



Minutes of the meeting of Holbeach Parish Council on Monday 14th July 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 T Chinery, Cllr D Edwards, Cllr P Foyster, Cllr S Hutchinson, Cllr I Hutchinson, Cllr S McKendry, Cllr P Savory

Officers : Mrs B Brothwell - Deputy Clerk

*** Attended remotely**

Public Session

Started at 18:15

1. Fraudulent Invoices – HPC Office

- It was reported that fraudulent invoices may have originated from the HPC office.
- Action: A parishioner will be contacted and asked to forward the relevant documentation for investigation.

2. Council Meeting Camera

- HPC previously purchased a camera intended to record all Council meetings.
- The camera has not been utilised due to sound quality issues.
- It is believed the Clerk made an executive decision to discontinue use, and no recordings have been uploaded to YouTube.
- Action: Matter to be discussed with the Clerk upon her return.

3. Transition to Town Council

- Expressed support for Holbeach becoming a Town Council and requested the matter be discussed in open session.
- Cllr S Hutchinson confirmed that future discussions should be held in open session unless a legal reason necessitates confidentiality.
- Cllr P Foyster noted that the change may be more about title than function.
- Recalled that this topic was discussed approximately three years ago, including considerations around separating from surrounding villages.

4. Traffic and Highways Report – Cllr Thomas Sneath

- Concerns raised regarding traffic congestion on Edinburgh Walk, particularly during school run times.
- Noted:
 - A151 Shotgate closure for resurfacing (one day)
 - A17 closure at Mill Lane
 - Removal of 50mph illuminated sign near Whaplode, to be replaced with a 40mph sign

- Action: Cllr Sneath to forward the TRO regarding proposed disabled bays on Holbeach High Street.

5. Sinkholes – Boston Road

- Reported recurring sinkholes on Boston Road.
- Action: To be monitored and reported to relevant authorities.

6. District Report – Cllr S Hutchinson

- District update received via email from Cllr S Hutchinson.
- Action: Circulate report to all members for review.

Closed at 18:33

Open meeting opened at:

18:34

25/6-049 Apologies

Apologies have been received from Cllr P Howden and Cllr T Wiltshire were received and accepted under the delegated powers of the Clerk.

25/6-050 Declarations of Interest

TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

Cllr D Edwards declared a pecuniary interest in agenda item 25/6-055.

Cllr S Hutchinson declared a pecuniary interest in agenda item 25/6-060.

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.

It was proposed, seconded and

Resolved: That the official minutes of the meetings of the Council held on 9th June 2025, 16th June 2025 and 24th June 2025 be approved as a correct record and signed by the Chair.

25/6-052 Clerk

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 £1,500 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.

1. 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.

3. 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.

It was proposed, seconded and

Resolved: To elect Trevor Chinery, Sue McKendry and Donna Edwards.

25/6-053 Finance & Admin Committee

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

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 5 year working 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

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

Account ending 4844 £3,000.00

Account ending 5394 £16,035.38

Account ending 0001PC £614,150.11

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

It was proposed, seconded and

Resolved: That to the payments for June 2025 of £27,603.37 be authorised and the income received for June 2025 of £3,195.31 and Direct Debits for June 2025 of £4,311.79 be noted.

Votes for: Cllrs: I Hutchinson; S Hutchinson; P Foyster; P Savory; J Bennett
Collins; S Ball; J Sharman
Abstentions: Cllr T Chinery; S McKendry, D Edwards

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.

It was proposed, seconded and

Resolved: That £2,000 be transferred from the Defibrillator Budget to the Speeding Costs Budget, as recommended by the Committee, to facilitate the purchase of two solar-powered Speed Indicator Devices.

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

Abstentions: Cllr T Chinery; S McKendry, D Edwards

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

- Cllr J Sharman is currently undertaking a stocktake of equipment and supplies for the Park Team.

- Cllr S Ball is conducting a separate stocktake for Coubro Chambers.

Request:

- Cllr I Hutchinson requested that Events equipment be itemised separately to ensure clear distinction and accountability for assets used specifically for council-led events.

Action:

- Events equipment to be listed under a dedicated category in future inventories to support accurate tracking and resource planning.

7. To discuss the way forward with utilities bills.

Cllr J Sharman referenced relevant consumer protection legislation, highlighting the council's right to clear billing, access to account information, and fair contract terms under the Consumer Rights Act 2015 and Utilities Act 2000. These provisions support the council's position in seeking improved service and accountability from the utility provider.

Recommendations and Actions:

- Contracts Review: Matter to be referred to the Finance & Contracts Committee for a full review of existing utility contracts and payment arrangements.

- Online Access: Council to request online account access to monitor usage, billing, and credit balances in real time.

- Formal Complaint: A formal complaint to be submitted to the utility company regarding lack of transparency, poor communication, and failure to provide adequate account access.

Resolution:

To bring the matter back to the Finance & Contracts Committee for further consideration and to initiate the recommended actions.

8. To **resolve to agree** grant form received.

It was proposed, seconded and

Resolved: That the Council approve a grant to Carter's Park Bowls Club covering 50% of the cost of a second-hand lawnmower which ranges between £2,000 to £2,500, subject to matched funding. The Council's contribution shall be no less than £1,000 and no more than £1,250, with the Club providing the remaining 50%.

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

Abstentions: Cllr T Chinery; S McKendry, D Edwards

1. To note the Committee Minutes/Draft Notes
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. It was proposed, seconded and

Resolved: That Bounce House Party be granted permission to use Carter's Park every Wednesday or Friday from 10:00am to 6:00pm during the six-week summer holiday, and that the Council seek to organise an ice cream van to support the initiative.

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

Abstentions: Cllr T Chinery; S McKendry, D Edwards

4. To **resolve to agree** the way forward with public toilets in Carter's Park. It was proposed, seconded and

Resolved: That the public toilets at Carter's Park be opened on a trial basis during the summer holidays, with cleaning provided by an external company under a two-month contract, while COSHH training and PPE provision are arranged for the Park Team. The matter to be referred to the PPES Committee for budget approval under delegated powers.

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

Abstentions: Cllr T Chinery; S McKendry, D Edwards

25/6-055 PPES Committee

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

2. To **resolve to agree** to elect members to the Committee. It was proposed, seconded and

Resolved: That the agenda item titled "To resolve to agree to elect members to the Committee" be removed.

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

Abstentions: Cllr T Chinery; S McKendry, D Edwards

3. To **resolve to agree** to clean and repaint letters at St John's War Memorial. It was proposed, seconded and

Resolved: That the lettering on St John's War Memorial be cleaned and repainted, subject to sufficient budget within Repairs & Maintenance
Votes for: Cllrs: I Hutchinson; S Hutchinson; P Foyster; P Savory; J Bennett Collins; S Ball; J Sharman
Abstentions: Cllr T Chinery; S McKendry, D Edwards

4. To **resolve to agree** to add 8 days unpaid holiday to cleaning contract.
It was proposed, seconded and

Resolved: That the cleaning contract be amended to include 8 days of unpaid holiday, and that any requests for unpaid leave be submitted to the Clerk or Deputy Clerk.

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

Abstentions: Cllr T Chinery; S McKendry

Cllr D Edwards left the room whilst agenda item was discussed.

5. To **resolve to agree** to purchase sign for Bowls Club.

It was proposed, seconded and

Resolved: That costings for the Bowls Club signage be obtained and presented to Committee for approval

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

Abstentions: Cllr T Chinery; S McKendry, D Edwards

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

It was proposed, seconded and

Resolved: That the Bowls Club's request to install sponsorship signage within their area be referred to the Open Spaces Committee for further consideration, subject to lease review, signage details, and planning advice.

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

Abstentions: Cllr T Chinery; S McKendry, D Edwards

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

That the correspondence regarding Holbeach Bank Playing Field be referred to the Open Spaces Committee for review of lease terms, committee oversight, and future options regarding tenancy and land use.

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.

Cllr I Hutchinson clarified that the Events Report should only include events organised or endorsed by Holbeach Parish Council, and not reference external or non-council events. The Events Report submitted by Cllr T Wiltshire was read aloud by Chair Cllr S Ball.

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

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

1. To **resolve to agree** the Pay Policy.

It was proposed, seconded and

Resolved: That the Pay Policy be adopted, with all staff to be paid in accordance with the NJC pay scale and graded based on the job role. Full Council to ensure ongoing compliance with equal pay and equal terms and conditions across the organisation.

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

Abstentions: Cllr T Chinery; S McKendry, D Edwards

25/6-058 Meeting

1. The next meeting of the Council will be on 11th August 2025 at Holbeach St Johns Village Hall, Holbeach St Johns at 18:30.

Open meeting closed at:

20:08

Closed meeting opened at:

20:18

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.

25/6-059 HR, H & S and Data Protection Committee

1. To receive a report from the Chair of the Committee.
No report submitted.

2. To ratify the employees payroll.

The payroll for all employees was reviewed. It was confirmed that the payroll details had been submitted to HR for processing in accordance with established procedures.

It was proposed, seconded and

Resolved: That the sub-committee update repositioned to above Item 3 on the agenda.

4. To receive an update from the sub-committee.

An update was received from Cllrs S Hutchinson who confirmed that the sub-committee continues to address an employee's complaint. Ongoing liaison is taking place with the Council's HR representative and the Lincolnshire Association of Local Councils (LALC) to ensure appropriate handling and procedural compliance.

Resolved to agree to extend meeting - 20:34

3. To **resolve to agree** the membership of the HR Committee.

It was proposed, seconded and

Resolved: That the existing HR Committee—comprising Cllrs T Wiltshire, P Howden, and P Foyster—be formally dissolved, in accordance with advice received from the Council's HR advisor and the Lincolnshire Association of Local Councils (LALC). This action is taken to support the handling of an employee complaint and to ensure a fair, impartial, and unbiased investigation process. That a new HR Committee be reinstated, comprising Cllrs J Bennett Collins, S McKendry, and S Hutchinson.

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

Abstentions: Cllr T Chinery; S McKendry, D Edwards

5. To **resolve to agree** an employee's contract.

It was proposed, seconded and

Resolved: Members considered the current draft of the employee's contract. Following review, concerns were raised regarding specific terms and clarity of provisions. A proposal was made to refer the contract back to the Council's HR representative for redrafting to ensure alignment with operational requirements and best practice.

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

Abstentions: Cllr T Chinery; S McKendry, D Edwards

25/6-060 Open Spaces Committee

1. To **resolve to agree** and discuss to agree the way forward with CCTV.

It was proposed, seconded and

Resolved: That the Parish Council will not make any commitment at this stage and will await further information from SHDC. Cllr S Hutchinson to pursue the matter through her District Council role and report back.

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

Abstentions: Cllr T Chinery; S McKendry, D Edwards

25/6-061 Council Business

1. To discuss and review becoming a Town Council.

It was proposed, seconded and

Resolved: That the item be deferred until further clarity is available on devolution proposals and their potential impact on council structure and responsibilities.

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

Abstentions: Cllr T Chinery; S McKendry, D Edwards

Closed meeting closed at:

21:10

Chair signature

Date

Council 14/07/25 Chair's initials.....