

16/11/2023

**Minutes of the meeting of Holbeach Parish Council on Monday 13th November 2023 at 19:00 at Methodist Church, Albert Walk, Holbeach.**

	<b>In attendance</b>	<b>Apologies given</b>	<b>Non-Attendance</b>
<b>Holbeach Parish Council,</b>	Cllrs: C Turner, P Savory, R Flood, S Hutchinson, I Hutchinson, T Wiltshire  Clerk: Jan Hearsey Deputy Clerk: Becky Brothwell Apprentice: Ed Kennedy	Cllr P Ward, N Newman, P Howden	
<b>Public including Councillors</b>	7 Members of the Public		

*Chair Cllr C Turner open the meeting at 19:00*

**Chairman’s address to Council & Public** – Cllr Turner reminded everyone in Full Council of the Nolan Principle’s and to adhere to them.

**2023/4-110 - 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: Cllrs: P Ward, N Newman and P Howden.

**2023/4-111 - 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 – None received.

**2023/4-112 - Minutes**

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 2<sup>nd</sup> November 2023 and to authorise the Chair to sign the official minutes.

### 2023/4-113 - Clerk

- a) To receive a report from the Clerk – see appendix a
- b) To receive an update on vacancies – see appendix b
- c) It was **resolved** to agree to co-opt interested parties Cllrs Sam Bailey, Leila Jordan and Rick Stevens.

### 2023/4-114 - Finance & Admin Committee

- a) To receive the report from the Chair of the Committee – No report
- b) To note the Bank balances as of 31<sup>st</sup> October 2023 as follows:  
Account ending **4844** £6,327.97 Account ending **5394** £13,964.51
- c) Account ending **01PC** £345,085.75 – see appendix c
- d) It was **resolved** to agree to the payments for October 2023 and to note the income for October 2023 – see appendix d
- e) It was **resolved** to agree to elect a member of the committee Cllr Rick Stevens.
- f) It was **resolved** to agree to open an Instagram & Tic Tok account.

### 2023/4-115 - Open Spaces Committee

- a) To receive a report from the Chair of the Committee – see appendix e
- b) It was **resolved** to agree to elect a member to the committee Cllr Leila Jordan.
- c) It was **resolved** to agree the way forward with the tennis court maintenance.
- d) It was **resolved** to agree to lay slabs in the cremated remains area, subject to the approval of the conservation officer.

### 2023/4-116 - Planning, Properties, Emergency Planning and Speeding Committee

- a) To receive the report from the Chair of the Committee – No Report
- b) It was **resolved** to agree not to support the Climate & Ecology Bill
- c) To receive an update on the cemetery chapels parking bay and resolve to agree the way forward – to review in April 2024.

### 2023/4-117 - Events & PR Committee –

- a) To receive the report from the Chair of the Committee – see appendix f
- b) It was **resolved** to agree to elect a member to the committee Cllr Sam Bailey.
- c) To receive an update on Remembrance highlighting any lessons learnt – Timings to be adjusted
- d) To receive an update on the Christmas Fayre – All vendors booked, licences completed.
- e) It was **resolved** to agree to purchase a PRS/PPL Licence (Performing Rights Society) (Cllr P Savory Abstained).
- f) It was **resolved** to agree the request from a member of the public to hold a Carters Park Centenary Exhibition on 30<sup>th</sup> June 2023 in the south Cemetery Chapel

### 2023/4-118 Budget 2024/5

Clerk/RFO: Jan Hearsey  
Deputy Clerk: Becky Brothwell

- a) It was discussed and **resolved** to defer back to committees for further review for the draft budget for 2024/25

**2023/4-119 – Meetings**

- a) The next meeting of the Council will be on Monday 11<sup>th</sup> December 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**

*Open meeting closed at 20:30*

*Closed meeting opened at 20:39*

**2023/4-120 Football Club**

- a) The lease was discussed and it was **resolved** to agree to write to Holbeach United Football Club notifying a rent review is forthcoming by 16<sup>th</sup> January 2024. Cllr I Hutchinson to review paperwork.

**2023/4-121 - HR, Health and Safety and Data Protection Committee**

- a) To receive a report from the Chair of the Committee – None.
- b) To resolve to agree to elect a member to the committee – None elected.
- c) To resolve to agree the next step in an ongoing staffing matter – No further updates.
- d) It was **resolved** to agree the way forward with a new staffing matter as to advertise a temporary post.
- e) It was **resolved** to agree to defer staff salaries for 2024/25 as recommended by the committee back to the committee.

*Meeting closed at 21.47*

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

Appendix a

I have sent reminder emails to members to complete the Data Protection training.

The CAB are finishing at Coubro Chambers tomorrow.

May I remind members that when discussing budgets in open session, they must not discuss staff salaries.

Appendix b  
There is a total of nine vacancies

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	31/10/23	6,219.97	6,327.97
2 Barclaycard	Ordinary	*****2372		31/10/23	0.00	0.00
3 Barcays Saver account	Ordinary	****5394	20-80-78	31/10/23	13,964.51	13,964.51
4 CCLA	Ordinary	*****0001PC		31/10/23	345,085.75	345,085.75
<b>TOTAL</b>						<b>£365,378.23</b>

Appendix d

**Expenditure transactions - approval list**

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
493	bcard23111 4	£35.99	4801/502	05/10/23	Amazon - Halloween decorations	884134
495	bcard23111 4	£6.39	4801/502	05/10/23	Amazon - Halloween decoration	884116
496	bcard23111 4	£8.05	4801/502	05/10/23	Amazon - Halloween decorations	884103
497	bcard23111 4	£13.28	4801/502	05/10/23	Amazon - Halloween decorations	884120
498	bcard23111 4	£16.99	4801/502	06/10/23	Amazon - Halloween decorations	207839
499	bcard23111 4	£24.99	4801/502	06/10/23	Amazon - Halloween decorations	M4AEUI
500	bcard23111 4	£18.99	4801/502	06/10/23	Amazon - Halloween decorations	207840
501	bcard23111 4	£39.90	4801/502	08/10/23	Amazon - Halloween decorations	104910
502	bcard23111 4	£21.90	4801/502	08/10/23	Amazon - Halloween decorations	104920
503	bcard23111 4	£11.60	4801/502	08/10/23	Amazon - Halloween decorations	104917
504	bcard23111 4	£32.99	4801/502	08/10/23	Amazon - Halloween decorations	108354
505	bcard23111 4	£16.49	4801/502	08/10/23	Amazon - Halloween decorations	104919
506	bcard23111 4	£26.99	4801/502	05/10/23	Amazon - Halloween decorations	884129
507	bcard23111 4	£9.99	4801/502	05/10/23	Amazon - Halloween decorations	884130
508	bcard23111 4	£11.73	4801/502	08/10/23	Amazon - Halloween decorations	108351
509	bcard23111 4	£14.99	4801/502	15/10/23	Amazon - Halloween decorations	741024
510	bcard23111 4	£6.59	4801/502	15/10/23	Amazon - Halloween decorations	741032
511	bcard23111 4	£13.98	4801/502	15/10/23	Amazon - Halloween decorations	741021
512	bcard23111 4	£12.99	4801/502	14/10/23	Amazon - Halloween decorations	381056
513	bcard23111 4	£7.98	4801/502	14/10/23	Amazon - Halloween decorations	381049
514	bcard23111 4	£13.98	4801/502	15/10/23	Amazon - Halloween decorations	741027

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
521	bcard231114	£6.99	4801/502	08/10/23	Amazon - Halloween decoration	108359
522	bcard231114	£7.99	4801/502	08/10/23	Amazon - Halloween decorations	108356
523	bcard231114	£11.99	4801/502	08/10/23	Amazon - Halloween decorations	108360
524	bcard231114	£11.98	4801/502	06/10/23	Amazon - Halloween decorations	47518
		<b>£405.73</b>			Amazon - Total	
520	bcard231114	£254.40	4435/350	26/09/23	Breathe HR - HR app	WEB282464
		<b>£254.40</b>			Breathe HR - Total	
453	Bcard231114	£12.10	4801/502	22/09/23	Chocolate Factory - Sweets Halloween	230923
		<b>£12.10</b>			Chocolate Factory - Total	
516	bcard231114	£14.99	4801/502	15/10/23	Dewant Ltd - Halloween decorations	56942
		<b>£14.99</b>			Dewant Ltd - Total	
82	231114dts	£620.00		31/10/23	DTS - Locking up October	21
	1	£310.00	4405/275		Locking up Oct	
	2	£310.00	4405/250		Locking up Oct	
		<b>£620.00</b>			DTS - Total	
476	bcard231114	£172.80		05/10/23	E-Learning - Data Protection training	
	1	£144.00	4520		Councillor training	
	2	£28.80	4500		Training staff	
		<b>£172.80</b>			E-Learning - Total	
477	231114fe	£842.50	4310/220	11/10/23	Farmer Education - Rent Battlefields	111023
		<b>£842.50</b>			Farmer Education - Total	
479	bcard231114	£26.64	4455/200	02/10/23	Ford & Slater - Spray grease	007142500
		<b>£26.64</b>			Ford & Slater - Total	
527	231114gre	£285.98	4215/250	31/10/23	Greenzone - Bins Park Road	395381
		<b>£285.98</b>			Greenzone - Total	



Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
480	bcard231114	£224.64	4205	26/10/23	Gustharts Ltd - 2 x safety helmets	52198
		<b>£224.64</b>	<b>Gustharts Ltd - Total</b>			
546	231114lcm	£1,463.40		31/10/23	Lincolnshire Commercial Maintenance - Grass cutting Oct 23	
	1	£244.80	4275		grass cutting	
	2	£225.00	4270/280		grass cutting	
	3	£244.80	4280		grass cutting	
	4	£270.00	4270/285		grass cutting	
	5	£162.00	4285		grass cutting	
	6	£316.80	4270/255		grass cutting	
		<b>£1,463.40</b>	<b>Lincolnshire Commercial Maintenance - Total</b>			
517	bcard231114	£7.96	4801/502	16/10/23	Liuchunmei Ltd - Halloween decorations	105541
		<b>£7.96</b>	<b>Liuchunmei Ltd - Total</b>			
481	bcard231114	£33.84	4100	03/10/23	Microsoft - Office 365	E0800PABC2
482	bcard231114	£79.43	4100	03/10/23	Microsoft - Cllrs 365	E0800PALS7
		<b>£113.27</b>	<b>Microsoft - Total</b>			
518	bcard231114	£3.98	4801/502	08/10/23	Olige ABC Ltd - Halloween decorations	518216
		<b>£3.98</b>	<b>Olige ABC Ltd - Total</b>			
484	bcard231114	£1.30	4690	13/10/23	One Stop - Milk	131023
		<b>£1.30</b>	<b>One Stop - Total</b>			
485	bcard231114	£24.28		13/10/23	Partyrara - Sweets Hlloween & Christmas	
	1	£12.14	4801/502		Sweets Halloween	
	2	£12.14	4801/525		Sweets Christmas	
		<b>£24.28</b>	<b>Partyrara - Total</b>			
528	231114pas	£120.00	4435/350	10/10/23	Personnel Advice & Solutions Ltd - HR services	
		<b>£120.00</b>	<b>Personnel Advice &amp; Solutions Ltd - Total</b>			
95	231114plat	£208.00	4685	11/10/23	Platinum Cleaning - Cleaning Coubro	289
		<b>£208.00</b>	<b>Platinum Cleaning - Total</b>			

## 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
486	bcard231114	£50.00	4065	19/10/23	Post Office - Postage	191023
		<b>£50.00</b>			Post Office - Total	
532	231114rbl	£25.00	4801/505	10/10/23	RBL - Poppy wreath	101023
		<b>£25.00</b>			RBL - Total	
436	Bcard231114	£5.00	4100	27/09/23	Smarty Mobile - SIM digital board	270923
		<b>£5.00</b>			Smarty Mobile - Total	
131	231114sc	£23.00	4685	11/10/23	Spalding Cleaning - Window cleaning Coubro	281023
		<b>£23.00</b>			Spalding Cleaning - Total	
463	Bcard231114	£94.08	4080	02/10/23	Stinky Ink - Cartridges for Brother	J32327
		<b>£94.08</b>			Stinky Ink - Total	
519	bcard231114	£9.18	4801/502	08/10/23	The Blazers Retails Co Ltd - Halloween decorations	241040
		<b>£9.18</b>			The Blazers Retails Co Ltd - Total	
487	bcard231114	£234.00	4220	25/09/23	UK Planet Tools - Dewalt grinder	
		<b>£234.00</b>			UK Planet Tools - Total	
533	231114vih	£75.00		02/11/23	VIH Event Consultancy - Event training	
	1	£50.00	4515		Event Training	
	2	£25.00	4520		Event training	
		<b>£75.00</b>			VIH Event Consultancy - Total	
490	231114weg	£128.50	4460	19/10/23	West End Garage - Diesel tractor & cans (no PO due to Edge being down)	191023
		<b>£128.50</b>			West End Garage - Total	
		£11,899.33			Confidential	
<b>Total</b>		<b>£17,345.06</b>				



#### Appendix e

Contact grass cutting has now finished for the year.

It was agreed to purchase a composite inclusive picnic table with seating for Carters Park.

Hedge cutting will commence in our areas.

We are working with the tree officer at SHDC concerning the trees in the closed church grounds.

As part of the winter works schedule Parks teams have worked with us compiling list of tree work along Park Road boundaries and Park road cemetery for us to put forward to the conservation department.

#### Appendix f

This was a challenging meeting during which the Calendar of Events, and the draft budget for those Events was agreed. The list of Events, and their dates have now been published.

The significant addition, is that we we may now expand the second “Picnic in the Park” event, into a Park Centenary Celebration to mark 100 years of Carters Park.. I emphasise, this plan is still at the embryonic stage.

In addition to the above business, we also agreed to publish a Christmas lights trail

#### Public Open Session

Money paid for Chapels to trust should be refunded back to Holbeach Parish Council due to the work not being completed.

Response: Holbeach Parish Council will investigate this further and enquire to refund.

#### Remembrance Day Parade, why was Cllr Tracey Carter laying a wreath for LCC

Response: Wreath should have been laid by Cllr Andrew Walker who was no available and the next senior person was represented and that was Cllr Tracey Carter.






Was Holbeach Parish Council structure not legal and why was committees brought in.

Response: Committees were structured from May 2021 under the 1972 Act which makes the Parish Council legal and within regulations, to ensure decisions are compliant.

District Council Report  
No Further Updates



Clerk/RFO: Jan Hearsey  
Deputy Clerk: Becky Brothwell

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