

**Minutes of the meeting of Holbeach Parish Council on Monday 10<sup>th</sup> July 2023 at 19:00 at Holbeach St Marks 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, R Flood, P Ward & P Savory  Clerk: Jan Hearsey	Cllr: P Howden	
<b>Public including Councillors</b>	D Cllr N Worth 8 parishioners	Cllr A Beal; C Cllr T Carter	

*Chair Cllr C Tuner opened the meeting at 19:02*

**2023/4-050 - 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: P Howden

**2023/4-051 - 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 nonpecuniary interests in Agenda items.

Non pecuniary agenda item 2023/4-063 Cllr I Hutchinson

Non pecuniary agenda item 2023/4-057 (a) Cllrs: P Savory; P Ward & R Flood

**2023/4-052 - Minutes**

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 15<sup>th</sup> May & 22<sup>nd</sup> & 27<sup>th</sup> & 12<sup>th</sup> June 2023 and to authorise the Chair to sign the official minutes.

### 2023/4-053 - 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 resolve to agree to co-opt.- None were submitted

It was proposed, seconded and **agreed** to re-order the agenda and place agenda item 2023/4-056 (g) next

- g) It was **resolved** to agree to hold a public meeting regarding the solar farm in August, Cllr P Ward to organise

### 2023/4-054 - 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 30th June 2023 as follows:  
Account ending **4844** £3,290.14 Account ending **5394** £8,532.80  
Account ending **01PC** £415,950.60 – see appendix c
- c) It was **resolved** to agree to authorise the payments for June 2023 of £14,756.44 and to note the income for June 2023 of £4,790.67 – see appendix d
- d) It was **resolved** to agree the recommendation of the committee to purchase a new laptop.
- e) It was **resolved** to agree to the budget movements as recommended by the committee. (Cllr S Hutchinson registered her vote against)
- f) It was **resolved** to agree which projects to put on hold as the Chapels (excluding the windows) and the sandpit (Cllrs P Savory; S Hutchinson & I Hutchinson registered their votes against)
- g) It was **resolved** to agree the recommendation of the committee for the additional IT work required.
- h) It was **resolved** to agree the Kubota repairs. Finish this season and then Open Spaces to discuss replacing and using old one for spares
- i) It was **resolved** to agree to appoint the internal auditor for the year 2023/4 as LALC
- j) It was **resolved** to agree the list of direct debits. – see appendix e
- k) It was **resolved** to agree to extend the CCTV to cover the toilet pod. (Cllr S Hutchinson registered her vote against)

### 2023/4-055 - Open Spaces Committee

- a) To receive a report from the Chair of the Committee – Appendix f
- b) It was discussed and **resolved** to agree the way forward with the water containers in the Jubilee Garden in that they would be covered with sturdy mesh as a temporary measure and a decision would be made at the next Open Spaces Committee following information Cllr I Hutchinson is getting from Ayscoughfee

- c) It was **resolved** to agree to change the agenda item and adapt the double gates, put up signage and a self closure in the children's play area in Carters Park to allow for disabled and mobility scooter access.
- d) It was **resolved** to agree to suspend Standing Orders following a request by two Councillors to the Clerk, it was **resolved** to agree the amendment to the Allotment rules and regulations.

#### **2023/4-056 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee – see appendix g
- b) It was discussed and **resolved** to agree the way forward with the maintenance of the Changing Places toilet to go back to the company for more information
- c) It was **resolved** to agree the recommendation of the committee for a key audit of all areas by all committees and come back to full council in 8 weeks
- d) It was **resolved** to agree the response to planning consent number H09-0501-23 as a comment of “electricity for site use only and prohibited for the electricity to be exported”. (Cllr S Hutchinson abstained)
- e) It was **resolved** to agree to defer the recommendation of the committee to consult the public regarding the future use of the pavilion and possible toilet refurbishment until a more detailed plan could be submitted to Full Council
- f) It was **resolved** not to agree the request from an organisation to take over the Town notice board.

#### **2023/4-057 - Events & PR Committee –**

- a) To receive the report from the Chair of the Committee – see appendix h
- b) To receive a report on the car show from Cllr Isobel Hutchinson – committee is fully briefed, need more volunteers for the morning. Get together of the helpers.

#### **2023/4-058 – Four-year plan**

- a) To receive an update from Cllr Clive Turner - Use radio to advertise car show, get care homes involved, take community to them, focus on the villages, refresh branding - see appendix i

#### **2023/4-059 – Meetings**

- a) It was **resolved** to agree to change the date of the next meeting at Holbeach St Johns village hall to Wednesday 16<sup>th</sup> August 2023

It was proposed, seconded and **agreed** to move agenda item 2023/4-062 into open session

#### **2023/4-062 Training**

- a) To discuss recent training – The training was good but conflicting information. No controls to help staff although the Government have lots going on behind the scenes. Responsibility of each Councillor to uphold the Nolan principles. Suspending standing

orders must be requested in writing by two individual councillors to the Clerk. Publish documents on website and to the press.

**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**

*Open meeting closed at 20:50  
Closed meeting opened at 21:04*

**2023/4-060 – PPES budget**

- a) It was **resolved** to agree the way forward with the PPES repairs and maintenance budget to move £2,000 to Kubota repairs

**2023/4-061 - HR, Health and Safety and Data Protection Committee**

- a) A report from the Chair of the Committee was received outlining the agenda points
- b) It was **resolved** to agree , the way forward with staff accrued hours as recommended by the committee in that they are added to annual leave, the committee will explain timescales at the next meeting of the Council
- c) It was **resolved** to agree the way forward with an ongoing staff matter following the advice requested at the last meeting in that the latest advise is followed. ( Cllrs: T Wiltshire; I Hutchinson & S Hutchinson requested their vote against be recorded)
- d) To resolve to agree the recommendation of the committee re HR services.- agenda item not required
- e) To receive an update on staff recruitment – A groundskeeper is starting on 24<sup>th</sup> July, four candidates are being interviewed on the 12<sup>th</sup> for the deputy clerk role. The apprenticeship papers have all been signed.

**2023/4-063 Unreasonable & vexatious complaints**

- a) It was **resolved** to agree if a received formal complaint is an unreasonable and vexatious complaint it was not ,and if not it was **resolved** to complete a timeline of events and publish and there is no need for a public meeting

*Meeting closed at 22:12*

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

## Appendix a

The new telephone contract with Sky will changeover on the 13<sup>th</sup>, there maybe some interruption with service, but hopefully minimal.

The AGAR has been sent to the external auditor and the confirmation of dates advertised.

The new gates for the vehicle access in Carters Park should be installed before the third week in July, many thanks to Cllr Nick Worth for funding these.

Many thanks to the gentleman who has repaired the carved owl in the nature reserve

## Delegated Powers

Since the meeting of 12<sup>th</sup> June, I have used my delegated powers as follows:

12-06-23 – ordered slide

15-06-23 – With two other councillors instructed SHDC re grass cutting Park Road cemetery

15-06-23 – With two other councillors instructed SHDC re grass cutting Park Road cemetery

16-06-23 – With HR approval, asked staff member to do extra hours

28-06-23 – Instructed contractor regarding new gates at Carters Park This week

Don't forget Local Council Clerk Week: 10 – 14 July Local Council Clerk Week (LCCW) is a week of celebration aimed at raising the profile of the role of the clerk and recognising the work clerks do for their communities.

Finally our local PCSO Jane came to see me earlier and she is leaving at the end of July. Holbeach will still have a Police presence however we will no longer have a PCSO. I am sure everyone will wish Jane well and thank her for all her support and hard work over the years.

## Vacancies

The council has the following vacancies:

Holbeach Drove – 1 seat available for co-option

Holbeach Town – 6 seats available for co-option – 1 seat available for co-option at the August meeting

## Appendix b

Normal monthly checks carried out

Budgets reviewed £2K moved from PPES for Kubota repairs

Kubota are costing too much & decisions need to be considered for the way forward

Projects go or no go recommendations

Purchase Orders

**Appendix c**  
pp

**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	50494844	20-80-78	30/06/23	2,400.14	3,290.14
2 Barclaycard	Ordinary	54767609542		18/06/23	-966.14	0.00
3 Barcays Saver account	Ordinary	90915394	20-80-78	30/06/23	8,532.80	8,532.80
4 CCLA	Ordinary	0119240001P		30/04/23	435,950.60	415,950.60
<b>TOTAL</b>						<b>£427,773.54</b>



Clerk/RFO: Jan Hearsey

## 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
235	board	£16.99 4455/200	23/05/23	Amazon - Rivet gun and grommets	
273	board	£34.00 4610	08/06/23	Amazon - Jubilee Clips stainless steel marine grade 170mm to 200mm x 4 @ £8.50 each Jubilee Clips stainless steel marine grade 110mm to 140mm x 2 @ £5.42 each	63984
274	board	£13.00 4610	09/06/23	Amazon - Clips PPES	62910
280	board	£11.99 4205	08/06/23	Amazon - Work boots/safety sun glasses & key safe	224897698
		<b>£75.98</b>		Amazon - Total	
271	230711bw	£18.00 4455/200	05/06/23	Bryan Thompson Windows - Lock	7880
		<b>£18.00</b>		Bryan Thompson Windows - Total	
236	board	£12.48 4455/200	23/05/23	DSL Daily Supply Ltd - Grommets	34797
		<b>£12.48</b>		DSL Daily Supply Ltd - Total	
78	230711ds	£600.00	30/06/23	DTS - Locking up June	17
1		£300.00 4405/275		Locking up June	
2		£300.00 4405/250		Locking up June	
		<b>£600.00</b>		DTS - Total	
270	230711f1	£82.45 4100	14/06/23	F1 Group - Monthly fee	173415
304	230711f1	£468.00 4085	26/05/23	F1 Group - 365 work	
		<b>£550.45</b>		F1 Group - Total	
305	230711gr	£357.48 4215/250	30/06/23	Greenzone - wheelle bins Park Rd	384400
		<b>£357.48</b>		Greenzone - Total	
307	230711hh	£36.00 4075	03/07/23	Holbeach Hum Village Hall - Hall hire 12/06/23	JW157
		<b>£36.00</b>		Holbeach Hum Village Hall - Total	
282	board	£9.95 4080	11/06/23	Imobletech Ltd - Key safe	62063
		<b>£9.95</b>		Imobletech Ltd - Total	
281	board	£32.95 4205	11/06/23	Innovation Products Ltd - Safety boots	52314
		<b>£32.95</b>		Innovation Products Ltd - Total	
297	230711ie	£6.00 4455/305	29/06/23	Inlands Farm Machinery - Balance from May inv	841831
		<b>£6.00</b>		Inlands Farm Machinery - Total	

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

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No	Payment Reference	Gross Heading	Invoice date	Details	Invoice
308		£2,357.40	30/06/23	Lincolnshire Commercial Maintenance - Grass cutting June 23	110
1		£408.00 4275		grass June 23	
2		£375.00 4270/280		grass June 23	
3		£308.40 4280		grass June 23	
4		£450.00 4270/285		grass June 23	
5		£270.00 4285		grass June 23	
6		£528.00 4270/255		grass June 23	
		<b>£2,357.40</b>		Lincolnshire Commercial Maintenance - Total	
278	board	£70.20 4100	03/06/23	Microsoft - Citr 365	
279	board	£22.56 4100	03/06/23	Microsoft - Office 365	
		<b>£92.76</b>		Microsoft - Total	
267	board	£1.35 4690	19/06/23	One Stop - Milk	190623
277	board	£1.00 4690	07/06/23	One Stop - Milk	070623
285	board	£0.75 4690	05/06/23	One Stop - Washing up liquid	050623
		<b>£3.10</b>		One Stop - Total	
91	230711pl	£208.00 4885	30/06/23	Platinum Cleaning - Cleaning Coubro	225
		<b>£208.00</b>		Platinum Cleaning - Total	
256	board	£3.00 4205	27/05/23	Poundland - Sun cream	270523
		<b>£3.00</b>		Poundland - Total	
226	board	£96.72 4455/200	22/05/23	Safety Signs For Less - CCTV signage	
		<b>£96.72</b>		Safety Signs For Less - Total	
257	board	£5.00 4100	27/05/23	Smarty Mobile - SIM May 23	2705em
		<b>£5.00</b>		Smarty Mobile - Total	
287	230711shdc	£124.50 4130	09/06/23	South Holland District Council - Election expenses	20309171
311	230711shdc	£3.78 4806	04/07/23	South Holland District Council - Council tax 4a High St	70524292
313	230711shdc	£440.40 4455/200	30/06/23	South Holland District Council - grass cutting	20309369
312	230711shdc	£440.40 4455/200	15/06/23	South Holland District Council - Grass cutting	20309360

Signature \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_ 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
283	bcard	£21.00	4801/510	08/06/23	South Holland District Council - TEN's Car Show	080623
		<b>£1,030.08</b>			South Holland District Council - Total	
127	2307711ac	£23.00	4685	24/06/23	Spalding Cleaning - Window cleaning Coubro	240623
		<b>£23.00</b>			Spalding Cleaning - Total	
275	230711sh	£80.00	44551/420	08/06/23	Steve Hornsby - Change office locks	080623
		<b>£80.00</b>			Steve Hornsby - Total	
284	bcard	£21.31	4080	12/06/23	Stinky Ink - Compatible Epson 603XL yellow ink cartridges x 3 VT603XLY	ST603371008
		<b>£21.31</b>			Stinky Ink - Total	
272	230711ts	£77.81	4801/510	06/06/23	Team Strides Ltd - Best in show 2023 145mm RF1128A £15 Best classic 2023 150mm PA20063B £9.50 Best modified 2023 140mm RF1187A £12 Best vintage bike 135mm RF22026A £9.09 Best modern bike 130mm TH22018C £9.75 Best club stand 150mm PA20062B £9.50	66019
		<b>£77.81</b>			Team Strides Ltd - Total	
302	230711ton	£4.00	4455/200	11/06/23	Tonwood - Lock	3115357
		<b>£4.00</b>			Tonwood - Total	
317	230724ve	£360.00	4801/510	10/07/23	Velocity - 2 x 45 minute sets Car show 23-07-23	114
		<b>£360.00</b>			Velocity - Total	
242	bcard	£39.48	4680/250	05/05/23	Wave - Water Park Road	12001412
243	bcard	£27.24	4680/255	05/05/23	Wave - Water Hall Gate	11982039
		<b>£66.72</b>			Wave - Total	
276		£95.00	4460	12/06/23	West End Garage - Fuel - petrol cans	
314	230711weg	£90.00	4460	06/06/23	West End Garage - Fuel diesel mower and cans	13249
315	230711weg	£91.00	4460	23/06/23	West End Garage - Diesel mower and cans	13249
		<b>£276.00</b>			West End Garage - Total	
293	230711wl	£72.00	4075	26/06/23	WI Hall Holbeach - Hall hire for defib training	260623
		<b>£72.00</b>			WI Hall Holbeach - Total	

## 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
					Confidential	
<b>Total</b>						£14,756.44

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 Date \_\_\_\_\_ Date \_\_\_\_\_  
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## Appendix e

Holbeach Parish Council Direct Debits & Standing Orders as at June 2023

Day of month	Frequency	Payee	For?	Amount
1st	monthly	E-On	Gas Coubro	£750
1st	monthly	Greenzone	Bin Hall Gate	variable
1st	Apr-Jan	SHDC	Business rates- Coubro	Cannot publish
1st	Apr-Jan	SHDC	Business rates- Coubro	Cannot publish
1st	Apr-Nov	SHDC	Business rates- Coubro	Cannot publish
1st	Apr-Jan	SHDC	Business rates- Coubro	Cannot publish
1st	Apr-Jan	SHDC	Business rates- Hall Gate	Cannot publish
1st	Apr-Jan	SHDC	Business rates - Coubro	Cannot publish
1st	Apr-Jan	SHDC	Business rates - digital board	Cannot publish
3rd	December	ICO	ICO annual fee	variable
6th	monthly	British Gas trading	Electric workshop Park Bungalow	variable
9th	monthly	FI Group	IT support	£132.00
11th	Jan/Apr/July/Oct	Hydro-electric	Toilets & pavilion Carters Park	variable
11th	monthly	Lets get you moving	Fees 4a High Street	£60.00
14th	monthly	Now Pensions	Staff pensions	variable
20th	July & August	Peninsula	Hr & H & S services	£474.81
21st	monthly	E-on next	Electric cemetery chapels	variable
27th	May-Feb	SHDC	Council Tax Park Bungalow	Cannot publish
28th	monthly	BG Business	Electric Coubro	variable

## Appendix f

### Open Spaces report 10-07-23

Goals agreed and ordered for Netherfields.

All Saint's Church are looking into the 'God's Acre Project' that will incorporate the managed wilding area, a local nursery have offered plants, compost and help planting so along side the church we will start planting up the church yard, Councillor Murfet has kindly donated his water machine to the church.

A buddy bench will be in Carters Park.

## Appendix g Planning:

No objections to all planning applications but an extension to 0501-23 was applied for and is on tonight's agenda for comments.

The committee were in support of the Outerdowsing Wind Farm Project.

## Speeding:

It's was resolved to agree that the SID placements remain in their present positions of Holbeach Bank and Wignals gate. July will be Church Street, Holbeach and Holbeach St Marks.

It was proposed, seconded and agreed to apply for Archer Surveys for Jekils Bank, Holbeach St John's, Barrington Gate, Holbeach and St Marks Road, Holbeach St Marks.

A review of all SID locations and new proposals for any new sites will be discussed at the next meeting.

**Properties:**

It was resolved to agree to commence detailed project planning for the south chapel in Park Road Cemetery and to obtain quotes so funding could be applied for.

It was agreed to allow the bowls club to undertake cleaning of the pavilion in Carters Park, to have access and use the kitchen facilities and to reinstate the gentleman's changing room for this season.

Application for listed building consent for the chapel widows will be deferred to the next meeting.

It was agreed to recommend to full council to consult the public and stakeholders potential uses of the pavilion and renovation of the toilet facilities.

It was resolved to recommend to full council a key audit and to commence a security review of all HPC premises and to consult the police for advise.

Property valuations are not complete. Cllr I Hutchinson to chase up.

**Appendix h**

Events report – The gazebos have arrived, the Christmas Fair meeting is booked in and leaflets have been delivered, we want to know what everyone has to say, need businesses engaging, we have got the views of some shop keepers. Chased Harold Payne re the road closure, struggling to find a lone piper, auditioning a bugler. Remembrance in Holbeach will be in the morning. Had a meeting with the RBL, went very well and they are keen to work with us. The Parade marshal is not available. Church are ok with the morning.

**Appendix i**

**HPC Communications Workshop**



**Social Media**

Facebook  
Weekly Updates  
Daily Pic  
Informational  
Councillor Focus  
Village Pics  
Road Closures

Insta  
Village pics  
Town Pics  
Event pics  
Cllr Pics

Threads  
Twitter  
TBD

**Electronic**

E-mail  
Swift responses  
.gov change  
Use OoO  
Possible timed response

Tech Calendar  
What's on page  
Local sites

DigiBoard  
Maintain &  
Update High St  
Board regularly

**TV/Radio**

Improved use of TV & Radio, e.g. contact  
Radio re Car & Bike Show, have some  
attendees describe the event

<p><b>Newspaper</b></p> <p>Voice monthly Meet Editor – Guardian Village Voice</p>	<p><b>Posters</b></p> <p>Car Show Yard Sales</p>	<p><b>NoticeBoards</b></p> <p>Villages Tesco Must engage other locations</p>	<p><b>Pamphlets</b></p> <p>Quarterly A5 update</p>
<p><b>Newsletters</b></p> <p>Regular paper and email updates</p>	<p><b>Face to Face</b></p> <p>Tesco Park High Street Schools(DBS) Care Homes WI</p>	<p><b>Branding</b></p> <p>Review Branding(Upp)</p>	<p><b>Consider Demographic</b></p> <p>What is our audience and how do we communicate with them</p>

There are several avenues open to the council for communication, all should be considered and used appropriately and in a timely fashion. We must not ignore the demographic of the town and strive to cater for all ages and abilities. We discussed potentially having a timetable for example for 'face to face' sessions at Tesco, there's nothing better than Councillors being approachable and known to the public. However, we must deliver on commitments. There are several elements here for the Events & PR Committee to consider and implement, they are nearly all likely to be in a 'RED' status currently.

**Public Open Forum**

- The public were promised drainage plans at the Boston Sink Hole meeting – Cllr S Hutchinson to chase SHDC
- The town is engulfed in roadworks, know that HPC has no jurisdiction but could they write to Highways on behalf of Parishioners, maybe a reduction in Council Tax. Cllr Davies is the portfolio holder. Cllr S Hutchinson is happy to assist Clerk to liaise with Fleet Parish Council and Moulton Seas End Parish Council
- A question regarding published minutes, the Clerk to investigate. Why has the sandpit not gone ahead, Cllr C Turner explained it was due to public opinion . Long Sutton has asked about the community infrastructure levy.

### **District Council**

Cllr S Hutchinson reported that 7 new builds had been purchased for affordable housing, concerns SHDC not meeting their homelessness target. Study re vehicles using Spalding town centre. Speed limits being reduced on Penny Hill Road. 2<sup>nd</sup> life support course on 30<sup>th</sup> July. Aldi site now passed over. Following a question about affordable home being reduced, the application goes to the planning committee and a decision is made.

Cllr Nick Worth explained that regarding affordable homes, there was little the Council could do, builders have to prove it is unaffordable. There is no community infrastructure levy in South Holland, it was agreed that it was not appropriate when the local plan was done. SHDC decided to stick with s.106 with the focus on health & education. Cllr S Hutchinson stated that if they don't provide affordable housing then they have to contribute to a s106.

Cllr N Worth said more interaction was needed between HPC & SHDC. The community payback service scheme will start again.



Clerk/RFO: Jan Hearsey

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Chair's initials.....  
**10**