Holbeach PARISH COUNCIL

Clerk/RFO: Jan Hearsey

Coubro Chambers, 11 West End
Holbeach, PE12 7LW
01406 426739
clerk@holbeachparishcouncil.gov.uk
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FREEDOM OF INFORMATION REQUESTS

16-01-2024

a) In terms of the digital noticeboard, you said it was 'about £700 a year' for the business rates. Do you have the exact figure? Did the council know when it was installed it would be covered by business rates?

b) It was mentioned that there was a payment to a member of staff being published. What does that relate to? Is it a current member of staff? Is it currently on the payments list or will it be on a future one?

16-01-24

a) As the agreement with SHDC who supplied the board was that we could not charge for advertising, we were unaware that we would have to pay business rates. The annual cost of business rates is £785.92

b) We cannot provide this information. The December payments will be published next week

22-01-2024

a) In the Finance section of last week's meeting for article 2023/4-147 item C - it was read out in the meeting 'to resolve to agree to the payments for December 2023 totalling £68,813.65'. That figure was missed from the published agenda. However the December payments document states that the actual outgoing of payments is £10,976.18. 2023-december-expenditure (lincolnshire.gov.uk)

b) That's a £57,837.47 discrepancy. Where has the money gone that was announced in the payments?

c) Is this linked to the breach of financial regulations as was mentioned by the parish clerk in the meeting?

d) In that meeting and as part of the agenda item, Coun Sophie Hutchinson asked about confidential payments and whether they would be published? There's no confidential payments listed in the December payments list. Will they be published in a future list? Is it linked to the reason for the £57,837.47 discrepancy.

e) Also, is the discrepancy linked to the agenda item scheduled for Tuesday's meeting - '**To discuss and resolve to agree the way forward following costings for legal representation.**' If not related to the discrepancy, what is it related to please?

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22-01-24

a) The figure is never published with the agenda as the agenda goes out before all invoices for the month are received. The December (or any month) payments on the list are all those that have been invoiced and paid in that month including direct debits and not the same as presented monthly to Council. The £68,813.65 is unpaid items and future reserved payments. The £10,976.18, for transparency incudes all direct debits.

b) Our accounts software shows the amounts in the month they are paid, therefore items on the payments list agreed on the 15th January, were paid on the 16th January and will be on the expenditure list for January and not December.

c) As above

d) No

e) The confidential payments for December were on the November expenditure list. If you look back they are always published.

f) This is related to a Council Lease

13-02-2024

a) why is the parish council looking to move? How far along are you with plans for it and what options are you looking at for the future?

b) What about the rooms at Coubro do you rent?

c) Also, do you know how long it's been based at Coubro?

13-02-24

Unfortunately, your question cannot be answered at this time as no decision has been made as to the future, when/if a decision is made then of course the public will be informed.

13-02-2024

Could I get a statement from you about the council leaving Cubro Chambers? What is happening? What is the reason why?

13-02-24

Unfortunately, your question cannot be answered at this time as no decision has been made as to the future, when/if a decision is made then of course the public will be informed.

29-02-2024

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a) I see in the January payments there is an ex-gratia payment of £10,000 'to a member of staff'. What is this in relation to please and why has such a sum been paid?

b) I'd had several people contact me to say that the parish council is looking to move from Coubro Chambers into the bungalow in the park. Is that correct?
c) Obviously it used to be occupied by a member of staff. Is the £10,000 to the member of staff that used to be in the bungalow? What can you say about the reasons for their departure? Have they or any staff members or council members been subject to disciplinary proceedings as a result and what were the outcomes of those proceedings?

d) Also in the January payments, there is £14,055 worth of salary given out for the month. That's almost double the salary from last January. Throughout the last financial year it's fluctuated from between £6,366 to £9,736 in November which I'm guessing is down to staff coming and going, but while there's no payment listed on the December expenditures (I may have missed it sorry), it suddenly jumps to the £14,055, a 44 per cent increase on the November figure and a 120 per cent increase on Feb 2023. The HMRC payment in the latest expenditure is also significantly increased to £4,097 which I'm guessing is linked. Is it related to the member of staff's departure?
e) The reason I'm asking this is because a member of the public has contacted us claiming that the member of staff received a £17,000 pay out that has been broken up into different sections by the council.
f) Is this correct? If so, why has the council broken it up like this?

g) If not, what is the reason for the increase in salaries and tax payments?

29-02-24

a) This is exempt information under s.40 of the Freedom of Information Act 2000
b) As previously stated no decision on the Council's offices have been made
c) This is exempt information under s.40 of the Freedom of Information Act 2000
d) All employees information is exempt information under s.40 of the Freedom of Information Act 2000
e) All employees information is exempt information under s.40 of the Freedom of Information Act 2000
f) All Council payments are recorded in the correct manner and in accordance with legislation
g) All employees information is exempt information under s.40 of the Freedom of Information Act 2000

18-03-2024

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I would like to make a freedom of information request into what freedoms of information requests Holbeach parish council has received in the last 3 months. (Including requests for information or enquires which would come under the FOI act but are not explicitly labelled as such). Specifically, i would like to know:

- The date each request was received
- What topic the request related to
- The date the first response form HPC was provided
- That date the final response from HPC was provided
- Whether the requested information was fully or partly provided or refused
- If the information was fully or partly refused, what was the exemption/reason for this

10-04-24

This information is held by the Parish Council. It is exempt from disclosure under S.21 Information accessible to applicant by other means. The information is available on the parish council's website.

Request for Information Decision
Date of request: 19/03/2024
Date of decision: 08/04/2024
Request:
Under Freedom of Information I would like to request a copy of the deed of release and deed of grant
as mentioned in the attached minutes.
Decision:
This information is held by the Parish Council and is attached.

Request for Information Decision

Date of request: 25/03/2024

Date of decision: 10/04/2024

Request:

Can you please send me all the information you have on the lease arrangement granted to Holbeach United Football Club for the use of Carter's Park and the current council insurances covering liabilities and material damage surrounding the said club's activities.

Decision:

This information is held by the Parish Council and is attached. As per attached the Parih Cpuncil only insures the buildings.

If information has been refused, please treat this as a Refusal Notice for the purposes of the Act.

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Request for Information Decision

Date of request: 10/04/2024

Date of decision: 12/04/2024

Request:

Following my Freedom of Information request and your subsequent confirmation that the council insures the Changing Rooms and Grandstand for Fire, could you please confirm that the cover provided is Fire and full insurable perils and not just fire only cover?

Decision:

The cover is all risks cover so far in excess of the fire only. Our policy states*: We will insure you against Damage occurring during the period of insurance"*

This information is held by the Parish Council. and is attached. As per attached the Parih Cpuncil only insures the buildings.

Request for Information Decision

Date of request: 19/03/2024

Date of decision: 08/04/2024

Request:

Under Freedom of Information I would like to request a copy of the deed of release and deed of grant as mentioned in the attached minutes.

Decision:

This information is held by the Parish Council and is attached.

If information has been refused, please treat this as a Refusal Notice for the purposes of the Act.

Request for Information Decision

Date of request: 25/04/2024

Date of decision: 02/05/2024

Request:

I wish to make a freedom of information request.

The former chairman, (redacted), was to state on his declaration of interests an agreement with Holbeach Parish Council regarding a right of way over the Bass allotment entranceway. Historically,

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when (redacted) purchased redacted the previous owner had been using the roadway to access the rear of his house. In 2003 (redacted) joined Holbeach Parish Council. 2004 he took on being chair of allotments, I recall him stating he did not want (redacted) losing out and wanted to grant him a right of way for him to use. May 2005 to May 2006 (redacted) was chair of allotments and Vice-chair of the Council.

1. Please provide a copy of the agreement between Holbeach Parish Council and (redacted) in respect of the Right of Way over the Bass Allotment Roadway. See attached.

2. How much did the Parish Council receive for granting the right of way.

3. When was the granting of a Right of Way debated and agreed by Holbeach Parish Council.

4. In respect of (redacted) of the Land Registry, when was this land registered at the land registry.

5 Who registered (redacted) for Holbeach Parish Council and what cost was incurred.

Decision:

1. The Council should hold this information however, at this time despite a thorough search, it cannot be found.
2. As above, I cannot find anything other than at one point when it was being discussed a suggestion was £1 per annum.
3. There are various mentions in closed session notes, and it appears it was granted in March 2005 as there is reference to it having been signed in the April minutes. In the minutes of the 15th September 2003 members agreed a draft letter regarding this agreement. It states the legal fees are to be paid by the other party.
4. (Redacted) was completed at the land registry on 27th February 2003
5. (Redacted) was registered by Mossop & Bowser on behalf of Holbeach Parish Council

Request for Information Decision

Date of request: 19/03/2024

Date of decision: 11/04/2024

Request: Internal Review of FOI Responses given by Clerk on 29th February 2024

I see in the January payments there is an ex-gratia payment of £10,000 'to a member of staff'.

What is this in relation to please and why has such a sum been paid? This is exempt information under s.40 of the Freedom of Information Act 2000

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I'd had several people contact me to say that the parish council is looking to move from Coubro Chambers into the bungalow in the park. Is that correct? As previously stated no decision on the Council's offices have been made

Obviously it used to be occupied by a member of staff. Is the £10,000 to the member of staff that used to be in the bungalow? What can you say about the reasons for their departure? Have they or any staff members or council members been subject to disciplinary proceedings as a result and what were the outcomes of those proceedings? This is exempt information under s.40 of the Freedom of Information Act 2000

Also in the January payments, there is £14,055 worth of salary given out for the month. That's almost double the salary from last January. Throughout the last financial year it's fluctuated from between £6,366 to £9,736 in November which I'm guessing is down to staff coming and going, but while there's no payment listed on the December expenditures (I may have missed it sorry), it suddenly jumps to the £14,055, a 44 per cent increase on the November figure and a 120 per cent increase on Feb 2023. The HMRC payment in the latest expenditure is also significantly increased to £4,097 which I'm guessing is linked.

Is it related to the member of staff's departure? All employees information is exempt information under s.40 of the Freedom of Information Act 2000

The reason I'm asking this is because a member of the public has contacted us claiming that the member of staff received a £17,000 pay out that has been broken up into different sections by the council. All employees information is exempt information under s.40 of the Freedom of Information Act 2000

Is this correct? If so, why has the council broken it up like this? All Council payments are recorded in the correct manner and in accordance with legislation

If not, what is the reason for the increase in salaries and tax payments? All employees information is exempt information under s.40 of the Freedom of Information Act 2000

Decision:

After seeking legal advice, Holbeach Parish Council are able to respond to the questions submitted as below:

I see in the January payments there is an ex-gratia payment of £10,000 'to a member of staff'.

What is this in relation to please and why has such a sum been paid? An ex gratia payment is a termination payment paid to an employee by an employer in a situation where the employer is not obligated to do so. Ex gratia payments are, therefore, gestures of goodwill on behalf of the employer outside of your contract of employment.

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I'd had several people contact me to say that the parish council is looking to move from Coubro Chambers into the bungalow in the park. Is that correct? We are looking at options for the usage of the Park Bungalow, no formal decisions have been made to date.

Obviously it used to be occupied by a member of staff. Is the £10,000 to the member of staff that used to be in the bungalow? This is exempt information under s.40 of the Freedom of Information Act 2000 and we are unable to confirm or deny that question. What can you say about the reasons for their departure? A mutual decision was agreed with regards to their departure. Have they or any staff members or council members been subject to disciplinary proceedings as a result and what were the outcomes of those proceedings? No

Also in the January payments, there is £14,055 worth of salary given out for the month. This was due to paying a 12 week statutory notice period. That's almost double the salary from last January. Throughout the last financial year it's fluctuated from between £6,366 to £9,736 in November which I'm guessing is down to staff coming and going, but while there's no payment listed on the December expenditures (I may have missed it sorry), it suddenly jumps to the £14,055, a 44 per cent increase on the November figure and a 120 per cent increase on Feb 2023. The HMRC payment in the latest expenditure is also significantly increased to £4,097 which I'm guessing is linked. Salaries from September 2023 have increased as we employed a new Deputy Clerk and an Apprentice.

Is it related to the member of staff's departure? Yes

The reason I'm asking this is because a member of the public has contacted us claiming that the member of staff received a £17,000 pay out that has been broken up into different sections by the council. Payments made were broken up due to the ex-gratia payment of £10,000 was not taxable and this was made up with £5,000 public money and £5,000 covered by our insurance company. The rest of the payments were taxable and processed as normal through payroll procedures.

Is this correct? If so, why has the council broken it up like this? As above

If not, what is the reason for the increase in salaries and tax payments? As above

Request for Information Decision

Date of request: 11/04/2024

Date of decision: 09/05/2024

Request:

I would like to request the following information under a freedom of information request:

1/The total number of individuals paid in compensation claims from 2010 to April 2024 by Holbeach Parish Council.

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2/ Total amount money paid out in the form of compensation payments to present employees and past employees of Holbeach Parish Council from 2010 April 2024

3/ Did any of the funding used come from ratepayers money if so how much.

4/ If the monies paid out did not come from ratepayers funding where did the money come from.

5/ What was the descriptive label / reasons for such payments to employees past or present ie 'tribunal ruling for -------'

6/How many breaches of data protection have occurred within Holbeach Parish Council from 2020 to April 2024 and if so how many have been reported and to which reporting authorities.

7/ What legal expenses have been incurred by the Holbeach Parish Council in dealing with compensation claims / payouts since 2010 to present date.

Decision:

A member of staff has now been working on researching this information for in excess of two weeks, full time. This is a fees notice that to research further information will incur a charge, for 18 hours work, this will be £450. Please can you confirm if you wish to proceed?

Please find below information that has been found so far:

1. 5
2. This figure does contain some Statutory payments and the research is not complete. £55,745.02
3. This figure does contain some Statutory payments and the research is not complete. £50,745.02
4. This figure does contain some Statutory payments and the research is not complete. Insurance claim
5. The research is not complete. Compensation: Agreement
6. There have been six reported to the ICO.
7. The research is not complete. £1,350

If information has been refused, please treat this as a Refusal Notice for the purposes of the Act.

Request for Information Decision

Date of request: 14/03/2024 (extension requested)

Date of decision: 09/05/2024

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Request:

I'd like to put in another FOI please. In the last 20-years, so since 2004, how many ex gratia payments have been made to former members of staff. In each instance, how much was paid? Let me know if you need this on another email.

Decision:

A member of staff has now been working on researching this information for in excess of two weeks, full time. This is a fees notice that to research further information will incur a charge, for 18 hours work, this will be £450. Please can you confirm if you wish to proceed?

Please find below information that has been found so far:

1. 5 former members of staff
2. This figure does contain some Statutory payments and the research is not complete. £55,745.02

If information has been refused, please treat this as a Refusal Notice for the purposes of the Act.

Request for Information Decision

Date of request: 06/06/2024

Date of decision: 21/06/2024

Request:
I to make a Freedom of Information Request.

Can you please send me a copy of the Carters Park Trust document.

Decision:

1. **Documents attached**

If information has been refused, please treat this as a Refusal Notice for the purposes of the Act.

Your right of appeal:

If you have any queries regarding this decision, please contact the Clerk to the Parish Council.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request an internal review of our decision (within 40 days of this decision notice) you should write to:

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Email address: clerk@holbeachpc.com

If you are not content with the outcome of your complaint / the Internal Review you may apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Most of the information that we provide in response to the Freedom of Information act 2000/Environmental Information Regulations 2004 requests will be subject to copyright protection. In most cases the copyright will be owned by the Council. The copyright in other information may be owned by another person or organisation, as indicated by the information itself.

Request for Information Decision

Date of request: 21/06/2024

Date of decision: 24/06/2024

Request:
I to make a Freedom of Information Request.

Under the Freedom of Information Act 2000 I would request a copy of the document referred to within the "case for the opinion of council" Carters' Park Trust - namely the "Trust Deed".

Under the Freedom of Information Act 2000 I would request a copy of the document referred to within the document "the case for the opinion of council" Carters' Park Trust namely the Rules.

Under the Freedom of Information Act 2000 I would request a copy of the document referred to within the document "the case for the opinion of council" Carters' Park Trust namely the correspondence with the Charity Commissioners.

Decision:

We have some or all of this historic documentation at our offices.

The documents we have, we have tried to photograph however they are not always clear. As they are historical documents, you are welcome make an appointment to come to our offices to look through the documentation that we have.

If information has been refused, please treat this as a Refusal Notice for the purposes of the Act.

Your right of appeal:

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Request for Information Decision

Date of request: 20/06/2024

Date of decision: 24/06/2024

Request:

Can i please have the budget and costings for the cancelled 80th d day celebrations please

also confirmation of the acts booked and stalls that were booked to attend

Decision:

In accordance with Section 1(1)(a) of the Freedom of Information Act 2000, you are advised that Holbeach Parish Council does hold information that falls within the description specified in your request.

1. **This information is held by the Parish Council**

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Holbeach Parish Council			
80th Anniversay of D-Day & Carters Park Centenary Event			
	Budget	**Actual**	**Postponement cost**
Rock Bus	£400.00	£0.00	£0.00
Lincs Police	£0.00	£0.00	£0.00
Lincs 66 Facepainting	£0.00	£0.00	£0.00
Curo Lincs	£0.00	£0.00	£0.00
Pop Up Museum	£0.00	£0.00	£0.00
Bowls Club open day	£0.00	£0.00	£0.00
Football club demonstration	£0.00	£0.00	£0.00
SHDC Tennis exibition	£0.00	£0.00	£0.00
SRP Toilets	£1,065.00	£0.00	£0.00
SHDC TEN's licence	£21.00	£21.00	£21.00
St John Ambulance	£114.40	£0.00	£0.00
Carol's Hot Food	£0.00	£0.00	£0.00
For Cod's Sake	£0.00	£0.00	£0.00
Pink Desserts	£0.00	£0.00	£0.00
JJEB Goat Curry	£0.00	£0.00	£0.00
Holbeach Bookshop	£0.00	£0.00	£0.00
1st Moulton & Whaplode Scout Group	£0.00	£0.00	£0.00
Little Miracles South Holland	£0.00	£0.00	£0.00
WI Hall	£0.00	£0.00	£0.00
T-Cup crafter	£0.00	£0.00	£0.00
	£1,600.40	£21.00	£21.00

If information has been refused, please treat this as a Refusal Notice for the purposes of the Act.

Your right of appeal:

If you have any queries regarding this decision, please contact the Clerk to the Parish Council.

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Request for Information Decision

Date of request: 24/06/2024

Date of decision: 27/06/2024

Request:
Under the Freedom of Information Act 2000 I would request a copy of the document referred to within the "case for the opinion of council" Carters' Park Trust - namely the "Trust Deed".

Under the Freedom of Information Act 2000 I would request a copy of the document referred to within the document "the case for the opinion of council" Carters' Park Trust namely the Rules.

Under the Freedom of Information Act 2000 I would request a copy of the document referred to within the document "the case for the opinion of council" Carters' Park Trust namely the correspondence with the Charity Commissioners.

Decision:

We have some or all of this historic documentation at our offices.

The documents we have, we have tried to photograph however they are not always clear. As they are historical documents, you are welcome make an appointment to come to our offices to look through the documentation that we have.

27-06-24 – I have viewed the said documents and accept my request has been fulfilled

Signed ……

If information has been refused, please treat this as a Refusal Notice for the purposes of the Act.

Your right of appeal:

If you have any queries regarding this decision, please contact the Clerk to the Parish Council.

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Request for Information Decision

Date of request: 17/07/2024

Date of decision: 17/07/2024

Request:

can you please confirm the tendering method for toilets etc ?? are you not meant to put this out to 3 people ,as someone who hires toilets i find the costings for a one day hire to be very high ,even if supplying toilets for disabled etc

like the cancelled car show did you not have to pay a deposit ??when was the credit note from the car show used??

Decision:

In accordance with Section 1(1)(a) of the Freedom of Information Act 2000, you are advised that Holbeach Parish Council does hold information that falls within the description specified in your request.

1. This information is held by the Parish Council

We obtained three quotes and this company were the cheapest. If we had cancelled them completely we would have lost our deposit and that would have cost more.

Holbeach PARISH COUNCIL

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Company		Date email	Cost	Description				
Redacted		01.02.2023	N/A	Doesn't cover this area				
Redacted		01.02.2023	£2,100.00	16 standard portable toilets - dropped off week before/co				
Redacted		01.02.2023	£2,250.00 + vat	3 cubicles				
SRP Hire Solutions		01.02.2023	£1190.00 + vat	14 standard, 2 accessible/baby change - drop off Fri /pick				
Redacted		01.02.2023	£1512.00 inc vat	16 standard portable toilets - dropped off fri before/colle				
Redacted		02.02.2023	£1692.00 + vat	14 standard, 2 accessible/baby change - drop off Fri /pick				
Last Years								
Red	Not available currently		£1025.00 + vat	2+1 trailer unit, 2 accessible, 1 standard portable				

15-02-23 paid SRP deposit £319.50
13-06-23 paid SRP balance £958.50

Toilets to be used at Carters Park Centenary on 28th July 2024 at no additional cost.

Holbeach Parish Council Financial Regulations V12 11 (h)
h) When it is to enter into a contract of less than £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

If information has been refused, please treat this as a Refusal Notice for the purposes of the Act.

Your right of appeal:

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Request for Information Decision

Date of request: 11/07/2024

Date of decision: 08/08//2024

Request:

I wish to request the following information under the Freedom of Information Act
All correspondence referring to the playground inspection report completed on 19th February 2024 and any subsequent repairs.
Invoices and other documentation related play equipment repairs since February 2024.

Decision:

This information is held by the Parish Council.

19-02-24 @ 09:25
Phone call from Play inspection Co re shackles

19-02-24 @ 10:04
Good morning,
We have inspected your play area today and our inspector has noted the following finding that we would like to bring to your attention .

The top chains on the basket seat swing are worn between 60 – 80 % and require replacing.

Risk Assessment 16 (High Risk)

Your full inspection report will follow in due course.

Sent: 19 February 2024 10:06
To: open spaces team

Subject: FW: High Risk Carters Park

Hi

Can you please prioritise this and look at it this morning?
Many thanks
Jan

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19-02-24 @ 10:15
Phone call with CF, will remove basket swing

19-02-24 @ 11:51
Good Morning,
Please see attached for details of the basket swing. Please can you confirm that this is the correct one as we are only judging by the looks as the plate on the equipment is worn and you can only make out Wicksteed. We require the 4 chains and the bearings Please for the basket swing.

https://www.wicksteed.co.uk/products/playground-essentials/swings
Regards,
Open spaces team

19-02-24 @ 12:14
Phone call to Wicksteed, left voicemail

27-02-24 @ 10:24
Good morning,
Please find attached your Annual Inspection reports and Stock Valuation for your play areas at Carters Park, Netherfield Playing Field & Holbeach Bank Playing Field.

If you have any questions, please do not hesitate to ask.

Best Regards

05-03-24 @10:30

Work scheduling meeting – discussed play inspection report

11-03-24 @ 11:45
Chased up Wickstead, left voicemail

02-04-24 @ 13:50
Chased up basket swing

30-04-24 @ 10:30
Work Scheduling – discussed play inspection report

30-04-24 @ 15:10
Hi Jan,

Please find attached our repeat order form offer to confirm your inspection for next year only.

If you fill out and return the attached form within 16 weeks of your inspection due month next year, we will automatically add your inspection into our schedule to be completed that month.

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Please note, if you currently have a rolling annual order with us, this will replace that agreement and will be reviewed on an annual basis.

If you have any questions about this service, please do not hesitate to get in touch.

23-05-24
Chased Wicksteed, left voicemail

29-05-24 @ 10:23
Spoke to (redacted) at Wicksteed told to send email with photos to newly created email address.

From: Clerk
Sent: Wednesday, May 29, 2024 10:49 AM
To: (redacted)
Subject: Attn (redacted)
Hi (redacted)
Following our telephone conversation, please find attached a still photo and a video. In the video, do you consider this part needs replacing? If so could we have 4. We require 2 of the still photo and 4 chains. We also require a flat swing seat.

We look forward to receiving your quotation.

Kind regards

From: Clerk <clerk@holbeachpc.com>
Sent: Friday, June 14, 2024 12:52 PM
To: (redacted)
Subject: FW: Attn (redacted)
Could we please have a response to our email as below?

Many thanks

From: (redacted)

Sent: Friday, June 14, 2024 2:24 PM
To: Clerk <clerk@holbeachpc.com>
Subject: RE: Attn (redacted)

Good afternoon Jan.

Please find our quotation attached.

If I can be of any further assistance then please do not hesitate to contact me.

Kind Regards

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From: Clerk
Sent: Monday, June 17, 2024 9:16 AM
To: (redacted)

Subject: RE: (redacted)

Good morning (redacted)

Thank you for your email. Can you please omit the swing seat and re-send the quote?

Many thanks

Jan

From: Clerk <clerk@holbeachpc.com>
Sent: Friday, June 21, 2024 1:37 PM
To: (redacted)**Subject:** FW: Attn Pete

Hi,

Thank you for the quote, can you please requote omitting the swing seat and adding a swing cradle seat. We are somewhat dismayed at the time taken to answer our emails.

Many thanks

24-06-24 @ 09:01
Hi (redacted) sales team

Could you help me please. I am trying to purchase a number of items from yourselves and dealing with (redacted) in aftersales. I am really struggling, he just doesn't respond to emails despite my chasing.

Many thanks

Jan

25-06-24 @ 11:39
Good morning Jan.

I can only apologise for the length of time taken to respond; we are currently dealing with an extraordinary volume of enquiries.

Please find our quotation attached.

If I can be of any further assistance then please do not hesitate to contact me.

25-06-24 : 15:57
Email to Open Spaces:
Hi

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Here is the quote for the spare parts at Carters Park and Netherfield. Are you happy for me to order them?

Many thanks

Jan

25-06-24 @ 16:00
Happy to go ahead

Kind regards,

Rick Stevens

25-06-24 @ 16:41
Happy to go ahead as soon as you can please, amazed at cost of a chain!!

Kind regards
Rachel

From: clerk@holbeachpc.com <clerk@holbeachpc.com>
Sent: Wednesday, June 26, 2024 9:39 AM
To: redacted
Subject: Purchase Order 179 Play equipment parts

Please find attached purchase order 179 for quote ref: WLLQ12893-01

From: (redacted)

Sent: Friday, June 28, 2024 10:07:51 AM
To: Clerk <clerk@holbeachpc.com>
Subject: RE: Purchase Order 179 Play equipment parts

Good morning Jan,

Thank you for your email.
I am currently processing your order as requested.
Is it possible for you to confirm the delivery address which you would like the parts sending to ?
I look forward to hearing from you.

Kind Regards
28-06-24 @ 10:35
Hi (redacted),

Can they be sent to:

Coubro Chambers

11 West End

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Holbeach

PE12 7LW

Many thanks

Jan

01-07-24 @ 14:59

Dear Ms. Hearsey

Thank you for placing an order with Wicksteed, please find attached our Order Acknowledgement and general conditions of sale.

We will endeavour to have your order delivered to you as soon as possible.

Please don't hesitate to contact me for any further assistance.

23-07-24 Parts arrived

Quote sent to Cllr Isobel Hutchinson on 03-07-24

Your right of appeal:

If you have any queries regarding this decision, please contact the Clerk to the Parish Council.

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Request for Information Decision

Date of request: 03/10/2024

Date of decision: 10/10/2024

Request:

can you please confirm that a sum was paid to councillor Sophie Hutchinson for art work .

Can you confirm the amount please

Can you confirm if councillor Hutchinson declared this amount to hmrc as an income ?

can you confirm when the payment was made

was councillor Hutchinson the only person asked to submit or was there a tendering/quotation procedure followed to acquire this art work

Can you tell me where this art work is now and who owns it

Decision:

In accordance with Section 1(1)(a) of the Freedom of Information Act 2000, you are advised that Holbeach Parish Council does not hold information that falls within the description specified in your request.

This was a group called “Holbeach Town Action” whose members included Isobel Hutchinson. Holbeach Parish Council were not involved with this group except that they held the funds of the group.

If information has been refused, please treat this as a Refusal Notice for the purposes of the Act.

Your right of appeal:

If you have any queries regarding this decision, please contact the Clerk to the Parish Council.

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Request for Information Decision

Date of request: 12/11/2024

Date of decision: 10/12/2024

Request:
Following last night's meeting I would like to put in a Freedom of Information Request for the following:

It was spoken about moving the Council Offices to the former Park Keepers bungalow, could you please supply a copy of the building inspection/structural survey of the bungalow.

A copy of the draft budget of 2025/26 as passed around to Councillors at last night's meeting.

Decision:

There has not been a building inspection/survey of the of the bungalow.

Here is a link to the budgets:

https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1359/budget-precept-2025-26

If information has been refused, please treat this as a Refusal Notice for the purposes of the Act.

Your right of appeal:

If you have any queries regarding this decision, please contact the Clerk to the Parish Council.

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Request for Information Decision

Date of request: 09-12-2024
Date of decision: 07-01-2025

Request:

Pease send me written details of all rental income the Parish Council receives for football pitches within their control as Council or Landlord for the years 2021, 2022, 2023 and 2024.

Decision:

The Council rents one dedicated football pitch to Holbeach United FC – rental income received is as follows:
2021-2022 = £250
2022-2023 = £250
2023-2024 = £250

The Council rents out a playing field with children's play equipment of which Holbeach Bank FC have access to, but which is available to the general public and is not cut as a football pitch- rental income received is as follows:
2021-2022 = £20
2022-2023 = £20
2023-2024 = £20

If information has been refused, please treat this as a Refusal Notice for the purposes of the Act.

Your right of appeal:

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Request for Information Decision

Date of request: 13/01/2025

Date of decision: 13/01/2025

Request:

The following is to be treated as a Freedom of Information request pursuant to s.1 Freedom of Information Act 2000.

I note the contents of your payments for authorisation list from November and December 2024.

Contained within both are payments in excess of £13,000 marked Confidential.

I should be grateful if you would advise on what basis these payments have been classed as such.

Decision:

This information is held by the Parish Council:

Confidential payments are staff salaries and HMRC payment of staff taxes and National Insurance and National Insurance paid by the employer. As such all these payments remain confidential under The Freedom of Information Act 2000 s.40 Personal Information.

Holbeach Parish Council's Financial regulation state:
7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
a) by any councillor who can demonstrate a need to know;
b) by the internal auditor;
c) by the external auditor; or
d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

If information has been refused, please treat this as a Refusal Notice for the purposes of the Act.

Your right of appeal:

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Request for Information Decision

Date of request: 05/02/2025
Date of decision: 05/02/2025

Request:

At the organised HPC meeting regarding the Boston Road sink hole it was said the Council was to obtain drainage plans for Holbeach. Under Freedom of Information I would like to request what information HPC received in respect of the drainage and surface water regarding Holbeach.

Decision:

Here is the map:

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Cherry Tree Lane
Minerva House/University of Lincoln
Holbeach Primary School
University Academy Holbeach
Carter's Park
Other Sports Facility
Bowling Green
Play Space
Tennis Court
Cemetery
Tony Worth Close
Park Road
Boston Road
Fleet Road
Fen Road
Station Road
Chapel Lane
Church Lane
Hospital Bank
Bridge End
Bridge Road
Mill Lane
Mill Road
Mill Bank
Mill Drove
Mill Hill
Mill Hill Drove
Mill Hill Road
Mill Hill Road
Mill Hill Road

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ment.data.gov.uk%2Farcgis%2Frest%2Fservices%2FEA%2FAIMSAssetBundle%2FFeatureServer&source=sd

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Request for Information Decision

Date of request: 22/04/2025

Date of decision: 25/04/2025

Request:

(1) Item 1. PPS meeting PP24/5-113 properties item 2 held on the 01/04/2025.

To obtain quotes for a buildings regulations consultant and a full project manager. I raised this with you at the last meeting of the full council meeting on the 14th April 2025 at the Methodist Hall. It would seem that the committee and the deputy clerk have deliberately excluded you from seeing this item and at the full meeting one of them should advise you of the request.

I request (FOI REQUEST) to be advised who raised this? Was it on the agenda? Why is it required when the Clerk has years of experience on this type of work? Looking at the budgets I cannot find anything. I would presume that the daily costs for each person would be in the region of £750 per day. This estimated cost does not seem to have been included in the budget for the rebuild of the bungalow so (FOI REQUEST) how are these costs going to be paid for?

(2) Item 2. Open Spaces committee meeting held on the 25th March 2025. Minute item 6 is a request to purchase an anti bench. Who (FOI REQUEST) requested this? What is the proposed cost? This does not show in the list of projects for 25/26 so where will the funding come from?

(3) Item 3. To spend up to £5,000 on a second hand van. In the video recording the chair of the council stressed that this is needed asap to enable the staff to be able to work. I remember discussing this issue some years ago which led to the purchase of a proper trailer with the idea that if the staff need to take any equipment to sites out of Holbeach.

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Again, despite being 14 days into the financial year that the chair of finance seems to want to spend money on projects that have not been included in this years budget.

(4) Item 4. To purchase pre paid credit cards up to £100. This was stopped some yeas ago and a procurement policy which stated that nothing can be purchased without an authorised purchase order. Most of the Parish companies in Holbeach do already have opened accounts for the open spaces team. I note that this is required in case you are away. I also believe that the deputy clerk does have access to the purchase ordering record.

Decision:

(1) This item was discussed at the PPES meeting of the 1st April 2025 but was not an agenda item. It will be on the next PPES agenda to instruct a project manager. The Clerk does have years of experience as a project manager however, there is new legislation and in order to comply with this, the PPES Committee will come to a decision on the option of contracting a project manager. The cost you have quoted is incorrect for the this type of project management. The cost will be born from the Property Project budget in the same way the planning application was.

(2) The purchase of an anti-vandal bench was decided by the Open Spaces Committee. It is a replacement bench and came out of the street furniture budget.

(3) There have been changes which are now necessitating the purchase of the vehicle. It will be used to tow the trailer. The cost is in the budget under Machinery and Plant renewals. We also have an Ear Marked Reserve of £6,000 Plant & Machinery Fund

(4) Staff have not previously had pre-paid credit cards. In the Clerk's absence, the Deputy Clerk has no way of making emergency purchases as it is only the Clerk that has a Credit Card. The Open Spaces team will have cards with a preloaded amount of £100. New Financial Regulations have been issued by NALC which now include the procurement and therefore the Council has voted to withdraw the Procurement Policy as this is in the Financial Regulations Policy.

Your right of appeal:

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Request for Information Decision

Date of request: 13-05-2026

Date of decision: 01-07-2026

Request:

At the Planning, Properties, Emergency Planning and Speeding committee meeting of 22nd October 2025 it was agreed to proceed and accept a quote from JWK Electrical for the Electrical Installation Condition Report (EICR). but does appear that instructions were not forwarded on for the work to be carried out.

Under Freedom of Information, I would like to request the following;

Which properties do Holbeach Parish Council require an EICR for? Are any properties exempt from having an EICR.

How many of these properties had the EICR expire on the 1st October 2025 or did not have a current EICR on 1st October 2025 and what was the exact date the EICR expired.

It is understood Steve Lewis Electrical had carried out EICR's on HPC properties between 1st January 2024 and 1st October 2025, please supply copies of these reports and costs of individual tests relating to each property.

Copies of the quotes received mentioned PP25/6-059 22/10/2025, and the communications requesting quotes.

Copies of the quotes received mentioned 25/6-149 19/01/2026 and the communications requesting quotes; only one quote was included in the supporting documents.

Copies of EICR reports as conducted by C A Browne as instructed 25/6-149 19/01/2026.

A copy of the quotation and breakdown of work required from C A Browne for work at the Cemetery Chapels, as mentioned in the meeting of 11/05/2026, as it is not included in the supporting documents.

Holbeach PARISH COUNCIL

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Copies of all correspondence, to or from the council (any member of staff) or any councillor in respect of EICR from 1st January 2024 not previously covered in this request.

Decision:

At the Planning, Properties, Emergency Planning and Speeding committee meeting of 22nd October 2025 it was agreed to proceed and accept a quote from JWK Electrical for the Electrical Installation Condition Report (EICR). but does appear that instructions were not forwarded on for the work to be carried out.

Under Freedom of Information, I would like to request the following;

Which properties do Holbeach Parish Council require an EICR for? Are any properties exempt from having an EICR. They are: Coubro Chambers, Football Club, Band Hall, Bowls Club, Cemetery Chapels2 High Street, 4 High Street, and 4a High Street.

How many of these properties had the EICR expire on the 1st October 2025 or did not have a current EICR on 1st October 2025 and what was the exact date the EICR expired.
Bowls Club exp 20-02-2025
It is understood Steve Lewis Electrical had carried out EICR's on HPC properties between 1st January 2024 and 1st October 2025, please supply copies of these reports and costs of individual tests relating to each property.
See attachment to email

Copies of the quotes received mentioned PP25/6-059 22/10/2025, and the communications requesting quotes.

13-10-2025

Pricing for Holbeach Parish Council.

To carry out NICEIC Electrical Installation Condition Reports [EICR] at the following

locations.

Cemetery Chapels £240-00

Tractor Shed [Park} £240-00

Band Hall £240-00

2 High Street £240-00

4 High Street £240-00

Coumbro Chambers £460-00

All prices are excluding VAT and the contracts will be undertaken on the proviso

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that any remedial work at any of the sites listed above that will be required at

the time of the test to satisfy a pass certificate will be carried out up to the value

of £1000-00 excluding VAT for each individual site.

There are no emails from the office requesting quotes between 01-09-25 & 22-10-25

Copies of the quotes received mentioned 25/6-149 19/01/2026 and the communications requesting quotes; only one quote was included in the supporting documents.

13-10-2025

Pricing for Holbeach Parish Council.

To carry out NICEIC Electrical Installation Condition Reports [EICR] at the following locations.

Cemetery Chapels £240-00

Tractor Shed [Park} £240-00

Band Hall £240-00

2 High Street £240-00

4 High Street £240-00

Coumbro Chambers £460-00

All prices are excluding VAT and the contracts will be undertaken on the proviso that any remedial work at any of the sites listed above that will be required at the time of the test to satisfy a pass certificate will be carried out up to the value of £1000-00 excluding VAT for each individual site.

Copies of EICR reports as conducted by C A Browne as instructed 25/6-149 19/01/2026.
See attachment to email

A copy of the quotation and breakdown of work required from C A Browne for work at the Cemetery Chapels, as mentioned in the meeting of 11/05/2026, as it is not included in the supporting documents.
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Copies of all correspondence, to or from the council (any member of staff) or any councillor in respect of EICR from 1st January 2024 not previously covered in this request.
Already included

Your right of appeal:

If you have any queries regarding this decision, please contact the Clerk to the Parish Council.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request an internal review of our decision (within 40 days of this decision notice) you should write to:

Holbeach Parish Council, Coubro Chambers, 11 West End, Holbeach. PE12 7LW

Email address: clerk@holbeachpc.com

If you are not content with the outcome of your complaint / the Internal Review you may apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Most of the information that we provide in response to the Freedom of Information act 2000/Environmental Information Regulations 2004 requests will be subject to copyright protection. In most cases the copyright will be owned by the Council. The copyright in other information may be owned by another person or organisation, as indicated by the information itself.

Request for Information Decision

Date of request: 22/06/2026

Date of decision: 28/07/2026

Request:

Subject: Freedom of Information Request

I am writing to request information from Holbeach Parish Council under the Freedom of Information Act 2000.I am requesting the following information please in reference:

Fencing at The Fishpond Nature reserve Holbeach

Information requested:

1.Please confirm when and by whom this was approved ? Please see link below

https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1843/2025-6-draft-notes-13th-april-2026

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2.What was the original job specification for the tender ? In the above link it states that all were sent the same specification

3.Were the public consulted on what provision they would feel appropriate for this area? I do not believe so

4.How many replies were received from the tender? Three (please see the above link)

5.Has the fencing been completed ? (see comments below) Yes

6.What is the final cost of the fencing and renovations ? £9,100

supporting comments / observations:

➢

I have looked at information in the public domain minutes and agenda and note Open Spaces Committee held at Coubro Chambers, 11 West End, Holbeach on Tuesday 17th March2026 at 17:00

Item 10 To review the quotes received for the fencing at the nature reserve and to agree if within budget.

➢

There are no supporting documents or draft minutes/notes available for this that I can locate in the public domain .

https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1849/2025-6-07-open-spaces-minutes-17th-march-2026

➢

There was a Holbeach Parish Council held on Monday, 13 April 2026 Item 8 Open spaces .” Item E) Fencing quotes - Fish Pond Lane, Nature Reserve – for consideration”. Listening to the You tube video of this at 23mins.32 seconds this whole of the agenda for Open spaces was deferred . I cannot find official minutes /notes for this meeting on the council website!?

Please see link above

➢

No item agenda FC for this matter in May FC meeting although the supporting documents of this meeting Clerks report states – “Fishpond Lane Nature Reserve - Awaiting conformation as to when the new fencing will be installed.” So when did FC approve this ?

➢

I noted Cllr S Hutchinson indicated these were outstanding at the June FC meeting and she would supply them to the clerk.

➢

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Various media comments have been made about the fence. I would note some of the old fence has not been removed , is this intentional and are we waiting completion? Overall it has been suggested as being “ofFENCEive” to now visit.

➢

There are still areas where the pond can be accessed from the other side , does the council want to consider their access from there? How far does HPC need to take responsibility ?

➢

Is the life saving and pond accessible in the event of a rescue required? Yes

➢

Some local councils cherish these types of spaces and make use . A good example locally being Swineshead Mackies Pit .Whilst appreciating there may be different issues it has already been established in that the Jubilee gardens containers depth of the water was sufficient for someone to drown . We are an island with rivers etc , these are not all fenced off in such a way .. shame it could be something of an amenity for the area .

➢

The ducks seem to have more difficulty getting out and feeding through such a fence can be difficult with hands getting stuck could be an issue . It just does not seem a well thought out and executed plan .

➢

Heaven help us with other developments I the pipeline.

I would appreciate it if you could confirm receipt of this request and let me know the expected timeframe for a response, which is typically 20 working days. If any part of this request is considered to be an administrative burden, please let me know and I can try to narrow the scope. If there are chargeable costs for this request please confirm estimated cost with your bank details

Decision:

1.Please confirm when and by whom this was approved ? Please see link below

https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1843/2025-6-draft-notes-13th-april-2026

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If information has been refused, please treat this as a Refusal Notice for the purposes of the Act.

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