



Minutes of the Annual meeting of Holbeach Parish Council on Monday 9th May 2022 at 19:10 at the Methodist Hall, Albert Walk, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	<p>Cllrs: S Johnson, S Hutchinson, R Stevens, I Hutchinson, P Howden, M Murfet, T Wiltshire, S Lewis, E Penney & R Flood</p> <p>Clerk: Jan Hearsey Asst Clerk: Karen Baxter</p> <p>County Cllr T Carter District Councillor F Biggadike</p>	Cllr A Beal	
Public including Councillors	2 members of the public. 2 Member of the press.		

Chairman Cllr S Johnson welcomed everyone to the meeting and invited questions from the Public:

Public session

1. Is there an update on the cemetery chapels roof? Cllr M Murfet responded that the scaffolding is due to be erected on the 16th May
2. There is an agenda item in closed session regarding agreeing a spend for an HR matter, what is this for. Cllr S Hutchinson responded that as this is an HR issue we are not able to say however the spend will appear on our published payments list and we will speak with our legal advisors on how to show the spend.
3. Complaint re the Jubilee Garden, no signage for the works and how many people wanted it. What about a skate park. Cllr I Hutchinson responded that it was not feasible to have a skate park in Carters Park due to various factors. There may be other areas in town that we do not manage that may be suitable. We could point people in that direction. Holbeach Meadows will not become the responsibility of the Parish Council.. The Jubilee Garden was taped off whilst the works were ongoing. We can look at signage. Cllr S Hutchinson explained that a survey was carried out around six months ago and parishioners requested a sensory garden.

Chairman's initials.....

Page 1 of



Chairman Cllr S Johnson instated Standing Orders and the meeting began at 19:09

2022/3 -001 To elect a Chairman of the Council

It was proposed, seconded and **agreed** that Cllr Stephen Johnson would be Chairman (Cllr T Wiltshire registered his vote against)

2022/3-002 To elect a Vice-Chairman of the Council

It was proposed, seconded and **agreed** that Cllr Sophie Hutchinson would be Vice-Chairman (Cllr T Wiltshire registered his vote against)

2022/3-003 Apologies for absence and reasons given.

None

2022/3-004 Clerk

- a. To receive a report from the Clerk – see appendix 1
- b. Update on the vacancy for Hurn Ward (2), Drove Ward and the four vacancies for Town Ward – available for co-option – these seats are available for co-option
- c. Update on the election for the seat vacated by S Favell – No candidates came forward
- d. To review paperwork submitted for co-option(s) and resolve to agree to co-opt – no co-options came forward
- e. Correspondence received -see appendix 1

2022/3-005 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

Cllr S Lewis declared a pecuniary interest in agenda item 2022/3-013 (c)

Cllr S Johnson declared a non-pecuniary interest in agenda item 2022/3-008 (e)

Cllr I Hutchinson declared a non-pecuniary interest in agenda item 2022/3-008(e)

Cllr S Hutchinson declared a non-pecuniary interest in agenda item 2022/3-008(e)

2022/3-006 Minutes of previous Meeting – It was **resolved** to approve the notes of the meeting of 19th April 2022 as minutes.

2022/3-007. Police, County and District Matters

- (a) To receive a report from the Police – see appendix 2
- (b) To receive a report from the County Council – see appendix 3
- (c) To receive a report from the District Council – see appendix 3



2022/3-008 Open Spaces committee:

- a. To receive a report from the outgoing Chairman – see appendix 4
- b. To elect members to the Open Spaces Committee – It was proposed, seconded and **agreed** that the members of the committee are: Cllrs: M Murfet, R Flood, I Hutchinson & P Howden
- c. For the members of the Committee to elect a Chairman – It was proposed, seconded and **agreed** that Cllr M Murfet will be Chairman of the committee
- d. For Members of the Committee to elect a representative of the Committee to the Finance Committee – It was proposed, seconded and **agreed** that Cllr M Murfet will represent the committee on the Finance Committee
- e. To discuss and resolve a way forward with Battlefields allotments – It was **resolved** to defer the item to the Open Spaces Committee until more information is received from the landowners. Clerk to look into timescales of serving notice on allotment holders should the need arise.
- f. It was **resolved** to agree the Event Notification Form to be completed by organisations/individuals who wish to use Parish Council owned/run areas
- g. To resolve to agree which members of the committee will represent them at the meeting with the Police – It was **resolved** to amend the agenda item to whoever is available at the time.
- h. It was **resolved** to agree the locations for street artists as to start with the fence in Carters Park and then come back to Council
- i. It was **resolved** to agree to allow SHDC to use Carters Park on 3rd August for an activity day
- j. It was **resolved** to agree the terms of reference for the committee

2022/3-009 Planning, Properties, Emergency Planning & Speeding Committee:

- a. To receive a report from a member of the outgoing committee – see appendix 5
- b. To elect members to the PPES Committee – It was proposed, seconded and **agreed** that the members of the committee are: Cllrs: S Lewis, I Hutchinson, P Howden, M Murfet & E Penney
- c. For the members of the Committee to elect a Chairman - It was proposed, seconded and **agreed** that Cllr E Penney will be Chairman of the committee
- d. For the members of the Committee to elect a representative of the Committee to the Finance Committee – It was proposed, seconded and **agreed** that Cllr I Hutchinson will represent the committee on the Finance committee

Chairman's initials.....

Page 3 of



- e To resolve to agree the procedure for outside groups using the meeting room at Coubro -It was **resolved** that a member of the Council will remain in the building at all times
- f It was **resolved** to agree to replace the lighting at Coubro starting with the Clerk's and Assistant Clerk's office
- g It was **resolved** to agree to adopt the Emergency Plan
- h It was **resolved** to agree the terms of reference for the committee with the amendment to the meetings being monthly

2022/3-010 PR/IT Committee –

- a. To receive a report from the outgoing Chairman – see appendix 6
- b To elect members to the PR/IT Committee – It was proposed, seconded and **agreed** that the members of the committee are: Cllrs: S Hutchinson, R Stevens, M Murfet & P Howden
- c For the members of the Committee to elect a Chairman – It was proposed, seconded and **agreed** that the Chairman of the committee is Cllr Peter Howden
- d. For the members of the Committee to elect a representative of the Committee to the Finance Committee – It was proposed, seconded and **agreed** that Cllr R Stevens will represent the committee on the Finance Committee
- e. It was **resolved** to agree the terms of reference for the committee with the amendment to monthly meetings

2022/3-011 Events Committee –

- a. To receive a report from the outgoing Chairman – see appendix 7
- b. To elect members to the Events Committee- It was proposed, seconded and **agreed** that the members of the committee are: Cllrs: I Hutchinson, P Howden, S Hutchinson & R Stevens
- c. For the members of the Committee to elect a Chairman – It was proposed, seconded and **agreed** that Cllr I Hutchinson will be the Chairman of the Committee
- d. For the members of the Committee to elect a representative of the Committee to the Finance Committee -It was proposed, seconded and **agreed** that Cllr P Howden will represent the committee on the Finance committee
- e. It was **resolved** to agree the terms of reference for the committee

2022/3-012 - HR, Health and Safety and Data Protection Committee

- a. To elect members to the HR, Health & Safety and Data Protection Committee – It was proposed, seconded and **agreed** that the members of the committee are: Cllrs: S Hutchinson, M Murfet & R Stevens (Cllr T Wiltshire requested his vote against Cllrs: S Hutchinson & R Stevens be recorded)



- b. For the members of the Committee to elect a Chairman – It was proposed, seconded and **agreed** that Cllr S Hutchinson be Chairman of the committee
- c. For the members of the Committee to elect a representative of the Committee to the Finance Committee – It was proposed, seconded and **agreed** that Cllr S Hutchinson will represent the committee on the Finance committee
- d. It was **resolved** to agree the terms of reference for the committee

2022/3-013 Finance Committee –

- a. To receive a report from the outgoing Chairman – see appendix 8
- b. For the members of the Committee to elect a Chairman – It was proposed, seconded and **agreed** that Cllr R Stevens be the Chairman of the committee
- c. It **resolved** to agree the Financial statements and payment list totalling £18,916.46 – see appendix 9
- d. It was discussed and **resolved** to agree the way forward regarding the older Kubota mower in that to seek a second opinion on the cost of repairs
- e. It was **resolved** to agree the recommendation of the Committee to purchase a zero turn mower
- f. It was **resolved** to agree to purchase a PA system
- g. It was **resolved** to agree the terms of reference for the committee

2022/3-014 Appointments to other bodies:

- a. Holbeach United Charities It was proposed, seconded and **agreed** that Cllrs: I Hutchinson & S Johnson be appointed
- b. Holbeach Farmer Education Foundation – It was proposed, seconded and **agreed** that Cllrs: I Hutchinson, R Stevens, S Hutchinson & M Murfet be appointed
- c. Voluntary Car Service – It was proposed, seconded and **agreed** that Cllr E Penney be appointed

2022/3-015 Agenda item requests.

Bumble bee garden on top of bus stops – to Open spaces committee

2022-3-016 Confirm date and venue of next Parish Council Meeting

- (a) The next Parish Council Meeting is on 13th June 2022 at 19:00 at the Village Hall, Holbeach St Johns

Open session of the meeting closed at: 20:35

Closed session open at: 20:41



It was resolved 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 for agenda item: 2022/3-017

2022/3-017 HR, Health and Safety and Data Protection Committee

- a. To receive the report by the outgoing Chairman Cllr S Hutchinson - there was no report
- b. It was **resolved** to agree the spend in relation to an HR issue
- c. It was **resolved** to agree the way forward with relation to a staffing matter in that the Council must continue to follow the advice of its HR advisors.

Meeting closed at 21:04

Signed Chairman.....Date.....

Appendix 1

Clerks report

Following on from Cllr Wiltshire’s actions at the last meeting, LALC have advised us that the issues raised within the document about councillors can only be dealt with through the monitoring officer at South Holland District Council under the Localism Act 2011 section 28, and therefore we as a council are unable to consider Tim’s allegations on our agenda. If Cllr Wiltshire wishes to progress these any further he needs to make a standards complaint about each councillor in particular. With regard to the allegations made about a member of staff, LALC have confirmed this should have been raised with the HR committee and kept confidential, however in light of the allegation now being public we would like to state that it has been fully investigated and our Employment Law advisors have advised us to not take the matter any further as the allegations are unfounded. Cllr Wiltshire’s actions constituted a data protection breach which has been reported to the ICO and they are now investigating the matter.

Following the public open session from last month’s meeting, I would like to clarify that there is no issue with communication in regard to the meeting dates on our website. The gentleman complained that the meeting date was still showing as the 11th April despite the meeting being postponed to the 19th April. The Council sets its meeting dates for the following year every October, the current year’s being set under agenda item 2021/2-101, therefore the information contained on the council’s website for meeting dates was correct and the agenda for the 19th April clearly showed it’s day, date, time and venue.

The parishioner also raised an issue relating to a notice board, this parishioner has been sent documents in the past however, to ensure that all our parishioners have access to all information, the responsibility for placing said information on the notice board will revert back to serving councillors.

Update on election – although a ten signature request was made, no candidates came forward for the seat.

Chairman’s initials.....



Correspondence received

Complaints about litter – I have explained that our litter picker works part time and unfortunately cannot get to all parts of the town every day

Complaints about drain covers and damaged verges – explained it is LCC and suggested they contact Cllr Carter

Appendix 2

Want people to report crimes via 101 or online or if crime in progress 999

Meeting with two councillors, will not have public meeting

Appendix 3

Park Road crossing survey being done this week, takes two weeks to come through. Anglian Water investigating Boston Road. Looking at underpass. The activate days are starting again. Toilets are being refurbished.

The Governance review is starting. Big Bang again in November. Hanging baskets going up at the end of May

Appendix 4

Carters Park.

Sad to report more vandalism to benches in Carters Park.

We agreed to new signage for Bowls Club.

Work is ongoing with the Jubilee garden.

New slide and inclusive swing is now ordered.

Hall gate cemetery

Thank you to Cllr Murfet for his work in the cemetery.

Allotments

Inspections will take place on 24th May, letters and new policy will be sent to Allotment holders.

Nature reserve

Looking into how area can be improved for wildlife and people that visit.

Holbeach Bank

Agreed to purchase new swing seats

Appendix 5

The planning applications were agreed with H09-0327-22 being listed as requires further investigation due to the nature of the driveway at the side of the existing dwelling coming directly on to Fleet Street which could turn the junction in to a staggered crossroads.

Chairman's initials.....



Also a parishioner raised a comment on application h09-0106-22 which was passed on to SHDC.

Speeding:

Placement of Sid was requested at Rivergate end of HSJ however there was no suitable agreed locations so it was sited at the entry to HSJ from Holbeach End.

It was agreed to apply for new placement locations at High Street, park road, and church street, raised after the meeting for duck safety and the advice about the upcoming consultations on road safety and traffic management for the town centre. It was agreed that this could give additional evidence and support to the consultation process from the data collected.

It was also agreed to try to engage with authorities and schools and police in relation to speed awareness and possible events that could be out on to try to improve road safety and awareness.

Properties:

CAB have started their residencies on a Tuesday at Coubro and all is going well.

EPC has now been completed for Coubro.

Clerk to chase solicitors re registering of properties..

Emergency plan has been completed for all wards of HPC and has been put forward to full council for adoption to then be made live with Lincolnshire emergency services once adopted.

Appendix 6

Calendar Photographic Competition

We have received a total of 16 entries to date. To try and encourage the local schools to engage we are writing to the heads of the art departments in Holbeach and Spalding. Also Long Sutton photographic club will be contacted to see if they have any Holbeach Parish residents who wish to enter.

Youth Council.

A student on a work experience placement is joining us for a week from 20th June. We will plan one or two sub committees that week for them to sit it on. No further progress has been made with the academy regarding setting up a youth council but we will re engage in June after the exams are over.

Press Release.

Before and after photos of our Platinum Jubilee Garden will be our next press release together with a full running order for our fun day on June 4th.

Holbeach Drove Notice Board.



We now have this and I will be putting it up this week. We also discussed purchasing our own notice board for Holbeach Hurn. The village hall was agreed to be the best location and our clerk will be writing to the committee to seek their approval.

HPC Forums.

The next is planned for Thursday 16th June at Market Hill from 11 am-1pm. Please indicate if you would like to attend at Monday's full council meeting.

Councillor Mark Murfett and myself will be attending an event at The Crown in Holbeach on Sunday 8th May.

Our last forum was held at the Tesco Stores on 21st April and was attended by myself and councillors Rick Stevens and Sophie Hutchinson. We handed out leaflets and interacted with several parishioners.

Digital Screen.

This has been installed. We are looking into the cost of various Wifi providers.

Appendix 7

Yard sale

The yard sale on 8th May has been a huge success with over 80 houses taking part. We are looking at running another sale on the August bank holiday weekend.

Jubilee

All the paperwork has now been completed for both the beacon lighting and jubilee event on 4th. The running order for the day is as follows

9am set up to start

10.45 vintage tractors parade

11.00 Zumba demo

12.15 Holbeach town band

1.15 heats for wheelbarrow race

2.30 to 4. Hedgehog reality performance

3.30 final of the wheelbarrow race

Throughout the day there will be an exhibition of memorabilia by Linden Secker in the Reading Rooms and a display of vintage tractors on the parking area in Church St.

There will be bouncy castles, garden games stalls and a bar all day and food can be bought from local businesses. The church will be doing refreshments and crown making and the WI hall are also running an event that day.

Entries for the wheelbarrow race are now open. Teams of 2 must provide their own wheelbarrow and will need to register before 27th May. Entry is £2 per team and entry forms can be found on our Facebook page or from the clerk.

Can anyone that wishes to help steward on the day please contact the clerk so we can create a rota.

Car Show



We are still getting entries for the show and already have approx 150 cars booked. We will be meeting with the school and strongman organiser shortly to go through final details.

We have been asked for further information regarding Jubilee Day which is being collated ready to be sent.

Appendix 8

At the monthly meeting we carried out all the normal monthly procedures and discussed the purchase of a zero turn mower. This mower will mainly be used in the cemeteries and will enable the excellent parks team to do a much quicker and less Labour extensive job.

When I applied to be co-opted onto the council 12 months ago one of my main aims was to bring in proper procedures and rules governing the day to day expenditure. I am pleased to say that in this period we have produced more productive procedures and policies. The introduction of our purchasing policy has enabled a reduction of about £2,000 per month. We have also purchased and installed a new accounting software package which all ready is providing much better information that the council has ever had.

None of this would have happened without the due diligence and guidance from Jan, our clerk and RFO.

I would like to thank all the members of the finance committee for all there help and assistance during this period.

I believe, as outgoing chair of finance, that we have enabled the full council to be transparent on all finance related business and I handover to the next chair in a far better position than 12 months ago.

Appendix 9



04/05/2022 **Holbeach Parish Council** Page 1
09:25 **Detailed Balance Sheet - Excluding Stock Movement**
Month 1 Date 30042022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Cemtery Ledger	2,550	
101	Sales Ledger	1,199	
105	VAT Control A/c	5,728	
200	Barclays Current Account	4,081	
205	Barclays Credit Card	(25)	
210	Business Saver Account	251,117	
215	CCLA Account	81,871	
	Total Current Assets		346,522
<u>Current Liabilities</u>			
500	Creditors	30,463	
505	Other Creditors	(482)	
527	Pension Liability	709	
	Total Current Liabilities		30,690
	Net Current Assets		315,832
	Total Assets less Current Liabilities		315,832
<u>Represented by :-</u>			
300	Current Year Fund	215,403	
310	General Reserves	19,943	
320	EMR - Tractor Fund	3,900	
321	EMR - Machinery Fund	3,400	
322	EMR - Elections	5,000	
323	EMR - Chapel Roof	32,000	
324	EMR - Playground Fund	6,140	
325	EMR - Inclusive Swing	6,000	
327	EMR Employment Res	10,000	
328	EMR Property Repairs	6,800	
329	EMR Training	150	
330	EMR Tree Survey	2,000	
331	EMR Jubilee Garden	2,716	
332	EMR Safe Repairs	880	
334	EMR Fire Alarm	1,500	
	Total Equity		315,832



09/05/2022
12:02

Holbeach Parish Council

Page 1

Invoices Due for Payment by 31 May 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Amazon EU s.a.r.l UK Bracnk [AM1]								
05/04/2022	AEUI		Lever arch files		05/04/2022	38.70		38.70
12/04/2022	8789		Safety sunglasses		12/04/2022	29.97		29.97
13/04/2022	22C69		Blue towel		13/04/2022	22.62		22.62
20/04/2022	6459		Garden games		20/04/2022	75.99		75.99
21/04/2022	3786		Garden games		21/04/2022	25.99		25.99
22/04/2022	6930		Garden games		22/04/2022	39.99		39.99
Total of Invoices Due (AM1)						233.26	0.00	233.26
Branch Bros [BB]								
20/04/2022	DC1055973		Sundries		10/05/2022	32.21		32.21
Total of Invoices Due (BB)						32.21	0.00	32.21
Barclaycard [BCARD]								
20/04/2022	2004		Bcard fee awaiting credit		20/04/2022	32.00		32.00
Total of Invoices Due (BCARD)						32.00	0.00	32.00
Councillors [CLLR]								
28/04/2022	CLLR		Re granules picnic benches		10/05/2022	51.50		51.50
Total of Invoices Due (CLLR)						51.50	0.00	51.50
DTS [DTS001]								
30/04/2022	3		Locking up		10/05/2022	600.00		600.00
Total of Invoices Due (DTS001)						600.00	0.00	600.00
ECO Approach Ltd [ECO]								
14/04/2022	024739		EPC Coubro		14/04/2022	220.00		220.00
Total of Invoices Due (ECO)						220.00	0.00	220.00
Farmer Education Foundation [FEF1]								
01/04/2022	N/A		Rent Battlefields		01/04/2022	842.50		842.50
Total of Invoices Due (FEF1)						842.50	0.00	842.50
Garden Games [GG]								
22/04/2022	28598		Garden games		22/04/2022	22.99		22.99
Total of Invoices Due (GG)						22.99	0.00	22.99
Greenzone [GRE001]								
31/03/2022	906				31/03/2022	41.81		41.81



09/05/2022

Holbeach Parish Council

Page 2

12:02

Invoices Due for Payment by 31 May 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
30/04/2022	347840		<i>Bins Hall Gate</i>		10/05/2022	41.81		41.81
Total of Invoices Due (GRE001)						83.62	0.00	83.62
Greenzone Park Road [GZPR]								
30/04/2022	346499		<i>Park Road bins</i>		10/05/2022	250.85		250.85
Total of Invoices Due (GZPR)						250.85	0.00	250.85
HK Online [HK]								
12/04/2022	9929		<i>Ratchett straps</i>		10/05/2022	34.99		34.99
Total of Invoices Due (HK)						34.99	0.00	34.99
[HMRC]								
23/04/2022	230422		<i>Ni & Tax Apr 22</i>		22/05/2022	1,974.15		1,974.15
Total of Invoices Due (HMRC)						1,974.15	0.00	1,974.15
Inko [INK001]								
07/04/2022	41115		<i>Ink cartridges</i>		10/05/2022	26.48		26.48
Total of Invoices Due (INK001)						26.48	0.00	26.48
John Jacques [JJ]								
22/04/2022	94799		<i>Garden games</i>		22/04/2022	21.99		21.99
Total of Invoices Due (JJ)						21.99	0.00	21.99
Lincolnshire Commercial Maintenance [LIN001]								
29/04/2022	093		<i>Grass cutting April 2022</i>		10/05/2022	2,056.80		2,056.80
Total of Invoices Due (LIN001)						2,056.80	0.00	2,056.80
Methodist Church [MET001]								
11/04/2022	24032022		<i>Room for parish council meetin</i>		11/04/2022	30.00		30.00
Total of Invoices Due (MET001)						30.00	0.00	30.00
Milanpavilion Retail Co Ltd [MP1]								
07/04/2022	7471		<i>Bunting for jubilee</i>		07/04/2022	142.87		142.87
07/04/2022	7487		<i>Bunting for jubilee</i>		07/04/2022	65.94		65.94
Total of Invoices Due (MP1)						208.81	0.00	208.81
Microsoft [MS1]								
03/04/2022	199PC		<i>Email systm Cltrs</i>		03/04/2022	61.90		61.90
03/04/2022	18YAU		<i>Email system admin</i>		03/04/2022	22.56		22.56



09/05/2022

Holbeach Parish Council

Page 3

12:02

Invoices Due for Payment by 31 May 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Total of Invoices Due (MS1)						84.46	0.00	84.46
Newitt & Co [NB]								
20/04/2022	2279		Garden Games		20/04/2022	59.94		59.94
Total of Invoices Due (NB)						59.94	0.00	59.94
One Stop [OS1]								
05/04/2022	N/A		Tea/coffee etc		05/04/2022	6.69		6.69
14/04/2022	144		Tea.coffee etc for training da		14/04/2022	9.79		9.79
Total of Invoices Due (OS1)						16.48	0.00	16.48
Poundland [PL]								
23/04/2022	432499		Sun lotion open spaces team		10/05/2022	3.00		3.00
Total of Invoices Due (PL)						3.00	0.00	3.00
Platinum Cleaning [PLA001]								
30/04/2022	89		Cleaning Coubro		10/05/2022	208.00		208.00
Total of Invoices Due (PLA001)						208.00	0.00	208.00
Post Office Ltd [PO1]								
01/04/2022	N/A		postage		01/04/2022	15.84		15.84
Total of Invoices Due (PO1)						15.84	0.00	15.84
Parcel Force [PP]								
05/04/2022	050422		Send back notice board		05/04/2022	8.00		8.00
Total of Invoices Due (PP)						8.00	0.00	8.00
Scen assessment [SA]								
04/04/2022	JH190422		First aid training		10/05/2022	350.00		350.00
Total of Invoices Due (SA)						350.00	0.00	350.00
Safepoint [SAF]								
21/04/2022	0002		Mandown devices		21/04/2022	720.00		720.00
Total of Invoices Due (SAF)						720.00	0.00	720.00
Telephone : 0808 1780102								
Savills (UK) Ltd [SAV001]								
05/04/2022	719390		Rent Northons Lane		10/05/2022	390.00		390.00
Total of Invoices Due (SAV001)						390.00	0.00	390.00



09/05/2022
12.02

Holbeach Parish Council

Page 4

Invoices Due for Payment by 31 May 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
Steve Hornsby [SH]									
14/04/2022	3813		repair works to large safe		10/05/2022	120.00		120.00	
						Total of Invoices Due (SH)	120.00	0.00	120.00
South Holland Drainage Board [SHDB1]									
01/04/2022	10-0749-7		SHIDB agricultural drainage ra		01/04/2022	1,037.29		1,037.29	
						Total of Invoices Due (SHDB1)	1,037.29	0.00	1,037.29
Steve Lewis Electrical [SLE]									
29/04/2022	239		Install digital screen		10/05/2022	300.00		300.00	
						Total of Invoices Due (SLE)	300.00	0.00	300.00
Spalding Cleaning [SPA001]									
09/04/2022	0904		Window cleaning Coubro		10/05/2022	23.00		23.00	
						Total of Invoices Due (SPA001)	23.00	0.00	23.00
Staff [ST1]									
28/04/2022	ST		Mileage re training		10/05/2022	40.00		40.00	
30/04/2022	MAY 23		Staff salaries May 2023		30/04/2022	7,699.74		7,699.74	
						Total of Invoices Due (ST1)	7,739.74	0.00	7,739.74
Shen Zhen [SZ]									
13/04/2022	3528		Personal alarms		13/04/2022	22.75		22.75	
						Total of Invoices Due (SZ)	22.75	0.00	22.75
Wave									
28/04/2022	ON ACC 2		P/Ledger Electronic Payment		28/04/2022	151.86		151.86	
						Total of Invoices Due (WAVE)	151.86	0.00	151.86
WCF Chandlers [WCF]									
26/04/2022	819710		Red diesel		10/05/2022	758.15		758.15	
						Total of Invoices Due (WCF)	758.15	0.00	758.15
West End Garage [WEG]									
30/04/2022	11490		Fuel April		10/05/2022	185.80		185.80	
						Total of Invoices Due (WEG)	185.80	0.00	185.80
Wonderwall Products [WW]									
13/04/2022	1850		Credit re wrong notice board o		13/04/2022	-83.00		0.00	



09/05/2022

Holbeach Parish Council

Page 5

12:02

Invoices Due for Payment by 31 May 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Total of Invoices Due (WW)						-83.00	0.00	0.00
Total of Invoices Due (Purchase Ledger)						18,833.46	0.00	18,916.46
TOTAL OF INVOICES DUE (ALL LEDGERS)						18,833.46	0.00	18,916.46



Minutes of the meeting of Holbeach Parish Council on Monday 13th June 2022 at 19:00 at the Holbeach St Johns Village Hall, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	<p>Cllrs: S Johnson, P Howden, M Murfet, T Wiltshire, E Penney & R Flood</p> <p>Clerk: Jan Hearsey Asst Clerk: Karen Baxter</p> <p>County Cllr T Carter District Councillors N Worth & A Beal</p>	<p>Cllrs R Stevens, I Hutchinson, S Hutchinson * S Lewis</p> <p>District Cllr F Biggadike</p>	
Public including Councillors	3 members of the public. 1 Member of the press.		

19:00 Chair, Cllr Stephen Johnson welcomed everyone to the meeting and invited members of the public to ask questions and make statements.

1. UPP fibre broadband introduced themselves and explained that their services would be available to all the villages as well as the town. Cllr S Johnson thanked them for their time.
2. A member of the public queried why the agenda was not on the town notice board, the Clerk explained that it was published on the digital notice board and the website. It will all be posted on all parish notice bards in future if the space allows. The same person said that all agenda items should have supporting documents. Cllr S Johnson explained that all possible documents were with the published agenda.

Chair Cllr S Johnson invited reports from County & District Councillors and the Police

Cllr T Carter reported on County matters - Boston Road, Anglian Water have nearly finished the repairs, Cllr Carter sits on the Safety Partnership. Works due to start in Chestnut Avenue but Boston Road is due to finish by 24/06 and she has pointed out that Chestnut Avenue should not be started before Boston Road is open. She had met with the police and LCC re a crossing in Park Road.

District matters -Update re the High Street, covered in our agenda. Big Bang is happening again this year. Medieval event is in a couple of weeks. The toilet refurb is behind schedule.

Cllr N Worth -SHDC- reported on the UK Prosperity Fund which replaces the EU funding. £2.7 million is available from SHDC. Parish Councils will be consulted separately and the funding will come round every three years, Cllr N Worth then excused himself from the rest of the meeting.



The Clerk read the report from the Police – appendix a
Chair Cllr S Johnson instated Standing Orders and the meeting opened at 19:18

2022/3-023 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: I Hutchinson, S Hutchinson, R Stevens & S Lewis

2022/3-024 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

Cllr S Johnson declared a pecuniary interest in agenda item 2022/3-032 (b), he requested a dispensation which was granted by the Clerk under Standing Orders 13 (d) & (e)

2022/3-025 It was resolved to approve as a correct record the notes of the meetings of the Council held on 9th May 2022 and 24th May 2022 and to authorise the Chair to sign the official minutes

2022/3-026 Clerks report

- a) To receive a report from the Clerk – see appendix b
- b) To receive an update on vacancies – no change since last month
- c) To receive an update on the election process for the seat vacated by S Favell – the election process had been followed again and the closing date was the 10th June, no candidates came forward and the process will begin again and continue until November
- d) Correspondence received -Former Cllr P Sparkes had requested his letter of resignation be read to members

2022/3-027 AGAR Annual Governance and Accountability Return (AGAR) 2021/22

- a) The report of the internal auditor was received- see appendix 1
- b) The Balance Sheet for the year ended 31st March 2022 was received and signed by the Chair and Responsible Finance Officer;
- c) The Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return (AGAR)) for financial year 2021/22 was approved and authorised signing by the Chair and Clerk; and
- d) The Accounting Statements (Section 2 of the AGAR) for financial year 2021/22 was approved and authorise signing by the Chair and Responsible Finance Officer.

2022/3-028 Open Spaces Committee

- a) To receive the report from the Chair of the committee – see appendix 2
- b) It was **resolved** to agree the recommendation of the Committee to spend the £500 bequeathed by a former parishioner, on a seat to surround the tree in the centre of the Jubilee garden.

The lady in question loved gardening and her son thinks this is an excellent idea.

- c) It was **resolved** to agree that the tenant of plot no G36e at Battlefields allotments can erect a metal shed 6 x 4 with a pent roof
- d) It was **agreed** to amend the agenda to: **resolved** to agree that the tenant of plot no's G30 & G31 erect a shed 5 x 7 on plot G31 and to defer the decision on the poly tunnel on G30 to the next open spaces meeting when measurements will have been received.
- e) It was **resolved** to agree the recommendation of the committee to engage the services of the company with the lowest price for a tree survey, who are East Midlands Tree Surveys Ltd. – appendix 2 a
- f) It was **resolved** to agree to accept the offer of a local historian to have the old burial book rebound at his cost.

2022/3-029 Planning, Properties, Emergency Planning and Speeding Committee

- a) To receive the report from a member of the committee – appendix 3
- b) It was **resolved** to agree the planning responses as no objections:

H09-0531-22	Proposed internal alterations to change flat to office accommodation - https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0531-22
H09-0532-22	Proposed internal alterations to change flat to office accommodation. - https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0532-22
H09-0540-22	Single storey rear extension and internal alterations - https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0540-22
H09-0548-22	Conversion of agricultural building into 4 dwellings - https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0548-22
H09-0307-22	Residential Development - Erection of Dwelling - https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0307-22

2022/3-030 – PR/IT Committee

- a) To receive the report from the Chair of the committee -see appendix 4

2022/3-031 – Events Committee

- a) To receive the report from the Chair of the committee – see appendix 5

2022/3-032- Finance Committee

- a) To receive the report from the Chair of the Committee – see appendix 6
- b) It was **resolved** to agree the direct debits and standing orders for the year as per appendix 6a
- c) It was **resolved** to agree to authorise the payments for May 2022 totalling £22,467.41 and to note the income for May 2022 of £4,735 – see appendix 6b

- d) It was noted the Bank balances as at 31st May 2022 as follows:
Account ending **4844** £5,023.31 Account ending **5394** £36,358.22
Account ending **01PC** £281,908.59

2022/3-033 – High Street, proposed changes to waiting restrictions

- a) It was discussed and **resolved** to agree the comments to put forward regarding the proposal from LCC to change the restrictions on the High Street from limited waiting to no waiting that the Parish Council is in support of the scheme – see appendix 7

2022/3 034 – Confirmation of date and venue of the next Parish Council meeting

- a) The next meeting of the Parish Council will be on Monday 11th July 2022 at the Methodist Church Hall, Albert Walk, Holbeach

Open meeting closed at 20:05

Closed meeting opened at 20:11

2022/3 -035 HR, Health and Safety and Data Committee

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

- a) To receive the report from the Chair of the committee – The report updated members on an ongoing staffing matter.

Meeting closed at 20:16

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

Appendix a

I am Sgt Rick Mosley and earlier this year I was appointed as the Neighbourhood Policing Sergeant for Holbeach and The Suttons.

I have been a police officer for 23 years, having worked in a variety of roles from response to uniformed investigator in CID, Under Water Search, and PSU (riot police). I have spent the majority of my career in neighbourhood policing and enjoy the problem solving challenges this role brings.

At the end of April, we saw the long awaited opening of the refurbished Holbeach Police Station which is now fully operational with the Neighbourhood Team and response officers working from the station 24 hours a day, 7 days a week.

The Enquiry Office is now also open. The opening times are 10am to 2pm, Monday to Friday. There will be occasions, due to operational reasons, that the office is not open

during these hours, however we will endeavour to keep to the times as much as we can. Should the office be closed, we can still be reached by calling 101, or 999 in an emergency. Alternatively you can go online to report crime, ASB, fraud, to pass on compliments, or make a complaint. You can also email the Neighbourhood Policing Team at holbeachandsuttons@lincs.police.uk

Every three months we set a priority where we identify an issue we want to concentrate on. This is done through engagement with the community, social media and other media, elected members, our partner agencies as well as reviewing crimes and incidents while taking into consideration our Force and national campaigns. A priority is not created at the expense of other areas of policing, but to identify one area we will concentrate on and involve partner agencies.

Currently our priority for Holbeach is ‘youth related ASB’.

Over the last few weeks we have seen a rise in ASB in the areas of Carters Park and the cemetery.

Previously we have identified a group of youths involved. These youths have been interviewed and dealt with appropriately. Some have been given warnings which is the start of the stepped approach to ASB legislation, while some have been referred to the Joint Diversionary Panel. This panel consists of several different agencies. They work to change the behaviour of those referred and to prevent a reoccurrence of that behaviour, while at the same time not criminalising them. The vast majority of the time this intervention works, however there are occasions where that child will be referred again. When this happens, the intervention will be intensified.

The stepped ASB process and the Joint Diversionary Panel are a requirement and not a choice we can make locally. The aim is, nationally, to not criminalise children.

Recently we have seen another rise in ASB in the same area, specifically around youths climbing on the scaffolding within the cemetery. We have identified some of those involved and will deal with them over the coming days and are continuing to work to identify the others involved.

We have met with members of the Parish Council and kept in contact to work together to try to reduce the number of incidents through prevention and proactive patrols. I

want to thank the Parish Council for their work to assist with this. Only by working together will we be able to deal with this issue.

Finally, I would like to ask that any incident is reported direct to the police. Reporting it to a third party can cause delay and miss vital information that officers need to effectively deal. I do appreciate that reporting via 101 can at times be frustrating, as I have found out personally, and this is often due to the volume of calls being received. I would urge you to be patient and continue with that call.

As always, in an emergency, call 999.

Appendix b

Cemetery Chapels roof

Following reports on Facebook, here is the precise information.

The contract for this work was put out to tender on the government website last autumn and Manor Roofing was awarded the contract by Full Council.

The start date was initially given as last November, however, the finials on the ridge are only available from one supplier and when they were ordered, our contractor was informed that there was a 6-month lead time due to the pandemic, this would have been the same situation whichever contractor we had chosen.

The scaffolding had to go up at the beginning of the project as the person who is working to shape the slate needs to keep measuring the existing slates to ensure the new ones are an exact match. This job is a very skilled one and there are very few people that can carry out this work. The roof should begin being stripped this week and the job completed within two to three months. We would ask parishioners to bear with us as this is a unique job on a grade 2 listed building.

Members of the public are asked to remain behind the heras fencing and if anyone has any questions, please contact the Clerk by email or phone.

Clerks report

Letter received from the Farmer Education Trust regarding Battlefields allotments. I have to go back to the 1970's and read through the minutes so will have a report ready for council shortly.

With regard to feedback on transparency, to demonstrate that these comments have been take on board and to develop further, you will see that the agenda has altered within its legal parameters.

Regarding the banner above Boston Road carpark, Cllr Tracy Carter has said the following:

Chair's initials.....

I have received huge amounts of positive comments regarding it and so sadly on this occasion not everyone can be pleased, but I am delighted that on the whole residents are pleased with it and sorry that the resident who raised issues is not happy with it.

The banner is exactly the same as the street artwork, which very much does depict Holbeach, being the actual Holbeach church (not just a random church) and includes ice creams depicting a nod to laddies and then of course the infamous ducks.

The banner is a digital copy of the street art. Regarding quality, again no other concerns have been raised, and obviously due to the size of the artwork and size of the actual banner then some pixilation may occur, but again is more than clear to promote the town positively and has been supported as such.

The banner was funded via the Welcome back funding to support the promotion of towns in the return after Covid.

Regarding the gentleman's comments from the last meeting regarding the governance review time table, members first agreed to reduce numbers at the meeting of the 14th February 2022 agenda item no 2021/2-164 hence SHDC's date of the 1st March. Then members agreed at the meeting of the 19th April under agenda item no 2021/2-198 which wards would have the reduction, hence SHDC's later date.

The slabs have been re-instated below the digital screen.

I contacted LCC Highways regarding the incorrect dates on advertised road closures for the Jubilee events in the press and was informed that our paperwork from them was correct and this is the only paperwork to go by.



Appendix 1

INTERNAL AUDITOR'S REPORT TO HOLBEACH PARISH COUNCIL For The Year Ended 31 March 2022

Introduction

In our role as Internal Auditors to Holbeach Parish Council, we hereby report our findings on the main areas as outlined in the AGAR Return Part 3 as follows:-

We were readily supplied with all financial information as requested from the SCRIBE system which has been fully utilised this year. SCRIBE is a cloud-based software, specifically designed for use by managing Parish, Town and County Councils.

The current Clerk was engaged in June 2020 and we note that even during Covid-19 restrictions, she has managed to make the Council's systems and procedures far more robust with the introduction of bespoke accounting software and the addition of new written Fixed Assets and Asset Disposal Policies, a Procurement Policy, Reserves Policy, Members Expenses Policy and also Financial Risk Assessment and updates to the pre-existing Financial Regulations Policy.

A. Appropriate accounting records have been properly kept throughout the financial year

SCRIBE software accounting system was fully introduced from the 2021/22 financial year and has reduced the need for double data entry which was previously required with the use of Excel spreadsheets, etc.

SCRIBE has the advantage of being able to prepare the VAT Returns and provides debt and credit control and other information linked to the accounting procedures. Furthermore, it satisfies the HM Revenue & Customs requirements for Making Tax Digital (MTD).

Reconciliations were prepared on a monthly basis and the records were all in order and well maintained.

The year-end inputs were available promptly and balanced successfully in preparing the Income and Expenditure reports.

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for

The Council follows its pre-agreed financial regulations and standing orders. During the year and as reported in the Auditors last audit report, Jan Hearsey was appointed as the RFO.

The Council has rigorous systems in place for the approval of payments and all other financial transactions. A payments list is presented at the monthly meeting of the Council and approved by the members prior to payments being authorised. Any expenditure in excess of £20 and up to £500, that the Clerk requires to pay, is authorised by 2 Councillors prior to settlement.

We randomly selected some purchase invoices to ensure these were accounted for correctly and no issues were found. VAT has been accounted for through the SCRIBE system and submitted quarterly to HMRC. The final quarter VAT refund was confirmed as received 14 April 2022.



5137 payments are discussed during Council Meetings and minuted accordingly. They are kept as a running total to ensure that no limits are exceeded.

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these

The Council has a Finance Committee in place to assist in examining financial matters. They, and the Council themselves, are aware of their requirement to maintain internal controls to manage risk.

Internally, roles are specified, and best practices kept to ensure an adequate separation of duties. Such matters as property values and insurance policies are updated annually.

As a whole, this assists in mitigating any large risks to the Council achieving its objectives.

During the financial year, due to a re-structure of the Finance Committee, there were 10 meetings, the minutes of which are fully recorded on the website. Meetings are now scheduled for each month.

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate

The Council maintains a budget for each year which is agreed by the Council.

Regular, up-to-date financials are included at the Council Meetings to show the reports of income and expenditure throughout the year. This enables the Council to see variances throughout the yearly cycle and identify any discrepancies.

Reserves have been managed accurately throughout the year.

The Council also publishes the financial records (budgets, estimates, precept) on it's website.

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for

Budgetary controls, as mentioned above, are in place to ensure that any precept level is viable and suitable for the Council. The amount, as budgeted for, was received during the year.

Additional income comes from sources of property rental income, cemeteries and grants, with other small income streams such as interest.

The debts are maintained on the SCRIBE system and the RFO can actively check arrears or any long-standing debts. If, and when cash is received, it is banked promptly and without delay.

F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for

Following a change in procedures introduced by the Clerk, there are no petty cash transactions as it is no longer used.



G. Salaries to employees and allowances to members were paid in accordance with this Authority's approvals, and PAYE and NI requirements were properly applied

The payroll process is managed in-house. All salary payments are agreed at a monthly meeting and the salary levels set in-line with NMW/NLW and the National Association of Local Council Circulars in mind.

HMRC payments of PAYE and NIC are made accordingly and within the specified time frames and all other legal requirements such as pension schemes are maintained and paid accordingly and timeously.

H. Asset and investments registers were complete and accurate and properly maintained

The Asset Register is fully maintained using the SCRIBE system, on a cost basis and is checked annually in line with the insurance requirements.

The amounts agreed to those entered on the AGAR Return.

I. Periodic and year-end bank account reconciliations were properly carried out

Reconciliations are produced monthly, and the year-end figures agreed to statements and outstanding cheque reports.

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or Income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded

The accounts have been prepared on an income and expenditure basis as required for Parish Councils with a precept in excess of £200,000. An adequate audit trail is maintained using the SCRIBE system. Debtors and creditors have been recorded at the year end and confirmed no disputes and all amounts settled post the financial year end.

Whilst SCRIBE has produced and maintained the accounting information required, there are a number of reporting matters that it was felt could be improved upon and as a result of this, for the 2022/23 accounting year, the Council have decided to transfer the accounting functions over to Rialtos Accounting and Administration Solutions which provides more dedicated reporting and will allow the Council to provide more specific and detailed reports.

Internal Audit Opinion

In this report we have discussed and outlined the main areas that are covered within the AGAR Return. We offer an unqualified audit opinion of the statements, confirming that they do follow all statutory requirements for the year they represent.



TC Group
9/10 The Crescent
Wisbech
Cambs PE13 1EH

27 May 2022

Appendix 2

Chair of Open Spaces report

Allotment inspections carried out report to follow at next open spaces meeting. Multiple meetings with police update to follow at next open spaces meeting.

Closed churchyard was adopted as an open space in 1953, meeting to follow with PCC.

Medieval Event paperwork completed. Site team to implement metal gates to the toilets in Carters Park, to open these for a trial period mid July 8.30am – 3.00pm mon-fri.

Allotments waiting list could be addressed by splitting the returned Plot 1a at battlefields in to 6 smaller plot sizes.

Nature Reserve to be agenda'd for the next Open Spaces committee meeting, the possibility to form a sub-committee with both HPC and members of the public.

Purchase of 48" mower to go ahead.

£500 bequeathed to the Parish Council discussion to go to next full council.

The contractor to carry out the tree survey was agreed to be the cheaper option, Full Council to ratify.

Appendix 2 a



East Midlands Tree Surveys Ltd

95 Harrington Street
Bourne
Lincolnshire
PE109HB
john.wilcockson@thetreesurveyor.co.uk



Estimate

ADDRESS
Karen Baxter
Holbeach Parish Council
Coubro Chambers, 11 W End
Holbeach
Lincolnshire
PE12 7LW

ESTIMATE 1170
DATE 21/04/2022

DATE	DESCRIPTION	AMOUNT
	Condition survey	1,200.00
	Mileage rate.	36.00
	Travel time	150.00
TOTAL		£1,386.00

Accepted By
Accepted Date

Appendix 3

Member of PPES report

Due to the absence of the Chair of the committee Cllr I Hutchinson chaired the meeting. The planning responses were all approved.

It was agreed that the SID locations for the coming month would be Holbeach Hurn and Barrington Gate or Fen Rd.

It was also agreed to contact Cllr Coupland regarding the request for speed restrictions in Little Drove Holbeach St John's. It was also agreed to chase the signage at Saturday Bridge.

It was agreed to contact the bowls club regarding the renewal of their lease and arrange a meeting with them if they wish to discuss the details.

The cemetery chapels trust have informed us that they will no longer be putting in a bid for funding for the project and so we as a parish council will need to decide how we progress with the chapels. After a lengthy discussion it was decided that once the roof work is completed we will view the chapels and see what work needs to be prioritized. If members wish a sub committee can be formed to look into the long-term use of the building and look for funding. This will be an agenda item at a future meeting.

Appendix 4

Chair of PR/IT report

We are extending the deadline for entries for our photographic calendar competition to the 31st July councillors and their families may send in photos although these will not be included in the judging.

I have now installed the new notice board outside The Stores and Filling Station in Holbeach Drove. The defibrillator has been ordered through Lincolnshire Lives but I am advised that this may take up to 20 weeks to be delivered.

We agreed to the purchase of a SIM card contract for the digital screen which is now up and running. Cllr Stevens has sent us all a link to install an antivirus program on HPC's tablet devices.

We discussed and agreed to advertise an open forum at Coubro aimed at recruiting new councillors. The date is to be confirmed.

Our next meeting is on Thursday 30th June at 16.30 at Coubro Chambers.

Appendix 5

Chair of Events report

Jubilee

The weekend of events went off really well with lots of positive comments from the public, businesses and organisations that took part. A big thank you to all the people that helped out over the weekend and the organisations that were involved in making both the beacon lighting and the jubilee event a success.

Car Show

We are still getting enquiries from individuals and car clubs about attending and will be finalising all the details in the next few weeks. We are meeting with the school and Royals Gym on 8th June to go through any details they need for the day.

Yard sales

We have agreed dates for 2 more yards sales following requests from the public. They are 10th July and 27th August.

Jubilee garden



The bulk of the planting has been done but some areas need some finishing off. We agree that there should be an official opening and a date was agreed as Saturday 27th August. We will be organising the details of this at our next meeting.

Remembrance

We are still awaiting confirmation of the road closure so once we receive this we will continue with the planning of the event.

Christmas

We agreed a date of 4th December for the event and will be applying for a road closure from 4pm to 5.30 pm from Chapel St to the traffic lights. We will be discussing the event in more detail at our next meeting.

Appendix 6

This month the finance committee validated invoices and receipts, confirmed that the bank balances were correct and were the same on the accounting software. We agreed that a 48" zero turn mower should be purchased up to £6,000 including a mulcher unit. This zero turn mower will mainly be used in the cemeteries and will save time. It was agreed that now that we can no longer use red diesel that the 700 litres should be sold.

We received the annual audit report, which confirmed that we were do everything correctly as required by law. We reviewed the AGAR report and confirmed that it was correct. We would like to thank our clerk and RFO for working closely with the auditor to supply all the information required whilst installing our new accounts software.

Appendix 6a

Holbeach Parish Council Direct Debits & Standing Orders				
Day of month	Frequency	Payee	For?	Amount
1st	monthly	E-On	Gas Coubro	£234
1st	monthly	Greenzone	Bin Hall Gate	variable
1st	Apr-Jan	SHDC	Business rates- Coubro	£90.25 then 9 x £87.00
1st	Apr-Jan	SHDC	Business rates- Coubro	£74.93 then 9 x £79.00
1st	Apr-Nov	SHDC	Business rates- Coubro	£8.41 then 7 x £5.00
1st	Apr-Jan	SHDC	Business rates- Coubro	£19.07 then 9 x £22.00
1st	Apr-Jan	SHDC	Business rates- Hall Gate	£81.88 then 9 x £81.00
3rd	December	ICO	ICO annual fee	variable
6th	monthly	British Gas trading	Electric workshop Park Bungalow	variable
6th	monthly	BT	Phone & broadband office	variable
11th	Jan/Apr/July/Oct	Hydro-electric	Toilets & pavilion Carters Park	variable
11th	monthly	Lets get you moving	Fees 4a High Street	£60.00
14th	monthly	Now Pensions	Staff pensions	variable
20th	monthly	Peninsula	Hr & H & S services	£474.81
21st	monthly	E-on next	Electric cemetery chapels	variable
27th	May-Feb	SHDC	Council Tax Park Bungalow	£153.83 then 9 x £153.00
28th	monthly	BG Business	Electric Coubro	variable

Appendix 6b



10/06/2022
09:47

Holbeach Parish Council

Page 1

Invoices Due for Payment by 30 June 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
The Alpine and Grass Nursey [AGN]								
13/05/2022	5693		PLants		14/06/2022	417.65		417.65
Total of Invoices Due (AGN)						417.65	0.00	417.65
Amazon EU s.a.r.l UK Bracnk [AM1]								
16/05/2022	12533		HDMI cables		14/06/2022	20.69		20.69
20/05/2022	20841		Cement mixer switch		14/06/2022	19.18		19.18
26/05/2022	3561		2 x monitors		14/06/2022	89.90		89.90
26/05/2022	3561A		2 x monitors		14/06/2022	89.90		89.90
31/05/2022	4209		HDMI cable		14/06/2022	19.98		19.98
Total of Invoices Due (AM1)						239.65	0.00	239.65
Branch Bros [BB]								
18/05/2022	DCC005777		Credit note re water pipe		14/06/2022	-35.00		0.00
18/05/2022	DCI056383		Screws, weed mebrane ducting t		14/06/2022	262.24		227.24
31/05/2022	DCI056585		Fixings railing PR & warning t		14/06/2022	16.89		16.89
Total of Invoices Due (BB)						244.13	0.00	244.13
Commercial Industrial Cleaning Supplies [CICS]								
05/05/2022	1414		Paper towels Coubro		14/06/2022	21.55		21.55
Total of Invoices Due (CICS)						21.55	0.00	21.55
Councillors [CLLR]								
20/05/2022	2005		Lawn edging		14/06/2022	27.97		27.97
Total of Invoices Due (CLLR)						27.97	0.00	27.97
DTS [DTS001]								
31/05/2022	4		Locking up services		14/06/2022	620.00		620.00
Total of Invoices Due (DTS001)						620.00	0.00	620.00
Fulney Sand & Gravel [FSG]								
05/05/2022	13755		5 tonnes limestone		14/06/2022	180.00		180.00
Total of Invoices Due (FSG)						180.00	0.00	180.00
GH Building Services [GH]								
18/05/2022	19		Re digger hire Jubilee Garden		14/06/2022	180.40		180.40
Total of Invoices Due (GH)						180.40	0.00	180.40
Glow House Ltd [GHL]								



10/06/2022

Holbeach Parish Council

Page 2

09:47

Invoices Due for Payment by 30 June 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
02/05/2022	112542		<i>Glow sticks Jubilee Beacon lig</i>		14/06/2022	17.94		17.94
Total of Invoices Due (GHL)						17.94	0.00	17.94
Greenzone Park Road [GZPR]								
31/05/2022	349100		<i>Wheelie bins P/R</i>		14/06/2022	313.56		313.56
Total of Invoices Due (GZPR)						313.56	0.00	313.56
[HMRC]								
30/04/2022	MAY 23		<i>HMRC May 2023</i>		23/06/2022	2,053.55		2,053.55
20/05/2022	21/22		<i>Class 1a NIC's</i>		14/05/2022	138.00		138.00
Total of Invoices Due (HMRC)						2,191.55	0.00	2,191.55
Holbeach St Johns Village Hall [HSJ]								
31/05/2022	1306		<i>Hire hall 13062022</i>		14/06/2022	45.00		45.00
Total of Invoices Due (HSJ)						45.00	0.00	45.00
Holbeach St Marks Village [HSM]								
26/05/2022	110422		<i>Hire of hall 11/04/22</i>		14/06/2022	100.00		100.00
Total of Invoices Due (HSM)						100.00	0.00	100.00
Jewson [JW]								
07/05/2022	0190/00160574		<i>Sand jubilee garden</i>		14/06/2022	54.00		54.00
Total of Invoices Due (JW)						54.00	0.00	54.00
LALC								
27/05/2022	12664		<i>New clerks training</i>		14/06/2022	24.00		24.00
Total of Invoices Due (LALC)						24.00	0.00	24.00
Lincolnshire Commercial Maintenance [LIN001]								
31/05/2022	095		<i>Grass cutting</i>		14/06/2022	2,310.00		2,310.00
Total of Invoices Due (LIN001)						2,310.00	0.00	2,310.00
Mammothworkwear.com [MAM]								
10/05/2022	273743		<i>Hi-viz first aid</i>		14/06/2022	66.95		66.95
10/05/2022	273743A		<i>adj</i>		14/06/2022	0.04		0.04
Total of Invoices Due (MAM)						66.99	0.00	66.99
Methodist Church [MET001]								
09/05/2022	09052022		<i>re hire 0905</i>		14/06/2022	30.00		30.00

Telephone : 01733 891513



10/06/2022

Holbeach Parish Council

Page 3

09:47

Invoices Due for Payment by 30 June 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Total of Invoices Due (MET001)						30.00	0.00	30.00
Millenium Lighting [ML]								
31/05/2022	14062022	FC-	Grant mde to Millenium lightin		14/06/2022	318.00		318.00
Total of Invoices Due (ML)						318.00	0.00	318.00
Moat Road Nursery [MR]								
16/05/2022	160522		Plants Jubilee garden & trees		14/06/2022	879.70		879.70
Total of Invoices Due (MR)						879.70	0.00	879.70
Microsoft [MS1]								
03/05/2022	M6MK		365 admin		14/06/2022	22.56		22.56
03/05/2022	M654		365 councillors		14/06/2022	63.84		63.84
Total of Invoices Due (MS1)						86.40	0.00	86.40
One Stop [OS1]								
10/05/2022	1005		Tea coffee etc		14/06/2022	1.00		1.00
12/05/2022	1205		Handwash		14/06/2022	2.00		2.00
13/05/2022	1305		Stamps		14/06/2022	32.64		32.64
17/05/2022	1705		Tea coffee etc		14/06/2022	1.00		1.00
17/05/2022	2505		Milk and stamps		14/06/2022	17.32		17.32
Total of Invoices Due (OS1)						53.96	0.00	53.96
Platinum Cleaning [PLA001]								
31/05/2022	100		Cleaning Coubro		14/06/2022	156.00		156.00
Total of Invoices Due (PLA001)						156.00	0.00	156.00
Public Works Loan Board [PWLB]								
02/06/2022	02062022		Loan repayment Hall Gate		14/06/2022	2,932.46		2,932.46
Total of Invoices Due (PWLB)						2,932.46	0.00	2,932.46
Reed Specialist Recruitment Limited [REE]								
10/05/2022	2409		DBS checks		14/06/2022	216.00		216.00
Total of Invoices Due (REE)						216.00	0.00	216.00
Rachael's Plant Outlet [RPO]								
12/05/2022	15725		Plants Jubilee Garden		14/06/2022	618.78		618.78
Total of Invoices Due (RPO)						618.78	0.00	618.78



10/06/2022

Holbeach Parish Council

Page 4

09:47

Invoices Due for Payment by 30 June 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
Roythornes [RT]									
11/05/2022	20996		re Battlefields		14/06/2022	540.00		540.00	
						Total of Invoices Due (RT)	540.00	0.00	540.00
Safepoint [SAF]									
21/04/2022	2104		Re mandown		14/06/2022	174.50		174.50	
Telephone : 0808 1780102						Total of Invoices Due (SAF)	174.50	0.00	174.50
Stuart Alan Signs [SAS]									
17/05/2022	8897		Banners & plaques Jubilee and		14/06/2022	324.00		324.00	
						Total of Invoices Due (SAS)	324.00	0.00	324.00
Steve Hornsby [SH]									
16/05/2022	3826		Office door lock, emergency ca		14/06/2022	95.00		95.00	
						Total of Invoices Due (SH)	95.00	0.00	95.00
SHDC [SHDC2]									
06/05/2022	TENS0605		TENs licence		14/06/2022	21.00		21.00	
30/05/2022	23-72998		Street trading licence for 04/		14/06/2022	67.00		67.00	
						Total of Invoices Due (SHDC2)	88.00	0.00	88.00
Spalding Cleaning [SPA001]									
27/05/2022	MAY22		Window cleaning Coubro		14/06/2022	23.00		23.00	
						Total of Invoices Due (SPA001)	23.00	0.00	23.00
Staff [ST1]									
11/05/2022	1105		Eye test		11/05/2022	25.00		25.00	
31/05/2022	3105KB		Travelling expenses		14/06/2022	70.74		70.74	
31/05/2022	3105AT		Travelling expenses		14/06/2022	37.35		37.35	
23/06/2022	JUNE 22		Salaries June 2022		23/06/2022	7,606.30		7,606.30	
						Total of Invoices Due (ST1)	7,739.39	0.00	7,739.39
Tudor Business Forms Ltd [TBF]									
04/05/2022	14244		A4 Index		14/06/2022	16.47		16.47	
						Total of Invoices Due (TBF)	16.47	0.00	16.47
Viz Pro [VP]									
03/05/2022	16284		Notice board for Holbeach Drov		14/06/2022	75.95		75.95	



10/06/2022
09:47

Holbeach Parish Council
Invoices Due for Payment by 30 June 2022

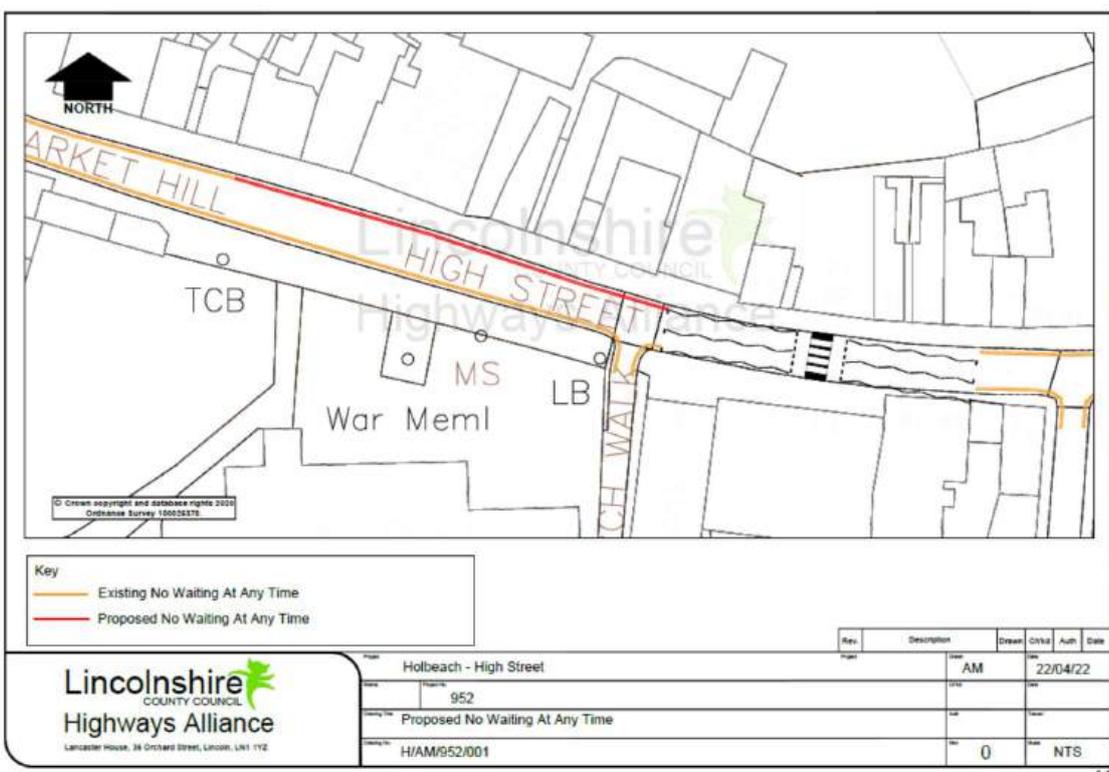
Page 5

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Total of Invoices Due (VP)						75.95	0.00	75.95
Wave								
10/05/2022	10467979		Water Hall Gate		18/05/2022	53.47		53.47
10/05/2022	10502232		Water Carters Park		18/05/2022	103.44		103.44
10/05/2022	10504443		Water Park Road		18/05/2022	21.02		21.02
Total of Invoices Due (WAVE)						177.93	0.00	177.93
West End Garage [WEG]								
31/05/2022	11619		Fuel		14/06/2022	219.48		219.48
Total of Invoices Due (WEG)						219.48	0.00	219.48
A Woods [WOODS]								
20/05/2022	1679		Service Kubotas x 2		14/06/2022	648.00		648.00
Total of Invoices Due (WOODS)						648.00	0.00	648.00
Total of Invoices Due (Purchase Ledger)						22,467.41	0.00	22,467.41
TOTAL OF INVOICES DUE (ALL LEDGERS)						22,467.41	0.00	22,467.41

Appendix 7



Key

- Existing No Waiting At Any Time
- Proposed No Waiting At Any Time

Rev	Description	Drawn	Drawn Date	Auth	Date
1	Holbeach - High Street	AM	22/04/22		
2	952				
3	Proposed No Waiting At Any Time				
4	H/AM/952/001	0		NTS	

Lincolnshire COUNTY COUNCIL
Highways Alliance
Lancaster House, 38 Orchard Street, Lincoln, LN1 1YZ

Minutes of the Extraordinary meeting of Holbeach Parish Council on Friday 24th June 2022 at 18:00 at the Coubro Chambers, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Johnson, S Hutchinson, P Howden, M Murfet, R Flood, I Hutchinson, R Stevens & S Lewis Clerk: Jan Hearsey		Cllr T Wiltshire
Public including Councillors			

Chair Cllr S Johnson opened the meeting at 18:00 and instated Standing Orders

2022/3-036 Apologies for absence

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

None were received. Cllr T Wiltshire was absent without apologies

2022/3-037 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

None

2022/3-038 It was resolved to agree the additional spend on the zero-turn mower of £995

2022/3 -039 HR, Health and Safety and Data Protection Committee

- a) To elect a member to the HR, Health & Safety and Data Protection committee – It was proposed, seconded **agreed** to elect Cllr Peter Howden

Open session closed at 18:11

Closed session opened at 18:11

It was resolved 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

- b) To receive an update on a staffing matter from the Chair of the committee and to resolve to agree a way forward regarding a staffing matter
Cllr S Hutchinson updated members on a current staff situation. It was **resolved** to follow legal processes as the way forward (Cllr M Murfet abstained and asked for his vote to be recorded, Cllr R Flood did not vote and asked for her vote to be recorded).

Meeting closed at 18:52

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



Minutes of the meeting of Holbeach Parish Council on Monday 11th July 2022 at 19:00 at the Methodist Church, Albert Walk, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	<p>Cllrs: S Johnson, S Hutchinson I Hutchinson, R Stevens, M Murfet, T Wiltshire & S Lewis</p> <p>Clerk: Jan Hearsey Asst Clerk: Karen Baxter</p> <p>County Cllr T Carter District Councillors N Worth, F Biggadike & A Beal</p>	Cllrs R Flood & P Howden	
Public including Councillors	2 members of the public. 1 Member of the press.		

19:00 Chair, Cllr Stephen Johnson welcomed everyone to the meeting and invited members of the public to ask questions and make statements.

1. Cllr A Beal asked for an update regarding a matter involving the cemetery. It was explained that due to Data protection, this could not be discussed.
2. A member of the public asked which cemetery was being referred to, the reply was Park Road

Chair Cllr S Johnson invited reports from County & District Councillors and the Police

Cllr T Carter reported on District and County matters that; Medieval event wants to re book for next year, the toilets are due to be finished end of the month, beginning of August. There will be a pop-up historical centre in the town centre, this is a joint venture with SHDC/LCC for 6 months and also involves Linden Secker. She has been out with the Police in Carters Park. Cllr S Hutchinson had requested footfall data. Enforcement data is available. The holiday activity and food programme are now live. A meeting took place with the Lincs road safety partnership and the results will be available soon with regard to the Park Road crossing.

Chair Cllr S Johnson instated Standing Orders and the meeting opened at 19:07

2022/3-036 Apologies for absence

Chair's initials.....

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

Apologies were received from Cllr P Howden & Cllr R Flood

2022/3-037 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

Cllr S Lewis declared a pecuniary interest in agenda items: 2022/3-044 (b) & 2022/3-048. Cllrs: I Hutchinson, S Hutchinson M Murfet & R Stevens declared a non-pecuniary interest in agenda item: 2022/3-040 (c)

2022/3-038 It was resolved to approve as a correct record the notes of the meetings of the Council held on 13th June 2022 and 24th June 2022 and to authorise the Chair to sign the official minutes

2022/3-039 Clerks report

- a) To receive a report from the Clerk – see appendix A
- b) To receive an update on vacancies – see appendix B
- c) To receive an update on the election process for the seat vacated by S Favell – see appendix C

2022/3-040 Open Spaces Committee – To co-opt interested members to the committee – Cllr Steve Lewis was co-opted onto the committee

- a) To receive the report from the Chair of the committee – see appendix 1
- b) To receive an update following the meeting with Church representatives regarding the Churchyard – The meeting went well and members of both parties have agreed to work together and are meeting again later in the year.
- c) It was discussed and **resolved** to agree the way forward regarding Battlefields allotments and the Farmer Education Foundation to defer this item until a price is known for the purchase of this land.
- d) It was discussed and **resolved** to agree the way forward regarding Ashwood Homes land to the rear of Park Road cemetery to write and ask for a price
- e) It was **resolved** to not agree the use of Carters Park by a religious group due to a no religious group policy. Write to the group and advise they need to contact LCC regarding being on the pavement

2022/3-041 Planning, Properties, Emergency Planning and Speeding Committee to co-opt interested members to the committee – Cllr Sophie Hutchinson was co-opted onto the committee

- a) To receive the report from a member of the committee – appendix 2
- b) It was **resolved** to agree the planning responses as no objection:

Amendment 2 boundary/storage -

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=>

H09-0307-22 H09-0307-22&from=planningSearch

H09-0620-22 Proposed Signage -
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0620-22&from=planningSearch>

H09-0633-22 Single storey extension & alterations -
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0633-22&from=planningSearch>

- c) It was **resolved** to agree the consultation of street names re the land rear of 29 Oakwood Glade as Francis Close, Cyprus Close, Elder Street, Silver Close, Elm Drive, Sycamore Close.
- d) It was discussed and **resolved** to agree the way forward with the Cemetery Chapels roof following the temporary halt of work – that the services of the ecologist are engaged at a cost of £700 plus VAT as bats had been reported although believed to only be in the tower. Cllr I Hutchinson will read through the terms and conditions regarding additional scaffolding charges and report back to Council
- e) It was discussed and **resolved** to agree the consultation for the Lincolnshire Minerals and Waste Local Plan

2022/3-042 – PR/IT Committee

- a) To receive the report from the Chair of the committee -see appendix 3

2022/3-043 – Events Committee

- a) To receive the report from the Chair of the committee – see appendix 4
- b) It was discussed and **resolved** to agree to change the agenda item to express an interest in entering a float in the Spalding Flower parade on Saturday 6th May 2023 which was **resolved** to agree
- c) It was discussed and **resolved** to agree the detail of street art in Carters Park (location previously agreed under minute reference 2022/3-008 (h)) in that people will be invited to have a go on the fence in Carters Park

2022/3-044- Finance Committee

- a) To receive the report from the Chair of the Committee – see appendix 5
- b) It was **resolved** to agree to authorise the payments for June 2022 totalling £18,957.88 and to note the income for June 2022 of £5,819 – see appendix 5a
- c) To note the Bank balances as at 31st May 2022 as follows:
Account ending **4844** £3,000.00 Account ending **5394** £16,344.80
Account ending **01PC** £281,950.25 – see appendix 5b

2022/3-045 UK Shared Prosperity Funding

- a) To receive a report from Cllr S Hutchinson – she and Cllr I Hutchinson had attended the briefing. Bids will be opening in September/October. This is funding that should not be missed and a mix of revenue funding and match funding for projects.

Committees should consider projects to put forward and this should be agenda'd for all committees.

2022/3 046 – Confirmation of date and venue of the next Parish Council meeting

- a) The next meeting of the Parish Council will be on Monday 8th August 2022 at Holbeach Hurn Village Hall

It was resolved 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 – agenda items: 2022/3-047 & 2022/3-048

Open meeting closed at 19:59

Closed meeting opened at 20:01

2022/3 -047 HR, Health and Safety and Data Committee

- a) To receive the report from the Chair of the committee – Cllr S Hutchinson updated members on a current and ongoing situation

2022/3-048 – It was resolved to agree the cost of the lighting in Clerks and Assistant Clerks office – to go back to one company as they had provided a quote for a different lighting system and then to go with the lowest price quote.

Meeting closed at 20:35

Signed Chair.....

Date.....

All documentation relating to this agenda will be published with the official minutes

Appendix A

Clerks report

Following consultation with LALC, the digital notice board is an official notice board just the any other information displayed on this has the same legal value as any other notice board.

Following previous conversations regarding the use of red diesel and members decision to sell the red diesel, I approached a local farmer to ask if they were interested in purchasing the surplus in the tank. They suggested that this would not be easy and suggested we make contact with the NFU as the Government had made some updates to the legislation. The NFU investigated on our behalf and came back that we cannot use red diesel. I am going back to the farmer to see what we can organise but the tank will need cleaning out before white diesel can be added.

New slide in Carters Park

Chair's initials.....



Toilets to re-open Wednesday between 08:00 and 15:00, Monday to Friday

Some vandalism to equipment in the park which has been reported to the police but in general the level of asb has declined.

Appendix B

Vacancies

Town Ward

- 4 x vacancies available for co-option
- 1 x vacancy awaiting end of ten elector
- 1 x vacancy subject to election

Hurn Ward

- 2 x vacancies available for co-option

Drove Ward

- 1 x vacancy available for co-option

Appendix C

Elector request vacancy S Favell

Just to confirm the next date is 18th August 2022. Nominations will start from 14 July through to 22 July.

Appendix 1

Open Spaces Chair report

Carters Park

The sandpit area, in that it will remain closed for the foreseeable future with a sign on and it will be looked into as a project for 2023/24. The cost of a metal tennis net for tarmac area outside the tennis courts will be investigated as a project for 2023/24. The cost of a new sign for the entrance to Carters Park will be investigated.

Cemeteries

A meeting with the Vicar, Faculty and councillors is taking place on Friday 8th July.

Allotments

Cllrs M Murfet & I Hutchinson and the Clerk will carry out inspections on those deemed to require improvement on 9th August

The former plot 1b Battlefields will be split into 6 if feasible

The rubbish pile at Battlefields will be offered as an extension to plot number G48 at no cost for this year.

The allotment holders at Battlefields will have a representative that will liaise with the Open Spaces Committee

Nature reserve

A working party was formed to look into improvements, it will be lead by Cllr M Murfet, Cllr R Flood and four members of the public
Holbeach Bank
A sign will be purchased saying “dogs must be on leads” sign
Permission is to be sought of the Crown Estate to site two picnic benches at Holbeach Bank and to ask them for an update regarding the container

Appendix 2
PPES REPORT JULY

At the meeting held on 29th June the committee agreed the planning responses for all the planning applications received and also agreed the consultation for Phase 2 of the development adjacent to Fen Rd.
The locations for the SID ‘s were agreed for the following month which will be Hallgate and Foxes Lowe Rd. The locations for further placement points in High St, Church St and Park Rd were discussed and the suggested locations will be forwarded to LCC for approval. It was agreed that Councillor Steve Lewis will work with Councillor Peter Bowden to place the SID ‘s each month.
The clerk had chased LCC regarding Saturday Bridge junction and they will be sending out an engineer to look at the location in the near future, it was agreed to ask for the details of this visit so mm beds can be in attendance if possible.
It was agreed that the office would be responsible for the emergency plan supported by members.
Following the increase in costs of energy it was agreed to monitor the situation at Coubro and discuss the situation again later in the year. It was also agreed to ask all tenants to provide evidence of PAT testing for all electrical items used within their rooms.
The committee agreed to defer the item regarding costs of replacing lighting in the clerk’s office to full council which is on the agenda for this month’s meeting.

Appendix 3
PR/It report

We have had one further entry for our calendar photography competition and we will be readvertising on Facebook to try and gain some more entries.
The car show posters have been placed on all HPC notice boards. Press releases to include the recent ASB behavior in Carters Park and Park Rd Cemetery, our next HPC Forum at 17.30 on 11th July. The next forum in August will be either in St Marks or Hurn Ward.
Agendas for full council meetings to be placed on notice boards in all wards.
CCTV is being investigated for Carters Park and Park Rd Cemetery. We agreed to purchase our own notice boards for St Johns and Hurn wards one permission has been sought.
Our budget for 2023/24 will be discussed at our next meeting.
Our next meeting is on 24th August at Coubro Chambers at 11am.

Appendix 4

EVENTS REPORT JULY

At our last meeting the jubilee event was discussed and feedback given on the ways we could improve events moving forward. The committee felt that the event went well considering the resources we had but we're happy to look at all ideas to improve future events.

The car show is fast approaching and all the paperwork has been approved by SAG. The information packs are being sent out to exhibitors this week and we currently have approx 200 vehicles attending and are now running a reserves list as we are full. UAH have kindly agreed to us using their field for visitor parking which gives direct pedestrian access to the field at Holbeach Primary Academy. We will need as many stewards as possible on the day so if anyone is able to help at all please let the clerk know the details of times you will be available.

The jubilee garden was discussed and the works needed to complete it were agreed. The official opening will take place on Saturday 27th August at 2pm. We hope to have someone from Taylor's to open it as they have been very generous in donating a large amount of bulbs. It will be an informal event with members invited to come and bring a picnic at an open mic session for anyone that wishes to perform on the newly created stage.

We are planning to have yard sales on 31st July and 27th August.

Ideas for the Christmas event were discussed and we will be contacting local groups and schools in early September to ask them if they wish to take part. We plan to have stalls and activities during the afternoon followed by some form of parade through the High St to finish in the church yard for Carole's around the tree. We will be discussing this in more detail at our next meeting.

Appendix 5

Chair of Finance report 4th July 2022

The normal monthly activities were carried out and all was found to be correct.

The Clerk has spent some time configuring the Rialtas software which will enable HPC to have a better understanding of budget control.

It was confirmed that the zero turn mower has been reserved from Chandlers. The other options available would not have given value for money.

A discussion regarding the older Kubota where the consensus was that HPC would benefit if it was sold in its current condition.

We briefly discussed next year's budget and ask that the other committee's start planning any projects for the next financial year.



Appendix 5a

08/07/2022

Holbeach Parish Council

Page 1

14.02

Invoices Due for Payment by 31 July 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Amazon EU s.a.r.l UK Branc [AM1]								
14/06/2022	24144		<i>cr re cable</i>		12/07/2022	-10.35		0.00
29/06/2022	NAEUI		<i>Shredder</i>		12/07/2022	32.89		22.54
Total of Invoices Due (AM1)						22.54	0.00	22.54
Boyes [BY]								
21/06/2022	2106		<i>Watering cans</i>		12/07/2022	17.25		17.25
Total of Invoices Due (BY)						17.25	0.00	17.25
Chandlers [CHA001]								
17/06/2022	601632		<i>pin for towball</i>		12/07/2022	26.57		26.57
Total of Invoices Due (CHA001)						26.57	0.00	26.57
Councillors [CLLR]								
30/06/2022	3006		<i>Collecting benches</i>		12/07/2022	80.00		80.00
30/06/2022	3006F		<i>Fuel trainng</i>		12/07/2022	51.39		51.39
Total of Invoices Due (CLLR)						131.39	0.00	131.39
Crusader Traffic [CT]								
20/05/2022	32294		<i>Traffic management jubilee</i>		12/07/2022	108.00		108.00
Total of Invoices Due (CT)						108.00	0.00	108.00
Doubledays [DD]								
30/06/2022	113074		<i>Look at old Kubota</i>		12/07/2022	89.63		89.63
Total of Invoices Due (DD)						89.63	0.00	89.63
DTS [DTS001]								
30/06/2022	5		<i>Locking up</i>		12/07/2022	600.00		600.00
Total of Invoices Due (DTS001)						600.00	0.00	600.00
Greenzone Park Road [GZPR]								
23/06/2022	CR		<i>cr 517350</i>		23/06/2022	-62.71		0.00
30/06/2022	351683		<i>Bins Park Road</i>		12/07/2022	250.85		188.14
Total of Invoices Due (GZPR)						188.14	0.00	188.14
Hags UK [HAGS]								
30/05/2022	082721		<i>Inclusive swing</i>		12/07/2022	2,162.49		2,162.49
Total of Invoices Due (HAGS)						2,162.49	0.00	2,162.49

08/07/2022

Holbeach Parish Council

Page 2

14:02

Invoices Due for Payment by 31 July 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
[HMRC]									
23/06/2022	230622		Re June salaries HMRC		12/07/2022	2,018.95		2,018.95	
						Total of Invoices Due (HMRC)	2,018.95	0.00	2,018.95
Ian Brown [IB]									
08/06/2022	18041		Emergency lighting Coubro		12/07/2022	163.54		163.54	
08/06/2022	18040		Fre alarm meeting room		12/07/2022	742.08		742.08	
						Total of Invoices Due (IB)	905.62	0.00	905.62
Inko [INK001]									
01/06/2022	270118		Ink cartridges		12/07/2022	29.99		29.99	
						Total of Invoices Due (INK001)	29.99	0.00	29.99
JWK Electrical [JWK]									
22/06/2022	8719		Akarm Coubro		12/07/2022	60.00		60.00	
						Total of Invoices Due (JWK)	60.00	0.00	60.00
LALC									
28/06/2022	12726		Lunch costs x 2		12/07/2022	24.00		24.00	
						Total of Invoices Due (LALC)	24.00	0.00	24.00
L D Conway [LD]									
09/06/2022	3967		Brass memorial plaques		12/07/2022	35.94		35.94	
						Total of Invoices Due (LD)	35.94	0.00	35.94
Lives [LI]									
20/06/2022	103220		Defib cabinet		12/07/2022	774.00		774.00	
20/06/2022	103219		Defib Drove		12/07/2022	1,484.04		1,484.04	
						Total of Invoices Due (LI)	2,258.04	0.00	2,258.04
Lincolnshire Commercial Maintenance [LIN001]									
30/06/2022	099		Grass cutting		12/07/2022	2,185.80		2,185.80	
						Total of Invoices Due (LIN001)	2,185.80	0.00	2,185.80
Microsoft [MS1]									
03/06/2022	ZZPU		office 365 cllrs		12/07/2022	71.29		71.29	
03/06/2022	ZNKJ		office 365 admin		12/07/2022	22.56		22.56	
						Total of Invoices Due (MS1)	93.85	0.00	93.85

08/07/2022

Holbeach Parish Council

Page 3

14:02

Invoices Due for Payment by 31 July 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
One Stop [OS1]								
17/06/2022	1706		24 2nd class stamps		12/07/2022	16.32		16.32
Total of Invoices Due (OS1)						16.32	0.00	16.32
Platinum Cleaning [PLA001]								
30/06/2022	108		Cleaning Coubro June 22		12/07/2022	191.00		191.00
Total of Invoices Due (PLA001)						191.00	0.00	191.00
Rialtas Buisness Solutions Ltd [RIA001]								
20/06/2022	29882		Assets and training		12/07/2022	42.00		42.00
Total of Invoices Due (RIA001)						42.00	0.00	42.00
SHDC [SHDC2]								
23/06/2022	2306		Ten's car show		12/07/2022	21.00		21.00
Total of Invoices Due (SHDC2)						21.00	0.00	21.00
Spalding Cleaning [SPA001]								
11/06/2022	1106		Windows Coubro		12/07/2022	23.00		23.00
Total of Invoices Due (SPA001)						23.00	0.00	23.00
Staff [ST1]								
30/06/2022	3006KB		Fuel training		12/07/2022	39.42		39.42
23/07/2022	230722		Salaries July 22		23/07/2022	7,210.19		7,210.19
Total of Invoices Due (ST1)						7,249.61	0.00	7,249.61
Shen Zhen [SZ]								
13/06/2022	35810		Cable for monitor		12/07/2022	35.99		16.01
17/06/2022	56716		HDMI cable returned		12/07/2022	-19.98		0.00
Total of Invoices Due (SZ)						16.01	0.00	16.01
Tonwood [TON001]								
19/06/2022	3113635		Hose repair		12/07/2022	16.49		16.49
Total of Invoices Due (TON001)						16.49	0.00	16.49
Team Strides Ltd [TS1]								
30/06/2022	63614		Trophies car show		12/07/2022	57.60		57.60
Total of Invoices Due (TS1)						57.60	0.00	57.60
Vodafone								

08/07/2022

Holbeach Parish Council

Page 4

14:02

Invoices Due for Payment by 31 July 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
26/05/2022	26052022		SIM digital screen		12/07/2022	10.00		10.00
Total of Invoices Due (VODAPHONE)						10.00	0.00	10.00
West End Garage [WEG]								
30/06/2022	11748		Fuel		12/07/2022	356.65		356.65
Total of Invoices Due (WEG)						356.65	0.00	356.65
Total of Invoices Due (Purchase Ledger)						18,957.88	0.00	18,957.88
TOTAL OF INVOICES DUE (ALL LEDGERS)						18,957.88	0.00	18,957.88

Appendix 5b

Date: 01/07/2022

Holbeach Parish Council

Page 1

Time: 16:10

**Bank Reconciliation Statement as at 30/06/2022
for Cashbook 1 - Barclays Current Account**

User: 6121.J.HEARSEY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current account	29/06/2022		3,000.00
			3,000.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			3,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
17/06/2022 100816		1,153.47	
17/06/2022 100816		265.00	
30/06/2022 100816		35.00	
30/06/2022 100816		120.00	
30/06/2022 100816		260.00	
30/06/2022 100816		130.00	
			1,963.47
			4,963.47
		Balance per Cash Book is :-	4,963.47
		Difference is :-	0.00



Date: 01/07/2022

Holbeach Parish Council

Page 1

Time: 16:25

**Bank Reconciliation Statement as at 30/06/2022
for Cashbook 3 - Business Saver Account**

User: 6121.J.HEARSEY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver Account	30/06/2022		12,345.80
Barclays (Ring Fenced Funds)	30/06/2022		3,999.00
			<u>16,344.80</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			16,344.80
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			16,344.80
		Balance per Cash Book is :-	16,344.80
		Difference is :-	0.00

Date: 01/07/2022

Holbeach Parish Council

Page 1

Time: 16:26

**Bank Reconciliation Statement as at 30/06/2022
for Cashbook 4 - CCLA Account**

User: 6121.J.HEARSEY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Account	31/05/2022		281,950.25
			<u>281,950.25</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			281,950.25
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			281,950.25
		Balance per Cash Book is :-	281,950.25
		Difference is :-	0.00



Minutes of the meeting of Holbeach Parish Council on Thursday 21st July 2022 at 18:30 at Coubro Chambers, 11 West End, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Johnson, S Hutchinson I Hutchinson, R Stevens, M Murfet, P Howden, & T Wiltshire Clerk: Jan Hearsey	Cllrs R Flood & S Lewis	
Public including Councillors	1 members		

Chair Cllr S Johnson invited questions from the public:

The member of the public said he had been informed on Tuesday that a hose had been seen coming from Park Bungalow and being used to water plants on SHDC land. The Clerk responded that we would look into it and report back to him at the next meeting. He also asked about why we were having instruction on how to prune roses, was the park keeper still employed, Cllr M Murfet replied that yes, he was and the rose pruning offer was being made on a voluntary basis to assist our team.

Cllr S Johnson instated standing orders and the meeting opened at 18:34

2022/3-049 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 from Cllrs: R Flood & S Lewis

2022/3-050 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.

None

2022/3-051 HR, Health and Safety and Data Protection Committee

It was resolved 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 18:36

Closed meeting opened at 18:38



- a) It was discussed and **resolved** to agree a way forward regarding a staffing matter and choose option 8

Meeting closed at 19:34

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



Minutes of the meeting of Holbeach Parish Council on Monday 8th August 2022 at 19:00 at Holbeach Hurn Village Hall, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Hutchinson I Hutchinson, R Stevens, M Murfet, P Howden, R Flood, S Lewis & T Wiltshire Clerk: Jan Hearsey Asst Clerk: Karen Baxter	Cllrs S Johnson & S Hussain	
Public including Councillors	3 members of the public & 1 District Councillor Alan Beal	Cllr T Carter	

19:00 Chair, Cllr Sophie Hutchinson welcomed everyone to the meeting and invited members of the public to ask questions and make statements.

1. A parishioner asked about the new water fountain on Marker Hill as there was some water wastage from it. -This is SHDC, the Clerk will contact Cllr T Carter and ask for more information.
2. Cllr A Beal asked about a question he raised at the last meeting – he was informed there was a response in the Clerk’s report.
3. A Parishioner asked the Chair to confirm that the public meeting regarding the sink hole was next Wednesday 17th August at 18:30 at the Methodist Church, this was confirmed. He asked if he could record the meeting and the Chair informed him that permission would need to be sort from all those present.

Chair, Cllr S Hutchinson instated Standing Orders and the meeting began at 19:09

2022/3-052 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 from Cllrs: S Johnson and S Hussain

2022/3-053 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.

Cllr S Lewis declared a pecuniary interest in agenda item 2022/3-060(d)



2022/3-054 It was resolved to approve as a correct record the notes of the meetings of the Council held on 11th July 2022 and 21st July 2022 and to authorise the Chair to sign the official minutes.

2022/3-055 Clerks report

- a) To receive a report from the Clerk – see appendix a
- b) To receive an update on vacancies– see appendix a
- c) To receive an update on the election process for the seat vacated by S Favell– see appendix a

2022/3-056 Open Spaces Committee

- a) To receive the report from the Chair of the committee – see appendix 1
- b) It was **resolved** to agree the use of Carters Park for the Medieval Event on 1st & 2nd July 2023 and it was **resolved** to agree the submitted paperwork subject to amendments for the use of arrows. Clerk to contact the organisers
- c) It was **resolved** to agree the submitted paperwork for the Food Festival in Carters Park
- d) It was **resolved** to agree a way forward with the slide in Carters Park in that we are waiting for the visit from ROSPA and members agreed that the installation was not as specified. Cllr I Hutchinson pointed out that no money had been paid for the slide at this stage

2022/3-057 Planning, Properties, Emergency Planning and Speeding Committee

- a) To receive the report from the Chair of the committee – appendix 2
- b) It was **resolved** to agree the planning responses as no comments:
H09-0690-22 - Erection of rear extension – retrospective
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0690-22>
H09-0740-22 Extensions & Alterations
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0740-22>
H09-0307-22 Residential development REVISED
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0307-22>
- c) It was **resolved** to agree a response to The Outer Dowsing Offshore Wind consultation as no objection – appendix 2a
- d) It was **resolved** to agree a response to The Town & Parish Survey in that members send through their comments for the committee– appendix 2b

2022/3-058 – PR/IT Committee

- a) To receive the report from the Chair of the committee - see appendix 3

2022/3-059 – Events Committee

- a) To receive the report from the Chair of the committee – see appendix 4

2022/3-060- Finance Committee

- a) To receive the report from the Chair of the Committee – see appendix 5

- b) It was **resolved** to agree the recommendation of the committee the way forward with the older Kubota is that we repair “in house” subject to receiving confirmation from our insurers
- c) It was **resolved** to agree the cost of training course for Open Spaces team member Cllr S Lewis & Cllr R Flood abstained)
- d) To resolve to agree to authorise the payments for July 2022 totalling £24,516.19 and to note the income for July 2022 of £3662.00 – see appendix 5a
To note the Bank balances as of 31st July 2022, figures as follows: Account ending **4844** £3,515.98 Account ending **5394** £15,187.37
- e) Account ending **01PC** £266,950.25– see appendix 5b
- f) It was discussed and **resolved** to agree the phone system at Coubro Chambers in that prices will be sort.
- g) Stand Orders were suspended -It was **resolved** to agree an amendment to the Procurement Policy to be up to £100 the Clerk can authorise without councillor approval. -Standing Orders were re-instated

2022/3-061 – It was discussed and resolved to agree participation on the Pride of South Holland Awards – those who wish to participate to send their responses to the office or direct - appendix 6

2022/3-062 -It was agreed to amend the agenda item to: It was discussed and resolved to agree participation in the Lincolnshire Strong Voices project and to include in a public meeting – appendix 7

2022/3-063 – Confirmation of date and venue of the next Parish Council meeting

- a) The next meeting of the Parish Council will be on 12th September 2022 at the Methodist Church 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 20:00

Closed meeting opened at 20:11

2022/3-064 It was discussed and resolved to agree the prices for the CCTV and the successful quotation was from DCS – costs to come from Open Spaces projects budget

2022/3-064(i) HR, Health and Safety and Data Committee

- a) To receive the report from the Chair of the committee -there was no report
- b) It was discussed and **resolved** to agree the update regarding a staffing matter in that TOIL would be available for the employee. It was **agreed** that bonfires are not currently permitted on council property due to the current dry conditions and government advise.

Meeting closed at: 21:16

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

Appendix A

Appendix 1 of the agenda is not the Clerks report but that of the chair of open spaces.

Tree report being carried out on 30th & 31st August

Following on from the question raised at the Extraordinary meeting on the 21st July from a member of the public regarding the sighting of a hose from Park Bungalow going into Boston Road carpark to water plants, I have sent emails to two district councillors and one parish councillor, I have only received two replies back and that was to say they knew nothing about it.

With regard to a question from Cllr A Beal at the last full council meeting regarding Park Road cemetery and the subsequent reports in the press, the issue being referred to has now been fully resolved and all those involved were kept up to date throughout. We do not have the permission of all those involved to disclose the nature of the issue however, it did not involve a complaint to the Parish Council.

Updates from last month:

Ashwood home have responded to our request for a price for the land adjoining Park Road cemetery and are just looking for offer at this time.

Cemetery Chapels

The Ecologist has been, and we are awaiting his full report.

I would like to thank Karen, our assistance clerk for doing a fantastic job holding the fort whilst I took annual leave

Vacancies

We now have 7 vacancies available for co-option, two for Holbeach Hurn, one for Holbeach Drove and 4 for Town Ward. There is also a further vacancy for Town Ward due for co-option from the 12th September.

Seat vacated by Sam Favell. The election process was organised by SHDC and only one candidate came forward, it therefore became an uncontested election and we are delighted to welcome Cllr Safir Hussain to our team. Safir has given his apologies for tonight's meeting but we look forward to welcoming him in person next month.

Appendix 1

Report Clerks Report – There has been some use of disposal BBQs in the Park and considerable graffiti. There are four new benches in the Jubilee Garden. Love Parks week is 29th July to 5th August.

Carters Park – Jubilee Garden official opening 27th August. Remaining budget is sufficient to cover electrical connection and stage area. Agreed to trial varnish and pellet topping to benches to reduce graffiti.

Activate on 3rd August.

Slide is now in situ however assessment needed due to concerns over safety.

Cemeteries – Church meeting to discuss future plans for closed church yard. HPC to identify two dates in the year for a general tidy up and also to encourage volunteers in the town. Date to be arranged for overhaul of planted area during summer holidays. Long term maintenance over Hall Gate was discussed. HPC and junior Choir to look into ECO Church and Gods Acre.

Allotment waiting list greatly reduced .and rent increases agreed for October 2023. Signage was also agreed to source quotes.

Holbeach Bank – Replacement swing equipment has been received and fitted.

Projects – Discussion on projects for 2023/24 – sandpit area, football tennis net and contacting Holbeach Hurn re play equipment. Bids for UK Share Prosperity fund to be submitted September/October.

Appendix 2

PPES REPORT

At our last meeting the responses to all the planning application received were agreed and it was agreed that moving forward the council will only respond to applications if we have a comment or an objection to make.

The SID locations will remain the same until later in the month when a location in Holbeach St Marks and Park Rd will be used.

It was agreed to contact the police and Bakkovar about concerns raised about the speeding through the village and surrounding roads by parishioners. It was also agreed to ask LCC to consider a 20-mph zone in the village near the school.



It was agreed to talk to SHDC regarding the planning permission and listed building consent regarding extending the permission. It was also agreed that refurbishment of the chapels would be the main project for the committee in the next financial year.



Appendix 2a



Environmental Services
Central Operations
Temple Quay House
2 The Square
Bristol, BS1 6PN

Customer: 0303 444 5000
Services: outerdowsingoffshorewind@planninginspectorate.gov.uk
e-mail: planninginspectorate.gov.uk

Your Ref:

Our Ref: EN010130-000032-220802

Date: 02 August 2022

Dear Sir/Madam

Planning Act 2008 (as amended) and The Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 (the EIA Regulations) – Regulations 10 and 11

Application by GTR4 Limited, trading as Outer Dowsing Offshore Wind (the Applicant) for an Order granting Development Consent for the Outer Dowsing Offshore Wind (the Proposed Development)

Scoping consultation and notification of the Applicant's contact details and duty to make available information to the Applicant if requested

The Applicant has asked the Planning Inspectorate on behalf of the Secretary of State for its opinion (a Scoping Opinion) as to the information to be provided in an Environmental Statement (ES) relating to the Proposed Development.

You can access the report accompanying the request for a Scoping Opinion via our website:

<http://infrastructure.planninginspectorate.gov.uk/projects/east-midlands/outer-dowsing-offshore-wind-generating-station/>

Alternatively, you can use the following direct link:

<http://infrastructure.planninginspectorate.gov.uk/document/EN010130-000037>

The Planning Inspectorate has identified you as a consultation body which must be consulted before adopting its Scoping Opinion. The Planning Inspectorate would be grateful therefore if you would:

<https://infrastructure.planninginspectorate.gov.uk>





- Inform the Planning Inspectorate of the information you consider should be provided in the ES; or
- Confirm that you do not have any comments.

If you consider that you are not a consultation body as defined in the EIA Regulations please let us know.

The Planning Inspectorate on behalf of the SoS is entitled to assume under Regulation 10(11) of the EIA Regulations that you do not have any comments to make on the information to be provided in the ES, if you have not responded to this letter by **30 August 2022**. The deadline for consultation responses is a statutory requirement and cannot be extended. Please note that your response will be appended to the Scoping Opinion and published on our website consistent with our openness policy. Any consultation response received after **30 August 2022** will not be included within the Scoping Opinion but will be forwarded to the Applicant for information and will be published on our website as a late response.

In order to support the smooth facilitation of our service, we strongly advise that any responses are issued via the email identified below rather than by post. Responses to the Planning Inspectorate regarding the Scoping Report should be sent by email to outerdowsingoffshorewind@planninginspectorate.gov.uk.

Once complete, you will be able to access the Scoping Opinion via our website, using the following link: <https://infrastructure.planninginspectorate.gov.uk/projects/east-midlands/outer-dowsing-offshore-wind-generating-station/?ipcsection=docs>

As the Planning Inspectorate has been notified by the Applicant that it intends to prepare an ES, we are also informing you of the Applicant's name and address:

GTR4 Limited, trading as Outer Dowsing Offshore Wind
c/o 10 Upper Bank Street
18th Floor
London
E14 5BF
contact@outerdowsing.com

You should also be aware of your duty under Regulation 11(3) of the EIA Regulations, if so requested by the Applicant, to make available information in your possession which is considered relevant to the preparation of the ES.

If you have any queries, please do not hesitate to contact us.

Yours faithfully

Marie Shoemith

Marie Shoemith
Senior EIA Advisor
on behalf of the Secretary of State

This communication does not constitute legal advice.
Please view our [Privacy Notice](#) before sending information to the Planning Inspectorate.

infrastructure.planninginspectorate.gov.uk





Appendix 2b

Town and Parish Council Information Gathering Exercise

Name of Town / Parish	
Name of Contact	
Do you wish to be kept up to date with this review?	Yes / No

You are requested to email completed forms by 30 September 2022 to: scrutiny@lincolnshire.gov.uk

(1) Does the Council have any evidence or information on your town centre that you would wish to share? For example, this could cover:



- changes over the last five years, including the effects of the pandemic;
- any information you have on the number and percentage of vacant town centre units; and
- in addition to retail, topics such as education, leisure, entertainment, tourism or any other services.

(2) Are there any initiatives or events that your council has promoted or has planned to stimulate activity or increase the footfall in your town or parish centre? Please provide brief details or any link or references to further information.



(3) In addition to anything in (2) above, are there any examples of good practice or other activities or events that have stimulated activity in your town centre?

(4) Is there anything else you would wish to highlight?

Please email completed surveys by 30 September 2022 to:

scrutiny@lincolnshire.gov.uk

If you require any further information on the review or this survey, please contact:

Appendix 3

A total of 30 entries for the Calendar photo competition were received by the closing date. Cllr Stevens and the Assistant clerk to contact the judges to arrange a date. Cllr Howden to update on printing costs.

The next open Forum is at 6pm at Holbeach Hurn Village Hall prior to the full council meeting on 8th August. The clerk to invite LCC, Anglian Water and Cllr Tracey Carter, as requested by a parishioner, to an open meeting to discuss the sink hole in Boston Road. A freedom of information request has been made on the costings of work incurred so far.

Our budget for 2023/24 was discussed and will include the sum of £5000 for further development of CCTV in Carters Park and a sum for next year's Calendar competition if this year is successful.

The committee will present to full council recommendations for the installation of CCTV in Park Road Cemetery and Carters Park.

We have been informed that HPC own half of the notice board in Holbeach Hurn so full council agendas can now be posted there. Some remedial work is evidently required. Cllr Howden to look into the costs involved.

The Youth Council meeting will now hopefully be held in September.

Date of the next meeting is 24th August at 11am at Coubro Chambers.

Cllr Peter Howden

Chair

Appendix 4

EVENTS REPORT JULY

The car show was a huge success with approximately 2000 people attending throughout the day. We have received some really positive comments from the public and exhibitors and we are already starting to plan for next year. We would like to thank everyone that supported the event and especially Holbeach Primary Academy, Royals Gym and the ATC.

The official opening of the Jubilee Garden will take place on Saturday 27th August. We will also be running the next yard sale on the same day.

We have had confirmation that we have the road closure for the Remembrance Parade which will take place at 2pm on Sunday 13th Nov. We will now start to contact local groups and schools with the details.

We are starting to plan the Christmas event which will take place on Saturday 3rd December. We hope to be able to share more details about this next month.

Appendix 5

Chair of Finance Report 1st August 2022

Normal monthly proceedings were carried out as per normal.

We agreed to carry out the biannual asset & inventory review in August.

It was agreed by the committee to purchase asset tags for the cemetery, the electrical connection for the Jubilee Garden. We also discussed the various options for the Kubota subject to a check with the insurance company & agreed to purchase a new phone system to replace the current system.

It was agreed that following the anti-social behaviour that subject to full council approval that CCTV would be installed in Carters Park first.

I would personally like to thank Karen for producing all the required documentation needed for her first Finance meeting.



Appendix 5a

11/08/2022		Holbeach Parish Council					Page 1	
11:15		Invoices Due for Payment by 31 August 2022						
For Purchase Ledger					Pay by Electronic Payment			
Invoice Date	Invoice No	Ref No	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Amazon EU s.a.r.l UK Bracnk [AM1]								
10/07/2022	GB248C7PYAEUI		PA system		09/08/2022	293.14		293.14
26/07/2022	GB24MS869AEUI		Varnish		09/08/2022	14.98		14.98
Total of Invoices Due (AM1)						308.12	0.00	308.12
Branch Bros [BB]								
31/07/2022	DCI057372		Line marker car show		09/08/2022	24.01		24.01
Total of Invoices Due (BB)						24.01	0.00	24.01
Barclaycard [BCARD]								
31/07/2022	200722		Card fee RFO		09/08/2022	32.00		32.00
Total of Invoices Due (BCARD)						32.00	0.00	32.00
Chandlers [CHA001]								
26/07/2022	7-016574		Zero Turn Mower		09/08/2022	8,394.00		8,394.00
Total of Invoices Due (CHA001)						8,394.00	0.00	8,394.00
Cheap as Prints [CHE]								
06/07/2022	45355		Car show signs		09/08/2022	47.50		47.50
Total of Invoices Due (CHE)						47.50	0.00	47.50
Councillors [CLLR]								
21/07/2022	210722		Track days for car show		09/08/2022	113.98		113.98
Total of Invoices Due (CLLR)						113.98	0.00	113.98
Deuba								
13/07/2022	130722		Metal benches Jubilee garden		09/08/2022	283.90		283.90
Total of Invoices Due (DEUBA)						283.90	0.00	283.90
DTS [DTS001]								
31/07/2022	6		Locking up July 2022		09/08/2022	600.00		600.00
31/07/2022	6A		adj to inv 6		09/08/2022	20.00		20.00
Total of Invoices Due (DTS001)						620.00	0.00	620.00
Fulney Sand & Gravel [FSG]								
06/07/2022	14781		Limestone		09/08/2022	78.00		78.00
Total of Invoices Due (FSG)						78.00	0.00	78.00
Greenzone Park Road [GZPR]								
31/07/2022	354318		Wheelie bins Park Rd		09/08/2022	313.56		313.56



11/08/2022
11:15

Holbeach Parish Council

Page 2

Invoices Due for Payment by 31 August 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Total of Invoices Due (GZPR)						313.56	0.00	313.56
Hargrave Agricultural Ltd [HAR]								
31/07/2022	120331		Bolts		09/08/2022	2.54		2.54
Total of Invoices Due (HAR)						2.54	0.00	2.54
[HMRC]								
23/07/2022	230722		Re July salaries		09/08/2022	1,760.32		1,760.32
Total of Invoices Due (HMRC)						1,760.32	0.00	1,760.32
Ian Brown [IB]								
01/07/2022	18040B		adj to inv 18040		09/08/2022	148.42		148.42
Total of Invoices Due (IB)						148.42	0.00	148.42
JFK band [JFK]								
24/07/2022	240722		Band car show		09/08/2022	250.00		250.00
Total of Invoices Due (JFK)						250.00	0.00	250.00
Lincolnshire Commercial Maintenance [LIN001]								
29/07/2022	100		Grass Cutting		31/07/2022	2,032.80		2,032.80
Total of Invoices Due (LIN001)						2,032.80	0.00	2,032.80
Methodist Church [MET001]								
01/07/2022	01072022		Room Hire 11th July 2022		09/08/2022	30.00		30.00
Total of Invoices Due (MET001)						30.00	0.00	30.00
Microsoft [MS1]								
03/07/2022	E0800JDZFD		Office 365 admin		03/08/2022	22.56		22.56
03/07/2022	E0800JDSUK		Office 365 cllrs		03/08/2022	68.40		68.40
Total of Invoices Due (MS1)						90.96	0.00	90.96
One Stop [OS1]								
05/07/2022	05072022		Coffee etc		09/08/2022	4.50		4.50
14/07/2022	140722		Milk & Handwash		09/08/2022	2.00		2.00
26/07/2022	26072022		Milk		09/08/2022	1.00		1.00
28/07/2022	280722		Batteries smoke alarm		09/08/2022	4.25		4.25
Total of Invoices Due (OS1)						11.75	0.00	11.75
Peninsula 1 [PEN1]								
22/07/2022	81389		Cancellation costs		09/08/2022	240.00		240.00
28/07/2022	821042		F2F cancelled		09/08/2022	240.00		240.00



11/08/2022

Holbeach Parish Council

Page 3

11:15

Invoices Due for Payment by 31 August 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Total of Invoices Due (PEN1)						480.00	0.00	480.00
Platinum Cleaning [PLA001]								
30/07/2022	115		Cleaning services July 2022		09/08/2022	208.00		208.00
Total of Invoices Due (PLA001)						208.00	0.00	208.00
Stuart Alan Signs [SAS]								
14/07/2022	9002		Dogs on lead signs		09/08/2022	24.00		24.00
Total of Invoices Due (SAS)						24.00	0.00	24.00
Smarty Mobile [SM]								
27/06/2022	27062022		sim		27/06/2022	5.00		5.00
27/07/2022	270722		Sim July		09/08/2022	5.00		5.00
Total of Invoices Due (SM)						10.00	0.00	10.00
Staff [ST1]								
23/08/2022	23082022		August salaries		22/08/2022	7,310.20		7,310.20
Total of Invoices Due (ST1)						7,310.20	0.00	7,310.20
Tonwood [TON001]								
31/07/2022	3113830		Tap washers & bolts		09/08/2022	19.98		19.98
Total of Invoices Due (TON001)						19.98	0.00	19.98
VELOCITY [VEL]								
24/07/2022	24072022		Music Car Show		09/08/2022	300.00		300.00
Total of Invoices Due (VEL)						300.00	0.00	300.00
Wave								
14/07/2022	10775947		Water Coubro 14.4.22-13.7.22		09/08/2022	130.05		130.05
Total of Invoices Due (WAVE)						130.05	0.00	130.05
West End Garage [WEG]								
31/07/2022	11870		Fuel July 2022		09/08/2022	262.10		262.10
Total of Invoices Due (WEG)						262.10	0.00	262.10
Welland Hire [WTH]								
18/07/2022	WTH-000012		Toilet hire car show 24/07/22		09/08/2022	1,230.00		1,230.00
Total of Invoices Due (WTH)						1,230.00	0.00	1,230.00
Total of Invoices Due (Purchase Ledger)						24,516.19	0.00	24,516.19



11/08/2022		Holbeach Parish Council					Page 4	
11:15		Invoices Due for Payment by 31 August 2022						
For Purchase Ledger					Pay by Electronic Payment			
Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
TOTAL OF INVOICES DUE (ALL LEDGERS)						24,516.19	0.00	24,516.19

Appendix 5b

Date: 04/08/2022

Holbeach Parish Council

Page 1

Time: 09:50

**Bank Reconciliation Statement as at 31/07/2022
for Cashbook 1 - Barclays Current Account**

User: 6121.J.HEARSEY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bardays Current account	31/07/2022		3,515.98
			3,515.98
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			3,515.98
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			3,515.98
		Balance per Cash Book is :-	3,515.98
		Difference is :-	0.00

Date: 01/08/2022

Holbeach Parish Council

Page 1

Time: 11:41

**Bank Reconciliation Statement as at 31/07/2022
 for Cashbook 3 - Business Saver Account**

User: 6121.K.BAXTER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver Account	21/07/2022		11,188.37
Barclays (Ring Fenced Funds)	30/06/2022		3,999.00
			<u>15,187.37</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			15,187.37
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			15,187.37
		Balance per Cash Book is :-	15,187.37
		Difference is :-	0.00

Date: 01/08/2022

Holbeach Parish Council

Page 1

Time: 11:42

**Bank Reconciliation Statement as at 31/07/2022
 for Cashbook 4 - CCLA Account**

User: 6121.K.BAXTER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Account	31/05/2022		281,950.25
			<u>281,950.25</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
08/07/2022 ccla to bc Barclays Current Account		15,000.00	
			<u>15,000.00</u>
			266,950.25
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			266,950.25
		Balance per Cash Book is :-	266,950.25
		Difference is :-	0.00



Appendix 6

Caring Neighbour

The Caring Neighbour Award will be presented to someone who is a caring & considerate figure in their neighbourhood. In this category we are looking for people who go out of their way to help others in their community in any number of ways, such as with chores, shopping or getting out and about, or simply just being there for a friendly chat or cup of tea.

Service with a Smile

Looking for someone who has provided an outstanding service in the community, not just a brief smile, someone who likes to help others, go out of their way to do more to help the customer, being polite and smiling with them.

The Young Achiever Award

The Young Achiever Award recognizes those young people in the community who have excelled in school, Sport, business & working on community projects. Judges will be looking for young people who are a role model in the local community.

Senior Citizen

This award looks to recognizes those who are of an elderly age, who have strived to continue to help others in their community. This could be someone who continues to work hard within an organization, a person who takes time out of their busy schedule and provides care for someone.

Charity Worker

Hundreds of people across South Holland give up their time to work for a host of good causes. This award recognizes those people/groups who either dedicate their time to charity work, by fundraising or volunteering, some working as a team and not seeking recognition.

Community Hero

In every community there are those who strive to help others & continuously act out of human kindness. These volunteers give up their time & energy to help others in their hour of need, either by helping with fundraising, set up a new community group or simply being someone who makes a difference by helping others.

Volunteer of the year



Thousands of volunteers in our area provide help, which is vital, without recognition. These people give up their time & often put their personal lives on hold to improve the lives of others. In every community there are those who strive to help others & act purely out of human kindness.

Special Achievement

This Award is for someone or a community group that have outstanding contributions over several years. This could include continued fundraising & commitment to a cause or someone who has helped to make South Holland a better place to live, work or relax through their continuing efforts over many years.

Community Sports Group

This Award is for a community group that has shown excellence in sport taking time to provide and organize friendly competitive activities and teamwork bringing together people of different abilities from across the community to get active and enjoy sport.

Local Charity Champion Award

This Award is for a registered South Holland Charity organization, (not a national charity), The charity needs to describe its objective and how long it has been registered, it also needs to tangibly demonstrate how it uses its funds to support its local community, describe how it fund raises and the number of people that are

involved in running the charity (volunteers/paid employees), it also needs to describe its long-term goal.

Appendix 7

The Police and Crime Commissioner has previously commissioned Leaders Unlocked to undertake the Youth Commission, an engagement activity that allowed young people to raise concerns and local issues. Resulting recommendations raised by young people were shared with the Police and Crime Commissioner, Lincolnshire Police and partnership agencies.

The Stronger Voices Project, led by the Office of the Police and Crime Commissioners Safer Together Team will develop further the work of the Youth Commission by engaging with 11-21 years olds who live in Lincolnshire; empowering them to speak in an environment where they feel comfortable to raise local issues openly.

Lincolnshire Strong Voices will be running hour long FREE sessions every two months within your community which will aim to;

- Give young people a voice raising policing and crime issues from their communities
- Challenge & inform the work of the PCC

- Challenge & inform the work of Lincolnshire Police
- Help to make your community a Happier, Healthier and Safer Place to Live!

We are running core group sessions in the following districts;

- North Kesteven
- South Kesteven
- Lincoln
- West Lindsey
- East Lindsey (Coast and Wolds)
- Boston and South Holland

We would like you to encourage young people within your parish to partake in these sessions.

We are also offering for a number of Town and Parish Councils and Community Groups across the county the opportunity to hold their own Strong Voices sessions, you would need to recruit the young people from your community. The Safer Together Team will then facilitate the session outlined below in the table.

Introduction	5 Minutes	What is Strong Voices
Speak up	15 Minutes	What are the issues in your area?
Change up	15 Minutes	What changes do you want to see?
Listen up	15 Minutes	Who needs to make the changes?
Sign up	10 Minutes	Become a part of Strong Voices

Please note the sessions will be on a first come first served basis due to maximum capacity within the team.

Following each session, feedback will be gathered, and a report will be shared with the community, the OPCC, Lincolnshire Police and Partners.

The Strong Voices project is a great opportunity for young people in Lincolnshire to make a difference to the community around them by influencing real change. It is also a great addition to their CV's, University and College Applications, as well as being a fantastic overall project, letting young people be involved in actual change.

If you would like some more information about the Strong Voices Programme, or would like to express your interest, please email the Safertogetherteam@lincs.police.uk



Minutes of the meeting of Holbeach Parish Council on Monday 26th September 2022 at 19:00 at Methodist Church, Albert Walk, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Johnson, S Hutchinson I Hutchinson, R Stevens, M Murfet, P Howden, R Flood, S Lewis, S Hussain & T Wiltshire Clerk: Jan Hearsey Asst Clerk: Karen Baxter	Cllr P Howden	
Public including Councillors	1 member of the public	Cllr T Carter	

19:00 Chair, Cllr Stephen Johnson welcomed everyone to the meeting. He asked those present to stand for one minute in honour of her late Majesty The Queen and then a further minute to show respects for the late Angela Newton MBE. Cllr S Johnson invited members of the public to ask questions and make statements.

1. A member of the public reported that in the early 2000's the Park Keeper stored wood in the cemetery chapels and used the electric to dry the wood and then used the trailer late at night to sell the wood. In the 1990's the Park Keeper sourced bricks to brick up the Chapels windows, was permission sort? Cllr I Hutchinson responded that the mosaic artwork was done by Transported. Cllr S Johnson said that the Clerk would look into this and report back at the November meeting. He asked when the work to the chapels was starting again? Cllr I Hutchinson reported that work should re-start on the 3rd October. At the end of the meeting he asked, can the Parish Council confirm that the Conservation officer is aware of the bat tiles? The Clerk to investigate.

Chair Cllr S Johnson instated Standing Orders and the meeting began at 19:08

2022/3-065 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 from Cllr P Howden

2022/3-066 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.

Cllr S Lewis declared a pecuniary interest in agenda items 2022/3-069 (c) & 2022/3-069 (f)

2022/3-067 It was resolved to approve as a correct record the notes of the meetings of the Council held on 8th August 2022 and to authorise the Chair to sign the official minutes.

2022/3-068 Clerks report

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

2022/3-069 Open Spaces Committee – To elect interested members to the committee – It was proposed, seconded and agreed for Cllr Safir Hussain to be elected to this committee

- a) To receive the report from the Chair of the committee – see appendix 1
- b) It was **resolved** to agree to adopt the amended Cemetery Rules and Regulations
- c) It was **resolved** to agree the recommendation of the Committee the format of the Grass Cutting Tenders
- d) It was **resolved** to agree the recommendation of the committee the way forward with the slide in Carters Park following the communication from the supplier in that it does not meet what the Council wants, the company should provide a better solution or remove it.
- e) It was **resolved** to agree to apply for the license from LCC for a half barrel planter at Holbeach St Marks (Parishioner to provide the planter)
- f) It was **resolved** to agree the recommendation of Full Council the way forward with grass cutting whilst the machinery is awaiting repair to increase the current contract

2022/3-070 Planning, Properties, Emergency Planning and Speeding Committee

- a) To receive the report from the Chair of the committee – appendix 2
- b) It was **resolved** to agree the planning responses as: no objection
H09-0584-21 Alterations and upgrades to building retrospective
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0584-21&from=planningSearch>
H09-0738-22 - Render of front and rear elevations including change of front door.
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0738-22&from=planningSearch>
H09-0135-22 - Appeal under Section 78
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0135-22&from=planningSearch>
H09-0859-22 - Proposed single storey extension



<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0859-22&from=planningSearch>

H09-0581-22 - Amendment re-submission of H09-0119-22

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0581-22&from=planningSearch>

H09-0307-22 -Residential development – erection of dwelling

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0307-22&from=planningSearch>

- c) It was **resolved** to agree to support a parishioner for the community speed watch
- d) It was **resolved** to agree the way forward regarding the cemetery chapels roof as challenge the costs and it was **resolved** to not agree the additional spend of £747.07 & £1,250.28
- e) It was **resolved** to agree the quote for works to the windows at Coubro Chambers and accept the quote from Robert Hill
- f) It was discussed and **resolved** to agree the Charitable Collections Policy consultation as in support
- g) It was discussed and **resolved** to agree the Parish Council's comments on the solar farm proposal as members cannot agree, they can comment in person

2022/3-071 – PR/IT Committee - To elect interested members to the committee – It was proposed, seconded and agreed for Cllr Safir Hussain to be elected to this committee

- a) To receive the report from the Chair of the committee - see appendix 3
- b) It was **resolved** to agree the recommendation of the Finance Committee the CCTV expenditure following the withdrawal of the agreed quotation
- c) It was considered and **resolved** to agree the Parish Council response to the Draft Recommendation in reducing councillor numbers as to go with the public opinion

2022/3-072 – Events Committee

- a) To receive the report from the Chair of the committee – see appendix 4
- b) To review the Live & Local scheme and it was **resolved** to agree the way forward as to register an interest for next year

2022/3-073- Finance Committee

- a) To receive the report from the Chair of the Committee – see appendix 5
- b) Further to minute number 2021/2-195 (c) The Clerk/RFO plus, in excess of three Councillors one of which was not a signatory on the Bank Account, made the payments totalling £23,257.45 (list distributed to all Members before payments were made) – see appendix 5a. To note the income for August 2022 of £4019.00
To note the Bank balances as of 31st August 2022, as: Account ending **4844**
£2,988.72 Account ending **5394** £5,024.39 – see appendix 5b
Account ending **01PC** £267,280.79



- c) It was **resolved** to agree to write to LALC regarding training course availability
- d) It was **resolved** to agree the recommendation of the Finance committee to appoint LALC as the internal auditor
- e) It was **resolved** to agree not to opt out of the Smaller Authorities Annual Audit scheme
- f) It was **resolved** to agree the recommendation of the Finance committee to move 2022/23 budgets as follows:
 - £1,000.00 from Horticultural supplies to Fuel – Open Spaces
 - £1,000.00 from Locking up to Fuel – Open Spaces
 - £ 385.00 from the Beacon to Fuel – Open Spaces
 - £1,000.00 Business rates to gas – PPES
- g) It was **resolved** to agree to refund the £20 overpaid on cemetery fees

2022/3-074 – It was discussed and resolved to agree to support the Civility & Respect Project from NALC -

2022/3-075 – Confirmation of date and venue of the next Parish Council meeting

- a) The next meeting of the Parish Council will be on 10th October 2022 at the Methodist Church Hall, Albert Walk, Holbeach

Open session closed at: 20:16

Closed session opened at 20:25

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

2022/3-076 HR, Health and Safety and Data Committee

- a) To receive the report from the Chair of the committee – see appendix 6
- b) It was **resolved** to agree the increase of hours to 28 and change in job title of the Assistant Clerk to Deputy Clerk
- c) It was **resolved** to agree for the Open Spaces team to carry out repairs to equipment following input from our insurers providing they provide a risk assessment and that replica parts can be used. Start with the older Kubota. No stripping down of machines to take place, only replacements. The Clerk/RFO asked for it to be recorded that this is a Council decision and she is absolved of all responsibility.
Cllr S Hussain left the meeting at 21:25
- d) It was discussed and **resolved** to agree the next stage regarding a staffing matter as to withdrawn option 8 (1 abstention)

Cllr R Flood left the meeting at 21:45

Meeting closed at: 21:47

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

Appendix a

Clerks report 12092022

Following on from the discussion at the last meeting regarding stump grinding. Stump grinding is not appropriate be carried out in a cemetery. Out of respect, I will not go into details as to why.

An email from Anglian Water was circulated to all members regarding the proposal for two new reservoirs. The locations have not been disclosed however one is to be in the Fens and the other in Lincolnshire. There was a webinar in August that members were invited to. This has now been updated and the location has been confirmed as south east Sleaford.

The South & East Lincolnshire Community Lottery is being launched and there is an online launch event on 27th September. If there are any local organisations that are interested, we are happy to pass on the details

We have received an email which was circulated to Members from Aldi, the email arrived after the agenda went out so this matter cannot be included in tonight’s meeting. There is a public exhibition on Wednesday 28th between 15:00 & 19:00 in Tigers Bar

The conclusion of audit report is back and there were no recommendations or notes. This has been displayed on our website and the digital notice board and copies can also be obtained from Coubro Chambers

Re the sinkhole we have requested detailed storm drainage map from LCC to cover the entire Parish which we now have. We are awaiting the up to date costings from Anglian Water & LCC and have asked the following: Now that the road is reopened, can we please have the promised full breakdown of costs dating back to April 2019 when this issue first occurred, detailing ALL of the work and investigations undertaken?

We would like to offer our thanks to Linden Secker for his generous gift of the rebinding of the original burial register dating back to 1854. The book is at Coubro Chambers if anyone would like to view it.

Vacancies

There is no change to the vacancies, 8 are still available for co-option

Appendix 1

Open Spaces Chairs Report

The way forward was decided for alterations to the toilets in Carters park. Following the ROSPA report communication and meetings are ongoing for a workable solution to the Slide

in Carters Park with the supplier. It was confirmed that the current rules maintain that a grave space cannot be purchased just a memorial without an interment.

Following current ongoing efforts to split a surrendered allotment along with other transitions will result in the current waiting list to be exhausted. Interim follow up allotment inspections went well.

The grass cutting tenders to be recommended to Full Council in two parts, part A as currently contracted, Part B as current minus Netherfields and Hall Gate Cemetery. Holly Cutting tender was discussed and confirmed ready to put out.

Tree work was deferred until next meeting and in receipt of the new tree report. Winter work schedule was discussed and suggested.

Appendix 2

PPES REPORT

At our last meeting all the planning application comments were agreed.

The SID locations for October were agreed as High St and Holbeach Drove. We also agreed to purchase more fixing plates . Following the meeting at Saturday Bridge we discussed potential improvements and it was agreed to put together some ideas and send these through.

We are awaiting a date for emergency planning training where we will make any amendments to the plan.

Having received 2 quotes for the repair of the windows at Coubro the committee reviewed these and have made a recommendation to full council.

Appendix 3

Calendar Photographic Competition:

The 13 photographs have been chosen by the judges. The cheapest print option has been agreed and the finished product should be available for sale by early October.

HPC Forums:

The last open forum at Holbeach Hurn Village Hall was well attended and some key issues of concern by members of the public were discussed. The assistant Clerk is to obtain maps of storm water drainage and will report back to the next meeting. Before each full council meeting from now onwards there will be an open forum from 18.45 until 19.10. If any special issues of concern arise throughout the year additional ones will be arranged.



Press Releases:

Opening of the Jubilee Garden. The Free press were invited to attend.
The Inclusive Swing when installed.

The decision to purchase Walkie Talkies for events was postponed until the next meeting. Cllr Hussain will be asked to look into the cost of upgrading the Wi-Fi at Coubro Chambers and increasing the assistant clerks laptop to 8 RAM.

CCTV in Carters Park:

The company that was chosen to install this has unfortunately come back to us and said that due to staffing issues they were no longer able to undertake the work. Cllr Hussain is to meet with Cllr's S Hutchinson and Howden to advise on the cost of purchasing the equipment needed and then we will obtain 3 quotes from electricians to complete the installation ourselves.

Appendix 4

EVENTS REPORT

Cllr Rick Stevens and the clerk have met with a representative from the RBL to discuss the remembrance parade and invitations to groups will be going out shortly.

We are starting to put together ideas for the Christmas event and have agreed to use all of the remaining budget on this event. We plan to have various craft food and charity stalls and entertainment during the afternoon and there will be a lantern parade to end the event. Anyone that wishes to book a stall at the event can contact the clerk or myself.

It was agreed to concentrate on 2 main events next year, the car show and Christmas. We will also look at running some smaller events throughout the year including the yard sales and activities in Carter's park during the summer.

Appendix 5

Finance Chair Report 1st September

Normal monthly tasks were actioned and all found to be in order.

To enable better reporting for next year Jan, Sophie & myself have re organised the chart of accounts on our accounting software.

We reviewed our current budget for this financial year and very quickly realised that without releasing unspent budgets our total fuel cost is going to be massively overspent. We also have a concern around our utility bills. It is suggested that we carry on monitoring our budgets to ensure that we do not need to release monies from our reserves.



All committees need to review the budgets and projects for next year. It is imperative that this is done and submitted for the Finance meeting in October. Where budgets are to be increased full justification will also need to fully explained.

Should anyone need assistance and guidance for budgeting they should contact Jan as soon as possible.

Appendix 5a



09/09/2022

Holbeach Parish Council

Page 1

15.24

Invoices Due for Payment by 30 September 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref	Invoice Detail	Authorise Ref	Date Due	Amount	Discount To Claim	Net Amount due
Amazon EU s.a.r.l UK Bracnk [AM1]								
30/08/2022	2922720		Waterproof tag for headstones		13/09/2022	41.20		41.20
Total of Invoices Due (AM1)						41.20	0.00	41.20
Branch Bros [BB]								
23/08/2022	DC1057572		Toilet seat & Fencing		13/09/2022	69.51		69.51
Total of Invoices Due (BB)						69.51	0.00	69.51
DTS [DTS001]								
31/08/2022	7		Locking up		13/09/2022	620.00		620.00
Total of Invoices Due (DTS001)						620.00	0.00	620.00
East Midlands Tree Survey [EMTS]								
08/09/2022	1202		Tree survey		13/09/2022	1,386.00		1,386.00
Total of Invoices Due (EMTS)						1,386.00	0.00	1,386.00
Greenzone Park Road [GZPR]								
31/08/2022	356963		Bins P/R		13/09/2022	250.85		250.85
Total of Invoices Due (GZPR)						250.85	0.00	250.85
Hags UK [HAGS]								
29/07/2022	083981		Swing seats Holbeach Bank		13/09/2022	221.40		221.40
Total of Invoices Due (HAGS)						221.40	0.00	221.40
Holbeach Hurn Village Hall [HHVH]								
09/08/2022	JW153		Hurn Village Hall 080822		13/09/2022	30.00		30.00
Total of Invoices Due (HHVH)						30.00	0.00	30.00
[HMRC]								
23/08/2022	23082022		HMRC August 22 salaries		13/09/2022	1,831.40		1,831.40
Total of Invoices Due (HMRC)						1,831.40	0.00	1,831.40
HOLBEACH MEMORIA COMPANY [HOLMEM]								
01/08/2022	5108		Sign Hall Gate		13/09/2022	65.58		65.58
Total of Invoices Due (HOLMEM)						65.58	0.00	65.58
Telephone : 01406 425072								
ideal 365 [I365]								
22/08/2022	130051001-2022-		Black bags		13/09/2022	105.00		105.00
Total of Invoices Due (I365)						105.00	0.00	105.00



09/09/2022

Holbeach Parish Council

Page 2

15:24

Invoices Due for Payment by 30 September 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref	Invoice Detail	Authorise Ref	Date Due	Amount	Discount To Claim	Net Amount due
Ink Factory [IF1]								
05/08/2022	276576		Black cartridges		13/09/2022	29.99		29.99
Total of Invoices Due (IF1)						29.99	0.00	29.99
Inko [INK001]								
05/08/2022	42759		Colour cartridges		13/09/2022	41.99		41.99
Total of Invoices Due (INK001)						41.99	0.00	41.99
Jewson [JW]								
08/08/2022	0190/00161583		Fencing slide CP		13/09/2022	86.95		86.95
Total of Invoices Due (JW)						86.95	0.00	86.95
Lincolnshire Commercial Maintenance [LIN001]								
31/08/2022	101		Grass cutting August 2022		13/09/2022	1,951.20		1,951.20
Total of Invoices Due (LIN001)						1,951.20	0.00	1,951.20
Methodist Church [MET001]								
16/08/2022	06082022		Hire 16082022		13/09/2022	30.00		30.00
Total of Invoices Due (MET001)						30.00	0.00	30.00
Matsgrids [MGRIDS]								
26/08/2022	SI-92429		Plastic pegs and cable ties		13/09/2022	79.01		79.01
Total of Invoices Due (MGRIDS)						79.01	0.00	79.01
Manor Roofing [MRROFING]								
12/08/2022	20220		Bat survey chapels		13/09/2022	840.00		840.00
Total of Invoices Due (MRROFING)						840.00	0.00	840.00
Microsoft [MS1]								
03/08/2022	EO800JRA8B		Office 365 cllrs		13/09/2022	61.40		61.40
03/08/2022	EO800JREWS		Office 365 admin		13/09/2022	22.56		22.56
Total of Invoices Due (MS1)						83.96	0.00	83.96
One Stop [OS1]								
02/08/2022	020822		Batteries smoke alarm		13/09/2022	4.25		4.25
02/08/2022	02082022		Batteries smoke alarms		13/09/2022	8.50		8.50
08/08/2022	08082022		Coffee		13/09/2022	5.50		5.50
09/08/2022	09082022		Battery smoke alarm		13/09/2022	4.10		4.10
15/08/2022	150822		Milk		13/09/2022	1.00		1.00



09/09/2022		Holbeach Parish Council				Page 3		
15:24		Invoices Due for Payment by 30 September 2022						
For Purchase Ledger					Pay by Electronic Payment			
Invoice Date	Invoice No.	Ref	Invoice Detail	Authorise Ref	Date Due	Amount	Discount To Claim	Net Amount due
Total of Invoices Due (OS1)						23.35	0.00	23.35
Powerbee [PBEE]								
15/08/2022	10000085542		<i>Fountains & pond liner</i>		13/09/2022	205.46		205.46
Total of Invoices Due (PBEE)						205.46	0.00	205.46
PKF Littlejohn [PFK]								
29/08/2022	SB20221179		<i>External audit 2021-2022</i>		13/09/2022	960.00		960.00
Total of Invoices Due (PFK)						960.00	0.00	960.00
Poundland [PL]								
06/08/2022	060822		<i>Soap & sun cream</i>		13/09/2022	10.00		10.00
Total of Invoices Due (PL)						10.00	0.00	10.00
Platinum Cleaning [PLA001]								
31/08/2022	126		<i>Cleaning Coubro</i>		13/09/2022	184.00		184.00
Total of Invoices Due (PLA001)						184.00	0.00	184.00
Post Office Ltd [PO1]								
01/08/2022	180822		<i>Postage</i>		13/09/2022	160.00		160.00
Total of Invoices Due (PO1)						160.00	0.00	160.00
ROSPA								
12/08/2022	65384		<i>Slide Carters Park inspection</i>		13/09/2022	474.00		474.00
Total of Invoices Due (ROSPA)						474.00	0.00	474.00
Shop Fitting Shop [SFS]								
26/08/2022	28325		<i>Grass mats</i>		13/09/2022	115.74		115.74
Total of Invoices Due (SFS)						115.74	0.00	115.74
Steve Hornsby [SH]								
28/08/2022	124439		<i>Lock repair bowls club</i>		13/09/2022	80.00		80.00
Total of Invoices Due (SH)						80.00	0.00	80.00
SHDC [SHDC2]								
10/08/2022	015012		<i>Temp events notice</i>		13/09/2022	21.00		21.00
Total of Invoices Due (SHDC2)						21.00	0.00	21.00
South Holland Vokuntary Car Service [SHVCS]								
05/08/2022	AH0001-22/23		<i>Voluntary car service grant</i>		13/09/2022	3,485.00		3,485.00



09/09/2022

Holbeach Parish Council

Page 4

15:24

Invoices Due for Payment by 30 September 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref	Invoice Detail	Authorise Ref	Date Due	Amount	Discount To Claim	Net Amount due
Total of Invoices Due (SHVCS)						3,485.00	0.00	3,485.00
Spalding Cleaning [SPA001]								
01/08/2022	290722		Windows Coubro		13/09/2022	23.00		23.00
26/08/2022	260822		Window cleaning Coubro		13/09/2022	23.00		23.00
Total of Invoices Due (SPA001)						46.00	0.00	46.00
Safety Supply Co [SSC]								
22/08/2022	8746955		Boots litter icker		13/09/2022	32.28		32.28
Total of Invoices Due (SSC)						32.28	0.00	32.28
Staff [ST1]								
23/09/2022	2309221		Staff salaries Sept 22		22/09/2022	7,474.40		7,474.40
Total of Invoices Due (ST1)						7,474.40	0.00	7,474.40
Tesco								
11/08/2022	11082022		Water & squash		13/09/2022	11.80		11.80
20/08/2022	20082022		Tea, coffee etc		13/09/2022	20.10		20.10
Total of Invoices Due (TESCO)						31.90	0.00	31.90
Tonwood [TON001]								
14/08/2022	3113912		Padlocks and keys		13/09/2022	39.46		39.46
31/08/2022	3113958		Wasp killer		13/09/2022	20.99		20.99
Total of Invoices Due (TON001)						60.45	0.00	60.45
ToolChimp [TOO]								
19/08/2022	194718		Padlocks		13/09/2022	114.63		114.63
23/08/2022	6075		Padlocks		13/09/2022	554.50		554.50
Total of Invoices Due (TOO)						669.13	0.00	669.13
Wave								
05/08/2022	10857831		Water Hall Gate		13/09/2022	-17.19		0.00
10/08/2022	10876505		Water - Carters Park		10/08/2022	842.14		824.95
10/08/2022	10877982		Water Park Road		10/08/2022	25.21		25.21
Total of Invoices Due (WAVE)						850.16	0.00	850.16
West End Garage [WEG]								
31/08/2022	11998		Fuel August		13/09/2022	178.55		178.55
Total of Invoices Due (WEG)						178.55	0.00	178.55



09/09/2022

Holbeach Parish Council

Page 5

15:24

Invoices Due for Payment by 30 September 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref	Invoice Detail	Authorise Ref	Date Due	Amount	Discount To Claim	Net Amount due
Workplace Staff [WKPL]								
25/08/2022	11059		Fuel cabinet		13/09/2022	431.99		431.99
Total of Invoices Due (WKPL)						431.99	0.00	431.99
Total of Invoices Due (Purchase Ledger)						23,257.45	0.00	23,257.45
TOTAL OF INVOICES DUE (ALL LEDGERS)						23,257.45	0.00	23,257.45

Appendix 5b

Date: 01/09/2022

Holbeach Parish Council

Page 1

Time: 11:19

Bank Reconciliation Statement as at 31/08/2022
for Cashbook 1 - Barclays Current Account

User: 6121.J.HEARSEY

Bank Statement Account Name (s)	Statement Date	Page	Balances
Barclays Current account	31/08/2022		2,988.72
			<u>2,988.72</u>
Unpresented Cheques (Minus)		Amount	
		0.00	
			<u>0.00</u>
			2,988.72
Receipts not Banked/Cleared (Plus)			
04/08/2022 100819		720.00	
04/08/2022 100819		200.00	
04/08/2022 100819		20.00	
- 04/08/2022 100819		20.00	
18/08/2022 100819		140.00	
23/08/2022 100819		190.00	
25/08/2022 100819		200.00	
31/08/2022 100819		0.16	
			<u>1,490.16</u>
			4,478.88
		Balance per Cash Book is :-	4,478.88
		Difference is :-	0.00



Date: 01/09/2022 Holbeach Parish Council Page 1
 Time: 11:23 **Bank Reconciliation Statement as at 31/08/2022** User: 6121.J.HEARSEY
for Cashbook 3 - Business Saver Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Business Saver Account	22/08/2022		1,025.39
Barclays (Ring Fenced Funds)	30/06/2022		3,999.00
			5,024.39
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			5,024.39
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			5,024.39
		Balance per Cash Book is :-	5,024.39
		Difference is :-	0.00

Date: 01/09/2022 Holbeach Parish Council Page 1
 Time: 11:25 **Bank Reconciliation Statement as at 31/08/2022** User: 6121.J.HEARSEY
for Cashbook 4 - CCLA Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA Account	31/07/2022		267,280.79
			267,280.79
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
08/08/2022 trf Barclays Current Account		10,000.00	10,000.00
			257,280.79
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			257,280.79
		Balance per Cash Book is :-	257,280.79
		Difference is :-	0.00

Appendix 6

There were some minor staffing issues which were being resolved and members were requested to ensure the chain of command was followed.



Clerk/RFO: Jan Hearshey

Coubro Chambers, 11 West End
Holbeach, PE12 7LW

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Minutes of the meeting of Holbeach Parish Council on Monday 10th October 2022 at 18:45 at Methodist Church, Albert Walk, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Johnson, S Hutchinson, I Hutchinson, M Murfet, R Flood, & T Wiltshire Clerk: Jan Hearsey Asst Clerk: Karen Baxter	Cllrs P Howden, R Stevens, S Lewis & S Hussain	
Public including Councillors	Cllr P Coupland 5 members of the public 1 press	Cllr T Carter	

Meeting opened at 18:45 and Chair Cllr S Johnson welcomed everyone. He invited questions from the public in a public forum which would last up to 25 minutes.

1. An allotment holder had received their annual invoice but raised a query that the invoice was for the previous 6 months and the proceeding 6 months when he believed he paid his rent in advance. The Clerk explained that following training you cannot charge a complete year in advance. The Clerk presented an invoice from 2016 where the invoice was rent paid in arrears. It was suggested that the Clerk look into the original rent agreement.
2. A member of the public raised concerns over Tigers Bar as it is now seemingly a “truck stop”. Did they pay the correct Business Rates? The Clerk will look into this. He also said that he believed the posting of the agenda to the digital notice board was incorrect and he had written to the MP and received a letter back. The Clerk responded that LALC had advised that was acceptable. The Clerk to speak again to LALC.

There were no submitted reports from District & County. Cllr I Hutchinson asked that the Council receive written reports, the Clerk to contact the Councillors

Chair Cllr S Johnson instated Standing Orders and the meeting began at 19:03

2022/3-077 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 Hussain, R Stevens, P Howden & S Lewis

2022/3-078 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. Cllr R Flood declared a non-pecuniary interest in agenda item 2022/3-085 (f)

2022/3-079 It was resolved to approve as a correct record the notes of the meetings of the Council held on 26th September 2022 and to authorise the Chair to sign the official minutes.

2022/3-080 Clerks report

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

2022/3-081 Open Spaces Committee –

- a) To receive the report from the Chair of the committee – see appendix 1
- b) It was **resolved** to agree the Holly Cutting Tender
- c) To receive an update on the slide, the Council is still awaiting another solution from the suppliers and it was **resolved** to agree to defer the decision with regard to a way forward to the next meeting

2022/3-082 Planning, Properties, Emergency Planning and Speeding Committee

- a) To receive the report from the Chair of the committee – appendix 2
- b) It was **resolved** to agree the planning responses: H09-0851-22, H09-0845-22 & H09-0948-22 no objection. H09-0948-22 comment, concerns with layout. H09-0845-22, Concerns over road network, too much pressure on one junction and infrastructure issues
H09-0851-22 Residential Development - Erection of Pair of Semi-Detached Houses - <https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0851-22&from=planningSearch>
H09-0948-22 Residential Development - Erection of 6 Houses - <https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0913-22&from=planningSearch>
H09-0845-22 Erection of 100 dwellings with associated parking, roads and drainage - <https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0845-22&from=planningSearch>
H09-0948-22 Extension & alterations - <https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0948-22>
- c) It was **resolved** to agree for all Councillors to sign the documentation from Mossop & Bowser to register the properties
- d) To receive an update regarding the cemetery chapels and it was **resolved** to agree the next step as to agree to pay the increase price for felt and bat tiles and the additional scaffolding cost.



2022/3-083 – PR/IT Committee -

- a) To receive the report from the Chair of the committee – no report

2022/3-084 – Events Committee

- a) To receive the report from the Chair of the committee – see appendix 3
- b) It was **resolved** to agree that the marshals for Remembrance & the Christmas Fair will be volunteers of the Council
- c) It was **resolved** to agree the recommendation of the committee the spend of £2,500 on the Christmas Fayre

2022/3-085- Finance Committee

- a) To receive the report from the Chair of the Committee – see appendix 4
- b) It was **resolved** to agree to authorise the payments for September 2022 of £15,860.72 (appendix 4a) and to note the income for September 2022 £4,706.67 and to agree the spend of £40 for flowers for HM The Late Queen Elizabeth II under s.137
- c) To note the Bank balances as of 30th September 2022, as: Account ending **4844** £2,945.89 Account ending **5394** £14,208.89 – see appendix 4b
Account ending **01PC** £232,527.58
- d) To review the provisional draft committee budgets as recommended by the Finance committee – each Chair gave a brief resume of their provisional draft budgets, they will go back to their committees.
- e) It was **resolved** to agree to purchase a wreath from the Royal British Legion at a cost of £24.99 under s.137
- f) It was **resolved** to agree the Grant Application from the Royal British Legion Holbeach St Marks
- g) It was **resolved** to agree the recommendation of the committee to add the Deputy Clerk to the Barclays Bank mandate

2022/3-086 – Meeting dates 2023

- a) It was **resolved** to agree the meeting dates and venues for 2023 – see appendix 5

2022/3-087 – Confirmation of date and venue of the next Parish Council meeting

- a) The next meeting of the Parish Council will be on 14th November 2022 at the Methodist Church Hall, Albert Walk, Holbeach

Open meeting closed at 19:58

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

Closed meeting opened at 20:04

2022/3-088 HR, Health and Safety and Data Committee

- a) To receive the report from the Chair -Cllr S Hutchinson briefed Members on emails sent and received.

- b) To discuss and resolve to agree the update regarding a staffing matter(s) – there was no discussion required and no update to resolve

Meeting closed at 20:11

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

Appendix a

In answer to the question raised by the member of the public at the last meeting: We have been through the minutes and in the 1990’s staff were asked to repair chapel windows. The artwork currently covering the windows was organised by the Cemetery Chapels Trust in consultation with the then conservation officer.

We have contacted the Conservation office regarding the bat tiles. Six are required and as long as they are the same colour as the slates, he is happy.

We now have the Civility and Respect certificate following Members signing up to this at the last meeting.

Cllr T Carter reminds councillors that if they any queries or need assistance, please email the office and they will pass on.

We were contacted on Friday morning by someone who is a student a UAH reporting that a baby pigeon had fallen out of a tree and was injured. I contacted Waddles Rescue and they attended. The UAH student waited until Waddles arrived to ensure the safety of the bird. Thanks to this student it just goes to show that Holbeach does have some truly great young people.

Update on vacancies

All vacancies remain available for co-option

Appendix 1

Open Spaces Chair report

A way forward with the slide was discussed and recommended to full council. Maintenance of the bowls club was discussed and will be revisited after investigation of costs. Cutting back of trees bordering our sites will be scheduled.

It was agreed about the location of two new rows in Park Road for cremation internments.

Purchase of a stake and banding machine and new composting area at battlefield allotments to be looked into.

It was discussed to advertise the allotment vacant plots, it was agreed to purchase signage and a gate for Battlefields was discussed as a next year project.

It was agreed that the vehicle gate at Netherfields be locked off for the winter following forcing it open issues.

Two tender formats for grass cutting were recommended to full council.

Following the in-depth tree report it was discussed to put out the tree work to tender.

It was recommended that a parishioner from Holbeach Hurn contact the playing field committee re ongoing mole issues in the first instance and to advise about the grant scheme if needed.

Quotes were discussed for the next financial years open spaces projects and both the project funding and proposed budgets were discussed and recommended to the finance committee in preparation to going forward to full council.

A way forward re the repair of the kubota was discussed and recommended to full council.

Appendix 2

PPES report

Unfortunately we were unable to meet in September but we will be meeting this week on Wednesday 5th Oct.

Work is due to restart on the chapels this week and we also have a meeting with the conservation officer to discuss our future plans.

We are due to meet regarding the Emergency Plan that we drew up earlier in the year . This will happen on 13th Oct and any details that need to be added will be done ready to bring back to full council.

The bowls club will be vacating at the end of this month but we are working with them and hope to come up with a suitable plan so they can still continue to use the space as a club but also allow other groups or members of the public to use the space. PPES REPORT

Appendix 3

EVENTS REPORT

Most of the letters have gone out to organisations inviting them to the remembrance parade on 13th Nov. We have had another meeting with the RBL and the church and things are progressing well. Final details will be discussed at our next meeting.

The Xmas Fayre is coming together and there has been lots of interest from stall holders. Posters will be going out in the next few days along with letters to the businesses informing them of what we have planned. We are also sending out letters to all the schools explaining how the children can be involved in the event. We will be doing a press release in the coming weeks and more information will be posted on Facebook promoting what is happening on the day.

At our last meeting we discussed the possibility of a Farmer's market. We all felt this would be something the public would be interested in and we will be looking into the possibility of progressing this idea in the coming months.

Finally can I please ask that any councillors that are available on 13th Nov and 3rd Dec to let the clerk know so we can start to work out the stewards for these events. If any members of the public are interested in helping then also please get in touch with the clerk.

Appendix 4

Finance Chair Report

A sample of the months invoices were checked and all was correct. The RFO pointed out the increase of electric prices.

It was suggested to approach the other member of finance to enquire if he would be included in the banking mandate.

The preliminary draft budgets were reviewed, and these suggestions will go back to the committees.



Appendix 4a

06/10/2022

Holbeach Parish Council

Page 1

13:17

Invoices Due for Payment by 31 October 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Aldi								
03/09/2022	03092022		Hand soap		11/10/2022	1.38		1.38
Total of Invoices Due (ALDI)						1.38	0.00	1.38
ALS Group [ALS]								
04/10/2022	4061		Reindeer & snowglobe		11/10/2022	990.00		990.00
Total of Invoices Due (ALS)						990.00	0.00	990.00
Amazon EU s.a.r.l UK Bracnk [AM1]								
08/09/2022	GB2022-		Union flag		11/10/2022	21.98		9.00
15/09/2022	GB25R06LVAEUI		Blue paper towel		11/10/2022	22.36		22.36
15/09/2022	GB25R06Q6AEUI		Blue paper towel		11/10/2022	22.36		22.36
15/09/2022	GB25ROC1WAEUI		Blue paper towel		11/10/2022	22.36		22.36
15/09/2022	GB25ROAH7AEUI		Blue paper towel		11/10/2022	22.36		22.36
15/09/2022	GB25TO6GSAEUI		Blue paper towel		11/10/2022	22.36		22.36
15/09/2022	GB25QPCNBAEUI		Spanner set		11/10/2022	40.00		40.00
15/09/2022	GB-2022-		Impact socket set		11/10/2022	27.88		27.88
15/09/2022	GB-2022-		Torx bit set		11/10/2022	16.99		16.99
15/09/2022	GB-2022-		Safety work gloves		11/10/2022	12.98		12.98
26/09/2022	15485925		Credit re gloves		11/10/2022	-12.98		0.00
27/09/2022	GB26053TZAUI		Disposable overalls		11/10/2022	3.52		3.52
Total of Invoices Due (AM1)						222.17	0.00	222.17
Boyes [BY]								
01/09/2022	01092022		Cable ties		11/10/2022	2.45		2.45
Total of Invoices Due (BY)						2.45	0.00	2.45
Crown Estate [CE]								
02/09/2022	30876230		Rent Holbeach Bank		11/10/2022	732.51		732.51
Total of Invoices Due (CE)						732.51	0.00	732.51
DTS [DTS001]								
30/09/2022	8		Locking/unlocking		11/10/2020	600.00		600.00
Total of Invoices Due (DTS001)						600.00	0.00	600.00
Food 4 Wild Birds [F4WB]								
13/09/2022	146190		Duck food		11/10/2022	80.85		80.85
Total of Invoices Due (F4WB)						80.85	0.00	80.85



06/10/2022

Holbeach Parish Council

Page 2

13.17

Invoices Due for Payment by 31 October 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
Flower Basket [FB]									
10/09/2022	1039		Flowers Queen S.137		10/09/2022	40.00		40.00	
						Total of Invoices Due (FB)	40.00	0.00	40.00
Goldstocks Ltd [GS]									
15/09/2022	507409265-2022-		Spirit level		11/10/2022	16.48		16.48	
						Total of Invoices Due (GS)	16.48	0.00	16.48
Greenzone Park Road [GZPR]									
30/09/2022	359666		Bins Park Road		11/10/2022	250.85		250.85	
						Total of Invoices Due (GZPR)	250.85	0.00	250.85
[HMRC]									
23/09/2022	230922		Tax & Ni Sept 22		11/10/2022	1,968.08		1,968.08	
						Total of Invoices Due (HMRC)	1,968.08	0.00	1,968.08
Irelands Farm Machinery Ltd [IRE]									
14/09/2022	226189		Spring for Kubota		11/10/2022	7.85		7.85	
Telephone : 01205 460600						Total of Invoices Due (IRE)	7.85	0.00	7.85
Lincolnshire Commercial Maintenance [LIN001]									
30/09/2022	102		Grass cutting Sept 22		11/10/2022	1,815.60		1,815.60	
						Total of Invoices Due (LIN001)	1,815.60	0.00	1,815.60
Methodist Church [MET001]									
20/09/2022	2009		Hall hire 26092022		11/10/2022	30.00		30.00	
						Total of Invoices Due (MET001)	30.00	0.00	30.00
Microsoft [MS1]									
03/09/2022	E0800K4XWC		Office 365 Cllrs		11/10/2022	70.16		70.16	
03/09/2022	E0800K5531		Office 365 admin		11/10/2022	22.56		22.56	
						Total of Invoices Due (MS1)	92.72	0.00	92.72
Outdoor Spares Ltd [OS]									
16/09/2022	134713191-2022-		Stihl strimmer cord		11/10/2022	28.92		28.92	
						Total of Invoices Due (OS)	28.92	0.00	28.92
One Stop [OS1]									
06/09/2022	0609		Milk		11/10/2022	1.00		1.00	



06/10/2022

Holbeach Parish Council

Page 3

13:17

Invoices Due for Payment by 31 October 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
12/09/2022	12092022		Milk		11/10/2022	1.00		1.00
21/09/2022	2109		Glue sticks		11/10/2022	2.25		2.25
Total of Invoices Due (OS1)						4.25	0.00	4.25
Platinum Cleaning [PLA001]								
30/09/2022	133		Cleaning Coubro		11/10/2022	184.00		184.00
Total of Invoices Due (PLA001)						184.00	0.00	184.00
Post Office Ltd [PO1]								
13/09/2022	13092022		Drop & Go top-up		11/10/2022	40.00		40.00
14/09/2022	14092022		Sihned for letter HR		11/10/2022	7.65		7.65
Total of Invoices Due (PO1)						47.65	0.00	47.65
Savills (UK) Ltd [SAV001]								
23/09/2022	767807		Rent Northans Lane		11/10/2022	390.00		390.00
Total of Invoices Due (SAV001)						390.00	0.00	390.00
Steve Lewis Electrical [SLE]								
30/09/2022	284		Jubilee garden electrics		11/10/2022	324.00		324.00
Total of Invoices Due (SLE)						324.00	0.00	324.00
Smarty Mobile [SM]								
27/09/2022	2709		SIM digital screen		11/10/2022	5.00		5.00
Total of Invoices Due (SM)						5.00	0.00	5.00
Saxton Trading Ltd [ST]								
15/09/2022	125603221-2022-		Magnetic bit holder		11/10/2022	5.49		5.49
Total of Invoices Due (ST)						5.49	0.00	5.49
Staff [ST1]								
27/09/2022	270922		Mileage parade training		11/10/2022	30.00		30.00
23/10/2022	231022		Salaries October 22		21/10/2022	7,481.53		7,481.53
Total of Invoices Due (ST1)						7,511.53	0.00	7,511.53
Tesco								
13/09/2022	130922		Milk		11/10/2022	5.75		5.75
Total of Invoices Due (TESCO)						5.75	0.00	5.75
Tonwood [TON001]								



06/10/2022

Holbeach Parish Council

Page 4

13:17

Invoices Due for Payment by 31 October 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
11/09/2022	3114031		<i>Cr re key cutting</i>		11/10/2022	-9.98		0.00
Total of Invoices Due (TON001)						-9.98	0.00	0.00
Unipart Dorman [UNI]								
23/09/2022	20249364		<i>SID mounting plates</i>		11/10/2022	289.20		289.20
Telephone : 01704 518000						Total of Invoices Due (UNI)		
						289.20	0.00	289.20
West End Garage [WEG]								
30/09/2022	12121		<i>Fuel</i>		11/10/2022	200.00		200.00
						Total of Invoices Due (WEG)		
						200.00	0.00	200.00
Wrights Wears Ltd [WRW]								
15/09/2022	132328311-2022-		<i>Allen keys</i>		11/10/2022	13.99		13.99
						Total of Invoices Due (WRW)		
						13.99	0.00	13.99
Total of Invoices Due (Purchase Ledger)						15,850.74	0.00	15,860.72
TOTAL OF INVOICES DUE (ALL LEDGERS)						15,850.74	0.00	15,860.72



Appendix 4b

Date: 03/10/2022

Holbeach Parish Council

Page 1

Time: 09:43

**Bank Reconciliation Statement as at 30/09/2022
for Cashbook 1 - Barclays Current Account**

User: 6121.J.HEARSEY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current account	30/09/2022		2,945.89
			<u>2,945.89</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,945.89
<u>Receipts not Banked/Cleared (Plus)</u>			
31/08/2022 100819		0.16	
13/09/2022 100820		20.00	
13/09/2022 100820		20.00	
20/09/2022 100822		70.00	
20/09/2022 100821		400.00	
			<u>510.16</u>
			3,456.05
		Balance per Cash Book is :-	3,456.05
		Difference is :-	0.00



Date: 03/10/2022

Holbeach Parish Council

Page 1

Time: 09:46

**Bank Reconciliation Statement as at 30/09/2022
for Cashbook 3 - Business Saver Account**

User: 6121.J.HEARSEY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver Account	29/09/2022		10,209.89
Barclays (Ring Fenced Funds)	30/06/2022		3,999.00
			14,208.89
 <u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			14,208.89
 <u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			14,208.89
		Balance per Cash Book is :-	14,208.89
		Difference is :-	0.00



Date: 03:10:2022

Holbeach Parish Council

Page 1

Time: 09:47

**Bank Reconciliation Statement as at 30/09/2022
for Cashbook 4 - CCLA Account**

User: 6121.J.HEARSEY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Account	31/08/2022		257,527.58
			<u>257,527.58</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
09/09/2022 090922 Barclays Current Account		25,000.00	
			<u>25,000.00</u>
			232,527.58
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			232,527.58
		Balance per Cash Book is :-	232,527.58
		Difference is :-	0.00

Appendix 5

2023 meeting dates

Dates and times of meetings for the 2023 calendar year

Date	Venue
Monday 16 th January 2023	Methodist Hall, Albert Walk
Monday 13 th February 2023	Methodist Hall, Albert Walk
Monday 13 th March 2023	Methodist Hall, Albert Walk
Tuesday 11 th April 2023	Methodist Hall, Albert Walk
Monday 15 th May 2023	Methodist Hall, Albert Walk
Monday 12 th June 2023	Holbeach Hurn Village Hall
Monday 10 th July 2023	Holbeach St Marks Village Hall

Monday 14th August 2023	Holbeach St Johns Village Hall
Monday 11 th September 2023	Methodist Hall, Albert Walk
Monday 9th October 2023	Methodist Hall, Albert Walk
Monday 13 th November 2023	Methodist Hall, Albert Walk
Monday 12 th December 2023	Methodist Hall, Albert Walk

Minutes of an extraordinary meeting of Holbeach Parish Council on Tuesday 1st November 2022 at 18:00 at Coubro Chambers, 11 West End, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Johnson, S Hutchinson, I Hutchinson, M Murfet, R Flood, P Howden & R Stevens Clerk: Jan Hearsey	Cllrs: S Lewis & S Hussain	Cllr T Wiltshire
Public including Councillors			

Chair Cllr S Johnson instated Standing Orders and opened the meeting at 18:00

2022/3-089 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 Hussain & S Lewis

2022/3-090 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.

None

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

2022/3-091 – PR/IT

- a) It was **resolved** to agree the CCTV price for parts and labour following the withdrawal of the original tenderer and instruct Steve Lewis Electrical.

It was proposed, seconded and **agreed** to re-order the agenda to place item 2022/3-093 before 2022/3-092



2022/3-093 HR, Health and Safety and Data Committee

- a) It was **resolved** to agree to defer to set up a sub-committee to deal with a staffing issue (*Cllr S Johnson asked for his vote against to be recorded*)
- b) It was **resolved** to agree the way forward with a staffing matter as a temporary work tender would be put in place if required and that members agreed that to be the cheapest price which was Lincolnshire Commercial Maintenance
- c) It was discussed and there were no decisions to resolve to agree. Cllr S Hutchinson updated members regarding a separate staffing matter

2022/3- 092- Open Spaces

- a) It was **resolved** to agree the price for the tree work and accept the price from Will The Tree Man – Cllr R Flood declared non-pecuniary interest.
- b) It was **resolved** to agree the grass cutting tender 1, the tenderer as Malc Firth subject to clarification of their “detailed schedule of works” if this subsequently does not make them the cheapest quote, then go with the next cheapest.

Meeting closed at 20:20

Signed Chair.....

Date.....

Minutes of the meeting of Holbeach Parish Council on Monday 14th November 2022 at 19:00 at Methodist Church, Albert Walk, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Hutchinson, I Hutchinson, M Murfet, R Flood, & T Wiltshire, R Stevens, S Hussain, C Simpson & C Turner Clerk: Jan Hearsey Asst Clerk: Karen Baxter	Cllrs P Howden, S Johnson, S Lewis	
Public including Councillors	Cllr P Coupland 5 members of the public 1 press	Cllr A Beal	

2022/3-089 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: P Howden, S Lewis & S Johnson

2022/3-090 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.

The Clerk received are authorised five requests for dispensations. For cemetery fees, these are Cllrs: I Hutchinson, S Hutchinson & M Murfet. For setting the precept they are C Simpson & C Turner

2022/3-091 Minutes –

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 10th October 2022 and 1st November 2022 and to authorise the Chair to sign the official minutes.

2022/3-092 Clerks report

- a) To receive a report from the Clerk – see appendix A
- b) To receive an update on vacancies
- c) To resolve to agree to co-opt to the council those who have submitted papers



2022/3-093 Open Spaces Committee –

- a) To receive the report from the Chair of the committee – see appendix 1
- b) To resolve to agree to ask the company that installed the slide to remove it as it is not fit for purpose
- c) To resolve to agree the recommendation of the committee to increase the cemetery fees from 1st April 2023
- d) To resolve to agree to purchase new wildlife watering troughs
- e) To resolve to agree when to stop grass cutting for this season

2022/3-094 Planning, Properties, Emergency Planning and Speeding Committee - To elect interested members to the committee

- a) To receive the report from the Chair of the committee – appendix 2
- b) To resolve to agree the planning responses:
 - H09-0307-22 Amendment 4 - Amendment to western boundary - <https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0307-22&from=planningSearch>
 - H09-0670-22 Amendment 1 - Scheme Re-design - <https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0670-22&from=planningSearch>
 - H09-1022-22 Scramble Bike Track approved under H09-0665-20. Modification of Condition - <https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-1022-22&from=planningSearch>
 - H09-1031-22 S73A CONTINUATION - <https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-1031-22&from=planningSearch>
 - H09-1014-22 Proposed pair of semi-detached dwellings - <https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-1014-22&from=planningSearch>
 - H09-1040-22 Proposed extension and alterations- <https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-1040-22&from=planningSearch>
 - H09-0670-22 Amendment 2 - Drive amendments (3942-21 02G) - <https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0670-22&from=planningSearch>
 - H09-0786-22 Amendment 2 - Amendment to drawing reference number in relation to the Affordable mix tenure plan (3117-A16-01 Rev D) - <https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0786-22&from=planningSearch>
 - H09-1057-22 construction of food store - <https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-1057-22&from=planningSearch>
- c) To receive an update on the cemetery chapels roof

- d) To resolve to agree to amend the committees terms of reference from “Planning Committee” to: Planning, Properties, Emergency Planning & Speeding Committee (PPES)

2022/3-095 – PR/IT Committee - To elect interested members to the committee

- a) To receive the report from the Chair of the committee – appendix 3
- b) To resolve to agree as recommended by the committee to amend Standing Order 3 (e) & 3(f)

2022/3-096 – Events Committee - To elect interested members to the committee

- a) To receive the report from the Chair of the committee – see appendix 4

2022/3-097- Finance Committee

- a) To receive the report from the Chair of the Committee – see appendix 5
- b) To discuss and resolve to agree the recommendations of the committee the budget review for 2022/3
- c) To resolve to agree to authorise the payments for October 2022 and to note the income for October 2022 £11,749.25
- d) To note the Bank balances as of 31st October 2022, as: Account ending **4844** £3,022.50 Account ending **5394** £10,192.80
Account ending **01PC** £222,884.33
- e) To review the draft committee budgets for 2023/4 as recommended by the Finance committee
- f) To discuss and resolve to agree the additional spend on the cemetery chapels and from which budget this will come from
- g) To resolve to agree the telephone contract for the office

2022/3-098 – Confirmation of date and venue of the next Parish Council meeting

- a) The next meeting of the Parish Council will be on 12th December 2022 at the Methodist Church Hall, Albert Walk, Holbeach

To resolve 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

2022/3-099 Unpublished policy

- a) To resolve to agree the amendments to the unpublished policy

2022/3-100 Allotments

- a) To resolve to agree the situation with an allotment site

2022/3-101 HR, Health and Safety and Data Protection Committee - To elect interested members to the committee

- a) To receive the report from the Chair
- b) To discuss and resolve to agree the update regarding a staffing matter(s)
- c) To resolve to agree the HR, Health and Safety & Data Protection draft budget
- d) To resolve to agree to serve notice on our HR advisors
- e) To resolve to agree the prices for HR services from September 2023

All documentation relating to this agenda will be published with the official minutes.

Appendix 1

Carters park

An in depth discussion about the next actions about the slide agreements that it was not what was ordered and as the solutions offered by the company are not acceptable in relation to what we want to be delivered in the interest of the public. Therefore, the suggestion was tabled to request its removal.

Following the maintenance of the bowls club soon coming back under HPC and the bespoke needs it was suggested that a tender for the maintenance be investigated.

Cemeteries

Increase in cemetery fees were debated and have been recommended to full council.

Concerns were raised from parishioners on overhanging trees and dogs being let of the lead. The winter schedule of works is underway to address the tree and hedge work.

Allotments

Following the unoccupied allotments being reworked/re let the waiting list has been exhausted. Allotment re inspections will be carried out on 24th November. It was confirmed how allotment rents have been historically charged in arrears as current legislation states. Applications for fruit trees, sheds and a greenhouse were heard.

Churchyard

It was discussed to replant the war memorial in preparation for the upcoming remembrance celebrations. It was debated to as far as possible use sustainable planting.

Tree work

The tenders were deferred to the next full council meeting. At which point sealed tree work tenders were discussed in extraordinary meeting, six-week notice has been sourced from SHDC for conservation area work.

Budgets 2023/4

2023/4 Budgets were discussed and debated and recommended to the Finance Committee at £67,072. Following debate, it was requested to put forward two budgets, one with projects included and one without. Budget without projects £47,572 due to a breakdown on



project costs of Carters Park youth area £8000; Seating and Inclusive trampoline £6500; Netherfields £5000.

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PPES report

The planning applications we discussed, and comments agreed. We were unhappy with one application and wanted to look into it in more details, so we have added it to full council agenda to agree our comment.

The locations for the SIDs were agreed as Holbeach St Johns and Church St

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It was agreed to renew the lease on room 3 in Coubro subject to a small increase in rent due to the increased energy costs.

It was agreed to continue with the cleaning contract for Coubro.

Following the kind donation by Chosen we will be ordering the defibrillator for the phone box.

Appendix 3

The calendars have been printed and it was agreed that they should go on sale for £4 each. Cllr Howden to deliver one to each of the local businesses that sponsored us in ITS production. Prize giving and photos are being arranged.

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It was agreed to publish an events calendar for next year and a resume of our events staged in 2022.

It was agreed that the next open forum will commence at 18.45 and run for 25 minutes before the full council meeting on Monday 14th November and will not be recorded or any notes taken. Members of the public present may also not film this.

The deputy clerk is to contact the drainage board for maps of Boston Road South.

It was agreed to recommend our proposed budget for 2023/24 to the finance committee.

Next meeting is at 3pm on 28th November at Coubro Chambers.

Appendix 4

Events report November

At our last meeting we finalised the details for remembrance which will take place on



Sunday 13th November . The parade will start from the ex serviceman's club leaving at approx 2.15 and arriving at the war memorial at approx 2.30 for the wreath laying ceremony followed by a church service. We would like to thank the RBL and All Saints church for working with us to organise this act of remembrance.

The Christmas fayre will take place on 3rd December from 12 noon . The High St will be closed during the event from Barrington Gate to the traffic lights. There will be a mixture of food, craft and charity stalls on the High St and in the churchyard along with a snow globe and rodeo reindeer to keep people entertained.

All Saints church are organising a Christmas tree festival on the same day and we hope to decorate the trees in the churchyard with handmade decorations. If any groups or individuals wish to make decorations they can drop them in to the parish office by 1st December.

Santa will be there on the day at Jamie's Carpets giving out presents to the children. There will also be an advent duck trail around the town for children to find the clues and they can then collect a treat from our stall. We will also be selling the Holbeach calendar at the event.

At 4pm we will gather at the junction of Barrington Gate ready for the lantern parade. You can make your own lantern and bring it along, we will supply a battery tea light, or you can purchase a lantern from our stall on the day. Ideas for how to make your lantern will be on our Facebook page. The parade will go through the High St to the Christmas tree in the churchyard where there will be carols lead by All Saints choir.

We will also announce the winner of the best window competition on the day so lots going on through out the day. If anyone is free to help for a couple of hours during the event please let either myself or the clerk know.

We discussed ideas to celebrate the Coronation next year and we will be putting together the details at our next meeting.

Appendix 5

Finance committee report 7th November 2022

Budgets for this financial year were reviewed, we still need to remain cautious due to the continued uncertainty in the energy market.

Next year's draft budget has been reviewed and we will be in the position to submit a final budget for the December meeting of the full council.

The Clerk and I are arranging a meeting with the council's investment advisors. In this time of uncertainty, we need to ensure that our capital investment is totally secure.

Minutes of the meeting of Holbeach Parish Council on Monday 21st November 2022 at 19:00 at Methodist Church, Albert Walk, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Hutchinson, I Hutchinson, M Murfet, R Flood, S Lewis, R Stevens, T Wiltshire & C Turner Clerk: Jan Hearsey Asst Clerk: Karen Baxter	Cllrs P Howden, S Johnson & S Hussain	
Public including Councillors	2 members of the public 1 press	Cllr T Carter	

2022/3-089 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: P Howden, S Johnson and S Hussain

It was proposed, seconded and **agreed** to re-order the agenda to have agenda item 2022/3-092 (c) next:

2022/3-092 Clerks report

- a) It was **resolved** to agree to co-opt to the council those who have submitted papers – Clive Turner was duly co-opted to Hurn Ward

2022/3-090 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.

The Clerk has received and signed off four dispensations: Cllrs: I Hutchinson, S Hutchinson & M Murfet for cemetery fees and Cllr C Turner for setting the precept.

Cllrs: I Hutchinson, S Hutchinson & M Murfet declared a pecuniary interest in agenda item 2022/3-092 (c) for which they have a dispensation.

Cllr S Lewis declared a pecuniary interest in agenda items: 2022/3-092 (a), 2022/3-093 (e), 2022/3-097 (b) & 2022/3-097 (e)

2022/3-091 Minutes –

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 10th October 2022 and 1st November 2022 and to authorise the Chair to sign the official minutes.

2022/3-092 Clerks report

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

2022/3-093 Open Spaces Committee –

- a) To receive the report from the Chair of the committee – see appendix 1
- b) It was **resolved** to agree to ask the company that installed the slide to remove it as it is not fit for purpose
- c) It was **resolved** to agree the recommendation of the committee to increase the cemetery fees from 1st April 2023
- d) It was **resolved** to agree to purchase new wildlife watering troughs for a total of £20
- e) It was **resolved** to agree to stop grass cutting for this season at the end of this week

2022/3-094 Planning, Properties, Emergency Planning and Speeding Committee - To elect interested members to the committee – Cllr C Turner was proposed, seconded and agreed as a member of the committee

- a) To receive the report from the Chair of the committee – appendix 2
- b) It was **resolved** to agree the planning responses: no objections except for H09-1057-22 which was in support but to comment that the Parish Council has existing traffic management concerns
 - H09-0307-22 Amendment 4 - Amendment to western boundary -
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0307-22&from=planningSearch>
 - H09-0670-22 Amendment 1 - Scheme Re-design -
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0670-22&from=planningSearch>
 - H09-1022-22 Scramble Bike Track approved under H09-0665-20. Modification of Condition -
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-1022-22&from=planningSearch>
 - H09-1031-22 S73A CONTINUATION -
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-1031-22&from=planningSearch>
 - H09-1014-22 Proposed pair of semi-detached dwellings -
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-1014-22&from=planningSearch>
 - H09-1040-22 Proposed extension and alterations-
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-1040-22&from=planningSearch>

H09-0670-22 Amendment 2 - Drive amendments (3942-21 02G) -

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0670-22&from=planningSearch>

H09-0786-22 Amendment 2 - Amendment to drawing reference number in relation to the Affordable mix tenure plan (3117-A16-01 Rev D) -

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0786-22&from=planningSearch>

H09-1057-22 construction of food store -

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-1057-22&from=planningSearch> -

- c) To receive an update on the cemetery chapels roof – one elevation and a half has been completed, estimate another two to three weeks workk
- d) It was **resolved** to agree to amend the committees terms of reference from “Planning Committee” to: Planning, Properties, Emergency Planning & Speeding Committee (PPES)
- e) It was **resolved** to agree the cost of the work to the cemetery chapel car parking area as to not exceed £2,000

2022/3-095 – PR/IT Committee - To elect interested members to the committee – Cllrs: C Turner & R Stevens were proposed, seconded and **agreed** as members of the committee (Cllr T Wiltshire voted against Cllr R Stevens)

- a) To receive the report from the Chair of the committee – appendix 3
- b) It was **resolved** to agree as recommended by the committee to amend Standing Order 3 (e) & 3(f)

2022/3-096 – Events Committee - To elect interested members to the committee – It was proposed, seconded and **agreed** that Cllr C Turner will be a member of the committee

- a) To receive the report from the Chair of the committee – see appendix 4

2022/3-097- Finance Committee

- a) To receive the report from the Chair of the Committee – see appendix 5
- b) It was discussed and **resolved** to agree the recommendations of the committee the budget review for 2022/3, to be cautious and for Cllr R Stevens to be kept informed of any purchases.
- c) The payments for October 2022 of £40,338.90 (see appendix 5a) were paid following the procedure a set out in minute number: 2021/2-195 (c) and to note the income for October 2022 £11,749.25
- d) To note the Bank balances as of 31st October 2022, as: Account ending **4844** £3,022.50 Account ending **5394** £10,192.80
Account ending **01PC** £222,884.33 – see appendix 5b
- e) The draft committee budgets for 2023/4 were reviewed as recommended by the Finance committee and they should go back to the committees for finalising
- f) It was discussed and **resolved** to agree the additional spend on the cemetery chapels of £3200 and this will come from the contingency budget. The Clerk to go back to the company and query the first three weeks of October scaffolding charges

and to ask for a response to the request for a breakdown of the interim invoice as requested on the 18th October 2022

- g) It was **resolved** to defer the telephone contract for the office until summer 2023

2022/3-098 – Confirmation of date and venue of the next Parish Council meeting

- a) The next meeting of the Parish Council will be on 12th December 2022 at the Methodist Church 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 20:33

Closed meeting opened at 20:39

2022/3-099 Unpublished policy

- a) It was **resolved** to agree the amendments to the unpublished policy

2022/3-100 Allotments

- a) It was **resolved** to agree the situation with an allotment site, in that the allotment holder sign a new tenancy agreement and receive this year free of charge and the other party to be offered a new tenancy and this years rent to be refunded.

2022/3-101 HR, Health and Safety and Data Protection Committee - To elect interested members to the committee - Cllr M Murfet was proposed, seconded and **agreed** as a member of the committee

- a) To receive the report from the Chair
- b) It was discussed and **resolved** to agree the update and way forward regarding a staffing matter in that a panel of three Councillors were selected
- c) It was discussed and **resolved** to agree the update and way forward regarding a staffing matter in that a panel of three Councillors were selected
- d) It was **resolved** to agree to defer the HR, Health and Safety & Data Protection draft budget to the December meeting
- e) It was **resolved** to agree to serve notice on our HR advisors
- f) It was **resolved** to agree to appoint Personnel Advice and Solutions Ltd for HR services from September 2023

Meeting closed at 21:34

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

Appendix a

Clerks report 14/11/22

I refer to the letter and supporting documentation that was handed to Stephen at the last meeting by the Parishioner complaining about advertising the agenda's on the digital notice board. As you can see, the Government did NOT say no to this, in fact they referred him to the legislation which is very clear in that the notice should be in a conspicuous place. We all interpret words differently, however, this is LALC's response as of Tuesday the week of the last meeting:

The legislation simply states that the notice must be posted in a conspicuous place in the parish. Coming from the 1972 Act, it does not refer to digital noticeboards as they were not in existence. Therefore, it must come down to interpretation. The legal requirement is that it is displayed 3 clear days in advance of the meeting and the agenda does not have to be displayed, it is simply the notice.

If the council also displays their notice and agenda on a website, they are covering both bases.

It would take case law to determine the use of digital notice boards - but until that time, we can only interpret the law and in my opinion, as long as the notice is displayed in a conspicuous place, does it matter whether it is a wooden notice board or a digital one.

We only need to display the summons in a conspicuous place in the Parish, not in every ward like we aim to do. Also, I should point out that we always publish our full agenda's and supporting documents on our website and digital notice board.

Please find below what we are legally bound to post in a conspicuous place:

03/10/2022

NOTICE IS HEREBY GIVEN, and Members are summoned to attend a meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Street, Holbeach on Monday 10th October 2022 at 18:45

With regard to the comments made by the gentle regarding his allotment rent:

Following the comments made at the last full council meeting regarding the allotment rent, the original agreement from 2013 did state rent in advance, however two previous Clerks before me had charged the rent in arrears. I have sent a letter to the gentleman concerned along with previous invoices and asked why this was not raised before. The legislation is the Allotments Act 1950 section 10, which states: if the yearly rent exceeds twenty-five shillings (£1.25) then it is not permissible to provide for more than one quarter's rent to be payable in advance. Although this is not legally compliant, if both the tenant and the allotment authority make an agreement at the beginning, the rent may be payable in advance. If the gentleman



wishes to pay in advance then we would need to have confirmation from him and the rent would be more next year as a president has already been set with paying in arrears.

We have received an email regarding the Police and Crime annual survey which has been forwarded to members. I will complete this on behalf of the council of everyone is happy with that.

Members have been forwarded an email from the Outer Dowsing Offshore Wind Group who have asked for you to elect a representative to attend their meeting at Fosdyke Village Hall on the 1st December. This email was received after this agenda was set.

Grass cutting

Following on from the agreement made at the meeting on 1st November, we have tried to obtain the information required from the first-choice tenderer, this has been a long process and despite many calls and emails we have still not received the answers to all our questions although the contractor has increased their prices by 8% We have been unable to ascertain that they are like for like quotes which could leave the council vulnerable to further price increases. and therefore, councils' decision to go with next cheapest has applied. I took professional advice from our internal auditor and as they cannot hold their original price, their tender becomes null and void. This procedure has been confirmed by our internal auditor.

Vacancies

We have two on Hurn (to be filled tonight?), one for Drove and five for Town ward

Appendix 1

Carters park

An in depth discussion about the next actions about the slide agreements that it was not what was ordered and as the solutions offered by the company are not acceptable in relation to what we want to be delivered in the interest of the public. Therefore, the suggestion was tabled to request its removal.

Following the maintenance of the bowls club soon coming back under HPC and the bespoke needs it was suggested that a tender for the maintenance be investigated.

Cemeteries

Increase in cemetery fees were debated and have been recommended to full council.

Concerns were raised from parishioners on overhanging trees and dogs being let of the lead. The winter schedule of works is underway to address the tree and hedge work.

Allotments

Following the unoccupied allotments being reworked/re let the waiting list has been exhausted. Allotment re inspections will be carried out on 24th November. It was confirmed how allotment rents have been historically charged in arrears as current legislation states. Applications for fruit trees, sheds and a greenhouse were heard.

Churchyard

It was discussed to replant the war memorial in preparation for the upcoming remembrance celebrations. It was debated to as far as possible use sustainable planting.

Tree work

The tenders were deferred to the next full council meeting. At which point sealed tree work tenders were discussed in extraordinary meeting, six-week notice has been sourced from SHDC for conservation area work.

Budgets 2023/4

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Appendix 5a

10/11/2022		Holbeach Parish Council					Page 1		
12:11		Invoices Due for Payment by 30 November 2022							
For Purchase Ledger				Pay by Electronic Payment					
Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
ALS Group [ALS]									
04/10/2022	4061		Reindeer & snowglobe		11/10/2022	990.00		990.00	
						Total of Invoices Due (ALS)	990.00	0.00	990.00
Amazon EU s.a.r.l UK Bracnk [AM1]									
04/10/2022	124968951-2022-		Tea lights		15/11/2022	49.95		49.95	
29/10/2022	394563350		Head torches		15/11/2022	12.31		12.31	
						Total of Invoices Due (AM1)	62.26	0.00	62.26
Batterystation [BATTERYSTA]									
25/10/2022	400341377		Batteries		15/11/2022	31.86		31.86	
						Total of Invoices Due (BATTERYSTA)	31.86	0.00	31.86
Branch Bros [BB]									
25/10/2022	DC1058291		Raw plugs etc		15/11/2022	4.70		4.70	
						Total of Invoices Due (BB)	4.70	0.00	4.70
Balloomniate [BM]									
05/10/2022	133		Lantern bags		05/10/2022	11.99		11.99	
05/10/2022	134		Lantern bags		05/10/2022	11.99		11.99	
06/10/2022	132		Lantern Bags		06/10/2022	11.99		11.99	
10/10/2022	2135657875		Candle bags		15/11/2022	19.99		19.99	
						Total of Invoices Due (BM)	55.96	0.00	55.96
Boyes [BY]									
27/10/2022	27102022		Black bags for leaf blower		15/11/2022	2.79		2.79	
						Total of Invoices Due (BY)	2.79	0.00	2.79
Chandlers [CHA001]									
13/10/2022	517836		1st service zero turn		15/11/2022	370.83		370.83	
						Total of Invoices Due (CHA001)	370.83	0.00	370.83
Councillors [CLLR]									
08/11/2022	0811		Plants war memorial		15/11/2022	113.85		113.85	
						Total of Invoices Due (CLLR)	113.85	0.00	113.85
Calendar winners [CWJ]									
12/11/2022	1511		Calendar comp winners		15/11/2022	225.00		225.00	



10/11/2022		Holbeach Parish Council					Page 2		
12:11		Invoices Due for Payment by 30 November 2022							
For Purchase Ledger					Pay by Electronic Payment				
Invoice Date	Invoice No	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
Total of Invoices Due (CW)						225.00	0.00	225.00	
DTS [DTS001]									
31/10/2022	9		Locking up		15/11/2022	620.00		620.00	
Total of Invoices Due (DTS001)						620.00	0.00	620.00	
Farmer Education Foundation [FEF1]									
26/10/2022	2610222		Rent Battlefields		15/11/2022	842.50		842.50	
Total of Invoices Due (FEF1)						842.50	0.00	842.50	
Greenzone Park Road [GZPR]									
17/10/2022	CR517850		Credit no collection 061022		15/11/2022	-62.71		0.00	
31/10/2022	362303		Wheelie bins Park Road		15/11/2022	313.56		250.85	
Total of Invoices Due (GZPR)						250.85	0.00	250.85	
Healthguard [HG]									
26/10/2022	85845		Pest control		15/11/2022	192.98		192.98	
Total of Invoices Due (HG)						192.98	0.00	192.98	
[HMRC]									
22/10/2022	221022		Ni & Tax Oct 22		15/11/2022	1,976.92		1,976.92	
Total of Invoices Due (HMRC)						1,976.92	0.00	1,976.92	
Holbeach St Marks RBL [HSM RBL]									
10/10/2022	101022		Grant RBL HSM 2022/3-085 (f)		10/10/2022	75.00		75.00	
Total of Invoices Due (HSM RBL)						75.00	0.00	75.00	
L D Conway [LD]									
13/10/2022	159452842-2022-		Brass plaque H/G		15/11/2022	17.97		17.97	
Total of Invoices Due (LD)						17.97	0.00	17.97	
Lincolnshire Commercial Maintenance [LIN001]									
31/10/2022	103		Grass cutting Oct 22		15/11/2022	2,138.40		2,138.40	
Total of Invoices Due (LIN001)						2,138.40	0.00	2,138.40	
Methodist Church [MET001]									
10/10/2022	101022		Meeting 101022		15/11/2022	30.00		30.00	
Total of Invoices Due (MET001)						30.00	0.00	30.00	



10/11/2022
12:11

Holbeach Parish Council

Page 3

Invoices Due for Payment by 30 November 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Manor Roofing [MRROFING]								
01/10/2022	20287		Scaffolding August		18/10/2022	747.07		747.07
01/10/2022	20369		Scaffolding September		18/10/2022	996.10		996.10
01/10/2022	20351		Interim payment		15/11/2022	12,120.00		12,120.00
28/10/2022	20414		Scaffolding charges		15/11/2022	2,739.26		2,739.26
Total of Invoices Due (MRROFING)						16,602.43	0.00	16,602.43
Microsoft [MS1]								
03/10/2022	E0800KI00G		Admin 365		15/11/2022	22.56		22.56
03/10/2022	E0800KIT03		Cllr 365		15/11/2022	68.40		68.40
Total of Invoices Due (MS1)						90.96	0.00	90.96
One Stop [OS1]								
03/10/2022	03102022		Milk		15/11/2022	1.00		1.00
17/10/2022	1710222		Washing up liquid		15/11/2022	0.80		0.80
27/10/2022	26102022		Milk		15/11/2022	1.00		1.00
Total of Invoices Due (OS1)						2.80	0.00	2.80
Platinum Cleaning [PLA001]								
31/10/2022	145		Cleaning Coubro		15/11/2022	208.00		208.00
Total of Invoices Due (PLA001)						208.00	0.00	208.00
Post Office Ltd [PO1]								
11/10/2022	111022		Drop & GO top up		15/11/2022	40.00		40.00
Total of Invoices Due (PO1)						40.00	0.00	40.00
Royal British Legion [RBL]								
14/10/2022	14102022		RBL wreath		14/10/2022	28.98		28.98
Total of Invoices Due (RBL)						28.98	0.00	28.98
Stuart Alan Signs [SAS]								
10/10/2022	10047		Allotment signs		15/11/2022	432.00		432.00
Total of Invoices Due (SAS)						432.00	0.00	432.00
Stinky Ink [SI]								
04/10/2022	H67244		Ink catridges		15/11/2022	70.22		70.22
Total of Invoices Due (SI)						70.22	0.00	70.22
St Johns Ambulance [SJA]								



10/11/2022

Holbeach Parish Council

Page 4

12:11

Invoices Due for Payment by 30 November 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
31/10/2022	917513		St Johns Xmas Fair		15/11/2022	172.80		172.80
Total of Invoices Due (SJA)						172.80	0.00	172.80
Steve Lewis Electrical [SLE]								
31/10/2022	289		CCTV equipment		15/11/2022	4,468.08		4,468.08
Total of Invoices Due (SLE)						4,468.08	0.00	4,468.08
Smarty Mobile [SM]								
27/09/2022	2709A		sim digital screen		27/09/2022	5.00		5.00
27/10/2022	2710		sim digital board		15/11/2022	5.00		5.00
Total of Invoices Due (SM)						10.00	0.00	10.00
Sheet Plastics [SP]								
04/10/2022	3000046242		secondary glazing		15/11/2022	131.43		131.43
Total of Invoices Due (SP)						131.43	0.00	131.43
Spalding Cleaning [SPA001]								
14/10/2022	141022		Window cleaning Coubro		14/10/2022	23.00		23.00
Total of Invoices Due (SPA001)						23.00	0.00	23.00
Staff [ST1]								
23/11/2022	23112022A		Salaries November 22		22/11/2022	8,834.54		8,834.54
Total of Invoices Due (ST1)						8,834.54	0.00	8,834.54
Tesco								
05/10/2022	05102022		Tea, coffee etc		15/11/2022	17.73		17.73
Total of Invoices Due (TESCO)						17.73	0.00	17.73
Tonwood [TON001]								
11/09/2022	3114031		Cr re key cutting		11/10/2022	-9.98		0.00
09/10/2022	3114156		Tape, canes etc		15/11/2022	2.50		0.00
Total of Invoices Due (TON001)						-7.48	0.00	0.00
Wave								
14/10/2022	11147116		Water Coubro		01/11/2022	170.11		170.11
Total of Invoices Due (WAVE)						170.11	0.00	170.11
West End Garage [WEG]								
31/10/2022	12243		Fuel October		15/11/2022	100.00		100.00



Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Total of Invoices Due (WEG)						100.00	0.00	100.00
Welland Print Ltd [WELLP]								
27/10/2022	25966		Calendar printing		15/11/2022	429.00		429.00
Telephone : 01775 764920						Total of Invoices Due (WELLP)		429.00
							0.00	429.00
Wilko [WIL]								
13/10/2022	131022		Christmas decorations		15/11/2022	504.95		504.95
Total of Invoices Due (WIL)						504.95	0.00	504.95
Total of Invoices Due (Purchase Ledger)						40,331.42	0.00	40,338.90
TOTAL OF INVOICES DUE (ALL LEDGERS)						40,331.42	0.00	40,338.90

Appendix 5b

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Barclays Current account	31/10/2022		3,022.50
			3,022.50
Unpresented Cheques (Minus)		Amount	
		0.00	
			0.00
			3,022.50
Receipts not Banked/Cleared (Plus)			
26/10/2022	100826	200.00	
26/10/2022	100826	25.00	
26/10/2022	100826	25.00	
26/10/2022	100826	25.00	
26/10/2022	100826	37.50	
			312.50
			3,335.00
Balance per Cash Book is :-			3,335.00
Difference is :-			0.00



Date: 01/11/2022

Holbeach Parish Council

Page 1

Time: 14:58

**Bank Reconciliation Statement as at 31/10/2022
for Cashbook 3 - Business Saver Account**

User: 6121.J.HEARSEY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver Account	28/10/2022		6,193.80
Barclays (Ring Fenced Funds)	30/06/2022		3,999.00
			<u>10,192.80</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			<u>10,192.80</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			<u>10,192.80</u>
		Balance per Cash Book is :-	10,192.80
		Difference is :-	0.00

Date: 01/11/2022

Holbeach Parish Council

Page 1

Time: 14:59

**Bank Reconciliation Statement as at 31/10/2022
for Cashbook 4 - CCLA Account**

User: 6121.J.HEARSEY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
GCLA Account	30/09/2022		232,884.33
			<u>232,884.33</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
10/10/2022 ccla Barclays Current Account		10,000.00	
			<u>10,000.00</u>
			<u>222,884.33</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			<u>222,884.33</u>
		Balance per Cash Book is :-	222,884.33
		Difference is :-	0.00

Minutes of the meeting of Holbeach Parish Council on Monday 12th December 2022 at 19:00 at Methodist Church, Albert Walk, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Johnson, S Hutchinson, I Hutchinson, M Murfet, R Stevens, T Wiltshire & C Turner Clerk: Jan Hearsey	Cllrs P Howden, S Lewis, R Flood & S Hussain	
Public including Councillors	2 members of the public 1 press	Cllr T Carter Cllr A Beal	

Chair Cllr S Johnson instated Standing Orders at: 19:03

2022/3-102 - 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: P Howden, S Lewis, R Flood and S Hussain

2022/3-103 - 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.

The Clerk reported that she had issued Dispensations to members to be able to vote on the precept.

2022/3-104 - Minutes

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 21st November 2022 and to authorise the Chair to sign the official minutes.

2022/3-105 - Clerks report

- a) To receive a report from the Clerk – see appendix a
- b) To receive an update on vacancies – see appendix a
- c) It was **resolved** to agree to co-opt to the council Chaz Simpson

2022/3-106 - Finance Committee

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

- b) It was **resolved** to agree to authorise the payments for November 2022 of £20,664.95 and to note the income for November 2022 of £7,811.78 – see appendix b
- c) The Bank balances as of 30th November 2022 were noted as follows:
Account ending **4844** £5,760.46 Account ending **5394** £37,588.95
Account ending **01PC** £183,227.98 – see appendix c
- d) To review the insurance renewal as recommended by the committee – nothing had been received from the broker and therefore this item will be deferred until the next meeting.
- e) It was **resolved** to agree the vehicle insurance renewal of £642.36
- f) It was **resolved** to agree the s.137 spend of £38.39 on sweets for the Christmas Fayre and the s.137 spend of £1.67 on cleaning products for the war memorial at Holbeach St Johns
- g) It was **resolved** to agree the Cash Handling Policy as recommended by the Finance Committee
- h) It was proposed, seconded and **agreed** to suspend Standing Orders for this agenda item. It was **resolved** to agree the recommendation of the committee to purchase of genuine parts for the Kubota – Chair Cllr S Johnson re-instated Standing Orders
- i) To resolve to agree the recommendation of the committee the budget review in that the Council sell the remaining red diesel and the Clerk speak to the Tree officer re the cedar in Park Road Cemetery – The Clerk/RFO reported that there was little diesel left which meant it was not worth selling. The Tree Officer had reported back that the cedar could be pollarded and not felled.

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 for agenda item 2022/3-107 & 2022/3-108 only (public can re-enter after these agenda item)

2022/3-107- Staff salaries

- a) It was **resolved** to agree the staff salaries for the 2023/4 Budget

2022/3-108- Bowls lawn maintenance

- a) It was resolved to **not agree** the price of the tender for Bowls green maintenance

2022/3-109 – Budgets 2023/4

- a) It was **resolved** to agree the budget of £307,692.80 for 2023/4 including projects as recommended by the Finance Committee and for the Chair to sign the Precept

2022/3-110 - Open Spaces Committee - To elect interested members to the committee – Cllr C Simpson was proposed, seconded and agreed as a member of the committee

- a) It was **resolved** to agree the allotment payment procedure when signing an allotment lease

2022/3-111 - Planning, Properties, Emergency Planning and Speeding Committee - To elect interested members to the committee – Cllr C Simpson was proposed, seconded and agreed as a member of the committee

- a) To receive the report from the Chair of the Committee
- b) It was **resolved** to agree the planning & TRO responses:

Application No:	Proposal:
H09-1118-22	RESERVED MATTERS (Phase 3) - outline approval H09-0521-14- no objection
H09-0851-22	AMENDMENT RECEIVED Residential Development for One Dwelling – no objection
H09-1119-22	Erection of 12 commercial units with associated access - support
H09-1134-22	Proposed garage and games room – no objection
TRO	Proposed speed limit change Penny Hill – support but would prefer the 40mph section to be 30mph also

- c) An update on the cemetery chapels roof was received and it was **resolved** to agree the way forward in that the Clerk will go back to the company and ask for a more detailed breakdown, what date the interim invoice goes up to and what materials are included, what dates the scaffolding charges are for. Make it clear the Council is not stalling, it is just a process.
- d) It was **resolved** to agree to support a parishioner regarding a speed reduction on the B1166 Shepeau Stow/Holbeach Drove
- e) Pedestrian safety in Park Road was discussed and it was **resolved** to agree to support parishioners in their initiative, as recommended by the committee.
- f) It was **resolved** to agree to write to SHDC regarding developments within Holbeach, s.106 agreements and infrastructure improvements as recommended by the committee and to publish this letter.

2022/3-112 - PR/IT Committee

- a) It was **resolved** to agree the recommendation of the committee the amendments to the community engagement and communication policy to include aspects of Mablethorpe’s public participation at meetings policy
- b) It was proposed, seconded and agreed to amend the agenda item to: It was **resolved** to agree the spend on an advert to be inserted into newspapers
- c) It was **resolved** to agree to purchase the CCTV signage and purchase the cheapest option

2022/3-113 - Events Committee

- a) To receive the report from the Chair of the committee –

2022/3-114 – Committee Structure

- a) It was **resolved** to agree to amend the committees by merging PR into Events and IT in Finance
- b) It was **resolved** to agree to amend the Terms of Reference for Events & Finance

2022/3-115 - Confirmation of date and venue of the next Parish Council meeting

- a) The next meeting of the Parish Council will be on Monday 16th January 2023 at 19:00 at the Methodist Church Hall, Albert Walk, Holbeach

Open meeting closed at: 20:39

Closed meeting opened at: 20:47

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

2022/3-116 - Carters Park

- a) It was **resolved** to agree the arrangements for opening Carters Park during the Christmas shutdown as instructing the locking up contractor to do this.

2022/3-117 – Holbeach Bank

- a) It was **resolved** to agree the option 3 regarding the lease renewal for Holbeach Bank FC and to look at the long term and invite them to a meeting

2022/3-118 - HR, Health and Safety and Data Protection Committee

- a) It was **resolved** to agree the Staff holidays over the Christmas holiday in that all staff will take three days from their annual leave entitlement, the Clerk to pick up any urgent calls or emails during this time.
- b) It was **resolved** to agree the arrangements with staff salaries for December, staff to be offered the opportunity to be paid early if they wish to.
- c) To receive the report from the Chair of the committee – nothing to report

Meeting closed at: 21:09

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

Supporting Documents:

Appendix a

Clerks report 12/12/2022

As from the next agenda, the Chair reports will not be published with the agenda but will be available as a supporting document on our website. This change is as a result of my CiLCA training and is to ensure best practice at all times.

To ensure best practice, we will be publishing the draft minutes within seven days of a meeting.

I have to bring to everyone’s attention the attendance of councillors to meetings. In line with best practice, we will be publishing attendance records on our website. I have delegated powers to accept apologies and reasons given, however, as our meeting dates are published

annually in advance, reasons for nonattendance should be valid as members should make reasonable adjustments to be able to attend. I have been advised that I can accept apologies but not the reason given, this would then count towards the 6 months of nonattendance.

We have received the interim internal audit report. The report highlighted some issues with documentation on our website, which have been dealt with. There was also the recommendation for a cash handling policy, the approval for which is on tonight's agenda.

We have received a complaint relating to highways, it was explained that this was not in the remit of the Parish Council but was County Council, the complainant explained that Norfolk County Council has a liaison officer who deals with parishes. We will be asking county if it is possible for something similar to be set up in Lincolnshire.

Following on from the query raised by a member of the public in the last meeting, that the digital notice board switches off between 22:00 and 07:00 hours, we have again consulted with our legal advisors, LALC and have received the same response, that this is acceptable practice. We publish our full council meetings annually dates in October for the following year, and technically this confirms when the meetings will take place. To assist our parishioners', the notice board no longer turns off overnight. This concludes the Parish Council's response on this matter.

Following the question by a member of the public at the last meeting regarding the planning at Tigers Bar, I am still trying to get an answer.

Questions from the Public Forum

- Congratulations were received regarding the chapel roofs. In 2012/13 a payment was made to the Chapels Trust of £8,500, what happened to this money? Did any business contribute to the chapels works? The Clerk will look into this and report back at the next meeting.
- The Parish Council had a planning consent in 2014/15 for a new fence in Carters Park bordering Park Road, the planning consent, the questioner believes, contains a clause that hedging should have been planted. The Clerk will look into it and report back at the next meeting
- UPP Broadband's representative reported that there had been delays but Holbeach should be "live" in early January.

Vacancies

We have 5 vacancies on Town Ward, 1 on Drove Ward and 1 on Hurn, which hopefully will be filled in the next agenda item

Appendix b



07/12/2022
 10.19

Holbeach Parish Council

Page 1

Invoices Due for Payment by 31 December 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
AADEFIB.COM [AAE]								
09/11/2022	14031		<i>DEfib phone box</i>		13/12/2022	1,914.00		1,914.00
Telephone : 01529 421111								
Total of Invoices Due (AAE)						1,914.00	0.00	1,914.00
Amazon EU s.a.r.l UK Brancnk [AM1]								
11/11/2022	413089105		<i>Xmas lights</i>		13/12/2022	48.99		48.99
11/11/2022	413089098		<i>Head torch</i>		13/12/2022	12.31		12.31
11/11/2022	413089081		<i>Christmas lights</i>		13/12/2022	104.00		104.00
Total of Invoices Due (AM1)						165.30	0.00	165.30
Acadamy of Speech & Drama [ASD]								
15/11/2022	3502078		<i>Telescopic ladder</i>		13/12/2022	72.98		72.98
Total of Invoices Due (ASD)						72.98	0.00	72.98
Branch Bros [BB]								
30/11/2022	DC1058846		<i>Marker spray</i>		13/12/2022	19.01		19.01
Total of Invoices Due (BB)						19.01	0.00	19.01
Balloomniate [BM]								
10/11/2022	372		<i>Candle bags</i>		13/12/2022	33.98		33.98
Total of Invoices Due (BM)						33.98	0.00	33.98
Derikee Ltd [DERIKEE]								
14/11/2022	143468		<i>Ladders (waiting for credit no</i>		13/12/2022	67.65		67.65
Total of Invoices Due (DERIKEE)						67.65	0.00	67.65
DTS [DTS001]								
30/11/2022	10		<i>Locking up</i>		13/12/2022	600.00		600.00
Total of Invoices Due (DTS001)						600.00	0.00	600.00
Gallagher [GAL]								
29/11/2022	108409077		<i>Kubota insurance</i>		13/12/2022	642.36		642.36
Total of Invoices Due (GAL)						642.36	0.00	642.36
Greenzone Park Road [GZPR]								
30/11/2022	364981		<i>Wheelee bins Park Road</i>		13/12/2022	250.85		250.85
Total of Invoices Due (GZPR)						250.85	0.00	250.85

[HMRC]



07/12/2022

Holbeach Parish Council

Page 2

10:19

Invoices Due for Payment by 31 December 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
23/11/2022	231122		Tax & NI Nov 22		13/12/2022	2,778.19		2,778.19
Total of Invoices Due (HMRC)						2,778.19	0.00	2,778.19
Ink Factory [IF1]								
15/11/2022	286991		Ink cartridges		13/12/2022	41.48		41.48
Total of Invoices Due (IF1)						41.48	0.00	41.48
JMW Plumbing [JMW]								
14/11/2022	276		Boiler service and timer		13/12/2022	300.00		300.00
Total of Invoices Due (JMW)						300.00	0.00	300.00
Lincolnshire Commercial Maintenance [LIN001]								
30/11/2022	104		Grass cutting Nov 22		15/12/2022	1,276.20		1,276.20
Total of Invoices Due (LIN001)						1,276.20	0.00	1,276.20
Methodist Church [MET001]								
24/11/2022	241122		Hall hire 14/11 & 21/11		13/12/2022	60.00		60.00
Total of Invoices Due (MET001)						60.00	0.00	60.00
Manomano [MM]								
10/11/2022	80893397		2 x gazebos		13/12/2022	359.98		359.98
Total of Invoices Due (MM)						359.98	0.00	359.98
Microsoft [MS1]								
03/11/2022	E0800KWR8M		365 councillors Nov 22		13/12/2022	68.40		68.40
03/11/2022	E0800KWNQU		365 admin Nov 22		13/12/2022	22.56		22.56
Total of Invoices Due (MS1)						90.96	0.00	90.96
Morgan Trade Ltd [MTL]								
11/11/2022	247304		Toilet rolls		13/12/2022	67.02		67.02
Total of Invoices Due (MTL)						67.02	0.00	67.02
One Stop [OS1]								
01/11/2022	01112022		Milk		13/12/2022	2.00		2.00
02/11/2022	02/11/2022		Cleaning war mem S.137		13/12/2022	2.00		2.00
07/11/2022	07112022		Coffee		13/12/2022	3.50		3.50
16/11/2022	1611		Milk		13/12/2022	1.00		1.00
23/11/2022	23112022		Milk		13/12/2022	1.00		1.00
24/11/2022	24112022		Coffee		13/12/2022	3.50		3.50



07/12/2022

Holbeach Parish Council

Page 3

10:19

Invoices Due for Payment by 31 December 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
29/11/2022	29112022		Washing up liquid		13/12/2022	1.00		1.00
Total of Invoices Due (OS1)						14.00	0.00	14.00
Platinum Cleaning [PLA001]								
30/11/2022	150		Cleaning Nov 22		13/12/2022	208.00		208.00
Total of Invoices Due (PLA001)						208.00	0.00	208.00
Partyrara [PR]								
10/11/2022	10112022		Sweets christmas fayre		13/12/2022	46.07		46.07
Total of Invoices Due (PR)						46.07	0.00	46.07
Public Works Loan Board [PWL B]								
06/12/2022	06122022		Loan repayment Hall Gate		13/12/2022	2,932.46		2,932.46
Total of Invoices Due (PWL B)						2,932.46	0.00	2,932.46
RKK Enterprise Ltd [RKK E]								
10/11/2022	271852		Tea lights		13/12/2022	59.96		59.96
Total of Invoices Due (RKK E)						59.96	0.00	59.96
Surgical Edge Co Ltd [SEC]								
14/11/2022	281375		Working gloves		13/12/2022	19.31		19.31
Total of Invoices Due (SEC)						19.31	0.00	19.31
Screwfix [SF]								
10/11/2022	547155		Pipe for light tunnel		13/12/2022	55.47		55.47
Total of Invoices Due (SF)						55.47	0.00	55.47
SHDC [SHDC2]								
07/11/2022	07112022		TEN's xmas fayre		13/12/2022	21.00		21.00
Total of Invoices Due (SHDC2)						21.00	0.00	21.00
Spalding Cleaning [SPA001]								
12/11/2022	12112022		Window cleaning Nov		13/12/2022	23.00		23.00
Total of Invoices Due (SPA001)						23.00	0.00	23.00
Safety signs & Notices [SSN]								
15/11/2022	74724		Clamps for signs allotments		13/12/2022	24.18		24.18
Total of Invoices Due (SSN)						24.18	0.00	24.18



07/12/2022
10:19

Holbeach Parish Council

Page 4

Invoices Due for Payment by 31 December 2022

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Staff [ST1]								
23/12/2022	231222		Staff salaries Dec 22		22/12/2022	7,600.15		7,600.15
Total of Invoices Due (ST1)						7,600.15	0.00	7,600.15
Tesco								
27/11/2022	27112022		Sundries (milk etc)		13/12/2022	13.60		13.60
Total of Invoices Due (TESCO)						13.60	0.00	13.60
TU Enterprises Ltd [TU E]								
13/11/2022	6896		Dust masks		13/12/2022	15.99		15.99
Total of Invoices Due (TU E)						15.99	0.00	15.99
Wave								
05/08/2022	10857831		Water Hall Gate		13/09/2022	-17.19		0.00
05/11/2022	11231985		Water & sewage Hall Gate		29/11/2022	21.95		4.76
10/11/2022	11252973		Water & sewage Caretres Park		29/11/2022	235.56		235.56
10/11/2022	11254133		Water & sewage Park Rd cem		29/11/2022	18.68		18.68
Total of Invoices Due (WAVE)						259.00	0.00	259.00
West End Garage [WEG]								
30/11/2022	12386		Fuel Nov 22		13/12/2022	182.80		182.80
Total of Invoices Due (WEG)						182.80	0.00	182.80
Will The Tree Man [WTTM]								
23/11/2022	HPC181122		Tree work Churchyard		13/12/2022	450.00		450.00
Total of Invoices Due (WTTM)						450.00	0.00	450.00
Total of Invoices Due (Purchase Ledger)						20,664.95	0.00	20,664.95
TOTAL OF INVOICES DUE (ALL LEDGERS)						20,664.95	0.00	20,664.95

Payments approved signed Chair.....

Appendix c

Date: 01/12/2022 Holbeach Parish Council Page 1
 Time: 12:43 **Bank Reconciliation Statement as at 30/11/2022** User: 6121.J.HEARSEY
for Cashbook 1 - Barclays Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current account	30/11/2022		5,130.46
			5,130.46
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			5,130.46
<u>Receipts not Banked/Cleared (Plus)</u>			
29/11/2022 29/11/2022		70.00	
29/11/2022 100829		560.00	
			630.00
			5,760.46
		Balance per Cash Book is :-	5,760.46
		Difference is :-	0.00

R

Date: 30/11/2022 Holbeach Parish Council Page 1
 Time: 14:42 **Bank Reconciliation Statement as at 30/11/2022** User: 6121.J.HEARSEY
for Cashbook 3 - Business Saver Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver Account	30/11/2022		33,588.95
Barclays iRing Fenced Funds	30/06/2022		3,000.00
			37,588.95
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			37,588.95
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			37,588.95
		Balance per Cash Book is :-	37,588.95
		Difference is :-	0.00

R



Date: 30/11/2022 Holbeach Parish Council Page 1
 Time: 14:52 **Bank Reconciliation Statement as at 30/11/2022** User: 6121.J.HEARSEY
for Cashbook 4 - CCLA Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
GCLA Account	31/10/2022		223,227.98
			223,227.98
Unpresented Cheques (Minus)			Amount
10/11/2022 1011	Barclays Current Account		40,000.00
			40,000.00
			183,227.98
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			183,227.98
		Balance per Cash Book is :-	183,227.98
		Difference is :-	0.00



Financial statement approved Chair.....

Finance Chair Report:

Finance committee met on the 5th December. Normal activities were proposed and agreed to go to the next full council meeting.

This year's budgets were reviewed and as last month we continue to be cautious on any further spend. Next year's budgets, with and without project were reviewed and approved to go to full council.

We discussed the purchase of spare parts that were required for the older Kubota. Current investments will be reviewed with the financial advisor on the 15th December. Finally, we have to thank the clerk for producing the cash handling policy procedure document.

Planning, Properties, Emergency Planning and Speeding Chair Report:

All the planning applications were discussed, and comments agreed at our last meeting. Following discussions about an application to reduce the affordable housing numbers the committee decided to draft a letter raising our concerns with the planning process which is an agenda item for full council.



Having raised the issues with pedestrian safety in Park Rd several months ago and requesting some form of crossing there are now more concerns being raised by the public. The committee feels we should revisit this and ask LCC to look again at what can be done.

Following more accidents at Saturday Bridge it was agreed to ask for an update on any proposed improvements.

Holbeach Bank Football club lease will expire in May 2023, and this is a separate agenda item at full council.

Events Chair Report:

The Christmas fayre went extremely well with the town busy all day. We have had some very positive comments from the public and traders and also a few negatives which we will discuss in detail at our next events meeting. We hope to arrange a meeting for any interested parties in the New Year to start the planning for next year's event.

It has been a busy year for the committee, and we are looking forward to next year's events which we hope to grow and improve. If anyone is interested in helping out at these events or have any ideas for new events, please get in touch with the clerk.



Minutes of the meeting of Holbeach Parish Council on Monday 16th January 2023 at 19:00 at Methodist Church, Albert Walk, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Johnson, S Hutchinson, I Hutchinson, M Murfet, R Stevens, T Wiltshire, P Howden, S Lewis, R Flood, C Simpson & C Turner Clerk: Jan Hearsey Deputy Clerk: Karen Baxter	Cllrs S Hussain	
Public including Councillors	Cllr T Carter Cllr N Worth 4 members of the public 1 press		

Chair Cllr S Johnson instated Standing Orders and the meeting began at 19:06

2022/3-119 - 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 S Hussain

2022/3-120 - 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: M Murfet, S Hutchinson, I Hutchinson & R Stevens declared a non-pecuniary interest in agenda item 2022/3-124 (d)

2022/3-121 - Minutes

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 12th December 2022 and to authorise the Chair to sign the official minutes.

2022/3-122 - Clerks report

- a) To receive a report from the Clerk – see appendix 3
- b) To receive an update on vacancies – see appendix 3

2022/3-123 - Finance & Admin Committee

- a) To receive the report from the Chair of the Committee – see appendix 3
- b) The Bank balances as of 31st December 2022 were noted as follows:
Account ending **4844** £2,300.91 Account ending **5394** £22,761.95
Account ending **01PC** £183,617.25 see appendix 1
- c) It was **resolved** to agree the insurance renewal as recommended by the committee
- d) It was **resolved** to agree to authorise the payments for December 2022 of £24,791.68 and to note the income for December 2022 of £4,513.19 – see appendix 2
- e) It was **resolved** to agree the recommendation of the committee in regard to the Council's investments as to remove the funds from the Funds Network and place in the CCLA account
- f) It was **resolved** to agree the recommendation of the committee regarding the grant application received

2022/3-124 - Open Spaces Committee - To elect interested members to the committee – no spaces available

- a) To receive a report from the Chair of the Committee
- b) To receive an update on the slide following the meeting with the supplier/installer on the 19th December and to resolve to agree the next step – following confirmation from the supplier that they are to remove the slide, it was proposed, seconded and **agreed** to amend the agenda item to read: to resolve to agree to go out to tender for a new slide. It was **resolved** to agree to go out to tender for a new slide
- c) It was proposed, seconded and **agreed** to amend the agenda item to “save the date” until all the paperwork has been submitted .It was **resolved** to agree to save the date for organisers of the Food Festival, the use of Carters Park on the 3rd September 2023
- d) It was discussed and **resolved** to agree the way forward with Battlefield allotments following the letter received from the Farmer Education Trust as to write to them and ask what are their plans if they do not sell to the Council

2022/3-125 - Planning, Properties, Emergency Planning and Speeding Committee - To elect interested members to the committee – no spaces available

- a) To receive the report from the Chair of the Committee – see appendix 3
- b) An update on the cemetery chapels roof was received and the roof should be completed by the end of January, and it was **resolved** to pay the interim payment
- c) It was **resolved** to agree to go to tender for the works to the windows of the cemetery chapels
- d) It was **resolved** to agree to apply to remove condition 3 of the planning consent H09-0756-14 dated 10th September 2014

2022/3-126 – Former PR/IT Committee



- a) It was **resolved** to agree the minutes of the final PR/IT committee meeting of the 28th November 2022

2022/3-127 - Events & PR Committee

- a) To receive the report from the Chair of the committee – see appendix 3
- b) It was **resolved** to agree to co-opt interested members to the committee – Cllrs Chaz Simpson & Stephen Johnson were co-opted to the committee

2022/3-128 – Carters Park Charity

- a) It was **resolved** to agree to pay for legal fees to update documentation up to a value of £2,000

2022/3-129 – Grass Verge cutting

- a) It was **resolved** to agree to not pay for grass verge cutting as per last year

2022/3-130 - Confirmation of date and venue of the next Parish Council meeting

- a) The next meeting of the Parish Council will be on Monday 13th February 2023 at 19:00 at the Methodist Church 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 20:14

Closed meeting opened at 20:19

2022/3-131 – Coubro Chambers

- a) It was **resolved** to agree the situation regarding a tenancy as: (it was proposed, seconded and **agreed** to suspend Standing Orders) to continue the same rent and let the other room.
Standing Orders were re-instated

2022/3-132 - HR, Health and Safety and Data Protection Committee

- a) To receive a report from the Chair of the Committee – there was no report
- b) It was **resolved** to agree the recommendation of the committee the next stage in an ongoing staffing matter as to continue to follow legal advise
- c) It was **resolved** to agree to write to the Chief Executive of SHDC regarding the Monitoring Officer’s role
- d) It was **resolved** to agree to update the Clerk’s delegated powers

Meeting closed at 20:51

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



Appendix 1

Date: 03/01/2023 Holbeach Parish Council Page
 Time: 13:22 Bank Reconciliation Statement as at 31/12/2022 User: 6121.J.HEARSE
for Cashbook 1 - Barclays Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current account	31/12/2022		2,195.91
			2,195.91
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			2,195.91
<u>Receipts not Banked/Cleared (Plus)</u>			
20/12/2022 100836		80.00	
20/12/2022 100837		25.00	
			105.00
			2,300.91
		Balance per Cash Book is :-	2,300.91
		Difference is :-	0.00

Date: 03/01/2023 Holbeach Parish Council Page
 Time: 13:37 Bank Reconciliation Statement as at 31/12/2022 User: 6121.J.HEARSE
for Cashbook 3 - Business Saver Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver Account	31/12/2022		18,762.95
Barclays (Ring Fenced Funds)	30/06/2022		3,999.00
			22,761.95
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			22,761.95
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			22,761.95
		Balance per Cash Book is :-	22,761.95
		Difference is :-	0.00



Date: 03/01/2023 Holbeach Parish Council P
 Time: 13:39 **Bank Reconciliation Statement as at 31/12/2022** User: 6121.J.HEAI
for Cashbook 4 - CCLA Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Account	30/11/2022		183,617.25
			183,617.25
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			183,617.25
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			183,617.25
		Balance per Cash Book is :-	183,617.25
		Difference is :-	0.00

Signed Chair.....

Appendix 2



17/01/2023		Holbeach Parish Council				Page 1			
11:14		Invoices Due for Payment by 31 January 2023							
For Purchase Ledger				Pay by Electronic Payment					
Invoice Date	Invoice No	Ref No	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
Amazon EU s.a.r.l UK Branch [AM1]									
09/12/2022	8AELU		Exercise boots		16/01/2023	10.87		10.87	
						Total of Invoices Due (AM1)	10.87	0.00	10.87
Brandology [BL]									
01/12/2022	11231		Water troughs		16/01/2023	22.00		22.00	
						Total of Invoices Due (BL)	22.00	0.00	22.00
Chandlers [CHA001]									
20/12/2022	834749		Brush cutter head		17/01/2023	45.95		45.95	
						Total of Invoices Due (CHA001)	45.95	0.00	45.95
Crusader Traffic [CT]									
16/12/2022	33922		Signs xmas fayre		17/01/2023	100.80		100.80	
						Total of Invoices Due (CT)	100.80	0.00	100.80
Derikee Ltd [DERIKEE]									
05/12/2022	2022-4544		Credit re ladder		16/01/2023	-67.65		0.00	
						Total of Invoices Due (DERIKEE)	-67.65	0.00	0.00
DTS [DTS001]									
31/12/2022	11		Locking up Dec 22		31/12/2022	635.00		635.00	
						Total of Invoices Due (DTS001)	635.00	0.00	635.00
Gallagher [GAL]									
13/12/2022	520155132		Insurance additional premium		17/01/2023	828.04		828.04	
10/01/2023	10295889		Fees for insurance		17/01/2023	75.00		75.00	
24/01/2023	PROFORMA		Insurance		17/01/2023	9,516.25		9,516.25	
						Total of Invoices Due (GAL)	10,419.29	0.00	10,419.29
Greenzone Park Road [GZPR]									
31/12/2022	367713		Wheeler bins Park Road		17/01/2023	250.85		250.85	
						Total of Invoices Due (GZPR)	250.85	0.00	250.85
[HMRC]									
23/12/2022	23122022		HMRC Dec 22		17/01/2023	1,915.54		1,915.54	
						Total of Invoices Due (HMRC)	1,915.54	0.00	1,915.54
Holbeach Tyres [HT]									



17/01/2023		Holbeach Parish Council					Page 2				
11:14		Invoices Due for Payment by 31 January 2023									
For Purchase Ledger				Pay by Electronic Payment							
Invoice Date	Invoice No	Ref No	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due			
09/12/2022	JHT097892		Tyre repair trailer		16/01/2023	18.00		18.00			
Total of Invoices Due (JHT)						18.00	0.00	18.00			
Hurco [HUR001]											
20/12/2022	4350		Parking bay chapels		17/01/2023	1,980.00		1,980.00			
Total of Invoices Due (HUR001)						1,980.00	0.00	1,980.00			
Irelands Farm Machinery Ltd [IRE]											
23/12/2022	227278		Kubota parts		17/01/2023	652.85		652.85			
Telephone : 01205 460600			Total of Invoices Due (IRE)						652.85	0.00	652.85
LALC											
19/12/2022	13066		Charity law training		17/01/2023	82.80		82.80			
Total of Invoices Due (LALC)						82.80	0.00	82.80			
Methodist Church [MET001]											
12/12/2022	2411		Hire hall 121222		16/01/2023	30.00		30.00			
Total of Invoices Due (MET001)						30.00	0.00	30.00			
Microsoft [MS1]											
03/12/2022	E0800LA05H		36 councillors		16/01/2023	68.40		68.40			
03/12/2022	E0800LAC2ME		365 admon		16/01/2023	22.56		22.56			
Total of Invoices Due (MS1)						90.96	0.00	90.96			
One Stop [OS1]											
15/12/2022	15122022		Coffee		17/01/2022	3.50		3.50			
Total of Invoices Due (OS1)						3.50	0.00	3.50			
Platinum Cleaning [PLA001]											
31/12/2022	160		Cleaning Dec 22		17/01/2023	208.00		208.00			
Total of Invoices Due (PLA001)						208.00	0.00	208.00			
Post Office Ltd [PO1]											
08/12/2022	08122022		Top up drop & go		16/01/2023	25.00		25.00			
21/12/2022	2112		Drop & Go		17/01/2023	25.00		25.00			
Total of Invoices Due (PO1)						50.00	0.00	50.00			
SHDC [SHDC2]											
22/12/2022	40130554		Bus rates digital notice board		17/01/2023	633.86		633.86			



Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Total of Invoices Due (SHDC2)						633.66	0.00	633.66
Smarty Mobile [SM]								
27/11/2022	2711		Sim November		17/01/2023	5.00		5.00
27/12/2022	2712		Sim December		17/01/2023	5.00		5.00
Total of Invoices Due (SM)						10.00	0.00	10.00
Spalding Cleaning [SPA001]								
10/12/2022	101222		Windows Coubro		17/01/2023	23.00		23.00
Total of Invoices Due (SPA001)						23.00	0.00	23.00
Staff [ST1]								
14/12/2022	141222		Staff mileage training		16/01/2023	44.00		44.00
23/01/2023	JAN 23		Salaries Jan 23		20/01/2023	7,639.61		7,639.61
Total of Invoices Due (ST1)						7,683.61	0.00	7,683.61
Total of Invoices Due (Purchase Ledger)						24,799.03	0.00	24,866.68
TOTAL OF INVOICES DUE (ALL LEDGERS)						24,799.03	0.00	24,866.68

Signed Chair.....

Appendix 3



SUPPORTING DOCUMENTS FOR FULL COUNCIL MEETING 16-01-2023

Chair of Finance & Admin report 09/01/23

Normal monthly activities were carried out.

Following a meeting with Bingham Woods it was agreed to move our current investment into CCLA with a recommendation that the finance committee carry out a biannual review and to keep an eye on interest rates in general.

As normal all budgets have been reviewed and caution is still recommended

Open spaces chair report for 16-01-23

Discussions about the next steps with the slide in Carter's park are progressing. The allotments waiting list has been almost exhausted with two specific locations requested. Secondary Allotment inspections have been completed and holders notified. Discussions to extend and refurbish the path behind the pavilion were held.

PPES REPORT JANUARY

All the planning application responses were agreed.
The locations for the SIDs were agreed at Church St and Holbeach St Johns.
An hourly rate for the use of the bowls green for the bowls club was agreed. This was considered to be a fair rate for this season and will be reviewed at the end of the season once we know the actual costs of maintaining the area. Other groups and members of the public will also be able to hire the bowls green but at a slightly higher rate.
It was discussed as to the best way forward with the emergency plan at it was felt it would be best to meet with key individuals in each ward. It was agreed that we would start with Hurn ward and a meeting would be arranged in early February.

EVENTS AND PR REPORT JANUARY

A meeting to discuss this year's Christmas fayre will take place at 5.30pm on Monday 16th at the Methodist Hall. This will be to discuss ideas for activities for the event and looking at improvements that can be made. We will also be looking for more volunteers so we can hopefully grow this year's event. Traders and stall holders have been invited and any member of the public are also welcome.
We have been informed that the beacons are due to be lit to commemorate the 80th anniversary of the D Day landings. This will take place in June 2024 and the committee agreed we should light the beacon and also look to organise some form of event.
We will be organising a family funday in Carter's park to celebrate the Coronation. This will take place on Sunday May 7th.
The Car show will return again this year on Sunday 23rd July and this is again proving very popular with 150 spaces already booked.
It was agreed to do a press release about the new CCTV being installed in Carter's park. I was also agreed to meet with both papers to discuss our proposed projects for the year and discuss any advertising and press coverage we would like.
This year's calendar will be photos of old Holbeach and villages. The public can submit a photo that means something to them along with a brief description of its importance to them. The public will vote for their favourite 12 for the calendar.

County & District

Cllr T Carter reported that the underpass pumps are now working. Adult social care has 20 beds in south lincs. Highways issues near UAH, Market Rasen Way. Bike racks now on Market Hill. Church Walk now has a not suitable for HGV signs. LRSP have picked up 1639 offences.

Medieval Festival is back this year. Letter drops re fly tipping. Team Pride have been in Holbeach. Lotter going well. Memory Lane coming to an end.

Clerks report

Following on from the question raised at the last meeting regarding the boundary of Carters Park, this is covered on tonight's agenda under agenda no 2022/3-125 (d)



Following on from another question raised regarding planning applications for the football club in the name of the Parish Council, we have investigated, and no permission was given by Council for these applications to go in Council's name and a letter to this effect has been sent to SHDC planning

A councillor came up with an idea to have a projects update for councillors which was brought to me. I will address this through my CiLCA training and will discuss six monthly.

Another question from last month was the £8,500 given to the Holbeach Cemetery Chapels. I have found the payment and it was made on the 10th December 2012 with the explanation as "Refurbishment fuds – agreed precept payment". A letter was received dated 2nd November 2011 from the Holbeach Cemetery Chapels Group which outlines that the Parish Council had set aside funds over a period of time for works and that by passing these funds to the group, the group would be "relieving the PC of these liabilities".

The minutes from a sub-committee meeting of the Parish Council dated 11th January 2012, state "It was reported that the auditor had confirmed that the monies could be transferred into the Cemetery Chapels bank account, as a Committee had been formed and as long as they keep the Parish Council updated.

The Parish Council has received a letter dated 2nd January 2023 from the Holbeach Cemetery Chapels Trust to say that the Chapels had ceased trading on the 30th November 2022 and they enclosed a cheque to the value of £157.18 being the final balance held in their account.

We have received the tax base for the precept which is 3576 making a Band D property paying £86.04 per annum for all the Parish Council services. Taking into account the rate of inflation, the precept of ten years ago, would be worth £242,514 today. If we add into this figure the projects that the Council delivers now to Parishioners in addition to work that it did ten years ago, this brings us to a figure in line with next years precept, meaning that the day to day running costs of the Council have only increased in line with inflation across the course of a decade. Looking back at the increases to the precept over the decade, the annual increase has not kept pace with inflation for many years which has resulted in larger increase in the last couple of years in order to keep pace with rising costs.

Public Open Forum

A parishioner said that the digital notice board has issues, Clerk to investigate



A parishioner asked if the council could look at the parking at the junction of Park Road and Park Lane, Chair S Johnson asked if County Cllr Tracey Carter to help. A parishioner asked when the lease for Holbeach Bank was due to expire, Cllr I Hutchinson explained that there were several documents, so all was on hold until all documents were available.

District Cllr N Worth provided information regarding the UK Shared Prosperity Fund

Vacancies

The Council currently has the following vacancies:

Holbeach Drove - 1 seat

Holbeach Town – 5 seats

Minutes of the meeting of Holbeach Parish Council on Monday 13th February 2023 at 19:00 at Methodist Church, Albert Walk, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Hutchinson, I Hutchinson, M Murfet, R Stevens, T Wiltshire, P Howden, S Lewis, R Flood, C Simpson & J Moore Clerk: Jan Hearsey	Cllr C Turner	
Public including Councillors	D Cllr F Biggadike 2 members of the public 1 press	D Cllr A Beal D C T Carter	

Vice-Chair Cllr S Hutchinson open the meeting at 19:00

2022/3-133 – Chair

- a) It was proposed, seconded and **agreed** to elect Cllr S Hutchinson as Chair of the Council

2022/3-134- Vice-Chair

- a) It was proposed, seconded and **agreed** to elect Cllr R Stevens as Vice-Chair of the Council

2022/3-135 - 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 C Turner

2022/3-136 - 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.

Cllr S Lewis declared a pecuniary interest in agenda items 2022/3-140 (c) & 2022/3-140 (f)

2022/3-137 - Minutes

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 16th January 2023 and 30th January 2023 and to authorise the Chair to sign the official minutes.

2022/3-138 - Clerks report

- a) To receive a report from the Clerk – see appendix a
- b) To receive an update on vacancies (see appendix a), it was proposed, seconded and **agreed** to amend the agenda item to include the co-option of Mr J Moore, where it was proposed, seconded and **agreed** to co-opt Cllr J Moore
- c) To receive a report on the election process – see appendix a

2022/3-139- Terms of reference

- a) It was **resolved** to agree to add a clause to each Committee terms of reference to say, "If a Committee is unable to meet due to being inquorate and execute it's delegated powers, business to be transacted on the agenda can be placed on the agenda of next Full Council meeting".

2022/3-140 - Finance & Admin Committee

- a) To receive the report from the Chair of the Committee – see appendix b
- b) To note the Bank balances as of 31st January 2023 as follows:
Account ending **4844** £3,000.00 Account ending **5394** £11,983.76
Account ending **01PC** £183,617.25 – see appendix c
- c) To resolve to agree to authorise the payments for January 2023 of £21,355.90 and to note the income for January 2023 of £4,146.87
- d) It was **resolved** to agree the recommendation of the committee the arrangements for paying April invoices in that the Finance & Admin Committee will have dedicated powers to approve these for payment on the 2nd May 2023
- e) It was **resolved** to agree the recommendation of the committee regarding the banking arrangements in that current signatories will remain on the mandate until a new mandate can be put in place
- f) It was **resolved** to agree to move the following budgets as per the recommendation of the committee
 - i. Surplus £3,000 from Park Road cemetery fees for grass cutting to the end of this financial year
 - ii. Move insurance surplus from 4070 (£600) to 4075 (Venue hire £300) & 4080 (Stationery £300)
 - iii. Insurance surplus from both Kubotas to repairs £642
 - iv. Surplus from Council Tax (4605 £500) to business rates Hall Gate (4055 £500)
 - v. Surplus cleaning supplies (4690 £300) to cleaning (4685 £300)
 - vi. Redecoration (4700 - £2,000) at Coubro to windows (4696 - £2,000)
 - vii. Use surplus Events & PR budget for advertising and signs - £395

2022/3-141 - Open Spaces Committee

- a) To receive a report from the Chair of the Committee – see appendix b
- b) It was **resolved** to agree to obtain prices for all open spaces projects for 2023/4 in line with the Council's Financial Regulations

2022/3-142 - Planning, Properties, Emergency Planning and Speeding Committee

- a) To receive the report from the Chair of the Committee – see appendix c
- b) It was **resolved** to agree the quote for the installation of the defibrillator in the telephone box on the High Street in line with the Council's Financial Regulations as JWK
- c) It was **resolved** to agree the Council's response to the consultation regarding waiting restriction on Park Road, unnamed road, and Market Rasen Way as the Council has concerns around the enforceability of the measures on the unclassified road and the schools current car parking provision and the need for measures to be considered for the whole of Park Road.
- d) It was proposed, seconded and **agreed 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 and to move the item to before agenda item 2022/3-142**
- e) It was **resolved** to agree the request to decorate Office 3 at Coubro Chambers by the tenant.

2022/3-143 - Events & PR Committee

- a) To receive the report from the Chair of the committee – see appendix c
- b) It was **resolved** to agree the price for toilet hire for the car show and accept the price of SRP at £1,190

2022/3-144 – Council four year plan

- a) It was **resolved** to agree that the Clerk in conjunction with the committees will commence a plan of objectives for the next Council Term, as required by the Clerk's CiLCA course

2022/3-145 - Confirmation of date and venue of the next Parish Council meeting

- a) The next meeting of the Parish Council will be on Monday 13th March 2023 at the Methodist Church 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

Opened meeting closed at 20:00

Closed meeting opened at 20:04

2022/3-142 (d)

It was **resolved** to agree to get quotes for the works to the safe at Coubro Chambers in line with the Council's Financial Regulations

2022/3-146 - HR, Health and Safety and Data Protection Committee

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the next steps in the process of an ongoing staffing matter – agenda item not required
- c) To receive an update on staff costings and recruitment – the job was being advertised on Indeed

Meeting closed at 20:15

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

Appendix a

The paperwork has gone to the broker regarding moving the funds as per the meeting if the 16-01-23

The slide is being removed on Monday 13th February

Some of the paperwork has been received re the use of Carters Park for the food festival

I have received an email from the Farmer Education Trust following communication of Council's decision, to say that their Clerk is awaiting further advice.

The tender for the windows of the cemetery chapels is on the government website and our website and social media with a closing date of 27th February at 17:00

The application has been made to SHDC regarding the removal of condition 3 to the planning consent in relation to Carters Park, the decision date is the 14th March

The experts have been emailed regarding the Carters Park Charity and we are waiting to hear back from them.

There is a meeting at SHDC regarding the UK Shared Prosperity Fund which all members have been invited to attend.

Can I respectfully remind members of their attendance to meetings. We have to cancel or postpone meetings due to non-attendance. All Full Council meeting dates are set in October for the next calendar year and committee meetings are now set in advance. Important business of the Council has to be delayed when this happens.

The Council currently has the following vacancies:

Holbeach Drove - 1 seat

Holbeach Town – 6 seats

The deputy clerk and I attended a Clerk’s election briefing at SHDC which was run by the elections team and a representative from LALC.

Firstly, we have to point out that neither myself or Karen are responsible for your paperwork or submitting your papers to SHDC, it is solely the responsibility of those candidates who wish to stand.

The key dates you should know about are:

23-03-23 Nominations open

04-04-23 @ 16:00 is the deadline for the return of nominations

04-05-23 election day

09-05-23 the new council takes office

15-05-23 the annual meeting of the parish council and the first meeting of the new council

It should be noted that the Chair of the Council remains its Chair even if they either don’t stand or if they lose their seat, until the first agenda item, to elect a Chair, of the annual meeting of the Parish Council

Myself as Clerk and proper officer is responsible for ensuring that democracy is observed and that the election is widely advertised and targeted to all age’s groups, ethnic groups and individuals in the Parish who qualify. We will be putting the details of qualification and disqualification on our Facebook page.

As well as the Clerk’s briefings, SHDC are running some briefings both face to face and virtual for candidates, these dates have already been circulated to members and I urge anyone who qualifies to become a councillor, to attend these. I can provide the details to any prospective candidates who are interested.

I will send all councillors links to the documentation and go into further detail at next month’s Full Council meeting.

Candidates do not have to reside in the Ward that they wish to represent however their nominees do.

It should be noted the following that there is new legislation which effects the May elections. In order to vote in person at a polling station, you will need to take photographic ID, this can be in the form of a passport, driving license, bus pass etc. These do not have to be in date

but must be fairly recent. There are other ways to obtain voter ID which we will link to on our Facebook page.

There are 18 seats available, Hurn Ward = 4 seats; Drove Ward = 1 seat; St John's = 1 seat & Town Ward which is 12 seats. If any Ward does not receive more candidate applications than there are seats, then this would be classed as an uncontested election and there would be no public vote for that Ward.

If insufficient candidates register and the Council is not quorate, then another election process would be held in 35 days, if still not quorate then the unitary Council, in this case SHDC would put councillors in until such time as new councillors could be co-opted.

The elections team at SHDC in Spalding are extremely helpful and have asked us to pass on that they are there to assist all candidates if they require help.

PURDAH

Some of you will be familiar with this however for those that are not:

The pre-election period, previously known as 'purdah', describes the period of time immediately before elections or referendums when specific restrictions on communications activity are in place. The term 'heightened sensitivity' is also used.

The period is 23-03-23 to 04-05-23

The Code of Recommended Practice on Local Authority Publicity is based around seven principles to ensure that all communications activity:

- is lawful
- is cost effective
- is objective
- is even-handed
- is appropriate
- has regard to equality and diversity
- is issued with care during periods of heightened sensitivity.

Appendix b

Finance Chair Report 6th February 2023

- Normal monthly activities were carried out
- All budgets were reviewed and whilst we are in a good position we remain cautious



- It was agreed to recommend to Full Council to pay April invoices on the 2nd May 2023 using the committee's delegated powers

EVENTS AND PR REPORT FEBRUARY

The meeting with traders and interested members of the public to discuss this year's Christmas fayre was very productive with several ideas being put forward. We hope to have a second meeting to discuss more details in March.

The Easter duck hunt will run again this year on Saturday 8th April from 11am till 3pm. This will follow the same format as last year with clues in 3 areas and treats for the correct answers.

We will be celebrating the Coronation with a family funday in Carter's Park on Sunday May 7th from 12 noon until 4pm . We have some activities booked but will finalise the program for the day at our next meeting.

This year's calendar will feature old photographs of Holbeach and the Holbeach villages. We would like the public to submit a photo of something that brings back memories for them and briefly outline what it means to them.

We will be producing a leaflet with details of how to become a councillor at the May elections which will be delivered to key areas. We have also planned 2 drop in sessions for anyone interested in finding out more about the role of a councillor, these will be on 16th March 5.30 until 7.30 and 22nd March 12 until 2.

PPES REPORT FEBRUARY

The committee has been unable to meet since our last meeting but I can report that the main roof of the chapels has been completed and work has now started on the porches. This week the contractor has also started on the repair work to the upstairs windows at Coubro. The letter to SHDC planning with a FOI request has passed its date without a response

OPEN SPACES –

Open spaces chairs report

External Tree work has almost been completed. The slide is due to be removed by the supplier Today (Monday 13th February). Slide tender/quotes cannot go out until it has been removed. The company that was offering to prune the roses cannot now do this so the open spaces team will action this.

There are still vacant plots available at Battlefield and the waiting list has been exhausted. Permissions were given to allotment holder requests.

Follow up will be needed on the tree report in the nature reserve following open spaces team involvement.

HPC has joined the Institute for Cemetery and Cremations Management following recommendations in relation to advice and support.

Overspend on the grass cutting budget was discussed and additional funding has been ringfenced out of the current surplus within the open-spaces allocation subject



to full council approval. Meeting with the contractor to be arranged mid-February to discuss a proposed start date to be agreed at the next open spaces meeting. Planned repairs to the newer Kubota to be postponed until after both machines have been externally serviced.

Appendix c

08/02/2023		Holbeach Parish Council				Page 1		
13.51		Invoices Due for Payment by 28 February 2023						
For Purchase Ledger				Pay by Electronic Payment				
Invoice Date	Invoice No	Ref No	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Aldi								
28/01/2023	280123		Tea, coffee etc		14/02/2023	17.93		17.93
Total of Invoices Due (ALDI)						17.93	0.00	17.93
Amazon EU s.a.r.l UK Branch (AM1)								
04/01/2023	31FK4EAEUK		Bandages		14/02/2023	10.50		10.50
06/01/2023	7547603		Solar lights		14/02/2023	40.99		40.99
06/01/2023	6712054		Hooks workshop PO F02		14/02/2023	19.88		19.88
09/01/2023	UFAEU1		1st aid products		14/02/2023	27.20		27.20
16/01/2023	B3DBY4GAEUK		Fire blanket		14/02/2023	25.26		25.26
18/01/2023	2023-88		Memorial plaque		14/02/2023	17.97		17.97
18/01/2023	GB3E75NYAEUK		CCTV cabinet		14/02/2023	47.98		47.98
20/01/2023	26388545		CCTV signs		14/02/2023	20.97		20.97
Total of Invoices Due (AM1)						210.75	0.00	210.75
Domu Brands Ltd (DM)								
03/01/2023	2023-3469		Organiser bin etc		14/02/2023	62.35		62.35
Total of Invoices Due (DM)						62.35	0.00	62.35
DTS (DTS001)								
31/01/2023	12		Locking up Jan 23		14/02/2023	620.00		620.00
Total of Invoices Due (DTS001)						620.00	0.00	620.00
EK Wholesale (EKW)								
10/01/2023	2023-1308		Work boots		14/02/2023	27.95		27.95
Total of Invoices Due (EKW)						27.95	0.00	27.95
East Midlands Tree Survey (EMTS)								
09/01/2023	1263		Tree report nature reserve		14/02/2023	186.00		186.00
Total of Invoices Due (EMTS)						186.00	0.00	186.00
Gallagher (GAL)								
31/01/2023	250123		Fee insurance		14/02/2023	75.00		75.00
Total of Invoices Due (GAL)						75.00	0.00	75.00
Grants								
31/01/2023	31102022		Grant St Polycorps		14/02/2023	150.00		150.00
Total of Invoices Due (GRANTS)						150.00	0.00	150.00



08/02/2023		Holbeach Parish Council		Page 2				
13:51		Invoices Due for Payment by 28 February 2023						
For Purchase Ledger			Pay by Electronic Payment					
Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Greenzone Park Road [GZPR]								
31/01/2023	370391		Wheeler bins P/R		14/02/2023	313.58		313.58
Total of Invoices Due (GZPR)						313.58	0.00	313.58
[HMRC]								
23/01/2023	230123		HMRC Jan 23		14/02/2023	1,941.93		1,941.93
Total of Invoices Due (HMRC)						1,941.93	0.00	1,941.93
Irelands Farm Machinery Ltd [IRE]								
22/12/2022	227227		Oil seal		14/02/2023	15.42		15.42
07/01/2023	227320		Parts small Stihl machines		14/02/2023	38.82		38.82
25/01/2023	227379		Chain & fuel cap		14/02/2023	29.29		29.29
Telephone 01205 460600						Total of Invoices Due (IRE)		
						83.53	0.00	83.53
Jewson [JW]								
10/01/2023	0190/00162997		Stakes for fencing		14/02/2023	115.92		115.92
27/01/2023	0190/00163161		Poststrate mix		14/02/2023	27.12		27.12
Total of Invoices Due (JW)						143.04	0.00	143.04
LALC								
06/01/2023	13371		Annual fee		14/02/2023	1,709.78		1,709.78
16/01/2023	900158		Charity training		14/02/2023	66.00		66.00
23/01/2023	13416		Audit fees 22/3		14/02/2023	504.00		504.00
31/01/2023	31012023		Annual training scheme		14/02/2023	210.00		210.00
Total of Invoices Due (LALC)						2,489.78	0.00	2,489.78
Maher London Ltd [MAH]								
06/01/2023	2023-2528		Cylinder locks		14/02/2023	28.48		28.48
Total of Invoices Due (MAH)						28.48	0.00	28.48
Methodist Church [MET001]								
16/01/2023	160123		Half hire		14/02/2023	30.00		30.00
Total of Invoices Due (MET001)						30.00	0.00	30.00
Medisale Ltd [MS]								
03/01/2023	2023-2540		Surgical tape		14/02/2023	3.79		3.79
Total of Invoices Due (MS)						3.79	0.00	3.79
Microsoft [MS1]								



08/02/2023		Holbeach Parish Council				Page 3		
13:51		Invoices Due for Payment by 28 February 2023						
For Purchase Ledger				Pay by Electronic Payment				
Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
03/01/2023	EO800LQWTT	365 admstr			14/02/2023	22.56		22.56
03/01/2023	EO800LQZGD	365 councillors			14/02/2023	75.54		75.54
Total of Invoices Due (MS1)						98.10	0.00	98.10
Newflame [NF]								
06/01/2023	154399		Fire ext insp CP		14/02/2023	115.20		115.20
06/01/2023	154398		Fire ext insp Coubro		14/02/2023	90.30		90.30
Total of Invoices Due (NF)						205.50	0.00	205.50
Original Factory Shop [OFS]								
04/01/2023	040123		Boxes for xmas decs		14/02/2023	39.60		39.60
04/01/2023	040123A		Boxes for xmas decs		14/02/2023	18.00		18.00
Total of Invoices Due (OFS)						57.60	0.00	57.60
One Stop [OS1]								
19/01/2023	19012023		Coffee		14/02/2023	3.50		3.50
24/01/2023	24012023		Milk		14/02/2023	1.00		1.00
25/01/2023	250123		Sugar		14/02/2023	0.79		0.79
Total of Invoices Due (OS1)						5.29	0.00	5.29
Pasha 81 Ltd [PASHA]								
03/01/2023	2023-1185		Banquettes		14/02/2023	5.15		5.15
Total of Invoices Due (PASHA)						5.15	0.00	5.15
Platinum Cleaning [PLA001]								
31/01/2023	188		Cleaning Coubro		14/02/2023	208.00		208.00
Total of Invoices Due (PLA001)						208.00	0.00	208.00
Rant Media [RANT]								
12/01/2023	31628		Advert Spalding Voice		14/02/2023	108.00		108.00
Total of Invoices Due (RANT)						108.00	0.00	108.00
Racking Solutions [RS]								
03/01/2023	69360		Racking pavilion		14/02/2023	498.00		498.00
Total of Invoices Due (RS)						498.00	0.00	498.00
SHDC [SHDC2]								
22/12/2022	40130554		Bus routes digital notice board		17/01/2023	317.00		317.00
17/01/2023	170123		Planning app re carfers park		14/02/2023	117.00		117.00



08/02/2023		Holbeach Parish Council			Page 4			
13:51		Invoices Due for Payment by 28 February 2023						
For Purchase Ledger			Pay by Electronic Payment					
Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
				Total of Invoices Due (SHDC2)		434.00	0.00	434.00
Society of Local Council Clerks [SLCC]								
25/01/2023	MEM243129-1		Membership fee		14/02/2023	316.00		316.00
				Total of Invoices Due (SLCC)		316.00	0.00	316.00
Steve Lewis Electrical [SLE]								
31/01/2023	309		Lighting office		14/02/2023	456.00		456.00
				Total of Invoices Due (SLE)		456.00	0.00	456.00
Smarty Mobile [SM]								
27/01/2023	27012023		Sim digital notice board		14/02/2023	5.00		5.00
				Total of Invoices Due (SM)		5.00	0.00	5.00
Spalding Cleaning [SPA001]								
21/01/2023	210123		Window cleaning Coubro		14/02/2023	23.00		23.00
				Total of Invoices Due (SPA001)		23.00	0.00	23.00
Staff [ST1]								
23/02/2023	23022023		Salaries Feb 23		23/02/2023	7,387.91		7,387.91
				Total of Invoices Due (ST1)		7,387.91	0.00	7,387.91
Tesco								
25/01/2023	250123A		tea coffe etc		14/02/2023	11.88		11.88
				Total of Invoices Due (TESCO)		11.88	0.00	11.88
TJ Legal Ltd [TJL]								
04/01/2023	2023-1943		Floor paint PO 102		14/02/2023	39.99		39.99
				Total of Invoices Due (TJL)		39.99	0.00	39.99
Tonwood [TON001]								
15/01/2023	3114626		Chain sac Coubro		14/02/2023	10.99		10.99
31/01/2023	3114711		Brass screws		14/02/2023	2.00		2.00
				Total of Invoices Due (TON001)		12.99	0.00	12.99
Wave								
14/01/2023	11505893		Water Coubro		14/02/2023	173.43		173.43
				Total of Invoices Due (WAVE)		173.43	0.00	173.43



08/02/2023		Holbeach Parish Council		Page 5					
13.51		Invoices Due for Payment by 28 February 2023							
For Purchase Ledger			Pay by Electronic Payment						
Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
West End Garage [WEG]									
31/01/2023	12644		Fuel		14/02/2023	200.00		200.00	
						Total of Invoices Due (WEG)	200.00	0.00	200.00
White Hinge Ltd [WH]									
03/01/2023	2023-951		Face shields		14/02/2023	8.57		8.57	
						Total of Invoices Due (WH)	8.57	0.00	8.57
Workplace Stuff [WKPL]									
03/01/2023	12023		Flammable cabinets		14/02/2023	450.21		450.21	
						Total of Invoices Due (WKPL)	450.21	0.00	450.21
Warmer Services Ltd [WS]									
04/01/2023	2023-52		3 in 1 oil		14/02/2023	13.50		13.50	
						Total of Invoices Due (WS)	13.50	0.00	13.50
wsm									
04/01/2023	WSM001/2023		Scissors		14/02/2023	2.99		2.99	
						Total of Invoices Due (WSM)	2.99	0.00	2.99
Will The Tree Man [WTTM]									
01/02/2023	HPG002		Tree work CP & PR		14/02/2023	4,250.00		4,250.00	
						Total of Invoices Due (WTTM)	4,250.00	0.00	4,250.00
						Total of Invoices Due (Purchase Ledger)	21,356.90	0.00	21,356.90
						TOTAL OF INVOICES DUE (ALL LEDGERS)	21,356.90	0.00	21,356.90

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



Date: 30/01/2023

Holbeach Parish Council

Page 1

Time: 12:51

**Bank Reconciliation Statement as at 30/01/2023
for Cashbook 3 - Business Saver Account**

User: 6121.J.HEARSEY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver Account	31/12/2022		7,984.76
Barclays (Ring Fenced Funds)	30/06/2022		3,999.00
			<u>11,983.76</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			11,983.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			11,983.76
		Balance per Cash Book is :-	11,983.76
		Difference is :-	0.00



Date: 30/01/2023

Holbeach Parish Council

Page 1

Time: 12:48

Bank Reconciliation Statement as at 30/01/2023
for Cashbook 1 - Barclays Current Account

User: 6121.J.HEARSEY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current account	30/01/2023		3,000.00
			<u>3,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,000.00
		Balance per Cash Book is :-	3,000.00
		Difference is :-	0.00





Date: 03/01/2023

Holbeach Parish Council

Page 1

Time: 13:39

**Bank Reconciliation Statement as at 31/12/2022
 for Cashbook 4 - CCLA Account**

User: 6121.J.HEARSEY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Account	30/11/2022		183,617.25
			<u>183,617.25</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			183,617.25
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			183,617.25
		Balance per Cash Book is :-	183,617.25
		Difference is :-	0.00

(R)

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



Minutes of the Extraordinary meeting of Holbeach Parish Council on Thursday 23rd February at 19:00 at Coubro Chambers, 11 West End, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Hutchinson, I Hutchinson, M Murfet, R Flood, R Stevens, T Wiltshire & S Lewis Clerk: Jan Hearsey		
Public including Councillors			

Chair Cllr Sophie Hutchinson instated Standing Orders and the meeting started at: 19:00

2022/3-147 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: P Howden, C Simpson, J Moore & C Turner

2022/3-148 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.

None were received

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 19:02

Closed meeting opened at 19:02

2022/3-149 HR, Health and Safety and Data Protection Committee

- a) It was **resolved** to agree the recommendation of the Council’s legal advisors in terms of the next step in a staffing matter

Meeting closed at 19:10

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



Meeting of Holbeach Parish Council on Monday 13th March 2023 at 19:00 at Coubro Chambers, 11 West End, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Hutchinson, I Hutchinson & R Stevens Clerk: Jan Hearsey	Cllrs: M Murfet, R Flood, R Stevens, T Wiltshire, J Moore & S Lewis	
Public including Councillors			

Chair Cllr Sophie Hutchinson declared the meeting not quorate at: 19:00



Extraordinary Meeting of Holbeach Parish Council on Friday 17th March 2023 at 18:00 at Coubro Chambers, 11 West End, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Hutchinson, I Hutchinson & R Stevens S Lewis Clerk: Jan Hearsey	Cllrs: R Flood, R Stevens, T Wiltshire, J Moore	Cllr M Murfet,
Public including Councillors			

Chair Cllr Sophie Hutchinson declared the meeting not quorate at: 18:05



Extraordinary Meeting of Holbeach Parish Council on Thursday 23rd March 2023 at 19:00 at Coubro Chambers, 11 West End, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Hutchinson, I Hutchinson & R Stevens S Lewis Clerk: Jan Hearsey	Cllrs: R Flood, R Stevens, T Wiltshire, J Moore & Cllr M Murfet	,
Public including Councillors			

Chair Cllr Sophie Hutchinson declared the meeting not quorate on the 22nd March 2023



Extraordinary Meeting of Holbeach Parish Council on Thursday 30th March 2023 at 19:00 at Coubro Chambers, 11 West End, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Hutchinson, I Hutchinson & R Stevens S Lewis Clerk: Jan Hearsey	Cllrs: R Flood, R Stevens, T Wiltshire, J Moore & Cllr M Murfet	,
Public including Councillors			

Chair Cllr Sophie Hutchinson declared the meeting not quorate on the 30th March 2023

Minutes of the meeting of Holbeach Parish Council on Monday 11th April 2023 at 19:00 at Methodist Church, Albert Walk, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Hutchinson, I Hutchinson, M Murfet, R Stevens, T Wiltshire, P Howden, R Flood & C Turner Clerk: Jan Hearsey	Cllr S Lewis	Cllr J Moore
Public including Councillors	D Cllrs: N Worth; P Coupland; P Redgate; T Carter 9 members of the public 1 press		

Chair Cllr S Hutchinson open the meeting at 19:00

2022/3-147 - 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 noted by the Clerk from Cllr S Lewis. Cllr J Moore was absent

2022/3-148 - 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.

None

2022/3-149 - Minutes

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 13th February 2023 and 23rd February 2023 and to authorise the Chair to sign the official minutes.

2022/3-150 - Clerk

- a) To receive a report from the Clerk - see appendix a
- b) To receive an update on the election - see appendix a
- c) It was **resolved** to agree the delegated powers of the Clerk.

- d) It was **resolved** to agree to hold a meet and greet and basic training session for the new Council.
- e) It was **resolved** to agree the process for commencing the Council's four-year plan as previously agreed under minute reference 2022/3-144 (a) as Cllr C Turner will draft some Terms of Reference and bring back to Council

2022/3-151- New policy

- a) It was **resolved** to agree to defer the Training and Development Policy

2022/3-152 - Finance & Admin Committee

- a) To receive the report from the Chair of the Committee -see appendix b
- b) To note the Bank balances as of 31st March 2023 as follows:
Account ending **4844** £3,000.00 Account ending **5394** £8,336.32
Account ending **01PC** £155,482.92 – see appendix c
- c) It was **resolved** to agree that Councillors who do not attend pre- arranged training, will be invoiced for any cancellation costs
- d) It was **resolved** to agree the Ear Marked Reserves for 2023-24
- e) It was **resolved** to ratify the payments made of £44,781.93 under delegated powers minute reference: 2022/3-195 (c) – see appendix d
- f) It was **resolved** to agree to authorise the payments for March 2023 of £20,862.48 and to note the income of £4,125.22 – see appendix e
- g) It was discussed and **resolved** to agree an IT review as the Clerk will liaise with the internal auditor and Cllr C Turner and report back to Council
- h) It was **resolved** to agree the membership requirements of the Finance & Admin Committee following the election as the same for all committees

2022/3-153 - Open Spaces Committee – To elect interested members to the Committee – it was prosed, seconded and agreed to elect Cllrs P Howden; C Turner; M Murfet & R Flood

- a) To receive a report from the Chair of the Committee – no report
- b) It was **resolved** to agree the cost of the service of the Kubota's as recommended by the committee.
- c) To receive an update on the slide and resolve to agree the price subject to receiving the quotes – no quotes received
- d) It was **resolved** to agree to apply for quotes for widening the vehicle access in Carters Park

2022/3-154 - Planning, Properties, Emergency Planning and Speeding Committee

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

2022/3-155 - Events & PR Committee – To elect interested members to the Committee

- a) To receive the report from the Chair of the committee - see appendix g

It was proposed, seconded and agreed to move agenda item 2022/3-156 to after agenda item 2022/3-157

2022/3-157 – Agenda items requested by Cllr M Murfet

- a) It was discussed and **resolved** to agree the way forward with Council and Committee communication as all agendas, minutes and supporting documents for each committee to be sent out to Full Council. All press releases to go to Full Council.
- b) It was discussed and **resolved** to agree the way forward with recommendations from the monitoring officer to be enforced in that the Clerk write to Sir John Hayes & the Monitoring Officer

It was proposed, seconded and agreed to move agenda items 2022/3-157 (c) Cf) & (g) 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

- d) It was discussed and **resolved** to agree training of the Nolan principles and to ensure Councillors are accountable in that the Clerk will email all councillors to ask what training they would have liked when they joined. Clerk to contact the Clerk at Fleet as they have a training document.
- e) It was discussed and **resolved** to agree to arrange an informal Full Council meeting with a LALC representative and a meeting with District Council representative to address issues with both the Localism Act 2011 and Local Governance, to take place after the election

2022-3 -156 – Policy review

- a) It was **resolved** to agree the review of Standing Orders
- b) It was **resolved** to agree the review of the Code of Conduct
- c) It was **resolved** to agree the review of the following Finance & Admin Committee policies
 - 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
- d) It was **resolved** to agree the review of the Open Spaces Committee policies
 - i. Allotment application form
 - ii. Allotment rules & regulations
 - iii. Cemetery rules & regulations
 - iv. Memorial policy & regulations
 - v. Memorial application form

- vi. Scattering of ashes policy
- vii. Play equipment policy
- viii. Tree and log policy
- ix. Monthly play inspection form

e) It was **resolved** to agree the review of the PPES Committee policies

- i. Planning responses policy

f) It was **resolved** to agree the Events & PR policy review with the exception of the Volunteer Policy which it was proposed, seconded and **agreed to defer**

- i. Community engagement & communication policy
- ii. Volunteer policy
- iii. Councillor co-option policy

g) It was **resolved** to agree to **defer** the review of the HR, H & S and Data Protection Committee policies to the Committee

- i. Abusive, persistent, or vexatious complaints policy
- ii. Policy on handling Freedom of Information requests
- iii. Public complaints & concerns procedure
- iv. Data breach procedure
- v. Data protection policy
- vi. General privacy notice
- vii. Subject access request procedure and template letter
- viii. Employee handbook
- ix. Health & safety policy
- x. 48 hour opt out
- xi. Deductions from pay agreement.
- xii. Pool vehicle rules

h) It was **resolved** to agree the publication scheme

It was proposed, seconded and **agreed** to move agenda item 2022/3-159 HR – to the open session of the meeting

2022/3-159 - HR, Health and Safety and Data Protection Committee - To elect interested members to the committee – It was proposed, seconded and agreed that Cllrs: P Howden; R Flood & C Turner are members of the Committee

- a) To receive a report from the Chair of the Committee – The committee has not been quorate, if it is not quorate matters go to Full Council, however this has not been possible as Full Council have not been able to meet due to not being quorate. This meant that the Council were unable to follow Employment Law and ACAS code of practice.

- b) To receive an update on staff recruitment – This has not been possible due to not being quorate. We only have one member of staff doing everything which is not possible. It will be September before a new team member is in place. There have been lots of applications with good skills sets. The first job is for HR to shortlist candidates.
- c) To receive an update on Carters Park – The legal advice so far is that there is uncertainty that it is a charity and the lawyer is writing to the Charity Commission.

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 20:35

Closed meeting opened at 20:40

2022/3-157 – Agenda items requested by Cllr M Murfet

- c) It was discussed and resolve to agree a way forward with whistleblowing for staff and Councillors. – Clerk to write to all staff explaining the whistleblowing process in the Handbook and to write to Councillors explaining the procedure that applies to them
- f) It was discussed and **resolved** to agree the way forward with HR advice from our legal advisors in that as previously agreed under minute reference 2021/2 -173 (a) members of the HR Committee can contact the Council’s HR legal advisors after written authorisation is given from the Clerk or Chair of HR committee to the legal advisors.
- g) To discuss and resolve to agree the way forward with the HR structure and membership- agenda item no longer required

2022/3-158 – PPES

- a) It was **resolved** to agree the request from office 6, Coubro Chambers
- b) It was **resolved** to agree the tender contractor for the Cemetery Chapel windows following the Government Tender process and award the contract to: Art in Glass. Check materials to be used regarding window guards

Meeting closed at 21:25

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



Appendix a Civility & Respect

Throughout the sector, there are growing concerns about the impact bullying, harassment and intimidation is having on our councils, councillors and staff, and the resulting effectiveness of local councils. In response, the Civility and Respect Project has been founded by the Civility and Respect Working Group and is supported by representatives from across our sector including SLCC, National Association of Local Councils (NALC), County Associations, One Voice Wales (OVW) and councils. Holbeach Parish Council signed up for this last year.

SLCC say - good progress is being made with the Civility and Respect project. The cross-organisational workstream teams have been formed and are working hard to analyse some of the causes of bullying and harassment in the sector to identify tools to minimise opportunity for poor behaviour and provide support where it does happen.

UK Shared Prosperity Fund

Myself and Cllrs S Hutchinson, I Hutchinson & R Stevens attended the briefing at SHDC to which all members were invited. There is a pot of money available for projects.

Carters Park

Planning approval has been received to remove condition 3 requiring the planting by the fence.

Delegated Powers:

Due to Council being unable to meet, I have used my delegated powers, in conjunction with two Councillors approval I have instructed the grass cutting contractor to cut Park Road cemetery week beginning 27-03-23 due to delays in staff recruitment process.

I have used my delegated powers, in conjunction with two Councillors to instruct the Contractor to hire in equipment to remove the swings in Carters Park as this was an H & S issue flagged up by our annual Playgroup Inspection and for materials for works to the sandpit as our staff do not have the time available to complete the work due to being short staffed due to Council not being able to meet. The labour cost of removing the swings was included in the temporary contract, however the equipment hire cost was still considerably cheaper than the quote give by the swing supplier.

PURDAH

Further information can be found here:

<https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

You should **not**:

- produce publicity on matters which are politically controversial
- make references to individual candidates or parties in press releases
- arrange proactive media or events involving candidates
- issue photographs which include candidates
- supply council photographs or other materials to political group staff unless you have verified that they will not be used for campaigning purposes
- continue hosting third party blogs or e-communications
- help with national political visits (as this would involve using public money to support a particular candidate or party). These should be organised by political parties with no cost or resource implications for the council.

The dates are from 27th March until 4th May

Audit

The internal auditor has all the documents ready for their report. As members are aware, with Councils this is not just a financial audit but an audit of all our procedures and legal obligations.

Once complete their report will go to the external auditor who is appointed by central Government.

The election for Holbeach Parish Council is uncontested, the following persons will be uncontested elected:

Holbeach St Johns ward: Peter Howden

Holbeach Hurn ward: Rachel Flood; Mark Murfet; Clive Turner; 1 seat available for co-option after 9th May 2023

Holbeach Town Ward: Isobel Hutchinson; Sophie Hutchinson; Peter Ison; Steve Lewis; Rick Stevens; Patrick Ward; Tim Wiltshire; 5 seat available for co-option after 9th May 2023

Holbeach Drove: No candidates, 1 seat available for co-option after 9th May 2023

Please note the new Council does not come into force until 9th May 2023 and the first meeting of the new Council, the annual Parish Council meeting is on Monday 15th May 2023



Appendix b

Finance Chairs report 6th March 2023

The committee met, reviewed all income and expenditure and all were correct. The coming new financial year was discussed. A busy period where both the clerk and deputy clerk will be exceptionally busy doing the year end on Rialtas and configuring the new software. Budgets, as usual we're reviews and at this time we still recommend caution to ensure we do not overspend. The finance committee will be holding an additional meeting on the 13th March to discuss the reserves policy and a full budget review.

Appendix c

Date: 31/03/2023		Holbeach Parish Council		Page 1
Time: 16:08		Bank Reconciliation Statement as at 31/03/2023 for Cashbook 1 - Barclays Current Account		User: 6121.J.HEARSEY
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>	
Barclays Current account	31/03/2023		3,000.00	
			<hr/> 3,000.00	
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>		
		0.00		
			<hr/> 0.00	
			3,000.00	
<u>Unpresented Receipts (Plus)</u>				
		0.00		
			<hr/> 0.00	
			3,000.00	
			<hr/> 3,000.00	
			Balance per Cash Book is :-	
			3,000.00	
			<hr/> Difference is :-	
			0.00	

Date: 31/03/2023

Holbeach Parish Council

User: 6121.J.HEARSEY

Time: 16:14

**Bank Reconciliation Statement as at 31/03/2023
 for Cashbook 3 - Business Saver Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver Account	31/03/2023		8,336.32
Barclays (Ring Fenced Funds)	31/03/2023		0.00
			<hr/> 8,336.32
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			8,336.32
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			8,336.32
		Balance per Cash Book is :-	8,336.32
		Difference is :-	0.00

Date: 31/03/2023

Holbeach Parish Council

User: 6121.J.HEARSEY

Time: 13:01

**Bank Reconciliation Statement as at 31/03/2023
 for Cashbook 4 - CCLA Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Account	31/03/2023		110,482.92
			<hr/> 110,482.92
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			110,482.92
<u>Unpresented Receipts (Plus)</u>			
20/03/2023 2003 bs to		45,000.00	
			<hr/> 45,000.00
			155,482.92
		Balance per Cash Book is :-	155,482.92
		Difference is :-	0.00



Appendix d

07/03/2023		Holbeach Parish Council					Page 1		
14.45		Invoices Due for Payment by 31 March 2023							
For Purchase Ledger					Pay by Electronic Payment				
Invoice Date	Invoice No	Ref No	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
Amazon EU s.a.r.l UK Bracnk [AM1]									
25/02/2023	XAEUI		1st a/d supplies		14/03/2023	17.34		17.34	
25/02/2023	74853608		1st a/d supplies		14/03/2023	3.99		3.99	
Total of Invoices Due (AM1)						21.33	0.00	21.33	
Anglian Water [AW]									
18/02/2023	01/04-31/03/24		Water Park Bungalow		14/03/2023	720.97		720.97	
Total of Invoices Due (AW)						720.97	0.00	720.97	
Boston seeds [BOSTON SEE]									
24/02/2023	533612		Grass seed		14/03/2023	223.99		223.99	
Total of Invoices Due (BOSTON SEE)						223.99	0.00	223.99	
DTS [DTS001]									
28/02/2023	13		Locking up		14/03/2023	560.00		560.00	
Total of Invoices Due (DTS001)						560.00	0.00	560.00	
Eurooffice Ltd [EUROOFFICE]									
27/02/2023	0004353577		Stedonery		14/03/2023	186.93		186.93	
Total of Invoices Due (EUROOFFICE)						186.93	0.00	186.93	
Gulf Star Ltd [GULFSTAR]									
25/02/2023	3322		Secateurs		14/03/2023	29.18		29.18	
Total of Invoices Due (GULFSTAR)						29.18	0.00	29.18	
Greenzone Park Road [GZPR]									
28/02/2023	373058		Wheele bins Park Road		14/03/2023	285.98		285.98	
Total of Invoices Due (GZPR)						285.98	0.00	285.98	
[HMRC]									
23/02/2023	230223		N & Tax 23-02-23		14/03/2023	1,781.40		1,781.40	
Total of Invoices Due (HMRC)						1,781.40	0.00	1,781.40	
Inlands Farm Machinery Ltd [IRE]									
08/02/2023	227574		Chainsaw oil		14/03/2023	16.31		16.31	
Total of Invoices Due (IRE)						16.31	0.00	16.31	
Jewson [JW]									
17/02/2023	0190/00163345		Tarmac repair		14/03/2023	15.91		15.91	



07/03/2023		Holbeach Parish Council					Page 2			
14.45		Invoices Due for Payment by 31 March 2023								
For Purchase Ledger							Pay by Electronic Payment			
Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due		
Total of Invoices Due (JW)						15.91	0.00	15.91		
Lincolnshire Commercial Maintenance [LIN001]										
15/02/2023	105		Temp grounds maintenance		14/03/2023	4,680.00		4,680.00		
Total of Invoices Due (LIN001)						4,680.00	0.00	4,680.00		
Manor Roofing [MRROFING]										
28/02/2023	20785		Completion invoice for chapels		14/03/2023	28,559.88		28,559.88		
Total of Invoices Due (MRROFING)						28,559.88	0.00	28,559.88		
Microsoft [MS1]										
03/02/2023	E0800M34QU		365 admin		14/03/2023	22.56		22.56		
03/02/2023	E0800M2VP1		365 c/s		14/03/2023	81.49		81.49		
Total of Invoices Due (MS1)						104.05	0.00	104.05		
Newstyle Print Ltd [NEWSTYLE]										
14/02/2023	VM5ZTM857		Printing leaflets		14/03/2023	59.00		59.00		
Total of Invoices Due (NEWSTYLE)						59.00	0.00	59.00		
Platinum Cleaning [PLA001]										
28/02/2023	187		Cleaning - Coubro		14/03/2023	208.00		208.00		
Total of Invoices Due (PLA001)						208.00	0.00	208.00		
Play Inspection C Ltd [PLAY INSP]										
17/02/2023	59273		Play equipment insp		14/03/2023	350.16		350.16		
Total of Invoices Due (PLAY INSP)						350.16	0.00	350.16		
Refresh E-commerce Ltd [REFRESH]										
25/02/2023	5192		Cartridges		14/03/2023	5.47		5.47		
Total of Invoices Due (REFRESH)						5.47	0.00	5.47		
SHDC [SHDC2]										
21/02/2023	210223		TEV's Coronation		14/03/2023	21.00		21.00		
Total of Invoices Due (SHDC2)						21.00	0.00	21.00		
Smarty Mobile [SM]										
27/02/2023	270223		Still digital board Feb 23		27/02/2023	5.00		5.00		
Total of Invoices Due (SM)						5.00	0.00	5.00		



07/03/2023		Holbeach Parish Council				Page 3		
14:45		Invoices Due for Payment by 31 March 2023						
For Purchase Ledger					Pay by Electronic Payment			
Invoice Date	Invoice No	Ref No	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Spalding Cleaning [SPA001]								
25/02/2023	250223		Window cleaning Coubro		14/03/2023	23.00		23.00
Total of Invoices Due (SPA001)						23.00	0.00	23.00
SRP Hire Solutions Ltd [SRP]								
15/02/2023	WS36098		Total hire car show deposit		14/03/2023	319.50		319.50
Total of Invoices Due (SRP)						319.50	0.00	319.50
Staff [ST1]								
23/03/2023	230323		Salaries March		22/03/2023	6,366.08		6,366.08
Total of Invoices Due (ST1)						6,366.08	0.00	6,366.08
Tonwood [TON001]								
19/02/2023	3114805		Plant		14/03/2023	41.98		41.98
Total of Invoices Due (TON001)						41.98	0.00	41.98
Wave								
05/02/2023	11590413		Water Hall Gate		14/03/2023	31.73		31.73
10/02/2023	11615352		Water Park Road		14/03/2023	18.68		18.68
10/02/2023	1161357		Water Carters Park		14/03/2023	46.40		46.40
Total of Invoices Due (WAVE)						96.81	0.00	96.81
West End Garage [WEG]								
28/02/2023	12773		Fuel Feb 23		14/03/2023	100.00		100.00
Total of Invoices Due (WEG)						100.00	0.00	100.00
Total of Invoices Due (Purchase Ledger)						44,781.93	0.00	44,781.93
TOTAL OF INVOICES DUE (ALL LEDGERS)						44,781.93	0.00	44,781.93

Appendix e

Holbeach Parish Council										Page 1	
Invoices Due for Payment by 1 May 2023											
For Purchase Ledger										Pay by Electronic Paym	
										Discount	Net
Invoice No	Ref No.	Invoice Detail	Authorise	Date Due		Amount	Di To Claim	Amount due			
D & D International Ltd [DDI]											
41925		Sacks litter picker		12/04/2023		87.96		£87.96			
					Total of In	87.96	0	£87.96			
DTS [DTS001]											
14		Locking up		12/04/2023		620		£620.00			
					Total of In	620	0	£620.00			
EdgeIT Systems [EDGEIT]											
36682		EdgeIT 3 months 14-02-23 - 14/		12/04/2023		1417		£1,417.00			
					Total of In	1417	0	£1,417.00			
Greenzone Park Road [GZPR]											
310323		Wheelie bins Park Road		12/04/2023		357.48		£357.48			
					Total of In	357.48	0	£357.48			
[HMRC]											
23032023		NI & Tax March 23		12/04/2023		1239.26		£1,239.26			
					Total of In	1239.26	0	£1,239.26			
JMW Plumbing [JMW]											
298		Re cap of water Carters Park		12/04/2023		360		£360.00			
					Total of In	360	0	£360.00			
JWK Electrical [JWK]											
9245		Install defib phone box		12/04/2023		230.4		£230.40			
9275		Install defib Holbeach Drove		12/04/2023		167.58		£167.58			
9277		PA Remembrance 2022		12/04/2023		96		£96.00			
					Total of In	493.98	0	£493.98			
Lincolnshire Commercial Maintenance [LIN001]											
108		Temporary labour		24/03/2023		1560		£4,680.00			
107		Grass cutting March 23		12/04/2023		1381.8		£1,381.80			
109		Swings & sand pitn materials		08/03/2023				£504.00			
					Total of In	2941.8	0	£6,565.80			
Methodist Church [MET001]											
103		Hall hire 13-03-23		11/04/2023		30		£30.00			
					Total of In	30	0	£30.00			

Appendix f

PPES REPORT MARCH

At our last meeting all the planning applications were reviewed and responses agreed.

The locations for the SID's were reviewed and it was agreed to compile a full list of current and proposed locations.

The request from a parishioner regarding a permanent SID in Holbeach St Marks will be looked into and a report given at the next meeting.

The chapel roof is now complete and we will now have a site meeting to discuss the works required.

We have now received a response from SHDC regarding the letter sent about infrastructure and 106 agreements . There is some information we still require so once all this has been received we will publish the information.

Appendix g

The Duck Hunt was a great success. For the Coronation, the event is in Carters Park from 12:00 to 16:00. There will be bouncy castles; food stalls; the Town Band; fairground rides; dog show and a relaunch of the wheelbarrow race. Also a cheesecake eating competition. This will be a laid back event.

For the car show there are over 200 vehicles entered so far. We will need stewards.