

# Full Council Supporting Documents - 14th July 2025

11 July 2025 11:41

## Full Council Supporting Documents - Monday 14th July

25/6-051 Minutes TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING OF THE COUNCIL HELD ON 9TH JUNE 2025, 16TH JUNE 2025 and 24TH JUNE 2025.

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1609/2025-6-02-draft-notes-9th-june-2025>

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1610/2025-6-03-extraordinary-draft-notes-16th-june-2025>

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1611/2025-6-04-extraordinary-draft-notes-24th-june-2025>

### 25/6-052 Clerk

#### 1. To receive a report from the Clerk

Notification of Procedural Deviation Following a Freedom of Information Request

Further to a Freedom of Information request, the Council notes an additional budget allocation of £1,614.05 for vehicle-related costs. This includes:

- Vehicle Tax: £347.50
- RAC Report: £314.00
- Vehicle Insurance: £952.55

The purchase of vehicle insurance (£952.55) was processed without documented approval in the Council minutes. At the time, revisions were underway to increase the delegated authority to a £1,000 spending limit. However, this revision was deferred at the Council meeting held on 12th May 2025 and was not formally approved until 9th June 2025.

The associated costs have been attributed to the following budget lines:

- RAC Report (£314.00) — Plant & Machinery Renewals
- Vehicle Tax (£347.50) — Open Spaces Repairs & Maintenance
- Vehicle Insurance (£952.55) — Vehicle Insurance Isuzu

We wish to assure parishioners that this matter has been thoroughly investigated and robust procedures have now been implemented to prevent recurrence.

It should be noted that these items are a legal requirement to facilitate the use of the council vehicle, thereby ensuring uninterrupted delivery of council services.

#### 2. To receive an update on vacancies

Town Ward - 5

Hurn Ward - 3

Drove Ward - 1

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

Three co-options received.

### 25/6-053 Finance & Admin Committee

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

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1621/2025-6-02-finance-draft-notes-7th-july-2025>

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

The tractor shed has gone as far as it can at the moment. Although they are not ready for the new shed if one comes along at a good price then they will purchase it with the okay from Council.

Pump track was meant to have a meeting last Friday, but something went wrong with communication, and they did not turn up. So, we are awaiting another site visit.

The path will need to be done so that the tennis courts will be fully accessible for all people, and we are awaiting 3 quotes.

The bungalow is on hold as, depending on what happens with devolution it may not be large enough.

CCTV we have had one quote to date for the cameras in Carter's Park. However, we had a visit from South Holland who run our 4 town centre cameras from Boston. From April next year we will be liable for the cost of running and repairing the 4 in the town. An idea is that we could have the company who deals with our town centre ones to take on and improve the ones in the park. It would mean, hopefully a better package and 24-hour coverage. If we don't take on the town package they will be removed, and we will have no coverage.

Cemetery chapels are awaiting a report showing the order that the repairs will be carried out. Our Deputy Clerk is working flat out now so this will have to go on standby.

#### 3. To note the bank balances as at 30th June 2025

Your balances on 30 June 2025

## Your balances on 30 June 2025

<b>Business Current Accounts</b>	
Business Current Account Statement	£3,000.00
Sort Code 20-80-78 • Account No. 4844	
<b>Business Savings Accounts</b>	
Business Premium Account	£16,035.38
Sort Code 20-80-78 • Account No. 5394	

We hereby certify that at the close of the business 30 June 2025 the balance(s) on the under mentioned account(s) were as follows:

**Fund name: The Public Sector Deposit Fund SC4**

Account number	Account sub-title	Units/shares	Price per unit/share (p)	Value (£)
001	HOLBEACH PARISH COUNCIL- Holbeach Parish Council	614,150.11	100.00	614,150.11
				<b>Total Value</b>
				<b>£614,150.11</b>

## 4. To resolve to agree the payments for June 2025 and to note the income for June 2025

### Payments Due - June 2025

Invoices due for payment				
Barclaycard Transactions (JH)		Date of Transaction	Amount	Details
Amazon		20.05.2025	£10.49	Key Safe - Park Team
Amazon		20.05.2025	£18.39	Fire Extinguisher - Truck
Amazon		20.05.2025	£38.90	Plastic Storage Boxes - Pack of 5 - Events Equipment
Reed Screening		20.05.2025	£40.80	DBS Check
Ford & Slaton		20.05.2025	£12.00	Number Plate for Trailer
Vistaprint		21.05.2025	£56.58	Magnetic Car Signs with HPC Logo for truck
Wave Utilities		22.05.2025	£27.07	Water Bill
Wave Utilities		22.05.2025	£38.02	Water Bill
Wave Utilities		22.05.2025	£24.73	Water Bill
Post Office		22.05.2025	£25.00	Postage for Drop & Go
Ebay		30.05.2025	£13.99	Replacement Stihl Mower Drive Belt
Boyes		02.06.2025	£14.97	Bungees Cords - Park Team
Reed Screening		02.06.2025	£81.60	DBS Check x 2
Amazon		03.06.2025	£33.95	Waterproof Bib & Brace Workwear - Park Team
Amazon		03.06.2025	£31.99	Waterproof Bib & Brace Workwear - Park Team
Style Roses		04.06.2025	£55.00	Replacement Rose Bush - Holbeach War Memorial
Microsoft		04.06.2025	£37.08	Office 365 - Councillors
Microsoft		04.06.2025	£71.39	Office 365 - Office Admin
LS Engineers		05.06.2025	£36.56	Replacement Throttle Cable Strimmer
Amazon		05.06.2025	£33.69	12 Pack A4 Picture Frames - Employee Certificates
Amazon		05.06.2025	£11.99	2 x Foldable Warning Triangle - Truck
Amazon		05.06.2025	£15.95	A4 Copy Paper - Office Administration
Amazon		18.06.2025	£29.25	Bulletin Board / Whiteboard Marker / Whiteboard Magnets - Office Administration
Amazon		18.06.2025	£4.82	Replacement Washing Bowl - Coubro Chambers
Smarty		18.06.2025	£9.00	SIM Card - Park Team Tablet

### Payments Due - June 2025

Invoices	Date of Transaction	Amount	Details
DTS	30.06.2025	£700.00	Locking Up Contract for Carter's Park / Hallgate / Park Road Cemetery
Bates Environmental	28.05.2025	£168.00	Portable Toilets - Netherfield Event
Bates Environmental	28.05.2025	£684.00	Portable Toilets - Carter's Park Winter Wonderland Event
Will the Tree Man	16.06.2025	£450.00	Emergency Tree Work - Park Road Cemetery
Platinum Cleaning	30.06.2025	£279.00	Cleaning - Coubro Chambers
Holbeach Hum Village Hall	29.06.2025	£72.00	Full Council Meeting - Hall Hire
LALC	10.06.2025	£374.40	1st Aid Course - 4 Employees
Greenzone	30.06.2025	£336.67	Waste Collection Park Road Cemetery
West End Garage	30.06.2025	£430.35	Fuel
HMRC		£4,606.55	Tax & National Insurance Contributions (June 2025)
Confidential		£15,790.98	Employee Salaries / Tax & NI / Pensions (July 2025)
Personnel Advice & Solutions Ltd		£120.00	HR Advisor
Chris Yaxley	27.06.2025	£130.00	Replacement of weatherproof socket Carter's Park
South Holland Parish Voluntary Car Service	23.06.2025	£3,461.42	Contribution to SHPVCS - Parish Precept 2025/2026
<b>Payments June Total</b>		<b>£27,603.37</b>	

## Direct Debits June 2025

Name	Date of Transaction	Amount
EON	02.06.2025	£340.00
Greenzone	02.06.2025	£56.11
South Holland District Council	02.06.2025	£62.00
South Holland District Council	02.06.2025	£24.00
South Holland District Council	02.06.2025	£5.00
South Holland District Council	02.06.2025	£94.00
British Gas	09.06.2025	£10.89
F1 Help	09.06.2025	£135.30
Sky	13.06.2025	£41.94
O2	17.06.2025	£184.73
South Holland District Council	18.06.2025	£70.00
NFU	19.06.2025	£79.37
British Gas	25.06.2025	£100.99
South Holland District Council	27.06.2025	£175.00
Public Works Loan	30.06.2025	£2,932.46
<b>DIRECT DEBIT TOTAL</b>		<b>£4,311.79</b>

## Income June 2025

Details	Date of Transaction	Amount
Christmas Fayre - Stallholder Fee	02.06.2025	£30.00
Tenant Rent - 2 High Street	04.06.2025	£375.00
Tenant Rent - 4a High Street	06.06.2025	£500.00
Tenant Rent - Coubro Chambers	06.06.2025	£30.00
Tenant Rent - Coubro Chambers	09.06.2025	£175.00
Tenant Rent - 4 High Street	10.06.2025	£300.00
Plank Hook Rent	10.06.2025	£113.83
Tenant Rent - Coubro Chambers	13.06.2025	£30.00
Duck Feeder Sales	17.06.2025	£21.00
Cemetery Income	18.06.2025	£85.00
Cemetery Income	18.06.2025	£105.00
Cemetery Income	19.06.2025	£125.00
Cemetery Income	19.06.2025	£125.00
Cemetery Income	19.06.2025	£125.00
Cemetery Income	19.06.2025	£125.00
Tenant Rent - Coubro Chambers	20.06.2025	£30.00
Tenant Rent - Coubro Chambers	27.06.2025	£30.00
Cemetery Income	27.06.2025	£240.00
Callows Rent	30.06.2025	£630.56
<b>INCOME TOTAL</b>		<b>£3,195.39</b>

5. To resolve to agree the budget movements as recommended by the Committee - to move £2000 from defibrillator budget to Speeding Costs Budget to enable purchase of 2 solar powered Speed Indicator Devices.

6. To receive an update of the review of assets.

[Update will be received from Cllr S Ball & Cllr J Sharman](#)

7. To discuss the way forward with utilities bills.

8. To resolve to agree grant form received.

[Grant Application form received from Carter's Park Bowls Club](#)

25/6-054 Open Spaces Committee

1. To note the Committee Minutes/Draft Notes

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1619/2025-6-02-os-draft-notes-25th-june-2025>

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

The Parks Team have been busy catching up with work at All Saints churchyard, following a respectful pause for the bluebells to finish flowering. It's been a three-person effort, and the site is now looking greatly improved. A heartfelt thank you to Dan, Pete, and especially Adam for their hard work. We would like to extend special thanks to Adam for stepping in during a busy period and providing invaluable support until we were able to welcome our newest team member for the remainder of the season. Despite the additional challenge of a broken Kubota, the team persevered. The office has received several compliments on the refreshed appearance of the area—well done all. A new tablet compatible with an updated computer system has now been ordered. This allows them to do play equipment and cemetery inspections, log work schedules, clock in, and update data efficiently, without needing to return to the office or rely on clerks to input the information manually.

3. To resolve to agree to allow Bounce House Party to use Carter's Park every Wednesday or Friday from 10am to 6pm during the 6 week summer holiday.
4. To resolve to agree the way forward with public toilets in Carter's Park.

#### 25/6-055 PPES Committee

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

#### PPPS July 2025

##### Traffic Issues:

SID locations for July are Boston Rd North  
And Edinburgh Walk (changed from Fen Rd)

We are seeking quotes for two new solar powered SIDS with data collection facilities within the budget allocated of £3500. If this amount is insufficient it was agreed to move funds from the defibrillator budget which is no longer required.

Traffic issues along Edinburgh Walk are being referred back to LCC and the new LCC Councillor for Holbeach to get involved in support of residents' concerns.

##### Properties:

Works on Park Rd Bungalow are put on hold to allow investigations into alternatives with the possibility of requiring larger premises with devolution imminent. Further talks with Park Rd Surgery are planned to discuss their requirements for extending their present building.

Following a request for HPC to replace the notice board at Holbeach Hurn they were advised that replacement or refurbishment was their responsibility.

Quotes for new secure fencing around some of the boundaries of Park Rd Cemetery are being sought.

The rent increase for Holbeach Bank from The Crown was discussed and agreed.

2. To resolve to agree to elect members to the Committee.
3. To resolve to agree to clean and repaint letters at St John's War Memorial.
4. To resolve to agree to add 8 days unpaid holiday to cleaning contract.
5. To resolve to agree to purchase sign for Bowls Club.

To consider the proposal for installing external signage at the Bowls Club to improve visibility and promote awareness of its location to the wider community.

6. To resolve to agree to allow Bowls Club to put up sponsorship signs inside their area.

7. To receive and discuss a letter from member of public in regard to Holbeach Bank Playing Field.

Holbeach Parish Council  
Coubro Chambers  
West End  
Holbeach

6th July 2025

Dear Councillors,

At the PPEPS meeting of 19th June 2025 item PP 25/6 019 - 5 was to agree a rent increase for Holbeach Bank Playing Field. It was stated the lease expires in 2028, is the field value for money for Holbeach rate payers?

Historically the field was managed and paid for by a group of people who were part of a charity, they raised money to level the field and build the pavillion. The accounts of 65-66 show rent being paid of £22 10 00 and the pavillion cost of £1294. At some point the Parish Council took over, I have no memory of any formal Parish Council debate regarding the change. The Charity Commission removed the charity on 4 August 2008, it was formed 4 May 1964.

I feel now is the time for the Parish Council to debate if the Council should renew the lease in 2028. If a decision is made not to renew now rather than in 2028 it would give interested parties the chance organise a continuation.

The main use of the field is for persons to let their dogs run free and Holbeach Bank FC home games. With the matter of a new telephone mast in Carters Park perhaps the possibility of Holbeach United and Holbeach Bank FC ground sharing should be included in negotiations to cover future eventualities at Holbeach Bank.

#### 25/6-056 Events & PR Committee

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



My apologies to Full Council by the absence of a report last month, however, I am sure that you will understand why.

We continue to have an excellent team on Events, who have risen to the challenge, and delivered in spades for the People of Holbeach.

The only Event that took place last month, was a privately organised event that took place in the Park, the "Holbeach Unity and Inclusion Festival", which was an outstanding success.

Grateful thanks need to go out to the Council for providing the Park, and for the wonderful assistance provided by both Staff and Councillors in a voluntary Capacity to make the day a great success.

It is envisaged that this Festival will continue annually, and for this purpose, the organisers will be approaching the Council to reserve the Park for last Sunday in June going forwards

For this and other privately organised events, the use of the Park as the venue, keeps the business in the town, and staff in Tesco's noted a significant uptick in business on the day. For this reason, we need to promote the use of our Park as a venue, as this will provide the additional events that the town needs without the Council having to organise them.

A "win-win" in fact...

Due to the Tens not having been submitted to SAG, the scheduled "Picnic in the Park" Music Event on the 20th July cannot now take place. Sadly, due to there being no suitable date which we could postpone it to, we have had to cancel it completely. Fortunately, there are no out of pocket expenses associated with this, and praise needs to go to Becky our Deputy Clerk, for her excellent liaison with Traders, who have been informed in ample time to make alternate bookings.

Our next Event is the Netherfields "Family fun Day" on August 17th, which will be a much bigger event than our pilot event last year, and will definitely involve MUCH more water! (Jeux Sans Frontier eat your heart out...). This again has the makings of an annual event, is relatively inexpensive to put on, and is a lot of fun for children and families, as well as great fun to organise.

After this will be the Halloween Event, which, surprise, surprise, will take place on the 31st October. The Families of Holbeach really lap this one up, and we have really got a handle on running this one now. Yes, it will be even bigger and better than last year, although the expenditure is minimal as all of the props have been purchased rather than hired, and we are adding to them incrementally. A local Theatrical group have offered to participate in costume to enhance the atmosphere, so it is possible that this event will attract people from much wider than just Holbeach.

The Remembrance Parade will take place on Sunday the 9th of November. This is very much a solemn, and ordered event, that the people of Holbeach all turn out for, with a surprising amount of children watching and participating in as well. It has certainly become a much better event now that it has returned to its traditional morning slot, and we are still working on ways that we can enhance the experience further.

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

25/6-057 HR, H & S and Data Protection Committee

1. To resolve to agree the Pay Policy.

## **PAY POLICY**

### **1. Equal Pay Statement**

Holbeach Parish Council actively promotes equal opportunities in employment. It welcomes diversity within its workforce. It is committed to the principle that mechanisms to determine both the pay and other terms and conditions of employment of all its workers and employees do not discriminate unlawfully. The Council recognises that in order to achieve equitable pay, it should operate a pay framework that is transparent and makes decisions on objective criteria.

### **2. The Law**

The relevant legislation concerning equal pay is found within the Equal Pay Act 1970, the Equal Pay (Amendment) Regulations 1983 and the Pensions Act 2011. It is included in other United Kingdom legislation, European Community Law, the EU Directive on Fixed Term Work and resultant UK regulations. The legislation applies to all workers or employees regardless of full or part-time status, casual or temporary contract or length of service or any other consideration. The Law requires the Council to ensure that equal pay is given to employees carrying out like work or work seen as equivalent or work of equal value.

This policy also meets the Council's 'specific duty' under the Equality Act 2010 to: 'consider the need to have objectives that address the causes of any differences between the pay of men and women that are related to their sex'.

### **3. Definitions**

For the purposes of this policy and in line with relevant legislation, pay is defined by Article 141 of the Treaty of Rome as: "The ordinary basic or minimum wage or salary and any other consideration, whether in cash or kind, which the worker receives, directly or indirectly, in respect of his (or her) employment from his (or her) employer".

Pay therefore includes pensions, discretionary bonuses and sick pay and all other terms and conditions, and any additional benefits.

The following are contained in Equal Pay legislation:

'Like work' is defined as work which is the same or broadly similar

'Work rated as equivalent' is defined as work which has achieved the same or a similar number of points under a job evaluation scheme.

'Work of equal value' is defined as work which is of broadly equal value when compared

under headings such as effort, skill and decisions.

#### **4. Action to Implement Policy**

In order to show commitment to fair, transparent and equal pay in practice, the Council will:

- Operate a pay system, which is transparent, based on objective criteria, and free from unlawful bias. The Town Council will use the National Joint Council's (NJC) Job Evaluation Scheme to assist with determining equal pay and all posts will use National Joint Council pay scales published through SLCC/ NALC/ LALC.
- Discuss and agree the equal pay policy with trade unions and in partnership with the workforce (member or members of staff).
- Provide training and guidance (via LALC) for the Clerk and Councillors who make decisions about pay and benefits.
- Resolutions of the relevant committee and/or the full Council will be published in accordance with the Transparency Code (compliant with Data Protection Act and confidentiality).
- Undertake a rolling equal pay audit to examine the existing and future pay practices for all employees and recommend any actions to Full Council.
- Monitor the impact of its pay practices.

In order to implement this policy, the Council will apply the following procedures in respect of pay:

##### **Salary Structure and Grading**

All staff members pay scales will be determined by their grading, which will align to the National Joint Council for Local Government Services (NJC) published pay scales and when starting will be appointed within a defined salary scale published for their role. This information will be included in the advertisement for the role and in the employment contract. Full Council will set the grading for all positions to ensure a fair and equal salary structure across the organisation.

The starting salary (pay point) on appointment will normally be at the lowest level of the salary scale / subject to negotiation, however this starting point must be based on the appointee's level of relevant or transferable experience. The HR, H&S and Data Protection Committee will establish (at the commencement of employment) salary pay points for all staff in accordance with NJC pay scales set by Full Council, and to be responsible for their administration and review.

##### **Pay Agreements:**

The Council will apply the pay agreements reached by the National Joint Council Agreement on Pay and Conditions of Service.

The Lincolnshire Association of Local Councils (LALC) will be the vehicle for this information. Relevant findings will be presented by the Clerk for implementation on 1st April each year as necessary.

##### **Salary Progression:**

All posts are subject to grading by job evaluation. Progression beyond the starting salary will be dependent upon service and positive performance recommendation, in accordance with the parameters set out in the Council's Annual Appraisal Scheme, and will take effect from 1st April each year. The HR, H&S and Data Protection Committee are responsible for the review and authorisation of all incremental pay progressions. There will be no further pay progression once an employee reaches the maximum spinal column point for their salary scale without further negotiation, subsequent recommendation by the HR, H&S and Data Protection Committee and approval by resolution of the Full Council.

##### **Local Government Pension Scheme (LGPS):**

The LGPS is recognised as an important part of the Council's pay and remuneration package for its employees.

#### **5. Complaints Procedure**

Complaints about a breach of equal pay should, in the first instance, be made to the Clerk. Employees should seek the advice of the recognised trade union. The complaint must be dealt with through the agreed and adopted Grievance Procedures and the Clerk must inform the HR, H&S and Data Protection Committee.

In the event of a complaint about a breach of equal pay in relation to the Clerk, the Clerk should, in the first instance raise this issue with the Chairman of the Council, who acts independently from the HR, H&S and Data Protection Committee. The complaint must be dealt with through the agreed and adopted Grievance Procedures and the Chairman must inform the HR, H&S and Data Protection Committee.

The Council will work in partnership with the trade unions to find resolutions to any legitimate concerns regarding equal pay.

#### **6. Monitoring**

The HR, H&S and Data Protection Committee will review the findings of the equal pay audit and recommend any actions to Full Council.

Complaints about unequal pay will be monitored on an annual basis and statistical information will be produced by the Clerk for consideration by the HR, H&S and Data Protection Committee. Names of individuals concerned will not be published.

#### **7. Responsibilities**

Ultimately the Council is responsible for ensuring that employees are treated equitably.

The HR, H&S and Data Protection Committee is also responsible for ensuring the implementation of this Policy. The HR, H&S and Data Protection Committee has an additional responsibility to ensure that starting salaries are consistent with this policy.

