

NOTICE OF A MEETING OF HECKINGTON PARISH COUNCIL

Dear Sir/Madam

You are summoned to attend the Heckington Parish Council meeting to be held in the **Village Hall, High Street, Heckington, NG34 9RA** on **Monday 28 October 2024 at 8pm**.

Members of the Press and Public are invited to attend. All members of the Parish Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting, as set out hereunder.

Signed: Heidi Wilson, Acting Clerk & RFO

Dated: 23 October 2024

AGENDA

1. Chair's Welcome and Opening Remarks

2. **Public Forum:** Fifteen minutes will be set aside for Members of the Public to ask questions or make short statements to the Council. The Council may choose not to answer any question; a response may instead be given in writing. Matters raised may be added to an agenda for a future meeting. Members of the public are welcome to stay for the Parish Council meeting after the public session but **are not** permitted to speak during the meeting.

3. Councillors present

4. Apologies

Apologies for absence and reasons given.

5. 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

6. Minutes

- a) To resolve to approve the minutes of the Parish Council Meeting held Monday 30 September 2024.
b) To sign the minutes from the extraordinary meeting dated 17 July 2024 which were approved at the Parish Council Meeting on **Monday 29 July 2024**.

7. Report from the County and District Councillors

8. General Matters

- a) Parish council communication with the public exploring options including the creation of an email distribution list, quarterly newsletter, surgeries and extended office opening times.
b) To review the quotes from three broadband suppliers with a view to changing provider.

Company	Price	Term
Quickline	£24 per month	24 months
SBionic (Current provider)	£49.81 per month <i>includes broadband, new router and wireless handset, unlimited calls to all UK landlines and mobiles, free mobile app, fixed price promise (£6.95 delivery fee). This is £37.00 excluding VAT for the landline only.</i>	36 months
Virgin	£35.00 per month exc VAT	24 months
BT	£24.95 per month exc VAT	24 months

c) Emails

- i) To agree to a domain name for the parish council email address (heckingtonpc.org).

- ii) To agree to a domain registrar.

Company	Year 1	Subsequent years
https://namecheap.com	£5.74	£9.96
https://www.names.co.uk	£7.99	
https://www.123-reg.co.uk/	£16.99	£16.99

- iii) To agree to a hosting supplier.

Company	Terms 1	Subsequent years
https://www.hostinger.co.uk/business-email	£2.99 per month (4 year term)	£3.99 per month
https://namecheap.com	£23.01 per year for 3 email accounts	£32.15 per year
https://hostinguk.net/email	£3.95 per month per account	£3.95 per account per month

- d) The benefits of setting up Microsoft Teams to facilitate communication between the Clerk and Councillors.
- e) To discuss expenditure for the LALC Webmaster Service (three hours at £54.00 plus VAT).
- f) To discuss options for clearing the stock of Osmo flood barriers.
- g) To discuss options for clearing the unused stock of cups and saucers.
- h) To discuss the parish council laptop further to an offer from Eclipse PC Repairs to buy back the equipment which remains unused and boxed.
- i) To discuss the Community Speedwatch Scheme further to enquiries from members of the public.
- j) To discuss the billing for the water supply at the Parish Council Chambers further to enquiries with Wave (the business branch of Anglian Water).
- k) To discuss the need to improve lighting and general facilities in the caretaker's workshop.
- l) To discuss hosting the Management of Memorials workshop provided by the ICCM at the Parish Council Chambers, with a view to obtaining two free places on that course. Standard cost for members is £155 plus VAT per person.
- m) To discuss the requirement for attendance at the Cemetery and Management Compliance Course provided by the ICCM at a cost of £155.00 per person.
- n) Remembrance Sunday
- i) Signage and road closures (volunteers required).
 - ii) Collection and drop off of radios (mileage claim for the Chair).
 - iii) Wreath Laying – Nominated Councillors (approved expenditure of £200.00 at the precept meeting in January 2024).
 - iv) Sound system/gazebo (to discuss expenditure to purchase a new gazebo if required).
 - v) Musician/recording of the last post.

- o) Christmas Tree
 - i) To resolve to approve additional expenditure above the £500 budgeted on the Christmas Tree noting the following costings (£225 plus £20 delivery), erection fee TBC, framework £285.00 plus VAT (£500 approved).
 - ii) To discuss the requirement for new Christmas tree lighting and to review the quotes received from the following suppliers:
 - Blanchere Illuminations (Cherry lights 120 meters, 960 LEDS) £516 plus VAT plus £38.00 postage.
 - Lights for Fun (String lights, 150 metres, 1500 LEDS) £559.99 plus carriage TBC.
 - Festive Lights (quote awaited)
 - iii) To discuss the date and arrangements for the Christmas lights switch on.

- p) To receive an update from the Chair, Councillor Spencer in relation to the grant applications for Hearing Loops for the Parish Council Chambers and Village Hall.

- q) Trees & Hedges
 - i) To receive a proposal from Councillor Bell further to the email from Ben Green from the Woodland Trust dated 9 October 2024, 'Free trees'. Applications being accepted for March 2025.
 - ii) To receive a report from Councillor Bell about the hedge, Spire View.
 - iii) Silver Birch and Fir, Oak Way. To review the quote for £400.00 from preferred supplier, Terra Firma.

9. Committees

- a) To receive a report from the Staffing Committee.
 - i) To ratify additional expenditure of £100 for advice from Personnel Advice and Solutions Limited.
 - ii) To ratify the resolutions made at the Staffing Committee meeting on Thursday 26 September 2024 to include:
 - Adoption of the grievance policy.
 - To extend the agreement with LALC for the continued provision of the locum clerk services.

- b) Finance Committee (to note that the Finance Committee has not yet formally met).
 - i) To discuss the delegation of powers to the Finance Committee to undertake a review of all Contractors and Professional Service suppliers used by the Parish Council.
 - ii) To discuss the delegation of powers to the Finance Committee to undertake a review of all parish council assets and liabilities.
 - iii) Star Fen - To discuss the delegation of powers to the Finance Committee to do the following:
 - Understand the process and obtain valuations.
 - Obtain advice to understand the legal and regulatory requirements associated with the sale of the land to guide future decision making and to ensure compliance with law.
 - Obtain advice to assist council to understand the legal and regulatory requirements associated with the potential sale of the land to ensure best value.

- c) Allotment Committee (to note that the Allotment Committee has not yet formally met).
 - i) To note that the request for a general waste bin for the allotments has been refused by NKDC. To explore options for waste disposal.
 - ii) Christmas Tree Planting.
 - iii) To review quotations received for the hire of an 8-yard skip to facilitate further clearance of vacant allotment plot. Quotes received: Mountains, £260 plus VAT, Mick George £360.01 inc VAT, Force Skips 290.00 plus VAT.

- iv) To note an request from the Chair of the Allotment Association to ‘rent’ an area of land where he might store green waste to be chipped and mulched for supply to the allotments.
- d) To agree membership of a Village Hall Committee/Working Group.

10. Highways

- a) To receive any new or outstanding highways defects. 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.
- b) To note the request for an Archer Survey for Kyme Road.
- c) To note that the village walkabout with Rowan Smith, Head of Highways for Lincolnshire County Council is to be rescheduled.
- d) To note the request from residents of Oxby Close in relation to the verge opposite the properties maintainable by LCC.

11. Planning Matters

The Parish Council does not have the power to approve nor reject applications – it is merely a consultee and can submit comments.

- a) New or Amended Planning Matters.

Application:	24/0897/FUL
Proposal:	Application for the installation of 3.no external metal containers
Location:	Elm Grange School, Boston Road, East Heckington
Details/Decision:	Amended details received 30 September 2024.

Application:	24/1101/FUL
Proposal:	Erection of a single dwelling, with means of access to be considered (custom self-build)
Location:	Land adjacent Ashleigh House, Old Main Road, East Heckington, PE20 3QB
Details/Decision:	Amended details received 30 September 2024.

- b) Decisions received or pending.

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.
Location:	Chota Ghar, 39 Eastgate, Heckington
Details/Decision	Approved – 9 October 2024
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 Pending
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:	24/0850/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.
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

12. Finance

- a) To note the current bank balances as of 17 October 2024.

Current Account	13,722.86
Bank Account S106	30,969.15
Bank Account Deposit	128,739.99
Petty Cash	0.00
TOTAL	173,432.00

- b) To note the income received between 24 September 2024 and 17 October 2024.

ACCOUNT	DESCRIPTION	AMOUNT
S106	Interest (October)	25.43
Deposit	Precept 2/2	55,372.50
	Interest (October)	92.69
Current	William Kent Memorials ref DC9	75.00
	Colin Ward Funeral Service ref DL5	96.00
	Colin Ward Funeral Service ref JR8	130.00
	JE Severs refs BE5 and BC11	226.00
	Allotment Rent B3-2, B4-2, B4-1	131.00
	Allotment Rent B2-1, B3-1	151.00
	Allotment Rent B5-1	100.00
	Nest Pension Refund	8.36
	Allotment Rent A1-2	86.00
	Allotment Rent B1-2, B2-2, B1-1	171.00
	Allotment Rent A15-1	45.00
	Allotment Rent B11-1	45.00
TOTALS		56,754.98

- c) To resolve to approve the expenditure between 24 September 2024 and 17 October 2024 (*expenditure in italics is to be ratified at the meeting as this expenditure was agreed by members in between meetings to ensure the continued running of Parish Council operations*).

EXPENDITURE	DETAIL	NET	VAT	GROSS
HMRC	<i>Fine to be paid for an underpayment in Quarter 1*</i>			
Salary	Caretaker (Week 25)			

Pension Contribution	Caretaker			
Salary	Caretaker (Week 26)			
<i>Wilson Alarm Systems</i>	<i>Annual contract for the intruder alarm system, invoice 2403</i>	209.00	41.80	250.80
<i>Donaldsons</i>	<i>Caretaker Supplies, Invoice 11</i>	14.74	2.95	17.69
<i>Donaldsons</i>	<i>Caretaker Supplies, Invoice 13</i>	6.65	1.33	7.98
Forceshift Skip Hire	16 Cubic Yard Skip for Allotments, Invoice 062337 minute reference Sept (11) g) i)	408.33	81.67	490.00
<i>Personnel Advice & Solutions</i>	<i>Personnel Advice Invoice 3028</i>	300.00	60.00	300.00
<i>Refund Key Deposit</i>	<i>B1-2</i>	15.00	0.00	15.00
<i>Refund Key Deposit</i>	<i>A10-1</i>	15.00	0.00	15.00
<i>Refund Key Deposit (x2)</i>	<i>B18-2B</i>	30.00	0.00	30.00
<i>Refund Plot & Key Deposit</i>	<i>A14</i>	65.00	0.00	65.00
Pension Contribution	Caretaker			
Pension Contribution	Clerk			
Salary	Caretaker (week 27)			
Lloyds Bank	Monthly Fees	7.00	0.00	7.00
Daisy Telecommunications	Broadband and telephone supply- bill to 30 September 2024, ref 13393033	100.60	0.00	120.72
Pension Contribution	Caretaker			
Tim Ruck, Terrafirma & Beyond	Crown lift of 5 Trees on Burton/Sleaford Road, Invoice 1522	190.00	0.00	190.00
Tim Ruck, Terrafirma & Beyond	Remove unwanted vegetation and tree on Laxton Close, Invoice	395.00	0.00	395.00
ICCM	Membership Annual Subscription minute reference Sept 11. o) (Annual fee is £100 – sum has been pro-rated)	42.00	0.00	42.00
Salary	Caretaker (week 28)			
Salary	Clerk			
Salary	Clerk			
Legal Expenses	Reimbursement to the Clerk	350.00	0.00	350.00
Wave Water Supply	Cemetery, ref 14141934	17.56	0.00	17.56
Wave Water Supply	Allotments, ref 14143271	104.56	0.00	104.56
HMRC	Quarter 2			
Section 137	Royal British Legion (3 wreaths, 32 crosses)	113.00	0.00	113.00
Eclipse PC Repair	August Maintenance and printer diagnostics, invoice 2340	65.00	0.00	65.00
<i>Glasdon UK Ltd</i>	<i>Dog Waste Bags, Invoice SI896458</i>	73.64	12.50	103.37
Postage	Reimbursement to the Acting Clerk for postage costs for return of the faulty CCTV equipment	13.35	0.00	13.35
Postage	Reimbursement to the Acting Clerk for postage costs for the mailing of documents to NKDC	3.60	0.00	3.60
<i>Euromec Contracts Ltd</i>	<i>Repairs to the Park Ranger invoice 32081</i>	532.61	106.52	639.13
<i>Amazon</i>	<i>Stationery (Dividers), Electric Kettle, Airtag holders. Reimbursement to the Acting Clerk</i>	40.60	0.00	40.60
<i>Wheelcraft</i>	<i>X1 Wheel invoice 44390</i>	49.43	9.89	59.32
Village Hall	Hire on 30 September 2024 invoice 5941	30.00	0.00	30.00
Ink & Toner Direct	Reimbursement to the Acting Clerk for minute quality paper	10.99	0.00	10.99
Lincolnshire Association of Local Councils (LALC)	Locum Clerk services	3310.62	662.12	3972.74

Section 137	Allotment Association to assist with costs for insurance minute reference 11) g) iv) UNPAID	150.00	0.00	150.00
Toolstation	Wire (Allotments) Reimbursement to Acting Clerk minute reference September 11 g) i)	49.95	9.99	59.94
B&Q	Timber posts (allotments) minute reference September 11) g) ii) – overspend of £14.01 to be ratified.	66.66	13.33	79.99
Eclipse PC Repair	Dell Desktop Computer, x2 Dell monitors, Dell wireless keyboard and mouse and set up and installation minute reference 11) i) ii)	1042.00	0.00	1042.00
Amazon	5mph Speed Signs (allotments) minute reference September 110 g) v)	59.97	0.00	59.97
TOTALS		17,415.96	1002.10	18,395.41

- d) To resolve to approve the monthly income and expenditure account for October 2024.
- e) To agree authorised signatories.
- f) To ratify the decision to appoint LALC as the Internal Auditor for 2024/25.
- g) To discuss the advantages and disadvantages of a Parish Council debit card.
- h) To examine the quarter 2 budget review.

13. Correspondence

To note the following items of correspondence (*items in italics have been deferred from the September meeting of the Parish Council – note some items were no longer relevant as the deadline had expired and these have been removed from the list*).

- 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 Lincolnshire County Council dated 19 September 2024, ‘Greater Lincolnshire Devolution’.*
- c) *To note the email from North Kesteven District Council dated 10 September 2024, ‘Central Lincolnshire Design Code Consultation’.*
- d) *Letter from Ian Fytche dated 2 August 2024, the outgoing CEO of North Kesteven District Council.*
- e) *Email from the Planning Inspectorate dated 29 July 2024, Easter Green Link 3/ Easter Green Link 4.*
- f) Email from Jenny Bailey at NKDC dated 9 September 2024, ‘Service Level Agreement, Litter Picking Parish Funding’. Application for litter picking funding to cover the collection of litter and dog waste.

14. Date and time of the next meeting/s

25 November 2024 in the Parish Council Chambers, St Andrews Street at 7pm.

If you require a more detailed version of the agenda, please contact the Clerk.

If you would like to attend the Parish Council meeting and have accessibility requirements, please contact the Clerk ahead of time so that reasonable adjustments can be made.