

Minutes of the meeting of Holbeach Parish Council on Monday 12th May 2025 at 19:00 at Methodist Church, Albert Walk, Holbeach.

Those present :

Chair : Cllr S Ball

Vice-Chair : Cllr J Sharman

Councillors : Cllr P Foyster, Cllr P Howden, Cllr S Hutchinson, Cllr I Hutchinson, Cllr P Savory, Cllr T Wiltshire

Officers : Mrs B Brothwell - Deputy Clerk, Mrs J Hearsey - Clerk/RFO

* Attended remotely

Meeting opened at:

Chair Cllr P Savory opened the meeting at 19:00 and reinstated Standing Orders.

25/6-001 To Elect a Chair of the Council

It was proposed, seconded and

Resolved: That Cllr Sandra Ball be **elected** Chair of the Council for the ensuring year.

Cllr P Savory requested (as per standing order 3s) a recorded vote.

Votes for: Cllrs: P Howden, J Sharman, S Ball, P Foyster, T Wiltshire

Abstentions: Cllrs: P Savory, I Hutchinson, S Hutchinson

25/6-002 To Elect a Vice-Chair of the Council

It was proposed, seconded and

Resolved: That Cllr Jenny Sharman be **elected** Vice-Chair of the Council for the ensuring year.

25/6-003 Apologies

Apologies have been received from Cllr J Bennett-Collins and accepted under the delegated powers of the Clerk.

25/6-004 Declarations of Interest

TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

Cllr J Sharman declared a non-pecuniary interest in agenda item 25/6-009.

25/6-005 Minutes

TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING OF THE COUNCIL HELD ON 10th February 2025, 14th April 2025 and 1st May 2025

It was proposed, seconded and

Resolved:

That the official minutes of the meetings of the Council held on 10th February 2025, 14th April 2025 and 1st May 2025 be approved as a correct record and signed by the Chair.

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1420/2024-5-16-draft-notes-10th-february-2025>

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1505/2024-5-22-draft-notes-14th-april-2025>

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1522/2024-5-23-extraordinary-draft-notes-1st-may-2025>

Cllr S Hutchinson requested (as per standing order 3s) a recorded vote

Votes for: Cllrs: T Wiltshire; S Ball; J Sharman; P Howden

Votes Against: Cllrs P Savory; I Hutchinson; S Hutchinson

Abstentions: Cllr P Foyster

25/6-006 Clerk

1. To receive a report from the Clerk

A report from the Clerk (appendix a) was received and duly noted.

2. To receive an update on vacancies

The Clerk advised of the following vacancies:

Town Ward =5 (1 awaiting the ten elector period)

Hurn Ward = 3

Drove Ward = 1

3. To resolve to agree to co-options as submitted

There were none submitted.

25/6-007 Terms of Reference

1. To resolve to agree the updated TOR for the Finance & Admin Committee

2. To resolve to agree the updated TOR for the Open Spaces Committee

3. To resolve to agree the updated TOR for the PPES Committee

4. To resolve to agree the updated TOR for the Events & PR Committee

5. To resolve to agree the updated TOR for the HR, H & S and Data Protection Committee

Members raised concern that the terms of reference didn't align with the newly adopted Financial Regulations and further clarity was need as to the Committees Delegated Powers.

It was proposed, seconded and

Resolved: That the Terms of Refences for all Committees be deferred to the next meeting of the Full Council.

25/6-008 Finance & Admin Committee

1. To receive the report from the outgoing Chair of the Committee
See appendix b

2. To elect members to the Finance & Admin Committee
It was proposed, seconded and

Resolved: That Cllrs: S Ball; J Sharman; P Howden; T Wiltshire; S Hutchinson be **elected** onto Finance & Admin Committee for the ensuring year.

3. For the members of the Committee to elect a Chair of the Committee
To be elected at the first meeting of the Finance & Admin Committee

4. BANK BALANCES

The bank balances as at 30th April 2025 were noted:

Account ending 4844 £3,009.02

Account ending 5394 £204,397.30

Account ending 0001PC £475,555.04

5. TO AUTHORISE THE PAYMENTS AND TO NOTE INCOME FOR APRIL 2025

It was proposed, seconded and

Resolved: That to the **payments** for April 2025 of **£22,865.28** be authorised and the **income** received for April 2025 of **£353,327.91** be noted.

6. TO NOTE THE EXPENDITURE FOR MARCH 2025

Members noted the expenditure for March 2025 of **£26,177.24**:

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1516/2025-march-expenditure-transactions>

7. To resolve to agree the Delegated powers of the Clerk
Members raised concern that the Delegated powers of the Clerk didn't align with the newly adopted Financial Regulations and further clarity was need as to the Clerk's Delegated Powers.

It was proposed, seconded and

Resolved: That the Delegated powers of the Clerk be deferred to the next meeting of the Full Council.

8. It was reviewed and **resolved** to agree the new Standing Orders
Members raised concern that the Standing Orders need to be altered to meet our requirements and that bold highlighted text remains as it is and further alterations were required.

It was proposed, seconded and

Resolved: That the Standing Orders be deferred to the next meeting of the Council.

25/6-009 Open Spaces Committee

1. To receive a report from the outgoing Chair of the Committee:
See appendix c

2. To elect members to the Open Spaces Committee:
It was proposed, seconded and

Resolved: That Cllrs: J Sharman; P Foyster; S Ball; I Hutchinson be **elected** onto

Open Spaces Committee for the ensuring year.

3. For the members of the Committee to elect a Chair of the Committee
To be elected at the first meeting of the Finance & Admin Committee

4. It was **resolved** to agree the way forward with the Church clock following advice from LALC as to pay the £373.20 as the Church clock is visible to the public, we have received a formal request from the Church. Decision made under section 2 of the Parish Councils Act 1957

Cllr T Wiltshire requested (as per standing order 3s) a recorded vote

Votes for: Cllrs: I Hutchinson; S Hutchinson; P Foyster; P Savory; P Howden; S Ball; J Sharman

Abstentions: Cllr T Wiltshire

5. It was **resolved** to agree the way forward with a memorial to the late Terry Harrington as to have a tree with a bench around at Hall Gate cemetery and for Clerk to contact the family to discuss and agree appropriate memorial for family member.

25/6-010 PPES Committee

1. To receive the report from the outgoing Chair of the Committee
See appendix d

2. To elect members to the PPES Committee.
It was proposed, seconded and

Resolved: That Cllrs: T Wiltshire; J Bennett-Collins; P Howden; S Ball be **elected** onto PPES Committee for the ensuring year.

3. For the members of the Committee to elect a Chair of the Committee
To be elected at the first meeting of the PPES Committee.

25/6-011 Events & PR Committee

1. A report was not received from the outgoing Chair of the Committee
No report

2. To elect members to the Events & PR Committee.
It was proposed, seconded and

Resolved: That Cllrs: T Wiltshire; J Sharman; S Ball be **elected** onto Events & PR Committee for the ensuring year.

3. For the members of the Committee to elect a Chair of the Committee
To be elected at the first meeting of the Events & PR Committee.

25/6-012 HR, H & S and Data Protection Committee

1. To elect members to the HR, H&S and Data Protection Committee.

It was proposed, seconded and

Resolved: That Cllrs: T Wiltshire; J Sharman; P Howden be **elected** onto HR, H&S and Data Protection Committee for the ensuring year.

2. For the members of the Committee to elect a Chair of the Committee
To be elected at the first meeting of the HR, H&S and Data Protection Committee.

25/6-013 Working Party

1. It was **resolved** to agree to have a Devolution Working Party

2. It was **resolved** to agree the Working Parties Terms of Reference

3. It was **resolved** to agree to set the aims of the working party

It was proposed and seconded that 'Liaising with other Parish Councils' be added to the aims of the working party.

It was proposed, seconded and

Resolved: That the amended aims of the working part as per appendix e be approved

4. Members were elected to the Devolution Working Party

It was proposed, seconded and

Resolved: That Cllrs: T Wiltshire; P Foyster; S Hutchinson be **elected** onto Devolution Working Party for the ensuring year.

25/6-014 Substitute members

1. To elect substitute members to serve across all Committees except for HR, H & S and Data Protection Committee.

It was proposed and seconded that substitute members be elected to serve across all Committees except for HR, H & S and Data Protection Committee on a trial basis of 2 months, which motion on being put to the vote was declared **LOST**

Cllr T Wiltshire requested (as per standing order 3s) a recorded vote

Votes for: Cllrs: S Hutchinson; I Hutchinson; P Savory; P Foyster

Votes Against: Cllrs: T Wiltshire; P Howden; S Ball; J Sharman

Chair Cllr S Ball used her casting vote to vote against the proposal.

25/6-015 Meeting

1. It was **resolved** to agree the meeting dates for the 2025/26 Council year, a new start time of 18:30, and the venues.

See appendix f

Closed Session

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:

20:37

25/6-016 HR, H & S and Data Protection Committee

1. A report was received from the outgoing Chair of the Committee - we have a temporary employee for eight weeks and then another further temporary employee to the end of the summer to assist with our open spaces areas.

25/6-017 Finance & Admin Committee

1. It was **resolved** to agree to write off a small debt of £20.00.
- 2.
3. TO AGREE THE WAY FORWARD WITH THE BANKING MANDATE
It was proposed, seconded and

Resolved: That the Clerk will to open an account with another bank, the signatories of which will be the Clerk; Deputy Clerk and members of the HR Committee. The total amount of salaries will be transferred from the Barclays account each month to the new account and the individual salaries will be paid from the new account. This is to ensure the confidentiality for staff.

23 Meeting closed at:

20:43

Appendices

Appendix a

25/6-006 Clerk

1. To receive a report from the Clerk
Report

To: *Members of Holbeach Parish Council –*

From: *Jan Hearsey: Parish Clerk*

Date: *12th May 2025*

Subject: *Clerk's report*

As members are aware, we have found a suitable truck. There were three and the one chosen was best value for money, couples with mileage and distance from Holbeach. The RAC are carrying out a vehicle inspection on Tuesday 13th. If that is all ok, then we will purchase the vehicle.

All precept monies have been received and transferred to CCLA.

Email from portfolio holder, not in a position to discuss assets at the moment.

Appendix b

25/6-008 Finance & Admin Committee

1. To receive the report from the outgoing Chair of the Committee
I joined Finance part way through as Chair but would like to thank everyone for their support during my time in office.
We have achieved several things by paving the way for the Pump Truck to move forward, a new and much needed vehicle for the Grounds Team, the Chapel to start moving forward.
Can I ask that when we have an idea we put it forward and push it if we believe it is the right thing.

We need to show the public that YES we do have a vast amount of money and YES we do need to keep some in reserves but YES we can also spend money for the community to use and enjoy.

If you have an idea then don't be afraid to ask and suggest. We need ideas and we need to follow them through!

Thank you

Sandra Ball

Appendix c

25/6-009 Open Spaces Committee

1. To receive a report from the outgoing Chair of the Committee.

I have enjoyed my short time as chair of Open Spaces, working with everyone involved and you have all also helped me to learn the role.

I would like to thank the Open Spaces team for their help and hard work, even more so in the last week, not only with grass cutting, but the event in the park too. The Admin team for their patience and guidance and behind the scenes work and also my other councillor who have also aided and abetted me.

Open Spaces is ongoing and ever changing jumble of general maintenance, hiccup solving and future projects. In my short time here, we have taken on the grass cutting from the contractor at short notice, cleared allotments at Battlefields and let 5, all while the Topple testing is having to be done as well. Future projects are for a plan setting out the graves in Hall gate cemetery. A pump track for Carters park also the replacement of the tractor shed and looking into the cost of toilets in Carter's Park

I am looking forward to the next year and what the council can achieve in that time.

Hope this is ok to use

Thank you

Jenny

Appendix d

25/6-010 PPES Committee

1. To receive the report from the outgoing Chair of the Committee.

The Park Road Cemetery Chapels have now welcomed visitors to three open days, allowing the public to explore the site and contribute their views on its future. In addition to these in-person events, an online survey was conducted to ensure as many voices as possible were heard.

The results of these consultations have revealed strong support for transforming the chapels into a museum and a space for non-religious funeral services, complemented by a refreshment area. With this community-backed vision in mind, work is now underway to develop a restoration plan as the next step in securing funding to bring the project to life. To keep residents informed as progress unfolds, a noticeboard will soon be installed near the chapels, offering regular updates on developments. The Holbeach Parish Council extends its sincere gratitude to all parishioners for their invaluable support, thoughtful comments, and commitment to preserving this historic site for future generations.

Appendix e

Holbeach Parish Council Working Parties 2025/26

Some of the Parish Council's business is discussed by Working parties, to ensure the most effective management of Parish Council business. These Groups consider a wide range of issues and make recommendations at the formal Parish Council Meetings. The Working parties do not have any delegated powers of authority. They work together, sometimes with members of the community, to gather knowledge and information before reporting back to the full parish council who make any final decisions.

The Council resolves the Working Parties and membership of these groups at the Annual First Meeting of the Parish Council, held each May.

Every Working Party will follow the agreed general terms of reference, as follows:

General Terms of Reference for all Working Parties

- The Working Parties do NOT hold Delegated Powers from the Full Council, but on occasion it is accorded temporary Delegated Powers under LGA 1972 S.101 with specific items on behalf of the Full Council under Resolution, so it has the responsibility for recommendations to Full Council in the functions listed.*
- Every Working Party holds no power of authority and ALL decisions must be made by full council.*
- Holbeach Parish Council will review these Terms of Reference at its Annual Parish Council meeting each year (in the month of May).*
- The working Parties will operate within Holbeach Parish Council's Standing Orders, Financial Regulations and Local Government Law.*
- At the Annual Parish Council Meeting of Holbeach Parish Council, the Parish Council shall select the Councillors to serve on working parties.*
- The Parish Clerk or delegated officer will provide administrative support*
- All Councillors will be informed of any Working Party meeting held, with a minimum of three days' notice.*
- Notes will be made available after any meeting held by a working party and these will be published on the Council's website*
- Notes will be very clear in what recommendations has been made by the working party and what decisions are required to be made at full council*

Expectation of Group Members

- 1. It is expected that Parish Councillors who sit on Working Parties should make every effort to attend Group meetings where possible. Apologies and reasons should be sent to the Clerk at least two days in advance of the meeting date.*
- 2. Councillors are expected to take responsibility for their actions and act upon them in the agreed timescale.*
- 3. Councillors attending the meetings are asked to respect confidentiality rules where these apply.*
- 4. The group will operate in an environment where everyone has the opportunity to contribute.*

Conduct of Meetings

- 1. Meetings will produce notes by the Clerk or Deputy Clerk. These will always be presented to full council at the next Parish Council meeting and will be made available to the public on the Council's website.*
- 2. Any Parish Councillors is welcome to attend the Working Party meetings but only formal Parish Council members of each working group can vote in favour/objection to recommendations.*
- 3. Co-option of members of the general public is welcomed, where individuals can add key skills or qualifications, relevant to the Working Party to which they wish to join. This will be by written request to the Clerk who will then add it to the full council agenda for full council resolution.*

*The Council has established the following Working Parties for 2025/26
Devolution: 5 members, minimum 3*

Terms of Reference
Devolution Working Party

Purpose

The Devolution Working Party will oversee all matters relating to the transfer of assets.

Key Responsibilities

- 1) Act as the lead group the transfer of assets/devolution for the Parish Council*
- 2) Monthly reporting to full council, including full costings.*
- 3. Consider the financial and staffing implication of reorganisation*
- 4. Liaising with other Parish Councils*

Membership

Membership of the group will consist of Councillors from Holbeach Parish Council. The Working party also may co-opt members of the community to add expertise to the group. Membership will be dynamic and may change in response to the requirement for additional skills and experience.

Frequency of meetings

Meetings will initially be held on monthly basis, with actions progressed /delivered between meetings. Correspondence between meetings to update on progress of actions must occur via email.

Appendix f

Dates and times of meetings for the 2025/26 Council year

Monday 9th June 2025 @ 18:30 Holbeach Hurn Village Hall
Monday 14th July 2025 @ 18:30 Holbeach Hurn Village Hall
Monday 11th August 2025 @ 18:30 Holbeach St Johns Village Hall
Monday 8th September 2025 @ 18:30 Methodist Hall, Albert Walk
Monday 13th October 2025 @ 18:30 Methodist Hall, Albert Walk
Monday 10th November 2025 @ 18:30 Methodist Hall, Albert Walk
Monday 8th December 2025 @ 18:30 Methodist Hall, Albert Walk
Monday 12th January 2026 @ 18:30 Methodist Hall, Albert Walk
Monday 9th February 2026 @ 18:30 Methodist Hall, Albert Walk
Monday 9th March 2026 @ 18:30 Methodist Hall, Albert Walk
Monday 13th April 2026 @ 18:30 Methodist Hall, Albert Walk
Monday 11th May 2026 @ 18:30 Methodist Hall, Albert Walk

Council 12/05/25 Chair's initials.....