

**Minutes of the meeting of Holbeach Parish Council on Monday 11<sup>th</sup> November 2024 at 19:00 at Methodist Church, Albert Walk, Holbeach.**

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

*Chair Cllr P Savory opened the meeting at 19:00 and instated Standing Orders*

Cllr P Ward handed the clerk his resignation letter and went to the public gallery

Members and Staff stood in silence for one minute in memory of Dan Spencer, our litter picker who sadly passed away last Saturday

**2024/5-096- 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 R Flood

**2024/5-097 - 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 & J Sharman declared a non-pecuniary interest in agenda item 2024/5-111 (a). Cllrs I & S Hutchinson declared a non-pecuniary interest in agenda item 2024/5-100 (c). Cllr T Wiltshire declared a pecuniary interest in agenda item 2024/5-100 (c)

**2024/5-098 - Minutes**



It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 14<sup>th</sup> October 2024 and to authorise the Chair to sign the official minutes.

#### **2024/5-099- Clerk**

- a) To receive a report from the Clerk – see appendix a
- b) To receive an update on vacancies – see appendix a

#### **2024/5-100 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee – none submitted
- b) To note the Bank balances as of 31<sup>st</sup> October 2024 as follows:  
Account ending **4844** £5,048.68 Account ending **5394** £18,113.46  
Account ending **01PC** £428,796.44 – see appendix b
- c) To resolve to agree to the payments for October 2024 of £22,201.02 and to note the income for October 2024 of £13,936.90 – see appendix c  
**Voted for:** Cllrs: P Savory; P Howden; S Ball J Sharman; I Hutchinson; S Hutchinson.  
**Abstained:** Cllr: T Wiltshire
- d) To resolve to agree budget movements as recommended by the committee – not required
- e) It was **resolved** to the grant applications as recommended by the Committee as Gedney PCC for £150 & Boxes of Hope for £250
- f) The External audit report was received by members

#### **2024/5-101 - Open Spaces Committee**

- a) To receive a report from the Chair of the Committee – see appendix d
- b) It was **resolved** to agree the way forward with hedge cutting at Netherfield as to send a letter explaining it is not our edge and that we will cut our side only and explain that putting cuttings on our side is fly tipping.
- c) It was **resolved** to agree the way forward with machinery as to look at disposing of the older Kubota and the zero turn and to come back to Council with a price for a new Kubota style machine.

#### **2024/5-102 - PPES Committee**

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

#### **2024/5-103 - Events & PR Committee –**

- a) To receive the report from the Chair of the Committee (the Clerk read out a letter of thanks from a Veteran) – see appendix f

#### **2024/5-104- Government consultation**

- a) It was **resolved** to agree how to respond to the Government consultation on Enabling remote attendance and proxy voting at local authority meetings as for individual members to comment.

#### **2024/5-105 – Policies**

- a) It was **resolved** to agree to move policy review dates to May 2027 unless there are legal or operational changes, as recommended by the Internal Auditor – subject to getting confirmation on Statutory policies.  
**Voted for:** Cllrs: P Savory; T Wiltshire; P Howden; J Sharman; S Ball; I Hutchinson  
**Voted against:** Cllr: S Hutchinson.

#### 2024/5-106 South Holland Voluntary Car Scheme

- a) To receive a report from Cllr P Savory – see appendix g

#### 2024/5-107 Budgets 2025/26

- a) The budget were discussed and **resolved** to agree the draft budgets for 2025/26  
**Voted for:** Cllrs: P Savory; T Wiltshire; P Howden; J Sharman; S Ball  
**Voted against:** Cllrs: I Hutchinson; S Hutchinson.

#### 2024/5-108 – Meetings

- a) The next meeting of the Council will be on Monday 9<sup>th</sup> December 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 20:33  
Closed meeting opened at 20:34*

#### 2024/5-109 – Clerk’s report confidential

- a) To receive a confidential report from the Clerk - Following on from agenda item 2024/5-058 HR, H & S and Data Protection Committee, the Clerk used her delegated powers to pay the sum of £7,000 re a Data Protection Claim

#### 2024/5-110 - HR, Health and Safety and Data Protection Committee

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

#### 2024/5-111 – Open spaces

- a) An update on a property purchase was received and it was **resolved** to agree the way forward as to agree the amended contract.  
**Voted for:** Cllrs: P Savory; T Wiltshire; P Howden; S Ball  
**Abstained:** Cllrs: J Sharman; I Hutchinson; S Hutchinson.
- b) It was **resolved** to agree the way forward with the holly tender as to pay for what is picked

#### 2024/5-112 – PPES

- a) To receive a report from the Chair of the Committee – an email has been received, the sender has been informed that the Council have already made their decision.



Meeting closed at 20:50

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

**Appendix a**

Regarding the overpayment of planning fees: £144.50 will be refunded from the planning portal and then the refund of the £192.50 which you paid directly to SHDC will come back directly to the bank account from which it was paid

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	31/10/24	4,746.57	5,048.68
2 Barclaycard	Ordinary	*****2372		30/09/24	0.00	0.00
3 Barcays Saver account	Ordinary	****5394	20-80-78	31/10/24	18,113.46	18,113.46
4 CCLA	Ordinary	*****0001PC		31/10/24	428,796.44	428,796.44
<b>TOTAL</b>						<b>£451,958.58</b>

**Appendix c**

Draft



**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
1233	bcard24111 2	£12.98	4801/502	18/10/24	Alezyb Ltd - Neon spray paint	87945-2024-43765
		<b>£12.98</b>			Alezyb Ltd - Total	
1188	bcard24111 2	£35.86	4205/360	25/09/24	Amazon - Park Team & Litter Picker - Work Boots	B45QY92ABE I
1189	bcard24111 2	£22.94	4205/360	25/09/24	Amazon - Workboots	GB45QY96ABE I
1191	bcard24111 2	£26.89		30/09/24	Amazon - Steering Wheel Knob Spinner x 2 for Kubota	B-2024-108157603
	1	£13.45	4455/300		Steering wheel spinner	
	2	£13.44	4455/305		Steering wheel spinner	
1196	bcard24111 2	£58.99	4801/501	07/10/24	Amazon - Halloween	GB4610CSABE I
1198	bcard24111 2	£25.99	4801/501	08/10/24	Amazon - Halloween 251	GB462NH3ABE I
1199	bcard24111 2	£9.68	4085	08/10/24	Amazon - Mouse	GB4632YJABE I
1201	bcard24111 2	£10.98	4801/501	09/10/24	Amazon - Halloween 251	-2024-124797153
1202	bcard24111 2	£16.14	4801/501	08/10/24	Amazon - Halloween 251 -	2024-123157622
1203	bcard24111 2	£27.99	4801/501	08/10/24	Amazon - Halloween 251	2024-122938834
1204	bcard24111 2	£14.24	4801/501	08/10/24	Amazon - Halloween 251	2024-122938878
1205	bcard24111 2	£19.99	4801/501	08/10/24	Amazon - Halloween 251	2024-122938913
1207	bcard24111 2	£74.04	4801/501	08/10/24	Amazon - Halloween 251	GB462IPZABE I
1216	bcard24111 2	£6.20	4080	10/10/24	Amazon - Laminating Pouches	GB4660F9ABE I
		<b>£349.93</b>			Amazon - Total	
1234	bcard24111 2	£54.99	4801/501	17/10/24	Artistic Sponge Co - Halloween stencils	
		<b>£54.99</b>			Artistic Sponge Co - Total	
1226	241112bow	£150.00	4435/350	19/10/24	Bovsers - Re EROB advice	61664
		<b>£150.00</b>			Bovsers - Total	
1190	bcard24111 2	£25.99	4455/200	25/09/24	Diva Package Ltd - Kilrock Limescale Descaler - Park Team Equipment	1795-2024-603311

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Date \_\_\_\_\_

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Date \_\_\_\_\_



## Expenditure transactions - approval list

Start of year 01/04/24

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No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		<b>£25.99</b>			Diva Package Ltd - Total	
1245	241112dts	£620.00		31/10/24	DTS - Locking up	33
	1	£310.00	4405/250		Locking up	
	2	£310.00	4406		Locking up	
		<b>£620.00</b>			DTS - Total	
1210	241112fef	£842.50	4310/220	10/10/24	Farmer Education - Allotment rent Battlefields	101024
		<b>£842.50</b>			Farmer Education - Total	
1195	bcard241112	£26.64		10/10/24	Ford & Slater - Spray grease	007142500
	1	£9.32	4455/315		Spray grease	
	2	£17.32	4455/278		Spray grease	
		<b>£26.64</b>			Ford & Slater - Total	
1214	241112gre	£128.70	4215/250	01/10/24	Greenzone - Credit re no collection P/R	521329
1246	241112gre	£308.88	4215/250	31/10/24	Greenzone - Bins Park Road	432343
		<b>£180.18</b>			Greenzone - Total	
1215	241112hmr	£2,462.44		22/10/24	HMRC - Tax & NI October 2024	
	1	£379.44	4000/3502		Tax & NI October 2024	
	2	£5.26	4000/3503		Tax & NI October 2024	
	3	£861.61	4000/3501		Tax & NI October 2024	
	4	£207.15	4001		Tax & NI October 2024	
	5	£325.63	4010/3502		Tax & NI October 2024	
	6	£508.01	4010/3501		Tax & NI October 2024	
	7	£175.34	4011		Tax & NI October 2024	
		<b>£2,462.44</b>			HMRC - Total	
1236	bcard241112	£40.00	4240	22/10/24	ICO - Re Charity	ZA299502
		<b>£40.00</b>			ICO - Total	
1257	241112jewson	£93.31	4455/220	17/10/24	Jewson - Timber	0170/001257527
		<b>£93.31</b>			Jewson - Total	

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## Expenditure transactions - approval list

Start of year 01/04/24

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No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
1263	241112lcm	£1,581.00		31/10/24	Lincolnshire Commercial Maintenance - Grass cutting October 24	
	1	£272.00	4275		Grass cutting October 24	
	2	£300.00	4270/285		Grass cutting October 24	
	3	£250.00	4270/280		Grass cutting October 24	
	4	£135.00	4285		Grass cutting October 24	
	5	£272.00	4280		Grass cutting October 24	
	6	£352.00	4270/255		Grass cutting October 24	
		<b>£1,581.00</b>			Lincolnshire Commercial Maintenance - Total	
1239	241112ma	£180.00	4610	22/10/24	Manby Aerospports - SID battery	HPC001
		<b>£180.00</b>			Manby Aerospports - Total	
1200	bcard241112	£19.98	44551/400	08/10/24	MARKETINGFLOW LIMITED - Mouse traps PB	272541-2024-9674
		<b>£19.98</b>			MARKETINGFLOW LIMITED - Total	
1197	241112meth	£30.00	4075	05/10/24	Methodist Church - Hall hire 14-10-24	141024
		<b>£30.00</b>			Methodist Church - Total	
1154	bcard241112	£93.50	4100	03/10/24	Microsoft - 365 dlrs	E0800TTJHN
1155	bcard241112	£37.08	4100	03/10/24	Microsoft - 365 admin	E0800TTN0F
		<b>£130.58</b>			Microsoft - Total	
1267	241112pas	£120.00	4435/350	15/10/24	Personnel Advice & Solutions Ltd - HR advice October 24	
		<b>£120.00</b>			Personnel Advice & Solutions Ltd - Total	
1248	241112plat	£208.00	4685	31/10/24	Platinum Cleaning - Cleaning Coubro	468
		<b>£208.00</b>			Platinum Cleaning - Total	
1170	bcard241112	£50.00	4065	02/10/24	Post Office - Postage top up	021024
		<b>£50.00</b>			Post Office - Total	
1237	bcard241112	£25.00	4801/505	11/10/24	RBL - Poppy wreath	
		<b>£25.00</b>			RBL - Total	
1212	bcard241112	£72.00	4435/350	10/10/24	Reed Specialist Recruitment - DBS check	#1202

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Date \_\_\_\_\_



## 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
		<b>£72.00</b>			Reed Specialist Recruitment - Total	
1269	241112str	£175.00	4500	05/11/24	Shear Training - MEWP training	1713
		<b>£175.00</b>			Shear Training - Total	
1252	241122staff	£12,497.56		22/11/24	Staff - Salaries Nov 24	
1		£2,641.85	4000/3502		Salaries Nov 24	
2		£1,181.58	4000/3503		Salaries Nov 24	
3		£6,615.37	4000/3501		Salaries Nov 24	
4		£2,058.76	4001		Salaries Nov 24	
		<b>£12,497.56</b>			Staff - Total	
1268	241112sle	£380.00	44551/420	04/10/24	Steve Lewis Electrical - Electrical safety work Coubro	1276
		<b>£380.00</b>			Steve Lewis Electrical - Total	
1174	bcard241112	£10.00	4060	03/10/24	Tesco - Mobile top-up OS	031024
1231	bcard241112	£10.00	4060	03/10/24	Tesco - Mobile top up	031024
1232	bcard241112	£15.06	4690	06/10/24	Tesco - Tea, coffee etc	061024
		<b>£35.06</b>			Tesco - Total	
1134	241112tig	£955.00	4801/525	01/11/24	Tiger Entertainment Ltd - Xmas fayre entertainment	
1266	241112tig	£500.00	4801/525	04/11/24	Tiger Entertainment Ltd - Christmas Fayre Entertainment	
		<b>£1,455.00</b>			Tiger Entertainment Ltd - Total	
1211	241112ton	£11.22	4455/200	08/10/24	Tonwood - key cutting	3117552
		<b>£11.22</b>			Tonwood - Total	
1227	bcard241112	£31.80	4452	17/10/24	UK Planning Maps - Map for PB planning	MW-1163466
		<b>£31.80</b>			UK Planning Maps - Total	
1235	bcard241112	£164.94	4801/501	16/10/24	Weed Fabric Direct - Weed fabric for Spooky Trail	
		<b>£164.94</b>			Weed Fabric Direct - Total	
1253	241112weg	£100.00		16/10/24	West End Garage - Diesel cans & tractor	
1		£64.99	4460		Diesel cans & tractor	
2		£35.01	4461		Diesel cans & tractor	

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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
1255	241112weg	£43.00	21/10/24	West End Garage - Petrol	1884
	1	£15.05 4461		Peterol	
	2	£27.95 4460		Petrol	
		<b>£143.00</b>		West End Garage - Total	
1206	bcard24111 2	£31.92 4801/501	07/10/24	ZQC Wang - Halloween 251	-3765159-8184358
		<b>£31.92</b>		ZQC Wang - Total	
<b>Total</b>		<b>£22,201.02</b>			

### Appendix d

Carter's Park the removal of 4-way seesaw and witch's hat due to being unable to get the parts as they are no longer made, looked at option of having them made but due to insurance it is not possible.

Reinstalling basket ball hoop on the hard standing area after requests from public.

Contract grass cutting now finished.

Notice board to be placed at Battlesfield allotment.

Hedge and tree work now will commence,

Parks team working hard to catch up after long period of only having one member.

### Appendix e

Speeding:

2 new SID locations to be used for November. Those being Fishpond Lane and Pennyhill Road.

A further donation from a district councillor for St Johns and Drove Wards towards the purchase of a 3rd SID was received.

The committee support the proposed reduction in the speed limit on the B1515 from Holbeach to Fleet.

LRSP have agreed to perform an Archers Survey along Barrington Gate in the New Year.

Properties:

The lease for PLP who use the top floor office at Coubro has been extended for 6 months.

All leases were received by the committee and those due to expire at the end of December 2024 will be discussed at November's meeting.

The planning application for change of use for Park Road Bungalow is now online ref: H09-0781-24

PRCT were opened to the public for a 3rd time with an excellent turnout once again. Window measurements for Flat 4a High Street were taken and we will go out to tender for window upgrade quotes..

#### Planning for Emergencies:

Further recruitment is required as at present we have no volunteers for Town, St Johns or Drove Wards. Various suggestions will be followed up.

The next meeting is on 26/11/24 at 14.00

#### Appendix f

##### Chair's Report – November Full Council 11.11.24

Halloween... Well, what can I say..? My team ABSOLUTELY knocked it out of the Park! From the Parks Team, Dan and Peter, whose support and co-operation was crucial, and who were incredible, to the Events Team, Jenny and Sandra, who completely outdid themselves in the sheer effort they both put in, to our Office staff, Jan and Becky, who both contributed fabulously to the evening. It was truly incredible, and I am SO proud of all of them.

The new look Spooky Trail was a big hit with the Public (and it was incredibly Scarey, and plaudits go out to Ben, whose "Demon" creature scared the pants off so many). The use of sound and lighting effects really made the evening, and the Public responded in droves. Not only was there at least twice as many participants as last year, but virtually all of them came in some form of Halloween fancy dress, some of which incredibly imaginative, and an absolutely fantastic time was had by all.

The reviews in the Press and on Facebook, were glowing in the extreme, and once again brought to the Council the positivity from the Public that we seem to lack in other matters. The Public, loved it, and raved about it, and like all of us, cannot wait to put on and attend an even bigger and better show next year.

Also, the Halloween saw the inauguration of our Catering, with "Becky's Burgers" proving a knockout, and showing a healthy surplus, (despite minimal pricing which went down very well with all present). We now have a template that we can use in the future, and it is anticipated that Catering will form an important part in our Public offering going forward.

This Halloween Event is the perfect example of just how much can be achieved, by a few committed people, all pulling on the same rope, in the same direction, at the same time. There are lessons to be learned there...

Yesterday saw our Remembrance Event, which likewise went off like a well oiled machine and it too was very well received by the Public. Our lone piper could not attend this year, however, we did have two decorated horses which provided some interesting variety. We had a good turnout from the Public, and more importantly, even more children attended with their parents making this into a truly Family oriented outing.



True, there were some minor issues that we can still improve on, but then this event will always be a “work in progress” as every year it adapts to the changing needs and perceptions of its participants.

Again, all of my Team pitched in, and more than a few family members were “encouraged” to assist, so we just about managed to have enough Marshals to cover all the required marshalling points. I am deeply grateful to all who turned out to help, and I salute the fabulous efforts my Team put in to make the Event such a resounding success.

Myself and my Team, are now looking forward to, and actively preparing for, the forthcoming Christmas Fayre on the 30<sup>th</sup> of November. I will remind all here present, that this Event is the flagship Event of our year, and due to its location, and duration, is also the most complex to put together, and needing of the greatest manpower. We will need to man all of the Marshalling points for the whole of the afternoon and into the evening, and we are struggling to find the numbers.

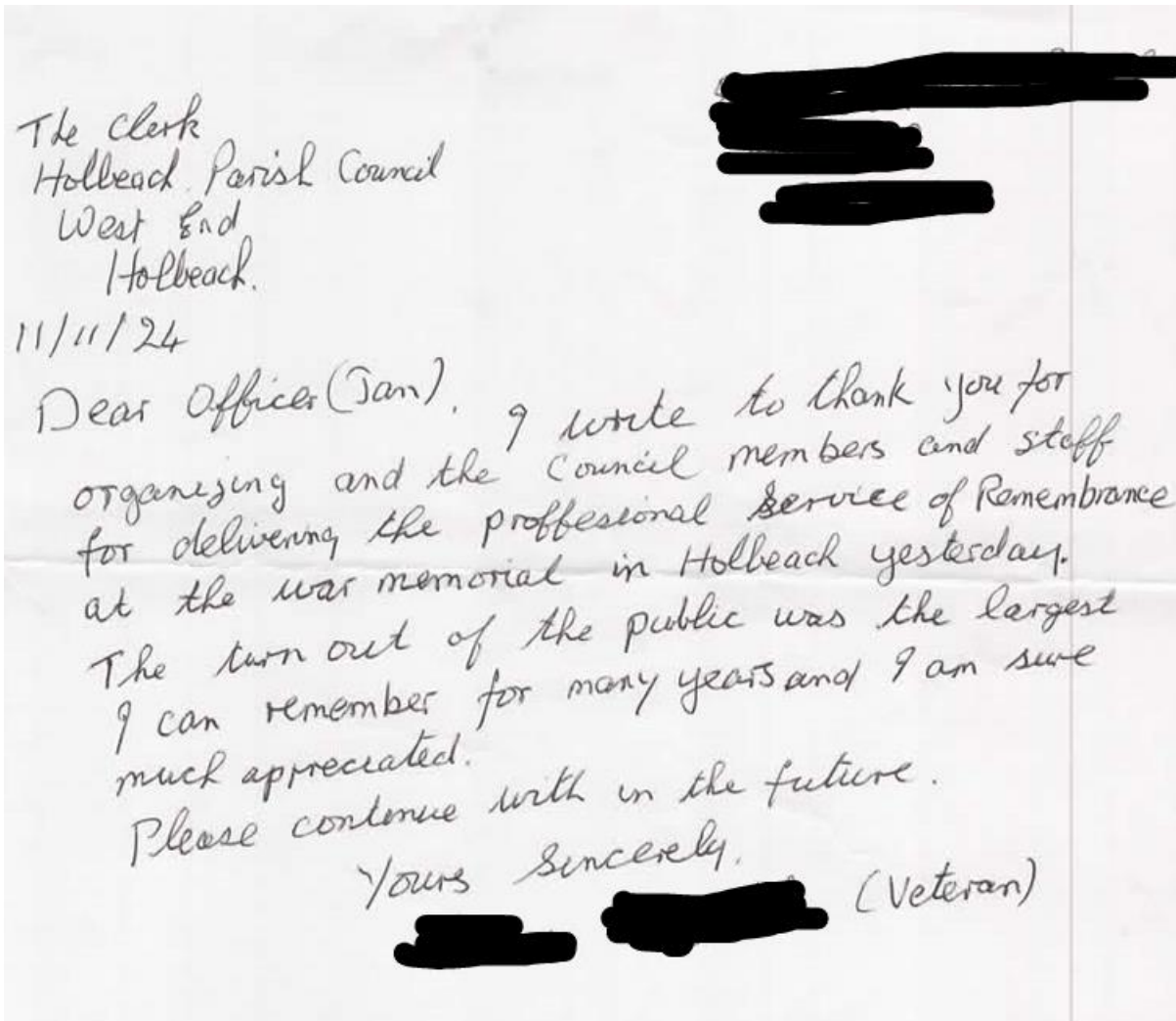
Therefore could all present, at least try to assist with the Marshalling, and “encourage” friends and family members to do likewise.

This is a massively important Event for Holbeach, and we all need to step up to make it the best we possibly can for the Public.

At this Christmas Fayre, there will be even more stalls than last year, and we have the full suite of Street entertainers, so nothing like this has ever been done before. It will be bigger and better than last year, and our intention is one of continuous improvement year by year.

With this incredible Team to work and plan with, and the equally incredible ideas they keep coming up with, I am confident that Holbeach WILL become the Cultural Capital of South Holland.

**“Just watch this space...!”**



### Appendix g

SHVCS Report for 30.10.2024

There was a meeting of the South Holland Voluntary Car Scheme Trustees on Wednesday 30.10/2024 at the South Holland District Council Offices.

A number of items were discussed and the following is a synopsis of those discussions:-

The accounts are in a very healthy position with the discount scheme for those contributing parishes working well. All Parishes have paid now.

There was a discussion on Web site design and whether it would assist our clients and operators it was mentioned that an number of clients are elderly and are not computer literate or may not even have one, so this was left on going as was logo and other marketing ideas.

There was a long discussion about branding and helping more getting more clients but this coincided with the point that we needed more drivers and it was suggested we go for the drivers first via advertising and help form the various parishes.

The quarterly figure were produced and they showed that Holbeach in the months of July August and September had a total of 498 clients did 10722 miles, of these 169 were Hospital, 176 Were Health centers and there were 144other locations. These figures far exceeded any other parish.  
Peter J.S. Savory HPC rep on Trustees board of SHVCS

Draft until agreed