 1 June 2024 – Chambers, ref E74761912014	356.68	17.83	374.51
Salary	Caretaker (week 11)			
Kompan	Play Equipment parts, ref 253962	543.58	108.71	652.29
Microsoft	Annual subscription	59.99	0.00	59.99
Pension Contribution	Caretaker			
SQ Solseal	Tarmac – Pavilion, ref 254666	123.75	24.75	148.50
Salary	Clerk (June 2024)			
Salary	Caretaker (week 12)			
Pension Contribution	Caretaker			
ICO Annual Subscription	No paperwork received	35.00	0.00	35.00
JPH Services	To fit sewer pipe to toilet – pavilion, ref 60	1395.00	0.00	1,395.00
JPH Services	Remove macerator, fit drainage storage stack with air admittance valve – pavilion, ref 61	350.00	0.00	350.00
7 Core Electrical	Repairs to the fuse box on village green (parts), ref SL1249224	299.51	59.90	359.41
Caladine Lifts	Annual Service, ref 47573	95.00	19.00	114.00
Salary	Caretaker (week 13)			
LALC	Annual Subscription, ref 14985	761.01	0.00	761.01
Pension Contribution	Caretaker			
HMRC	Payment 1 of 4			
Pension Contribution	Clerk			
Donaldsons DIY – G Simpson	Misc supplies, ref 7	15.81	3.16	18.97
Salary	Caretaker (week 14)			
Fineturf -S Hutton	S106 Monies (7-year contract), ref 9405	5,288.00	1,057.60	6,345.60
Lloyds	Banking Fees	7.85	0.00	7.85
WCF Chandlers	Diesel, ref 966750	593.20	118.64	711.84
Pension Contribution	Caretaker			
Fentec Electrical Services	Green Power Column – Fuse Box Village Green, ref 1231	320.00	0.00	320.00
Daisy Telecommunications	Broadband and telephone supply- bill to 30 June 2024, ref 13213000	100.60	20.12	120.72
Salary	Caretaker (week 15)			
Chairman’s Allowance	July 2024	65.00	0.00	65.00
Wave Water Supply	Supply from 6 April to 5 July 2024 – Cemetery, ref 13766903	25.10	0.00	25.10
Wave Water Supply	Supply from 6 April to 5 July 2024 – Chambers, ref 13768126	208.77	0.00	208.77
Pension Contribution	Caretaker			
Salary	Caretaker (week 16)			
Salary	Clerk (July 2024)			

Pension Contribution	Caretaker			
Salary	Caretaker (week 17)			
Gallagher Insurance	Insurances, ref 4403	5,494.65	0.00	5,494.65
Pension Contribution	Caretaker			
Salary	Caretaker (week 18) overpayment of £103.88			
Pension Contribution	Caretaker			
<u>Donaldsons DIY, G Simpson</u>	<u>Misc supplies, ref 10</u>	<u>52.64</u>	<u>10.53</u>	<u>63.17</u>
<u>Euromec</u>	<u>2 x front brushes for Park Ranger 2150, ref 31378</u>	<u>186.40</u>	<u>37.28</u>	<u>223.68</u>
Lloyds	Bank Fees from 10 June 2024 to 9 July 2024	7.85	0.00	7.85
Pension Contribution	Clerk			
<u>NKDC May Bi-Election</u>	<u>NK-election MAY, ref IN00046541</u>	<u>3,658.04</u>	<u>0.00</u>	<u>3,658.04</u>
<u>Chambers Window Cleaning, June</u>	<u>June Service, ref 48</u>	<u>23.00</u>	<u>0.00</u>	<u>23.00</u>
<u>LALC Annual Training Scheme Subs</u>	<u>Annual Training Scheme subscription, ref 15076</u>	<u>165.00</u>	<u>33.00</u>	<u>198.00</u>
Pension Contribution	Caretaker			
<u>Black Sluice Internal Drainage Board</u>	<u>Star Fen</u>	<u>56.71</u>	<u>0.00</u>	<u>56.71</u>
Salary	Caretaker (week 19) Overpayment corrected			
Daisy Telecommunications	Broadband and telephone supply – bill to 31 July 2024, ref 13273812	100.60	20.12	120.72
Pension Contribution	Caretaker			
<u>EDF Energy Electricity Supply</u>	<u>Supply for 2 June to 30 June - Cemetery</u>	<u>180.75</u>	<u>TBC</u>	<u>180.75</u>
<u>EDF Energy Electricity Supply</u>	<u>Supply for 2 June to 30 June 2024 – Chambers, ref KI-DODDBFB4-0001</u>	<u>415.87</u>	<u>TBC</u>	<u>415.87</u>
Salary	Clerk, August 2024			
Salary	Caretaker (week 20)			
<u>Village Hall</u>	<u>Hire on 17 July 2024, ref 5296</u>	<u>20.00</u>	<u>0.00</u>	<u>20.00</u>
<u>Village Hall</u>	<u>Hire on 29 July 2024, ref 5931</u>	<u>20.00</u>	<u>0.00</u>	<u>20.00</u>
<u>Village Hall</u>	<u>Hire on 19 August 2024, ref 5933</u>	<u>20.00</u>	<u>0.00</u>	<u>20.00</u>
Pension Contribution	Caretaker			
Salary	Caretaker (week 21)			
<u>Steve Lawson Plumbing</u>	<u>Emergency repair to Chambers toilet flush, ref 1883</u>	<u>60.00</u>	<u>0.00</u>	<u>60.00</u>
<u>Tim Ruck, Terrafirma & Beyond</u>	<u>Emergency tree work at the Pavilion (to make safe), ref 1519</u>	<u>195.00</u>	<u>0.00</u>	<u>195.00</u>
<u>Tim Ruck, Terrafirma & Beyond</u>	<u>Trim hedge top and sides, Burton/Sleaford Road, ref 1518</u>	<u>750.00</u>	<u>0.00</u>	<u>750.00</u>
Salary	Caretaker (week 22)			
Pension Contribution	Caretaker			
Pension Contribution	Caretaker			
Pension Contribution	Clerk			
<u>Heidi Wilson, Acting Clerk</u>	<u>Signage from Amazon for Allotments</u>	<u>47.94</u>	<u>0.00</u>	<u>47.94</u>
Salary	Caretaker – Week 23			
Lloyds	Bank Fees, Period TBC	9.52	0.00	9.52
Daisy Telecommunications	Period TBC	TBC	TBC	120.76
Pension Contribution	Caretaker			
Salary	Clerk (September)			

Salary	Caretaker (week 24)			
<u>Steve Wright, Chair Allotment Association</u>	<u>Reimbursement for purchase of materials from Screwfix to repair water supply (float valve)</u>	<u>7.99</u>	<u>0.00</u>	<u>7.99</u>
<u>Steve Wright, Chair Allotment Association</u>	<u>Reimbursement for purchase of materials from Screwfix for repairs to water supply (stop cock)</u>	<u>34.98</u>	<u>0.00</u>	<u>34.98</u>
EDF Energy Electricity	Supply for 1 Aug to 31 Aug 2024 – Cemetery, ref KI58C53C08-0003	43.79	2.19	45.98
Pension Contribution	Caretaker			
EDF Energy Electricity	Supply for 1 Aug to 31 Aug 2024 – Chambers, ref KI-DODDBFB4-0003	99.29	4.96	104.25
TOTAL				131,449.40

- f) The chair proposed that the list of expenditure is approved for payment except for two payments in the form of reimbursement to the former Chair for the purchase of stationery from Amazon. The proposal was seconded by Councillor Bell and passed by resolution of the council.

EXPENDITURE	DETAIL	NET	VAT	GROSS
J&J Contracts,	Window Cleaning, Chambers, ref 66	23.00	0.00	23.00
Heckington Allotment Association	Reimbursement of allotment association funds	114.00	0.00	114.00
Euromec Contracts Ltd	Fuel filter, ref 31652	18.70	3.74	22.44
Glasdon UK Ltd	Dog Waste Bags, ref SI894144	78.85	15.77	94.62
Simon Moss Accountants	Payroll April 2023 to March 2024, ref 7286	220.00	44.00	264.00
Adrian Twelve Trees	Distribution of poll leaflet	326.34	0.00	326.34
PFP Print	Printing, poll leaflet	113.30	0.00	113.30
Ink and Toner Direct, Ruskington	Box of A4 copy paper, Reimbursement to Heidi Wilson, Acting Clerk	28.99	0.00	28.99
Amazon	Post-It Notes, Reimbursement to Jan Palmer	6.83	0.00	6.83
Amazon	Blu-Tack, Reimbursement to Jan Palmer	4.45	0.00	4.45
Salary	Caretaker (week 25)			
<i>Ebuyer</i>	<i>Canon Printer</i>	<i>353.44</i>	<i>70.69</i>	<i>424.13</i>
LALC	Locum clerk, Invoice 15096(1)	1,834.25	366.85	2,201.10
LALC	Locum clerk, Invoice 15096(2)	1,828.50	365.70	2,194.20
D Couzens	Repairs to fuel filter	70.00	0.00	70.00
TOTAL		5009.37	866.75	5876.12

- g) Councillor Bell proposed that members resolve to approve the monthly income and expenditure account in the form of an Excel spreadsheet for 1 April 2024 through . The proposal was seconded by Councillor Stanley and passed by resolution of the council.
- h) Members noted that an application to the Unity Bank is in progress (financial risk assessment) per the resolution made at the July meeting of the parish council. This is in response to correspondence from Lloyds Bank dated May 2024 stating the account would not be covered by the FSCS if the financial institution was to fail, £85,000.00 can only be guaranteed.
Action: Members will supply the acting clerk by email or in person for the creation of the account.
- i) Councillor Bell proposed that the appointment of authorised signatories on the bank accounts is deferred to the October meeting of the parish council. The proposal was seconded by the Chair and passed by resolution of the council.

j) Internal Audit

The acting clerk suggested that the parish council appoint an internal auditor for the financial year 24/25 to include an interim audit after the second quarter. One quote has been received from the current auditor, Simon Moss at £250.00 plus VAT. The two other quotes are awaited. Councillor Garlick proposed expenditure of up to £500 for the appointment of an internal auditor. The proposal was seconded by Councillor Wright and passed by resolution of the council.

Action: Acting clerk to obtain an additional quote from LALC and liaise with members with a view to the appointment of an internal auditor.

k) External Audit

Members noted the email and correspondence from PKF Littlejohn dated 20 September 2024 considering the objections raised by residents A, B & C in relation to the AGAR. They have been unable to sign off the year end accounts.

l) Budget

The acting clerk expressed an urgency for the finance committee to start thinking about the budget considerations for the financial year 24/25 and beyond.

m) Second quarter budget review

Councillor Garlick proposed that the second quarter budget review is deferred to the October meeting of the parish council. The proposal was seconded by the Chair and passed by resolution of the council.

At 10pm, Councillor Garlick proposed that the remaining agenda items are deferred to the next meeting of the parish council and that the parish council resolve to go into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960 to discuss some items as a matter of urgency. The proposal was seconded by the Chair and passed by resolution of the council.

17. Correspondence

To note the following items of correspondence

- a) Email from Andy Hubbert, Sleaford Standard dated 29 August 2024 requesting information about recent resignations and the parish poll. To discuss the requirement for a communications/media policy.
- b) To note the email from NK dated 21 August 2024, NL Community Champion Awards Nominations.
- c) To note the emails from Lincs Reservoir Project Team dated 2 August and 19 September 2024, in relation to the closure of the consultation on 9 August 2024 and an update on programme changes.
- d) To note the email from Lincolnshire County Council dated 19 September 2024, 'Greater Lincolnshire Devolution'.
- e) To note the email from North Kesteven District Council dated 10 September 2024, 'Central Lincolnshire Design Code Consultation'.
- f) To note the email from the Planning Inspectorate dated 6 August 2024 in relation to the Grimsby to Walpole Project, Consultation deadline 2 September 2024.
- g) Letter from Ian Fytche dated 2 August 2024, the outgoing CEO of North Kesteven District Council.
- h) Email from Lincolnshire County Council dated 30 July 2024, Minerals and Waste Local Plan (up to 2041), consultation ends on Tuesday 24 September 2024.
- i) Email from the Planning Inspectorate dated 29 July 2024, Easter Green Link 3/ Easter Green Link 4.

18. Date and time of the next meeting/s

28 October 2024 (time and location TBC)

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

a) Staffing matters

Members agreed that the staffing panel including Councillor Bell, Councillor Spencer and Councillor Stanley will meet with the clerk on Wednesday 2 October 2024.

Members ratified a resolution taken by the staffing committee on Thursday 26 September 2024 to approve to the retain the services of the locum clerk.

Councillor Stanley proposed that the services of the locum clerk cease with immediate effect if the outcome of the staffing committee meeting is such that the services are no longer required. The proposal was seconded by the Chair and passed by resolution of the council.

Due to time, Members agreed to defer the closed session items b) and c) to the October meeting of the parish council.

- b) *Star Fen*
 - i) *Statement (legal advice)*
 - ii) *Date of valuation report (error on page 3, March 2023 should read March 2024)*
 - iii) *Tender for cutting*
- c) *Cemetery matters*

The Chair close the meeting at 10.40pm.

DRAFT