

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

Dear Sir/Madam

You are summoned to attend the Cemetery Committee Meeting of Heckington Parish Council to be held in the **Parish Council Chambers, St Andrews Street, Heckington on Monday 2 June 2025 at 6pm.**

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: 27 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

2. Chair's Welcome (Safety Announcements)

3. 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.

4. Councillors present

5. Apologies

Apologies for absence and reasons given.

6. 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

7. General Matters

- a) To resolve to approve Terms of Reference for the Cemetery Committee.
- b) To note the requirement for a portfolio of cemetery policies.
- c) Maintenance of the cemetery
 - i) To review the costs for the purchase of equipment to allow for a collected mow (Euromec, £9945.00 plus VAT).
 - ii) To note the appointment of Wrights Garden Services to cut back the perimeter hedges at a cost of £1250.00 (*work to begin September 2025*).
 - iii) Routine maintenance of benches.
 - iv) Replacement taps/watering cans.
- d) To resolve to adopt Project Forget Me Not.

- Seeds
- Raised beds
- Tree bench
- Memorial garden
- Levelling of graves
- Long-term plans to include accessible pathways (quote requested)
- Section markers
- Noticeboard
- Graveside soil boxes

- e) To discuss the creation of a composting area.
 f) To discuss recovery of lost graves (memorials).

8. Health & Safety

- a) To resolve to approve the grave-digging policy.
 b) To resolve to approve the memorial safety policy.
 c) To receive an update from the Clerk in relation to memorial inspections.
 d) Fire Risk Assessment and action plan for the workshop.
 - Fire Extinguishers.
 e) Legionella Risk Assessment and action plan.
 f) To resolve to approve the purchase of a key safe for access for access for emergency services.

9. FINANCE

- a) To review income and expenditure for 2025/26 against the budget.
 b) To discuss the ring-fencing of cemetery income.
 c) To agree an administration fee of £25.00 for the sale of EROB, memorials and scheduling burials and cremations.

10. Correspondence

- a) To discuss the request for the siting of a memorial bench at the cemetery in memory of Linda Meadows (*initial request was for the playing field*).

11. Date and time of the next meeting/s

Events Meeting
 Finance Committee Meeting
 Pavilion Committee Meeting
 Allotment Management Committee Meeting, Monday 23 June 2025 at 7pm
 Staffing Committee Meeting, 26 June 2025 at 7pm
 Cemetery Committee
 Monday 28 July 2025
 Monday 18 August 2025
 Monday 29 September 2025
 Monday 27 October 2025
 Monday 24 November 2025

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

13. Closed Session

To discuss storage at the cemetery.