

Minutes of the meeting of Holbeach Parish Council on Monday 14th October 2024 at 19:00 at Methodist Church, Albert Walk, Holbeach.

| | In attendance | Apologies given | Non-Attendance |
|-------------------------------------|--|--------------------------|-----------------------|
| Holbeach Parish Council, | Cllrs: P Savory; R Flood; T Wiltshire, S Hutchinson; I Hutchinson; J Sharman & S Ball Clerk: Jan Hearsey Deputy Clerk: Becky Brothwell | Cllrs: P Howden & P Ward | |
| Public including Councillors | 4 members of the public D Cllr Thomas Sneath | D Cllr A Beal | |

Vice-Chair Cllr T Wiltshire opened the meeting at 19:00 and instated Standing Orders

Vice- Chair’s address to Council

2024/5-082 – Chair

- a) To elect a Chair of the Council – Cllr Peter Savory was duly elected as Chair of the Council

2024/5-083 – Vice-Chair

- a) To elect a Vice-Chair of the Council – agenda item not required

2024/5-084- 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: Cllr Peter Howden & Patrick Ward

2024/5-085 - 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 non pecuniary agenda item 2024/25-094 (a)

Cllr S Ball non pecuniary agenda item 2024/25 088 (g)

2024/5-086 - Minutes

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 9th August 2024 and to authorise the Chair to sign the official minutes. It was proposed, seconded and **agreed** to amend the agenda item to read September as opposed to August. Public session notes will no longer be included.

2024/5-087- 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

2024/5-088 - Finance & Admin Committee

- a) To receive the report from the Chair of the Committee – none submitted
- b) To note the Bank balances as of 30th September 2024 as follows:
Account ending **4844** £4,145.66 Account ending **5394** £7,174.19
Account ending **01PC** £451,923.06 – see appendix b
- c) It was **resolved** to agree to the payments for September 2024 of £26,162.02 and to note the income for September 2024 of £6,723.95 – see appendix c
- d) It was **resolved** to agree budget movements as recommended by the committee as Events general to Events Christmas Fayre £1,500 & Events general to Events equipment £1,000
- e) It was **resolved** to agree to defer to add a CCLA signatory
- f) It was **resolved** to agree the grant applications as recommended by the Committee as RBL £40 and Phoenix Thearixs as £200
- g) It was **resolved** to agree to purchase a wreath from the RBL under s.137

2024/5-089 - Open Spaces Committee

- a) To receive a report from the Chair of the Committee – none submitted
- b) To elect a member to the committee – Cllr Peter Howden was duly elected
- c) It was **resolved** to agree to sell the Glutton machine to the Bowls Club for £100

2024/5-090 - PPES Committee

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

2024/5-091 - Events & PR Committee –

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

2024/5-092 – Meetings

- a) The next meeting of the Council will be on Monday 11th November 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 session closed at 19:41
Closed session opened at 19:48*

2024/5-093 - HR, Health and Safety and Data Protection Committee

- a) To receive a report from the Chair of the Committee – Cllr R Flood updated members on the member of staff and staff sickness.

2024/5-094 – Open spaces

- a) An update on a property purchase was received and it was resolved to agree the way forward as to go back to the Council’s legal advisors

2024/5-095 – Leases

- a) It was **resolved** to agree to a rental valuation fee as to wait for the Charity Management Agreement and put the valuation survey in abeyance until recommended by PPES Committee.

Meeting closed at 20:44

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

Appendix a

The new Barclays mandate has been set up.

I used my delegated powers to pay the Barclaycard bill due to the payment date.

We have received £190.93 back from SHDC re the business rates for the digital notice board.

We have the conclusion of audit & external auditors certificate which has been placed on the Town noticeboard and our website:

The police contacted me to ask what concerns parishioners have, I highlighted that speeding, especially in Barrington Gate and Boston Road North was of concern. He said that they were short staffed so it wasn’t possible to run speed checks.

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Holbeach Parish Council – LI0181**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

Vacancies

Town Ward = 6



Hurn Ward = 2

Drove Ward = 1

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 | 04/10/24 | 4,226.92 | 4,145.66 |
| 2 Barclaycard | Ordinary | *****2372 | | 30/06/24 | 0.00 | 0.00 |
| 3 Barcays Saver account | Ordinary | ****5394 | 20-80-78 | 30/09/24 | 7,174.19 | 7,174.19 |
| 4 CCLA | Ordinary | *****0001PC | | 30/09/24 | 451,923.06 | 451,923.06 |
| TOTAL | | | | | | £463,242.91 |

Appendix c


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 |
|------|-------------------|--------|----------|--------------|-----------------------|------------------|
| 1131 | bcard24101 1 | £33.99 | 4205/360 | 03/09/24 | Amazon - Hard hat | 3B-2024-59228742 |
| 1138 | bcard24101 1 | £27.95 | 4205/360 | 06/09/24 | Amazon - Rigger boots | GB45893QABEI |



Clerk/RFO: Jan Hearsey

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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 |
|------|-------------------|------------------|-----------|--------------|---|------------|
| 1179 | 241015hmr c | £2,381.33 | | 23/09/24 | HMRC - Tax & NI Sept 24 | |
| | 1 | £397.08 | 4000/3502 | | Tax & NI Sept 24 | |
| | 2 | £14.61 | 4000/3503 | | Tax & NI Sept 24 | |
| | 3 | £221.68 | 4001 | | Tax & NI Sept 24 | |
| | 4 | £262.04 | 4010/3502 | | Tax & NI Sept 24 | |
| | 5 | £836.81 | 4000/3501 | | Tax & NI Sept 24 | |
| | 6 | £141.10 | 4011 | | Tax & NI Sept 24 | |
| | 7 | £508.01 | 4010/3501 | | Tax & NI Sept 24 | |
| | | £2,381.33 | | | HMRC - Total | |
| 1164 | 241015lalc | £174.00 | 4500 | 16/09/24 | LALC - Play area inspection training | 15144 |
| 1165 | 241015lalc | £87.00 | 4500 | 16/09/24 | LALC - Memorial management training | 15133 |
| | | £261.00 | | | LALC - Total | |
| 1152 | 241015lcm | £1,395.00 | | 30/09/24 | Lincolnshire Commercial Maintenance - Grass cutting Sept 24 | 009 |
| | 1 | £272.00 | 4275 | | Grass cutting Sept 24 | |
| | 2 | £225.00 | 4270/285 | | Grass cutting Sept 24 | |
| | 3 | £250.00 | 4270/280 | | Grass cutting Sept 24 | |
| | 4 | £180.00 | 4285 | | Grass cutting Sept 24 | |
| | 5 | £204.00 | 4280 | | Grass cutting Sept 24 | |
| | 6 | £264.00 | 4270/255 | | Grass cutting Sept 24 | |
| | | £1,395.00 | | | Lincolnshire Commercial Maintenance - Total | |
| 1148 | 241015mw w | £185.99 | 4205/360 | 06/09/24 | Mammoth Workwear - Workwear | |
| | | £185.99 | | | Mammoth Workwear - Total | |
| 1119 | bcard24101 1 | £37.08 | 4100 | 03/09/24 | Microsoft - Office 365 - admin | E0800TH4FV |
| 1120 | bcard24101 1 | £64.68 | 4100 | 03/09/24 | Microsoft - Office 365 - cllrs | E0800TH6LK |
| | | £101.76 | | | Microsoft - Total | |
| 1143 | 241015pas | £120.00 | 4435/350 | 13/09/24 | Personnel Advice & Solutions Ltd - HR advice Sept 24 | 16312 |
| | | £120.00 | | | Personnel Advice & Solutions Ltd - Total | |
| 1168 | 241015pkf | £1,008.00 | 4105 | 20/09/24 | PKF Littlejohn - External audit 2023-24 | SB20242463 |
| | | £1,008.00 | | | PKF Littlejohn - Total | |

Signature _____ Signature _____
 Date _____

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 |
|------|-------------------------------|-------------------|-----------|--------------|---|------------------|
| 1169 | 241015plat | £208.00 | 4685 | 30/09/24 | Platinum Cleaning - Cleaning Coubro | 451 |
| | | £208.00 | | | Platinum Cleaning - Total | |
| 1209 | 241015ppl | £1,222.45 | 4801/502 | 04/10/24 | PPL PRS - Licence 2024-25 | SIN2845345 |
| | | £1,222.45 | | | PPL PRS - Total | |
| 1178 | bcard24101 1 | £13.99 | 4205/360 | 03/09/24 | RP Golden Transport - Gloves | 086525-2024-3116 |
| | | £13.99 | | | RP Golden Transport - Total | |
| 1149 | 241015sav | £390.00 | 4310/230 | 10/10/24 | Savills - Rent Northons Lane | 950184 |
| | | £390.00 | | | Savills - Total | |
| 1172 | bcard24101 1 | £9.00 | 4060 | 18/09/24 | Smarty Mobile - Tablet SIM | 180924 |
| | | £9.00 | | | Smarty Mobile - Total | |
| 1177 | bcard24101 1 | £696.00 | 4452 | 13/09/24 | South Holland District Council - Planning fees Park Bungalow | |
| | | £696.00 | | | South Holland District Council - Total | |
| 1136 | 241015shvc s | £3,380.77 | 4126 | 09/09/24 | South Holland Voluntary Car Service - Grant support | 104/2024 |
| | | £3,380.77 | | | South Holland Voluntary Car Service - Total | |
| 1151 | 241015sc | £23.00 | 4685 | 24/09/24 | Spalding Cleaning - Windows Coubro | 240924 |
| | | £23.00 | | | Spalding Cleaning - Total | |
| 1180 | 241022sta 1 2 3 4 | £12,129.11 | | 23/10/24 | Staff - Salaries Oct 24 | |
| | | £3,025.50 | 4000/3502 | | Salaries Oct 24 | |
| | | £1,084.43 | 4000/3503 | | Salaries Oct 24 | |
| | | £2,639.10 | 4001 | | Salaries Oct 24 | |
| | | £5,380.08 | 4000/3501 | | Salaries Oct 24 | |
| | | £12,129.11 | | | Staff - Total | |
| 1175 | bcard24101 1 | £10.00 | 4060 | 27/08/24 | Tesco - Mobile top up | 270824 |
| 1176 | bcard24101 1 | £10.00 | 4060 | 28/08/24 | Tesco - Mobile top up | 280824 |
| | | £20.00 | | | Tesco - Total | |
| 1160 | 241015ton | £40.00 | 4455/200 | 20/09/24 | Tomwood - Combination Padlock - replacement Holbeach Bank gate (broken lock) | 3117448 |

Signature _____ Signature _____
 Date _____



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 |
|--------------|-------------------|-------------------|----------|--------------|---|---------|
| 1163 | 241015ton | £24.46 | 4455/200 | 24/09/24 | Tonwood - Key Cutting - Pavilion / Park Road Cemetery Padlock / Hallgate Shed | 3117471 |
| | | £64.46 | | | Tonwood - Total | |
| 1114 | 2401015we | £100.00 | | 02/09/24 | West End Garage - Diesel - cans & tractor | |
| | 1 | £35.01 | 4461 | | Diesel - cans & tractor | |
| | 2 | £64.99 | 4460 | | Diesel - cans & tractor | |
| 1157 | 241015weg | £74.87 | | 30/09/24 | West End Garage - Diesel | 15063 |
| | 1 | £26.21 | 4461 | | Diesel | |
| | 2 | £48.66 | 4460 | | Diesel | |
| | | £174.87 | | | West End Garage - Total | |
| Total | | £26,162.02 | | | | |

Signature _____ Signature _____
Date _____

Appendix d

Speeding

SID locations for October are Foxes Low Road and Boston Road South.

The two remaining SID mounting plates will be installed on Fishpond Lane and Pennyhill Road. Speeding issues are reported to the office very frequently. The committee has agreed to purchase a 3rd SID and I would like to thank District Councillors Nick Worth, Nanatte Chapman, Tracey Carter and Alan Beale for their donations. Although asked on more than one occasion Cllr Sophie Hutchinson has declined to offer financial assistance!

An Archer Survey has been requested for Fishpond Lane.

Properties

The committee will be opening Park Rd Cemetery Chapels again to members of the public on Sunday 20th October. The last opening proved popular with many suggestions on their future use. A Survey Monkey will also be set up for the same purpose.

We are in consultation with SHDC's conservation officer about replacing the damaged fencing of Park Rd Cemetery along Edinburgh Walk.

A fire safety inspection is being arranged for Flat 4a High Street.

We are going to budget for a defibrillator to be located in Holbeach Hurn in the next financial year, 2025/26.

Appendix e

Not so much to report this month, as we are effectively between events and are now working hard on our Halloween offering taking place on Thursday the 31st October. The basic format will be the same as last year, with our "Spooky Trail", however this will be even more awesome with far more Ghouls, 3D effects, Spooky sound effects, and much better trail lighting.

The whole team have pitched in with the planning for this event, and we are all very excited to see how it is received by the public. An independently run kiddies Halloween Disco is taking place at the WI Hall adjacent to the Park immediately after we finish our event, so it should be a fabulous night for the Children of Holbeach.

Planning is now virtually finalised for the Remembrance taking place on Sunday the 10th of November, with all the key elements already in place. It will follow the pattern laid down last year, with only minor adjustments to the timings. I do not anticipate any surprises.

The planning for the Christmas Fayre taking place on Saturday the 30th November, is also nearly finalised, and with regard to music, whilst we had not anticipated any live acts taking



part, we now have the opportunity to do this due to local groups stepping up and volunteering their services. This will not impact on the “piped” Christmas music that will be playing anyway.

The caterers are all booked, and our retail stalls are firming up steadily. It is anticipated the final number will be greater than last year, and we intend to fill the whole High Street. In addition to the live events, we have several “Street Theatre” acts taking part. As stated previously, this event will run a little later than last year to benefit from the failing light , to maximise the impact of the Christmas lighting.

However, with regard to the Christmas Fayre, its associated road closures, and its marshalling requirements, I am sure I do not need to remind everybody present that for this one, it is “all hands to the pump”, we need ALL of us, with anybody and everybody to pitch in and help. Please ask all your friends, relatives and loved ones to turn out and help us on this very important day for the Town.

I would just like to finish by saying how grateful I am to my Team, Sandra and Jenny, and their commitment to the Events we are working on. I could not hope for better people to work with.

Vice-Chair’s address

Rick Stevens:-

Regretfully, I am standing here this evening, to officially notify the Committee of the resignation of our chairman Rick Stevens.

I am sorry to disappoint those of the conspiracy theory persuasion, that his resignation was not through some Machiavellian behind the scenes “fall-out”, but rather was planned some time ago, and the time simply seemed right at this point, the Council being in a fundamentally sound state for him to step aside.

Rick joined the Council several years ago, as he had deep concerns with how the Public Finances were being dealt with, and under his tenure, as Head of Finance, much of the previous poor decision making that had defined the way this Council had been run for decades was addressed, such that sound governance and Accountability became the maxim under which we now operate. He has been a very safe pair of hands with the Public Finances, and it is thanks to Rick, that we now have full Transparency of all things financial.

(So.. “Follow the money”... It will be found in its rightful place... all our Financial records are there on our website, open to full public scrutiny).

Rick has also been an incredibly good Chairman, one who put up with no nonsense from those who would seek to disrupt proceedings for their own aggrandisement. He was firm but fair in all things.

On a personal note, Rick and I had our differences initially, but this was entirely due to negative influences from those around him, many of whom should have known better. Once Rick and I found common ground (fundamentally on Accountability and Transparency), we never lost it. I have very much enjoyed serving as his Vice-Chair, and we have worked incredibly well together, pulling on the same rope, at the same time, in the same direction, working as a team with the rest of the Committee, keeping the Council on the path of sound Governance.

Therefore on behalf of all of us, I am sure that you would all like to join me in giving thanks to Rick for all the hard work he has put in for the people of Holbeach, and we genuinely wish him and his good lady Vicky, all the very best for the future.

Rick will be a very hard act to follow, but follow his example we must. I therefore now move to the vote to elect a new Chair, who we hope will follow such an outstanding example of public service.