

**NOTICE OF A MEETING OF HECKINGTON PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING**

Dear Sir/Madam

You are summoned to attend the Annual Meeting of Heckington Parish Council (APCM) to be held in the **Parish Council Chambers, St Andrews Street, Heckington on Monday 19 May 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: 9 May 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. Election of Chair (Declaration of Acceptance of Office)**
- 2. Election of Vice-Chair (Declaration of Acceptance of Office)**
- 3. Chair's Welcome (Safety Announcements)**
- 4. 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.

- 5. Councillors present**
- 6. Apologies**
Apologies for absence and reasons given.
- 7. 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**
- 8. 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 28 April 2025 as a true and accurate record of that meeting.
- 9. Report from the County and District Councillors**
- 10. Annual Items for Review**
 - a) To resolve to approve the adopted Code of Conduct
 - i) To remind all members of the pledge made in terms of Civility and Respect.

- b) To resolve to approve Committee/Panels/Working Group membership.
- i) Finance Committee (Current membership: Councillor Tucker (Chair), Councillor Davison, Councillor Garlick Councillor Spencer and Councillor Wright).
 - ii) Pavilion Committee (Current membership: Councillor Wright (Chair), Councillor Davison, Councillor Spencer, Councillor Stanley and Councillor Thorpe).
 - iii) Allotment Management Committee (Current membership: Councillor Davison and Councillor O'Connor. Non-council members: Mr Steve Wright, Chair, Mr Ian Foard and Mr Robson).
 - iv) Staffing Committee (Councillor O'Connor, Chair, Councillor Garlick, Councillor Tucker and Councillor Wright)
 - v) Staffing Panel (Councillor Tucker and Councillor O'Connor)
 - vi) Events Committee/Working Group
 - vii) Cemetery Committee/Working Group
- c) To resolve to approve the re-adoption of all policies created and adopted since 1 September 2024 to include:
- Councillor Vacancy Policy v1.2
 - Dignity at Work Policy v1.0
 - Disciplinary Policy v1.1
 - Events Committee Terms of Reference v1.1
 - Equality and Diversity Policy v1.0
 - Finance Committee Terms of Reference v1.1
 - Finance Reserves Policy v1.1
 - Financial Regulations v1.5
 - Freedom of Information Policy v1.0
 - Grant Awarding Policy v1.1
 - Grievance Policy v1.1
 - Lone Working Policy v1.0
 - Performance Improvement Policy v1.1
 - Sickness Absence Policy v1.0
 - Standing Orders v1.0
 - Terms of Reference, Allotment Management Committee
 - Terms of Reference, Events Committee
 - Terms of Reference, Finance Committee
 - Terms of Reference, Pavilion Committee
 - Terms of Reference, Staffing Committee
 - Training and Development Policy v1.0
 - Tree Policy v1.1
- d) To resolve to adopt the following new policies:
- i) Data Protection Policy v1.0
 - ii) Subject Access Request Policy
 - iii) Risk Register
 - iv) Health and Safety Policy
 - v) Health and Safety Handbook
- e) To resolve to approve banking authorised users (Clerk/RFO, Chair of the Parish Council, Chair of the Finance Committee)
- f) To resolve to approve the list of banking signatories (Councillor Atkinson, Councillor Davison, Councillor Garlick, Councillor O'Connor, Councillor Spencer, Councillor Stanley, Councillor Wright).
- g) To agree upon the final external auditor report and certificate in respect of 2023/24.
- h) Annual Governance and Accountability Return (2024/25) Form 3.

- i) Page 1 of 6 Front Cover
- ii) Page 2 of 6 Completion check list
- iii) Page 3 of 6 Internal Audit Report 2024/25 (Internal Audit, 12 May 2025)
- iv) Page 4 of 6 Annual Governance Statement 2024/25 (to be signed and dated by the Chair and RFO)

Members are to agree on the responses 'Yes' or 'No' to the following questions:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have significant financial effect on the ability of the authority to conduct its business or manage its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risk facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

Question 9. Is relevant to Parish Council's as sole managing trustees. For this authority, the appropriate response is N/A.

- v) Page 5 of 6, Section 2 – Accounting Statements for 2024/25 (to be signed and dated by the Chair and RFO).Members to resolve to approve the accounting statements for 2024/25.

	Year Ending		
	31 March 2024 £	31 March 2025 £	
			<i>Please round all figures to the nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records</i>
1. Balances brought forward	182,251	189,150	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year</i>
2. (+) Precept or Rates and Levies	109,375	110,745	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	47,811	24,217	<i>Total income or receipts as recorded in the cashbook less the precept of rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	7,671	68,712	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/ capital repayments	94,397	3,836	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
6. (-) All other payments	189,150	170,348	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>

7. (=) Balances carried forward	189,150	81,216	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6)</i>
8. Total value of cash	189,150	81,216	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	528,873	657,660	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long terms investments as at 31 March.</i>
10. Total borrowings	3,836	Nil	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

vi) Page 6 of 6 External Auditor's Report and Certificate 2024/25.

vii) To confirm the dates of the Public Rights Inspection Period.

11. General Matters

- a) To note the request from a member of the public for the installation of a dog waste bin on Cameron Street.
- b) To note the determination of the Monitoring Officer in relation to a Code of Conduct Complaint against a Councillor regarding the disclosure of confidential information.
- c) To review the quotes to take back and reduce the cemetery perimeter hedge rows (£1,250.00 - £2,200.00). Two quotes received, third pending.
- d) To receive an update from the Chair in relation to the Train museum.
- e) To review the email from the Treasurer of HAVCS dated 14 May 2025 in relation to the hirer agreement.

12. Health & Safety

- a) To receive a proposal in relation to the ring fencing of the income from the VAT refund for 2024/25 for the changing room renovations at the Pavilion).
- b) To resolve to approve the grave digging policy.
- c) To note the road closure request has been submitted to LCC for Remembrance 2025.
- d) To resolve to approve a policy in relation to memorial safety.

13. Committees

a) Allotment Management Committee

- i) To resolve to approve the transfer of £400 from the Allotment Field rental income in 2023/24 and 2024/25 to the AMC account.

b) Pavilion Committee

- i) To receive an update from the Clerk in relation to the PPM report.
- ii) To receive a proposal in relation to whether to proceed with a visit from the Structural Engineer further to loft improvement work.
- iii) To review quotes for repairs to the drains (if available).
- iv) To discuss removal of the storage container used by the cricket club at a cost of £TBC and to review a request from the cricket club for the siting of a new storage container.
- v) To note correspondence received from Mr Warrilow and Mrs Odgen in relation to the Pavilion tenancy agreement.
- vi) To receive an update from the Clerk in relation to the removal of the meter and the billing dispute with EDF.

14. 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.

Details of any upcoming temporary traffic restrictions can be found on the Parish Council's Facebook page.

15. Planning Matters

- a) Members to note the new or amended planning matters or those showing as registered since the meeting on 28 April 2025.

Application	25/0259/LBC (25/0425/HOUS)
Proposal	Retrospective installation of electric vehicle charging point box on west elevation
Location	83 Church Street, Heckington
Application	25/0488/VARCON
Proposal	Application to vary Condition 3 (approved plans) to increase garage length by 1018mm attached to planning permission 24/1489/HOUS – Erection of single storey extensions to house and garage.
Location	32 Oak Way, Heckington, NG34 9FG
Application	25/0485
Proposal	Retrospective application for siting an InPost Parcel Locker
Location	Four Winds Service Station, Boston Road, East Heckington
Application	Application for prior notification of proposed development by telecommunications code systems operators
Proposal	20m High Valmont climable Monopole on 5.2 x 5.2 x 1.4m deep concrete base with Config 1 Circular Headframe for 6No. Antenna Apertures at 60/180/400 and 4No. 600 Dishes. RRU's BOBS and Active Routers to be fixed to headframe below antennas and associated ancillary works.
Location	Small Business Park, Station Road, Heckington
Application	25/0489/HOUS
Proposal	Proposed single storey extensions to the front of the property including external cladding at first floor level to front elevation.
Location	25 Wellington Close, Heckington, NG34 9GZ

- b) Members to note the following decisions received since the last meeting on 28 April 2025.

Application	25/0297/HOUS
Proposal	Proposed erection of first floor side extension
Location	11 Pocklington Way, Heckington
Decision	APPROVED, 24 April 2025
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
Decision	APPROVED, 29 April 2025

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

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	25/0280/FTPATH
Proposal	Section 119 of the Highways Act 1980 - Diversion of footpath
Location	No 9 Land off Burton Road, Heckington
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
Application	25/0013/PMA
Proposal	Change of use from commercial, business and service to two dwellings
Location	Garwick Farm, Boston Road, Heckington
Application	25/0351/PMA
Proposal	Installation of roof mounted solar PV to front elevation
Location	Building C Heckington Business Park Station Road
Application	25/0165/OUT AMENDED
Proposal	Application for outline planning permission with some matters reserved (access to be considered) for the erection of 47 dwellings. AMENDED – Additional and amended documents/plans consist of revised transport statement, site access junction levels plan, proposed site access arrangement and agents response.
Location	Land to the south of Sleaford Road, Heckington

16. FINANCE

- a) To note the bank balances as of 18 April 2025.

Current Account	6,884.87
Bank Account S106	28,482.82
Bank Account Deposit	84,573.55
AMC Account	0.00
TOTAL	119,941.24

- b) To note the bank balances as of 6 May 2025.

Current Account	14,058.98
Bank Account S106	38,562.82
Bank Account Deposit	64,573.55
AMC Account	3,437.20
TOTAL	89,650.85

- c) To note the income received between 18 April and 6 May 2025.

ACCOUNT	DESCRIPTION	AMOUNT
S106	NKDC S106 all-weather cricket pitch	10,080.00
Deposit		Nil
Current	Colin Ward Funeral Directors (Burial)	130.00
	HMRC Vat Refund 2024/25	10,132.00
AMC		Nil
TOTAL	As of 6 May 2025 date of bank reconciliation	20,342.00

- d) To resolve to approve the expenditure, including expenditure to be ratified, from 18 April 2025 to 6 May 2025. The following is an extract from the cashbook.

Company Name	Description	Budget Head	NET	VAT	GROSS
Pestforce	Pest Control for Cemetery	Cemetery	550.00	0.00	550.00
Andrew Ward	Salary (Week 3 - 24 April 2025)	Salaries			
NEST	Pension Contribution, Caretaker, 24 April 2025	Salaries			
<i>Forceshift Skip Hire</i>	<i>8 Yard Skip</i>	<i>Allotments</i>	<i>262.50</i>	<i>52.50</i>	<i>315.00</i>
<i>HMRC</i>	<i>Quarter 4</i>	<i>Salaries</i>			

Road phone NRB	Hire of Walkie Talkies	General	40.00	8.00	48.00
SKU Electrical	Electrical works at the Pavilion	Pavilion	6034.17	1606.83	7641.00
Heidi Wilson	Clerk April Salary	Salaries			
NEST	Pension Contribution, Clerk, 28 April 2025	Salaries			
SRP Hire Solutions	Portaloo Hire (April)	General	100.00	20.00	120.00
Turnbulls	Clothing for Caretaker	Caretaker	70.62	14.12	84.74
Richard Wells Plastering	Roof Tunnels	Pavilion	600.00	0.00	600.00
Steve Wright	COSHH	Cemetery	45.00	0.00	45.00
JJ Contracts	Window Cleaning, April	Chambers	25.00	0.00	25.00
Safety Screens Commercial Rubber	Rubber interlocking flooring for Workshop	Cemetery	434.08	86.82	520.90
Andrew Ward	Salary (Week 4 - 2 May 2025)	Salaries			
6 May 2025, date of bank reconciliation			33897.78	2822.93	36720.71
Amazon	Reimbursement to Clerk for cemetery fencing H&S	Cemetery	34.37	6.87	41.24
Amazon	Lever Arch Files	General	39.82	7.98	47.80
Amazon	Cemetery signage H&S	Cemetery	9.47	1.90	11.37
Andrew Ward	Salary (Week 5 - 8 May 2025)	Salaries			
PKF Littlejohn	External Audit Fees	General	6293.00	1258.60	7551.60
Screwfix	Blue Paper Roll	Caretaker	20.82	4.17	24.99
Amazon	Stihl Strimmer Wire	Caretaker	39.99	0.00	39.99
ElanCity	Warranty Year 1 and 2	General	248.61	49.72	298.33
			33981.44	2839.68	36821.12

- e) To resolve to approve the bank reconciliation for May 2025.
- f) To ratify the transfer of £10,000 from the deposit account to the current account on 28 April 2025.
- g) To ratify the transfer of £3,760.88 from the current account to the AMC account on 29 April 2025.
- h) To ratify the transfer of £315.00 from the AMC account to the current account to cover year to date expenditure from AMC funds.
- i) To ratify the transfer of £10,080.00 from the deposit account to the S106 account on 6 May (funds received from NK for S106).
- j) To note the transfer of £300 to the Pavilion Ltd for rent (returned as the tenancy agreement has not been agreed and invoices have not been issued).
- k) To resolve to amend the list of regular payments to include monthly payments to SRP for hire of the Portaloo.

17. Correspondence

- a) To note the email from the Tree Officers at NK dated 2 April 2025, Tree Revocation Order N476, 25 New Street.
- b) To note the emailed request from a member of the public dated 22 April 2025, Permission to install a memorial bench at the Pavilion, Heckington (boundary edge of football/cricket field in memory of Linda Meadows). Request to install concrete base for bench.
- c) To note the email from NK Elections dated 9 May 2025, Heckington West Ward By-Election Timetable.
- d) To note an email from a member of the public dated 7 May 2025 in relation to antisocial behaviour and a request for signage.

18. Date and time of the next meeting/s

Events Meeting, Wednesday 28 May at 7.30pm

Finance Committee Meeting, Thursday 29 May at 7.30pm

Pavilion Committee Meeting, Monday 2 June 2025 at 7.30pm
Allotment Management Committee Meeting, Wednesday 23 June 2025 at 7pm
Staffing Committee Meeting, 26 June 2025 at 7pm
Cemetery Committee TBC
Monday 30 June 2025
Monday 28 July 2025
Monday 18 August 2025
Monday 29 September 2025
Monday 27 October 2025
Monday 24 November 2025

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

20. Closed session

- a) To discuss any progress in relation to the sale of Star Fen.
- b) To discuss the overdue invoice for the tender to cut Star Fen in 2024.
- c) To discuss the Pavilion tenancy agreement.
- d) To note a complaint received from a member of the public in relation to Councillor conduct.

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.