

Minutes of the Meeting of Heckington Parish Council on Monday 19 May 2025 at 7.30pm in the Heckington Parish Council Chambers, St Andrews Street, Heckington

The Chair welcomed 11 members of the public to the meeting. He delivered the usual health and safety announcements and asked members of the public to silence their mobile devices.

1. Election of Chair (25/031)

Councillor Davison proposed Councillor Spencer for the role of Chair. The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Council. The Chair duly completed his Declaration of Acceptance of Office.

2. Election of Vice-Chair (25/032)

Councillor Davison proposed Councillor Garlick for the role of Vice-Chair. The proposal was seconded by Councillor O'Connor. Councillor Gower proposed Councillor Tucker as Vice-Chair. Councillor Tucker did not want to stand as a candidate for Vice-Chair. The motion to elect Councillor Garlick to the role of Vice-Chair was passed by unanimous resolution of the Council.

Action: Councillor Garlick to complete the Declaration of Acceptance of Office.

3. Chair's Welcome (25/033)

The Chair said that he was disappointed by the public turnout at the Annual Parish Meeting on Monday 12 May and the Parish Council's bi-monthly coffee morning on Saturday 17 May 2025.

The Chair also announced that the Parish Council is conducting memorial inspections; notices will be placed on those found to be unsafe. Anyone with relatives buried at the cemetery are asked to contact the Clerk so that a database of relatives can be created.

4. Public Forum (25/034)

A member of the public asked for the coffee mornings to be more widely published. The Clerk indicated that Mrs Smith had suggested the siting of a community noticeboard at the Coop. Councillor Tucker is pursuing enquiries.

Action: Clerk and Councillor Tucker to pursue the enquiries with the Co-op.

A member of the public said she was saddened by the turnout at the Annual Parish meeting; it is indicative of the good work the Parish Council are doing. She said she actively tries to encourage members of the public to attend the meetings.

5. Councillors present (25/035)

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

6. Apologies (25/036)

Apologies were received from Councillor Garlick, Councillor Stanley and Councillor Thorpe. The reasons for their absence were noted and accepted.

7. Reports of member's interest, pecuniary or otherwise in relation to the agenda and any dispensations in accordance with the Localism Act 2011 (25/037)

None.

8. Minutes (25/038)

- a) The Chair proposed that the minutes of the Parish Council meeting held on Monday 28 April 2025 are accepted as a true and accurate record of that meeting. The proposal was seconded by Councillor Gower and the motion was passed unanimously by resolution of the Council.

9. Report from the County and District Councillors (25/039)

The Chair noted that apologies had been received from County Councillor East.

District Councillor Collard gave an update on the proposal for the Anglian Water Reservoir. The pre-application phase has been extended by 2-years. The survey programme is now commencing; this includes ecology and ground surveys. There will be minimal disturbance locally. Further consultations are planned for 2026/27.

Councillor Tucker asked the District Councillors if they are aware of the on-going issues with the Roasting Company and asked for regular updates.

Councillors Collard and Tarry left the meeting at 7.45 pm.

10. Annual Items for Review (25/040)

- a) Code of Conduct (NK Model)
The Chair proposed that the Code of Conduct is re-adopted. The proposal was seconded by Councillor Tucker and the motion was passed unanimously by resolution of the council
 - i) Members acknowledged their pledge to Civility and Respect.
- b) Approval of Membership to committee, working groups and panels.
 - i) Finance Committee (Councillor Tucker (Chair), Councillor Davison, Councillor Garlick Councillor Spencer and Councillor Wright).
 - ii) Pavilion Committee (Councillor Wright (Chair), Councillor Davison, Councillor Gower, 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 Gower, Councillor Tucker and Councillor Wright)
 - v) Staffing Panel (Councillor Tucker and Councillor O'Connor)
The Chair proposed that the above committees are re-appointed with the addition of Councillor Gower to the Pavilion and Staffing Committees. Councillor Garlick had indicated that he would not be standing again for membership on the Staffing Committee. The proposal was seconded by Councillor Davison and the motion was passed unanimously by resolution of the council.
 - vi) Events Committee/Working Group
The Chair proposed that Councillor Gower, O'Connor and Councillor Tucker form the Events Committee to improve upon Remembrance and Christmas events with the addition of other celebrations in 2026. The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Council.
 - vii) Cemetery Committee/Working Group
Councillor Tucker indicated that the cemetery is bordering on becoming an embarrassment to the Parish Council and she proposed the formation of a Cemetery Committee. The proposal was seconded by the Chair and passed unanimously by resolution of the Council.

The Chair proposed that Councillors Garlick, Gower, O'Connor and Tucker form the Cemetery Committee. The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Council.

Action: Clerk to draw together draft terms of reference for the Cemetery Committee and pull together draft policies and procedures for review.

The Chair suggested given the vacancy for a Parish Councillor, the membership of the Committees is re-opened after the by-election.

c) Re-adoption of policies created and adopted since 1 September 2024

- 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 v1.3
- 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

The Chair proposed that the above policies are re-adopted. The proposal was seconded by Councillor Davison and the motion was passed unanimously by resolution of the Council.

- Standing Orders v1.0

The chair proposed the following amendments to Standing Orders.

A councillor may only serve two terms as either Chair or Vice Chair during a 4-year election cycle.

Extraordinary/emergency expenditure proposed by the RFO can be authorised by a majority vote on Teams or email and ratified at the following council meeting.

The proposal was seconded by Councillor Davison and the motion was passed by unanimous resolution of the Council.

Action: Clerk to amend Standing Orders. V1.1 to be added to the website.

- Terms of Reference, Allotment Management Committee v1.1
- Terms of Reference, Events Committee v1.1
- Terms of Reference, Finance Committee v1.3
- Terms of Reference, Pavilion Committee v 1.4
- Terms of Reference, Staffing Committee v1.1
- Training and Development Policy v1.0
- Tree Policy v1.1

The Chair proposed that the above-listed policies are adopted. The proposal was seconded by Councillor Davison and the motion was passed unanimously by resolution of the Council.

- d) Adoption of new policies:
- i) Data Protection Policy v1.0
 - ii) Subject Access Request Policy v1.0
 - iii) Risk Register v1.0
 - iv) Health and Safety Policy v1.0
 - v) Health and Safety Handbook v1.0
- Action: New policies to be added to the website.**

The Chair indicated that the H&S policy may be amended but asked for all above listed policies to be adopted. The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Council.

- e) Authorised banking users
- The Chair proposed that the Clerk/RFO, Chair of the Parish Council and Chair of the Finance Committee are designated authorised users of the online banking facility. The Clerk explained that access should only be gained in the event of the absence, incapacity or death of the Clerk. The proposal was seconded by Councillor Tucker and the motion was passed unanimously by resolution of the council.
- f) Banking signatories
- The Chair proposed the following banking signatories for addition to the Lloyds bank account: Councillor Atkinson, Councillor Davison, Councillor Garlick, Councillor O'Connor, Councillor Gower, Councillor Spencer, Councillor Stanley, Councillor Tucker and Councillor Wright. The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Council.
- Action: Councillor Atkinson to meet with the Clerk to assist with the authorisation from Lloyds.**
- g) Final External Auditor report and certificate in respect of 2023/24.
- Councillor Tucker said that *'it was a pleasure to read the report and have all the hassle I went through last year as objector one, the abuse etc, everything I said has been validated and that makes me a very happy person'*. She also expressed her thanks to objector two for his or her input.

The Chair read out the following:

Section1, Assertion2 has been incorrectly completed and the correct response should have been 'No'. This is because there was a lack of transparency to the process carried out by the Council during 2023/24 for the purchase of land. The Council did not follow it's Financial Regulations, internal control systems were not reviewed and advice from the Clerk/RFO was disregarded.

Section 1 Assertion 3 has been incorrectly completed and the correct response should have been 'No'. This is because of Council's non-compliance with the Local Government Act 1972 section 101, due to the fact that the Chair, without any approved delegated powers, commissioned the valuation of the land and later entered into the agreement to purchase the land on behalf of the Council with no sharing of relevant documentation with either the Clerk/RFO or other Members of the Council except the Vice Chair (who was also unaware of the commissioning of the valuation). Council was also non-compliant with the Local Government Act 1972 section 10(2)(b) due to the approval of items not specified in agendas in relation to the land purchase process.

*Other matters not affecting our opinion which we draw to the attention of the authority:
The smaller authority must answer 'No' to Assertions 2 and 3 of the Annual Governance Statement on the 2024/25 AGAR. This is because the actual payments relating to the failures for Assertions 2 and 3 were made in April 2024.*

The Chair Proposed that the determination of the External Auditor in their final report is accepted. The proposal was seconded by Councillor Tucker and the motion was passed unanimously by resolution of the council

Action: The Clerk will add the External Auditor report to Social Media. It can be found on the website under 2023-24 Annual Return.

The Clerk confirmed that a Notice of conclusion of audit which details rights of inspection in line with statutory requirements has been published along with the AGAR for 2023/24. This will be retained in line with statutory requirements and available to the public upon request.

h) Annual Governance and Accountability Return (2024/25) Form 3

- i) Page 1 of 6 Front Cover was duly noted.
- ii) Page 2 of 6 Completion check list was duly noted.
- iii) Page 3 of 6 Internal Audit Report 2024/25 (Internal Audit, 12 May 2025)

The Clerk informed the meeting that the internal audit for 2024/25 has been completed, the report had been circulated to members ahead of the meeting for review. There are actions arising which will be reviewed by the Finance Committee with the action plan at the next Finance Committee meeting on Thursday 29 May 2025.

The Chair proposed that the Internal Audit report is accepted. The proposal was seconded by Councillor Tucker and the motion was passed unanimously by resolution of the Council.

iv) Page 4 of 6 Annual Governance Statement 2024/25

The Chair read out the following statements:

1. *We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.*

The Parish Council have resolved to respond '**No**' to this assertion as from 1 April through to September 2024 there were not arrangements in place for effective financial management. Policies, procedures and practices were implemented from September 2024; a cashbook, a bank reconciliation in the form of an excel spreadsheet, publication of all income and expenditure in the minutes, Financial Regulations and Standing Orders were updated to reflect legislative changes, the appointment of a suitably qualified Clerk and RFO, Councillor training, the introduction of internal control measures including the appointment of Lincolnshire Association of Local Councils as Internal Auditor. Due to the extent of mismanagement, the Parish Council are still in the process of implementing policies as reflected by the Internal Auditor in her most recent report dated May 2025.

2. *We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.*

The Parish Council have resolved to respond '**No**' to this assertion as until September 2024, there were no internal controls in place to prevent or detect fraud or corruption. The Parish Council now has effective controls including the publication of all income and expenditure, routine monthly checks by Parish Councillors of invoices against the bank statements, cashbook, and bank reconciliations. The Parish Council has not yet put in place dual banking authorisation but this is being explored with an application to Unity Bank who offer this service. The effectiveness of the internal controls implemented later in the 2024/25 financial year were reviewed by the Finance Committee on 13 March 2025 and again by the Parish Council on 7 April 2025 and were agreed to be effective. LALC were again appointed as internal auditor on 31 March 2025 for the 2025/26 financial year.

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.*

The Parish Council have resolved to respond **‘No’** to this assertion. In April 2024, the purchase of Star Fen was finalised and it was this issue among others that led to the investigation by the authority, further to the submission and complaints raised about the 2023/24 AGAR. There is sufficient evidence, as reviewed by PKF Littlejohn, to suggest that the Chair acted without the prior knowledge and consent of the Parish Council as a corporate body in relation to the valuation, instruction of solicitors and ultimately the purchase of Star Fen; The Parish Council ignored Financial Regulations. That being said, the Parish Council now receives advice from a suitably trained Clerk and RFO, the Parish Council are members of LALC and the Parish Council represents openness and transparency.

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.*

The Parish Council have resolved to respond **‘No’** to this assertion. The Public Right’s Period was not upheld as the Clerk was not a work during this time. The public did not have the opportunity to review the documents between 17 June and 26 July 2024 as publicised. The locum, now Clerk, offered members of the public this opportunity by opening a second window in September although it is acknowledged that the Public Right’s Period could not formally be extended.

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.

The Parish Council have resolved to respond **‘No’** to this assertion. The Parish Council did not have in place a risk register. There were no effective internal controls. The external insurance cover was deemed to be insufficient as the asset register was incomplete and out of date. The Parish Council have since adopted a risk register, updated the asset register and have internal controls in place. The Parish Council is in the process of consulting with their insurance broker to ensure that the policy of insurance which renews at the end of July provides adequate coverage.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

The Parish Council have resolved to respond **‘No’** to this assertion. The Parish Council had appointed an accountant to conduct the internal audit. Their checks only covered financial transactions and did not investigate financial governance. The Parish Council did not review the effectiveness of the system of internal audit. In September 2024, the Parish Council agreed to appoint the Lincolnshire Association of Local Councils to conduct the internal audit for 2024/25 and in March 2025, for 2025/26. Their internal audit checks not only financial transactions but financial governance and an assessment has been made for the 2024/25 financial year as to the effectiveness of the audit process.

7. We took appropriate action on all matters raised in reports from internal and external audit.

The Parish Council have resolved to respond **‘Yes’** to this assertion. The internal auditor appointed in 2023/24 did not provide a report. There was therefore nothing to action. The external audit report was received in May 2025. The Parish Council accepts the findings of that report. The Parish Council has prepared and published a Notice of Conclusion of Audit. This is available on social media, the village noticeboards, and the Parish Council website. Copies of the published AGAR and associating certificates and documentation will be retained and publicly accessible for five years.

8. *We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during of after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.*

The Parish Council have resolved to respond ‘No’ to this assertion. The Parish Council did not consider the impact that the purchase of the land would have in terms of the impact on financial reserves, insurance liabilities and public interest. The repercussions of this will be felt well into the 2025/26 financial year. Since September 2024, the Parish Council have put in place robust measure to ensure that this does not happen again.

Members agreed to respond NA to question 9. As this relates to the Parish Council as a sole managing trustee.

The Chair proposed the above responses to the assertions including explanations are accepted. The proposal was seconded by Councillor Tucker and the motion was passed unanimously by resolution of the Council.

v) Page 5 of 6, Section 2 – Accounting Statements and Explanation of Variances 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>

The Chair proposed that the Accounting Statements and Explanation of Variances are accepted. The proposal was seconded by Councillor Tucker and the motion was passed unanimously by resolution of the Council. The Clerk explained the Explanation of Variances and provided reasons for those variances.

Total Other Receipts	49%	This variance can be attributed to a failure on the part of the previous RFO and Parish Council to accurately predict income. No budget was produced for a forecast on income. The likely chasm between the two financial years is due to failure to secure
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		a PWLB or other grant in respect of the purchase of Star Fen which was investigated by the authority as part of the objections lodged against the 2023/24 AGAR.
Staff Costs	43%	There was an increase in staff costs as the Clerk went on long-term sick. The Parish Council needed to employ the services of a locum Clerk between July and November which resulted in fees of £15,168.32. REDACTED explanation due to confidentiality.
Loan Interest/Capital Repayment	50%	The variance between the loan repayment in 2024/24 and 2024/25 can be explained as the £3,836 was the amount outstanding and final repayment.
All other payments	80%	In April 2025, the Parish Council purchased land to the value of £71,500. The valuations and legal fees associated with the sale were £2174.60. The Parish Council conducted a Parish Poll in light of public opposition to the purchase of the land at a cost of £2350.51. These factors account for the variance.
Total Fixed Assets plus Other Long Term Investments	24%	The Parish Council reviewed the asset register. The purchased land was added to the register at a cost of £71,500.00. The land for the playing field at a cost of £32,00.00 had been omitted from the asset register. The land for the allotments at a cost of £32,000.00 had been omitted from the asset register. These items account for the variances.
Total Borrowings	100%	End of repayments

vi) Members noted that page 6 of 6 External Auditor's Report and Certificate 2024/25 will be completed in due course.

vii) The Clerk confirmed that the Public Right's Period will take place between 17 June and 28 July 2025 by appointment only.

Action: Clerk to submit the AGAR to PKF Littlejohn.

11. General Matters (25/041)

a) Dog Waste Bins, Eastgate and Cameron Street

The Clerk confirmed that enquiries are being made with the Environment Officer Jacqui Duffy and Jenny Bailey, Operational Services Manager in relation to the provision of dog waste bins on Eastgate and Cameron Street.

Action: Clerk to further enquiries and re-agenda for June 2025.

b) Code of Conduct

The Clerk confirmed that the Code of Conduct complaint against a Councillor was upheld. The local resolution determined by the Monitoring Officer was to provide the Councillor with training relating to employment and data protection. Members noted that the Clerk has provided the Councillor with details of upcoming courses.

c) Cemetery Hedgerow Works

Members reviewed three quotes to take back and reduce the cemetery perimeter hedge rows. (£1,250.00, £2,200.00 and £7354.00). There was some discussion about the gap between quotes. The Clerk confirmed that the quotes are based on the same specification. The Clerk explained that the quote at £1,250.00 is on the condition that the Parish Council Caretaker can assist the Contractor. Councillor Tucker proposed that the Parish Council accepts quote at £1,250.00. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Council.

Action: Clerk to liaise with the Contractor to schedule a start date.

d) Railway Museum

The Chair informed the meeting that the railway museum is well worth a visit. They are looking for financial assistance due to rising rents and volunteers. The Chair and Councillor Wright have put together an action plan to assist the organisation.

- e) Correspondence from HAVCS
- The Parish Council have received an email from the Treasurer of HAVCS dated 14 May 2025 in relation to the Parish Council Chambers Hirer Agreement. Councillor Tucker said that the email from the Treasurer of the car service, in her opinion, should be ignored because it is game playing at the best; they are not renting or leasing the room, they have the space free of charge with heating and electricity, access to refreshments and the internet, they don't pay anything and the email is not worthy of consideration. She proposed that moving forward the PC deals solely with the Chair of HAVCS. She said the Parish Council are not 'the bad guys'. Councillor Davison agreed with the victim mentality. The Chair acknowledged that the Chair of their organisation, who is a Trustee has already signed the document. Councillor Davison seconded Councillor Tucker's proposal and the motion was passed unanimously by resolution of the Council.
- Action: Clerk to communicate the resolution with the Chair of HAVCS.**

12. Health & Safety (25/042)

- a) Ring-fencing of VAT refund from 2024/25
- Councillor Tucker asked for the VAT refund from 2024/25 of £10,132.00 to be ring-fenced for the Pavilion changing room refurbishment. The proposal was seconded by the Chair and the motion was passed unanimously.
- b) Grave-Digging Policy
- The Chair proposed that the grave-digging policy is deferred to the Cemetery Committee. The Clerk asked members to consider the appointment of Nic Baker as the Parish Council appointed grave-digger to ensure that standards are being met in terms of health and safety. His fees would be passed directly to the Funeral Director. The Chair proposed the appointment of Nic Baker. The proposal was seconded by Councillor Tucker and the motion was passed by resolution of the Council.
- Action: Clerk to add to the Cemetery Committee agenda.**
- c) Remembrance 2025
- Members noted that the road closure request has been submitted to LCC for Remembrance 2025.
- d) Memorial Policy
- The Chair proposed that the Memorial Policy is deferred to the Cemetery Committee. The proposal was seconded by Councillor Davison and the motion was passed unanimously by resolution of the Council.
- Action: Clerk to add to the Cemetery Committee agenda.**

The Clerk asked members to agree actions to be taken in respect of any memorials that fail the topple test. Councillor Tucker proposed that memorials that are deemed to be low risk, must be labelled and medium to high risk memorials must be labelled and cordoned off until such time as the family can be contacted to agree repair. If a family chooses not to repair, the Parish Council may either lay down or sink the memorial. The proposal was seconded by Councillor Gower and the motion was passed unanimously by resolution of the Council.

13. Committees (25/043)

- a) Allotment Management Committee
- i) The Chair proposed the transfer of £400 from the Allotment Field rental income in 2023/24 and 2024/25 to the AMC account. The proposal was seconded by Councillor Davison and the motion was passed unanimously by resolution of the Council.
- Action: Clerk to perform the transaction.**
- b) Pavilion Committee
- i) PPM Report
- The Clerk confirmed that a refund of £1000 has been agreed with Carter Jonas.

- ii) **Structural Engineer**
The Chair proposed that the Structural Engineer is asked to return to inspect the roof works at the Pavilion further to her determination in November 2024 at a cost of £950.00 plus VAT. The proposal was seconded by Councillor Wright and the motion was passed by resolution of the Council. Councillor Atkinson voted against the motion.
Action: Clerk to liaise with Jenna Sewell from Mason Navarro Pledge.
- iii) **Repairs to Drains**
The Chair proposed that this item is deferred to the Pavilion Committee. The proposal was seconded by Councillor Davison and the motion was passed by resolution of the Council.
Action: Clerk to add to the Pavilion Committee agenda.
- iv) **Storage Container Removal**
The Chair stated that a quote had been received for the removal of the defunct container at £200.00. The Clerk suggested that collection and delivery is scheduled for the same day. Councillor Tucker proposed that the cricket club should take the cost of the removal. The Chair offered a counter-proposal of 50/50 split with a maximum contribution from the Parish Council of £100. The cricket club representatives present agreed. The proposal was seconded by Councillor Davison and the motion was passed by resolution of the Council. Councillor Tucker voted against. Members of the Cricket Club agreed to take responsibility for the maintenance of the new container and ultimately its removal.
Action: The cricket club will pursue enquiries to get the container removed free of charge.
- v) **Correspondence received from Mr Warrilow and Mrs Odgen in relation to the Pavilion tenancy agreement.**
The Chair proposed that this item is deferred to the closed session of the meeting. The proposal was seconded by Councillor Tucker and the motion was passed by resolution of the Council.
- vi) **EDF Billing Dispute**
The Clerk informed the meeting that the meter is on a waiting list for removal and EDF have agreed to lodge a billing dispute after it has been removed.

14. Highways (25/044)

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 (25/045)

- a) Members noted 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 noted 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 noted that 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 (25/046)

- a) Members noted the bank balances as of 18 April 2025. This item was deferred from the April meeting.

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) Members noted 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) Members noted 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) The Chair proposed that the following expenditure, including expenditure to be ratified, from 18 April 2025 to 6 May 2025 is approved. The proposal was seconded by Councillor Davison and the motion was passed unanimously by resolution of the Council.

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			
Forceshift Skip Hire	8 Yard Skip	Allotments	262.50	52.50	315.00
HMRC	Quarter 4	Salaries			
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

<i>JJ Contracts</i>	<i>Window Cleaning, April</i>	<i>Chambers</i>	<i>25.00</i>	<i>0.00</i>	<i>25.00</i>
<i>Safety Screens Commercial Rubber</i>	<i>Rubber interlocking flooring for Workshop</i>	<i>Cemetery</i>	<i>434.08</i>	<i>86.82</i>	<i>520.90</i>
<i>Andrew Ward</i>	<i>Salary (Week 4 - 2 May 2025)</i>	<i>Salaries</i>			
6 May 2025, date of bank reconciliation			33897.78	2822.93	36720.71
<i>Amazon</i>	<i>Reimbursement to Clerk for cemetery fencing H&S</i>	<i>Cemetery</i>	<i>34.37</i>	<i>6.87</i>	<i>41.24</i>
<i>Amazon</i>	<i>Lever Arch Files</i>	<i>General</i>	<i>39.82</i>	<i>7.98</i>	<i>47.80</i>
<i>Amazon</i>	<i>Cemetery signage H&S</i>	<i>Cemetery</i>	<i>9.47</i>	<i>1.90</i>	<i>11.37</i>
<i>Andrew Ward</i>	<i>Salary (Week 5 - 8 May 2025)</i>	<i>Salaries</i>			
<i>PKF Littlejohn</i>	<i>External Audit Fees</i>	<i>General</i>	<i>6293.00</i>	<i>1258.60</i>	<i>7551.60</i>
<i>Screwfix</i>	<i>Blue Paper Roll</i>	<i>Caretaker</i>	<i>20.82</i>	<i>4.17</i>	<i>24.99</i>
<i>Amazon</i>	<i>Stihl Strimmer Wire</i>	<i>Caretaker</i>	<i>39.99</i>	<i>0.00</i>	<i>39.99</i>
<i>ElanCity</i>	<i>Warranty Year 1 and 2</i>	<i>General</i>	<i>248.61</i>	<i>49.72</i>	<i>298.33</i>
			33981.44	2839.68	36821.12

- e) Councillor Tucker proposed that the bank reconciliation for May 2025 is accepted. The proposal was seconded by the Chair and the motion was passed unanimously by resolution of the Council.

- f) Transfer of £10,000 from the deposit account to the current account on 28 April 2025.
g) Transfer of £3,760.88 from the current account to the AMC account on 29 April 2025.
h) Transfer of £315.00 from the AMC account to the current account to cover year to date expenditure from AMC funds.
i) Transfer of £10,080.00 from the deposit account to the S106 account on 6 May (funds received from NK for S106).
j) 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) Resolution to amend the list of regular payments to include monthly payments to SRP for hire of the Portaloo.
Chair proposed items f) through k) are ratified and approved. The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Council.

17. Correspondence (25/047)

- a) Members noted the email from the Tree Officers at NK dated 2 April 2025, Tree Revocation Order N476, 25 New Street.
- b) Members noted the emailed request from a member of the public dated 22 April 2025, requesting permission to install a memorial bench at the Pavilion, Heckington (boundary edge of football/cricket field in memory of Linda Meadows).
Action: Clerk to contact the family to suggest the cemetery and bring it back to the next meeting.
- c) Members noted the email from NK Elections dated 9 May 2025, Heckington West Ward By-Election Timetable. The polling day has been set as Thursday 19 June 2025 from 7am to 10pm. There will not be polling cards.
- d) Members noted an email from a member of the public dated 7 May 2025 in relation to antisocial behaviour and a request for signage.
Action: Clerk to advise contact the ASBO team at NK and provide with a poster for display.

18. Date and time of the next meeting/s (25/048)

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, Monday 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 (25/049)

A member of the public asked a question about memorials; he asked what action the Parish Council will take in relation to unsafe memorials if relatives cannot be contacted/located. The Clerk informed the member of the public that as long as the Parish Council can prove that they have taken all reasonable steps to contact the family before either sinking or laying down a memorial, this will be sufficient.

The same member of the public asked a question about the proposed inspection by the structural engineer. The Chair explained that the inspection is to ensure that the work carried out to the roof meets required standards.

A member of the public enquired about a historic agreement with HAVCS in relation to a contribution towards utility costs.

The Chair proposed that the meeting is moved into closed session to discuss the agenda items listed under closed session to include a review of the letter received from Mr Warrilow and Ms Ogden per agenda item 13) b) v). The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Council.

20. Closed session

a) Sale of Star Fen

Members reviewed an email received from the Buyer's Solicitor to request sight of the valuation reports. Councillor Wright proposed that this request is refused. The proposal was seconded by the Chair and the motion was passed unanimously by resolution of the Council.

Action: Clerk to communicate the decision to Chattertons.

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

The Clerk informed the meeting that Taurus Collections have been appointed to recover the debt. They have a no fee commission of 15% on the collected balance.

c) Pavilion Tenancy Agreement

There was some discussion about the service received from Chattertons in relation to the Tenancy Agreement.

Councillor Davison spoke about the liability insurance for the playing field further to conversations with David Palmer from Zurich. He suggested that a clause is added to the tenancy agreement to determine who is responsible for insuring events. The onus must be on the tenant to verify that's sporting teams have their own liability insurance.

Action: The tenancy agreement will be reviewed by the Finance Committee informally in the first instance to attempt to move the matter forward.

d) Members noted a complaint received from a member of the public in relation to Councillor conduct. The member of the public was advised to take her complaint to the Monitoring Officer.

- e) Correspondence from Mr Warrilow and Ms Odgen in relation to the Pavilion tenancy. Members agreed to the drafted response to Mr Warrilow and Ms Ogden.

Action: The Chair closed the meeting at 9.35pm