

HECKINGTON PARISH COUNCIL



Minutes of the Heckington Parish Council meeting held Monday 27 July 2026 at 7.30pm in the Parish Council Chambers, St Andrews Street, Heckington

Councillor Spencer informed the meeting that Councillor Wright, the Chair had submitted her apologies for the meeting. Councillor Garlick proposed that Councillor Spencer act as Chair for the purposes of the July meeting. The proposal was seconded by Councillor Davison and the motion was passed unanimously by resolution of the Council.

1. Chair's Opening Remarks (26/052)

The Acting Chair, Councillor Spencer read out a statement from a member of the public in relation to emissions from the Roasting Company in Heckington.

Dear Members of the Parish Council

I am a local resident, and I am here tonight to formally raise an ongoing environmental and public health concern regarding the continuous emissions from the roasting company here in Heckington.

This issue is not new. I, along with other affected residents, have been actively monitoring and reporting these emissions to the relevant authorities for the past five years. Despite these persistent reports, the problem continues to impact our community's quality of life, air quality, and daily comfort.

Because this has remained unresolved for half a decade, individual reporting is no longer sufficient. I am asking Heckington Parish Council to support its residents by taking the following three actions:

1. ***Liaise directly*** with the North Kesteven District Council Environmental Health team to request a formal update on their investigation into these statutory nuisance reports.
2. ***Formally write to the business*** on behalf of the community to request a clear, transparent timeline for updating their filtration or emission control systems.
3. ***Note this issue in tonight's official minutes*** so there is a permanent, public record of our community's ongoing concerns.

We want local businesses to thrive, but it must not come at the expense of the health and well-being of the people living alongside them. Thank you for your time, and I look forward to the Council's support on this matter."

The member of the public expressed his apologies as he could not be present at the meeting to deliver his comments personally.

This was general discussion in relation to the matter and District Councillor Tarry agreed to make enquiries with the Environmental Health Department at North Kesteven District Council.

2. Co-option/s (26/053)

The candidates Mrs Valerie Young, Mrs Susan Tucker and Mr George Dann introduced themselves to the meeting.

Vacancy 1

Members cast their vote by closed ballot for the vacancy arising from the disqualification of Councillor Thorpe. The Chair reported that Mrs Valerie Young had received the majority of votes. **Councillor Spencer proposed that Mrs Young is co-opted to the role of Councillor. The proposal was seconded by Councillor Garlick and the motion was passed unanimously by resolution of the Council.** Mrs Young took her seat as a Parish Councillor and duly signed her Declaration of Acceptance of Office and Disclosable Pecuniary Interests form.

Vacancy 2

Members cast their vote by closed ballot for the vacancy arising from the resignation of Councillor O'Connor. The Chair reported that Susan Tucker had received the majority of votes. **Councillor Spencer proposed that Mrs Tucker is co-opted to the role of Councillor. The proposal was seconded by Councillor Garlick and the motion was passed unanimously by resolution of the Council.** Mrs Tucker took her seat as a Parish Councillor and duly signed her Declaration of Acceptance of Office and Disclosable Pecuniary Interests form.

Vacancy 3

Members cast their vote by closed ballot for the vacancy arising from the resignation of Councillor Malone. The Chair reported that Mr Dann had received the majority of votes. **Councillor Spencer proposed that Mr Dann is co-opted to the role of Councillor. The proposal was seconded by Councillor Cocks and the motion was passed unanimously by resolution of the Council.** Mr Dann took his seat as a Parish Councillor and duly signed his Declaration of Acceptance of Office and Disclosable Pecuniary Interests form.

3. Public Forum (26/054)

There were four members of the public present and District Councillor Tarry. A member of the public said that she can smell the emissions from the Nut Roasting company despite living 3-miles from the facility. Another member of the public said that she had discussed this matter with Bohdan Dawydd in the Environmental Protection Team at North Kesteven District Council.

4. Councillors present (26/055)

Councillor Spencer
Councillor Cocks
Councillor Dann
Councillor Davison
Councillor Garlick
Councillor Gower
Councillor Tucker
Councillor Young

5. Apologies (26/056)

Apologies were received from Councillors Wright, Chair, Atkinson and Sexton. The reasons for their absence were noted and accepted.

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 (26/057)

None.

7. Report from the County and District Councillors (26/058)

Apologies have been received from County Councillor East and District Councillor Collard.

Councillor Tarry provided an update in relation to local government reorganisation; the City of Lincoln proposal was accepted. She issued a reminder about the annual electoral household canvas. She asked members of

the public to return their forms to North Kesteven District Council. Please contact North Kesteven District Council if you have not received any correspondence.

8. Minutes (26/059)

- a) **Councillor Spencer proposed that the Clerk's notes of the meeting dated Monday 29 June 2026 are accepted as a true and accurate record of that meeting. The proposal was seconded by Councillor Gower and the motion was passed by resolution of the Council.** Councillors Dann, Tucker and Young abstained from voting.

9. General (26/060)

- a) East Heckington service provision
- The Clerk informed the meeting that AEDDonate.org can offer a £300 discount from their Community Fund towards the cost of a defibrillator at £1,349.00 plus VAT, London Hearts at £950.00 and the British Heart Foundation's application for funding for a defibrillator at no cost is now open until February 2027. Councillor Spencer stated that SHOCK are unable to assist as East Heckington falls out with the NG postcode and further to a conversation with Boston Borough Council, he confirmed that there are no similar organisations in the Boston area.
- Action: Clerk to pursue enquiries relating to the defibrillator and add to September agenda.
- Further to a conversation with the PCC, the Clerk confirmed that the PCC are responsible for the churchyard including liabilities and have offered a nominal sum of £40.00 per month towards the cost of bi-weekly grounds maintenance by the Parish Council Caretaker. **Councillor Spencer proposed that this is acceptable. The proposal was seconded by Councillor Tucker and the motion was passed unanimously by resolution of the Council.**
- b) Structural survey of the Chapel and Workshop
Councillor Garlick proposed that the quote provided by Mr Wells at £750.00 is accepted. The proposal was seconded by Councillor Cocks and the motion was passed by resolution of the Council. Councillors Dann, Tucker and Young abstained from voting.
- c) Annual intruder alarm service at the Chapel/Workshop
Councillor Garlick proposed that the quote provided by Wilson Alarms at £104.00 plus VAT is accepted. The proposal was seconded by Councillor Cocks and the motion was passed by resolution of the Council. Councillors Dann, Tucker and Young abstained from voting.
- d) Sale of Equipment
Councillor Spencer proposed the sale of the Honda push mower which is surplus to requirements and the leaf blower which is no longer performing as required. The proposal was seconded by Garlick and the motion was passed by resolution of the Council. Councillors Dann, Tucker and Young abstained from voting.
- i) **Councillor Cocks proposed the purchase of a new blower up to a cost of £350.00 exclusive of VAT. The proposal was seconded by Councillor Garlick and the motion was passed unanimously, by resolution of the Council.**
- e) **Councillor Spencer proposed that the following purchases and decisions are ratified. The proposal was seconded by Councillor Cocks and the motion was passed by resolution of the Council.** Councillors Dann, Tucker and Young abstained from voting.

Detail	NET	VAT	GROSS
RPE	95.45	15.19	110.64
Ladder Training	75.00	15.00	90.00
LALC Summer Conference (Clerk)	45.00	9.00	54.00
Fire Alarm Service, Pavilion	99.00	VAT TBC	GROSS TBC

Statutory Declaration, Chattertons Solicitors	150.00	VAT TBC	GROSS TBC
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10. Committees (26/061)

The Cemetery Committee is the only Committee that has not met since the last meeting of the Parish Council.

a) Finance Committee, 13 July 2026

- i) Report from the Chair of the Finance Committee further to the meeting on Monday 13 July 2026.

The Chair of the Finance Committee, Councillor Spencer reported that the committee had agreed the timetable for budget preparations for 2027/28. The committee also discussed the use of Teams and whether Councillors should have a [gov.uk](https://www.gov.uk) profile rather than personal profile, this will be discussed by the Parish Council. The committee is going to meet informally to review the accessibility report for the Chambers. The Commercial fire alarm is due to be installed soon. Flowering planters will be displayed at the Parish Council Chambers from 2027. The Caretaker is going to make repairs to the main meeting room door. The Clerk has been tasked to obtain three quotes for a commercial CCTV system for the Chambers (and workshop and chapel) that is GDPR compliant. The next meeting has been scheduled for Monday 7 September. He said in closed session there was discussion in relation to a complaint that has been submitted to PKF Littlejohn about the 2025/26 AGAR but the Committee agreed to wait for PKF Littlejohn to make contact with the Clerk.

ii) Teams

The Clerk reported, per confirmation from the ICO, that the Teams conversation feed is not a public document. Copies of the chat feed cannot be transcribed but a summary of conversation should be provided if requested. The Clerk stated that Breakthrough Communications have also recommended that Parish Councillors communicate with one another about Parish Council business by official channels only namely the gov.uk emails and Teams as defined by policy. The Clerk added that if Councillors are communicating with one another via other means about Parish Council affairs, these accounts would be subject to a FOI request.

After some debate, **Councillor Tucker proposed that Councillors may continue to use their personal profiles in Teams on the understanding that personal accounts may be subject to FOI requests but the Clerk will move to a gov.uk profile. The proposal was seconded by Councillor Davison and the motion was passed by resolution of the Council.**

iii) Parish Council Chambers Commercial CCTV System (including Workshop/Chapel)

Members agreed to defer this item pending receipt of all quotes.

Action: Clerk to add to the September agenda.

b) Staffing Committee, 13 July 2026

- i) Report from the Chair of the Staffing Committee further the meeting on 13 July 2026.

The Chair of the Staffing Committee, Councillor Gower reported that the Committee had reviewed the Terms of reference with a view to asking the Parish Council to re-adopt the amended version as circulated along with the draft recruitment policy. In closed session the Committee discussed a request from the Clerk for work flexibly from home two days per week. The Committee approved some PPE, RPE for the Caretaker. In closed session the Committee discussed a potential Code of Conduct breach leading to a report to the Monitoring Officer and it was noted that the Clerk's contact of employment has not been updated to reflect resolutions made by Council in March 2025 and January 2026.

- ii) **Terms of Reference**
After some debate, **Councillor Davison proposed that Terms of Reference are accepted with the amendment that any new policies must be approved by the Parish Council as a corporate body. The proposal was seconded by Councillor Garlick and the motion was passed unanimously by resolution of the Council.**
- iii) **Recruitment Policy**
Councillor Gower proposed that the recruitment policy is adopted. The proposal was seconded by Councillor Tucker and passed by resolution of the council. Councillor Dann abstained from voting (Councillors Tucker and Young were provided with the documents in advance of the meeting and had chance to review the document).
- c) **Cemetery Committee**
- i) **Memorial repairs and budgetary constraints**
- To note a request from the Clerk to divert £5,000.00 from reserves to the Cemetery budget head to be able to continue with memorial repairs.
 - Councillor Gower proposed that £5,000.00 is diverted from reserves to memorial repairs. The proposal was seconded by Councillor Spencer and the motion was passed by resolution of the Council.** Councillor Dann abstained from voting.
- ii) **Bulb Planting**
Councillor Gower proposed expenditure up to £1,000.00 plus VAT for the purchase of Spring bulbs from the Project Forget Me Knot budget head. The proposal was seconded by Councillor Garlick and the motion was passed by resolution of the Council. Councillor Dann abstained from voting.

11. Planning Matters (26/062)

- a) Members noted the new/amended or registered planning applications including proposed works on trees subject to TPOs, awaiting decision.

Application	26/0808/TCA
Location	The Laurels, 15A High Street, Heckington
Proposal	T1 – Pine – Remove
Comments	None
Decision	TBC
Application	26/0840/TCA
Location	1 St Andrews Street, Heckington
Proposal	Fell (unknown species)
Comments	None
Decision	TBC
Application	26/0855/HOUS
Location	18 Oak Way, Heckington, Sleaford, Lincolnshire, NG34 9FG
Proposal	Erection of single storey rear extension, replacement detached garage with store, workshop and room in the loft space.
Comments	None
Application	26/0763/HOUS
Location	116 High Street, Heckington, Sleaford, Lincolnshire, NG34 9QT
Proposal	Demolition of rest single storey structure and erection of two storey and single storey rear extension
Comments	None
Application	26/0798/TCA
Location	The Rectory, 10 Cameron Street, Heckington, Sleaford, Lincolnshire

Proposal	T1 – Sycamore – Remove to ground level, G1 – Yew/Holly/Laurel – Cut back to give footpath clearance, T2 – Laurel – Reduce in height and width by 2.5m.
Location	The Rectory, 10 Cameron Street, Heckington, Sleaford, Lincolnshire
Comments	None

- b) Members noted the following planning matters awaiting decision or where a decision has been received since the Parish Council meeting on 18 May 2026 to 22 June 2026.

Application	26/0441/FUL
Location	1 High Street, Heckington
Proposal	Proposed photovoltaic array to existing pitched roof
Comments	None
Decision	Approved on 22 May 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	Approved 18 June 2026
Application	26/0553/HOUS
Location	49 Kyme Road, Heckington
Proposal	Erection of single storey side and rear extension
Comments	None
Decision	Approved on 30 June 2026
Application	26/0700/TPO
Location	2 Latimer Gardens, Heckington
Proposal	Proposed works to trees subject to a TPO to include T1 Holly, T2 conifer, T3 Holly, T4 Holly (reductions by 20-30%)
Comments	None
Decision	Awaited
Application	26/0630/FUL
Location	Birch Cottage, Kyme Road, Heckington Fen
Proposal	Demolition of existing dwelling and erection of a one and half storey replacement dwelling (custom self-build) and creation of new access
Comments	Pending
Decision	Awaited

12. Finance (26/063)

- a) Members noted the bank balances as of 21 July 2026

Current Account (Lloyds)	6,021.93
Current Account (Unity)	43.00
S106 (Lloyds)	45,519.12
Deposit Account (Lloyds)	38,067.56
Deposit Account (Unity)	85,131.69
AMC Account (Lloyds)	6,024.81
TOTAL	180,808.11

- b) Members noted the income received between 24 June 2026 and 21 July 2026

Account	Description	Amount
Current (Lloyds)	Set in Stone Memorial Masons ref Gaskin	105.00
AMC (Lloyds)	Rent ref Roberts	70.00
S106 (Lloyds)	Interest JULY	18.70
Deposit (Lloyds)	Interest JULY	19.61
Current (Unity)	None	Nil
Deposit (Unity)	None	Nil

- c) **Councillor Spencer proposed that the following expenditure**, including expenditure to be ratified, from 24 June and 21 July 2026, is approved. **The proposal was seconded by Councillor Gower and the motion was passed by resolution of the Council.** Councillor Tucker abstained from voting.

Company	Description	NET	VAT	GROSS
Ben Burgess Swineshead	Chainsaw Chain	19.99	4.00	23.99
Nicholas Marshall Blacksmith	Repairs to playing field handrail	375.00	75.00	450.00
Nicholas Marshall Blacksmith	Miller's Way Land door bar	75.00	15.00	90.00
Amazon	Bird deterrent tape (cemetery)	7.49	1.50	8.99
Donaldsons DIY	Measuring Jug and WD40	8.54	1.71	10.25
Arion Training & Development Ltd	Ladder Safety Training	75.00	15.00	90.00
William Kent Memorial	Memorial fees paid in Error by William Kent Memorial Masons CONTRA PAYMENT	152.50	0.00	152.50
Shell de Rhodes	Petrol	26.23	5.24	31.47
Ben Burgess Swineshead	Stihl strimmer cord	28.85	5.77	34.62
TSSC	Half mask and filters RPE (net contains delivery fee)	95.45	15.19	110.64
ICO	Annual subscription fee	47.00	0.00	47.00
Timpson	Key Cutting (Chambers)	45.00	9.00	54.00
LALC	Routine Playground Inspectors Training (Caretaker)	260.00	22.00	282.00
RJ Wilson Fire and Security	Deposit for fire alarm installation	2524.99	504.99	3029.98
Unity Bank	Service Charges	7.00	0.00	7.00
Fentec Electrical Services	Generator Electrical Safety Inspection	180.00	30.00	210.00
Fentec Electrical Services	PAT Testing (Chambers)	80.00	22.00	102.00
Chris Sellars Groundcare	Fuel Filters x 2	6.90	1.38	8.28
Arion	Basic extinguisher service x 8 (Chambers)	60.00	12.00	72.00
Arion	Face Fit Test (RPE)	25.00	5.00	30.00
Arion Shop	3M Gas, vapour and particulate filter A2P3 R Pair	55.75	11.15	66.90
Octopus Energy	Electricity Supply to Chambers 2 June to 24 June 2026	0.47	2.94	3.41
Octopus Energy	Electricity Supply to Cemetery 1 June to 24 June 2026	17.64	1.47	19.11
Cathedral Leasing Limited	Supply of hygiene services (Chambers)	42.00	8.40	50.40
Greenbarnes Ltd	Noticeboard for East Heckington	1399.68	279.94	1679.62
Lloyds Bank	Service Charges	5.17	0.00	5.17
Arion Shop	High Vis Ladder Strap (Caretaker Supplies)	36.00	7.20	43.20
Diamond Shine	Window Cleaning (Chambers) JULY	27.00	0.00	27.00
Anglian Water	Water supply to the cemetery 6 April to 5 July 2026	27.65	0.00	27.65
LALC	Summer Conference 2026 (Clerk)	45.00	9.00	54.00
SRP Solutions	Portaloo Hire through to 15 July 2026	114.00	22.80	136.80

Urisk Safety Services	Legionella remedials to Chambers (Yr 2 of 2)	1735.80	347.16	2082.96
ICCM	Annual subscription fee	110.00	0.00	110.00
RAM Tracking	Vehicle tracking contract	48.00	9.60	57.60
Anglian Water	Quarterly Invoice AMC	540.89	0.00	540.89
Lloyds Bank	Service Charges AMC	4.25	0.00	4.25

- d) Bank reconciliation dated 24 June 2026
Councillor Spencer proposed that the bank reconciliation dated 24 June 2026 is accepted. The proposal was seconded by Councillor Gower and the motion was passed by resolution of the Council.
Councillors Dann and Tucker abstained from voting.
- e) Bank reconciliation dated 21 July 2026
Members agreed to defer to the September meeting as two members of the Finance Committee have been unable to carry out the required checks.
- f) Parish Council Insurance Policy Renewal
Councillor Davison proposed that the Parish Council renew the insurance policy with Hiscox at a cost of 4978.72 over a three-year term. The proposal was seconded by Councillor Garlick and the motion was passed unanimously, by resolution of the Council.
- g) Ratifications
Councillor Spencer proposed the following ratification. The proposal was seconded by Councillor Garlick and the motion was passed unanimously by resolution of the Council.

Date	Amount	
2 July 2026	10,000.00	Transfer from Lloyds Savings Account to Lloyds Current Account

- h) Members noted the emailed correspondence dated 30 June 2026, 'Objection to the 20925/26 AGAR'. Councillors are reminded to note that the complainant must be referred to as the 'objector' and not by name. *Circulated on 30 June 2026.*

13. Correspondence (26/064)

Members noted the following correspondence:

- a) Email from Roxanne Graves, Senior Traffic Engineer dated 3 June 2026 in relation to a consultation for a proposed 'no waiting at any time' scheme for the High Street. The deadline for comments was 1 July 2026. There were no comments from the Parish Council for submission.
- b) Email from Councillor East dated 13 July 2026, Community Grant Fund (Events – Christmas Light Switch On).
Action: Clerk to submit an application to Councillor East.
- c) Email from North Kesteven District Council dated 16 July 2026 in relation to the announcement about Local Government Reorganisation.

14. Date and time of the next meetings (26/065)

Committees

Finance Committee Meeting – Monday 7 September at 7.30pm

Staffing Committee Meeting TBC

Cemetery Committee Meeting TBC

Parish Council

2026

Monday 14 September (please note the new date – there will be no meeting in August)

Monday 26 October 2026

Monday 30 November 2026

Monday 11 January 2027 (Precept and Budget Setting Meeting)

2027

Monday 25 January 2027

Monday 22 February 2027

Monday 22 March 2027

Monday 26 April 2027

Monday 24 May 2027

Monday 28 June 2027

Monday 26 July 2027

AUGUST TBC

Monday 27 September 2027

Monday 25 October 2027

Monday 29 November 2027

15. Questions from the public (26/066)

A member of the public advised the Parish Council to obtain advice about licensing in relation to CCTV.

Action: Clerk to speak to the CCTV providers about this.

Councillor Spencer proposed that the meeting is moved into closed session at 8.34pm in accordance with the Public Bodies (Admissions to Meetings) Act 1960 to discuss the items listed on the agenda under the closed session heading. The proposal was seconded by Councillor Garlick and the motion was passed unanimously by resolution of the Council.

16. Closed Session (26/067)

a) Addendum to Clerk's Contract of Employment

Members reviewed the addendum to the Clerk's Contract of Employment including a review of the usual place of work, working from home arrangements, hours including lunch breaks and written confirmation of previously approved resolutions relating to hours and pay scale.

Councillor Gower proposed that the addendum is accepted. The proposal was seconded by Councillor Tucker and the motion was passed unanimously by resolution of the Council.

b) Formal complaint in relation to an alleged data breach

Members discussed the matter at length. **Councillor Davison proposed no training in relation to the Code of Conduct or Data Protection. The proposal was seconded by Councillor Tucker and the motion was passed by resolution of the Council.** Councillors Cocks and Dann voted against the motion.

Action: Clerk to explore training provided by LALC about the Nolan Principles, the Code of Conduct and any other applicable training.

c) Lease with the CIO further to feedback from Chatterton's Solicitors and the CIO

Councillor Davison proposed that Sections 11 and 12 are removed from the lease. The proposal was not seconded. **Councillor Spencer proposed that advice is sought from the Parish Council solicitors. The proposal was seconded by Councillor Garlick and the motion was passed by resolution of the Council.** Councillor Davison voted against the motion. Councillor Dann abstained from voting.

d) Payroll Arrangements

Councillor Gower proposed an amendment to payroll arrangements. The proposal was seconded by Councillor Tucker and the motion was passed unanimously by resolution of the Council.

The Chair closed the meeting at 9.15pm