

## 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 **Parish Council Chambers, St Andrews Street, Heckington on Monday 13 January 2025 at 7.30pm.**

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, Clerk & RFO

Dated: 8 January 2025

### AGENDA

The parish council may pass a resolution on any agenda item, even if the agenda does not specifically state 'to resolve to approve'. This wording 'to resolve to approve' in certain circumstances could be interpreted as predetermination. The parish council have received advice from LALC in relation to this matter.

**1. Chair's Welcome & Safety Announcements**

- a) Councillors Training, February 2025

- 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. If you would like to make comment during the meeting, please raise your hand if you are able to do so.

**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** *(Please note that Committees will approve their own minutes at their next committee meeting)*

- a) To resolve to approve the minutes of the Parish Council meeting held on Monday 25 November 2024.  
b) To resolve to approve the minutes of the extraordinary meeting of the Parish Council held Monday 2 December 2024.

**7. Report from the County and District Councillors**

**8. General Matters**

- a) Star Fen
- i) To resolve to approve the sale of Star Fen and the need to obtain one or more valuations (from the three quotes obtained from land agents) and the order in which this should be done to ensure that the parish council ultimately obtains value for money.
  - ii) To review the quotes obtained from land agents and to resolve to appoint if deemed appropriate.
  - iii) To review the quotes obtained from solicitors and to resolve to appoint if deemed appropriate.

- b) Health & Safety  
To resolve to approve the appointment of Arion to:
- i) Carry out a fire risk assessment at the parish council chambers and caretaker's workshop at a cost of £350.00.
  - ii) Service the fire alarm at the pavilion with a follow up appointment every six months (legal requirement) at a cost of £79.99 plus VAT per service.
  - iii) Service the fire alarm system at the parish council chambers and caretaker's workshop with a follow up appointment in six-months (legal requirement) at a cost of £95.99 per visit.
  - iv) Carry out emergency light testing at the pavilion, chambers and caretaker's workshop at a cost of £150.00 plus VAT per venue. Additional fees may be incurred if repairs are required.
  - v) Carry out fire extinguisher servicing at the parish council chambers and caretaker's workshop at a cost of £6 per extinguisher/£2 per fire blanket.
- c) To review quotes from Dark Spark Electrical, Fentec Electrical, and Quantum Electrical Services for the EiCR at the caretaker's workshop. Quotes are pending.
- d) To review quotes from Dark Spark Electrical, Fentec Electrical £40 per hour and Quantum Electrical Services for the PAT testing at the caretaker's workshop. Two quotes are pending.
- e) To review quotes from Dark Spark Electrical, Fentec and Quantum Electrical Services for the EiCR at the parish council chambers. Quotes are pending.
- f) To review quotes from Dark Spark Electrical £PRICE, Fentec £40 per hour and Quantum Electrical Services (quote awaited) for the PAT testing at the parish council chambers. Two quotes are pending.
- g) To ratify the decision to appoint ROSPA at a price of £435.00 for the annual playground inspections (per the November minutes a third quote was obtained from Playinspections.co.uk at £189.90).
- h) To review quotes from Dark Spark Electrical, Fentec and Quantum Electrical Services for the installation of LED battens at the caretaker's workshop. Quotes are pending.
- i) To resolve to approve repairs to the lift further to the Lift Operation & Lifting Equipment Regulations 1998 Mandatory six monthly inspection at a cost of £170.00 plus VAT.
- j) To resolve to approve urgent repairs to the defibrillator cabinet at the pavilion at a cost of £75 exclusive of VAT plus £6.98 carriage and installation at a cost of (quote awaited).
- k) To ratify a decision to purchase replacement defibrillator pads for the telephone kiosk and accessories.
- l) To review quotes from Tim Ruck at £775.00, Mark Whitehead at £675.00 and Wright's Garden Services at £632.00 to remove the tree by sectional dismantling with a hydraulic lift and grinding of the stump. (Note Tim Ruck has offered to grind the stump on Oak Way for an additional £45.00).
- m) To review the resolution made in November 2024 to instruct Worknest to assist the parish council with risk assessment. Members to resolve to approve either a three or five year term at a cost of either £1975.00 or £2,300.00 per annum. The five year agreement comes with a 36-month break clause.
- n) To receive a proposal from Councillor Davison to resolve to approve amendments to the committee structure. Finance – Councillors Davison, Garlick, Spencer, Tucker (Chair), Wright, Staffing – Councillors Bell, Garlick, O'Connor, Wright, Tucker (new), Allotments – Councillors Atkinson, Bell, Peacock, Davison (new), O'Connor (new), Cemetery – Councillors Atkinson, Peacock, Bell, Tucker (new), Spencer (new), Events – Councillors Bell, O'Connor, Peacock. No changes to this committee and Pavilion - Wright, Stanley, Thorpe, Davison (new), Spencer (new).

## 9. Committees

- a) Finance Committee
- i) To resolve to approve the delegation of powers for oversight of the parish council chambers to the Finance Committee.
  - ii) To ratify a decision to purchase 24 LED lights for the parish council chambers at a cost of £278.32 plus VAT.
  - iii) To resolve to approve a pricing structure for hire of the Chambers meeting space and office
  - iv) To discuss parking on St Andrews Street further to a number of concerns raised by local residents.
  - v) To resolve to ask HAVCS to remove their property from the parish council chambers including storeroom by 31 March 2025.
- b) Pavilion Committee
- i) At the EOM on 2 December, the parish council agreed to seek three quotes to complete the work recommended by the structural surveyor per correspondence received from Jenna Sewell of Mason, Navarro, Pledge on 2 December 2024. To ratify a decision to appoint Richard Wells Building Design to carry out the bracing work in the first instance at a cost of £2230.38 (three quotes were obtained Geometric Joinery, £3264.00 and Lincoln Roofing, £6209.83) to carry out the work suggested at a cost of £2230.38 to include the following.
  - ii) To review quotes for an asbestos survey at the Pavilion ahead of any structural work from Supernova Group Ltd at £822.00 plus VAT, Bradley Environmental at £535.00 plus VAT and Oracle Asbestos, quote pending.
  - iii) To discuss the need to tidy up the electrical wiring in the loft area prior to insulation.
  - iv) To resolve to approve £950.00 plus VAT for the Structural Engineer, Jenna Sewell from MNP to reassess the Pavilion roof after bracing works have been completed.
  - v) To discuss the requirement to do the insulation works in preparation for the ECR, the lead work to prevent further water ingress and guttering at a cost: Insulation £2493.84, leadwork £1060.00, guttering and downpipes £2,000.00 (two quotes were obtained, a third quote has been unforthcoming).
  - vi) To ratify a decision to obtain legal advice from Chatterton’s solicitors at a cost £320 plus VAT per hour (for 2-3 hours) to re-draft the tenancy agreement.

## 10. Finance

- a) To note the current bank balances as of 7 January 2025.

Current Account	10,104.33
Bank Account S106	31,020.93
Bank Account Deposit	93944.27
Petty Cash	0.00
<b>TOTAL</b>	<b>135,069.53</b>

- b) To note the income received between 19 November 2024 and 7 January 2025.

ACCOUNT	DESCRIPTION	AMOUNT
S106	Interest (December)	23.78
Deposit	Interest (December)	88.98
Current	Allotment Rent B5-2	85.00
	PCC Contribution to XMAS	50.00

	Allotment Rent A11	86.00
	Eclipse (Refund for faulty equipment)	52.00
	Swimming Pool (Final Payment)	1000.00
	Allotment Rent A-16	86.00
	Lincs Loos (Refund)	126.00
	Allotment Rent A1-1	85.00
	Allotment Rent B-16	45.00
	Exclusive Right of Burial	300.00
	Library Fines 2024	80.00
	Exclusive Right of Burial	257.00
	Donations Christmas Photographs	110.10
	Allotment Rent A12	86.00
	NKDC	777.42
	Allotment Rent B7	45.00
	William Kent Memorial SHEPPARD	75.00
	Pension Refund	33.48
<b>TOTAL</b>		<b>3491.76</b>

- c) To resolve to approve the expenditure between 19 November 2024 and 7 January 2025 (*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
Street Signs Direct	Invoice ref: 18138	179.00	35.80	214.80
Salary	Caretaker (Week 33)			
EDF Energy	Invoice ref: KI-58C53C08-0006 Electricity Supply to Cemetery, 1 Oct – 30 Nov 2024	144.28	7.21	151.49
EDF Energy	Invoice ref: KI-DODDBFB4-0006 Electricity Supply to Chambers, 1 Oct – 30 Nov 2024	376.26	18.18	395.07
Pension Contribution	Caretaker (26 November 2024)			
Pension Contribution	Former Clerk (Final Contribution) Note: The contribution was recorded in error as Final in the November minutes.			
Salary	Caretaker (Week 34)			
Pension Contribution	Caretaker (4 December 2024)			
ESPO	Invoice ref: 7539133 Wall Calendars 2025 x 2 (total corrected from November list recorded as £13.75)	12.45	2.49	14.94
Aswarby Estate	Christmas Tree (inc installation and delivery)	242.50	48.50	291.00
Euromec Contracts	Invoice ref: 32424 Filter Brush	87.70	17.54	105.24
Homebase	Reimbursement to the Clerk: Purchase of extension lead for Christmas Light Switch on.	45.00	0.00	45.00
ICCM	Invoice ref: 18708 Attendance at CM&C Training Course (clerk)	145.00	29.00	174.00
Donaldsons	Invoice 17 Caretaker Supplies	31.87	6.37	38.24
Eclipse Computer Repairs	Invoice ref: 2349 Computer maintenance and back up – November 2024	45.00	0.00	45.00
Cartridge Save	Reimbursement to the Clerk: Printer Ink	54.33	10.87	65.20
Nick Marshall	Invoice ref: 6268 10 Keys for Allotments Christmas Tree Bracket Cover Plate	484.50	96.90	581.40
Boston and North Wash Training	Invoice ref: 151 254 25 Safe use of pesticides for Clerk and Caretaker Training & Hand Held Applicator Training for Caretaker	716.00	75.00	791.00

PWT Hire	Invoice ref: 708 Operated Cherry Picker Hire for Christmas Lights	140.00	28.00	168.00
Salary	Caretaker (Week 35)			
WCF Chandlers	Invoice ref: 996706 Diesel	583.60	116.72	700.32
Pension Contribution	Caretaker (10 December 2024)			
Keystone Sound Systems	Invoice (Hearing Loop – Chambers)	1330.75	0.00	1330.75
Salary	Caretaker (Week 36)			
Lloyds Bank	Monthly Fees	8.50	0.00	8.50
Daisy Telecommunications	Invoice ref: 13511244 Bill to 20 November 2024)	100.60	20.12	120.72
Pension Contribution	Caretaker (17 December 2024)			
LALC	Invoice ref: 15227 Locum Clerk (Oct-Nov 2024)	4596.80	919.36	5516.16
Eclipse PC Repair	Invoice ref: 2355 Supply and fit external hard drive for daily back up	65.97	0.00	65.97
Eclipse PC Repair	Invoice ref: 2360 Computer maintenance and back up – December 2024	45.00	0.00	45.00
Wheelcraft	Invoice ref: 44963 Repair to lawn mower puncture	15.00	3.00	18.00
MKM	Reimbursement to the Clerk – Postcrete for new road signs, order ref 999897	12.50	2.50	15.00
EDF Energy	Invoice ref: KI-58C53C08-0006 Electricity Supply to Cemetery between 1 Nov – 1 Dec 2024	28.12	1.41	29.53
EDF Energy	Invoice ref: KI-DODDBFB4-0006 Electricity Supply to Chambers between 1 Nov -1 Dec 2024	426.67	21.33	448.00
Salary	Caretaker (Week 37)			
J Croston	Window Cleaning (Chambers)	25.00	0.00	25.00
LALC	Invoice ref: 15454 Locum Clerk FINAL (to 25 November 2024)	1070.10	214.02	1284.12
ESPO	Invoice ref 7571138 – Stationery (lever arch files, laminating pouches, A4 paper & diary) Caretaker Supplies -Paper towel	116.30	23.26	139.56
MKM Sleaford	Reimbursement to Councillor Garlick – Postcrete for new road sign, order ref: 100772	12.50	2.50	15.00
Arion Training and Development	Invoice ref: 15500 Call out to Fire Alarm system at the Pavilion and replacement of device	75.00	15.00	90.00
The Lamp Shop Online	LED lighting for Chambers	278.32	55.66	333.98
CartridgeSave.co.uk	Invoice 007695780 Black Ink Cartridge	53.80	10.76	64.56
Amazon	CCTV Equipment, Clerk's Office	21.98	0.00	21.98
Pension Contribution	Clerk (December)			
Salary	Caretaker (week 38)			
Salary	Clerk (December)			
Pension Contribution	Caretaker			
Carter Jonas	Invoice ref: J0086948 PPM survey, Pavilion	3265.00	653.00	3918.00
Mason Navarro Pledge	Structural survey and report, Pavilion	950.00	190.00	1140.00
Salary	Caretaker (week 39)			
Turtle Defibrillator Cabinets	Replacement transformer for defibrillator cabinet at the Pavilion	78.98	16.40	98.38
<b>TOTAL</b>		<b>21,959.49</b>	<b>2,640.90</b>	<b>24,604.00</b>

- d) To resolve to approve the monthly income and expenditure account for December 2024 and January 2025.
- e) To ratify the transfer of £10,000 from the deposit account to the current account to cover expenditure dated 1 November 2024 and 20 December 2024 and £5,000 on 2 January 2025.
- f) To discuss and resolve to approve the budget for 2025/2026 and to review ring-fenced reserves.
- g) To discuss and to resolve to approve a precept figure for 2025/2026.

**11. Date and time of the next meeting/s**

Parish Council

Monday 27 January 2025

Monday 24 February 2025

Monday 31 March 2025

Monday 28 April 2025

Monday 26 May 2025

Monday 30 June 2025

Monday 28 July 2025

Monday 18 August 2025

Monday 29 September 2025

Monday 27 October 2025

Monday 24 November 2025

*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.*