



**Minutes of the meeting of Holbeach Parish Council on Wednesday 16<sup>th</sup> August 2023 at 19:00 at Holbeach St Johns village hall**

	<b>In attendance</b>	<b>Apologies given</b>	<b>Non Attendance</b>
<b>Holbeach Parish Council,</b>	Cllrs: C Turner, R Stevens, S Hutchinson, I Hutchinson, M Murfet, T Wiltshire, P Ward, P Savory & N Newman  Clerk: Jan Hearsey	Cllr: R Flood	
<b>Public including Councillors</b>	3 public, 2 press	Cllr A Beal;	

*Chair Cllr C Tuner instated Standing Orders and opened the meeting at 19:00*

**2023/4-071 - Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

Apologies were received and accepted under the delegated powers of the Clerk from: Cllr: R Flood

**2023/4-072 - Declarations of interest.**

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items.

Cllr P Ward declared a pecuniary interest in agenda item 2023/4-077(g)

Cllr P Savory declared a non-pecuniary interest in agenda item 2023/4-078(d)

**2023/4-073 - Minutes**

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 10<sup>th</sup>, 18<sup>th</sup> & 27<sup>th</sup> July 2023 and to authorise the Chair to sign the official minutes. (Cllrs I & S Hutchinson registered their votes against)

**2023/4-074 - Clerk**

- a) To receive a report from the Clerk – see appendix a
- b) To receive an update on vacancies - see appendix a

- c) To review paperwork submitted for co-option(s) and it was **resolved** to agree to co-opt Natasha Newman to the Council
- d) It was **resolved** to agree to exclude the press and public under the **Public Bodies (Admission to Meeting) Act 1960** due to the confidential nature of the business to be transacted and to move this agenda item to before **2023/4-080(a)** To resolve to agree to accept apologies from a member for long term absence

#### **2023/4-075 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee – see appendix b
- b) To note the Bank balances as of 31<sup>st</sup> July 2023 as follows:  
Account ending **4844** £3,198.52 Account ending **5394** £18,993.03  
Account ending **01PC** £398,588.86 – see appendix c
- c) It was **resolved** to agree to authorise the payments of £42,241.79 (see appendix d) for July 2023 and to note the income for June 2023 of £8,552.91, minus the side payment of £13,598.50 to Wicksteed until the wet pour size is as per the specification or the price is reduced
- d) It was **resolved** to agree to the budget movements as recommended by the committee of £1,000 from Grants to Events- Remembrance
- e) Following receipt of two members requests to the Clerk to suspend Standing Orders, it was **resolved** to agree to update the Procurement policy to take into account rising cost as recommend by the Committee of the Clerk's delegated spend to £500 and the committee to £1,000 and it was **resolved** to agree to update all related policies.
- f) It was discussed and agreed that there was no resolve to agree the project list required

#### **2023/4-076 - Open Spaces Committee**

- a) To receive a report from the Chair of the Committee – see appendix e
- b) To resolve to agree the cost of the pull up rope for the slide – previously agreed
- c) It was resolved to agree to defer to the Open Spaces Committee the purchase of play equipment for Carters Park
- d) An update on volunteers was received
- e) It was **resolved** to agree that Cllr T Wiltshire will represent the Council at the Community Showcase on the 9th September

#### **2023/4-077 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee – see appendix f
- b) It was **resolved** to agree to defer the purchase an additional SID using funds provided by District & County Councillors
- c) It was **resolved** to agree the roof repairs for Coubro in that they are no more than the first quote received
- d) An update on the listed building consent for the Cemetery Chapels was received and the paperwork is complete
- e) It was **resolved** to agree to write an open letter to LCC on behalf of the Parish voicing the concerns regarding Market Hill once the work is completed

- f) It was **resolved** to agree the maintenance of the Changing Places toilet to defer to PPES committee
- g) An update on the Public meeting regarding the Solar Farm was received and the developer has declined to attend and the meeting will not go ahead. Cllr S Hutchinson stated members could lobby the District Council's planning committee

**2023/4-078 - Events & PR Committee –**

- a) To receive the report from the Chair of the Committee see appendix g
- b) It was **resolved** to agree the membership of the Committee following an issue with a member of the committee in that Cllr S Hutchinson will no longer be a member of the committee
- c) To elect interested members to the committee – Cllrs R Stevens and N Newman were elected to the committee
- d) To receive an update on Remembrance - none

**2023/4-079 South Holland Voluntary Car Service**

- a) To receive an update from Cllr P Savory – the constitution is being changed, they are very short of drivers

**2023/4-079 – Meetings**

- a) The next meeting of the Council will be on Monday 11<sup>th</sup> September 2023 at 19:00 at Methodist Hall Albert Walk, Holbeach

**It was resolved to agree to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted**

*The open meeting closed at 20:30*

*The closed meeting opened at 20:35*

**2023/4-074 (d)** It was **resolved** to agree to accept apologies from a member for long term absence

**2023/4-080 - HR, Health and Safety and Data Protection Committee**

- a) To receive a report from the Chair of the Committee – The Deputy Clerk had left and we are advertising again
- b) To resolve to agree the next step in an ongoing staffing matter – nothing new so nothing to agree

*Meeting closed at 20:39*

Signed Chair.....Date.....



**Appendix a**

An apology has been published, as requested regarding Park Road Cemetery.

Delegated powers:

With two members re work to new laptop

Changed to VAT cash accounting

Instructed tree surgeon re dangerous tree in P/R cemetery

In relation to the questions from last month, a letter has been sent to Highways as promised but no reply has been received

Regarding the signed minutes on the website, this was not the office and the Clerk will endeavour to correct this.

**Appendix b**

Monthly meeting held and all found to be correct.

2 councillors wrote to the clerk asking permission to pause standing orders and make changes to the following documents

TOR

Procurement

Finance

Following the meeting I was made aware that since the lease to the bowls club that HPC would now be liable for the rates at the pavilion of £2,077.55. This was never explained when the lease was ended.

**Appendix c**

**Bank Accounts - Details and Current Balances** Start of year 01/04/23

Account Type : Ordinary

Account Name	Account Type	Account Number	Sort Code	Last Reconciled Date	Last Reconciled Balance £	Current Balance £
1 Barclays Current Account	Ordinary	██████4844	20-80-78	31/07/23	4,207.60	3,198.52
2 Barclaycard	Ordinary	██████09542		30/06/23	-966.14	0.00
3 Barclays Saver account	Ordinary	██████5394	20-80-78	31/07/23	18,993.03	18,993.03
4 CCLA	Ordinary	██████001P		30/06/23	418,588.86	398,588.86
<b>TOTAL</b>						<b>£420,780.41</b>

## Appendix d

Holbeach Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
320	board230813	£169.99	4085	04/07/23	Amazon - Camcorder	261988243
		<b>£169.99</b>			Amazon - Total	
321	230817al	£700.00	4455/200	02/06/23	Atkins Landscaping - Chipping Park Road cemetery	775
		<b>£700.00</b>			Atkins Landscaping - Total	
342	board230813	£32.00	4110	20/07/23	Bardycard - Annual fee	
		<b>£32.00</b>			Bardycard - Total	
356		£400.00	4455/1405	23/07/23	Chris Back - Front door contribution 4 High Street	230723
		<b>£400.00</b>			Chris Back - Total	
295	board230813	£87.96	4250	26/06/23	DD International - Black bps	114166
		<b>£87.96</b>			DD International - Total	
79	230817ds	£620.00		31/07/23	DTS - Locking up July	18
1		£310.00	4405/275		Locking up July	
2		£310.00	4405/250		Locking up July	
		<b>£620.00</b>			DTS - Total	
344	230817fi	£848.00	4085	20/07/23	F1 Group - Laptop	173821
350	230817fi	£301.50	4085	26/07/23	F1 Group - Set up	173822
367	230817fi	£848.00	4085	28/07/23	F1 Group - Laptop 2	173957
		<b>£1,997.50</b>			F1 Group - Total	
318	board230813	£297.84	4235/200	18/07/23	Farm Marketplace - Weedkiller	15985
		<b>£297.84</b>			Farm Marketplace - Total	
365	230817gr	£285.98	4215/250	31/07/23	Greenzone - Wheelie bins P/R	387185
		<b>£285.98</b>			Greenzone - Total	
368	23817hgr	£19.44	4450/300	04/08/23	Hargreave - Kubota fuses	137762
		<b>£19.44</b>			Hargreave - Total	
326	230817h	£2,430.00	44351	20/07/23	Hix & Son - Property valuations minute ref: 2021(2)-162 (P)	SI-6788
		<b>£2,430.00</b>			Hix & Son - Total	

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Date \_\_\_\_\_



**Expenditure transactions - approval list** Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice	
341	bcard230813	£32.95	4205	04/07/23	Innovation Products Ltd - Boots to be returned	58679	
		<b>£32.95</b>	<b>Innovation Products Ltd - Total</b>				
328	230817re	£800.00	4455/300	10/07/23	Irelands Farm Machinery - PTO shaft	229016	
346	230817re	£135.00	4455/300	31/07/23	Irelands Farm Machinery - Fuse repair	229191	
347	230817re	£1,053.78	4455/305	10/07/23	Irelands Farm Machinery - Repairs deck	229192	
348	230817re	£1,311.08	4455/300	31/07/23	Irelands Farm Machinery - Gearbox fault	229193	
349	230817re	£448.51	4455/305	31/07/23	Irelands Farm Machinery - Service	229194	
		<b>£3,548.37</b>	<b>Irelands Farm Machinery - Total</b>				
362	230817jew	£61.94	4801/510	17/07/23	Jewson - Red & white tape x 4 Line marking x 2	164712	
		<b>£61.94</b>	<b>Jewson - Total</b>				
358	230817jmw	£360.00	4455/200	17/07/23	JMW Plumbing - Water heater pavilion		
359	230817jmw	£48.00	4455/1420	17/07/23	JMW Plumbing - Coubro	333	
		<b>£408.00</b>	<b>JMW Plumbing - Total</b>				
329	bcard230813	£28.99	4205	03/07/23	Kexin Ltd - Work boots	2023-213	
		<b>£28.99</b>	<b>Kexin Ltd - Total</b>				
325	bcard230813	£74.99	4065	07/07/23	Ligo Electronics - Digital phones	46504	
		<b>£74.99</b>	<b>Ligo Electronics - Total</b>				
352		£2,274.00		31/07/23	Lincolnshire Commercial Maintenance - Grass cutting July 23	111	
1		£408.00	4275		Grass		
2		£300.00	4270/280		Grass		
3		£408.00	4280		Grass		
4		£360.00	4270/285		Grass		
5		£270.00	4285		Grass		
6		£528.00	4270/255		Grass		
		<b>£2,274.00</b>	<b>Lincolnshire Commercial Maintenance - Total</b>				
371	230817mam	£148.72	4205	10/07/23	Mammoth Workwear - Uniform	283187	
		<b>£148.72</b>	<b>Mammoth Workwear - Total</b>				

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 Date \_\_\_\_\_



Holbeach Parish Council  
 Expenditure transactions - approval list Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
309	bcard230813	£203.76	4801/501	30/06/23	ManoMano - Gazebo	102113581
		<b>£203.76</b>			ManoMano - Total	
330	230817met	£30.00	4075	12/07/23	Methodist Church - Hire of hall xmas fair meeting 12/07/23	120723
		<b>£30.00</b>			Methodist Church - Total	
331	bcard230813	£88.49	4100	03/07/23	Microsoft - Ctr 365 July 23	E08003FDQ
332	bcard230813	£22.56	4100	03/07/23	Microsoft - Office 365	E080003AUJ
		<b>£111.05</b>			Microsoft - Total	
294	bcard230813	£98.40	4100	26/06/23	Moneysoft Ltd - Payroll software	U303153
		<b>£98.40</b>			Moneysoft Ltd - Total	
316	bcard230813	£735.93	4410/290	07/07/23	Net World Sports - Football goals Netherfield	PS112497038
		<b>£735.93</b>			Net World Sports - Total	
92	230817pc	£208.00	4685	11/07/23	Platinum Cleaning - Cleaning Coubro	238
		<b>£208.00</b>			Platinum Cleaning - Total	
310	bcard230813	£25.00	4065	30/06/23	Post Office - Top up drop & go	300623
		<b>£25.00</b>			Post Office - Total	
292	bcard230813	£5.00	4085	27/06/23	Smarty Mobile - SIM June 23	270623
		<b>£5.00</b>			Smarty Mobile - Total	
333	230817shdc	£440.40	4455/200	23/06/23	South Holland District Council - Grass cutting 16-06-23	20309341
		<b>£440.40</b>			South Holland District Council - Total	
353	230817shvc	£3,576.00	4125	20/07/23	South Holland Voluntary Car Service - 2023/4	005/23
		<b>£3,576.00</b>			South Holland Voluntary Car Service - Total	
266	bcard230813	£8.60	4690	22/06/23	Tesco - Water & tea bags	220623

Signature \_\_\_\_\_ Signature \_\_\_\_\_  
 Date \_\_\_\_\_



**Holbeach Parish Council**

**Expenditure transactions - approval list**

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
268	bcard230813	£19.30		20/06/23	Tesco - Kettle & Milk	200623
1		£13.50	4690		Kettle	
2		£5.80	4690		Milk	
335	bcard230813	£7.27		19/07/23	Tesco - Bleach & hand soap & selotape	190723
1		£2.95	4455/200		Bleach	
2		£2.40	4690		Hand soap	
3		£1.92	4080		Selotape	
		<b>£36.17</b>			Tesco - Total	
345	230816lon	£8.98	4455/200	28/07/23	Tonwood - Light bulbs	3115581
334	230817lon	£4.99	4455/200	05/07/23	Tonwood - rivets	3115491
		<b>£11.97</b>			Tonwood - Total	
373	230817weg	£98.00	4460	04/07/23	West End Garage - Fuel diesel mower & cans	
374	230817weg	£65.30	4460	18/07/23	West End Garage - Petrol cans	
375	230817weg	£91.66	4460	20/07/23	West End Garage - Diesel mower & cans	
		<b>£254.96</b>			West End Garage - Total	
376	230817wic	£13,598.50	4410/275/1	10/08/23	Wicksteed - Slide Carters Park	822482
		<b>£13,598.50</b>			Wicksteed - Total	
377	230817wim	£300.00	4400	09/08/23	Will The Tree Man - Tree 0950 Park Road	hpc9823
		<b>£300.00</b>			Will The Tree Man - Total	
		£9,388.98			Confidential	
<b>Total</b>		<b>£42,241.79</b>				

**Appendix e**

We will be working together with Parks team for timing of the clearing of rose beads and areas within Carters Park.

Defined area for Wilding areas for closed church year, 3 rows of headstones from the side of church street will be maintained.

We agreed to renew and update signage in all our areas.

New goals for Netherfields have arrived and will be installed soon.

**Appendix f**

Chair's initials.....



## SPEEDING.

It was resolved to agree the SID locations for August as High Street and Spalding Road.

It was agreed to purchase two new SID mounting plates.

It was agreed to write to LCC and Cllr Tracey Carter and arrange a meeting with Highways regarding a request to put lines across a dropped curb in Littlebury Gardens, regarding speeding lorries in Spalding Road along the 50mph section and to request a flashing sign (?SID) on Boston Road North.

## PROPERTIES.

It was resolved to agree to defer the application document and Heritage Impact Statement for works on Park Road Cemetery Chapels to the August meeting as these have yet to be completed.

It was resolved and agreed to defer any recommendations to full council regarding recent property valuations until the committee receive the full report.

It was resolved to agree to write to two volunteer organisations who HPC let offices too and ask them to book all their appointments in advance and to publicise on social media their office hours. Also, on days when our office staff are not on the premises, they will not be able to use the facility. We will look into and suggest possible alternative locations for their work.

The next meeting will be held at Coubro Chambers on 22nd August at 13.30.

## Appendix g

Following the last meeting, I have procured a Parade Marshall for the Remembrance Parade, but have so far been unsuccessful in finding a Marching Band to attend. This seems to be due to far fewer being available over recent years. Clive has now successfully procured the services of a lone Piper, so the hope is that he will pipe the troops from the Co-Op to the Memorial. Clive has also reported that he is awaiting a response from Co-op head office regarding the car park, but it is anticipated that this is unlikely to be a problem. A meeting was held regarding the Remembrance which was attended by the Chair of the RBL. He has agreed to contact all the associations on our behalf to share their details with Jan so that they can be officially included (and covered by our Insurance). He has agreed to ensure this is done prior to the next remembrance Planning meeting on the 15th of September. The road closure, is still awaiting the final rubber stamp however, as they are already aware that the road will be closed for the Peoples Parade, it is not an issue. Our MP needs to be contacted out of courtesy to build bridges. Maybe he can send a representative..?

The Christmas Fayre arrangements are pretty much in hand, with the on-street Entertainment focussing around the Rock School Bus. Craft Stalls will be available in the Church.

## Public Forum

A parishioner asked about spraying of the family plots in Park Road cemetery, Cllr M Murfet explained that it was only these and a very small area around headstones. A parishioner



suggested that a letter be written to Sir John Hayes re the business rates for the bowls club and the digital notice board.

**District Council**

Market Hill railings, Cllr T Carter is liaising directly and will sign these off, they should be in keeping with the conservation area. Holbeach in loom had the licence for the planters on the railings but they were deemed to be a visibility hazard.