

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

Dear Sir/Madam

You are summoned to attend the meeting of Heckington Parish Council to be held in the **Parish Council Chambers, St Andrews Street, Heckington on Monday 30 June 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: 23 June 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. Chair's Welcome (Safety Announcements)**

**2. 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.

**3. Councillors present**

**4. Apologies**

Apologies for absence and reasons given.

**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**

**6. Minutes** *(Please note that Committees will approve their own minutes at their next committee meeting)*

- a) To resolve to approve the minutes of the Annual Parish Council meeting held on Monday 19 May 2025 as a true and accurate record of that meeting.

**7. Report from the County and District Councillors**

**8. General Matters**

- a) To resolve to adopt the CCTV policy and Record Retention Policy.
- b) To note the Notice of uncontested election for the vacancy arising from the resignation of former Councillor Dawn Bell *(new by-election will be held on 10 July 2025)*.
- c) To receive an update from the Clerk further to a meeting with Jacqui Duffy the Environment Officer at NK in relation to the provision of dog waste bins on Cameron Street and Eastgate.
- d) To discuss opening the outside toilet at the Parish Council Chambers for use during opening hours.
- e) To resolve to approve the purchase of three wreaths at a cost of £19.99 per wreath and 20 lamp post poppies at a cost of £95 for Remembrance 2025 *(Section 137)*.
  - i) *To note that the road closure application has been submitted to LCC for the event.*

- f) To discuss options relating to the generator including general maintenance from monthly in-house checks, annual servicing (quote received from Specialised Services Ltd at a cost of £429.72 plus VAT) and an annual electrical inspection (*quote received from Fentc at £80.00*).
- g) To discuss the seating signage on the Village Green.
- h) To note that permission has been granted to cut back the Burton Road hedge to ensure clear passage for pedestrians on the understanding that nesting birds are not to be disturbed (Email from Lindsay Shaw dated 12 June 2025, Highways Officer at LCC).
- i) To discuss the purchase of extended warranty for the second Speed Indicator Device at a cost of £196.00 plus VAT (model S-00-418-401 22/18-0053).
- j) To receive an update from the Chair further to his meeting with Heckington in Bloom and Mrs Hill re Burton Road Green tree planting.
- k) To ratify expenditure for the valuation of the Parish Council Chambers, Pavilion and Workshop/Chapel at a cost of £150.00 per site for insurance purposes.
- l) To resolve to approve a contract with Cathedral Hygiene for the provision of a sanitary bin for the Chambers at a cost of £17 per month.
- m) Poll voting via Teams for expenditure that must be made in between Parish Council meetings (for ratification at the next meeting of the Parish Council).
- n) To discuss an allegation of carrying out Parish Council business on licensed premises.
- o) Councillor behaviour and data breaches.

## 9. Health & Safety

- a) Trees
  - i) To ratify a decision to fell the Walnut Tree, Hall Close at a cost of £800 plus £175.00 for the stump grinding. As this is within the conservation area and the tree is covered by a TPO, a submission has been made to the Tree Officer at NK.
  - ii) To ratify a decision to fell a horse chestnut tree at the cemetery at a cost of £1100.00 plus £175.00 for the stump grinding.
- b) Defibrillator
  - i) Village Green - Annual maintenance £135.00 plus VAT, sponsored by the Bee's Knees.
  - ii) Pavilion – No annual support package available.
- c) Lone Working
  - i) To ratify a decision to extend the hire of the portable Handheld radios through to 4 July 2025 at a cost of £72.00 inclusive of VAT.

## 10. Committees

- a) Finance Committee
  - i) To receive a report from the Chair of the Finance Committee further to the Committee meeting on 29 May 2025.
  - ii) To receive a recommendation from the Finance Committee in relation to the Legionella Risk Assessments for the Parish Council Chambers, Pavilion, Workshop and Allotments.
  - iii) To ratify the following decisions:
    - To create a new budget head for the Workshop (*minute reference FC/017, May 2025*).
    - Not to proceed with dual authorisation for online banking.
    - To approve £100 plus VAT for services from Arion to provide a Fire Risk Assessment document, a Fire Safety Policy, a Fire Emergency Plan, plans of the building defining escape routes and fire equipment, facilities and warning equipment, detailed signage, fire induction training for staff, contractor control information and reporting forms.
    - To approve £442.50 for the provision of fire extinguishers.
    - To approve the installation of CCTV in the Chamber's kitchen foyer.
    - To accept the draft statement to be released after the sale of Star Fen.
    - To install six new emergency lights, replace two sockets and install a motion detection strip light in the office corridor at a cost of £494.00.

- iv) To resolve to mandate the finance committee to draw up a series of options regarding future financial structures for the Pavilion and Playing Fields. To report back to council with a preferred model and alternatives to be considered for the 26/27 budget. *Councillor Davison.*
- v) To discuss the GDPR complaint signing in book at the Parish Council Chambers.
- vi) JPAG 2025 – Assertion 10 of the AGAR 2025/26 (digital and data compliance)
  - i) To ratify expenditure for data protection training with Breakthrough Communities at a cost of £495.00.
  - ii) To consider dedicated Councillor email addresses.

**b) Cemetery Committee**

- i) To receive a report from the Chair of the Cemetery Committee further to the inaugural meeting on 2 June 2025 and to resolve to approve the adoption of Project Forget Me Knot.
- ii) To resolve to approve the appointment of Councillor Davison to the Cemetery Committee
- iii) To resolve to approve the Cemetery Committee Terms of Reference and grave-digging policy.
- iv) To receive a recommendation from the Chair of the Cemetery Committee for the purchase of a ride on mower and trailer up to a cost of £4000.00 to facilitate a collected mow at the cemetery versus the cost of the purchase for equipment for the Nilfisk mower.
- v) To ratify the cost of a replacement tap at £40.00 and replacement watering cans up to a maximum of £60.00.
- vi) To resolve to approve the ring-fencing of all cemetery income to boost the cemetery budget.
- vii) To ratify a £25.00 administration charge for the sale of Exclusive Rights of Burial and Memorials.
- viii) To review a quote from Smith Sports and Civils for the delivery of 50 tonnes of topsoil to a dedicate site at the allotments for use at the cemetery at £450.00 plus VAT.
- ix) To resolve to approve expenditure of £130.00 plus VAT and 60ppm for delivery for the hire of a digger to remove the soil mound *(to be shared with the allotment budget head)*.
- x) To ratify the purchase of CCTV for the cemetery at a cost of £159.99 plus data plan at £179.80 per annum.

**c) Allotment Management Committee**

- i) To receive an update from Councillors Davison and O'Connor further to the AMC meeting on Monday 23 June 2025.

**d) Pavilion Committee**

- i) To receive an update from the Chair, Councillor Wright further to the Pavilion Committee meeting on 2 June 2025 and the informal meeting on 8 June 2025 to agree a priority list for the 2025/26 financial year and beyond.
- ii) To receive an update from the Chair in relation to the proposed use of S106 funds held by NK further to a meeting with Suzanne Milne
- iii) To ratify a decision to allow the Cricket Club to site the scoreboard on the Pavilion wall at their own expense.
- iv) To discuss the siting of a new container for the cricket club beside the Pavilion building (2.6m in height, situated 2m from the boundary).
- v) To ratify a quote to replace a window at the Pavilion at a cost of £680.00.
- vi) To resolve to approve a quote to remove an existing window frame and brick up the opening with matching bricks behind the current uPVC cladding to one of the outdoor changing rooms at a cost of £350.00.
- viii) To resolve to approve expenditure up to £400.00 for the repair of voids further to recent electrical work.
- ix) To ratify 3-days work to clear the loft at a cost of £220.00 per day.
- x) To ratify the hire of a skip at £262.50 plus VAT *(please note there are additional fees if there is more than 500kg of unrecyclable waste)*.

## 11. Highways

Members of the public are encouraged to report any new faults or existing defects at [www.lincolnshire.gov.uk/faultreporting](http://www.lincolnshire.gov.uk/faultreporting) or email, [cschighways@lincolnshire.gov.uk](mailto:cschighways@lincolnshire.gov.uk) or via FixMyStreet.

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

## 12. Planning Matters

- a) Members to note the new or amended planning matters or those showing as registered between 19 May 2025 and 19 June 2025.

None.

- b) Members to note the following decisions received since the last meeting on 19 May 2025.

<b>Application</b>	<b>25/0351/PMA</b>
<b>Proposal</b>	Installation of roof mounted solar PV to front elevation
<b>Location</b>	Building C Heckington Business Park Station Road
<b>Decision</b>	Decided – Prior approval not required.
<b>Application</b>	<b>25/0259/0425/LBC (25/0425/HOUS)</b>
<b>Proposal</b>	Retrospective installation of electric vehicle charging point box on west elevation
<b>Location</b>	83 Church Street, Heckington
<b>Decision</b>	Decided – Approved, Thursday 22 May 2025
<b>Application</b>	<b>25/0013/PMA</b>
<b>Proposal</b>	Change of use from commercial, business and service to two dwellings
<b>Location</b>	Garwick Farm, Boston Road, Heckington
<b>Decision</b>	Decided – Approved January 2025
<b>Application</b>	<b>25/0015/PMA</b>
<b>Proposal</b>	Change of use from Commercial, Business and Service (Use Class E) to a dwelling (Use Class C3), Prior Approval Development
<b>Location</b>	Garwick Farm, Boston Road, Heckington
<b>Decision</b>	Decided – Approved 6 June 2025
<b>Application</b>	<b>25/0554/TCA</b>
<b>Proposal</b>	T1 – Cedar – Reduce by approximately 50% (level with adjacent chimney stack) and shape lower canopy. The side will be target pruned to no more than 1.5m and 75mm diameter branches.
<b>Location</b>	27 Eastgate, Heckington, NG34 9RB
<b>Decision</b>	TPO Not Served
<b>Application</b>	<b>25/0488/VARCON</b>
<b>Proposal</b>	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.
<b>Location</b>	32 Oak Way, Heckington, NG34 9FG
<b>Decision</b>	Decided – Approved 23 June 2025

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

<b>Application</b>	<b>25/0280/FTPATH</b>
<b>Proposal</b>	Section 119 of the Highways Act 1980 - Diversion of footpath
<b>Location</b>	No 9 Land off Burton Road, Heckington
<b>Application</b>	<b>24/1383/FUL</b>
<b>Proposal</b>	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.
<b>Location</b>	Land off Side Bar Lane, Heckington

<b>Application</b>	<b>25/0165/OUT AMENDED</b>
<b>Proposal</b>	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.
<b>Application</b>	<b>25/0485</b>
<b>Proposal</b>	Retrospective application for siting an InPost Parcel Locker
<b>Location</b>	Four Winds Service Station, Boston Road, East Heckington
<b>Application</b>	<b>25/0482</b>
<b>Proposal</b>	Application for prior notification of proposed development by telecommunications code systems operators 20m High Valmont climbable 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.
<b>Location</b>	Small Business Park, Station Road, Heckington
<b>Application</b>	<b>25/0489/HOUS</b>
<b>Proposal</b>	Proposed single storey extensions to the front of the property including external cladding at first floor level to front elevation.
<b>Location</b>	25 Wellington Close, Heckington, NG34 9GZ

### 13. FINANCE

- a) To note the bank balances as 17 June 2025.

Current Account	8,373.43
Bank Account S106	28,521.97
Bank Account Deposit	49,665.94
AMC Account	3,487.41
<b>TOTAL</b>	<b>90,048.75</b>

- b) To note the income received between 6 May and 17 June 2025.

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
S106	Interest MAY 2025	20.17
	Interest JUNE 2025	18.98
Deposit	Interest JUNE 2025	52.45
	Interest JUNE 2025	39.94
Current	Allotment Rental Income Roberts	25.00
	Allotment deposit Roberts	11.50
	Coffee Morning Contributions	20.42
	Wayleave Payment	170.00
	Community Hub Grant	5167.00
	Library Fines	60.00
	Allotment Rental Income Priestley	22.50
	Kents Memorial Masons Bannister	90.00
	Allotment Deposits	30.00
	Purchase of Exclusive Right of Burial Banks	294.00
	JE Severs Internment Fees Banks	222.00
	Allotment rental income Harris	43.00
	Allotment deposit Harris	65.00
	Allotment rental income Wright/Priestley	23.00
	Refund Training	50.00
AMC	None	Nil
<b>TOTAL</b>	As of 17 June 2025 date of bank reconciliation	<b>6374.96</b>

- c) To resolve to approve the expenditure, including expenditure to be ratified, from 6 May 2025 to 30 June 2025. The following is an extract from the cashbook and has been edited for confidentiality.

Company	Description	NET	VAT	GROSS
NEST	Pension Contribution, Caretaker, 7 May 2025			
Kompan	Replacement parts for the Pavilion Play Area	518.06	103.61	621.67
Xega	CCTV Cameras	169.99	0.00	169.99
Andrew Ward	Salary (Week 6 -15 May 2025)			
Smith Construction	Astroturf Cricket Pitch	8400.00	1680.00	10080.00
NEST	Pension Contribution, Caretaker, 13 May 2025			
Anita Huckle	Reimbursement of allotment key deposit	15.00	0.00	15.00
Chattertons	Payment for disbursements	50.00	0.00	50.00
Lloyds Bank	Service Charges, May	11.50	0.00	11.50
First Aid.co.uk	First Aid Supplies	64.80	12.96	77.76
NEST	Pension Contribution, Caretaker, 20 May 2025			
Andrew Ward	Salary (Week 7 -21 May 2025)			
EDF	Electricity from 1 April to 30 April 2025	117.47	5.87	123.34
EDF	Electricity from 1 April to 30 April 2025	271.75	13.59	285.34
Village Hall	Hire of Hall for APM	30.00	0.00	30.00
Arion	Fire Risk Assessment	350.00	70.00	420.00
ICCM	EROB Training Clerk	150.00	30.00	180.00
Amazon	Stakes for cordoning unsafe memorials	30.79	6.16	36.95
BT	Broadband Supply (May)	30.95	6.19	37.14
LALC	Website Management Service 10 hours	180.00	36.00	216.00
Heidi Wilson	Reimbursement for refreshments for APM	51.20	0.00	51.20
Heidi Wilson	Reimbursement for coffee morning	23.65	0.00	23.65
SRP Hire Solutions	Portaloo Hire (May)	100.00	20.00	120.00
Heidi Wilson	Salary May			
ICCM	Annual Subscription	105.00	0.00	105.00
Fentec	EICR Heckington Village Green	100.00	0.00	100.00
Fentec	PAT Testing, Chambers	80.00	0.00	80.00
SSP Direct	Data Protection Compliant Visitor Book	82.50	16.50	99.00
NEST	Pension Contribution, Clerk, 28 May 2025			
SKU Electrical	Completion of electrical work	2716.67	543.33	3260.00
Andrew Ward	Salary (Week 8 - 29 May 2025)			
Kyme Heating	Rectify dead legs, supply and fit copper pipework, relocate radiator	2500.00	0.00	2500.00
Roadphone NRB	Extension of hire of radios to 4 July	60.00	12.00	72.00
Donaldsons DIY	Caretaker Supplies	19.93	3.99	23.92
Richard Wells	Conversion of garage to store	2400.00	0.00	2400.00
WCF Chandlers	Diesel 500 litres	555.75	111.15	666.90
Andrew Ward	Salary (Week 9 - 5 June 2025)			
Andrew Ward	Salary (Week 10 - 12 June 2025)			
Starkye First Aid	First Aid Course for Clerk and Caretaker	100.00	0.00	100.00
UBOX	Data for CCTV Cameras	179.80	*0.00	179.80
Andrew Ward	Salary (Week 11 - 19 June 2025)			
NEST	Caretaker Pension Contribution			
Moonpig	Condolence Cards	21.65	0.00	21.65
Euromec Contracts	Repairs (cooling fan)	871.75	174.35	1046.10
Lloyds Bank	Service Charges, June	8.50	0.00	8.50
BT	Broadband Supply	30.95	6.19	37.14
EDF	Electricity supply from 2 May to 1 June 2025	161.15	8.06	169.21

EDF	Electricity supply from 2 May to 1 June 2025	20.61	1.03	21.64
Amazon	Literature Stand (tray)	7.47	1.50	8.97
Amazon	Draper drip Tray	19.99	4.00	23.99
Screwfix	PVA Waterproof sealant	29.74	5.95	35.69
Andrew Ward	Salary (Week 12 - 26 June 2025)			
Heidi Wilson	Salary (June)			
First Aid.co.uk	First Aid Supplies	21.75	4.35	26.10
First Aid.co.uk	First Aid Supplies	24.15	4.83	28.98
	<b>Bank reconciliation to 17 June 2025</b>	<b>69937.01</b>	<b>7367.11</b>	<b>77304.12</b>

These items of expenditure have been added since the bank reconciliation and will feature as part of the July bank reconciliation.

Xega Ltd	CCTV Cemetery	159.99	*0.00	159.99
Post Office Ltd	Postage for contracts for Star Fen	5.05	0.00	5.05
SRP Hire Solutions	Portaloo Hire (May- June)	100.00	20.00	120.00
JJ Contracts	Window Cleaning, June 2025	25.00	0.00	25.00
Forceshift Skip Hire	8 yard cu skip for Pavilion loft works	262.50	52.50	315.00
Amazon (Lilang Ltd)	Jerry can x2	33.32	6.67	39.99
Amazon (Reactive Brands Ltd)	Diesel/petrol can signage	6.32	1.26	7.58
Amazon	Fan for mower	24.98	5.00	29.98
Amazon (PBINK Shop)	Stihl Strimmer wire	31.44	6.29	37.73
Halfords	Battery	54.99	11.00	65.99
Wrights Garden Services	Contracting hours during w/c16.6.25	208.00	0.00	208.00

- d) To resolve to approve the bank reconciliation for June 2025.
- e) To ratify the transfer of £5,000 from the deposit account to the current account on 27 May 2025 and £10,000 on 2 June 2025 and £5,000 on 23 June 2025.
- f) To note that the 2024/25 AGAR has been submitted to the External Auditor in line with intermediate audit requirements.
  - i) To note the Parish Council is compliant with the transparency code.
- g) To receive an update form the Clerk in relation to banking signatories.
  - i) To note the requirement to complete the key people forms supplied by Lloyds.
- h) To receive a report from the Clerk, First quarter budget review.
- i) To confirm the amount for the VAT reclaim for the first quarter.
- j) To discuss the need for a Parish Council debit card.

#### 14. Correspondence

To note the following items of correspondence:

- a) Email dated 22 May 2025, Beacon Fen Energy Limited in relation to the deadline of 2 July 2025 for providing representation to the Planning Inspectorate.
- b) Email from Lesley Gibson dated 22 May 2025, Community Entertainment/Live & Local.
- c) Press release from Karl Stinchcombe, Cadent Gas dated 4 June 2025 in relation to closure of Station Road.  
*Note that further to work on Sleaford Road they have confirmed that they will return to re-instate the verges to a satisfactory condition per their email dated 10 June 2025.*
- d) Email from Councillor Marianne Overton MBE dated 13 June 2025 in relation, Battery Storage Units in Navenby and Coleby.
- e) Email from National Grid dated 11 June 2025 in relation to the consultation for the proposed Grimsby to Walpole project.

- f) Email from the Corporate and Civic Support Team at NK dated 16 June 2025, Licensing Act 2003 Consultation.

**15. Date and time of the next meeting/s**

Events Meeting TBC  
Finance Committee Meeting, Monday 21 July 2025  
Allotment Management Committee Meeting TBC  
Staffing Committee Meeting TBC  
Cemetery Committee Meeting, 14 July 2025  
Pavilion Committee Meeting, 7 July 2025  
Monday 28 July 2025  
Monday 18 August 2025  
Monday 29 September 2025  
Monday 27 October 2025  
Monday 24 November 2025

**16. Questions from the public (if the Chair permits)**

**17. Closed session**

- a) To receive any updates from the Clerk in relation to progress regarding the sale of Star Fen.
- b) To receive an update from the Clerk in relation to debt collection for the tender to cut Star Fen in 2024.
- c) To discuss any updates in relation to the Pavilion tenancy agreement.
- d) To receive any updates from the staffing committee in relation to confidential staffing issues.
- e) To ratify a decision made by the Cemetery Committee in relation to storage at the cemetery at a cost of £60.00.

*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.*