



07/06/2022

NOTICE IS HEREBY GIVEN and Members are summoned to attend a meeting of Holbeach Parish Council to be held at The Village Hall, Holbeach St Johns on Monday 13th June 2022 at 19:00 at which the under mentioned business will be transacted.

There will be a public forum for a maximum of 10 minutes when members of the public may ask questions or make short statements to the Council.

A maximum further 10 minutes will be set aside for the meeting to receive tabled reports of the Police and elected Members of Lincolnshire County Council and South Holland District Council

Yours sincerely,



Jan Hearsey - Clerk

2022/3-023 Apologies for absence

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

2022/3-024 Declarations of interest. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items

2022/3-025 To resolve to approve as a correct record the notes of the meetings of the Council held on 9th May 2022 and 24th May 2022 and to authorise the Chair to sign the official minutes

2022/3-026 Clerks report

- a) To receive a report from the Clerk
- b) To receive an update on vacancies
- c) To receive an update on the election process for the seat vacated by S Favell
- d) Correspondence received

2022/3-027 AGAR Annual Governance and Accountability Return (AGAR) 2021/22

- a) To receive the report of the internal auditor - see appendix 1
- b) To receive the Balance Sheet for the year ended 31st March 2022, to be signed by the Chair and Responsible Finance Officer;



- c) To approve the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return (AGAR)) for financial year 2021/22 and authorise signing by the Chair and Clerk; and
- d) To approve the Accounting Statements (Section 2 of the AGAR) for financial year 2021/22 and authorise signing by the Chair and Responsible Finance Officer.

2022/3-028 Open Spaces Committee

- a) To receive the report from the Chair of the committee – see appendix 2
- b) To resolve to agree the recommendation of the Committee to spend the £500 bequeathed by a former parishioner, on a seat to surround the tree in the centre of the Jubilee garden.
The lady in question loved gardening and her son thinks this is an excellent idea.
- c) To resolve to agree that the tenant of plot no G36e at Battlefields allotments can erect a metal shed 6 x 4 with a pent roof
- d) To resolve to agree that the tenant of plot no's G30 & G31 erect a shed 5 x 7 on plot G31 and a poly tunnel on G30
- e) To resolve to agree the recommendation of the committee to engage the services of the company with the lowest price for a tree survey.
- f) To resolve to agree to accept the offer of a local historian to have the old burial book rebound at his cost.

2022/3-029 Planning, Properties, Emergency Planning and Speeding Committee

- a) To receive the report from a member of the committee – appendix 3
- b) To resolve to agree the planning responses:

H09-0531-22	Proposed internal alterations to change flat to office accommodation - https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0531-22
H09-0532-22	Proposed internal alterations to change flat to office accommodation. - https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0532-22
H09-0540-22	Single storey rear extension and internal alterations - https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0540-22
H09-0548-22	Conversion of agricultural building into 4 dwellings - https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0548-22
H09-0307-22	Residential Development - Erection of Dwelling - https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0307-22

2022/3-030 – PR/IT Committee

- a) To receive the report from the Chair of the committee -see appendix 4

2022/3-031 – Events Committee

- a) To receive the report from the Chair of the committee – see appendix 5

2022/3-032- Finance Committee

- a) To receive the report from the Chair of the Committee – see appendix 6
b) To resolve to agree the direct debits and standing orders for the year as per appendix 6a
c) To resolve to agree to authorise the payments for May 2022 and to note the income for May 2022 of £4,735
d) To note the Bank balances as at 31st May 2022 as follows:
Account ending **4844** £5,023.31 Account ending **5394** £36,358.22
Account ending **01PC** £281,908.59

2022/3-033 – High Street, proposed changes to waiting restrictions

- a) To discuss and resolve to agree the comments to put forward regarding the proposal from LCC to change the restrictions on the High Street from limited waiting to no waiting. – see appendix 7

2022/3 034 – Confirmation of date and venue of the next Parish Council meeting

- a) The next meeting of the Parish Council will be on Monday 11th July 2022 at the Methodist Church Hall, Albert Walk, Holbeach

2022/3 -035 HR, Health and Safety and Data Committee

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

- a) To receive the report from the Chair of the committee

All documentation relating to this agenda will be published with the official minutes

Appendix 1

INTERNAL AUDITOR'S REPORT TO HOLBEACH PARISH COUNCIL For The Year Ended 31 March 2022

Introduction

In our role as Internal Auditors to Holbeach Parish Council, we hereby report our findings on the main areas as outlined in the AGAR Return Part 3 as follows:-

We were readily supplied with all financial information as requested from the SCRIBE system which has been fully utilised this year. SCRIBE is a cloud-based software, specifically designed for use by managing Parish, Town and County Councils.

The current Clerk was engaged in June 2020 and we note that even during Covid-19 restrictions, she has managed to make the Council's systems and procedures far more robust with the introduction of bespoke accounting software and the addition of new written Fixed Assets and Asset Disposal Policies, a Procurement Policy, Reserves Policy, Members Expenses Policy and also Financial Risk Assessment and updates to the pre-existing Financial Regulations Policy.

A. Appropriate accounting records have been properly kept throughout the financial year

SCRIBE software accounting system was fully introduced from the 2021/22 financial year and has reduced the need for double data entry which was previously required with the use of Excel spreadsheets, etc.

SCRIBE has the advantage of being able to prepare the VAT Returns and provides debt and credit control and other information linked to the accounting procedures. Furthermore, it satisfies the HM Revenue & Customs requirements for Making Tax Digital (MTD).

Reconciliations were prepared on a monthly basis and the records were all in order and well maintained.

The year-end inputs were available promptly and balanced successfully in preparing the Income and Expenditure reports.

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for

The Council follows its pre-agreed financial regulations and standing orders. During the year and as reported in the Auditors last audit report, Jan Hearsey was appointed as the RFO.

The Council has rigorous systems in place for the approval of payments and all other financial transactions. A payments list is presented at the monthly meeting of the Council and approved by the members prior to payments being authorised. Any expenditure in excess of £20 and up to £500, that the Clerk requires to pay, is authorised by 2 Councillors prior to settlement.

We randomly selected some purchase invoices to ensure these were accounted for correctly and no issues were found. VAT has been accounted for through the SCRIBE system and submitted quarterly to HMRC. The final quarter VAT refund was confirmed as received 14 April 2022.

5137 payments are discussed during Council Meetings and minuted accordingly. They are kept as a running total to ensure that no limits are exceeded.

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these

The Council has a Finance Committee in place to assist in examining financial matters. They, and the Council themselves, are aware of their requirement to maintain internal controls to manage risk.

Internally, roles are specified, and best practices kept to ensure an adequate separation of duties. Such matters as property values and insurance policies are updated annually.

As a whole, this assists in mitigating any large risks to the Council achieving its objectives.

During the financial year, due to a re-structure of the Finance Committee, there were 10 meetings, the minutes of which are fully recorded on the website. Meetings are now scheduled for each month.

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate

The Council maintains a budget for each year which is agreed by the Council.

Regular, up-to-date financials are included at the Council Meetings to show the reports of income and expenditure throughout the year. This enables the Council to see variances throughout the yearly cycle and identify any discrepancies.

Reserves have been managed accurately throughout the year.

The Council also publishes the financial records (budgets, estimates, precept) on its website.

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for

Budgetary controls, as mentioned above, are in place to ensure that any precept level is viable and suitable for the Council. The amount, as budgeted for, was received during the year.

Additional income comes from sources of property rental income, cemeteries and grants, with other small income streams such as interest.

The debts are maintained on the SCRIBE system and the RFO can actively check arrears or any long-standing debts. If, and when cash is received, it is banked promptly and without delay.

F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for

Following a change in procedures introduced by the Clerk, there are no petty cash transactions as it is no longer used.



G. Salaries to employees and allowances to members were paid in accordance with this Authority's approvals, and PAYE and NI requirements were properly applied

The payroll process is managed in-house. All salary payments are agreed at a monthly meeting and the salary levels set in-line with NMW/NLW and the National Association of Local Council Circulars in mind.

HMRC payments of PAYE and NIC are made accordingly and within the specified time frames and all other legal requirements such as pension schemes are maintained and paid accordingly and timeously.

H. Asset and investments registers were complete and accurate and properly maintained

The Asset Register is fully maintained using the SCRIBE system, on a cost basis and is checked annually in line with the insurance requirements.

The amounts agreed to those entered on the AGAR Return.

I. Periodic and year-end bank account reconciliations were properly carried out

Reconciliations are produced monthly, and the year-end figures agreed to statements and outstanding cheque reports.

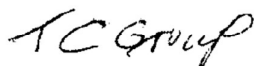
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded

The accounts have been prepared on an income and expenditure basis as required for Parish Councils with a precept in excess of £200,000. An adequate audit trail is maintained using the SCRIBE system. Debtors and creditors have been recorded at the year end and confirmed no disputes and all amounts settled post the financial year end.

Whilst SCRIBE has produced and maintained the accounting information required, there are a number of reporting matters that it was felt could be improved upon and as a result of this, for the 2022/23 accounting year, the Council have decided to transfer the accounting functions over to Rialto Accounting and Administration Solutions which provides more dedicated reporting and will allow the Council to provide more specific and detailed reports.

Internal Audit Opinion

In this report we have discussed and outlined the main areas that are covered within the AGAR Return. We offer an unqualified audit opinion of the statements, confirming that they do follow all statutory requirements for the year they represent.



TC Group
9/10 The Crescent
Wisbech
Cambs PE13 1EH

27 May 2022

Appendix 2

Chair of Open Spaces report

Allotment inspections carried out report to follow at next open spaces meeting. Multiple meetings with police update to follow at next open spaces meeting.

Closed churchyard was adopted as an open space in 1953, meeting to follow with PCC.

Medieval Event paperwork completed. Site team to implement metal gates to the toilets in Carters Park, to open these for a trial period mid July 8.30am – 3.00pm mon-fri.

Allotments waiting list could be addressed by splitting the returned Plot 1a at battlefields in to 6 smaller plot sizes.

Nature Reserve to be agenda'd for the next Open Spaces committee meeting, the possibility to form a sub-committee with both HPC and members of the public.

Purchase of 48" mower to go ahead.

£500 bequeathed to the Parish Council discussion to go to next full council.

The contractor to carry out the tree survey was agreed to be the cheaper option, Full Council to ratify.

Appendix 3

Member of PPES report

Due to the absence of the Chair of the committee Cllr I Hutchinson chaired the meeting.

The planning responses were all approved.

It was agreed that the SID locations for the coming month would be Holbeach Hurn and Barrington Gate or Fen Rd.

It was also agreed to contact Cllr Coupland regarding the request for speed restrictions in Little Drove Holbeach St John's. It was also agreed to chase the signage at Saturday Bridge.

It was agreed to contact the bowls club regarding the renewal of their lease and arrange a meeting with them if they wish to discuss the details.

The cemetery chapels trust have informed us that they will no longer be putting in a bid for funding for the project and so we as a parish council will need to decide how we progress with the chapels. After a lengthy discussion it was decided that once the roof work is completed we will view the chapels and see what work needs to be prioritized. If members wish a sub committee can be formed to look into the long-term use of the building and look for funding. This will be an agenda item at a future meeting.

Appendix 4

Chair of PR/IT report

We are extending the deadline for entries for our photographic calendar competition to the 31st July councillors and their families may send in photos although these will not be included in the judging.

I have now installed the new notice board outside The Stores and Filling Station in Holbeach Drove. The defibrillator has been ordered through Lincolnshire Lives but I am advised that this may take up to 20 weeks to be delivered.

We agreed to the purchase of a SIM card contract for the digital screen which is now up and running. Cllr Stevens has sent us all a link to install an antivirus program on HPC's tablet devices.

We discussed and agreed to advertise an open forum at Coubro aimed at recruiting new councillors. The date is to be confirmed.

Our next meeting is on Thursday 30th June at 16.30 at Coubro Chambers.

Appendix 5

Chair of Events report

Jubilee

The weekend of events went off really well with lots of positive comments from the public, businesses and organisations that took part. A big thank you to all the people that helped out over the weekend and the organisations that were involved in making both the beacon lighting and the jubilee event a success.

Car Show

We are still getting enquiries from individuals and car clubs about attending and will be finalising all the details in the next few weeks. We are meeting with the school and Royals Gym on 8th June to go through any details they need for the day.

Yard sales

We have agreed dates for 2 more yards sales following requests from the public. They are 10th July and 27th August.

Jubilee garden

The bulk of the planting has been done but some areas need some finishing off. We agree that there should be an official opening and a date was agreed as Saturday 27th August. We will be organising the details of this at our next meeting.

Remembrance

We are still awaiting confirmation of the road closure so once we receive this we will continue with the planning of the event.

Christmas

We agreed a date of 4th December for the event and will be applying for a road closure from 4pm to 5.30 pm from Chapel St to the traffic lights. We will be discussing the event in more detail at our next meeting.

Appendix 6

This month the finance committee validated invoices and receipts, confirmed that the bank balances were correct and were the same on the accounting software. We agreed that a 48" zero turn mower should be purchased up to £6,000 including a mulcher unit. This zero turn mower will mainly be used in the cemeteries and will save time. It was agreed that now that we can no longer use red diesel that the 700 litres should be sold.



We received the annual audit report, which confirmed that we were doing everything correctly as required by law. We reviewed the AGAR report and confirmed that it was correct. We would like to thank our clerk and RFO for working closely with the auditor to supply all the information required whilst installing our new accounts software.

Appendix 6a

Holbeach Parish Council Direct Debits & Standing Orders				
Day of month	Frequency	Payee	For?	Amount
1st	monthly	E-On	Gas Coubro	£234
1st	monthly	Greenzone	Bin Hall Gate	variable
1st	Apr-Jan	SHDC	Business rates- Coubro	£90.25 then 9 x £87.00
1st	Apr-Jan	SHDC	Business rates- Coubro	£74.93 then 9 x £79.00
1st	Apr-Nov	SHDC	Business rates- Coubro	£8.41 then 7 x £5.00
1st	Apr-Jan	SHDC	Business rates- Coubro	£19.07 then 9 x £22.00
1st	Apr-Jan	SHDC	Business rates- Hall Gate	£81.88 then 9 x £81.00
3rd	December	ICO	ICO annual fee	variable
6th	monthly	British Gas trading	Electric workshop Park Bungalow	variable
6th	monthly	BT	Phone & broadband office	variable
11th	Jan/Apr/July/Oct	Hydro-electric	Toilets & pavilion Carters Park	variable
11th	monthly	Lets get you moving	Fees 4a High Street	£60.00
14th	monthly	Now Pensions	Staff pensions	variable
20th	monthly	Peninsula	Hr & H & S services	£474.81
21st	monthly	E-on next	Electric cemetery chapels	variable
27th	May-Feb	SHDC	Council Tax Park Bungalow	£153.83 then 9 x £153.00
28th	monthly	BG Business	Electric Coubro	variable

Appendix 7

