

NOTICE OF THE ANNUAL MEETING OF HECKINGTON PARISH COUNCIL

Dear Sir/Madam

You are summoned to attend the Annual meeting of Heckington Parish Council to be held in the **Parish Council Chambers, St Andrews Street, Heckington on Monday 18 May 2026 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: 13 May 2026

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 (Declaration of Acceptance of Office)**
- 2. Election of Vice-Chair (Declaration of Acceptance of Office)**
- 3. Councillor Spencer's Remarks**
- 4. Chair's Opening Remarks**
- 5. 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.
- 6. Councillors present**
- 7. Apologies**
- 8. 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**
- 9. Report from the County and District Councillors**
 - a) To receive an update from Councillor Collard in relation to the request to site a bench on the green near Norris Close/Potesgrave Way (if available).
- 10. Minutes**
 - a) To resolve to approve the minutes of the Parish Council meeting held on Monday 27 April 2026.
- 11. Annual Items for Review**
 - a) To resolve to re-adopt the adopted Code of Conduct (2024 NK Model)
 - b) To resolve to adhere to the pledge made in terms of Civility and Respect.
 - c) To resolve to approve Committee/Panels/Working Group membership.
 - i) Finance Committee (Current membership: Councillor Davison - Chair, Councillor Cocks, Councillor Garlick Councillor Malone, Councillor Spencer and Councillor Wright).
 - ii) Pavilion Committee (Current membership: Councillor Wright - Chair, Councillor Davison, Councillor Spencer and Councillor Thorpe).

- iii) Staffing Committee (Current membership: Councillor O'Connor - Chair, Councillor Gower and Councillor Wright)
- iv) Cemetery Committee (Current membership: Councillor Gower – Chair, Councillor Cocks, Councillor Garlick, Councillor O'Connor).
- v) Events Working Group (Current membership: Councillor Gower, Councillor O'Connor)

d) New Policy

To resolve to approve the adoption of the Councillor & employee protocol v1.0.

e) To resolve to approve the re-adoption of all policies to include:

i) General

- IT Policy v1.0
- CCTV Policy v1.0
- Complaints Policy v1.0
- Data Protection Policy v1.0
- FOI Policy v1.0
- Privacy Notice v1.0
- Record Retention Policy v1.0
- Safeguarding Policy v1.0
- Subject Access Request Procedure v1.0
- Tree Policy v1.2
- Vexatious Policy v1.1
- Volunteer Policy v1.0
- Health & Safety Policy & Handbook
- Standing Orders v1.3
- Councillor Vacancy Policy v1.2

ii) Cemetery

- Cemetery Committee Terms of Reference v1.1
- Burial Ground Policy v1.1

iii) Events

Events Working Group Terms of Reference v.12

iv) Finance

- Finance Committee Terms of Reference v1.2
- Expenses Policy (Councillors) v1.0
- Expenses Policy (Staff) v1.0
- Finance Reserves Policy v1.4
- Financial Regulations v1.7
- Grant Awarding Policy v1.1
- Risk Register v1.2
- Investment Strategy v1.1

v) Pavilion

- Pavilion Committee Terms of Reference v1.4

vi) Staffing

Dignity at Work Policy v1.0
Disciplinary Policy v1.1
Equality and Diversity Policy v1.0
Grievance Policy v1.1
Performance Improvement Policy v1.1
Training & Development Policy v1.1

Attendance Management Policy v1.0

- Lone Working Policy v1.0
- Staffing Committee Terms of Reference v1.2

12. General

- To discuss the status of the draft lease and to further consider whether additional legal advice is required from Chattertons to proceed with the agreement with the CIO.
- To receive an update from the Clerk in relation to responsibility for the provision of services in East Heckington.
- To receive a proposal from Councillors Cocks and Sexton in relation the purchase of a mower for village-wide grass cutting.
- Ratifications:

Detail	NET	VAT	GROSS
ACAS Training	390.00	0.00	390.00
Kompan (replacement parts for swing)	51.90	10.38	62.28
Copy paper	92.85	18.57	111.42

13. Planning Matters

- Members noted that there are no new/amended or registered planning applications awaiting decision.
- Members to note the following planning matters awaiting decision or where a decision has been received since the Parish Council meeting on 27 April 2026 up to 12 May 2026.

Application	26/0441/FUL
Location	1 High Street, Heckington
Proposal	Proposed photovoltaic array to existing pitched roof
Comments	None
Decision	Registered - Not available
Application	26/0333/PNAGR
Location	Land off Side Bar Lane, East Heckington
Proposal	Steel portal framed straw store with profiled metal sheeting roof
Comments	None
Decision	Decided on 13 April 2026 – Prior approval not required
Application	26/0279/HOUS
Location	44 Sleaford Road, Heckington
Proposal	Proposed single storey extension to side of annexe building
Comments	None
Decision	Approved on 22 April 2026
Application	26/0241/HOUS
Location	22 Millview Road, Heckington
Proposal	Demolition of existing garage, porch and lean to canopy. Erection of a new entrance porch to the south elevation, extension to the east elevation and attached garage to the north elevation along with internal alterations.
Comments	None
Decision	Approved on 22 April 2026
Application	26/0039/FUL
Location	Brickyard Farm and Fisheries, Star Fen Drove, Heckington
Proposal	Application for temporary use of a log cabin for residential use (retrospective).
Decision	Refused on 24 March 2026
Application	25/0728/FUL
Location	Garwick Farm, Boston Road, Heckington

Proposal	Change of use of agricultural land to light industrial use in association with current use of the site, and erection of a new boundary treatment to western side of site (retrospective).
Comments	None
Decision	Registered – not available
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
Comments	None
Decision	Approved on 30 April 2026

- c) To note the email from Simon Jakeway dated 6 May 2026 (circulated 8 May) in relation to ENF799960 – Service of Section 215 notice.

14. Finance

- a) Members to note the bank balances as of 11 May 2026.

Current Account (Lloyds)	35,284.15
Current Account (Unity)	0.00
Bank Account S106 (Lloyds)	18,285.68
Bank Account Deposit (Lloyds)	150,240.90
AMC Account (Lloyds)	8,045.41
TOTAL	211,856.14

- b) Members to note the income received between 16 April 2026 and 11 May 2026.

Account	Description	Amount
Current	Allotment Rental Error ref FOARD C	50.00
	Kents Memorials ref BULL	105.00
	Kents Memorials ref PAGAN	105.00
	HMRC Vat Refund for 2025/26	20,029.32
AMC	Allotment Rental income (17 April - 11 May)	1805.00
S106	None	0.00
Deposit	S106 MUGA NK	27,185.44

- c) To resolve to approve the expenditure, including expenditure to be ratified, from 16 April 2026 to 11 May 2026. The following is an extract from the cashbook edited for confidentiality.

Company	Description	VAT	NET	GROSS
Twidle	Allotment Rent Paid in Error CONTRA PAYMENT	75.00	0.00	75.00
Glasdon	Four 50l Fido metal dog waste bins (green)	1115.28	223.05	1338.33
Amazon	Caretaker Supplies (Oil jug and spanner set)	34.90	6.98	41.88
Amazon	Caretaker Supplies (Electrical wire and spade connectors)	5.15	1.10	6.25
Amazon	Caretaker Supplies (Wall hooks/storage solutions)	25.06	5.34	30.40
Amazon	Caretaker Supplies (3 piece cutting set)	23.75	4.75	28.50
Amazon	Caretaker Supplies (Funnel)	8.61	1.83	10.44
Amazon	Caretaker Supplies (Scrubbing brushes)	7.82	1.58	9.40
Amazon	Caretaker Supplies (Screwdriver set)	15.83	3.16	18.99
Amazon	Caretaker Supplies (Electrical wire)	5.47	1.16	6.63
Amazon	Caretaker Supplies (Grinder cutting discs)	27.40	5.83	33.23
Amazon	Caretaker Supplies (Jack stands)	15.82	3.17	18.99

Amazon	Caretaker Supplies (Tree ties)	28.32	5.66	33.98
Toolstation	Caretaker Supplies (Sweeping brush)	26.23	5.25	31.48
Shell De Rhodes	Petrol	29.19	5.84	35.03
Lonwater Construction Supplies	Wall plate, coupler and polypipe (cemetery tap)	48.63	9.73	58.36
Ruskington Garden Centre	Caretaker Supplies (Wheelbarrow)	54.17	10.83	65.00
Heidi Wilson	Reimbursement for accommodation and parking (training)	75.00	0.00	75.00
Kompan	Replacement part (swing pavilion)	51.90	10.38	62.28
Set in Stone Memorials	Memorial repairs (day 2)	1326.00	265.20	1591.20
SRP Solutions	Portaloos Hire to 22 April 2026	114.00	22.80	136.80
ACAS	Training (Clerk)	390.00	0.00	390.00
Foard	Allotment Rent Paid in Error CONTRA PAYMENT	50.00	0.00	50.00
Ben Burgess Swineshead	Caretaker Equipment (Stihl Chainsaw and PPE helmet)	325.00	59.00	384.00
Ben Burgess Swineshead	Caretaker Equipment (Multi-tool)	1181.67	236.33	1418.00
Pestforce	Pest control for the allotments PC through to end April 2027)	900.00	0.00	900.00
EDF	Final VAT invoice for electricity supply to Chambers	209.58	41.92	251.50
Cartridge Save.co.uk	Epson Printer Ink	26.99	5.40	32.39
Fineturf	Year 5 Fineturf Agreement S106	8650.00	1730.00	10380.00
The Pet Friendly Cleaner	Cleaning from 7 April through to 28 April 2026	160.00	0.00	160.00
Ram Tracking	Vehicle tracking contract	48.00	9.60	57.60
Shell De Rhodes	Petrol	30.26	6.05	36.31
Diamond Shine Cleaning Services	Window Cleaning (Chambers) MAY	35.00	0.00	35.00
Cathedral Leasing Limited	Supply of hygiene services (Chambers)	42.00	8.40	50.40
Octopus Energy	Electricity Supply (Chambers) from 1 April to 30 April 2026	209.28	10.46	219.74
Octopus Energy	Electricity Supply (Workshop) from 1 April to 30 April 2026	39.44	1.97	41.41
ESPO	Copier paper	92.85	18.57	111.42
DUFFY	Refund (deposit and overpayment 25/26)	50.05	0.00	50.05
Shell De Rhodes	Diesel (Allotment road construction)	30.63	6.13	36.76
Shell De Rhodes	Diesel (Allotment road construction)	29.14	5.83	34.97
Donaldsons DIY	Ball float	8.58	1.71	10.29
Foxhall Plant Hire Ltd	8 tonne Kubota digger hire (Allotment road construction)	880.00	176.00	1056.00
Lloyds Bank	Service Charges	4.25	0.00	4.25
Wave	Water supply to the allotments from 6 January to 5 April 2026	25.94	0.00	25.94
Wave	Water supply to the cemetery from 6 January to 5 April 2026	23.18	0.00	23.18
Lloyds Bank	Service Charges	6.09	0.00	6.09

d) To resolve to approve the year end bank reconciliation dated 11 May 2026.

e) To ratify the following transfers:

Date	Amount	
30 April 2026	10,000.00	Transfer from deposit account to current account to boost funds to ensure the payment to the HMRC is covered leaving sufficient funds in the account to cover automatic payments.
30 April 2026	10,380.00	Transfer from S106 account to the current account to pay for Year 5 (including the VAT) of the Fineturf agreement.
11 May 2026	169.99	VAT Reclaim 2025/26 moved from the current account to AMC account
11 May 2026	19,859.33	VAT Reclaim 2025/26 moved from the PC current account to deposit account.
11 May 2026	27,185.44	S106 funding for the MUGA moved from the deposit account to S106 account.

- f) To review the final internal audit report for the year ending 2025/26 (*circulated on 2 May 2026*).



Internal Audit Report

Council:	Heckington Parish Council
Internal Auditor:	Stacey Knowles
Year Ending:	31 st March 2026
Date of Report	01/05/2026

This internal audit has been conducted in accordance with SAPP Practitioners' Guide - March 2025 - Section 4 'Internal Audit'. It is recommended that a council completes an intermediate mid-year audit which allows any weaknesses in governance and internal controls to be corrected during the financial year and an end-of-financial-year audit.

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council to detect error or fraud. This report is based on the evidence made available to me and sampling tests undertaken by me and consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to further audit enquiries being raised and the external auditor issuing a qualified opinion.

Area of work checked	Outcome
Implementation of previous auditor recommendations	Evidence produced
Implementation of previous AGAR weaknesses/ recommendations	Evidence Produced
Key Governance Review	Evidence Produced
Transparency	Evidence Produced
Accounting	Evidence Produced
Budget	Evidence Produced
Income Control	Evidence Produced
Bank Reconciliation	Evidence Produced
Petty Cash	Not applicable
Asset Control	Evidence Produced
Risk Management	Evidence Produced
General Administration	Not applicable
Proper Process/Practice	Weaknesses identified
Payroll/HR	Evidence Produced
Information and Data Compliance	Evidence Produced
Transaction spot checks	Weaknesses identified
Year-end process	Evidence Produced
Allotments	Not applicable
Cemetery/burials	Evidence Produced
Charities	Not applicable
Community Buildings	Not applicable
Markets	Not applicable
Other:	Not applicable
Other:	Not applicable

Report and recommendations

Recommendations from the previous intermediate audit

The council has made substantial progress in addressing the recommendations from the November 2025 intermediate audit. Nearly all actions have now been completed. Two items remain outstanding:

- Registration of all council-owned land with HM Land Registry.
- Digitisation of cemetery records to ensure long-term resilience and accessibility.

Both items are recognised by the council as ongoing projects requiring time and resource, and work is continuing.

Procurement Compliance – Previous Issue

The previous audit identified that the council had not followed its Financial Regulations in relation to obtaining three quotations for improvement works at the cricket club. This arose from a misunderstanding regarding the nature of the expenditure, which was funded through Section 106 contributions and was in effect a grant to an external organisation.

The council has acknowledged the error and understands that procurement requirements apply irrespective of the funding source or the beneficiary organisation. While the matter cannot be retrospectively corrected, the council has strengthened its internal controls to prevent recurrence and has demonstrated improved compliance in subsequent procurement activity.

Further Recommendations

To continue strengthening governance arrangements, the council may wish to consider adopting an Employee / Councillor Protocol. Such a document would clearly set out the respective roles, responsibilities and expected standards of conduct for officers and elected members, supporting effective working relationships and reinforcing good governance.

Transaction spot checks

Three additional transaction checks were undertaken during this audit. No issues were identified. The Clerk/RFO continues to maintain accurate, well-organised financial records, providing a clear audit trail from council decision-making through to invoice payment. This reflects a strong and consistent approach to financial administration.

The council has made significant and commendable progress in strengthening its governance framework and internal control environment. Regular bank reconciliations, transparent financial reporting and up-to-date policies are now firmly embedded.

Heidi's work in addressing both internal and external audit recommendations has been particularly noteworthy. The volume of improvements required was substantial, yet the Clerk/RFO has implemented changes swiftly, effectively and with clear attention to best practice.

Given the progress achieved, the council's recent discussion about applying for the Local Council Award Scheme is well-timed. Pursuing accreditation would be an appropriate way to recognise the improvements made and to benchmark the council's governance standards against sector expectations.

Recommendations regarding the Annual Governance Statement 2025-26

The requirements to state 'Yes' for each assertion is described in Chapter One Practitioners Guide 2025-26.

Annual Governance Statement Assertion	Internal Auditor comments
Assertion 1 - Financial management and preparation of accounting statements <i>We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</i>	No comments
Assertion 2 - Internal control <i>We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</i>	The council is unable to positively assert compliance with this due to the procurement compliance issue noted in November 2025.
Assertion 3 - Compliance with laws, regulations and proper practices <i>We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.</i>	No comments
Assertion 4 - Exercise of public rights <i>We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.</i>	No comments

<p>Assertion 5 — Risk management <i>We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required</i></p>	<p>No comments</p>
<p>Assertion 6 — Internal Audit <i>We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</i></p>	<p>No comments</p>
<p>Assertion 7 — Reports from Auditors <i>We took appropriate action on all matters raised in reports from internal and external audit</i></p>	<p>No comments</p>
<p>Assertion 8 — Significant events <i>We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.</i></p>	<p>No comments</p>
<p>Assertion 9 — Trust Funds (local councils only) <i>Trust funds (including charitable). The council is a sole managing trustee and has discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.</i></p>	<p>No comments</p>
<p>Assertion 10 - Digital and data compliance <i>We considered and implemented the requirements to protect data and information.</i></p>	<p>No comments</p>

-End of Internal Auditor's Report-

- g) Annual Governance and Accountability Return (2025/26) Form 3.
- i) Page 1 of 6 Front Cover
 - ii) Page 2 of 6 Completion check list
 - iii) Page 3 of 6 Internal Audit Report 2024/25 (Internal Audit, dated 1 May 2026)
 - iv) Page 4 of 6 Annual Governance Statement 2024/25 (to be signed and dated by the Chair and RFO)

Members are to agree on the responses 'Yes' or 'No' to the following questions:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risk facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
9. Question 9. Is relevant to Parish Council's as sole managing trustees. For this authority, the appropriate response is N/A.
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.

- v) Page 5 of 6, Section 2 – Accounting Statements for 2025/26 (to be signed and dated by the Chair and RFO). Members to resolve to approve the accounting statements for 2024/25.

	Year Ending		<i>Please round all figures to the nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records</i>
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	189,150	81,216	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year</i>
2. (+) Precept or Rates and Levies	110,745	110,745	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	24,217	142,726	<i>Total income or receipts as recorded in the cashbook less the precept of rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	68,712	99,586	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/ capital repayments	3,836	Nil	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
6. (-) All other payments	170,348	165,731	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	81,216	39,370	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6)</i>
8. Total value of cash	81,216	69,370	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	657,660	559,521	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long terms investments as at 31 March.</i>
10. Total borrowings	Nil	Nil	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

- vi) Page 6 of 6 External Auditor's Report and Certificate 2025/26.
vii) To reconfirm the dates of the Public Rights Inspection Period.

15. Correspondence

- a) To note an email from Katie Atkin, Major Projects Relationship Lead for Anglian Water Reservoir Projects dated 29 April 2026 in relation to the proposed Lincolnshire Reservoir (*circulated on 30 April 2026*).

16. Date and time of the next meeting/s

Committees

Finance Committee Meeting – Thursday 11 June 2026 (subject to change)
Staffing Committee Meeting – TBC
Cemetery Committee Meeting TBC

Parish Council

Monday 29 June 2026
Monday 27 July 2026
Monday 24 August 2026
Monday 26 October 2026

Monday 30 November 2026

Annual Parish Meeting

May – Thursday 28 May 2026, Parish Council Chambers (no guest speaker scheduled)

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

18. Closed Session

- a) To resolve to approve implementation of the vexatious policy.