

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 31 March 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: 26 March 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 Parish Council meeting held on Monday 24 February 2025.
 - b) To resolve to approve the minutes of the Staffing Committee Meeting on 26 September 2024.
 - c) To resolve to approve the following amendments to previous minutes:
 - i) Monday 30 September 2024 – 16) e) Finance
 - EDF Energy - Invoices from 2 -30 June should show the VAT element which needs to be taken away from the net figure.
 - Daisy Telecommunications – net and VAT need to be added.

EDF Energy Electricity Supply	Supply for 2 June to 30 June – Cemetery	180.75 174.64	6.11	180.75
EDF Energy Electricity Supply	Supply for 2 June to 30 June 2024 – Chambers ref KI-DODDBFB4-0001	415.87 403.30	12.57	415.87
Daisy Telecommunications	Invoice 13333251 services to 31 August 2024	0.00 100.63	0.00 20.13	120.76

- ii) Monday 28 October 2024 – 12) c) Expenditure for approval

- Daisy Telecommunications - the VAT needs to be added as the entry incorrectly states £0.00.
- Glasdon – the delivery fee of £12.50 must be added to net. The VAT should read £17.23.

Daisy Telecommunications	Broadband and telephone supply – bill to 30 September 2024, ref 13393033	100.60	0.00 20.12	120.72
Glasdon UK Ltd	Dog Waste Bags, Invoice SI896458	73.64 86.14	17.23	103.37

- iii) Monday 25 November 2024 – 12) c) Finance
- Glasdon - the delivery fee of £12.50 must be added to net.

Glasdon	Dog Waste Bags, invoice SI 898335	151.20 163.70	32.74	196.44
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- iv) The minutes from the precept meeting in January need to be amended to show the correct date of the EOM in December. This should read 2 December, not 12 December.

7. Report from the County and District Councillors

8. General Matters

- a) To review the candidates for co-option and appoint if appropriate.
- New Councillor to complete the Declaration of Acceptance of Office and the Disclosable Pecuniary Interest Form and return to the Clerk.
 - Polices for review and/or adoption or to receive any updates from the Clerk.
 - Freedom of Information Model Publication Scheme
 - Review of Asset Register
 - Social Media policy
 - Risk Register
 - NALC Model financial Regulations and Standing Orders (defer to April)
 - To confirm the resolution made at the meeting on Monday 24 February in relation to HAVCS use of the kitchen foyer.
 - To discuss the planting of a variety of sponsored tree specimens on the Burton Road Green further to a request from Heckington in Bloom.
 - To review a request from Heckington in Bloom for the purchase of a tree specimen for the Burton Road Green at a cost of £200.00 for planting in the Autumn (Oak or Horse Chestnut).
 - To receive a recommendation from Councillor Tucker in relation to defibrillator sponsorship.
 - To discuss the benefits of carrying out a village wide survey to feed into budget proposals for 2026/27.
 - To discuss the community events working group (*Councillor Tucker*).
- b) Health & Safety
- To resolve to approve expenditure for mole control at the cemetery at a cost of £550 per year (Pestforce) per recommendations from WorkNest.
 - To note that the bridge at the Pavilion play park is currently out of order.
 - To receive an update from the Clerk in relation to routine health and safety testing across all sites.
 - To review quotes for repairs to 7 emergency lights at the Pavilion:
 - Arion £50 per unit plus VAT
 - SKU Electrical £658.33 in total plus VAT
 - To ratify expenditure for the repair of 3 emergency lights at the Parish Council Chambers at a cost of £150.90 inc VAT (see expenditure list) for the items and £50.00 labour costs.

9. Committees

a) Finance Committee

- i) To receive an update from the Chair further to the Finance Committee meeting on 13 March 2025.
- ii) To receive a recommendation from the Finance Committee in relation to a review of the effectiveness of the parish council's system of internal control.
- iii) To receive recommendations from the Finance Committee in relation to the appointment an internal auditor for the financial year 2025/26.
- iv) To review the action plan arising from the internal audit process.
- v) To resolve to approve the hire agreement for hire of the Parish Council chambers.
- vi) To resolve to approve the following rates:
Hot desking - £15 per day (amendment to January resolution, £10 agreed).
Small Room – 1 hour - £10, 2 hours - £15, Half Day - £20, Full day £50.
Large Room – 1 hour £15, 2 hours - £30, Half Day - £40, Full day £80. (Amendment to January resolution, £250 agreed).
- vii) To resolve to approve £350.00 expenditure for the purchase of kitchen equipment for the Chambers as required.

b) Allotment Management Committee

- i) To receive an update from Councillors Davison and O'Connor further to the inaugural meeting of the AMC on 10 March 2025.
- ii) To resolve to approve the Heckington Management Committee Terms of Reference.
- iii) To resolve to approve on-going management of perimeter hedges, dykes and pest control per recommendation from National Allotment Society.
- iv) To resolve to approve opening an additional account with Lloyds for allotment rental income (free for the first year, £8.50 thereafter).

c) Pavilion Committee

- i) To receive an update from the Pavilion Committee further to their inaugural meeting on Thursday 6 March 2025.
- ii) To receive a recommendation from Councillor Stanley in relation to a PWLB Loan application for a new roof.
- iii) To resolve to approve the hire of skip to remove unwanted items from the facility including old chair and the table tennis table. Costs are 6yd £258.00 and 8yd £295.00 from Forceshift Skip Hire.
- iv) To discuss the removal of the gas meter and the final notice received in respect of standing charges and usage(?).
- v) To resolve to approve works to remove the garage door at a cost of £1750.00.
- vi) To review quotes for replacement windows at the Pavilion (emailed to Councillors ahead of the meeting)

d) Staffing Committee

- i) To receive a recommendation from the Staffing Committee in relation to amendments to the Staffing Committee Terms of Reference; to elect a Chair annually at the Annual Parish Council meeting in May & the appointment of named Councillors to the staffing panel to deal with confidential staffing matters.
- ii) To note that staffing policies have been agreed and implemented by the Staffing Committee to include a lone working, dignity at work, disciplinary, equality and diversity, performance improvement, sickness absence and training and development.
 - To ratify a decision to hire of walkie talkies for the Clerk and Caretaker as part of the lone working policy at £5 per handset for a trial period of 4-weeks.
- iii) To resolve to amend a previous resolution (per the request from Councillor O'Connor) to move to a new payroll provider. Current provider Simon Moss has quoted £250 plus VAT for 2025/26.

10. 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 note the email from LCC Highways dated 6 February 2025 in relation to their agreement with the Parish Council to carry out grass cutting within the parish (contribution for 2025/26 will be £1841.15).
- b) To note the email from Roxanne Greaves TRO LCC dated 26 March 2025 in relation to the public consultation for St Andrews Street and Church Street (Prohibition of Watiing) Amendment Order 2025.

11. Planning Matters

- a) Members to note the new or amended planning matters or those showing as registered since the meeting on 24 February 2025.

Application	25/0015/PMA
Proposal	Change of use from Commercial, Business and Service (Use Class E) to a dwelling (Use Class C3), Prior Approval Development
Location	Garwick Farm, Boston Road, Heckington
Application	25/0297/HOUS
Proposal	Proposed erection of first floor side extension
Location	11 Pocklington Way, Heckington
Application	25/0280FTPATH
Proposal	Section 119 of the Highways Act 1980 - Diversion of footpath
Location	No 9 Land off Burton Road, Heckington

- b) Members to note the following decisions received since the last meeting on 24 February 2025.

Application	24/1403/HOUS
Proposal	Replacement of existing conservatory with single storey flat roof rear extension
Location	20 Handley Street, Heckington
Status	REGISTERED
Decision	APPROVED – 25 February 2025
Application	25/0024
Proposal	Proposed single storey extension to the rear with internal and external alterations
Location	38 Kyme Road, Heckington
Status	REGISTERED
Decision	APPROVED – 25 February 2025

- c) Members to note the decisions on the following planning applications are still awaiting decision.

Application	25/0137/HOUS
Proposal	First floor extension
Location	6 Howell Road, Heckington, NG34 9RX
Status	NEW – Registered
Application	25/0162/HOUS
Proposal	Application to vary condition 7 (approved plans) attached to planning permission 23/1313/HOUS – Erection of two storey side and rear extension, single storey rear extension and renovation of outbuildings and garden store (revised description and plans) – installation of log burner and associated flue to outbuilding.
Location	61 High Street, Heckington, NG34 9QU
Status	NEW – Registered
Application	25/0165/OUT

Proposal	Application for outline planning permission with some matters reserved (access to be considered) for the erection of 47 dwellings.
Location	Land to the south of Sleaford Road, Heckington
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	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

- d) To note comments made in the public forum of the staffing committee meeting pertaining to planning application 25/0165/OUT above.

12. Finance

- a) To note the current bank balances as of 24 March 2025.

Current Account	9403.27
Bank Account S106	31098.34
Bank Account Deposit	49149.24
Petty Cash	0.00
TOTAL	89650.85

- b) To note the income received between 17 February and 24 March 2025.

ACCOUNT	DESCRIPTION	AMOUNT
S106	Interest (March)	23.84
Deposit	Interest (March)	45.89
Current	Allotment Rent, Plot B15-1 (inc deposits)	85.00
	Allotment Field Rent	200.00
	Contribution from the Lincolnshire Association of Wood Turners for the Sycamore Wood from the Pavilion	200.00

- c) To resolve to approve the expenditure (including expenditure to be ratified between 17 February and 24 March 2025).

EXPENDITURE	DETAIL	NET	VAT	GROSS
EDF Energy	Invoice KI-58C53C08-008 Supply to cemetery 1 January – 31 January 2025	111.09	5.55	116.64
EDF Energy	Invoice KI-DODDBFB4-0008	789.97	157.99	947.99
Salary	Caretaker Salary (Week 46)			
Pension Contribution	Caretaker (27 February 2025)			
Salary	Caretaker Salary (Week 47)			
Salary	Clerk (February)			
Masons	Invoice reference 18512 Heckington, Valuation of Star Fen	827.00	165.40	992.40
Arion Training and Development	Invoice 15699 Workshop and Chapel, Fire Extinguisher Service and Disposal of Extinguisher	36.00	7.20	43.20

Arion Training and Development	Invoice 15698 Council Chambers, 6-month alarm service, basic extinguisher service, emergency light testing	253.99	50.80	304.79
Arion Training and Development	Invoice 15697 Pavilion, 6-month alarm service and emergency light testing	229.99	46.00	275.99
<i>D&D Motors</i>	<i>Petrol, Caretaker Supplies</i>	<i>50.00</i>	<i>0.00</i>	<i>50.00</i>
Euromec Contracts Ltd	Invoice 33152, Replacement parts for machinery.	217.56	43.52	261.08
Supernova	Invoice SNG41673 Asbestos testing, Chapel/Workshop	247.50	49.50	297.00
Salary	Caretaker (Week 48)			
Cloud Next	Invoice 182003 Web Hosting Upgrade	70.21	14.04	84.25
Cartridge Save	Printer toner (black)	56.02	11.20	67.22
Supernova	Invoice SNG41672 Asbestos testing, Chambers	347.50	49.50	297.00
Salary	Caretaker (Week 49)			
Salary	Caretaker (Week 50)			
BT	Invoice M003 JO	27.95	5.59	33.54
EDF Energy	Invoice KID0DDBFB4-009 Supply to Chambers from 31 January to 2 March	546.79	109.36	656.15
EDF Energy	Invoice KI=58C53C08-0009 Supply to cemetery from 31 January to 4 March	93.88	4.69	98.57
Fineturf	Vertidrain work as part of contract (S106)	2640.00	528.00	3168.00
GLL	Invoice SI-317831- photocopies clicks for the Library	3.04	0.00	3.04
JJ Contracts	Window Cleaning, February	25.00	0.00	25.00
Eclipse PC Repair	Invoice 2386 – Monthly back up and maintenance	45.00	0.00	45.00
7 Core Electrical	Invoice SL1309509 – Repairs to Chambers lighting following 3-hour drain failure of 3 units	125.75	25.15	150.90
SRP	Portaloo Hire, February 2025	100.00	20.00	120.00
SRP	Portaloo Hire, March 2025	100.00	20.00	120.00
Salary	Caretaker (Week 51)			
Salary	Clerk (March) with overtime			
HMRC	Quarter 4	1249.71	0.00	1249.71
Gallagher Insurance	Invoice TBC Fleet Insurance	977.30	0.00	977.30
LALC	Allotment Training (Clerk & Councillor Bell)	120.00	24.00	144.00

d) To resolve to approve the following expenditure to be paid from 1 April 2025.

ICO	Reference Z7560598Mandatory enrolment – no invoice.	TBC	0.00	TBC
LALC	Invoice 15596 Annual Membership Subscription	785.08	0.00	785.08
LALC	Invoice 15852 Annual Training Scheme Subscription	175.00	35.00	210.00
NKDC	Reference 10000003920 Non-Domestic Rates Bill (Village Green Car Park)	536.43	0.00	536.43
NKDC	Reference 10000150540	0.00	0.00	0.00

	Non-Domestic Rates Bill (Parish Council Chambers)			
NKDC	Reference 1000660263 Non-Domestic Rates Bill (Cemetery)	720.43	0.00	720.43
NKDC	Invoice IN00047960 Annual Licence Fee (Pavilion)	70.00	0.00	70.00
Pestforce	Invoice 1336189 Annual Contract for Pest Control (Allotments)	684.00	0.00	684.00
Euromec Contracts Ltd	Invoice 33370 Service and maintenance/repairs to Park Ranger 2150	367.50	73.50	441.00
Arion	Quote ref: FRA/1283/2025 Fire Risk Assessment (Pavilion)	450.00	90.00	540.00
URisk	Invoice UI-24541 Legionella testing and risk assessment (Chambers)	270.00	54.00	324.00
URisk	Invoice UI-24540 Legionella testing and risk assessment (Cemetery)	270.00	54.00	324.00
URisk	Invoice UI24539 Legionella testing and risk assessment (Pavilion)	270.00	54.00	324.00
URisk	Invoice 24538 Legionella testing and risk assessment (Allotments)	270.00	54.00	324.00
Timpson Ltd	Reference 3589 Key Cutting (Chambers)	52.00	13.00	65.00
Forceshift Skip Hire	Invoice 049390 Historic Invoice for skip hire for the Pavilion. Reimbursement to P Massingham)	215.00	43.00	258.00
Royal Mail	Postage Costs (overdue notice)	8.35	0.00	8.35
Richard Wells Plastering	Invoice 1455/RIW Strip back single storey roof at the Pavilion – install new felt, battens, tiles and leadwork and re-pointing. Stock of tiles for future repairs (tiles now discontinued)	1960.00 222.00 2182.00	0.00 0.00 0.00	1960.00 222.00 2182.00
Amazon.co.uk	Invoice GB5YAU3DAEUI Invoice 66937033 Invoice 66610426 Stationery – Reimbursement to Clerk	54.60	10.93	65.53
Amazon.co.uk	Invoice GB5000GNQIVVI Asbestos Warning Labels (Pavilion)	7.91	1.58	9.49
Amazon.co.uk	Invoice 130586696 Invoice GB500JR8BP43VI Invoice GB51K0N5MAEUI Invoice 109110269 Invoice GB51ZC6BTAEUI Health and Safety supplies including signage and tape (Chambers)	63.26	12.67	75.93

Fentec Electrical Services	EICR Parish Council Chambers £480.00 and replace 3 emergency round bulkheads £50.00	530.00	0.00	530.00
Fentec Electrical Services	Fixed electrical inspection (EiCR) (Village Green)	100.00	0.00	100.00

e) **Transfers**

- i) To ratify the transfer of £10,000 from the deposit account to the current account to cover expenditure on 27 February 2025 and £5000 on 13 March 2025.
- ii) To note the transfer of £2640.00 to cover the net element of the Fineturf invoice which is to be paid with S106 monies.

f) **Bank Reconciliation**

To resolve to approve the bank reconciliation for February and March 2025.

g) **Fleet Insurance**

To resolve to ratify the decision to renew the fleet insurance with MS Amlin at a cost of £977.30 (four quotes received in total Zurich £1159.39, James Hallam £1221.44, NFU Mutual £1665.64). The policy expires on 31 March 2025.

h) **HMRC Payments**

To note the HMRC overpayment for Quarter 3 has not yet been refunded.

i) **Section 137**

To note the Section 137 figure for 2025/26 is £11.10 per elector (for information).

j) **To receive an update from the Clerk in relation to Section 106 monies held by NK.**

- i) To receive a recommendation from the Finance Committee in relation to the request from the cricket club for funding for an all-weather pitch and scoreboard and, Pavilion lighting upgrades (£2,500) and changing rooms with a review thereafter of remaining sums available.

k) **Ratification**

- i) To ratify the additional costs associated with the ROSPA playground inspection. £435.00 was agreed on 13 January 2025, minute reference 8) General Matters e. The actual cost was £505.00 excluding VAT as reported in the February minutes as the adult exercise equipment must be assessed as a separate area.
- ii) To ratify work to the 2-storey extension including bracing and insulation at a cost of £1248.00 and additional leadwork to the single-storey extension £900.00 agreed by a majority via a Teams poll on 28 January 2025 and 31 January 2025.

l) Final quarter budget review

m) To review a list of standing orders and direct debits.

n) To resolve to approve the list of regular payments for 2025/26.

13. Correspondence

- a) Email from a member of the public dated 24 March 2025, planting a memorial tree (Oak specimen) on the Burton Road Green.
- b) Request from Trees for Heckington to leave a small area of grass uncut on Bramley Close to promote habitats.
- c) Email from a member of the public dated 26 March 2025, request to install of a 'no ball games' sign on Kyme Road.
- d) To note an email from a member of the public dated 22 March 2025 in relation to the speed of traffic on Godson Avenue.

- e) To note the emailed request of support from a member of the public dated 19 March 2025 in relation to the installation of a road crossing at the Co-op on the High Street and at the Eastgate/Cameron Street junction (noting advice from County Councillor Key).
- f) To note the email from LCC Highways dated 20 March 2025, Temporary Traffic Restriction for level crossing maintenance between 16-17 April 2025 on Station Road/Hale Road.
- g) To note the letter via email from Katherine Marriot, Chief Executive and Richard Wright, Leader of the Council in relation to local government reorganisation. Town and Parish Council Forum on 10 April at 10am at the NK offices in Sleaford (Clerk and Chair).
- h) To note the email from LCC dated 10 March 2025, Engagement re Public Rights of Way.
- i) To note the email from Ossian Offshore Windfarm dated 17 March 2025, Public consultation.
- j) To note the email from LCC dated 26 February 2025, Central Lincolnshire Design Code.

14. Date and time of the next meeting/s

15. Questions from the public (time permitting at the discretion of the Chair).

16. Closed session

- a) To review the bids in relation to the sale of Star Fen and to resolve to approve the sale if deemed appropriate or extend advertising as required.
- b) To discuss the overdue invoice for the tender to cut Star Fen in 2024.
- c) To discuss the breach of the Code of Conduct by a Councillor.
- d) To receive a recommendation from the staffing committee to approve the Clerk's overtime of 81-hours (since 26 November 2025 through to the week ending Sunday 9 February).
- e) To receive a recommendation from the Staffing Committee in relation to amendments to the Clerk's contract of employment.
- f) To note the overtime the Clerk has accrued overtime since the week commencing 10 February 2025 and the week ending Sunday 30 March 2025.
- g) To note the Caretaker's updated job description and contract of employment have been accepted by Mr Ward.

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.