

HECKINGTON PARISH COUNCIL



Minutes of the Meeting of Heckington Parish Council on Monday 31 March 2025 at 7.30pm in the Heckington Parish Council Chambers, St Andrews Street, Heckington

1. Chair's Welcome & Safety Announcements

The Chair, Councillor Spencer (hereafter referred to as the Chair) welcomed councillors and members of the public to the meeting. The Chair delivered the usual health and safety announcements and asked those present to silence their mobile phones.

The Chair informed the meeting of the resignation of Dawn Bell from the Council. He expressed his thanks to Mrs Bell for her commitment to the Parish Council over the years.

He went on to thank Heckington in Bloom for collecting the saplings granted by North Kesteven District Council (hereafter referred to as NK) to the Parish Council as part of their 50th Anniversary tree scheme. He also thanked Trees for Heckington who planted an Oak sapling in the Godson Green over the weekend, also received from NK.

The Chair proposed that agenda item 8. a i) is moved forward to progress the co-option of a new Councillor to take the seat formerly taken by Ms Peacock. The proposal was seconded by Councillor Wright and the motion was passed by resolution of the council.

Co-option

The Chair explained how the co-option process would be conducted; he said four candidates will have five minutes to give a short presentation and take questions, the remaining three candidates will be asked to wait in the library during the presentations.

Mrs Gower introduced herself. She said she has lived in the village for 3 years and has been taken by the sense of community and pride that people have in this village. She said that recent events, although negative, have shown the level of engagement that can be achieved and she said if successful in her bid to become a Parish Councillor, it would be her aim to promote this level of engagement. She said she has worked as a Civil Servant for the last 34-years; she has to adhere to a Code of Conduct, policies and procedures and understands GDPR and has experience in conflict resolution. She said that she thinks that the current Parish Council has done a great job in turning things around and reestablishing trust in the community and she said she would love the opportunity to be a part of that. There were no questions.

Mr Hudson introduced himself. He said he had lived in the village for the last 19 years, and he wants to put something back into the community. He said he has served on numerous committees and governing bodies over the years. He would like to motivate and encourage younger people to become involved in local politics and with the guidance of the Parish Council to make the changes that they would like to see in the village. Councillor Davison asked Mr Hudson if he had any involvement with the Pavilion. Mr Hudson said he had organised a fundraising event in the past for pancreatic cancer which had been very successful.

Mrs Oscroft introduced herself. She said that she stood for election in November at the last by-election coming one point behind Councillor Davison. She said that a lot of the items on her campaign agenda have been or are being implemented by the Parish Council including accountability and transparency. She said that she is

keen to learn Parish Council procedures. She stated that it is important to take into account the views of East Heckington. She would also see the creation of a volunteer database to save the Parish Council money by using local skills and tradesmen. Councillor Wright asked Mrs Oscroft about her employment history; she works as a support worker for adults with learning disabilities and is a former hair stylist. As a single parent, she studied Criminology and Forensic Investigations at University. Councillor Davison asked how the database would be managed, and she said that a list would be compiled of local tradesmen happy to volunteer their services, free of charge, to the Parish Council. Councillor Davison asked why this would need to be managed by the Parish Council. Mrs Oscroft said that they would be working voluntarily, on behalf of the Parish Council.

Mr Read introduced himself. He moved into the village in July 2023. He is retired from the British Army where he served for 28 years and now works as a Program Manager for the FCDO. In his last job in the military, he worked as Chief of Staff in the Logistics Brigade in Grantham. He feels that diversity in teams and collaboration brings success and being relatively new to the village, he said that he can bring a different viewpoint to the Parish Council. He said that he thinks that the Parish Council, at this stage in its reinvention, could do with this type of input. He said that he loves the village describing it as 'mega' and he would like to see the village retain this status in the future. Upon questioning from the Chair, he explained the nature of his current role with the FCDO. Councillor Davison asked Mr Read what he thought the Parish Council could do better; Mr Read said he believes the Parish Council is now on the right path, working collaboratively rather than combatively.

Members cast their votes on the ballot paper which were folded and handed to the Clerk. The Clerk and Councillor Davison left the room to count the votes. Upon return of the Clerk, the decision was handed to the Chair. The candidates were invited back to the meeting.

The Chair announced that Mrs Gower was the successful candidate by overall majority on the first ballot. Mrs Gower was handed the Declaration of Acceptance of Office by the Clerk which was duly completed and signed and dated by Mrs Gower. The Clerk and Proper Officer witnessed the Declaration and duly signed and dated the form. Mrs Gower was asked to complete the Disclosable Pecuniary Interest form and return as soon as practicable.

The Chair thanked all candidates for their interest in the role.

2. Public Forum

Mrs Bell made the following statement:

As you may now read, I have resigned hence sitting this side of the room. Knowing that this village loves a drama, and what it doesn't know, it likes to make up, I decided to come here tonight to apologise and to knock any more gossip on the head – I resigned not because I was pushed, told or jumped but because I let someone in this room down, and myself, unintentionally. Something I will never forgive myself for. I resigned because it was morally the right thing to do and I am really honestly sorry. It was never my intention to cause such a wound or break any trust. Up until Monday evening, I didn't even think that I had done anything wrong but as soon as I realised, I apologised personally and handed in my resignation as it was the right thing to do.

I apologise now to all that had to use their precious time to investigate and to all of those that were involved. I spoke about something that should not have been spoken about so this is also my goodbye. I will still be working around the village on my knees, pulling weeds, planting flowers and hopefully, if still allowed planting trees but at least now we have a tree planting policy.

The newly led council has had to deal with some pretty monumental things and I did not want it to have to deal with this situation. I want to apologise to Councillor Spencer for ever doubting his integrity. I want to say thank you to Councillors Stanley, Garlick and Thorpe for standing so strong with me in what can only say felt like a war with the purchase of the field for many months reading law, and it took its toll on all of us.

Thank you to my now ex-fellow councillors for standing strong in what can only be described as wave upon wave of decisions, new policies and practices and problems.

On leaving I would also like to let you all know, being on this side of the room allows much more legal freedom to express yourself. So, I take this time to look back on what has been achieved and to set a few more things straight, as I can now.

Whilst there are still things to be done, our Parish Council is quite easily in much better shape, than it ever has been and it can only get better under the leadership of our Chair, Vice-Chair and guidance of our spectacular Clerk, Heidi. Heidi who has made everything possible. Rescuing me and all of us from a nightmare of a situation, when we finally realised what was going on within the Council. Thank you, I will always be indebted to you Heidi. Heidi has empowered, lead by example and taught us how to move forward and worked many hours tirelessly showing us what a Council truly is and what is expected of it for a village she probably never heard of a year or two ago. So I politely ask anyone to think twice before you go into the office to growl at her. Think twice before you go to the office to scream and shout and think twice before posting angrily on Facebook. Heidi deserves better! Those days when you had to do that to get an answer and things done are long gone. Just write a polite email to the Clerk or come to one of these meetings. This council will give you the same clear truthful answer, in as much of a way as the law allows-. I along with others fought very hard for truth. So here is my truth, I did someone a great injustice in this room and I apologise from the bottom of my heart. I could not stay on the Council with a clear conscience. So my time is up, but I leave it in a far better place and better hands than it was when I first joined.

A member of the public asked whether agenda item 16. c) in the closed session refers to a breach of the Code of Conduct by a Councillor that has been discussed previously or whether this is a new breach. The Clerk confirmed that this is a new breach.

A member of the public asked whether there are any updates in relation to Star Fen. The Chair said that this will be discussed later in the meeting.

3. Councillors present

Councillor Spencer, Chair
Councillor Atkinson
Councillor Davison
Councillor Gower
Councillor O'Connor
Councillor Stanley
Councillor Thorpe
Councillor Tucker
Councillor Wright

4. Apologies

Apologies were received from Councillors Garlick and Stanley. The reasons for their absence were 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

a) None.

6. Minutes

- a) Councillor Wright proposed that the minutes of the Parish Council meeting held on Monday 24 February 2025 are accepted as a true and accurate record. The proposal was seconded by Councillor Tucker and the motion was passed unanimously by resolution of the Council.
- b) Members agreed to defer approval of the minutes of the Staffing Committee Meeting on 26 September 2024 as the agenda item is not quorate.
- c) To resolve to approve the following amendments to previous minutes:
 - i) The Chair proposed the following amendments to the minutes of the meeting on 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	6.11	180.75
EDF Energy Electricity Supply	Supply for 2 June to 30 June 2024 – Chambers ref KI-DODDBFB4-0001	415.87	12.57	415.87
		403.30		
Daisy Telecommunications	Invoice 13333251 services to 31 August 2024	0.00	0.00	120.76
		100.63	20.13	

The proposal was seconded by Councillor Wright and the motion was passed by resolution of the Council. The Chair initialled and dated the amendments on the original minutes.

- ii) Councillor Tucker proposed the following amendments to the minutes of the meeting on 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	120.72
			20.12	
Glasdon UK Ltd	Dog Waste Bags, Invoice SI896458	73.64	17.23	103.37
		86.14		

The proposal was seconded by Councillor O'Connor and the motion was passed by resolution of the Council. The Chair initialled and dated the amendments on the original minutes.

- iii) The Chair proposed the following amendment to the minutes of the meeting on 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	32.74	196.44
		163.70		

The proposal was seconded by Councillor Wright and the motion was passed by unanimous resolution of the Council. The Chair initialled and dated the amendments on the original minutes.

- iv) The Chair proposed the following amendment to the minutes of the precept meeting on 13 January 2025 to reflect the correct date of the EOM in December. This should read 2 December, not 12 December. The proposal was seconded by Councillor Atkinson and the motion was passed by unanimous resolution of the Council.

7. Report from the County and District Councillors

- a) Councillor Tarry informed the meeting that we are in the pre-election period; factual rather than political information will be shared. She said that there is a small grants fund being made available to community and voluntary groups with financial resources below £10,000 for the celebration and commemoration of the 80th Anniversary of VE and VJ day.

Action: Clerk to post the information to Facebook.

- b) Councillor Collard said that NK has purchased the derelict, former ambulance station of Kesteven Street in Sleaford. This will allow the creation of a new car park providing additional free and low-cost parking. The first hour will be free with a charge of £1.50 for up to 3 hours and £3.50 for over 3 hours. NKDC will keep the current freeze on parking charges which have not increased since 2019 and will continue unchanged into the coming year. Timescale was discussed. A member of the public asked a question.
- c) Apologies received from County Councillor Key.

8. General Matters

- a) Co-option - Item addressed ahead of the Public Forum above.
- b) Policies - The Councillors voting on the following policies confirmed that they had read the documents which had been circulated by the Clerk in a timely manner.

The Chair proposed that the Freedom of Information Model Publication Scheme, Asset Register and Social Media policy are adopted. The proposal was seconded by Councillor Tucker and the motion was passed by resolution of the Council.

- The Clerk informed the meeting that the Risk Register is in progress.
 - The Clerk informed the meeting that new model Financial Regulations and Standing Orders are being reviewed by NALC due to amendments in legislation. The amendments will need to be reviewed and adopted in April 2025 or as soon as practicable thereafter.
- c) Members noted the resolution made at the meeting on Monday 24 February in relation to HAVCS use of the kitchen foyer. This agreement will be reviewed annually but there is no charge for use of the facility and HAVCS will be required to agree to and sign the hirer agreement. The Chair said he would still like to understand the historic agreement with the Parish Council to contribute £100 annually towards utilities.
- d) To discuss the planting of a variety of sponsored tree specimens on the Burton Road Green further to a request from Heckington in Bloom.
- e) 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).

Mrs Bell had submitted a report to the Parish Council for the planting of a number of different tree saplings on the Burton Road green. The Clerk recommended the formation of a small working party to meet with Mrs Bell to discuss the proposals in iv) and v) further.

Action: Councillor Tucker will liaise with Mrs Bell about the replanting program.

- f) Defibrillator sponsorship – Councillor Tucker proposed that sponsors are sought to fund on-going maintenance of the defibrillators. Councillor Tucker said that there are a few organisations that offer an maintenance package offering replacement battery, pads and rescue kit. The proposal was seconded by the Chair and the motion was passed unanimously, by resolution of the Council.
- g) Village wide survey to feed into budget proposals for 2026/27 – The Clerk asked Councillors to consider a village wide survey to feed into the 2026/27 budget.
Action: Councillors Davison, Gower and the Chair agreed to form a working party to explore questions and formats.
- h) Community events working group – Councillor Tucker asked for permission to recruit volunteers to assist with community events to make them bigger and better than previous years.
Action: Councillor Tucker to take the lead on recruitment.

Health & Safety

- i) The Chair proposed the Parish Council proceed with an annual contract with Pestforce at a cost of £550, per recommendations from WorkNest due to the trip hazard presented by the mole excavations. The proposal was seconded by Councillor Tucker and the motion was passed unanimously by resolution of the Council.
Action: Clerk to instruct Pestforce.

- j) The Clerk informed the meeting that the bridge at the Pavilion play park is currently out of order. Kompan, the play equipment providers have provided a quote to repair this and the rubber on the swing at a total cost of £874.69. Councillor Tucker asked about the nature of the damage. The Clerk explained the nature of the damage. The equipment was only repaired in 2024. A member of the public asked whether the local blacksmith might be able to repair the equipment. Another member of the public suggested that it is removed entirely. There was discussion about CCTV but this is the property of the tenants at the Pavilion and does not cover the play park. Mrs Bell said she had witnessed teenagers on the play equipment on the day of the damage. Councillor Atkinson suggested replacing the equipment with a new, a more sturdy piece of equipment. Councillor Davison proposed that this agenda item is delayed until the April meeting of the Parish Council to be explored further. The proposal was seconded by Councillor Thorpe and the motion was passed unanimously by resolution of the Council.
Action: Councillor Davison to explore options and report back to the Parish Council.

- k) The Clerk informed the meeting that asbestos testing has been carried out across all sites. Asbestos was detected at the Pavilion and locations where this was detected have been marked accordingly and the risk assessment will be reviewed annually.
The fixed electrical testing has been carried out at the Chambers and Workshop and Chapel. There are some recommendations for the Chambers but remedial work is required at the Chapel and Workshop and this is scheduled to take place next week. The PAT testing is outstanding at the Chambers but has been completed at the Workshop and Chapel.
The legionella testing is scheduled to take place across all sites in mid-April.
The Fire Risk Assessments have been carried out at the Chambers and Chapel and Workshop. The reports are outstanding. The FRA is scheduled to take place at the Pavilion on 2 April 2025.
The fire extinguisher, fire alarm testing and emergency light drain tests have been carried out at the Chambers and the Chapel and Workshop. The units that failed at the Chambers have been repaired. The Clerk commended the Parish Council on their due diligence to Health and Safety.

- l) The Chair proposed that the quote from Arion is accepted for the repair of 7 emergency lights at the Pavilion (three quotes were reviewed ranging from £50 per unit plus VAT to £658.33 in total plus VAT). Councillor Wright seconded the proposal and the motion was passed by resolution of the Council.
Action: Clerk to instruct Arion.

- m) The Chair proposed that expenditure is ratified for the repair of 3 emergency lights at the Parish Council Chambers at a cost of £150.90 including VAT (see expenditure list) for the items and £50.00 labour costs. The proposal was seconded by Councillor O'Connor and the motion was passed by resolution of the Council.

9. Committees

a) Finance Committee

- i) Councillor Tucker, the Chair of the Finance Committee provided an update further to their meeting on 13 March 2025 – The Chair read out her prepared statement:

The Finance Committee discussed Community Infrastructure Levy and S106 money. The Parish Council does not currently hold any CIL monies. The money in the S106 account is for the Fineturf agreement for the Pavilion, this is ring-fenced. NK are currently holding £35,889.22 in S106 monies, which will increase with interest on 1 April, but this is only to be used for the strategic development of playing fields. It must be used for this purpose only. This will be discussed in Finance later in the meeting along with funding for the cricket club for an all-weather pitch and

scoreboard. The voluntary car service is going to reapply for grant funding once the required information has been collated by the Treasurer. We have a hire agreement to approve later in the meeting for the individual groups, the car service or anyone wanting to hire the Chambers. We had a big discussion regarding the AGAR and a review of the effectiveness of internal controls in 2024/25, and as you all know there was none, again this is on the agenda for discussion later in the meeting. The Clerk reminded Councillor Tucker that internal controls were implemented from September 2024 onwards. Councillor O'Connor asked for a definition of 'the strategic development of playing fields'. The Chair explained and the Clerk said that ultimately this is decided by NK's S106 committee.

- 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.

The agenda item was deferred as Councillor Atkinson had not read the recommendations in the Finance Committee minutes.

Action: Clerk to add to the agenda for the next meeting of the Parish Council.

- iii) Councillor Tucker, on behalf of the Finance Committee, proposed the appointment of LALC as the internal auditor for the financial year 2025/26. The proposal was seconded by Councillor Wright and the motion was passed by resolution of the Council. Councillor Davison queried the repeated abstentions. Councillor Thorpe gave an explanation. A member of the public asked the reason for the abstention but the questions were closed down.

- iv) To review the action plan arising from the internal audit process.

The agenda item was deferred as Councillor Atkinson had not read the action plan which he reported had been found in his junk folder.

Action: Clerk to add to the agenda for the next meeting of the Parish Council.

- v) Councillor Tucker asked if all councillors had read the hire agreement. Councillor Thorpe confirmed that he had not read the hire agreement. The Clerk reminded members that this agenda item is quorate and encouraged a resolution. Councillor Tucker proposed that the hire agreement is accepted. The proposal was seconded by Councillor Wright and the motion was passed by resolution of the Council.

- vi) Councillor Tucker proposed the following rates for hire of the Chambers:
 - 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).

The proposal was seconded by Councillor O'Connor and the motion was passed by resolution of the Council.

- vii) Councillor Tucker proposed that £350.00 is approved for the purchase of kitchen equipment for the Chambers as required in the future. The proposal was seconded by Councillor Wright and the motion was passed by resolution of the Council.

b) Allotment Management Committee

- i) Councillor Davison provided an update further to the inaugural meeting of the Allotment Management Committee (hereafter referred to as the AMC) on 10 March 2025. Councillor Davison explained functions of the AMC including its authority to spend the allotment rental income without Parish Council approval; it ensures the smooth running of the allotments. He introduced Mr Wright, present as a member of the public, as Chair of the AMC.

- ii) Councillor Davison proposed that the Terms of Reference for the Allotment Management Committee are accepted. The proposal was seconded by Councillor O'Connor and the motion was passed by resolution of the Council.

Action: Terms of Reference to be added to the website.

- iii) The Chair proposed that the Parish Council take responsibility for the management of perimeter hedges, dykes and pest control per recommendations from National Allotment Society. The proposal was seconded by Councillor Davison and the motion was passed unanimously by resolution of the Council.

The Clerk stated that the NAS confirmed that the Parish Council is not responsible for any maintenance, only the provision of the land. A member of the public suggested that allotment holders are responsible for rodent control. The Clerk said that due to new legislation and further to risk assessment, this is not advisable. The Chair of NAS, said per the tenancy agreement, plot holders should not be setting their own poison and this has been the case for a number of years.

- iv) The Chair proposed opening an additional bank account specifically for allotment rental income. The proposal was seconded by Councillor Tucker and the motion was passed unanimously by resolution of the council. Members noted that this will be free of charge during the first year and £8.50 a month thereafter.

Action: Clerk to contact Lloyds to open a new bank account in the name of the Parish Council (AMC).

c) Pavilion Committee

- i) Councillor Wright, Chair of the Pavilion Committee provided an update further to their inaugural meeting on Thursday 6 March 2025. She said that the Committee are looking to co-opt members onto the Committee including representatives from the sports teams, other users and the tenants. The Parish Council has approved expenditure to stabilise and waterproof the roof and the electrician will be on site during the week commencing 7 April 2025 and quotes are being obtained from a plumber to remove redundant water pipes. The insulation will then be installed and an EPC will be commissioned. There has been a lot of discussion about replacing the roof and an application for a PWLB loan. There are some urgent works to carry out including making safe the garage and replacement of windows. The Fire Risk Assessment is due to take place on 2 April 2025 and legionella testing will be carried out in mid-April; all other Health and Safety checks have been carried out per the Clerk's report. The Pavilion Committee have discussed amending the Terms of Reference with a view to giving delegated spending powers to the Committee but this is currently under review and will be presented at another time. All contractors will be required to sign in at the Pavilion and there is a dedicated sign-in sheet for this purpose. Fineturf have met their contractual obligations for 2024/25. Replacement trees have been discussed but it was agreed to agenda this item for the Autumn.

Action: Councillor Wright to obtain three quotes from plumbers at the request of the Clerk.

- ii) The Chair announced that this agenda item had been added at the request of Councillor Stanley in relation to a PWLB Loan application for a new roof but members agreed to take this forward despite his absence. Councillor Tucker said that her understanding is that the roof has a life expectancy of another 5-10 years. She said she cannot understand why the Parish Council would want to commit to a PWLB loan unnecessarily when the budget for 2024/25 is overspent. She said the budget for 2024/25 was part of the dark arts of the last Parish Council, set at £1,250 but to date of £14,000 has been spent. She added that the Parish Council was slated due to a lack of governance and internal controls by the Internal Auditor and the Parish Council is currently being investigated by PKF Littlejohn due to the complaints made in relation to 2023/24 AGAR. She said that if the Parish Council is sanctioned by PKF Littlejohn, the Parish Council will not be able to apply for a PWLB. The Clerk stated that LALC had confirmed this to be the case. In summary, Councillor Tucker said 1) we don't need it 2) we can't afford it and 3) we won't get a loan. Councillor Davison echoed his agreement. Councillor Thorpe said that some of what Councillor Tucker had said, was incorrect but didn't expand upon this. He said that the PPM report cost the Parish Council a lot of

money and explained that prices in the building trade are going up by between 30-70% and ultimately the roof will cost more to replace. Councillor Davison emphasised that due to financial mismanagement in the past and because of the potential for a public interest report the Parish Council does not have the money and cannot apply for a loan. Councillor Atkinson asked why the Council is discussing replacing the roof, when thousands have just been spent to make it safe. Councillors added that this is not being considered. Councillor Tucker proposed that the Council put together a 5-year plan to be reviewed annually, there will be no application for a PWLB loan. The proposal was seconded by Councillor Wright and the motion was passed by resolution of the Council.

Action: Clerk to add to the Pavilion Committee agenda.

- iii) The Chair proposed the hire of an 8yd skip at a cost of £295.00 from Forceshift Skip Hire. The proposal was seconded by Councillor Davison and the motion was passed by resolution of the Council.

Action: Clerk to liaise with Forceshift and Mr Warrilow.

- iv) The Clerk informed the meeting that the gas meter is scheduled to be removed although a date has not been set for the removal. She said that a final meter reading was submitted and there may be a final invoice to pay. She said that when the gas supply was removed from the Pavilion, the meter should have been removed. Fees have been accruing for standing charges and previous usage.

Action: Clerk to re-agenda when a final invoice has been received.

- v) The Chair proposed that £1750.00 is approved to make safe the garage door at the Pavilion at a cost of £1750.00 per the plans provided by Richard Wells. The proposal was seconded by Councillor Wright and the motion was passed by resolution of the Council.

- vi) To review quotes for replacement windows at the Pavilion (emailed to Councillors ahead of the meeting)

Action: Item to be deferred to the next meeting of the Parish Council

d) Staffing Committee

- i) Councillor O'Connor proposed that a Chair is elected annually at the Annual Parish Council meeting in May rather than at each meeting. The proposal was seconded by the Chair and the motion was passed by resolution of the Council. Councillor O'Connor also proposed that she and Councillor Tucker are appointed to the Staffing Panel to deal with confidential HR matters. The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Council.

- ii) Councillor O'Connor informed the meeting 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.

Councillor Tucker added that the Staffing Committee have also started to implement some of the advice from Worknest, specifically in relation to COSHH and the removal of unwanted scrap metal from the Workshop by Councillors Garlick and Stanley. Any monies received from the scrap metal must be returned to the Council.

- Councillor Tucker proposed that Walkie Talkies are hired for a 4-week trial period for the Clerk and Caretaker as part of the lone working policy at £5 per handset per week.

Action: Clerk to hire the Walkie Talkies.

- iii) Councillor Tucker proposed an amendment to a previous resolution (per the request from Councillor O'Connor) to move to a new payroll provider. The current provider is Simon Moss (£250 plus VAT for 2025/26). The proposal was seconded by Councillor O'Connor and the motion was passed by resolution of the Council.

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) Members noted 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) Members noted 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 Waiting) Amendment Order 2025. Councillor Tucker confirmed that the green on Church Street is owned by NK.

Action: Clerk to contact NK with a view to requesting additional parking.

11. Planning Matters

- a) Members noted 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 noted 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 noted 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) The Clerk informed the meeting that at the Staffing Committee meeting in March, the Parish Council received criticism in the public forum about the Parish Council's submission to NK pertaining to planning application 25/0165/OUT. The overriding criticism was that the Parish Council did not commit to stating whether it was for or against the planning application. The Clerk said it is very difficult to put together a report when council members do not submit their comments to the Clerk. The Clerk asks all Parish Council members to respond to planning emails, even if it is to say 'no comment' rather than ignoring the email.

12. Finance

- a) Members noted the 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) Members noted 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) Councillor Tucker proposed that the expenditure (including expenditure to be ratified) between 17 February and 24 March 2025 is approved. The proposal was seconded by Councillor O'Connor and the motion was passed by resolution of the Council.

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
D&D Motors	Petrol, Caretaker Supplies	50.00	0.00	50.00
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			
Gallagher Insurance	Fleet Insurance	977.30	0.00	977.30
LALC	Allotment Training (Clerk & Councillor Bell)	120.00	24.00	144.00

- d) Councillor Tucker said she has an issue with the licence fee of £70.00. The tenants confirmed that they are happy for the premise license to be in their name.
- The Clerk said there is another item for discussion – Forceshift Skip Hire. She said the invoice dates back to 2023. The former Vice-Chair agreed for the Parish Council to pay for the hire of the skip, with the football club and, the Clerk has received a copy email confirming this.
- Councillor Davison proposed the amended expenditure to be paid from 1 April 2025. The proposal was seconded by Councillor Tucker and the motion was passed by resolution of the Council.
- Action: Clerk to contact NK Licensing.**

Pension Contribution	Clerk, 2 April 2025			
Salary	Caretaker, Week 52, 3 April 2025			
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
Pestforce	Invoice 1336189 Annual Contract for Pest Control (Allotments)	684.00	0.00	684.00
NKDC	Reference 10000003920 Non-Domestic Rates Bill (Village Green Car Park)	536.43	0.00	536.43
NKDC	Reference 10000150540 Non-Domestic Rates Bill (Parish Council Chambers)	0.00	0.00	0.00
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
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)	360. 00	72.00	432. 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.	1960.00	0.00	1960.00
	Stock of tiles for future repairs (tiles now discontinued)	222.00	0.00	222.00
		2182.00	0.00	2182.00
Amazon.co.uk	Invoice GB5YAU3DAEUI Invoice 66937033 Invoice 66610426	54.60	10.93	65.53

	Stationery – Reimbursement to Clerk			
Amazon.co.uk	Invoice GB5000GNQIVVI Asbestos Warning Labels (Pavilion)	7.91	1.58	9.49
Amazon.co.uk	Invoice 130586696 Invoice GB500JR8BP43VI Invoice GB51KON5MAEUI 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
<i>Fentec Electrical Services</i>	<i>Fixed electrical inspection (EiCR) (Village Green) – Not paid as work not yet completed.</i>	<i>100.00</i>	<i>0.00</i>	<i>100.00</i>
Scouts	GRANT	685.00	0.00	685.00
Quantum Electrical Services	EICR Remedial Works – Chapel/Workshop (approved)	540.00	108.00	648.00

e) **Transfers**

- i) The Chair proposed that the transfers of £10,000 from the deposit account to the current account to cover expenditure on 27 February 2025 and £5000 on 13 March 2025 are ratified. The proposal was seconded by Councillor Tucker and the motion was passed by resolution of the Council.
- ii) Members noted the transfer of £2640.00 to cover the net element of the Fineturf invoice which is to be paid with S106 monies.
Action: Clerk to add ii) to the next agenda for a formal resolution.

f) **Bank Reconciliation**

Councillor Tucker proposed that the bank reconciliation for February and March 2025 are approved. The proposal was seconded by Councillor Wright and the motion was passed by resolution of the Council.

g) **Fleet Insurance**

The Chair proposed that members 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. The proposal was seconded by Councillor Tucker and the motion was passed by resolution of the Council.

h) **HMRC Payments**

Members noted the HMRC overpayment for Quarter 3 has not yet been refunded.

i) **Section 137**

Members noted that the Section 137 figure for 2025/26 is £11.10 per elector (for information).

j) **Section 106**

- i) The Chair informed the meeting that NK's S106 committee have indicated that the all-weather pitch for the cricket club is the only proposal that meets the criteria of the S106 monies held, for the strategic development of the playing fields. The Chair proposed that the Parish Council submit an application. The proposal was seconded by Councillor Davison and the motion was passed by resolution of the Council.

Action: Clerk to obtain an application form from Suzanne Milne, S106 Committee, NK. Clerk to add to the next agenda for the Pavilion Committee (14 April 2025).

The Chair proposed that the Parish Council provide grant funding to the cricket club for a scoreboard up to £1700.00. The proposal was seconded by Councillor Davison. The motion was

passed by resolution of the Council. Councillor Tucker reiterated her comments to promote membership to women, children and local people.

k) **Ratification**

- i) The Chair proposed that the additional cost associated with the ROSPA playground inspection is ratified. £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. The proposal was seconded by Councillor O'Connor and the motion was passed by resolution of the Committee.
- ii) Councillor Wright proposed that members agreed 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. The proposal was seconded by Councillor Tucker and the motion was passed by resolution of the Council.

l) Final quarter budget review delivered by the Clerk

The Clerk informed the meeting that there has been significant over-spending in 6 of 8 budget heads.

Budget Head	Over-budget	Under-budget
Salaries	21%	
General Expenditure	8%	
Section 137	6%	
Cemetery	21%	
Allotment		24%
Pavilion	1804%	
Playground	215%	
Chambers		60%

The Clerk informed the meeting that there was also spending in a budget head, 'Other land', that didn't exist in the budget forecast, an amount of £570.01. In total, the Parish Council is 16% overspent against the budget. This can be broken down further by looking at the bank reconciliation.

- m) The Chair proposed that the following direct debits are approved. The proposal was seconded by Councillor Wright and the motion was passed by resolution of the Council .

Heckington Parish Council List of Direct Debits	
Direct Debits	
NEST – Pension payment for the Clerk (monthly) and Caretaker (weekly)	March
DVLA for KN23 DHE	March
Anglian Water – Cemetery	Quarterly
Anglian Water – Allotments	Quarterly
BT Group – Broadband	Monthly
HMRC	Quarterly
EDF Energy – Chambers	Monthly
EDF Energy – Cemetery	Monthly
ICO – Information Commissioners Office	Annually
Nest (pension payments for the Clerk and Caretaker) – paid monthly for the Clerk, weekly for the Caretaker	

Members noted that there are no Standing Orders.

- n) The Chair proposed that the list of regular payments for 2025/26 is approved. The proposal was seconded by Councillor Tucker and the motion was passed by resolution of the Council. The Clerk explained that these are routine payments and they are on a regular payment list to ensure that the Parish Council does not receive any late payment fines.

Heckington Parish Council List of Regular Payments
<ol style="list-style-type: none">1. Salaries, pension contributions and payment to the HMRC.2. North Kesteven District Council Non-Domestic Rates for the Village Green and Cemetery.3. Black Sluice Internal Drainage Board for the allotments and Star Fen.4. BT Broadband5. Lyca Mobile Telephone6. Driver Vehicle & Licensing Agency (vehicle tax for KN23 DHE).7. EDF Energy for electricity supply at the Chambers and Cemetery.8. Lloyds Banking Fees9. Wave Water Supply at the Chambers and Cemetery.10. Donaldsons11. Lincolnshire Association of Local Councils for annual subscription, training and website management.12. ICCM annual subscription.13. ICO14. Caladine Lifts Limited for twice yearly LOLER inspections and services.15. Autela Payroll Services16. Eclipse PC Repair17. Fineturf18. Insurances19. Euromec for annual service for the Park Ranger20. J&J Contract for bi-monthly window cleaning.21. Wilson Alarm Systems for the annual contract for the intruder alarm system at the cemetery.22. Aswarby Estate for the purchase, delivery and installation of the Christmas Tree.23. Arion Training and Development for emergency light testing, fire alarm testing and fire extinguisher servicing at the chamber, cemetery and pavilion as required.24. Section 137 payments to the Royal British Legion.25. Electrician for the annual PAT testing at the chambers and cemetery.26. Worknest per agreed contract.

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.

Action: Councillor Tucker to discuss with Heckington in Bloom.

- b) Request from Trees for Heckington to leave a small area of grass uncut on Bramley Close to promote habitats.

The Clerk explained that she and the Caretaker had met with Mr Grigg to understand his request. The Chair said that the Parish Council would review this should any complaints be received.

- c) Email from a member of the public dated 26 March 2025, request the install of a 'no ball games' sign on Kyme Road.
The Clerk informed the meeting that NK no longer provide the signage as they are unable to enforce them.
Action: Item to be deferred pending siting of the Speed Indicator Device post.
- d) Email from a member of the public dated 22 March 2025 in relation to the speed of traffic on Godson Avenue.
Members thought that this was due to traffic being diverted due to roadworks and they agreed that this is something for the SpeedWatch Team. The Clerk said that two more volunteers are required for the repeat training to go ahead.
Action: Clerk to put out an appeal on Facebook.
- e) 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).
Members agreed not to support this at this time given advice from County Councillor Key.
Action: Clerk to communicate with the member of the public.
- f) 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. Noted.
- 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.
The Chair informed the meeting that he and the Clerk will attend the forum.
- h) Email from LCC dated 10 March 2025, Engagement re Public Rights of Way. Noted.
- i) Email from Ossian Offshore Windfarm dated 17 March 2025, Public consultation. Noted.
- j) Email from LCC dated 26 February 2025, Central Lincolnshire Design Code. Noted.

Councillor Davison suggested an extra meeting to deal with deferred agenda items plus several other matters of importance and members agreed.

14. Date and time of the next meeting/s

Staffing Committee Meeting, 26 June 2025 at 7pm
Pavilion Committee Meeting, Monday 14 April 2025 at 7.30pm
Allotment Management Committee Meeting, Wednesday 16 April 2025 at 7.30pm
Finance Committee Meeting, 24 April 2025 at 7pm

Parish Council (all at 7.30pm unless otherwise stated)

Monday 7 April 2025 EXTRA
Monday 28 April 2025
Monday 19 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

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

None.

At 9.30pm, the Chair proposed that the meeting move into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960 to discuss the items listed in 16. Closed Session. The proposal was seconded by Councillor Tucker and the motion was passed by resolution of the Council.

Councillor Thorpe left the meeting.

16. Closed session

- a) Review of bids received for Star Fen

The Clerk read out the two bids which were reviewed and discussed at length by Councillors. The Chair proposed that the highest of the two bids is accepted. If the offer falls through for any reason, the second bid will be accepted. The proposal was seconded by Councillor Wright and the motion was passed by resolution of the Council.

b) Overdue invoice for the tender to cut Star Fen in 2024

The Clerk informed the meeting that further to the original invoice, an overdue invoice was sent in mid to late January and a final notice sent by Special Delivery during the last week of March but payment is still outstanding. Councillor Tucker proposed that Chattertons are appointed to recover the debt. The proposal was seconded by the Chair and the motion was passed by resolution of the Council.

c) Breach of the Code of Conduct by a Councillor

Councillor Tucker presented information pertaining to the data breach in relation to the Parish Council employees.

d) Approval of Clerk's overtime (26 November 2024 - Sunday 9 February)

Councillor Tucker proposed that the Clerk's overtime of 81-hours is approved. The proposal was seconded by Councillor O'Connor and the motion was passed by resolution of the Council.

e) Amendment to the Clerk's contract of employment

Councillor O'Connor proposed an amendment to the Clerk's contract of employment to increase her hours from 30, to 37.5 hours. The proposal was seconded by Councillor Tucker and the motion was passed by resolution of the Council.

f) Approval of the Clerk's overtime (10 February 2025 to Sunday 30 March 2025)

Councillor Tucker proposed that the Clerk's overtime of 65.75 hours is approved. The proposal was seconded by Councillor O'Connor and the motion was passed by resolution of the Council.

g) Members noted that the Caretaker has agreed to his updated job description and contract of employment.

The Chair closed the closed session at 9.59pm.