

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 27 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: 22 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)

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 precept and budget setting meeting held on Monday 13 January 2025.
- b) To resolve to approve the introduction of minute references, page numbers and version numbers from 1 April 2025. *Clerk*
- c) To note the spending power for the Christmas Tree is Section 137 of the Local Government Act 1972. This information was not noted in the October parish council minutes.

7) Report from the County and District Councillors

8) General Matters

- a) To resolve to adopt the following policies.
 - i) Finance Reserve policy.
 - ii) Councillor vacancy policy.
 - iii) Grant awarding policy, application form and guidance and scoring criteria.
- b) To resolve to accept the following amendment to Financial Regulations.

5.18 In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk or RFO may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

- c) To receive a proposal from Councillor Garlick in relation to the placement of two new posts for the SID on Sleaford Road and Kyme Road at a cost of £400.00.
 - i) To note that the warranty expired in March 2024 on the SID. A renewal option has been offered at a cost of £199.00 plus VAT.
- d) To ratify a decision to allow trees for Heckington to plant an Oak Tree on the green space on Godson Avenue subject to a successful application to NK.
- e) To discuss councillor's use of social media platforms. *(Councillor Garlick)*
- f) Committees
 - i) To discuss dissolution of the cemetery and allotment committee.
 - ii) To discuss the staffing of the pavilion committee to include Councillors Davison and Spencer.
 - iii) To discuss the staffing of the staffing committee to include Councillor Tucker.
 - iv) To discuss the staffing of the events committees.
 - v) To resolve to approve the Term of Reference for the Events Committee.
- g) Allotments
 - i) To note that Black Sluice have suggested that the allotment dyke is subject to riparian ownership and as such costs must be shared equally with the adjacent property owner.
 - ii) To receive advice from LALC in relation to the ring-fencing of income from the allotment committee.
 - iii) To discuss future management of the allotments with a Management Committee comprised of Allotment Association members and Councillors.
 - iv) To resolve to approve the caretaker's attendance at the rodent course delivered by Boston Training Group UK at a cost of £170.00 plus VAT and a mole course (price TBC). This will enable the caretaker to purchase poisons and control rodents rather than employing outside contractors.
- h) Cemetery
 - i) Memorial Management Workshop - At the meeting dated October 2024, the parish council agreed to host the workshop in exchange for two complimentary places on the course which is charged at £155 plus VAT per person. The request has been declined. To resolve to approve three places at the training on 7 May 2024 at Sutterton Village Hall.
 - ii) To note the request from a member of the public for the placement of a memorial bench on the far south eastern perimeter of the cemetery in memory of the late Mr Sheppard upon the agreement that the bench must be managed by the applicant. Failure to adequately maintain the bench will lead to its removal and disposal.
 - iii) To note the change of provider for the portaloo at the cemetery (Lincs Loos to SRP).
- i) Health & Safety
 - i) To ratify a decision to add a keypad entry lock to the clerk's office at a cost of £46.75.
 - ii) To resolve to approve a contract with Euromec for two services on the Park Ranger 2150 per annum based on over 1000 running hours per year at a cost of £350.00 plus VAT per visit (deferred from the November meeting of the Parish Council).
 - iii) To resolve to approve the removal of two sycamores at the pavilion at a cost of £1950.00 (wood worm, rot pockets and in a high traffic area). Confirmed no TPO with Chris Clay, NK.

- iv) To resolve to approve the removal of a cherry tree (1.3m, 12 inches deep crack) and a chestnut (both diseased and in poor condition) and removal of overgrown brambles on the green at Burton Road at a cost of £1450.00. Confirmed no TPO with Chris Clay, NK. *Clerk*
- v) To resolve to approve tree numbering tags at a cost of £60.95 excluding carriage.
- vi) To note the report from Cadent gas on supply to the pavilion further to the dead/live check.
- vii) To resolve to approve two places at an Emergency First Aid training course at a cost of £80 plus VAT per person for the clerk and caretaker.

9) Committees

a) Finance Committee

- i) To delegate powers to the Finance Committee to initiate an application for a PWLB grant or other similar grant to fund essential work at the pavilion. To note the requirement to amend the finance committee terms of reference.
6.15 To initiate applications for a PWLB or similar in conjunction with the Clerk to fund essential work at the pavilion.
- ii) To resolve to approve the amendments to the finance committee terms of reference to include *6.14 Oversight of the parish council chambers including the authorisation of expenditure up to the budgeted amount.*
- i) To ratify a decision made by the finance committee on 12 December 2024 (minute reference 6) d.) to scrap the preferred supplier list.
- ii) To ratify a decision made by the finance committee on 12 December 2024 (minute reference 6) g.) to remove the landline and replace with an e-sim at a cost of £2.50 in the first month and £5.00 per month thereafter with a view to reducing costs at the Chambers.

b) Highways

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.

- a) To receive feedback from the village walkabout with Rowan Smith, Head of Highways for Lincolnshire County Council on 15 January 2025.

10) 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 to note the new or amended planning matters received since the meeting on 25 November 2024.

Application	24/1489/HOUS
Proposal	Erection of single storey rear extensions to the house and garage
Location	32 Oak Way, Heckington, NG34 9FG
Status	NEW - Registered
Application	24/1383/FUL
Proposal	Extension of hard standing to perimeter of existing farm building including extending associated farm track (retrospective) along with the erection of a new farm shed.
Location	Land Off Side Bar Lane, Heckington
Status	NEW - Registered
Application	24/1403/HOUS
Proposal	Replacement of existing conservatory with single storey flat roof rear extension
Location	20 Handley Street, Heckington
Status	NEW - Registered
Application	25/0013/PMA
Proposal	Change of use from commercial, business and service to two dwellings
Location	Garwick Farm, Boston Road, Heckington

Status	Prior Approval Development NEW – Registered
Application	25/0024
Proposal	Proposed single storey extension to the rear with internal and external alterations
Location	38 Kyme Road, Heckington
Status	NEW - registered

b) Members to note the following decisions received.

Application	24/1392/VARCON
Proposal	Application to vary condition 4 (approved plans) of planning permission 22/1799/FUL – Proposed extension and internal alterations to existing commercial shop unit.
Location	Mountain' Farm Shop, Boston Road, East Heckington
Status:	APPROVED, 22 January 2025
Application	24/1419/TCA
Proposal	T1, T2, T3, T4 – Oak Fell
Location	Crown Lodge, 46 High Street, Heckington
Status	Decided – TPO Not Served, 20 December 2024
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
Status:	Decided – TPO Not Served, 21 October 2024
Application:	24/1297/TCA
Proposal:	T1 – Apple – Remove the two forward leaning limbs approx. 3.
Location:	2 Church Street, Heckington, NG34 9RF
Status	Decided - TPO Not Served, 6 December 2024
Application:	24/1333/TCA
Proposal:	T1 & T2 – Silver Birch – Remove to ground level
Location:	44 High Street, Heckington, NG34 9QT
Status	Decided – TPO Not Served, 20 December 2024
Application:	24/0897/FUL
Proposal:	Application for the installation of 3.no external metal containers
Location:	Elm Grange School, Boston Road, East Heckington
Status	Approved, 5 November 2024
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
Status	Decided – TPO Not Served
Application:	24/0769/FUL
Proposal:	Proposed erection of a 19m chimney
Location:	The Roasting Company, Station Road, Heckington
Status:	Approved, 20 December 2024
Application:	24/0850/TCA
Proposal:	T1 Silver Birch – Reduce the crown by 2m. Shape and lift canopy to 10ft above ground level. T2Ailanthus – 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
Status	Decided – TPO Not Served
Application:	24/1008/PNTEL
Proposal:	Application for prior notification of proposed development by telecommunications code systems operators.

Location:	Small Business Park, Station Road, Heckington
Status	Refused, 23 October 2024
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
Status	Decided – TPO Not Served

c) Members to note the decisions on the following planning applications are still pending.

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
Status	Pending
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.
Status	Pending

d) 24/1265/FUL (To note the emails from Matthew Mountain, Director, LCJ Mountain Farms Ltd. The planning application relates to a 2.5 ha battery energy storage system. To also note the email from Root Power’s Senior Planning Manager dated 16 January 2025.

11) Finance

- a) To formally resolve to approve minute reference 12) d. from the November parish council meeting (to resolve to approve the bank reconciliation, a motion was not formally passed.
- b) To review the report for the Internal Auditor dated 14 January 2025 (received 17 January 2025). The report is attached and will form part of the agenda and minutes.



Internal Audit Report

This audit report is to read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return.

Council:	Heckington Parish Council
Internal Auditor:	Stacey Knowles
Year Ending:	March 2025
Date of Report	14 th January 2025

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

Lincolnshire Association of Local Councils

Internal Audit Report

To the Chairman of Heckington Parish Council

I have examined council business including policies, agendas & minutes, accounting and financial statements and other documents relevant to this audit.

Internal Audit for 2023-2024 was available. No areas of improvement were raised in the report.

During the intermediate audit visit, a number of areas were identified where action was recommended and are offered as suggestions for improvement. I have discussed these with the Clerk and the details can be seen below.

Key Governance Review

- The council has recently reviewed and adopted newer versions of Standing Orders and Financial Regulations. These were tailored to the council and published on the website as required.
- Terms of reference are in place for a Finance committee (published in the minutes), a staffing committee and an events committee (both published on the website). Terms of reference have not yet been prepared for 3 further committees - Pavilion, cemetery and allotments committee.
- A complaints policy, Freedom of Information policy including the publication scheme and a data protection policy are published on the website but last review dates are not known. It is recommended that a review of these policies is carried out, of which the clerk was already aware. It is also recommended that the council

adopts a procedure for dealing with Subject Access Requests and to include a section within its data protection policy outlining its procedures for dealing with breaches of data.

- The council has insurance in place – Public Liability was in place although a certificate had not been issued by the insurer. It is recommended that this is obtained and placed on the website. The level of insurance was £10,000,000. The employer’s liability insurance certificate was seen and it is displayed in the council’s buildings. As the insurance was due at short notice, following appointment of the new clerk, the council took the renewal premium from its provider. However, the clerk is aware that the levels of insurance need to be compared with the council’s asset register and if necessary the buildings will need to be revalued to ensure that the correct cover is in place.
- The council’s internal audit report for 2023-2024 consisted of the AGAR Internal Control objectives only. No other written report was received and no recommendations have been made. The external audit report has not yet been received from PKF LittleJohn and the council has received a letter explaining this. The council has therefore been unable to consider the report of the external auditor.

Transparency

- The council correctly published the Public Rights Inspection notice alongside the documents required as stated on the first page of the AGAR.
- On approving the Annual Governance Statements and the Accounting Statements, the council resolved that the documents were ‘approved in principle subject to the internal audit report’. It is not clear whether the council has or has not approved the relevant sections of the AGAR. The matter was also not revisited at a later meeting following receipt of the internal audit report. The minutes are evidence of the council’s decision making and therefore resolutions should be clearly written and expressed so as to avoid ambiguity.
- The council should note the dates it has chosen for the public rights inspection period within the minutes of the meeting that it has made the relevant resolutions to approve the documents. The following is the recommended order for items on the agenda:

- a. consider the report of the internal auditor for the financial year ended 31st March xxx*
- b. consider approval of the 20xx/20xx Annual Governance and Accountability Return – Section 1 - Annual Governance Statement*
- c. consider approval of the 20xx/20xx Annual Governance and Accountability Return – Section 2 - Accounting Statements*
- d. note the dates for the public rights inspection period*

- The council does not have 5 years’ of annual returns published on its website. The clerk is aware of the requirement but has not been able to locate the required documents.
- To meet the requirements of the Transparency Code, the council should ensure that payments above £500 (for councils with turnover of £200,000) should be published. It is best practice however, to publish details of all expenditure save for those considered confidential such as salaries. This had not been carried out until September 2024 when the newly appointed clerk published all expenditure transactions from April to September retrospectively. The clerk is now publishing this information monthly alongside the Full Council minutes.
- The website should be updated to show the name of the chairman and vice-chairman and any other roles resolved by the council – for example chairmen of committees. Other aspects of the transparency code will need to be added to the website including ‘data important to local people’ and procurement information.

Accounting

- The cashbook was up to date at the time of the audit, there was evidence that VAT had been recorded appropriately and that VAT claims under the S126 scheme were being made.
- The transactional checks carried out were supported by invoices, however, these were not minuted by the council at the time payments were made. As stated above, the newly appointed clerk retrospectively presented these and minuted the transactions.
- The internal controls for the council have not been implemented and followed all of the time. There is no evidence that the council monitored its budget on a regular basis before September 2024. Bank reconciliations

were not minuted or signed on a regular basis by a member of the council. Decisions of expenditure were not always clearly made within the minutes. It is not clear whether the councillors approved payments made by BACS with the use of a dual authorisation system. It is recommended that the council uses clear and specific wording in its agenda and minutes to ensure complete transparency with regard to its internal controls – for example, ‘to consider the bank reconciliations and note bank balances’, ‘to consider income, expenditure and budget’.

- It is recommended that in line with Financial Regulations section 6.2, the council ensures it has safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. This might include the use of online dual authorisation of payments by councillors. The clerk advised that the council was in the process of setting up an account with unity Trust which would provide this facility. The online authorisation process would enable a separation of duties – the RFO would set up payments and these would only be made once authorised by two signatories. Signatories should be able to review the payments to be made against the list drawn up by the RFO and the original invoices relating to each transaction.
- Section 137 expenditure – it was not always clear when the council has relied upon the use of s137 of the Local Government Act 1972. The use of s137 should be minuted at the point the council is incurring the expenditure. For example, if the council resolves to purchase a Christmas Tree it should clearly include s137 in the minutes using a standard set of words. For example ‘ It was resolved: That the council purchases a Christmas tree from xx at a cost of £xx using powers provided under s137 Local Government Act 1972’.
- S137 is a power of last resort and so the council should only use this power unless no other is available. For example, the council gave a grant to the allotment holders association using s137. However, the council already has a power to provide allotments and does not need to rely on s137 for this. Smallholdings and Allotments Act 1908, subsections 23, 26 and 42. The council could also rely on Local Government (Miscellaneous Provisions) Act 1976, section 19. Transactions relying on s137 were marked appropriately in the cashbook.
- Whilst the council does not have any single investments worth more than £100,000, it is recommended that it adopts a financial reserves policy. This will help the council to determine the reasons and values for earmarked funds and ensure that it holds sufficient amounts.

Budget, precept and reserves

- The budget for 24/25 was set at £114745. There is a shortfall of £4000 from the precept amount which is unexplained.
- The budget and precept were correctly minuted and approved by the council.
- A review of the earmarked reserves was scheduled to be undertaken in January 2025. The clerk was aware that no reserves were specifically held for the pavilion building and the council was in a position where it required expenditure to ensure safety. The clerk was also already aware that other reserves may be insufficient and this was to be picked up in the review. Refer to the JPAG practitioners guide for details of sufficient general reserves.
- The clerk referred to some CIL and s106 funds which are held. It is recommended that the source of funds is checked to determine whether they are CIL or s106. There is a requirement for parish councils to report on its CIL funds held and spent during each financial year. The district authority may also recover unspent CIL funds after 5 years.
- There is no evidence that income and expenditure or budget was considered or monitored by the Full Council from April to September. The acting clerk put procedures in place to monitor the budget regularly from September. Full scrutiny of the budget was carried out in November 24 by the Finance committee.

Income and Petty Cash

- Income is being received as required and the acting clerk reported on all income to the Full Council in September 2024.
- The Internal Auditor noted that cash income was being received into the petty cash account. This meant that cash income was not being banked promptly or intact as per the requirements of Financial Regulations 11.4. The use of petty cash for travel claims occurred in the first half of the financial year. This is not best practice. All expense and travel claims should be submitted and scrutinised through an approval process. The new clerk is aware of this and an expense claim policy is being prepared.

- The council may wish to consider the use of a credit card for its ad-hoc purchases instead of the use of expense claims.
- The newly appointed clerk has ceased the use of petty cash. The petty cash account was reconciled in September 2024 (with an unaccounted for surplus). The petty cash account has now been closed.

Risk assessment and asset control

- There is a register of assets in place and the clerk plans to carry out a significant review to ensure that it is a true and accurate record of assets held by the council. No risk assessments or asset inspections have taken place within the financial year. It is recommended that these are carried out and a written list of inspections are held and retained. This will ensure that the council has carried out its duties with regard to health and safety and complies with the requirements of its insurance cover.
- The council has started a programme of inspections, one of which is for its pavilion building. The council has also recently contracted Worknest to complete work place risk assessments.
- It is advised that the council checks whether all of its land is registered with HM Land Registry.
- The council does not have an overall risk management or risk register in place. This document would help the council to identify and manage risks in relation to fraud and error. It is a substantial document which details the council's internal controls and helps to mitigate against risks related to business continuity.
- A number of grants and donations were given during the financial year. However, there is currently no policy in place covering this activity. The clerk is aware and a new policy has been drafted. This is an important policy because it enables the council to consider grants against a set criteria and ensures a level of transparency with residents and also prospective grant applicants.
- The council purchased land at Star Fen within the financial year. This item was on the agenda in February 24 and again in April 24 where it was announced that the land had been purchased. No business case was made in respect of this transaction as per the Standing Orders in place at the time of purchase. This had been advised (and minuted as such) by the clerk. In February 2024, it was resolved to carry out a public poll via social media and poll slips in village locations, valuation and searches before the purchase was considered. The item was not considered by the Full Council again, but the purchase of the land was announced at the meeting in April 2024. The council did not have a budget for this significant purchase. Reference is made to a land valuation, but the minutes suggest that not all members were in receipt of this report prior to purchase.
- Whilst the item was on the agenda for the meeting, the wording of the agenda item was inadequate for describing the business to be transacted. It was simply worded as 'land matters'. This does not provide sufficient transparency for the public to understand the council's intentions for the item. Residents have subsequently raised their concerns because of the lack of transparency.
- The internal auditor could not locate a resolution made by the Full Council which clearly confirms its intention to purchase the land. Information was presented at meetings by the Chairman which does not appear to have been made available to other members prior to the meeting. Members of council should be privy to all the reports and business to be transacted at least 3 clear days' before a meeting to ensure they are fully informed prior to discussion and decision. Examples of this include the reference to a land valuation which does not appear to have been shared with council members prior to the meeting and the decision to graze sheep on the land. This appears to have been discussed with a landowner before the authority had a chance to consider it.

Proper Process and Practice

- The council has appropriate digital backups for its files. It is recommended that fireproof storage is used for paper records, particularly for signed minutes and other paper records which are required by law.
- The register of interest forms are correctly made available on the website via a link to the district authority. It is recommended that interests are more specifically recorded in the minutes. For example a member declared an interest in a meeting relating to a planning application. It was not clear from the minutes whether this interest was a registered pecuniary interest and therefore would prevent the member participating and voting on the item. The clerk confirmed that it was not a pecuniary interest and noted that future interests would be recorded more accurately.
- It is recommended that agenda items are clear enough to determine the business to be transacted. The clerk is aware of this and has already implemented changes.

- It is a matter for the council to decide on the presentation of its minutes including whether discussion is included. However, the most important aspect of a council's minutes is to show the decision of the council so it is important that these are clearly presented. Not all resolutions have been clear within the minutes. A standard method of identifying decisions within the minutes such as 'It was resolved: That...' or similar would be beneficial.
- It would also be beneficial to use the wording from the agenda item within the minutes to clearly show which item it relates to.
- Confidential items have not always been used appropriately. For example, the purchase of land was included in confidential session. Arguably, the council may need to consider some aspects of this confidentially due to commercial sensitivity but the intention to purchase should have been more transparent with residents.
- The council has not always followed its financial regulations in respect of the authority to incur expenditure or purchase – for example the purchase of land at Star Fen and the purchase of cups and saucers. The clerk is aware and has changed the practice at the council.

Payroll and HR

- There are two employees. Contracts are in place and a review of job descriptions is being undertaken.
- Payroll is carried out externally. The council previously used a standing order for paying HMRC and incurred an underpayment relating to quarter 1 which was rectified on appointment of the new clerk. Practices have been changed to ensure that this does not occur again.
- A grievance policy was adopted in September 24 and the council is working on the adoption and review of a number of other policies including disciplinary policy, dignity at work, equality and diversity, performance and improvement. It is recommended that the council put a training policy in place.

Transactional checks

Three transactional checks were carried out during this intermediate audit. Two of the transactions had not been reported in the minutes (at the time, payments were not routinely minuted). Two transactions were correctly approved by the council prior to the expenditure, the payment values matched the invoice values. One transaction relating to an expense claim from a member of council for Annual Parish Meeting refreshments had not been authorised prior.

The council did not always follow its financial regulations throughout the year and a number of recommendations are made to ensure that the council's governance processes follow best practice going forward. The clerk is aware of most of these already and has started to implement new practices and reporting measures. There is a considerable amount of work required in terms of completing risk assessment, mitigating risks, updating policies, changing reporting practices and improving transparency. Work has begun and actions taken will be assessed at the next internal audit meeting.

Due to time constraints some aspects of the intermediate audit will be assessed at the next meeting later in the year. This includes checks relating to burials and community buildings.

12) Correspondence

- a) To note correspondence from NK dated 12 November 2024, Street Numbering, Birch Cottage, Kyme Road, Heckington (new street numbering scheme due to renovation of derelict cottage).
- b) To note correspondence from NK dated 1 January 2025, Street Numbering, Elmholt, 35 Kyme Road, Heckington (new street numbering scheme).
- c) To note an email from Beacon Fen Energy Park dated 18 December 2024, Newsletter re targeted consultation exercise.
- d) To note the email from the Corporate and Civic Team at NK dated 28 November 2024, Active Travel Strategy. Comments submitted on behalf of Councillor Bell.
- e) To review the email from Steve Wright, the Chair of the Allotment Association dated 28 November 2024, site visit for council members.
- f) To note the email from the Lincs Reservoir Team dated 9 January 2025, 'Phase two consultation feedback summary'.
- g) National Highways and Transport Survey received from LCC dated 15 January 2025.

13) Date and time of the next meeting

- a) To agree a date for the Annual Parish Meeting (1 March to 30 May)
- b) Finance Committee Meeting, 11 February 2025 at 7.30pm in the Parish Council Chambers
- c) Staffing Committee Meeting, 20 February 2025
- d) Parish Council
 - 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

14) Closing Comments from the public (limited to brief statements)

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.