

## Minutes of the meeting of Holbeach Parish Council on Monday 9th June 2025 at 18:30 at Holbeach Hurn Village Hall.

### Those present :

Chair : Cllr S Ball

Vice-Chair : Cllr J Sharman

Councillors : Cllr J Bennett-Collins, Cllr P Foyster, Cllr P Howden, Cllr S Hutchinson, Cllr I Hutchinson, Cllr P Savory, Cllr T Wiltshire

Officers : Mrs B Brothwell - Deputy Clerk

### \* Attended remotely

#### Open meeting opened at:

18:48

#### Public Session

We welcomed Cllr Nick Worth.

As Lincolnshire embraces the next phase of devolution reform, Councillor Nick Worth has taken a leading role in facilitating discussions among councils across the county. With eleven distinct proposals currently under consideration and feedback received from various government officials, each council has now been invited to submit a preferred option that reflects their community's vision.

With the recent elections concluded, councils are poised to refine their submissions and contribute toward the next formal bid. This process, driven in part by Treasury priorities to streamline operations and reduce costs, carries a deadline of **30 November 2025** for proposal delivery. While the structure of future unitary authorities remains undetermined—with speculation ranging from one to three units—the emphasis is clear: greater local empowerment.

"This moment marks a pivotal opportunity for communities to define the future of governance in Lincolnshire," said Councillor Worth. "Parish councils represent the grassroots of our democratic system, and proposals must reflect a shift in power toward these local voices."

The devolution agenda includes establishing a **Spalding Town Council**, addressing the current absence of a lower-tier governance body and providing residents with more direct representation.

#### Next steps:

- Councillor Worth will circulate a comprehensive **asset list** to inform council planning

Parish representatives have requested **costings for asset running costs**, such as car parks, to support realistic financial modelling.

The **LALC Annual Meeting in July** will feature a dedicated stand to facilitate public and council engagement with the devolution topic.

For transparency and financial accountability, an email request will be submitted to Councillor Worth on behalf of the council to obtain detailed costings associated with all relevant assets.

Public Member:

Strawberry Fields Purchase

- To note that the Management Company is seeking to sell Strawberry Fields to avoid further maintenance and operational costs.
- They have advised that Holbeach Parish Council (HPC) should not assume ownership of the land due to ongoing financial liabilities.

Holbeach Hurn Village Hall Committee Member:

John Bennett and other members of the Village Hall Committee would like to establish communication with the council and extend an invitation to attend upcoming meetings. Their current focus includes seeking funding support for new curtains and heating costs.

John will be forwarding an email to Deputy Clerk with further details regarding grant opportunities available through Holbeach Parish Council. Additionally, clarification is needed on ownership of the noticeboard, as the committee would like to address its maintenance.

#### **25/6-018 Apologies**

No apologies for absence have been received, Cllr I Hutchinson has notified that she will be arriving after meeting has started.

#### **25/6-019 Declarations of Interest**

##### **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011**

Non Pecuniary declared by:

Cllr Tim Wiltshire - Agenda Item 25/6-025 items 6 & 8

Cllr Isobel Hutchinson - Agenda Item 25/6-032 item 2

Cllr Sophie Hutchinson - Agenda Item 25/6-032 item 2

Cllr Jenny Sharman - Agenda Item 25/6-032 Item 2

#### **25/6-020 Minutes**

##### **TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING OF THE COUNCIL HELD ON 12TH MAY 2025.**

It was proposed, seconded and

##### **Resolved:**

Minutes for the 12th May be deferred to next Full Council meeting due to the minutes not being changed to a resolution and do not have clear explanations, to be re-written and re-submitted.

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1528/2025-6-01-draft-notes-12th-may-2025>

#### **25/6-021 Clerk**

1. To receive a report from the Clerk

A report from the Clerk, read out by Deputy 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.

4. To note the following policy reviews with no changes: Complaints Procedure:  
Code of Conduct

## **25/6-022 Terms of Reference**

1. To resolve to agree the Council's Term of Reference for Committees

2. To resolve to agree the Terms of Reference for the Finance & Admin Committee

3. To resolve to agree the Terms of Reference for the Open Spaces Committee

4. To resolve to agree the Terms of Reference for the PPES Committee

5. To resolve to agree the Terms of Reference for the Events & PR Committee

6. To resolve to agree the Terms of Reference for the HR, H & S and Data Protection Committee

It was proposed, seconded and

**Resolved:** That the Terms of References for all Committees be deferred to the next meeting of the Full Council, due to Members raising concerns that the terms of reference still did not align with the newly adopted Financial Regulations and further clarity was need as to the Committees Delegated Powers.

Votes for: Cllrs: I Hutchinson, S Hutchinson, P Foyster, P Savory, P Howden, S Ball, J Sharman, T Wiltshire, J Bennett-Collins.

Abstentions: Cllr P Savory.

## **25/6-023 Finance & Admin Committee**

1. To note the Minutes/Draft Notes of the Committee

2. To receive the report from the Chair of the Committee

No report.

### **3. BANK BALANCES**

The bank balances as at 31st May 2025 were noted:

Account ending 4844 £3,171.62

Account ending 5394 £441.53

Account ending 0001PC £650,555.04

### **4. TO AUTHORISE THE PAYMENTS AND TO NOTE INCOME FOR MAY 2025**

It was proposed, seconded and

**Resolved:** That to the **payments** for May 2025 of **£23,089.38** be deferred due to the payment list not being submitted in supporting documents and the **income** received for May 2025 of **£6,750.50** be noted.

5. Resolve to agree the Delegated powers of the Clerk

It was proposed, seconded and

**Resolved:** That the Delegated Powers of the Clerk be agreed.

6. Resolve to agree the budget movements as recommended by the Committee  
It was proposed, seconded and

**Resolved:** To remove agenda items as no budget movements required.

7. Resolve to agree the new Standing Orders

It was proposed, seconded and

**Resolved:** That the Standings Orders be deferred to the next meeting of the Council due to amendments being required.

8. Resolve to agree the NFU direct debit

It was proposed, seconded and

**Resolved:** That the NFU direct debit be agreed.

9. Resolve to agree the review of assets

It was proposed, seconded and

**Resolved:** That the review of assets be deferred back to the next meeting of the PPES meeting so that committee members can review and bring back to Full Council.

10. Resolve to agree the review of subscriptions and direct debits

It was proposed, seconded and

**Resolved:** That the review of subscriptions and direct debits be deferred until a list is provided to Council.

**25/6-024 AGAR To consider and approve documents relating to the 2024-2025 AGAR**

1. To receive the Annual Internal Auditor's Report 2024/2025

2. To consider recommendations or matters arising from the internal auditor's narrative report

3. To receive and recommend to Full Council to consider the bank reconciliation 2024-2025.

4. To receive and recommend to Full Council to consider the explanation of variances

5. To receive and recommend to Full Council to consider the breakdown of reserves held.

6. To review and agree to recommend to Full Council the dates for the period of public rights

7. To recommend to Full Council to complete and sign the Annual Governance Statement 2024-2025.

8. To receive to sign the Accounting Statements 2024-2025.

It was proposed, seconded and

**Resolved:** That the AGAR is deferred to next Full Council meeting due to there being no current RFO to sign documents and missing information.

**25/6-025 Open Spaces Committee**

1. To note the Committee Minutes/Draft Notes

2. To receive a report from the Chair of the Committee.

No report received.

3. To resolve to agree the Cemetery Policy as recommended by the Committee

It was proposed, seconded and

**Resolved:** To agree the Cemetery Policy

4. To resolve to agree the Allotment Policy as recommended by the Committee  
It was proposed, seconded and

**Resolved:** To agree the Allotment Policy

5. To resolve to agree the SHDC "Give it a Go" date

It was proposed, seconded and

**Resolved:** To agree the SHDC "Give it a Go" with the change of date to 31st August due to it coinciding with another large event and email sent to SHDC to confirm date changes.

6. To resolve to agree the survey re Bass site from the National Grid

It was proposed, seconded and

**Resolved:** For the Deputy Clerk to complete survey and return to National Grid.

7. To resolve to agree the tree work regarding the mast at HUFC

It was proposed, seconded and

**Resolved:** For the Deputy Clerk to email back to the company and let them know they have permission to remove the trees affecting the mast at Holbeach United Football Club.

8. To review and resolve to agree the submitted paperwork for the event being held in Carters Park on the 29th June.

It was proposed, seconded and

**Resolved:** All relevant paperwork has been reviewed by the Committee and event can go ahead, public toilets can be used by the event holder under the provision that they clean before and after use for event, for the electric socket at the stage to be repaired before event.

#### **25/6-026 PPES Committee**

1. To receive the report from the Chair of the Committee.
2. To resolve to agree to elect members to the Committee
3. To resolve to agree the request regarding Strawberry Fields
4. To resolve to agree to obtain quotes for the fence around Park Bungalow
5. To resolve to agree the location for the noticeboard by the Cemetery Chapels
6. To resolve to agree to go obtain prices for the fencing at Park Road Cemetery
7. To resolve to agree the way forward with the Meridian Solar development.

It was proposed, seconded and

**Resolved:** It was agreed after the Chair of PPES Cllr P Howden proposed that all agenda items be deferred back to the next PPES Committee meeting.

#### **25/6-027 Events & PR Committee**

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

No report received.

2. To note the Minutes/Draft Notes of the Committee

The draft notes that were published have not been agreed and are not a correct reflection of minutes taken, to be removed and re-written.

#### **25/6-028 Devolution**

1. To resolve to agree to change the Working Party to a Committee and retain the same members.

It was proposed, seconded and

**Resolved:** To remain as a Working Party.

2. To resolve to agree to retain the TOR's

It was proposed, seconded and

**Resolved:** Agenda item removed as no longer required as staying as Working Party.

3. To receive the report from the meeting of the Working Party

Report read out by Cllr P Foyster.

**25/6-029 Election to outside bodies**

1. To receive a report from the representatives on Holbeach United Charities

2. To receive a report from the members on Farmer Education Foundation

3. To receive a report from the member of the Voluntary Car Service

4. To elect two members to Holbeach United Charities.

It was proposed, seconded and

**Resolved:** That Cllrs Isobel Hutchinson and Paul Foyster be elected to Holbeach United Charities

5. To elect two members to Farmer Foundation

It was proposed, seconded and

**Resolved:** That Cllrs Isobel Hutchinson and Sophie Hutchinson be elected to Farmer Foundation

6. To elect one member to the Voluntary Car Service

It was proposed, seconded and

**Resolved:** That Cllr Peter Savory be elected to Voluntary Car Service

**25/6-030 Meeting**

1. The next meeting of the Council will be the Annual Meeting of the Parish Council on 14th July 2025 at Holbeach Hurn Village, Holbeach at 18:30.

**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:**

19:54

**Closed meeting opened at:**

20:04

**25/6-031 HR, H & S and Data Protection Committee**

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

No report.

2. To ratify the decision of the Committee with regard to a staff member.

Ratification was refused and agenda item to go to next HR Committee Meeting.

**25/6-032 Open Spaces Committee**

1. To resolve to agree the way forward with CCTV

It was proposed, seconded and

**Resolved:** To defer agenda item to the next Full Council meeting until after the

meeting on the 4th July with SHDC.

2. To resolve to agree the next step in a property purchase

It was proposed, seconded and

**Resolved:** To ensure the access rights are updated and then to complete the purchase.

## **25/6-033 PPES Committee**

1. To discuss and resolve to agree the way forward with a Council property

2. To resolve to agree the quote for the Building Regulation application for Park Bungalow

3. To resolve to agree way forward with project management for Park Bungalow

4. To resolve to agree a request for a lease extension for Holbeach Parish Council and a leaseholder

5. To resolve to agree a rent increase for a tenant

It was proposed, seconded and

**Resolved:** To defer agenda items back to the next PPES Committee Meeting.

**Closed meeting closed at:**

20:56

**Chair signature**

**Date**

## **Appendices**

### **Appendix a**

Due to Health & Safety concerns, I have paid for the asbestos inspection invoice at a cost of £250 and the EICR reports at a cost of £460. I have instructed the company to remove the asbestos at a cost of £960. The Deputy Clerk is sourcing quotes for the electrical work.

The Deputy Clerk now has a Barclaycard for use in the Clerk's absence (Illness or annual leave).

I received a call from Barclays regarding SB's card etc sent to the wrong address, they have stated that as they can confirm the card was neither used or attempted to be used then they consider no data breach has occurred and will not inform the ICO, they have offered us £200 in compensation. I have asked for all this in writing but they can only send by letter, I am still waiting.

A Parish Clerk/RFO (Responsible Financial Officer) - Proper Officer is a crucial figure in local government, responsible for ensuring the smooth operation of a parish council. They act as the Proper Officer, meaning they are legally designated to carry out the council's statutory duties. Their role includes:

**Administrative Leadership:** They manage council meetings, prepare agendas, record minutes, and ensure decisions are implemented effectively.

**Financial Oversight:** As the Responsible Financial Officer, they

handle the council's finances, ensuring proper budgeting, accounting, and compliance with financial regulations.

**Legal Compliance:** They ensure the council adheres to relevant laws and regulations, offering guidance to councillors on legal matters.

**Community Engagement:** They serve as the main point of contact between the council and the public, responding to inquiries and facilitating communication.

#### Respecting the Parish Clerk/RFO

The Parish Clerk/RFO is not merely an administrative assistant but a professional officer who ensures the council operates legally and efficiently. They should be respected for their expertise, independence, and dedication to public service. This means: Recognising their authority: They are responsible for ensuring lawful decision-making and should be consulted on procedural matters.

**Valuing their expertise:** Their knowledge of governance, finance, and law is essential for the council's success.

**Treating them professionally:** They are employed by the council as a whole, not individual councillors, and should be treated with fairness and respect.

Their role is vital in maintaining transparency, accountability, and efficiency within local government. Without them, councils would struggle to function effectively.

The Local Government Act 1972, Section 101 outlines that a local authority may delegate functions to a committee, sub-committee, or an officer, but individual councillors do not have the authority to instruct staff directly. This principle is crucial for maintaining professional boundaries and ensuring that staff can carry out their roles effectively without undue interference.

A successful council depends on mutual respect between councillors and staff. Councillors are elected to represent the community and make policy decisions, while staff are employed to implement those decisions based on their expertise. When these roles are misunderstood or disregarded, it can lead to dysfunction and unnecessary conflict.

To maintain a healthy council environment, it's important for councillors to respect staff roles and focus on policy-making rather than day-to-day management. This way, both elected officials and employees can work effectively within their own responsibilities.

Council 09/06/25 Chair's initials.....