

NOTICE OF A MEETING OF HECKINGTON PARISH COUNCIL

Dear Sir/Madam

You are summoned to attend the Heckington Parish Council Pavilion Committee meeting to be held in the **Parish Council Chambers, St Andrews Street, Heckington on Monday 2 June 2025 at 8.00 pm.**

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: 28 May 2025

AGENDA

The parish council committee 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.

The Staffing Committee operates within the limits of the agreed Terms of Reference and as such may need to make recommendations to full council for a resolution.

1. **To resolve to elect a 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. **Health & Safety**
 - a) Fire Risk Assessment (summary of significant findings) and action plan (*Moderate- 19 Findings*)

1 Extension Leads	Extension cables are being used on a permanent basis. <i>Three additional electrical outlets have been installed in the kitchen to remove the need for extension cables.</i>
2-4 Housekeeping	Minimise the accumulation and storage of combustible materials near electrical equipment
5 Means of Escape	Locked gate in service yard
6 Compartmentation	Fire doors between function room
7 Means of escape	Sliding gate (corridor)
8-9 Means of escape	Materials restricting external escape route to the rear. Trip hazards (external works)
10 Fire Warning	Cabling should be secured to the walls and ceiling using fire resistant cable support clips (over changing room entrances)

11 Compartmentation	Compartmentation has been compromised by removing walls and installing roller shutters in between the bar and function room (this does not meet the specifications of 30-minutes fire resistance)
12 Non-compliant fire doors	Kitchen door, boiler room door, main function room doors, corridor doors, inner kitchen door.
13 Compartmentation	Voids (including voids left by electrician)
14 Compartmentation	Roof access points are not fire rated
15 Compartmentation, Cavities and Voids	Storage area next to stairs (corridor) – walls do not meet the required standard of compartmentation.
16 Emergency Lighting	Limited external emergency lighting.
17 Emergency Escape Lighting	Faulty equipment <i>Repaired as part of electrical work recently carried out by SKU Electrical.</i>
18 Fire Warning	Fire alarms and smoke detection required for the loft area, garage/store and cellar. <i>It was recommended that the changing room are fitted with heat detectors but the Parish Council risk assessed this and decided not to proceed.</i>
19 Extinguishers	Housekeeping (access to extinguishers)s. Improve signage.

- i) To note the removal of UPVC cladding to the downstairs changing rooms and repositioning of radiator in the function room to allow for the internal doors between the bar and function room to be changed.
 - ii) Inspection of wall between kitchen and bar.
- b) Legionella risk assessment (rating – high *There is stagnation/dead legs or non-compliant temperatures or no water log book in place*).
- i) To identify the responsible person for the purposes of the legionella risk assessment.
 - ii) To provide the responsible person with legionella awareness training.
 - iii) To note the requirement for weekly flushing and monthly water temperature testing.
 - iv) To resolve to approve the purchase of a water log book and a thermometer for monthly water testing.
 - v) To note a requirement for annual boiler servicing.
 - vi) To note a requirement for legionella sampling.
 - vii) To note a requirement for signage.
 - viii) To review remedial works required and associated costs.

8. General Items

- a) To receive an update from members further to a meeting with NK personnel to discuss the application of S106 funding.
- b) To note a request from the tenants to install racking within the newly converted office/storage space (formerly garage).
- c) To receive any updates in relation to the status of the tenancy agreement.
- d) Cricket Club
 - i) To note a request from the cricket club for the siting of the digital scoreboard on the Pavilion building wall.
 - ii) To receive an update in relation to the removal and replacement of the storage container.
- e) To review current approvals and expenditure in relation necessary work and to receive an update from the Clerk in relation to progress.
 - To consider prioritising outstanding work due to budget limitations in 2025/26.

Detail	Cost	Status	Completion Date
Roof Bracing single storey loft space	2,230.38	Approved	Complete
Loft Insulation (single storey)	2,493.84	Approved	In progress
Replacement lead flashing	1,060.00	Approved	Complete
<i>Replacement guttering and downpipes</i>	<i>2,000.00</i>	<i>Approved</i>	<i>Start date not agreed</i>
Additional leadwork	900.00	Approved	Complete
Light tunnels	600.00	Approved	Complete
Second storey loft work to include bracing and insulation	1,248.00	Approved	Complete
Garage works	1,750.00 650.00	Approved Approved	Work due to begin w/c 27 May 2025
Replacement windows	4,179.00	Approved	Pending
Moss Removal			Quotes pending (one requested and received)
New Pathway			Review specification
External lighting pole (electrics)	261.64 plus VAT	Approved	Not instructed Quantum Electrical awarded work 24 <i>February 2025</i>
External lighting pole (replacement)			Quotes need to be obtained
Electrical work carried out by SKU to include rewiring, repairs to emergency lights x 2, rewiring of hand dryers and downlights and replace extractor fan in the accessible toilet, 3-phase supply to the kitchen including new consumer units and three additional electric sockets in the kitchen	12,901.00	Approved	Complete
Emergency Light Repairs – <i>PC approved £50 per unit with Arion, March 2025.</i>	291.67	Approved	Pending
Removal of redundant water pipes	2,600.00	Approved	Complete
Structural Engineers (compliance visit)	950.00 plus VAT	Approved	Pending
Refurbishments of changing room to children's changing room			Specification required
Refurbishment of changing room to accessible changing room			Specification required
Replace flooring (function room through bar including accessible toilet)			Specification required
Repair of underground drains			Quotes pending (five requested, none received)
External works	12,500.00		One quote received (two further quotes required)
Replacement fire doors			One quote requested

7. Date and time of the next meeting

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

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.