

Minutes of the meeting of Holbeach Parish Council on Monday 8th April 2024 at 19:00 at Methodist Church, Albert Walk, Holbeach.

	In attendance	Apologies given	Non-Attendance
Holbeach Parish Council,	Cllrs: P Savory, R Flood, S Hutchinson, I Hutchinson, T Wiltshire, R Stevens, L Jordan, P Ward Clerk: Jan Hearsey Deputy Clerk: Becky Brothwell	Cllrs: S Bailey & P Howden	
Public including Councillors	2 Members of the Public & 2 members of the press	C Cllr T Carters	

Chair Cllr R Stevens opened the meeting at 19:00 and instated Standing Orders

Chair's address

2023/4-197 - 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: S Bailey & P Howden

2023/4-198 - 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.

Cllrs I & S Hutchinson declared a non-pecuniary interest in Agenda items 2023/4-210 (a)

2023/4-199 - Minutes

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 11th March & 25th March 2024 and to authorise the Chair to sign the official minutes.

2023/4-200 - 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. – agenda item not required

2023/4-201 - Finance & Admin Committee

- a) To receive the report from the Chair of the Committee -see appendix b
- b) The Bank balances as of 31st March 2024 were noted as: A/c ending 4844 £2,893.39 – a/c ending 5394 £12,861.29 – a/c ending 0001PC £224,769.27 -see appendix c
- c) It was **resolved** to agree to the payments for March 2024 of £16,540.30 and to note the income for March 2024 of £6,509.71 – see appendix d
- d) It was **resolved** to agree the recommendation of the Committee for the budget review- see appendix e

2023/4-202- Open Spaces Committee

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

2023/4-203 Carters Park Working Party

- a) It was **resolved** to agree to form a working party to further the investigation and collate information regarding the status. The members are Cllrs: P Howden, P Ward and T Wiltshire (Cllr S Hutchinson against)

2023/4-204 - Planning, Properties, Emergency and Speeding Committee

- a) To receive the report from the Chair of the Committee - None
- b) To request volunteers to assist with the SID's – Cllr P Ward volunteered to assist Cllrs T Wiltshire & P Howden

2023/4-205 - Events & PR Committee –

- a) To receive the report from the Chair of the Committee – see appendix f

2023/4-206 Policies

- a) It was **resolved** to agree the following policies as recommended by the Finance & Admin Committee (Cllr S Hutchinson against) (Clerk to check the IT Policy)
 - i. Asset disposal policy
 - ii. Financial regulations
 - iii. Financial risk assessment
 - iv. Fixed asset capitalisation policy
 - v. Fixed asset policy
 - vi. Grant application form
 - vii. Grant awarding policy
 - viii. Members expenses policy
 - ix. Procurement policy
 - x. Reserves policy
 - xi. Cash & Cheque handling policy
 - xii. GRNI Process
 - xiii. Reserves Policy

- xiv. IT Policy
- xv. Publication Scheme

b) It was **resolved** to agree the following policies as recommended by the HR, H & S and Data Protection Committee – Clerk to check the Employee Handbook (Cllrs I & S Hutchinson against)

- i. Appraisal Form – probation review
- ii. Capability Procedure
- iii. Flexible Working Hours policy
- iv. Health & Safety Policy
- v. Councillor-Officer protocol
- vi. Recruitment and selection Policy
- vii. Reference Policy
- viii. Staff appraisal policy
- ix. Employee Handbook
- x. Volunteer Policy
- xi. Data Breach Procedure
- xii. Data Protection Policy
- xiii. General Privacy Notice
- xiv. Training & Development Policy
- xv. CCTV Impact Assessment
- xvi. CCTV Policy
- xvii. Abusive, persistent or Vexatious complaints
- xviii. Public Complaints & Concerns procedure
- xix. Policy on handling Freedom of Information requests

c) To resolve to agree the following policies of the Events & PR Committee – defer to next meeting

- i. Community Engagement & Communication Policy

d) It was **resolved** to agree the following policies as recommended by the Open Spaces Committee

- i. Allotment application form
- ii. Allotment Rules & Regulations
- iii. Cemetery Fees
- iv. Cemetery Rules & Regulations
- v. Memorial Application Form
- vi. Memorial Policy and Regulations
- vii. Monthly Playground inspection form
- viii. Play Equipment Policy
- ix. Scattering of Ashes Policy
- x. Tree & log policy

xi. Monument plaque application form

e) It was **resolved** to agree the following policies as recommended by the PPES Committee

i. Planning response policy

f) It was **resolved** to agree the following:

i. Standing Orders

ii. Councillor Code of Conduct

iii. Code of Conduct Complaint Form

2023/4-207– Meetings

a) The next meeting of the Council will be on Monday 13th May 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 19:43

Closed meeting opened at 19:48

2023/4-208 Properties

a) It was **resolved** to agree the cost of the building survey for the Chapels and to then apply for funding (Cllr S Hutchinson against)

b) To receive an update on the Football Club Lease – waiting for response from Football Club

c) It was **resolved** to agree to obtain quotes for Pavilion roof – item was moved into open session

2023/4-209 Storage

a) It was **resolved** not to agree the storage of equipment

2023/4-210 Battlefields

a) It was proposed, seconded and **agreed** to change the agenda item to include to write and request the removal of the clause, and it was **resolved not** to agree the cost of legal advice regarding Battlefields – item was moved into Open session

2023/4-211 - HR, Health and Safety and Data Protection Committee

a) To receive a report from the Chair of the Committee

b) Following receipt of request from two Councillors, Standing Orders were suspended, it was **resolved** to agree the way forward with an ongoing staff issue in that adjustments and support will be provided.

- c) It was **resolved** to agree the office hours as per the recommendation of the Committee and will be reviewed in three months. – see appendix g

Meeting closed at

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

Appendix a

We are busy finalizing the year end. The Council has done extremely well with budgeting this year.

The grass cutting contractor has started for this season. There has been some subsiding of graves due to the heavy rain and the team have been dealing with this.

We are now getting prices for the Kubota servicing.

Town Ward = 5

Hurn Ward = 2

Drove Ward = 1

Appendix b

Finance Report 02/04/2024

The monthly Finance meeting found that there were no concerns, 10 supplier invoices were checked and all followed the correct procedures.

I'm delighted to announce that for the 3rd year in a row we have made savings and come in under budget. This has happened due to diligence by the clerks and will enable the council to be closer to the recommendation on the reserves policy.

Whilst this excellent result we must carry on due diligence & no overspending on projects and day to day activities. Now in the new year I ask that any approved projects are started.

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	31/03/24	2,893.39	2,893.39
2 Barclaycard	Ordinary	*****2372		31/01/24	0.00	0.00
3 Barcays Saver account	Ordinary	****5394	20-80-78	31/03/24	12,861.29	12,861.29
4 CCLA	Ordinary	*****0001PC		31/03/24	224,769.27	224,769.27
TOTAL						£240,523.95



Clerk/RFO: Jan Hearsey

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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
782	bcard240409	£9.65	4801/502	01/03/24	Amazon - Lockable 3 Drawer File Cabinet - Weekly Planner - Popper Wallets - Calculator	WV3OABEI
783	bcard240409	£7.11	4080	03/03/24	Amazon - Stationery A4 wallets	V3FABEI
784	bcard240409	£8.16	4080	03/03/24	Amazon - Calculator	97735739
785	bcard240409	£35.99	4080	04/03/24	Amazon - Drawers	98843493
786	bcard240409	£14.85	4801/502	14/03/24	Amazon - Easter	VYHABEI
787	bcard240409	£8.99	4455/200	14/03/24	Amazon - Knapsack nozzles	FV FABEI
790	bcard240409	£13.24	4801/502	14/03/24	Amazon - Easter	XC4ABEI
791	bcard240409	£6.60	4801/502	14/03/24	Amazon - Easter	115387745
793	bcard240409	£19.98	4801/502	14/03/24	Amazon - Easter	115387753
795	bcard240409	£5.72	4801/502	14/03/24	Amazon - Easter	115387736
796	bcard240409	£9.99	4801/502	14/03/24	Amazon - Easter	115387762
804	bcard240409	£29.94	4690	31/03/24	Amazon - Sterile Eye Wash x 2 (Park Team First Aid Kit Replacement) Blue Paper Towel (Park Team)	
		£171.22			Amazon - Total	
789	bcard240409	£9.65	4455/200	19/03/24	Belmore UK Ltd - Descaler	2172
		£9.65			Belmore UK Ltd - Total	
794	bcard240409	£17.53	4801/502	14/03/24	Born Study Ltd - Easter	632
		£17.53			Born Study Ltd - Total	
811	240409cha	£24.00	4455/315	01/02/24	Chandlers - Strimmer repair	680326
812	240409cha	£47.62	4455/315	01/02/24	Chandlers - Strimmer cord	680001
813	240409cha	£49.39	4455/315	01/02/24	Chandlers - Pole pruner repair	698332
		£121.01			Chandlers - Total	

Signature _____

Date _____

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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
87	240409dts	£620.00		31/03/24	DTS - Locking up March	
	1	£310.00	4405/275		Locking up March	
	2	£310.00	4405/250		Locking up March	
		£620.00			DTS - Total	
756	bcard240409	£639.30	4425	11/03/24	Earth Anchors - Inclusive picnic bench	#31452
		£639.30			Earth Anchors - Total	
757	bcard240409	£9.27	46701/435	04/03/24	E-ON - Electric Park Bungalow	165450802
800	bcard240409	£7.99	46701/435	22/02/24	E-ON - Electric Park Bungalow	F6
801	bcard240409	£8.80	46701/435	04/02/24	E-ON - Electric Park Bungalow	AF5FD7F6
802	bcard240409	£8.11	46701/435	18/02/24	E-ON - Electric Park Bungalow	AF5FD7F6
		£34.17			E-ON - Total	
806	bcard240409	£141.72	4235/200	11/03/24	Farm Marketplace - Weedkiller	110324
		£141.72			Farm Marketplace - Total	
792	bcard240409	£7.57	4801/502	14/03/24	Fun Stickers - Easter	18958
		£7.57			Fun Stickers - Total	
809	240409gree	£386.10	4215/250	31/03/24	Greenzone - Bins PR	410187
		£386.10			Greenzone - Total	
796	bcard240409	£54.95	4235/200	14/03/24	Hydra-Int - Tracer	
		£54.95			Hydra-Int - Total	
759	240409jwk	£148.80	44551/420	05/03/24	JWK Electrical - Repairs light 1st floor Coubro	9843
		£148.80			JWK Electrical - Total	
753	240409lalc	£12.50	4520	15/03/24	LALC - Cllr emergency training	S01062
760	240409lalc	£87.00	4500	05/03/24	LALC - Training memorial management	S01039
779	240409lalc	£504.00	4105	26/03/24	LALC - Internal audit	14688
		£603.50			LALC - Total	

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Date _____

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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
768	240409met h	£30.00	4075	01/03/24	Methodist Church - Hall hire 11-0324	010324
		£30.00			Methodist Church - Total	
798	bcard24040 g	£37.08	4100	03/03/24	Microsoft - Admin 365	E0800R6R2
799	bcard24040 g	£55.04	4100	03/03/24	Microsoft - Cfr 365	E0800R83P1
		£92.12			Microsoft - Total	
761	bcard24040 g	£3.10	4690	20/02/24	One Stop - Tea bags	200224
762	bcard24040 g	£1.10	4690	28/02/24	One Stop - Sugar	280224
763	bcard24040 g	£2.10	4690	12/03/24	One Stop - Milk	120324
		£6.30			One Stop - Total	
803	240409pas	£120.00	4435/350	27/03/24	Personnel Advice & Solutions Ltd - HR services March 24	
		£120.00			Personnel Advice & Solutions Ltd - Total	
100	230409plat	£208.00	4685	11/03/24	Platinum Cleaning - Cleaning Coubro	357
		£208.00			Platinum Cleaning - Total	
805	bcard24044 09	£25.00	4065	29/02/24	Post Office - Postage top up	290224
		£25.00			Post Office - Total	
797	bcard24040 g	£39.00	4085	27/02/24	Shai Tech Ltd - Sumup machine	182
		£39.00			Shai Tech Ltd - Total	
372	bcard	£41.16	4060	13/08/23	Sky Business - Landline & internet	130823
747	bcard	£41.16	4060	01/03/24	Sky Business - Landline & internet	130823
		£0.00			Sky Business - Total	
764	240409stex p	£4.80	4455/315	27/02/24	Staff Expenses - Haytarette bearing	
		£4.80			Staff Expenses - Total	
765	240409sta ml	£46.80	4090	14/03/24	Staff Mileage - Training Lincoln	150224
		£46.80			Staff Mileage - Total	

Signature _____

Date _____

Signature _____

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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
		£2,294.11			Confidential	
Total		£5,821.65				
					£10,718.65 - April salaries	
					£14,540.30	

Appendix e

The Finance and Admin committee have recommended the following budget movements;

- 4121 CCTV - £ 114.14 to 4080 Stationery
- 4121 CCTV - £300.00 to 4057/440 Business rates Bowls Club
- 4121 CCTV - £330.78 to 4057/460 Business rates digital board
- 4801/515 Coronation £91.12 to 4801/502 Events general
- 4121 CCTV - £258.90 to HR Services 4435/550

Appendix f

Chair's report April 2024 Full Council meeting.

Events for the year are now progressing nicely. Our Easter Egg hunt has been very positively received, and has been an incredible effort by Sam Bailey, who, due to manpower shortages, and my absence on a pre-planned break, Sam has practically done the whole thing by herself..!

I feel first and foremost that this hard work, and dedication to the task Sam has shown, she deserves a grateful round of applause from all of us.

The beacon lighting planning is now being finalised, and it is not anticipated that this will cause any surprises, this is not our first rodeo after all. Plaudits go out to our Clerk Jan, for all her hard work in organising this.

Planning is now well advanced for the Centenary event, with the stall and food franchise pitch sales now well advanced (Thank you for all your hard work in this respect Becky).

There was initially some concern expressed over the chosen date by the Country Fayre organisers, however once they were appraised of the reasons for the timing, and the fact that we will be publicising their event as well, they swung fully behind us. We now have a new spirit of co-operation between us that we intend to build upon.

(Not least because they have a teleporter, and we don't, and as all of us who live in the country know, a teleporter is a very useful piece of kit when you have to move something big and heavy...).

Entertainment too for this event is now largely finalised, with a diverse range of incredible talent who have all agreed to pitch in to help us our or special day. Amber Sinclair of the Rock School bus will be in charge of all music, which will feature music from the whole Century, with Choirs, bands and singers as appropriate to the era. Helen Verney has now agreed to assist us with the program as well, so assuming Sally Clarke is able to make it as she is intending, we will have 3 highly skilled singers, and are hoping to be able to do some fabulous Andrews Sisters numbers live, which will really bring the 1940's D-Day aspect fully to life.

The Centenary event will be scheduled to close in the late Afternoon, but timed to link up with a fundraising event in the WI Hall in the evening, to raise funds for a new Community Minibus. Hence, the 40's swing band we had planned will still be playing at the WI Hall, but the responsibility for running this later event will be shouldered by other local groups, and not the Parish Council, which incidentally, will significantly reduce our budget.

Our task now is now to bring lots of groups on board to provide the historical sporting events, so to this end, we are now formally putting out the call to any groups, schools or teams that have something in mind that they might like to bring along to take part in the festivities. Any Councillors, that have existing links (even tentative ones), with groups that they feel might be interested in taking part, please let us know. Due to the historic nature of this event, the basic theme will be "buns and bunting", a stroll into the realms of nostalgia, and the idea being to have fun AS A COMMUNITY, while recognising the vital importance TO the community of Carters Park.

This Centenary event is a "one-off", it will never happen again, and there is going to be something for everybody, old and young alike. So everybody in Holbeach is going to want to be at Carters Park on the 15th June, and to the gig afterwards, - or, they will forever wish they had been.

As you know, for some time I have been working on promoting a "Destination Holbeach" agenda, trying to put Holbeach on the map as a place people choose to come to. I am pleased to say, that it appears that this effort is now starting to bear fruit.

With regard to the Car Show, it was decided by the Committee, that due to the insufficient budget to put on a large enough event, and the lack of manpower, that it makes more sense for us to cancel this event for this year, and seek an appropriate budget for a suitable event next year. This years events have been, and will be, largely provided at minimal cost, by the calling in of favours, twisting arms, and begging for support. This is clearly not sustainable long term, nor, now we have the income from pitches with a view to making our events cost neutral, is it even desirable. We will therefore be seeking bigger budgets next year, but built on the back of a proven track record.



The Halloween event is already coming together, which, if we can get a local film makers group to commit to it, could well be a an absolute Lulu..! For now we want to keep our cards close to our chest and make this a real surprise, but again, you will want to go down to the Park at twilight on Halloween “Where the Witches dwell... Boo-oo-ooH...”

Nothing to report on the Remembrance Parade or the Christmas Fayre, which we will be turning our attention to at our next meeting. I will issue a full update at the next Full Council meeting.

Appendix g

Office opening hours Monday, Wednesday and Thursday open to the public and Councillors between 10:00 & 15:00 only, unless by appointment. Office staff to have flexible working hours on a Tuesday to accommodate Committee meetings.