

NOTICE OF A MEETING OF HECKINGTON PARISH COUNCIL

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 24 November 2025**

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: 19 November 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

2. Councillor Statements

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

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. Report from the County and District Councillors

8. Minutes

- a) To resolve to approve the minutes of the Parish Council meeting held on Monday 27 October 2025.

9. General

- a) Policies:
 - i) To resolve to approve the burial ground policy.
 - ii) To review the accessibility statement on the Parish Council's website.
 - iii) To review Terms of Reference for the Committees to include the delegation of spending powers up to the budgeted amount.
- b) To ratify the following:
 - i) To ratify the purchase of the Tommy Statues and solar Tommy statues at a cost of £291.66 plus £58.34 VAT and £77.86 plus £15.58 VAT under Section 137 of the LGA 1972 paid for by donations. To note the amendment to the cashbook entry to show the VAT figure of £58.34).
 - ii) To ratify the appointment of Wright's Garden Services for the provision of caretaking services.
 - iii) To ratify a decision to plant Hawthorn hedgerow on the Burton Road Green on the boundary with the Medical Centre.
- c) To note that it is the Community Hub/Library, 10th Anniversary in December 2025.
- d) Trees

- i) Memorial tree, Alnus Cordata £280 including delivery.
 - ii) Permission sought from trees for Heckington to move the Rowan on the green at Oak Way to Godson Green where other Rowans are planted as it is failing to thrive in its current location.
- e) To receive an update in relation to the application for S106 funding for the MUGA. *To note the Parish Council's Standing Orders in relation to procurement.*
- f) To receive an update in relation to the gas bill for standing charges for the Pavilion at £2,154.55.
- g) To resolve to approve the purchase of a tarpaulin for the trailer at a cost of £PRICE from Scott Trailers.
- h) To ratify an upgrade to Microsoft Office Business 365 at a cost of £9.60 per month exclusive of VAT.
- i) Pavilion
 - i) To ratify the delegation of powers under section 101 of the LGA to the Clerk to communicate with the Solicitors following consultation with the Parish Council.
 - To acknowledge the letter from John Warrilow, Alison Ogden and Joshua Warrilow in relation to their notice to terminate their tenancy at will dated 31 October 2025.
 - To resolve to ratify all correspondence from Chattertons to the tenants including correspondence dated 9 October, 4 November and 18 November 2025.
 - To ratify the release of three statements including a joint statement relating to the CIO released to social media between 4 to 7 November 2025.
 - ii) To note the commercial property rent valuation report for the Pavilion produced by Pygott and Crone dated 18 September 2025.
 - iii) To note advice from Chattertons Solicitors and the Information Commissioner's Office in relation to the lease document (further to the FOI request dated 5 November 2025).
 - iv) To receive an update from the Chair and Councillor Davison in relation to the CIO.

10. Health & Safety

- a) To receive an update in relation to Legionella testing and remedials across all sites.
- b) To understand requirements for generator maintenance and servicing. *To be added to the budget for 2026/27.*
- c) To resolve to ratify repair of the Polaris Electric Vehicle further to the MOT and service on 29 October 2025 at a cost of £PRICE.
 - i) To note that this vehicle will not require an MOT from 2026.

11. Committees

The following Committees have not met since the last meeting of the Parish Council: Staffing and Pavilion.

- a) Allotment Management Committee
 - i) To understand the status of the Allotment Management Committee and to discuss future models of operation.
- b) Cemetery Committee
 - i) To receive an update from the Chair further to the Cemetery Committee meeting on 13 November 2025.
 - ii) To receive a recommendation from the Cemetery Committee to purchase nine yew trees plus stakes up to a maximum of £500.00.
 - iii) A review of burial rates for 2026/27 further to recommendations from the Cemetery Committee.
- c) Events Working Group
 - i) To receive an update from Committee members and the Clerk in relation to the Christmas light switch on, on Thursday 27 November 2025.
 - ii) To discuss reinstating the Chair's allowance as part of the budget for 2026/27.

- d) Finance Committee
- a) To receive an update from the Chair further to the meeting on 30 October 2025.
- i) Chambers
- To review the quote for the installation of a commercial fire alarm system in the Parish Council Chambers from Wilson Fire and Security at a cost of £4,718.21. Annual maintenance charges per annum are £331.75.
 - To note the Pet Friendly Cleaner will be increasing their prices to £20 hour from 1 November 2025.
 - To resolve to approve Octopus as the new energy supplier for the Chambers and Workshop.
 - To resolve to approve the new window cleaning supplier at a cost of £30.00 per clean.
- ii) Budget 2026/27
- A review of further amendments to the draft budget for 2026/27.
To consider as part of the budgeting process the phasing out of small business rates relief, a review of rates for the Parish Council Chambers, noticeboards for East Heckington and the Cooperative.
 - A review of reserves further to recommendations from the Finance Committee.

12. Planning Matters

- a) Members noted the new/amended or registered planning applications awaiting decision between 17 October and 18 November 2025.

Application	25/1352/TPO
Proposal	Walnut – Removal of deadwood, reduction of the west canopy to clear the adjacent dwelling and crown lift of lower canopy to 2m.
Location	Land outside Walnut Lodge, 3 Hall Close
Application	25/1061/HOUS
Location	The Barn, Littleworth Drove, Heckington Fen
Proposal	Installation of an off-grid energy system including solar panels, battery storage and associated infrastructure for sustainable self-sufficiency.
Application	25/1109/FUL
Proposal	Change of use from agricultural grass land to form a Motocross Track (for personal use only) (retrospective)
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	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
Application	25/0774/HOUS
Proposal	Alterations to roof, replacement windows, proposed insertion of a new side door and replacement gate and render.
Location	95-97 Hight Street, Heckington
Application	25/0930(31)/LBC
Proposal	Part removal and reconstruction of a Grade II listed boundary wall.
Location	Heckington Hall, Eastgate, Heckington

- b) Members noted the following decisions received since the last meeting on 27 October 2025.

Application	25/1195/TCA
Proposal	T1 – Pine – Fell and remove. T2 – Pine – Fell and remove.
Location	41 Cameron Street, Heckington
Decision	TPO not served, 4 November 2025
Application	25/1045/TCA
Proposal	T1- Bay Laurel – remove limb in contact with conservatory and reduce remainder by up to 2m.
Location	57 High Street, Heckington
Decision	TPO not served, 7 October 2025
Application	25/1251/TCA
Proposal	T1 – Wild Cherry – reduce to no more than 3.5m in length and 80mm diameter. T2 – Ash & Elder – fell and remove.
Location	62 Station Road, Heckington
Decision	TPO not served, 6 November 2025
Application	25/1252/TCA
Proposal	T1 – Conifer – Crown lift to 25ft above ground.
Location	37 Church Street, Heckington
Decision	TPO not served, 6 November 2025
Application	25/1148/TCA
Proposal	T1 Sorbus – remove the right-hand limb (approximately 75mm diameter). Reduce the canopy to the previous reductions points (approximately 1.5m and 50mm diameter).
Location	1 Cowgate, Heckington
Decision	TPO not served, 22 October 2025

13. FINANCE

- a) To note the bank balances as of 12 November 2025

Current Account	9409.01
Bank Account S106	28,601.37
Bank Account Deposit	89,064.63
AMC Account	4365.03
TOTAL	130,440.04

- a) To note the income received between 13 October 2025 and 12 November 2025.

Account	Description	Amount
Current	Donations Tommy Statues	10.00
	Burial Fees	730.00
	Memorial Fees	320.00
	Donation from the Railway Museum for Project Forget Me Knot	200.00
AMC	Rents including insurances	958.50
S106	Interest, November	14.09
Deposit	Interest, November	37.96
	TOTAL	2,270.55

- b) To resolve to approve the expenditure, including expenditure to be ratified, from 13 October 2025 and 12 November 2025. *The following is an extract from the cashbook and has been edited for confidentiality.*

Company	Description	NET	VAT	GROSS
NEST	Pensions Contributions (Clerk & Caretaker)			
Kents Memorials	REFUND for overpayment	25.00	0.00	25.00
EDF	Electricity supply to the Cemetery between 1-30 Sept 2025	63.48	3.17	66.65
Andertons Music Co	PA System for Remembrance/Christmas S137	582.50	116.50	699.00
EDF	Electricity supply to the Chambers between 2-30 Sept 2025	157.37	7.87	165.24
Amazon	2 microphones for Christmas/Remembrance S137	45.99	9.20	55.19
Screwfix	Taps for the Allotments AMC	244.96	48.99	293.95
Lloyds Bank	Service Charges	8.50	0.00	8.50
Wright's Garden Svcs	Locum Cover to 15 October 2025	510.00	0.00	510.00
Royal British Legion	Solar Tommy Statues Section 137	77.86	15.58	93.44
Wave/Anglian Water	Supply to the Cemetery	26.05	0.00	26.05
Wave/Anglian Water	Supply to the Allotments	679.43	0.00	679.43
NEST	Pension Contribution (Caretaker)			
BT	Broadband Supply	30.95	6.19	37.14
Andrew Ward	Salary (Week 30) - 30 October 2025			
HMRC	Quarter 2 payment			
NEST	Pension Contribution (Clerk & Caretaker)			
Andrew Ward	Salary (Week 31) - 6 November 2025			
Wright's Garden Svcs	Locum Cover to 25 October 2025	510.00	0.00	510.00
Arion Tr & Dev Ltd	Signage Workshop	152.50	30.50	183.00
Cockapoo & Co Ltd	Cleaning, Chambers	144.00	0.00	144.00
Donaldsons DIY	Misc Hardware and letters for road signage	6.26	1.25	7.51
NEST	Pension Contribution (Caretaker)			
Wright's Garden Svcs	Locum Covert to 1 November 2025	512.90	0.00	512.90
RAM Tracking	Tracking Subscription	48.00	9.60	57.60
Cathedral Leasing Ltd	Supply of Hygiene Services	42.00	8.40	50.40
NEST	Pension Contribution (Caretaker)			
Allotment Association	Insurances (received with tenancy payments)	224.00	0.00	224.00
SRP Hire Solutions	Portaloo Hire	100.00	20.00	120.00
Greenbarn Timbers Ltd	Ground posts for allotments AMC	63.75	12.75	76.50
Amazon	Christmas Lights Section 137	16.82	3.36	20.18
Amazon	SD Card for CCTV AMC	8.99	1.80	10.79
Lyca Mobile	Clerk (April to Oct 2025) – VAT TBD	45.00	0.00	45.00
Lyca Mobile	Caretaker (Sept to Oct 2025) – VAT TBD	15.00	0.00	15.00
Andrew Ward	Salary (Week 32) 13 November 2025			
	TOTAL	171,288.05	14,660.95	185,949.00

c) To resolve to approve the bank reconciliation for November 2025.

d) To ratify the following transfers:

Date	Description	Amount
27 October 2025	Deposit to Current	£10,000.00
27 October 2025	AMC to Current (Wave DD is set up with PC Current Account)	£679.43
11 November 2025	AMC to Current (Key deposits from rental incomes)	£180.00
11 November 2025	AMC to Current (SD Card for Allotment CCTV – paid from current account)	£10.79

- e) To resolve to approve the findings of the internal audit 2024/25 further to the report back to the Parish Council in June 2025 by the Finance Committee.
- f) To resolve to approve the findings of the external audit 2024/25 further to the Clerk's report to the Parish Council in September 2025.
- g) To resolve to approve the findings of the intermediate internal audit 2025/26.
- h) To carry out a review the effectiveness of the Parish Council's internal controls.

14. Correspondence

To note the following items of correspondence:

- a) To note the Freedom of Information request (1) dated 5 November 2025 and further correspondence dated 7 November 2025.
- b) To note the Freedom of Information request (2) dated 5 November 2025.
- c) To note the email dated 17 November 2025 in relation to the respect of privacy of neighbouring properties at the Chambers.
- d) To note the email dated 13 November 2025 in relation to the poor state of the Pavilion driveway (school access).

15. Date and time of the next meeting/s

Committees

Finance Committee Meeting, Thursday 4 December at 7.30pm

Allotment Management Committee Meeting, Thursday 5 February 2026 at 7.30pm.

Staffing Committee Meeting – Not scheduled

Cemetery Committee Meeting, Thursday 26 February 2026 at 7.30pm

Pavilion Committee Meeting – Not scheduled

Parish Council

Monday 12 January 2025 (*Precept and Budget Setting Meeting*)

Monday 26 January 2026

Monday 23 February 2026

Monday 30 March 2026

Monday 27 April 2026

Monday 18 May 2026

Monday 29 June 2026

Monday 27 July 2026

Monday 28 September 2026

Monday 26 October 2026

Monday 30 November 2026

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

17. Closed session

- a) To receive an update from the Chair of the Staffing Committee in relation to confidential staffing items.
- b) To receive a request from the Clerk in relation to overtime hours.