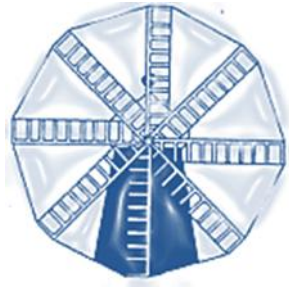


HECKINGTON PARISH COUNCIL



Minutes of Heckington Parish Council Meeting on Monday 25 November 2024 at 7pm in the Heckington Parish Council Chambers, St Andrews Street, Heckington

1. **Chair's Welcome and Opening Remarks**

The Chair, Councillor Spencer opened the meeting and welcomed members of the public and councillors to the last parish council meeting for 2024.

The Chair gave the usual health and safety announcements and asked for everyone to turn their mobile phones to silent.

The Chair reflected on Remembrance Sunday on 10 November 2024 and thanked all the volunteers for their support with mention to Steve Wright who went above and beyond to ensure that the road closure signs were placed and collected after the event.

The Chair went on to speak about the Christmas tree light switch on which took place on Thursday 21 November 2024. He said that this event was a great success, attended by over 200 people who all seemed to enjoy themselves. He conveyed thanks to the businesses and members of the public who contributed towards the cost of the Christmas tree lights. He also expressed his thanks to the Acting Clerk, Heidi Wilson for co-ordinating the two events helping in no small way to make the events a success.

The Chair also addressed the rumour mill, some rumours have been circulated in print and other by word of mouth. He asked that members of the public speak to the acting clerk or a councillor so that the rumour can either be confirmed or denied.

Further to questioning from a member of public at the October meeting, the Chair explained that 20% VAT had been charged on electricity bills in March and April of 2024 as the consumption exceeded the 'de minimis' level of 1000kwh per month.

2. **Public Forum:**

There were 20 members of the public present.

Mr David Schofield enquired about the hearing loop system and the Chair confirmed that it is being installed in the chambers on Thursday 28 November 2024. Mr Schofield asked about the village hall and the chair confirmed that responsibility lies with the village hall committee. Councillor Tucker explained the nature of the relationship between the parish council and village hall. The Acting Clerk had been in touch with the village hall committee and will forward the relevant information for their consideration.

A member of the public said he would like to reiterate the Chair's comments relating to the Remembrance event and Christmas light switch on. He said that after a period of negativity it is good to see some positivity and he hopes that it is an indication as to how the parish council can work with the community in the future.

3. Councillor Present

Councillor Spencer, Chair
Councillor Garlick, Vice Chair
Councillor Atkinson
Councillor Bell
Councillor Davison
Councillor O'Connor
Councillor Peacock
Councillor Thorpe
Councillor Tucker
Councillor Wright

4. Apologies

Apologies has been received from Councillor Stanley. The reason for his absence was noted and accepted.

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

Councillor Bell declared her interests in relation the allotments. Councillor Tucker declared her interests in relation to the Royal British Legion; she announced that Heckington had raised £3237.74.

6. Minutes

a) Councillor Garlick proposed that the minutes from the extraordinary meeting of the parish council meeting held on Monday 21 October 2024 be accepted as a true and accurate record of that meeting. The proposal was seconded by Councillor Thorpe and the motion was passed unanimously, by resolution of the council.

b) Councillor Tucker proposed that the minutes from the parish council meeting held on Monday 28 October 2024 be accepted as a true and accurate record of that meeting. The proposal was seconded by Councillor NAME and the motion was passed unanimously, by resolution of the council.

7. Report from the County and District Councillors

The Chair noted that apologies had been received from County Councillor Key. His written report is summarised as follows: Members of the public are encouraged to report any damaged or empty grit bins or other highways related matters via FixMyStreet. He expressed his thanks to the Lincolnshire County Council gritter teams for their hard work across the county during the recent cold snap. He referenced the nature of his work on the Public Protection and Communities Scrutiny Committee and indicated that the County Council is entering the last few months of its current term before the elections in the Spring of 2024. There will also be Mayoral election. Councillor Key reminded the meeting of his intention to step down from his role in the new year. He wished all every success in the coming year and a happy and peaceful Christmas.

District Councillor Tarry spoke about the Police and Crime Commissioners survey which has been shared via the parish council website. She also spoke about Emergency Planning training via the Lincolnshire Resilience Forum.

District Councillor Collard said that in May next year there will be an election for Mayor for the Greater Lincolnshire Mayoral Combined Authority. Lincolnshire County Council and Northeast Lincolnshire and North Lincolnshire will lead on the development on the new Authority, the seven districts and borough councils as non-constituent members have been given the opportunity to represent local interests and provide scrutiny during the initial formulation of the new authority. Through investment, it will provide £720 million to the Greater Lincolnshire area over a 30-year period with £2.2 million already earmarked to support the Sleaford More enterprise business park.

8. General Matters

a) Email from Heckington Cricket Club dated 29 October 2024

Members noted the email received from Demos Georgiou in relation to a grant application to install an all-weather pitch. Representatives from the cricket club attended the meeting; a representative stated that the club is looking for permission and financial assistance to install an all-weather (artificial) pitch in between the back pitches for a youth and women's teams. They have received from quotes and would like to. The Chair suggested that the cricket club schedule a meeting with pavilion committee to discuss the project. Councillor Davison added that it would be helpful if the team could put together a business case and he detailed the type of information that would be useful to the parish council including what other funding sources are being sourced, what the team will do if their applications are unsuccessful, the cost/benefit of the proposal and demand for the facility.

b) January Parish Council Meeting and Precept Setting

The Chair proposed that the January Parish Council meeting is moved to Monday 13 January 2025 to enable the parish council to agree the budget and precept prior to the deadline for submission to North Kesteven District Council, on or around, 24 January 2025.

The Chair explained the precept; the precept is the shortfall of money after a Parish Council has deducted its predicted income from its planned expenditure for the upcoming year and this is sourced from North Kesteven District Council via Council Tax. Councillor Davison added that this has a direct impact on the Council Tax.

The proposal was seconded by Councillor Garlick and the motion was passed unanimously, by resolution of the council.

c) Standing Orders

The Chair proposed that new model standing orders are accepted with the amendment that the Chair and Vice-Chair may assume either of those roles for no longer than two consecutive terms. The proposal was seconded by Councillor Wright and the motion was passed unanimously, by resolution of the council.

d) Amendment to Financial Regulations

Councillor Garlick proposed that Financial Regulations are amended to give the RFO, under delegated authority, the ability to authorise expenditure for any items £500 and under as long as the expenditure remains within the agreed budget. The proposal was seconded by Councillor Tucker and the motion was passed by resolution of the council.

Financial Regulation 5.15

Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- *The RFO, under delegated authority, for any items below £500 excluding VAT.*

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

e) Planning Applications

It was discussed and agreed that the clerk will collate responses from councillors in relation to all future planning applications and collates responses for submission to the planning department at NK with the exception of any larger planning applications deemed to be controversial. Councillor Tucker proposed this, it was seconded by Councillor Bell and the motion passed by resolution of the council.

f) Parish Council Email

The Chair reported the parish council have agreed to use cloudnext.uk to host the parish council email server. The domain registration is £50 plus VAT per year, email hosting is £49.99 per year (2bG of storage for up to 25 email addresses). The first year will be free courtesy of a government grant. The Chair proposed that that council ratify this decision as it was made out with a meeting with the agreement of the majority of councillors. The proposal was seconded by Councillor Tucker and the motion was passed unanimously, by resolution of the council.

g) Caladine Lifts

- i) The Chair informed the meeting that the lift at the chambers had received it's 6-monthly service.
- ii) Members discussed setting up a service contract with Caladine Lifts for the two services per year at a cost of £190.00 plus VAT (£95.00 per service). The proposal was seconded by Councillor Davison and the motion was passed unanimously, by resolution of the council.

h) Road Nameplates and Commemorative Plaques

Councillor Garlick proposed that the road nameplate on Welshman Way is replaced with a similar nameplate to the one on Alexander Walk (due to vandalism of the commemorative plaques). The information displayed on the plaque is printed within the nameplate. Councillor Garlick presented three quotes but proposed the supplier Street Signs Direct at a cost of £214.80 plus additional expenditure for postcrete to install the sign, costing unavailable. The proposal was seconded by Councillor Wright and the motion was passed unanimously, by resolution of the council.

i) Review of quotes/costings for electrical work including EiCR tests and lighting changes at the Caretaker's workshop and the parish council chambers.

The Chair proposed that this item is deferred to the next meeting of the parish council as there are still outstanding quotes. The proposal was seconded by Councillor Wright and the motion was passed unanimously, by resolution of the council.

j) Code of Conduct training

The Chair informed all members that there will be a training session dedicated to the Councillor Code of Conduct delivered by North Kesteven District Council on 17 February 2025 at 7.30pm in the Chambers. All members are expected to attend.

k) Proposal from Heckington in Bloom

Councillor Bell announced that HiB would like to plant spring bulbs on the village green at no cost to the parish council. Funding would be sourced entirely from HiB. It was acknowledged that it is late in the season to start planting spring bulbs for Spring 2025. The proposal to proceed with this initiative came from Councillor Peacock, the proposal was seconded by Councillor O'Conner and the motion was passed unanimously, by resolution of the council.

Action: Councillor Bell to report back with news of funding and a design plan.

l) Councillor Atkinson's role on the Village Hall Committee as a Trustee

The Chair confirmed that Councillor Atkinson may act as a representative of the parish council on the village hall committee and report back to the parish council but further to advice from LALC, must not take part in any parish council decision making relating to the village hall.

Councillor Tucker asked Councillor Atkinson if he knew why the hearing loop system had been taken out of the village hall; Councillor Atkinson said that the cables had been severed, Councillor Tucker could not understand why it had not been subsequently repaired. Councillor Atkinson said that the hearing loop had been discussed at village hall committee meetings, but it was assumed that the parish council were going to provide a hearing loop.

m) Business Rates, Parish Council Chambers

The Chair informed the meeting that the parish council is not required to pay rates on the Parish Council Chambers as the building's full title is 'Heckington Parish Chambers and Community Centre' and while it is classed as a 'community centre' it is not subject to rates (the library). Councillor Garlick said that his understanding was that this building was for the use of community groups. Councillor Tucker said that she had never seen any advertising.

Action: Acting Clerk to make enquiries with NK regarding permitted use of the chambers in relation to charging fees and rates.

n) Village Green Power Supply

The Acting Clerk explained to the meeting that the source of the power for the village green is unknown; the parish council do not pay for the electricity, and this will need to be investigated.

Action: The Acting Clerk will make the relevant enquiries.

Councillor Davison added that the lights should be on a timer.

Action: Acting clerk to liaise with the caretaker to install a timer.

o) VAT implications of the sale of the sale of teacups and saucers and the parish council laptop

The Chair proposed that this item is deferred to the January meeting of the parish council as advice is pending. The proposal was seconded by Councillor Garlick and the motion was passed unanimously, by resolution of the council.

p) Preferred Suppliers

Councillor Tucker presented a spreadsheet detailing the current preferred supplier list (last reviewed in 2021) alongside the suppliers used in 2024/24. Councillor Tucker proposed that we ask local businesses to submit an expression of interest to the parish council if they would like to be considered as a preferred supplier. Councillor Wright asked what criteria a business needs to be eligible, and Councillor Tucker recommended public liability insurance, recommendations and

reviews. There was further general discussion. Councillor Tucker's proposal was seconded by Councillor Garlick and the motion was passed unanimously, by resolution of the council.

Action: Acting clerk to post to social media.

q) Annual service from Euromec for the Park Ranger 2150

Members discussed the service requirements for the Park Ranger 2150. The quotes for one service and two services annually, both the same price at £350.00 plus VAT, were reviewed. Councillor Thorpe said service requirements are based on the number of running hours.

Councillor Peacock proposed that the Park Ranger is serviced immediately as there is no record of when this was last serviced. The proposal was seconded by Councillor Thorpe

Action: Acting Clerk to liaise with the caretaker to find out the number of running hours.

Acting Clerk to book the service with Euromec. Item to be added to the next agenda.

r) Evolis Speed Device Statistics

Councillor Garlick presented statistics for the month of October. He added that unfortunately, the devices cannot identify individual vehicles. They can only record the date and time of the occurrence. There was further general discussion. A member of the public reported that the device on Sleaford Road isn't working. Councillor Garlick explained that this is because the device is solar powered and during the Winter months there isn't sufficient sunlight. The cold temperatures also affect the battery life.

Boston Road

23,518 vehicles entered the village of which 92% were at or below the speed limit.
The fastest recorded speed was 70mph.

21,410 vehicles were recorded leaving the village of which 78% were at or below the speed limit.
The fastest recorded speed was 78mph.

Sleaford Road

58,884 vehicles entered the village of which 83.4% were at or below the speed limit.
The fastest recorded speed was doing 70mph.

59,844 vehicles were recorded leaving the village of which 50% were at or below the speed limit.
The fastest recorded speed was 76mph

s) Official play area inspections

The Chair proposed that this item is deferred to the January meeting of the parish council as a further quote is awaited. The proposal was seconded by councillor Garlick and the motion was passed unanimously, by resolution of the council.

9. Committees

a) Finance Committee

i) Report from the Finance Committee further to their inaugural meeting on 14 November 2024

Councillor Tucker, the Chair of the Finance Committee reported that the parish council held the first public finance committee meeting in 6-years. She went on to say that the meeting was positive and upbeat with many good ideas. The committee are looking at issues relating to Star Fen and further to a discussion with the Acting Clerk and RFO, she proposed that it is the role of the RFO to make enquiries with solicitors and land agents.

The proposal was seconded by Councillor Davison and the motion was passed unanimously, by resolution of the Council.

Action: Acting Clerk to source three quotes from solicitors and land agents.

Councillor Tucker went on to say that the most pressing matter for the finance committee presently is the precept setting for 2024/25 and she appealed to fellow councillors to seek assistance from the RFO. She said she knows that there are issues with the cemetery and pavilion, but figures will still need to be submitted by the committees. Councillor Davison expressed his concerns relating to the cemetery and pavilion where maintenance has been lacking and he said although there are available funds this could easily be exhausted.

ii) Recommendation to enlist the services of Worknest (Risk Assessment)

The Chair proposed that Worknest are appointed to provide a full risk assessment and analysis of all parish council activity to ensure the parish council is meeting its statutory obligations. This has been done in a haphazard manner previously. Councillor Davison added that the parish council should be adhering to good practice. The proposal was seconded by Councillor Garlick and the motion was passed unanimously, by resolution of the council. The cost of the service is £1,975.00 per annum.

iii) Change of Payroll Provider

The Finance Committee would like to recommend a change in payroll provider from April 2025. The Chair proposed the services of Autela Payroll Services, their costs being in the region £400 per year. The proposal was seconded by Councillor Garlick and the motion was passed unanimously, by resolution of the council.

iv) Delegation of powers to the Finance Committee for the application of all future funding bids on behalf of the parish council

Councillor Tucker proposed the delegation of powers to the Finance Committee for the submission of all grant applications to ensure that more applications are successful. The proposal was seconded by the Chair and the motion was passed unanimously, by resolution of the council.

Councillors having identified a bid, will therefore be expected to liaise with the Finance Committee.

v) External Audit

Members noted correspondence from PKF Littlejohn dated 30 October 2024 in relation to objections lodged about the 2023/24 AGAR.

b) Staffing Committee

i) Interview Panel

The Chair proposed that council members ratify the decision for Councillors Spencer, O'Connor and Wright to sit on the interview panel for the new Clerk. The proposal was seconded by Councillor Garlick and the motion was passed by resolution of the council.

ii) Appointment of a Clerk

The Chair informed the meeting that there was an application for the position of Clerk, Mrs Heidi Wilson. The Chair said that Mrs Wilson had done a great job as Acting Clerk and she was the obvious choice for the position. The Chair therefore proposed the

appointment of Mrs Wilson as Clerk and RFO. The proposal was seconded by Councillor Davison and the motion was passed unanimously, by resolution of the council.

iii) Training

Councillor Thorpe proposed the following training for employees - PA1, safe use of pesticide at a cost of £125.00 plus VAT per person (clerk and caretaker). PA6 AW, handheld applicator course; application near to water at a cost of £136.00 plus VAT (caretaker only). The proposal was seconded by Councillor Garlick and the motion was passed unanimously, by resolution of the council.

Action: Further training to be identified by the clerk and caretaker.

c) Cemetery Committee

i) Signage for the cemetery

The Chair identified that a third quote is awaited and but as this item is essential in terms of risk assessment, the Chair proposed that DisplayPro are appointed to supply signage for the cemetery, informing members of the public that they enter the cemetery at their own risk, advising of the instability of headstones, trip hazards and that children should be accompanied by an adult at all times at a cost of £250.00 plus VAT with carriage at a cost of £18.99. The proposal was seconded by Councillor Garlick and the motion was passed by resolution of the council.

d) Allotment Committee

i) Quote from Wright's Garden Services for maintenance of the allotments

There was discussion about the maintenance of vacant plots and public spaces at the allotments which falls within the parish council remit.

Councillor Bell stated that 3.5 tonnes of wood, 1.5 tonnes of metal and 24 cubic square yards of general waste has been removed. There is still nearly a ton of glass to be removed.

The maintenance has been done for the past six-months by Steve Wright at no cost, but he can't be reasonably expected to continue to do this free of charge. The Chair expressed his concerns about additional expenditure. Councillor Tucker asked about the return of deposits to plot holders leaving their allotments in an untidy state; the Acting Clerk indicated that this had not been enforced previously but inspections would begin on Friday and fines will be issued moving forward as part of the new tenancy agreement issued in October 2024. There was further lengthy discussion.

The Chair proposed that this agenda item is deferred to the January meeting of the Parish Council pending further discussion in the meantime. The proposal was seconded by Councillor Tucker and the motion was passed by resolution of the council. Councillor Bell abstained from the vote.

Acting Clerk to provide information about the allotments to the parish councillors including the number of plots and the number of vacant plots.

ii) Portable toilet facility

Councillor Bell said that allotment holders are using the dyke as a toilet and a temporary toilet facility would alleviate this problem so that the dyke can be cleared to alleviate the standing water and flooding of plots. Councillor Tucker asked why the allotment association are not able to fund a toilet facility and explained that the cost would be less than £1 per week per allotment holder. Councillor Bell explained that the allotment association has insufficient funds. There was discussion as to how this could be funded including dividing the cost per plot holder, an increase in rents, a 50/50 split, fund raising and applying for funding. There was lengthy discussion about this subject, but the Chair

proposed that this item is deferred pending further discussion. The proposal was seconded by Councillor Thorpe and the motion was passed by resolution of the council.

iii) Community Building

The allotment association would like support from the parish council to apply for a grant to erect a temporary community meeting building (24ftx12ft). If planning permission is required, the parish council would need to apply for this as the land belong to the parish. The Chair proposed that the parish council support the grant application, the proposal was seconded by Councillor Garlick and the motion was carried by resolution of the council.

Action: The Acting Clerk will liaise with the allotment association and North Kesteven District Council's Planning Department.

iv) Christmas Tree Planting

Councillor Bell asked whether the allotment association can plant Christmas Trees for sale to raise funds for the association on Christmas Tree alley next to plot B5. The hope is that this will also alleviate some flooding in that area. A proposal was received from Councillor Garlick, this was seconded by Councillor Thorpe and the motion was passed **by resolution of the council.**

e) Pavilion Committee

i) Condition/PPM Survey

Councillor Garlick proposed that members ratify the decision to appoint Carter Jonas to carry out a condition/PPM survey of the pavilion building at a cost of £3265.00. The proposal was seconded by Councillor Wright and the motion was passed unanimously, by resolution of the council.

ii) Tenancy Agreement

The Chair proposed that this item is deferred. The proposal was seconded by Councillor Garlick and the motion was passed by resolution of the council.

iii) Signage

Councillor Garlick proposed the purchase of at least 8 signs for the pavilion advising dog walkers where they are permitted to walk and to ask them to pick up their dog waste. The proposal was seconded by Councillor Wright and the motion was passed by resolution of the council. Councillor Tucker abstained from the vote as a costing is not yet available.

Action: Acting Clerk to obtain designs and costings for consideration.

f) Events Committee

- i)** Summary of Remembrance Sunday and the Big Christmas light switch on.
It was agreed that the Chair had summarised this in his opening remarks.

10. Highways

a) Report of 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) Village Walkabout

The Chair noted that the rescheduled date for the village walkabout with Rowan Smith, Head of Highways for Lincolnshire County Council on 28 November 2024 had been cancelled.

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) Members noted the planning applications new, amended and decisions received or pending.

Application:	24/1241/TCA
Proposal:	T1 – Cherry Plum – Reduce to the previous reduction points (approximately 2/2.5m) and tidy old pruning cuts.
Location:	41 Cameron Street, Heckington, NG34 9RW
Application:	24/1297/TCA
Proposal:	T1 – Apple – Remove the two forward leaning limbs approx. 3.
Location:	2 Church Street, Heckington, NG34 9RF
Application:	24/1333/TCA
Proposal:	T1 & T2 – Silver Birch – Remove to ground level
Location:	44 High Street, Heckington, NG34 9QT

b) Members noted the decisions received or pending.

Application:	23/0834/FUL
Proposal:	Demolition of existing farmhouse and erection of a replacement dwelling
Location:	Garwick Farm, Boston Road, Heckington
DECISION:	APPROVED 18 November 2024
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
DECISION:	APPROVED 7 November 2024
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:	Approved 5 November 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.
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:	24/0769/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
Application:	24/0938/HOUS

12. Finance

a) Members noted the bank balances as of 19 November 2024

Current Account	6491.61
Bank Account S106	30,997.15
Bank Account Deposit	118,855.29
Petty Cash	0.00
TOTAL	156,344.05

b) Members noted the income received between 17 October 2024 and 19 November 2024

ACCOUNT	DESCRIPTION	AMOUNT
S106	Interest (November)	28.00
Deposit	Interest (November)	115.30
	Allotment Rent A2-1	60.00
	Allotment Rent A3	86.00
	Allotment Rent A4-2	45.00
	Allotment Rent A7-1	45.00
	Allotment Rent B13-2	45.00
	Allotment Rent A13-1	45.00
	Allotment Rent A8-1	45.00
	Pension Refund	33.48
	Allotment Rent A7-2	45.00
	Allotment Rent A17-1/2	86.00
	Allotment Rent A18-1/2	86.00
	William Kent Memorial CE2	135.00
	Allotment Rent B10-1	45.00
	Allotment Rent B14-1	45.00
	Allotment Rent B8-1	45.00

	Allotment Rent B14-2	45.00
	Allotment Rent A13-2	45.00
	Allotment Rent B7-1	45.00
	Allotment Rent B13-1	45.00
	Allotment Rent A14-1	85.00
	Wrights Garden Maintenance XMAS	30.00
	Heidi Wilson XMAS	25.00
	Allotment Rent B9-1	45.00
	Allotment Rent A5-1	45.00
	Allotment Rent A10-3	48.00
	Allotment Rent A6-1	45.00
	Allotment Rent A5-2/A6-2	86.00
	Allotment Rent A9-1	45.00
	Allotment Rent B16-1	45.00
	Allotment Rent A14-2	85.00
	LCC Litter Picking Grant	1809.95
	Colin Ward Funeral Directors ZEALAND	96.00
	Colin Spencer XMAS	50.00
	Terra Firma & Beyond XMAS	25.00
	Mr & Mrs Clarke XMAS	20.00
	The Bee's Knees Garden Services XMAS	350.00
	Andrew Davison XMAS	50.00
	Heckington Village Hall XMAS	50.00
	Allotment Rent B17-1/2	68.00
	Meads Property Maintenance XMAS	100.00
	Heckington Pavilion Limited XMAS	50.00
	Heckington Supplies XMAS	50.00
	<i>Mrs Rudkin XMAS to be banked</i>	<i>20.00</i>
	<i>Allotment Rent A4-1 Cheque to be banked</i>	<i>45.00</i>
	<i>Allotment Rent B18-1 Cash to be banked</i>	<i>45.00</i>
	<i>Allotment Rent B15-2 Cheque to be banked</i>	<i>45.00</i>
	TOTALS	4672.73

The Acting Clerk confirmed that £870.00 had been raised in total towards the cost of the Christmas tree lights.

c) **Expenditure for approval**

Councillor Bell queried the cost of mileage for collection of the radios for the Remembrance event versus the cost of purchasing radios. The Chair emphasised that 45 pence per mile is the HMRC mileage rate and they are required for the road closures for Remembrance Sunday. Councillor Wright offered to collect the radios for the 2025 event.

The Chair proposed the expenditure between 17 October 2024 and 19 November 2024 is approved and the expenditure (in italics) which was agreed by members in between meetings to ensure the continued running of Parish Council operations is ratified. The proposal was seconded by Councillor Garlick and the motion was passed unanimously, by resolution of the council.

EXPENDITURE	DETAIL	NET	VAT	GROSS
Pension Contribution	Caretaker (22 October 2024)			
EDF Energy	Cemetery	64.07	3.20	67.27
EDF Energy	Chambers	174.16	9.21	193.37
Salary	Caretaker (week 29)			
Pension Contribution	Caretaker (29 October 2024)			
Salary	Caretaker (week 30)			
Terra Firma & Beyond	Cemetery Tree works, invoice 1540	775.00	0.00	775.00
Terra Firma & Beyond	Oak Way, Removal of Silver Birch and Fir, invoice 1542	400.00	0.00	400.00
<i>Donaldsons</i>	<i>Invoice 15</i>	<i>15.85</i>	<i>0.97</i>	<i>16.82</i>
<i>J Croston</i>	<i>Window Cleaning Chambers</i>	<i>23.00</i>	<i>0.00</i>	<i>23.00</i>
<i>A4 Printing Paper, Tesco</i>	<i>Reimbursement to Councillor Spencer</i>	<i>23.75</i>	<i>0.00</i>	<i>23.75</i>
Eclipse PC Repair	Invoice 2340, back up and maintenance and repairs to printer	65.00	0.00	65.00
Toolstation	Ladders, caretaker's supplies, reimbursement to acting clerk	152.07	30.42	182.49
Post Office	Postage for uncollected tenancy agreements, reimbursement to Acting Clerk	24.80	0.00	24.80
LALC	Website Management Service, invoice 15191	54.00	10.80	64.80
<i>Allotment Key Deposit Refund</i>	<i>Named redacted for confidentiality</i>	<i>30.00</i>	<i>0.00</i>	<i>30.00</i>
<i>Allotment Key Deposit Refund</i>	<i>Name redacted for confidentiality</i>	<i>30.00</i>	<i>0.00</i>	<i>30.00</i>
Pension Contribution	Caretaker (5 November 2024)			
<i>Blanchere Illuminations</i>	<i>Christmas tree lights, invoice SP43377</i>	<i>554.00</i>	<i>110.80</i>	<i>664.80</i>
<i>Safety Gloves.co.uk</i>	<i>Caretaker's supplies, invoice SG278400</i>	<i>22.35</i>	<i>4.47</i>	<i>26.82</i>
Post Office	Tenancy agreement for allotments	3.10	0.00	3.10
D&D Inc Prestige	MOT (fleet)	54.85	0.00	54.85
Forceshift	Skip hire for allotments, invoice 063155	245.83	49.17	295.00
Salary	Caretaker (Week 31)			
<i>Village Hall</i>	<i>Hire for October Parish Council Meeting</i>	<i>30.00</i>	<i>0.00</i>	<i>30.00</i>
Lloyds Bank	Service Charges	8.50	0.00	8.50
Mileage	Reimbursement to Councillor Spencer for the collection and delivery of equipment for the Remembrance Event at 45ppm (100 miles)	45.00	0.00	45.00
Pension Contribution	Caretaker (12 November 2024)			
<i>Festive Lights</i>	<i>Star for Christmas tree, invoice 1009919685, reimbursement to acting clerk</i>	<i>136.64</i>	<i>27.33</i>	<i>163.97</i>
LALC	Worknest Training LALC, invoice	145.00	29.00	174.00

	15211			
Lincs Loos	Provision of a Portaloo at the cemetery. TO BE REFUNDED.	126.00	0.00	126.00
Salary	Caretaker (week 32)			
Allotment Deposit Refund	Name redacted for confidentiality	15.00	0.00	15.00
Daisy Telecommunications	Invoice 13452397, service to 31/10/2024	100.60	20.12	120.76
Salary	Clerk (November FINAL)			
DisplayPro	Advert for Christmas Tree Donations, invoice 4665	129.99	26.00	155.99
The Dark Spark Electrical & Property Services	Emergency Repairs to Village Green Electricity Supply, invoice 197518	400.00	0.00	400.00
Pension Contribution	Caretaker (19 November 2024)			
Greenbarnes Timbers	Picket Gate x 2 (Reimbursement to S Wright), invoice 6457	41.59	8.31	49.90
Pension	Clerk			
Boston & North Wash Training Group	PA1 Safe Use of Pesticides (for clerk and caretaker), PA6 AW, Hand Held Application Training including water, invoice 151 24 25	716.00	75.00	791.00
EDF Energy	Supply to cemetery (1-31 October 2024)	144.28	7.212	151.49
EDF Energy	Supply to chambers (1-31 October 2024)	376.26	18.81	395.07
Salary	Caretaker (week 33)			
Glasdon	Dog Waste Bags, invoice ref SI898335	151.20	32.74	196.44
Amazon	Replacement laminator, reimbursement to acting clerk	22.99	0.00	22.99
ESPO	Wall Calendars 2025 x 2 (invoice ref TBC)	12.45	1.30	13.75
Tesco	Air Fresheners, Kettle descaler, fairy liquid (for Andy), reimbursement to Acting Clerk	9.00	0.00	9.00
Post Office	Postage, allotment tenancy agreement, reimbursement to acting clerk	3.05	0.00	3.05
Post Office	Postage, allotment tenancy agreement and receipt for exclusive right of burial, reimbursement to acting clerk	2.40	0.00	2.40
TOTAL		8917.40	464.86	9404.80

d) **Income and expenditure account for November 2024**

This item was not formally voted upon due to confusion as to duplicated agenda items and will be carried to the January meeting of the parish council. This is the excel spreadsheet bank reconciliation document.

- e) Councillor Garlick proposed that member ratify the transfer of £10,000 from the deposit account to the current account to cover expenditure dated 1 November 2024. The proposal was seconded by the Chair and the motion was passed unanimously, by resolution of the council.
- f) Councillor Garlick proposed the delegation of powers to the RFO to transfer the necessary funds to the current account to cover outgoing expenditure as and when required, accompanied by an email to all Councillors for information. The proposal was seconded by Councillor O'Connor and the motion was carried unanimously, by resolution of the council.

13. Correspondence

None.

14. Date and time of the next meeting/s

Parish Council – 13 January 2025 in the Parish Council Chambers, St Andrews Street at 7pm.

Finance Committee – 16 December 2024 in the Parish Council Chambers, St Andrews Street at 7pm.

The Chair proposed that the parish council move into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960 to discuss the following agenda items. The proposal was seconded by Councillor Garlick and the motion was passed by resolution of the council.

Councillor Wright proposed that Standing Orders are suspended in relation to the 2-hour limit on meetings. The proposal was seconded by seconded by Councillor Wright and the motion was passed by resolution of the council.

15. Closed Session

a) Code of conduct breach by a councillor

The Chair asked councillors to be considerate to one another in line with the civility and respect pledge.

A further breach of the code of conduct by a councillor was discussed at length.

b) Appointment of the Clerk further to recommendations from the Staffing Committee

Members resolved to approve the appointment of the Clerk in open session under item 9) b) ii).

c) Clerk's contract of employment

Councillor O'Connor proposed the terms and conditions of the Clerk's contract as agreed. The proposal was seconded by the Chair and the motion was passed by resolution of the council.

d) Christmas bonuses for staff

The Chair proposed that the caretaker receives a Christmas bonus. The proposal was seconded by Councillor Garlick and the motion was passed by resolution of the council. It was agreed that Christmas bonuses would not be awarded in the future as there is no provision for this in local government.

The Chair closed the meeting 9.38pm