



Minutes of the Extraordinary Meeting of Heckington Parish Council on Monday 14 July 2025 at 7.30pm in the Heckington Parish Council Chambers, St Andrews Street, Heckington

1. Chair's Welcome (25/068)

The Chair, Councillor Spencer (hereafter referred to as the Chair) welcomed Councillors to the meeting. He delivered the usual health and safety announcements and asked members of the public to silence their mobile devices.

2. Public Forum (25/069)

No members of the public present.

3. Councillors present (25/070)

Councillor Spencer, Chair
Councillor Atkinson
Councillor Davison
Councillor Garlick
Councillor O'Connor
Councillor Stanley
Councillor Thorpe
Councillor Tucker
Councillor Wright

4. Apologies (25/071)

Apologies were received from Councillor Gower. The reasons for her absence were noted and accepted.

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 (25/072)

None.

6. Date and time of the next meeting/s (25/073)

Events Meeting TBC
Finance Committee Meeting, Monday 21 July 2025 at 7.30pm
Allotment Management Committee Meeting, 1 September 2025 at 7pm
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

7. Questions from the public (25/074)

None

At 7.31 pm the Chair proposed that the meeting move into closed session to discuss the installation of the windows at the Pavilion with a view to getting an agreement as to how to proceed. The proposal was seconded by Councillor Garlick and the motion was passed unanimously by resolution of the Council.

8. Closed Session (25/075)

a) Window Installation, Pavilion

The Chair reminded members of the issues with the window installation at the Pavilion which do not meet with building regulations per Lee Stuart from North Kesteven District Council's Building Regulations Department.

The Chair proposed that the Parish Council ask the contractor that all glass is replaced immediately with opaque/obscured glass as this is what he was contracted to supply and that he makes good the fitting of the windows inside and out to comply with building regulations. Councillor Tucker proposed an amendment, that the words 'at his own expense' are added. The proposal as amended was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Council. It was agreed that this must be completed by 1 August 2025. If this is not carried out, the Parish Council will ask the contractor to remove the windows.

The Chair proposed that the three windows on the front of the building and the side toilet window are boarded up this week as a matter of urgency due to safeguarding. Councillor Davison added an amendment to the proposal that this is 'done regardless of the cost'. The proposal as amended was seconded by Councillor Tucker and the motion was passed unanimously by resolution of the Council.

The Chair proposed that, in the event that the contractor is not prepared to remediate, Sleaford Windows are awarded the work to replace the windows in their entirety. The current contractor will be asked to remove the windows that he has installed.

Actions:

- 1. Clerk to write a letter to the contractor, for review by Councillors, to be sent first class signed for per the resolutions above.**
- 2. Clerk to schedule a meeting with the contractor.**
- 3. Clerk to arrange for the boarding of the windows per the resolution above.**
- 4. Clerk to create a proforma for all contractors to complete to ensure that they are accredited.**
- 5. Contractors must be made aware that there will be a signing off process for all works carried out for the Parish Council before payment will be made.**

The Chair closed the meeting at 7.59pm.