

12/12/2023

Minutes of the meeting of Holbeach Parish Council on Monday 11th December 2023 at 19:00 at Methodist Church, Albert Walk, Holbeach.

	In attendance	Apologies given	Non-Attendance
Holbeach Parish Council,	Cllrs: C Turner, P Savory, R Flood, S Hutchinson, I Hutchinson, T Wiltshire, R Stevens, L Jordan, S Bailey Clerk: Jan Hearsey Deputy Clerk: Becky Brothwell Apprentice: Ed Kennedy	Cllr P Ward, N Newman	
Public including Councillors	4 Members of the Public including a representative from Holbeach Fire Station Cllr Tracey Carter		

Chair Cllr C Turner open the meeting at 19:00

Chairman’s address to Council & Public – To notify that Peter Howden has resigned from the Council and I am sure you will all thank him, and we wish him well for the future.

2023/4-122 - 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.

2023/4-123 - 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.

2023/4-124 - Minutes

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 13th November 2023 and to authorise the Chair to sign the official minutes.

2023/4-125 - 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 - no papers submitted

2023/4-126 - Finance & Admin Committee

- a) To receive the report from the Chair of the Committee – work to be done on the debtors list.
- b) To note the Bank balances as of 30th November 2023 as follows:
Account ending **4844** £4,459.67 Account ending **5394** £13,509.15
Account ending **01PC** £326,685.27 – see appendix c
- c) It was **resolved** to agree to the payments for November 2023 of £20,657.62 and to note the income for November 2023 of £10,245.89 – see appendix d
- d) I was **resolved** to agree to add to the delegated powers of the Clerk “To approve requests for sheds, trees and polytunnels at the Council’s allotment sites subject to the request being within policy guidelines”
- e) It was **resolved** to agree the grant application as recommended by the committee
- f) It was **resolved** to agree to write to the company that invoiced for materials for the sand pit that have never been received.

2023/4-127 - Open Spaces Committee

- a) To receive a report from the Chair of the Committee – see appendix e
- b) It was **resolved** to agree the way forward with the chippings pile in Carters Park once rose bushes are pruned back to use chippings on the ground.

2023/4-128 - Planning, Properties, Emergency Planning and Speeding Committee

- a) To receive the report from the Chair of the Committee – No report
- b) It was discussed and **resolved** to agree the response to planning application (reserved Matters) number: H09-1044-23 - Erection of 285 dwellings including parking, public open space, drainage, infrastructure, landscaping, access, appearance, layout and scale (Phase 3) - outline approval H09-0521-14 and re-submission of H09-0845-22 and H09-1118-22. - Land off Hallgate & Fen Road Holbeach – object due to Tudor Way amenity issue and to density changes.

2023/4-129 - Events & PR Committee –

- a) To receive the report from the Chair of the Committee – all events this year have been successful and praise to all the volunteers involved.
- b) To elect a member to the committee – Cllr L Jordan elected to the events committee.

- c) To receive a review of the Christmas Fayre – all positive feedback in regard to the Christmas Fayre, stall holders and shop owners had a good day and lots of great feedback from public members, well done to everyone involved in the event.

2023/4-130 Budget 2024/5

- a) To discuss and resolve to agree the budget for 2024/25 as recommended by the Finance & Admin Committee - it was discussed but no decision was made.

2023/4-131 – Meetings

- a) The next meeting of the Council will be on Monday 15th January 2024 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 20:21
Closed meeting opened at 20:37*

2023/4-132 Properties

- a) It was **resolved** to agree the bowls club lease as recommended by the PPES committee and to include an ordnance survey map.
- b) It was **resolved** to agree which legal advisors the Council will approach for advice regarding the football club lease and the limit of costs, as to first approach Rradar and SLCC for non-chargeable advice.

2023/4-132a - HR, Health and Safety and Data Protection Committee

- a) To receive a report from the Chair of the Committee – non submitted
- b) It was **resolved** to agree the next step in an ongoing staffing matter, in that the Council will not accept changes and the Clerk to speak to our legal advisors for clarification.
- c) An update was received and it was **resolved** to agree the way forward with a new staffing matter, as to form a recruitment panel of Cllrs: R Flood, T Wiltshire & R Stevens, to have delegated powers as a sub committee to interview and recruit.
- d) It was **resolved** to agree staff salaries for 2024/25 subject to legal advice for the Clerk's salary / contract as requested by HR Chair.

Meeting closed at 21:39

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

Appendix a

I need again to remind members to do their Data Protection training.

The office will be closed between Christmas and New Year, however, the Deputy Clerk will be working some of these days.

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

Tennis courts closed Wednesday & Thursday for cleaning.

Thanks to staff re Xmas Fayre

Appendix b

Vacancies

1 Hurn / 1 Drove / 4 Town / 1 St Johns awaiting the ten elector processor

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	30/11/23	3,261.16	4,459.67
2 Barclaycard	Ordinary	*****2372		31/10/23	0.00	0.00
3 Barcays Saver account	Ordinary	****5394	20-80-78	30/11/23	13,509.15	13,509.15
4 CCLA	Ordinary	*****0001PC		30/11/23	326,685.27	326,685.27
TOTAL						£344,654.09



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
567	bcand23121 2	£13.99	4080	23/10/23	Amazon - Cartridges	932866
569	bcand23121 2	£19.99	4080	23/10/23	Amazon - Ink cartridges	932861
581	bcand23121 2	£45.96	4801525	03/11/23	Amazon - Christmas Fayre childrens activities	637360
582	bcand23121 2	£52.70	4801525	05/11/23	Amazon - Blank cards	CHAEUI
583	bcand23121 2	£33.00	4801525	05/11/23	Amazon - Childrens activities	637356
584	bcand23121 2	£46.04	4801525	05/11/23	Amazon - childrens activities	EXAEUI
585	bcand23121 2	£19.96	4801525	05/11/23	Amazon - Childrens activities	637354
586	bcand23121 2	£21.99	4801525	05/11/23	Amazon - Childrens activities	337528
		£254.23			Amazon - Total	
534	bcand23121 2	£30.67	4801502	26/10/23	Branch Bros - Timber Halloween	3041
		£30.67			Branch Bros - Total	
550	232312cha	£398.86	4455300	11/10/23	Chandlers - New Kubota repair	529564
		£398.86			Chandlers - Total	
606	231212ch	£75.54	4455200	29/11/23	Chislett Hire - Breaker re sandpit	
		£75.54			Chislett Hire - Total	
587	bcand23121 2	£41.89	4801525	05/11/23	Design Business Interiors - Childrens activities	924
		£41.89			Design Business Interiors - Total	
591	bcand23121 2	£3.45	4080	09/11/23	Divya Enterprises Ltd - Clear pockets	527618
		£3.45			Divya Enterprises Ltd - Total	
83	231212dts	£800.00		30/11/23	DTS - Locking up November	22
	1	£300.00	4405275		Locking up Nov	
	2	£300.00	4405250		Locking up Nov	
		£800.00			DTS - Total	
515	bcand23121 2	£14.49	4801502	27/10/23	EA Products - Pens for events	31130

Signature _____ Signature _____
Date _____

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No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£14.49	EA Products - Total			
614	231212gal	6433.04	4070	31/10/23	Gallagher - Increase in premium re property values	528197113
613	231212galv	6610.25		28/11/23	Gallagher - Insurance	
	1	£365.13	4450/300		Insurance	
	2	£365.12	4450/305		Insurance	
		£1,040.29	Gallagher - Total			
601	231212gre	£285.98	4215/250	30/11/23	Greenzone - Waste Park Road	298292
		£285.98	Greenzone - Total			
602	231212har	£35.75	4455/000	30/11/23	Hargreave - Pin adapter for trailer & gloves	143339
575	231212harg	£35.51	4455/000	23/11/23	Hargreave - Grinding disc	143000
		£71.26	Hargreave - Total			
588	board231212	£118.57	4205	30/11/23	Harkie Global Ltd - 1st aid & bleed control kits	2441
		£118.57	Harkie Global Ltd - Total			
552	231212jwk	£174.00	4801/505	09/11/23	JWK Electrical - PA Hire Remembrance	9539
		£174.00	JWK Electrical - Total			
553	board231212	£104.91	4455/000	14/11/23	L & S Engineers - Chainsaw etc chains	1201087908
		£104.91	L & S Engineers - Total			
574	231212mcb	£100.00	4080	27/11/23	McIlroidey - Name badges	
		£100.00	McIlroidey - Total			
554	231212meth	£80.00		10/11/23	Methodist Church - Meetings	
	1	£30.00	4075		Hire of hall	
	2	£30.00	4801/525		Hire of hall	
		£80.00	Methodist Church - Total			
555	board231212	£69.66	4100	03/11/23	Microsoft - 365 Clin	E6800P650K
556	board231212	£37.08	4100	03/11/23	Microsoft - 365 admin	E6800P6504
		£106.74	Microsoft - Total			
604	231212mb	£374.00	44351	30/11/23	Mossop & Bowser - Legal fees 2 & 4 High St	45935

Signature _____ Signature _____
Date _____ Date _____

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No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£874.00	Mossop & Bower - Total			
557	board23121 2	£2.25	4455/000	02/11/23	One Stop - Beach	02/11/23
		£2.25	One Stop - Total			
421	230912pa	£120.00	4455/050	07/09/23	Personnel Advice & Solutions Ltd - HR advice	
		£120.00	Personnel Advice & Solutions Ltd - Total			
611	231212PC GC	£295.00	4801/025	02/12/23	Peterborough Community Gospel Choir - Christmas Paysa Choir	PCGC1PC001
		£295.00	Peterborough Community Gospel Choir - Total			
96	231212pc	£200.00	4085	11/11/23	Platinum Cleaning - Cleaning Coubro	
		£200.00	Platinum Cleaning - Total			
573	board23121 2	£25.00	4085	09/11/23	Post Office - Postage	09/11/23
		£25.00	Post Office - Total			
612	231212pwlb	£2,932.46	4360	05/12/23	PWLB - Loan repayment	05/12/23
		£2,932.46	PWLB - Total			
525	board23121 2	£26.00	4205	27/10/23	Screwfix - Disposable overalls	03/08/23
		£26.00	Screwfix - Total			
489	board23121 2	£5.00	4085	27/10/23	Smarty Mobile - SIM digital screen	27/10/23
		£5.00	Smarty Mobile - Total			
558	board23121 2	£21.00	4801/025	11/11/23	South Holland District Council - TEN's licence	23-03540
		£21.00	South Holland District Council - Total			
572	231212ac	£23.00	4085	22/11/23	Spalding Cleaning - Window cleaning	22/11/23
		£23.00	Spalding Cleaning - Total			
615	231212eta1	£30.00	4090	30/11/23	Staff Mileage - Mileage training Lincoln	30/11/23a
		£30.00	Staff Mileage - Total			
580	board23121 2	£52.00	4080	23/10/23	Sinky Ink - Cartridges	13/05/23
		£52.00	Sinky Ink - Total			

Signature _____ Signature _____
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No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
579	board23121 2	£20.53	4690	09/11/23	Tesco - Sundries	09/11/23
		£20.53			Tesco - Total	
580	board23121 2	£44.99	4455/000	09/11/23	The Directors Garden Machines North Hampton - Chainsaw can	07/20
		£44.99			The Directors Garden Machines North Hampton - Total	
589	board23121 2	£36.71	4801/025	09/11/23	The Home Fusion Co - Childrens activities	01/05/23
		£36.71			The Home Fusion Co - Total	
590	231212con	£33.98	4455/000	12/11/23	Tonwood - Spray paint trolleys CP	31/03/23
591	231212con	£3.00	4801/025	13/11/23	Tonwood - Letters & numbers	31/03/23
603	231212con	£15.98	4455/000	30/11/23	Tonwood - Drain cleaner	31/01/23
		£52.96			Tonwood - Total	
592	231212unh	£250.00	4405/050	25/10/23	University Academy Holbeach - Employer contribution EK	7/09
		£250.00			University Academy Holbeach - Total	
521	board23121 2	£146.94	46801/420	14/10/23	Waves - Water Coubro	12/06/23
		£146.94			Waves - Total	
566	231212weg	£146.80	4490	09/11/23	West End Garage - Diesel	01/11/23
		£146.80			West End Garage - Total	
		£11,851.92			Confidential	
Total		£20,857.62				

Signature _____ Signature _____
Date _____ Date _____

Appendix e

Work has now started replacing some equipment and filling in the sandpit in Carters Park.

Clerk has been liaising with tree officer regarding way forward with trees in Closed Church yard, Park Road Cemetery and Carters Park.

Winter work schedule to included sorting the rose beds and hedge work within our areas.