



Minutes of the meeting of Holbeach Parish Council on Monday 9th September 2024 at 19:00 at Methodist Church, Albert Walk, Holbeach.

	In attendance	Apologies given	Non-Attendance
Holbeach Parish Council,	Cllrs: P Savory; R Steven;, R Flood; T Wiltshire, P Howden; P Ward, S Hutchinson; I Hutchinson; J Sharman & S Ball Clerk: Jan Hearsey Deputy Clerk: Becky Brothwell		
Public including Councillors	2 members of the public	D Cllr A Beal	

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

2024/5-071- Apologies for absence

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

None

2024/5-072 - 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 item 2024/5-081(a). Cllr P Ward declared a non-pecuniary interest in agenda item 2024/5-081 (b)

2024/5-073 - Minutes

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 12th August 2024 and to authorise the Chair to sign the official minutes. (Cllrs: R Stevens; T Wiltshire; P Howden; R Flood; J Sharman; P Ward; P Savory; S Hutchinson & S Ball voted in favour. Cllr I Hutchinson abstained)

2024/5-074- Clerk

- a) To receive a report from the Clerk see appendix a
- b) To receive an update on vacancies - see appendix a
- c) To review paperwork submitted for co-option(s) and resolve to agree to co-opt – none submitted

2024/5-075 - Finance & Admin Committee

- a) To receive the report from the Chair of the Committee – none submitted
- b) To note the Bank balances as of 31st August 2024 as follows:
Account ending **4844** £3,981.58 Account ending **5394** £12,355.45
Account ending **01PC** £474,683.04 – see appendix b
- c) It was **resolved** to agree to the payments for August 2024 of £27,421.25 and to note the income for August 2024 of £4,411.72 – see appendix c (Cllrs: R Stevens; T Wiltshire; P Howden; R Flood; J Sharman; P Ward; P Savory; S Hutchinson & S Ball voted in favour. Cllr I Hutchinson abstained)
- d) To resolve to agree budget movements as recommended by the committee – agenda item not required
- e) It was **resolved** to agree the CCLA signatories and Trustees/Executive Directors as Trustees Cllr I Hutchinson & Clerk- Jan Hearsey -Signatories Jan Hearsey; Rick Stevens; Isobel Hutchinson & Rachel Flood

2024/5-076 - Open Spaces Committee

- a) To receive a report from the Chair of the Committee – non submitted
- b) It was **resolved** to agree the cost of the new tractor shed as for the building and concrete base a total cost of £10,000 (Cllrs: R Stevens; T Wiltshire; P Howden; R Flood; J Sharman; P Ward; P Savory & S Ball voted in favour. Cllrs I Hutchinson & S Hutchinson abstained)

2024/5-077 - PPES Committee

- a) To receive the report from the Chair of the Committee -none submitted
- b) To elect a member to the committee – Cllr Sandra Ball was elected to the committee
- c) It was **resolved** to agree the way forward with the Dam Gate footpath as to not purchase - (Cllrs: R Stevens; T Wiltshire; P Howden; R Flood; J Sharman; P Ward; P Savory; S Hutchinson & S Ball voted in favour. Cllr I Hutchinson abstained)

2024/5-078 - Events & PR Committee –

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

2024/5-079 – Meetings

- a) The next meeting of the Council will be on Monday 14th October 2024 at Methodist Church, Albert Walk, Holbeach at 19:00

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 19:20
Closed meeting opened at 19:25

2024/5-080 - HR, Health and Safety and Data Protection Committee

- a) To receive a report from the Chair of the Committee – the Clerk submitted a report explaining the importance of contractual confidentiality – Cllr R Flood welcomed the temporary new member of staff

2024/5-081 – Open spaces

- a) To receive an update on a property purchase.- nothing to update, Clerk to chase
- b) It was discussed and **resolved** to agree the way forward with the Bowls Club lease as to send a letter extending the current lease for another six months from 1st October 2024

Meeting closed at 19:33

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

Appendix a

The duck food machine has been installed and we have received some favourable comments.

The organizer of the food festival has asked me to pass on his thanks for the use of Carters Park.

Vacancies

Town Ward = 5 SHDC

Hurn Ward = 2

Drove Ward = 1

The Clerk handed Cllr S Hutchinson the documents relating to her Subject Access Request

Appendix b



Bank Accounts - Details and Current Balances Start of year 01/04/24

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	31/08/24	3,845.22	-2,409.68
2 Barclaycard	Ordinary	*****2372		30/06/24	0.00	0.00
3 Barcays Saver account	Ordinary	****5394	20-80-78	01/09/24	12,355.45	12,355.45
4 CCLA	Ordinary	*****0001PC		31/08/24	476,866.59	476,866.59
TOTAL						£486,812.36

Appendix c



Holbeach Parish Council Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
1039	bcard24091 0	£106.50	4085	25/07/24	Amazon - Doro 2404 phones x 3	501901
1050	bcard24091 0	£31.36	4455/200	29/07/24	Amazon - Strimmer heads	342682071
1084	bcard24091 0	£20.97	4801/502	08/08/24	Amazon - White line marker spray	GB44JQCXABEI
		£158.83			Amazon - Total	
1062	bcard24091 0	£168.00	4801/502	08/08/24	Bates Environmental - Toilets Netherfield Fun Day	67984
		£168.00			Bates Environmental - Total	
1047	bcard24091 0	£4.90	4801/501	25/07/24	Boyes - Cable ties	250724
1048	bcard24091 0	£9.62	4801/502	28/07/24	Boyes - Bowls & water	280724
		£14.52			Boyes - Total	
1101	240910dts	£620.00		31/08/24	DTS - Locking up	
	1	£310.00	4408		Locking up	
	2	£310.00	4405/250		Locking up	
		£620.00			DTS - Total	
1081	240910fd	£996.36	4413	16/08/24	Fraser Dawbarns - Interim invoice	E17187
		£996.36			Fraser Dawbarns - Total	
1107	240910hcl	£362.00	4125	28/08/24	Grants - Holbeach Christmas Lights	
1106	240910rbl	£79.75	4125	28/08/24	Grants - RBL	
		£441.75			Grants - Total	
1112	240910bg	£1,078.09	4801/535	02/09/24	Greenbarnes Limited - 2 x Noticeboards for Holbeach Bank & Holbeach Drove	18482
		£1,078.09			Greenbarnes Limited - Total	
1110	240910gre	£386.10	4215/250	31/08/24	Greenzone - Bins Park Road	426096
		£386.10			Greenzone - Total	
1049	bcard24091 0	£1,419.00	4085	26/07/24	Happy Frog 2011 Ltd - 11 x Samsung Galaxy A15	10927
1083	bcard24091 0	£131.00	4085	13/08/24	Happy Frog 2011 Ltd - Samsung A15	29739
		£1,550.00			Happy Frog 2011 Ltd - Total	

Signature _____

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Date _____



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No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
1072	240910hmr c	£2,335.64		22/08/24	HMRC - NI & Tax Aug 24	
	1	£262.04	4010/3502		NI & Tax Aug 24	
	2	£508.01	4010/3501		NI & Tax Aug 24	
	3	£7.86	4010/3503		NI & Tax Aug 24	
	4	£145.33	4011		NI & Tax Aug 24	
	5	£397.34	4000/3502		NI & Tax Aug 24	
	6	£816.30	4000/3501		NI & Tax Aug 24	
	7	£-9.88	4000/3503		NI & Tax Aug 24	
	8	£208.64	4001		NI & Tax Aug 24	
		£2,335.64			HMRC - Total	
1098	240910ire	£680.86	4455/300	23/08/24	Irelands Farm Machinery - Service Kubota AE16CJJ	233222
1100	240910ire	£952.13	4455/300	23/08/24	Irelands Farm Machinery - Repairs Kubota AE16CJJ	233223
		£1,632.99			Irelands Farm Machinery - Total	
1116	240910kn	£945.00	4435/350	30/08/24	Knights - Re Data Protection claim	914371
1117	240910kn	£378.00	4435/350	03/09/24	Knights - Re Data protection claim	914594
1118	240910kn	£1,617.00	4435/350	03/09/24	Knights - Re SAR	
		£2,940.00			Knights - Total	
1109	240910lcm	£1,714.00		31/08/24	Lincolnshire Commercial Maintenance - Grass cutting Aug 24	
	1	£272.00	4275		Grass cutting Aug 24	
	2	£300.00	4270/285		Grass cutting Aug 24	
	3	£250.00	4270/280		Grass cutting Aug 24	
	4	£180.00	4285		Grass cutting Aug 24	
	5	£272.00	4280		Grass cutting Aug 24	
	6	£440.00	4270/255		Grass cutting Aug 24	
		£1,714.00			Lincolnshire Commercial Maintenance - Total	
1077	240910met h	£30.00	4075	09/09/24	Methodist Church - all hire 090924	100824
		£30.00			Methodist Church - Total	
1089	bcard24091 0	£56.84	4100	03/08/24	Microsoft - 365 Cllrs	E0800T3LE3
1090	bcard24091 0	£37.08	4100	03/08/24	Microsoft - 365 admin	E0800T3Z33

Signature _____ Signature _____
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Start of year 01/04/24

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No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£93.92			Microsoft - Total	
1092	bcard240910	£0.75	4690	08/08/24	One Stop - Washing up liquid	080624
		£0.75			One Stop - Total	
1103	240910s	£120.00	4435/350	23/08/24	Personnel Advice & Solutions Ltd - HR support	16234
		£120.00			Personnel Advice & Solutions Ltd - Total	
1097	240910pc	£176.00	4685	31/08/24	Platinum Cleaning - Cleaning Coubro	440
		£176.00			Platinum Cleaning - Total	
1037	bcard240910	£5.00	4065	27/07/24	Post Office - Fee to pay re letter from SHDC	270724
		£5.00			Post Office - Total	
1086	bcard240910	£9.00	4060	19/08/24	Smarty Mobile - SIM tablet	190624
		£9.00			Smarty Mobile - Total	
1087	240910sc	£23.00	4685	17/08/24	Spalding Cleaning - Windows Coubro	170624
		£23.00			Spalding Cleaning - Total	
1085	240910sja	£137.28	4801/502	30/07/24	St John Ambulance - 18th August Fun Day Netherfields	977817
		£137.28			St John Ambulance - Total	
1099	240920sta	£11,754.60		20/09/24	Staff - Sept salaries	
	1	£3,024.93	4000/3502		Sept salaries	
	2	£5,404.88	4000/3501		Sept salaries	
	3	£1,168.67	4000/3503		Sept salaries	
	4	£2,156.12	4001		Sept salaries	
		£11,754.60			Staff - Total	
1135	240910se	£83.70	4090	10/09/24	Staff Expenses - Mileage for training 10-09-24 & 12-09-24	
		£83.70			Staff Expenses - Total	
1073	bcard240910	£73.42	4080	06/08/24	Stinky Ink - 604 cartridges	K61996
		£73.42			Stinky Ink - Total	
1046	bcard240910	£2.97	4060	25/07/24	Tesco - Sim cards x 3	250724

Signature _____ Signature _____
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No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
1094	bcard240910	£5.85	4801/502	16/08/24	Tesco - Bottled water	160824
1095	bcard240910	£30.00	4060	25/07/24	Tesco - 3 x mobile top up	
		£38.82			Tesco - Total	
1133	240910tig	£290.00	4801/525	06/09/24	Tiger Entertainment Ltd - Xmas fayre entertainment	050924
		£290.00			Tiger Entertainment Ltd - Total	
1088	240910ton	£6.05	4455/200	14/08/24	Tonwood - Nuts & bolts	3117315
		£6.05			Tonwood - Total	
1018	bcard240910	£385.96	46801/420	14/07/24	Wave - Water Coubro	13799005
1074	bcard240910	£24.31	4680/255	05/08/24	Wave - Water Hall Gate	13881900
1079	bcard240910	£33.98	4681	10/08/24	Wave - Water Carters Park	13904271
1080	bcard240910	£28.18	4680/278	10/08/24	Wave - Water Park Road	13905332
		£472.43			Wave - Total	
1075	240910weg	£71.00		09/08/24	West End Garage - Diesel	090824
1		£46.15	4460		Diesel	
2		£24.85	4461		Diesel	
		£71.00			West End Garage - Total	
Total		£27,421.25				

Signature _____ Signature _____
Date _____

Appendix d

Chair's Report – September Full Council

Firstly, it is great to be able to report that the Events Committee is now up to complement, and now functioning on all cylinders, so we are looking forward to continuing to deliver High Quality Events to the people of Holbeach.

Since my previous report, we have successfully delivered the Centenary of Carters Park Event, in Carters Park, which despite the significant challenges presented by having to be postponed due to high winds on the originally scheduled date, in the Event it went off successfully just over a month later, and was well received by the Public.

Valuable lessons have been learned from this experience which we will implement in future Park Events.

During the Summer Holidays we played host to the South Holland's "Give it a go" Event, which was a great success, and most recently the Holbeach Food Festival, which was very well attended. In short, we have a very successful Summer Events program that we are now able to build upon.

Having completed our Summer Event program, we are now working hard on our Halloween Event on the 31st October. We started this Event last year, and it was such a great success, that we are going to make it bigger and better this year. This Event will also inaugurate our Catering project, so experience can be gained that we can put to good use going forwards. This is very exciting stuff!

Planning for the Remembrance Parade and the Christmas Fayre is well in hand, with road closures already obtained. The Remembrance will be run on much the same lines as last year's Event, as this worked very. It will be remembered that the public turned out in significant numbers last year, and there is every indication that this is trend that will continue.#

The Christmas Fayre is going to be a Lulu this year. Firstly the timings have been adjusted to make the most of the Christmas lighting, and due to significant cost savings during our Summer Events, we have sufficient budget to be able to put all the desired elements in place. Logistically our Traffic management scheme worked flawlessly last year, which greatly streamlines the setting up and dismantling of the Event. We learn lessons at every event, which is making this particular one into a very slick operation indeed.

Finally, our Events program is very well received and supported by the Public, and provides this Council with much needed positivity despite the challenges we have to face. It is therefore this Committee's intention to build on our past successes, and deliver an even bigger, and better program next year and in successive years.