

Minutes of the meeting of Holbeach Parish Council on Monday 11th August 2025 at 18:30 at Holbeach St Johns Village Hall.

Those present :

Chair : Cllr S Ball

Vice-Chair : Cllr J Sharman

Councillors : Cllr J Bennett-Collins, Cllr T Chinery, Cllr S Hutchinson, Cllr I Hutchinson, Cllr S McKendry, Cllr T Wiltshire

* Attended remotely

Open meeting opened at:

18:26

Public Session

Chair Cllr Sandra Ball welcomed and introduced District and County members: Cllr Raymond Condell, Cllr Thomas Sneath and Cllr Allan Beale.

Representing residents regarding a poultry farming planning application under Whaplode Parish Council.

- Matter to be placed on the PPES Committee agenda for discussion.
- Kevin to provide email contact so committee feedback can be shared.
- Request submitted for an extension on the planning application to allow time for a formal report.

Query raised regarding the start time of the public forum, County Councillor attendance, and overall meeting timetable.

- Suggestion to publish a clearer schedule for future meetings.

Holbeach in Bloom:

- Question raised about cessation of water provision, reportedly discussed at the Coubro meeting.
- Battlefields Allotments: Request for confirmation on current status—whether the council is renting or has purchased the site.

- Beacon: Is the beacon deemed unsafe.
- Cemetery Chapels Spire: Inquiry into timeline for repair works.

Cllr Allan Beale inquired about the number of Speed Indicator Devices (SIDs) currently held by Holbeach Parish Council and the frequency of their rotation across the Parish.

The Deputy Clerk confirmed that:

- The Council currently owns 2 SIDs.
- They are in the process of purchasing 2 additional units.

- There are over 40 designated SID locations within the Parish, which means rotation intervals can be lengthy due to the volume of sites.

25/6-065 Apologies

Apologies have been received from Cllr P Savory, Cllr P Howden, Cllr P Foyster, Cllr D Edwards were received and accepted under the delegated powers of the Clerk.

25/6-066 Declarations of Interest

TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011.

None received.

25/6-067 Minutes

TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING OF THE COUNCIL HELD ON 14TH JULY 2025.

It was proposed, seconded and

Resolved: That approval of the minutes be deferred to the next meeting to allow for required alterations.

25/6-068 Clerk

1. To receive a report from the Clerk.

Letter from Wave Utilities regarding an unpaid water bill for Coubro Chambers, historically looks like paid by Clerk's credit card. I do not have enough on my card limit to pay this so to avoid incurring interest charges I will be making a bank payment today of £316.85 under my Clerk's delegated powers.

Holbeach Parish Council is pleased to confirm the successful purchase of the land on which the Battlefield Allotments are located. Until now, the land had been leased from the Farmer Educational Foundation.

This change in ownership will not affect current allotment tenants. All existing tenancies remain in place and will continue as normal.

2. To receive an update on vacancies.

Town Ward - 2

Hurn Ward - 3

Drove Ward - 1

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

None received.

25/6-069 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 most important item that came out of the finance was that we needed a meeting to discuss our finances, the lay out and how the finances are presented and clarity.

This was duly carried out the latter part of July with a better understanding of where finances are allocated and how.

With it fast approaching the time when we will need to start looking at precepts and projects for the following financial year, we all need to be sure we are

comfortable with what is expected.

At this stage we have no further news on devolution but this will need to be considered when looking at the precept.

Grounds teams have their Barclaycards and new tablet has been ordered and will be with them shortly.

Pump track adviser was met during July and discussed what was being looked for.

3. To note the bank balances as at 31st July 2025.

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

Account ending 4844 £3,000.00

Account ending 5394 £19,521.51

Account ending 0001PC £571,323.26

4. To **resolve to agree** the payments for July 2025 and to note the income for July 2025.

It was proposed, seconded and

Resolved: That to the payments for July 2025 of £31,714.75 be authorised and the income received for July 2025 of £3,370.85 and Direct Debits for July 2025 of £1,865.36 be noted.

5. To **resolve to agree** to increase Deputy Clerk Barclaycard limit.

It was proposed, seconded and

Resolved: To set a limit of £8,000.00, aligning with the Clerk's remuneration, given that the Deputy Clerk is covering equivalent responsibilities.

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

The stocktake process is nearing completion, with final checks currently underway.

All remaining asset reviews are scheduled for completion by December 2025, ensuring full alignment with our operational and compliance timelines.

7. To **resolve to agree** setting up of direct debits for regular payments.

It was proposed, seconded and

Resolved: It was resolved to approve the establishment of direct debit payments for the following regular services, to ensure timely and efficient financial management for E.ON, Greenzone, Wave, O2.

8. To **resolve to agree** budget movements.

It was proposed, seconded and

Resolved: It was resolved to defer consideration and approval of budget movements to the next scheduled meeting. This will allow for further review and alignment with current financial priorities.

9. To **resolve to agree** updated earmarked reserves.

It was proposed, seconded and

Resolved: It was resolved to approve the updated schedule of earmarked reserves, incorporating the movement of the allocation into reserves for future projects. This adjustment reflects strategic planning for anticipated initiatives and ensures transparent financial stewardship.

25/6-070 Open Spaces Committee

1. To note the Committee Minutes/Draft Notes.

Draft notes only sent to committee today.

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

No report.

3. To **resolve to agree** to elect members to the Committee.

It was proposed, seconded and

Resolved: To elect member Cllr Trevor Chinery was nominated and approved to serve as a temporary member in place of Cllr Paul Foyster.

This appointment ensures continued representation and decision-making capacity during the interim period.

4. To **resolve to agree** regarding Churchyard pots and flowers.

It was proposed, seconded and

Resolved: To remove the existing pots from the Church area and to reuse the plants within the Church grounds and a meeting will be arranged to determine the specific locations for replanting and to ensure the plants are appropriately allocated within the site.

5. To received an update on the process of having private event hire at Carter's Park.

The Council received an update on the process for enabling private event hire at Carter's Park. Cllr T Chinery requested a clear outline of how events are organised and what documentation is required.

Cllr Tim Wiltshire noted that Holbeach Parish Council is limited to hosting six council-led events per year. Introducing private hire opportunities would help promote the park and encourage third-party engagement.

Cllr IH outlined the current procedural requirements, which include:

- Completion of an Event Notification Form
- Submission of a Risk Assessment
- Proof of Public Liability Insurance

Additional documentation, such as a Booking Form, may be required to formalise arrangements.

It was agreed that the matter should be referred to the Open Spaces Committee to develop a routine paperwork process for private event hire. Recommendations will be brought back to the next Full Council meeting for approval.

25/6-071 PPES Committee

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

No report.

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

It was proposed, seconded and

Resolved: To approve the Bowls Club's request to install sponsorship signs within their designated area. This initiative supports local partnerships and enhances visibility for community sponsors, while remaining within the club's allocated space.

25/6-072 Events & PR Committee

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

No report.

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

Minutes not completed.

3. To **resolve to agree** to elect members to the Committee.

It was proposed, seconded and

Resolved: Cllr Donna Edwards was nominated and approved to join the Committee.

25/6-073 HR, H & S and Data Protection Committee

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

This report outlines the recent and upcoming activities of the HR Committee, with a focus on staff welfare, policy development, and training initiatives.

1. Staff Appraisals

We are currently scheduling staff appraisals to take place in the coming weeks. These will provide an opportunity to review performance, set goals, and ensure staff feel supported in their roles.

2. HR Training Programme

The Committee has agreed to provide HR-related training for both staff and councillors. This will include essential topics such as:

- Standards of conduct
- Data protection and GDPR compliance
- Equality and diversity
- Safeguarding

We will be liaising with our HR advisor to develop a comprehensive training programme tailored to our needs.

3. Contract Updates and Pay Structure

We are in the process of updating staff contracts to reflect the new pay structure. This revised structure is being recommended to the Council to ensure all staff are fairly compensated and have equal terms and conditions. This is currently our top priority.

4. Future Work Programme

Following the completion of the contract updates, the Committee will focus on:

- Reviewing and updating all HR policies
- Creating templates and procedural notes for key practices, including onboarding and offboarding
- Developing and maintaining an up-to-date training log and programme for all staff

5. Deputy Clerk Support

It is noted that the Deputy Clerk has been doing an excellent job and has been working additional hours to maintain continuity of service. In the interest of her welfare, it has been agreed that she will continue to work Fridays and Saturday mornings (until her contract is finalised). Accrued hours will be reviewed and taken at a time that suits both the Council and the Deputy Clerk.

2. To **resolve to agree** on the salary structure for the Council, aligned with the newly adopted pay policy, as recommended by the HR, Health & Safety, and Data Protection Committee.

It was proposed, seconded and

Resolved: This item to be considered in closed session, in accordance with relevant provisions for confidential staffing matters.

25/6-074 Meeting

1. The next meeting of the Council will be on 8th September 2025 at Methodist Hall, Albert Walk, Holbeach at 18:30.

Open meeting closed at:

19:28

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.

Closed meeting opened at:

19:40

25/6-075 HR, H & S and Data Protection Committee

1. To receive a report from the Chair of the Committee.
Report read by Cllr S Hutchinson.

25/6-074 Item 2 - Moved into closed session

To **resolve to agree** on the salary structure for the Council, aligned with the newly adopted pay policy, as recommended by the HR, Health & Safety, and Data Protection Committee.

It was proposed, seconded and

Resolved: Council resolved to approve the salary structure, aligned with the newly adopted Pay Policy, as recommended by the HR, Health & Safety, and Data Protection Committee.

Employee Contracts

2. To **resolve to agree** on the Deputy Clerk's updated contract with revised hours, as recommended by the Committee.

It was proposed, seconded and

Resolved: Council resolved to approve the Deputy Clerk's updated contract, reflecting revised working hours, as recommended by the HR, Health & Safety, and Data Protection Committee.

3. To **resolve to agree** the Archives and Admin Assistant's contract, as recommended by the Committee.

It was proposed, seconded and

Resolved: Council resolved to approve the contract for the Archives and Admin Assistant, as recommended by the HR, Health & Safety, and Data Protection Committee.

Staffing Matters

4. To consider support options for the Deputy Clerk and office team in light of workload and staff absence.

Council considered support options for the Deputy Clerk and office team in light of current workload pressures and staff absence.

Agreed Actions:

- The Committee will focus on essential roles only, to reduce operational burden.
- The Deputy Clerk's workload will be prioritised and supported wherever possible.
- The new Grounds Supervisor role will take on additional responsibilities to assist with operational continuity.

- The Archivist/Administrator Assistant will also assume further duties to support the office team.

Closed meeting closed at:

20:14

Chair signature

Date

Council 11/08/25 Chair's initials.....