



**Minutes of the meeting of Holbeach Parish Council on Monday 9<sup>th</sup> December 2024 at 19:00 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;; T Wiltshire, S Hutchinson; I Hutchinson; J Sharman, R Flood & S Ball  Clerk: Jan Hearsey Deputy Clerk: Becky Brothwell	Cllrs: P Howden	
<b>Public including Councillors</b>	7 members of the public – 1 Press D Cllr Thomas Sneath		

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

Chair Cllr P Savory abstained from all votes excluding 2024/5 127(d)

**2024/5-116 - 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 P Howden

**2024/5-117 - 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: P Savory & S Hutchinson declared a non-pecuniary interest in agenda item 2024/5-127 (c). Cllrs: I & S Hutchinson declared a non-pecuniary interest in agenda item 2024/5-127 (d). Cllr J Sharman declared a pecuniary interest in agenda item 2024/5-127 (d)

**2024/5-118 - Minutes**

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 11<sup>th</sup> November 2024 and to authorise the Chair to sign the official minutes.

**2024/5-119 - Clerk**

- a) To receive a report from the Clerk see appendix a.

- b) To receive an update on vacancies see appendix a

**2024/5-120 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee – none submitted
- b) To elect members to the Committee – Cllrs: S Ball & S Hutchinson were duly elected (Re Cllr S Hutchinson, Cllrs: R Flood, J Sharman & I Hutchinson voted in favour. Cllrs: S Ball & T Wiltshire abstained)
- c) To note the Bank balances as of 30<sup>th</sup> November 2024

**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	30/11/24	2,534.73	1,740.56
2 Barclaycard	Ordinary	*****2372		30/09/24	0.00	0.00
3 Barclays Saver account	Ordinary	****5394	20-80-78	30/11/24	10,033.53	10,033.53
4 CCLA	Ordinary	*****0001PC		30/11/24	423,129.32	423,129.32
<b>TOTAL</b>						<b>£434,903.41</b>

It was **resolved** to agree the payments for November 2024 of £19,067.53 and to note the income for November 2024 of £6,552.78 – see appendix b

- d) To resolve to agree budget movements as recommended by the Committee - none
- e) It was discussed and **resolved** to agree the motor insurance renewal as recommended by the Committee
- f) It was discussed and **resolved** to agree the way forward with Edge Admin & Service manager and other software as recommended by the Committee as to purchase the software (Admin +; Asset Manager; Playgrounds; Service Manager & Inspect Edge) for £2,481.18

**2024/5-121 - Open Spaces Committee**

- a) To receive a report from the Chair of the Committee. - None
- b) To elect members to the Committee. Cllrs S Ball & I Hutchinson were duly elected Re Cllr I Hutchinson Cllrs S Hutchinson; S Ball; J Sharman; R Flood voted in favour: Cllr T Wiltshire voted against

**2024/5-122 - PPES Committee**

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

**2024/5-123 - Events & PR Committee**

- a) To receive the report from the Chair of the Committee - see appendix c
- b) It was discussed and **resolved** to agree quarterly surgeries as to look into groups etc and to go back to Events & PR Committee



### 2024/5-124 - Budgets 2025/26

- a) It was discussed and **resolved** to agree the budgets for 2025/26 (Cllrs: T Wiltshire; R Flood; J Sharman & S Ball voted in favour and Cllrs: S & I Hutchinson voted against)

### 2024/5-125 - Meetings

- a) The next meeting of the Council will be on Monday 13<sup>th</sup> January 2025 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 19:47*

*Closed meeting opened at 19:56*

### 2024/5-126 - HR, Health and Safety and Data Protection Committee

- a) To receive a report from the Chair of the Committee – A member of the Open Spaces team has resigned, their last working day will be 31<sup>st</sup> December 2024. The litter picking role will be reviewed in the Spring
- b) It was **resolved** to agree the recommendation of the Committee regarding staff time off
- c) It was **resolved** to agree the way forward with staff employment as to offer a continued temporary contract full time until 31<sup>st</sup> March 2024

### 2024/5-127 – Open Spaces Committee

- a) It was **resolved** to agree the purchase of a replacement machine a new Kubota B2261 HST ROPS tractor at a cost of £18,950.00 + VAT, less part exchange zero turn mower and B2350 2011 £8,500 + VAT making a total payable of £10,450.00 plus VAT
- b) It was **resolved** to agree the Locking up contract as to offer to DTS at an annual cost of £8,030
- c) It was discussed and **resolved** to agree the way forward with Council land as to ask the enquirer for detailed plans
- d) An update on a property purchase was received and it was **resolved** to agree the way forward as to accept clauses 13 & 14 and go ahead. (Cllrs: R Flood; P Savory & S Ball voted in favour and Cllr. T Wiltshire abstained)

### 2024/5-128 – PPES Committee

- a) It was **resolved** to agree the way forward with Council properties as recommended by the Committee as to get expert advice and report back to the PPES Committee

*Meeting closed at 20:56*



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

**Appendix a**

# Report

**To:** *Members of Holbeach Parish Council –*

**From:** *Jan Hearsey: Parish Clerk*

**Date:** *9th December 2024*

**Vacancies**

*Town Ward = 7*

*Hurn Ward = 2*

*Drove Ward = 1*

*Jan Hearsey  
Parish Clerk*

*Date of completion: 03/12/2024*

**Appendix b**



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
1229	boardH1210	£12.89 4220	17/10/24	Amazon - Staple gun PO 285	GB46ECRABE
1278	boardH1210	£82.84 4255360	30/10/24	Amazon - work boots	GB46P255ABE
1291	boardH1210	£41.26 4801525	06/11/24	Amazon - Christmas Fairs Decorations for Santa's Grotto	GB46LJABAE
1292	boardH1210	£22.99 4801525	06/11/24	Amazon - amaa po 279	GB46LWVABE
1293	boardH1210	£36.95 4801525	06/11/24	Amazon - amaa po 279	GB46UYCABE
1294	boardH1210	£35.99 4801525	06/11/24	Amazon - amaa po 279	GB46VBJABE
1295	boardH1210	£36.99 4801525	06/11/24	Amazon - amaa po 279	GB46VDBABE
1296	boardH1210	£155.00 4801525	06/11/24	Amazon - amaa po 279	GB46UJFABE
1297	boardH1210	£115.96 4801501	07/11/24	Amazon - amaa po 279	GB46VJLEABE
1298	boardH1210	£16.00 4801501	07/11/24	Amazon - amaa po 279	GB46VJWABE
1299	boardH1210	£21.56 4801501	07/11/24	Amazon - amaa po 279	GB46UJGABE
1300	boardH1210	£18.47 4455090	07/11/24	Amazon - Petrol can stickers	GB46UGWABE
1303	boardH1210	£7.69 4801525	13/11/24	Amazon - Self adhesive numbers	B-2024-10589581
1304	boardH1210	£18.77 4080	19/11/24	Amazon - Visitor sign in book	GB478V2HABE
1306	boardH1210	£44.99 4220	20/10/24	Amazon - Extension lead po285	GB46ECRABE
1308	boardH1210	£36.16 4080	24/10/24	Amazon - Paper	GB46ONVABE
1309	boardH1210	£23.97 4080	24/10/24	Amazon - Ink Cartridges for Epson Printers	GB46PJVABE
		<b>£709.45</b>		Amazon - Total	
1261	boardH1210	£9.00 4801500	31/10/24	Boyes - AA batteries	311524
		<b>£9.00</b>		Boyes - Total	
1279	241210cha	£339.25 4455305	08/11/24	Chandlers - Repair Kubota	541229
		<b>£339.25</b>		Chandlers - Total	

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No	Payment Reference	Gross Heading	Invoice date	Details	Invoice
1212	241210ds	£300.00	30/11/24	DTS - Locking up	
1		£300.00 4455250		Locking up	
2		£300.00 4406		Locking up	
		<b>£600.00</b>		DTS - Total	
1262	bcard241210	£38.42 46701435	04/11/24	E-ON - Electric Park Bungalow	20567783
		<b>£38.42</b>		E-ON - Total	
1301	bcard241012	£8.26 4455200	06/11/24	Essex Graphic Display Limited - Patrol Only Sickness & 9 - Park Team	0750421-2034-6840
		<b>£8.26</b>		Essex Graphic Display Limited - Total	
1332	241210gall	£379.76	25/11/24	Gallagher - Motor insurance renewal	10256809
1		£289.88 4450300278		Motor insurance renewal	
2		£289.88 4450300278		Motor insurance renewal	
		<b>£379.76</b>		Gallagher - Total	
1315	241210gs	£386.10 4215250	30/11/24	Greensone - Waste Park Road	435433
		<b>£386.10</b>		Greensone - Total	
1281	241210js	£1,140.00	07/11/24	Jack Russell Environmental - Re pest control	
1		£741.00 4455200		Re pest control	
2		£399.00 4458		Re pest control	
		<b>£1,140.00</b>		Jack Russell Environmental - Total	
1286	241210mw	£120.00 4455200	04/11/24	JMW Plumbing - Repair leak Hall Gate	472
		<b>£120.00</b>		JMW Plumbing - Total	
1322	241210wk	£108.00 44551415	28/11/24	JWK Electrical - Re Janies Carpets	10310
		<b>£108.00</b>		JWK Electrical - Total	
1259	bcard241210	£37.08 4190	03/11/24	Microsoft - 365 admin	00800U67LJ
1260	bcard241210	£71.15 4190	03/11/24	Microsoft - 365 Clks	00800U621E
		<b>£108.23</b>		Microsoft - Total	
1241	bcard241210	£24.98 44551420	30/10/24	NextGen Retail Ltd - Union Bag	1333005-2034-1986
		<b>£24.98</b>		NextGen Retail Ltd - Total	

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Holbeach Parish Council  
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No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
1318	241210pac	£120.00	4435/030	25/1/24	Personnel Advice & Solutions Ltd - HR support	16544
		<b>£120.00</b>			Personnel Advice & Solutions Ltd - Total	
1323	241210pat	£208.00	4685	30/1/24	Platinum Cleaning - Cleaning Coubro	482
		<b>£208.00</b>			Platinum Cleaning - Total	
1264	board241210	£58.54	4801/535	04/1/24	Printed Today - Christmas Fayre Banners x2 (8ft x 2ft)	9148728
		<b>£58.54</b>			Printed Today - Total	
1228	board241210	£9.00	4060	18/10/24	Smarty Mobile - OS learn tablet	181024
1290	board241210	£9.00	4060	18/1/24	Smarty Mobile - SIM tablet	181124
		<b>£18.00</b>			Smarty Mobile - Total	
1289	board241210	£71.00	4801/525	18/1/24	South Holland District Council - Street trading licence	181124
1307	board241210	-£192.50	4435/1400	24/10/24	South Holland District Council - Refund planning fees	
1310	board241210	£21.00	4801/525	30/10/24	South Holland District Council - TGN's Christmas Fayre	
		<b>-£160.50</b>			South Holland District Council - Total	
1287	241210ac	£23.00	4685	19/10/24	Spalding Cleaning - Windows Coubro	101024
1288	241210ac	£23.00	4685	16/1/24	Spalding Cleaning - Windows Coubro	161124
		<b>£46.00</b>			Spalding Cleaning - Total	
1305	board241210	£10.00	4060	11/1/24	Tesco - Mobile top up	
		<b>£10.00</b>			Tesco - Total	
1285	board241210	£133.00	4801/502	31/10/24	Tigers Social Club - Food Halloween	
		<b>£133.00</b>			Tigers Social Club - Total	
1320	241210tan	£2.24	4435/030	08/10/24	Tonwood - key cutting	3117552a
		<b>£2.24</b>			Tonwood - Total	
1254	board241210	£272.22	4680/1420	14/10/24	Wave - Water Coubro	1417468f
1285	board241210	£26.18	4680/225	05/1/24	Wave - Water Hall Gate	14203659

Signature \_\_\_\_\_ Signature \_\_\_\_\_  
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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
		<b>£200.40</b>	<b>Wave - Total</b>		
1302	board241210	£31.96 4801525	07/11/24	West Design Products Limited - Blank Cards for Christmas Card Competition	05783-2024-30885
		<b>£91.96</b>	<b>West Design Products Limited - Total</b>		
1284	241210weg	£101.00	05/11/24	West End Garage - Diesel	051124
1		£35.05 4400		Diesel	
2		£35.35 4401		Diesel	
1321	241210weg	£33.00	26/11/24	West End Garage - Diesel	15273
1		£11.36 4401		Diesel	
2		£21.44 4400		Diesel	
		<b>£154.00</b>	<b>West End Garage - Total</b>		
		£13,804.44	Confidential		
<b>Total</b>		<b>£14,007.33</b>			

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Date \_\_\_\_\_ Date \_\_\_\_\_

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**Appendix c**

*Chair's Report – November Full Council 09.12.24*

*“Ho, Ho, Ho... Merry Christmas!”*

*What more is there to say..? Our Team really excelled themselves at the Holbeach Christmas Fayre, which is once more now fast becoming a Holbeach Institution, and is redefining how a Christmas Fayre should be run. I hasten to add, that this really was a TEAM effort, with all of the Council pulling together to make it happen, you all performed your own tasks admirably, and plaudits go out in particular to Rachel for apparently magicking several Marshals out of the air at the last minute to cover the road closures. Thank you Rachel. Other plaudits go out to Jan, for the excellent way in which she ran the road closures, Becky for her excellent work liaising with the Traders and “mother hen” like dealing with any issues that arose, Sandra for sharing her time between the RBL stall and road marshalling, and Jenny, Peter Howden and Rachel for manning their marshalling. A Team effort indeed.*

*The Event itself was a runaway success, with several people drawing comparisons with Spalding's effort, in which they all said that ours was a better event. From the point of view of the Traders, it could not have been a more successful event, as many of them sold out of stock before the end of the day, and enquiries are already coming in for stalls both for next year's event, as well as all the other events we are will be running next year. We have truly found a formula for success, and this needs to be nurtured and built on going forwards. Our Santa's Grotto was outstanding, so grateful thanks must go out to all those who contributed towards it, not least our District Councillors who also pitched in with some funding. The whole event was greatly received by the public, and all the feedback was intensely positive.*

*The Events Committee has plans in hand for how to make next years event even bigger and better, so just “Watch this Space”, and be ready to lend a hand to make it happen. With the loss of the Lincoln Christmas*



*Fayre, and others closing as well, it is entirely possible that our Christmas Fayre could gain the title of the best in Lincolnshire. As I am so fond of saying, it is just a question of us all pulling on the same rope, in the same direction, at the same time, and believing in ourselves.*

*Holbeach loves our Events, and the people turn out in great numbers to enjoy them. In fact the footfall was around 4,000 and our town only has a population of 11,000. Events work and now form a fundamental part of our service delivery. This is what the people of Holbeach want from us, and our Team is ready to deliver!*

*So from the bottom of my heart I offer sincere thanks to all who helped make this such a wonderful event for our Town.*

*Our next event is likely to be our VE Day Event, which as planning for this has only just begun, as the Government only announced this in the Budget, this is still a work in progress. However it will involve a Beacon lighting ceremony on the 8th, with a street party, heavily 40's themed on the following Saturday. Again, watch this space for updates, and feel free to contribute your own ideas.*

*Events taking place later in the year I will comment on in later reports, however, we are planning a very full program, with some very unique events, which will put Holbeach Firmly on the map.*