

**Minutes of the meeting of Holbeach Parish Council on Monday 11th March 2024 at 19:00 preceded by the Annual Parish Meeting, at Methodist Church, Albert Walk, Holbeach.**

	<b>In attendance</b>	<b>Apologies given</b>	<b>Non-Attendance</b>
<b>Holbeach Parish Council,</b>	Cllrs: P Savory, R Flood, S Hutchinson, I Hutchinson, T Wiltshire, R Stevens, L Jordan, S Bailey  Clerk: Jan Hearsey Deputy Clerk: Becky Brothwell	Cllrs: P Ward & P Howden	
<b>Public including Councillors</b>	1 Member of the Public & 1 members of the press C.Cllr Peter Coupland	C Cllr T Carters D Cllr N Chapman D Cllr Allan Beale	

*Chair Cllr R Stevens opened the meeting at 19:22*

**Chair’s address** – The Chair reminded Councillors of the Nolan Principles and the Clerk read out the Welcome Statement on his behalf

**2023/4-179 - 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 & P Howden

**2023/4-180 - 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.

Non – pecuniary interest was declared by Cllr I Hutchinson & Cllr S Hutchinson for agenda item 2023/4-190 (a)

**2023/4-181 - Minutes**

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 12<sup>th</sup> February 2024 and to authorise the Chair to sign the official minutes.

#### 2023/4-182 - Clerk

- a) To receive a report from the Clerk – see appendix a
- b) To receive an update on vacancies – see appendix a
- c) To co-opt any interested parties. – none received

#### 2023/4-183 - Finance & Admin Committee

- a) To receive the report from the Chair of the Committee – see appendix b
- b) To elect members to the Committee - none
- c) To note the Bank balances as of 31<sup>st</sup> January 2023 as follows:  
Account ending **4844** £3,900.56 Account ending **5394** £14,256.50  
Account ending **01PC** £248,132.95 – see appendix c
- d) It was **resolved** to agree to the payments for February 2024 of £17,808.71 and to note the income for January 2024 of £4,538.50 – see appendix d
- e) It was **resolved** to agree the grant application as recommended by the committee to Holbeach Christmas Lights.
- f) It was **resolved** to agree the recommendation of the Committee for the budget review - see appendix e
- g) It was **resolved** to agree the recommendation of the committee with regard to the procurement process, all committees to begin gathering prices for their 2024/25 projects.
- h) It was **resolved** to agree to add the Deputy Clerk to the Banking Mandate as per the recommendation of the Committee.
- i) It was proposed, seconded and agreed, to move this item into Closed Session due to the confidential nature of one item. To discuss and resolve to agree the Ear Marked Reserves as per the recommendation of the committee.
- j) It was **resolved** to agree the way forward with the IT contract in that it would be renewed in June (Cllr S Hutchinson voted against)

#### 2023/4-184 - Open Spaces Committee

- a) To receive a report from the Chair of the Committee – see appendix f
- b) It was **resolved** to agree to finish with written Burial records as of 31<sup>st</sup> March 2024
- c) It was **resolved** to agree the tennis court initiative of SHDC

#### 2023/4-185 - Planning, Properties, Emergency Planning and Speeding Committee

- a) To receive the report from the Chair of the Committee – none submitted
- b) It was proposed, seconded and **agreed** to move this item into Closed Session due to the confidential nature of the item. To discuss and resolve to agree the way forward with the damage to the hoist in the Changing Places Toilet
- c) It was discussed and **resolved** to agree the way forward with the proposed overhead power cable route as to confirm the Parish Council are against this.

#### 2023/4-186 - Events & PR Committee –

- a) To receive the report from the Chair of the Committee – none submitted

### 2023/4-187 Grass Verges

- a) It was **resolved** not to agree with the additional cuts from LCC (Cllrs R Flood & P Savory registered their vote against)

### 2023/4-188– Meetings

- a) The next meeting of the Council will be on Monday 8<sup>th</sup> April 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 20:07*

*Closed meeting opened at 20:12*

### 2023/4-185 - Planning, Properties, Emergency Planning and Speeding Committee

- b) It was discussed and **resolved** to agree to defer the way forward with the damage to the hoist in the Changing Places Toilet until contact the website and other users

### 2023/4-189 Properties

- a) It was discussed and **resolved** to agree the Bowls Club Lease following feedback as to change the queried clause and offer the lease for a six month period.
- b) To receive a report from the Clerk- The Clerk reported that On the 8th January 2024 the Deputy Clerk used the delegated powers granted to her as per minute number 2023/4-141 to (Redacted) and to make the decision that (Redacted) was left in a satisfactory condition. This information was circulated to Full Council and to the Clerk who subsequently informed (Redacted).
- c) An update on the Football Club was received and it was **resolved** to agree the way forward as to write and accept the proposal however a new lease will be negotiated as and when the Council is in a position to do so.

### 2023/4-190 Battlefields

- a) It was discussed and **resolved** to agree the way forward following correspondence received, to ask for an extension of time whilst we obtain legal advice

### 2023/4-191 - HR, Health and Safety and Data Protection Committee

- a) To receive a report from the Chair of the Committee
- b) It was **resolved** to agree the way forward with an ongoing staff issue as to follow contractual procedure
- c) It was **resolved** to agree to defer the office hours as per the recommendation of the Committee



- d) It was **resolved** to agree to defer the use the Breathe app fully until HR advice is sought.

**2023/4-183 - Finance & Admin Committee**

- i) It was discussed and **resolved** to agree the Ear Marked Reserves as per the recommendation of the committee.

*Meeting closed at 21:30*

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

**Appendix a**

Chosen have kindly offered to fund the maintenance of the defib for another twelve months to the value of £200, after that it is up to the Council.

Town Ward = 5

Hurn Ward = 2

Drove Ward = 1

**Appendix b**

Finance Report March 2024

The monthly meeting was held on the 4th March 2024.

10 invoices were check and as normal everything was correct.

All budgets were reviewed and will be discussed shortly.

For those committee’s that have approved budget now is the time to start placing you purchase orders through either the Clerk or Deputy Clerk.

**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	29/02/24	3,920.72	3,900.56
2 Barclaycard	Ordinary	*****2372		31/01/24	0.00	0.00
3 Barcays Saver account	Ordinary	****5394	20-80-78	29/02/24	14,256.50	14,256.50
4 CCLA	Ordinary	*****0001PC		31/01/24	249,540.50	237,540.50
<b>TOTAL</b>						<b>£255,697.56</b>

### Appendix d



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

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
735	bcard24031 2	£54.99	4455/200	19/02/24	Agrigem - Moss killer - bowling green	AG28065
		<b>£54.99</b>			Agrigem - Total	
725	bcard24031 2	£296.90	4999	02/02/24	Amazon - Projector	leaeui
		<b>£296.90</b>			Amazon - Total	
736	bcard24031 2	£9.94	4455/200	01/02/24	Ardale Int Ltd - Dog bags	745
		<b>£9.94</b>			Ardale Int Ltd - Total	
739	240312ch	£417.48	4400	05/02/24	Chislett Hire - MEWP tree work	221290
752	240312chis	£224.40	4400	29/02/24	Chislett Hire - Chipper hire	221929
		<b>£641.88</b>			Chislett Hire - Total	
672	bcard24031 2	£87.99	4100	25/01/24	Cleverbridge - Pinnacle software	122996
		<b>£87.99</b>			Cleverbridge - Total	
86	240312dts 1 2	£580.00 £290.00 £290.00	4405/275 4405/275 4405/250	29/02/24	DTS - Locking up February Locking up Feb Locking up Feb	25
		<b>£580.00</b>			DTS - Total	
737	bcard24031 2	£27.95	4205	01/02/24	EK Wholesale - Workboots	5928
		<b>£27.95</b>			EK Wholesale - Total	
738	bcard24031 2	£33.90	4455/200	08/02/24	Engraving Studios - Plaque Hall Gate cemetery	3734
		<b>£33.90</b>			Engraving Studios - Total	
666	bcard24031 2	£280.00	4400	24/01/24	Forceshift Skip Hire - Skip tree work P/R cemetery	055486
		<b>£280.00</b>			Forceshift Skip Hire - Total	
724	bcard24031 2	-£35.00	4455/200	01/02/24	Fulney Sand & Gravel - Credit from December	
		<b>-£35.00</b>			Fulney Sand & Gravel - Total	
748	240312hats	£500.00	4125	29/02/24	Grants - HAT's grant	
		<b>£500.00</b>			Grants - Total	

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Date \_\_\_\_\_



**Holbeach Parish Council**

**Expenditure transactions - approval list**

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
745	240312gre	£308.88	4215/250	29/02/24	Greenzone - Bins Park Road	40704
		<b>£308.88</b>			Greenzone - Total	
713	240312lalc	£12.50	4515	01/02/24	LALC - New clerks training	
714	240312lalc	£30.00	4515	05/02/24	LALC - Recruiting councillors training - clerk	14570
715	240312lalc	£36.00	4515	19/02/24	LALC - Cemeteries training 1 Deputy Clerk	S01016
716	240312lalc	£30.00	4515	19/02/24	LALC - Cemeteries training 2 - Deputy Clerk	S01015
717	240312lalc	£222.00		01/02/24	LALC - Training Scheme	010224
1		£111.00	4515		Training Scheme	
2		£111.00	4520		Training Scheme	
		<b>£330.50</b>			LALC - Total	
730	bcard240312	£3.50	4455/200	01/02/24	Lawnmower Centre - Part Hayterette	310124
		<b>£3.50</b>			Lawnmower Centre - Total	
718	240312meth	£30.00	4075	08/02/24	Methodist Church - Hall hire 11-02-24	080224
		<b>£30.00</b>			Methodist Church - Total	
733	bcard240312	£37.08	4100	03/02/24	Microsoft - 365 admin	E0800QU8UA
734	bcard240312	£75.96	4100	03/02/24	Microsoft - 365 cllrs	E0800QUCAF
		<b>£113.04</b>			Microsoft - Total	
750	240312nf	£254.58	4230	23/02/24	Newflame - Fire extinguisher check OS	160248
751	240312nf	£91.45	4230	23/02/24	Newflame - Fire extinguisher check Coubro	160247
		<b>£346.03</b>			Newflame - Total	
692	bcard240312	£0.70	4690	24/01/24	One Stop - Washing up liquid	24012
		<b>£0.70</b>			One Stop - Total	
749	240012pas	£120.00	4435/350	23/03/24	Personnel Advice & Solutions Ltd - Feb 24 services	230124
		<b>£120.00</b>			Personnel Advice & Solutions Ltd - Total	
99	40312plat	£208.00	4685	11/02/24	Platinum Cleaning - Cleaning Coubro	342
		<b>£208.00</b>			Platinum Cleaning - Total	

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Date \_\_\_\_\_





**Holbeach Parish Council**  
**Expenditure transactions - approval list**

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
744		£396.00		29/02/24	Play Inspection Co - Annual play inspection	
1		£198.00	4420/275		Annual play inspection	
2		£99.00	4420/280		Annual play inspection	
3		£99.00	4420/285		Annual play inspection	
		<b>£396.00</b>			Play Inspection Co - Total	
673	bcard24031 2	£43.98	4205	24/01/24	Safety Lifting Gear - Harness for MEWP	655748
		<b>£43.98</b>			Safety Lifting Gear - Total	
674	bcard24031 2	£28.98	4400	22/01/24	Sam Turner & Sons - chainsaw oil	3076297
		<b>£28.98</b>			Sam Turner & Sons - Total	
675	bcard24031 2	£5.00	4060	27/01/24	Smarty Mobile - SIM Jan 24	271223
		<b>£5.00</b>			Smarty Mobile - Total	
135	240312sc	£23.00	4685	11/02/24	Spalding Cleaning - Window cleaning Coubro	170224
		<b>£23.00</b>			Spalding Cleaning - Total	
676	bcard24031 2	£31.13	4455/200	24/01/24	Tiger Supplies - Barrier tape	W/1336088
		<b>£31.13</b>			Tiger Supplies - Total	
726	bcard	£19.29	4680/255	05/02/24	Wave - Water Hall Gare	13109110
728	bcard	£33.54	4680/275	10/02/24	Wave - Water Carters Park	13134473
727	bcard24031 2	£19.29	4680/250	10/02/24	Wave - Water Park Road	13135459
729	bcard24031 2	£331.39	46801/420	01/02/24	Wave - Water Coubro	13028476
		<b>£403.51</b>			Wave - Total	
743	240312weg	£150.47	4460	26/02/24	West End Garage - Diesel	
		<b>£150.47</b>			West End Garage - Total	
		£12,787.44			Confidential	
<b>Total</b>		<b>£17,808.71</b>				

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

**Appendix e**

- 4999 Contingency - £ 100 to 4080 Stationery
- 4999 Contingency - £1,100 to 4085 IT Equipment
- 4999 Contingency - £ 500 to 4455/200 Repairs & maintenance Open Spaces
- 4057/420 Business rates Coubro £ 577.55 to 4057/440 Business rates Bowls Club
- 4057/420 Business rates Coubro £ 380.22 to 4057/460 Business rates digital board
- 4999 Contingency - £ 319.50 to 46701/435 Electricity Park Bungalow
- 4801/515 Coronation £ 472.24 to 4801/502 Events general

**Appendix f**



Reports of antisocial behaviour around Carters Park in the evenings, plus vandalism to the park toilets, Police attended.

Tree work now completed up to date by Open spaces team, outstanding work to do in closed church yard waiting for tree surgeons to come back with quotes.

Now building up a calendar of events being held in Carters Park by HPC and other parties.

Basket swing has been removed for repairs.

### **Public Session**

A member of the public asked a question regarding a recent item on the January payment list, it was explained that this was confidential information.

D Cllr S Hutchinson will follow up on another question relation to the Monitoring being exempt from Freedom of Information requests.