



**Minutes of the meeting of Holbeach Parish Council on Monday 13<sup>th</sup> June 2022 at 19:00 at the Holbeach St Johns Village Hall, Holbeach**

	<b>In attendance</b>	<b>Apologies given</b>	<b>Non Attendance</b>
<b>Holbeach Parish Council,</b>	<p>Cllrs: S Johnson, P Howden, M Murfet, T Wiltshire, E Penney &amp; R Flood</p> <p>Clerk: Jan Hearsey Asst Clerk: Karen Baxter</p> <p>County Cllr T Carter District Councillors N Worth &amp; A Beal</p>	<p>Cllrs R Stevens, I Hutchinson, S Hutchinson * S Lewis</p> <p>District Cllr F Biggadike</p>	
<b>Public including Councillors</b>	3 members of the public. 1 Member of the press.		

*19:00 Chair, Cllr Stephen Johnson welcomed everyone to the meeting and invited members of the public to ask questions and make statements.*

1. UPP fibre broadband introduced themselves and explained that their services would be available to all the villages as well as the town. Cllr S Johnson thanked them for their time.
2. A member of the public queried why the agenda was not on the town notice board, the Clerk explained that it was published on the digital notice board and the website. It will all be posted on all parish notice bards in future if the space allows. The same person said that all agenda items should have supporting documents. Cllr S Johnson explained that all possible documents were with the published agenda.

*Chair Cllr S Johnson invited reports from County & District Councillors and the Police*

Cllr T Carter reported on County matters - Boston Road, Anglian Water have nearly finished the repairs, Cllr Carter sits on the Safety Partnership. Works due to start in Chestnut Avenue but Boston Road is due to finish by 24/06 and she has pointed out that Chestnut Avenue should not be started before Boston Road is open. She had met with the police and LCC re a crossing in Park Road.

District matters -Update re the High Street, covered in our agenda. Big Bang is happening again this year. Medieval event is in a couple of weeks. The toilet refurb is behind schedule.

Cllr N Worth -SHDC- reported on the UK Prosperity Fund which replaces the EU funding. £2.7 million is available from SHDC. Parish Councils will be consulted separately and the funding will come round every three years, Cllr N Worth then excused himself from the rest of the meeting.

The Clerk read the report from the Police – appendix a  
*Chair Cllr S Johnson instated Standing Orders and the meeting opened at 19:18*

### **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.

Apologies were received and accepted under the delegated powers of the Clerk from:  
Cllrs: I Hutchinson, S Hutchinson, R Stevens & S Lewis

**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

Cllr S Johnson declared a pecuniary interest in agenda item 2022/3-032 (b), he requested a dispensation which was granted by the Clerk under Standing Orders 13 (d) & (e)

**2022/3-025 It was resolved to approve as a correct record the notes of the meetings of the Council held on 9<sup>th</sup> May 2022 and 24<sup>th</sup> 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 – see appendix b
- b) To receive an update on vacancies – no change since last month
- c) To receive an update on the election process for the seat vacated by S Favell – the election process had been followed again and the closing date was the 10<sup>th</sup> June, no candidates came forward and the process will begin again and continue until November
- d) Correspondence received -Former Cllr P Sparkes had requested his letter of resignation be read to members

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

- a) The report of the internal auditor was received- see appendix 1
- b) The Balance Sheet for the year ended 31st March 2022 was received and signed by the Chair and Responsible Finance Officer;
- c) The Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return (AGAR)) for financial year 2021/22 was approved and authorised signing by the Chair and Clerk; and
- d) The Accounting Statements (Section 2 of the AGAR) for financial year 2021/22 was approved 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) It was **resolved** 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) It was **resolved** 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) It was **agreed** to amend the agenda to: **resolved** to agree that the tenant of plot no's G30 & G31 erect a shed 5 x 7 on plot G31 and to defer the decision on the poly tunnel on G30 to the next open spaces meeting when measurements will have been received.
- e) It was **resolved** to agree the recommendation of the committee to engage the services of the company with the lowest price for a tree survey, who are East Midlands Tree Surveys Ltd. – appendix 2 a
- f) It was **resolved** 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) It was **resolved** to agree the planning responses as no objections:

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

### 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) It was **resolved** to agree the direct debits and standing orders for the year as per appendix 6a
- c) It was **resolved** to agree to authorise the payments for May 2022 totalling £22,467.41 and to note the income for May 2022 of £4,735 – see appendix 6b

- d) It was noted the Bank balances as at 31<sup>st</sup> 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) It was discussed and **resolved** 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 that the Parish Council is in support of the scheme – 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 11<sup>th</sup> July 2022 at the Methodist Church Hall, Albert Walk, Holbeach

*Open meeting closed at 20:05*

*Closed meeting opened at 20:11*

**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 – The report updated members on an ongoing staffing matter.

*Meeting closed at 20:16*

Signed Chair.....Date.....

**Appendix a**

I am Sgt Rick Mosley and earlier this year I was appointed as the Neighbourhood Policing Sergeant for Holbeach and The Suttons.

I have been a police officer for 23 years, having worked in a variety of roles from response to uniformed investigator in CID, Under Water Search, and PSU (riot police). I have spent the majority of my career in neighbourhood policing and enjoy the problem solving challenges this role brings.

At the end of April, we saw the long awaited opening of the refurbished Holbeach Police Station which is now fully operational with the Neighbourhood Team and response officers working from the station 24 hours a day, 7 days a week.

The Enquiry Office is now also open. The opening times are 10am to 2pm, Monday to Friday. There will be occasions, due to operational reasons, that the office is not open

during these hours, however we will endeavour to keep to the times as much as we can. Should the office be closed, we can still be reached by calling 101, or 999 in an emergency. Alternatively you can go online to report crime, ASB, fraud, to pass on compliments, or make a complaint. You can also email the Neighbourhood Policing Team at [holbeachandsuttons@lincs.police.uk](mailto:holbeachandsuttons@lincs.police.uk)

Every three months we set a priority where we identify an issue we want to concentrate on. This is done through engagement with the community, social media and other media, elected members, our partner agencies as well as reviewing crimes and incidents while taking into consideration our Force and national campaigns. A priority is not created at the expense of other areas of policing, but to identify one area we will concentrate on and involve partner agencies.

Currently our priority for Holbeach is ‘youth related ASB’.

Over the last few weeks we have seen a rise in ASB in the areas of Carters Park and the cemetery.

Previously we have identified a group of youths involved. These youths have been interviewed and dealt with appropriately. Some have been given warnings which is the start of the stepped approach to ASB legislation, while some have been referred to the Joint Diversionary Panel. This panel consists of several different agencies. They work to change the behaviour of those referred and to prevent a reoccurrence of that behaviour, while at the same time not criminalising them. The vast majority of the time this intervention works, however there are occasions where that child will be referred again. When this happens, the intervention will be intensified.

The stepped ASB process and the Joint Diversionary Panel are a requirement and not a choice we can make locally. The aim is, nationally, to not criminalise children.

Recently we have seen another rise in ASB in the same area, specifically around youths climbing on the scaffolding within the cemetery. We have identified some of those involved and will deal with them over the coming days and are continuing to work to identify the others involved.

We have met with members of the Parish Council and kept in contact to work together to try to reduce the number of incidents through prevention and proactive patrols. I

want to thank the Parish Council for their work to assist with this. Only by working together will we be able to deal with this issue.

Finally, I would like to ask that any incident is reported direct to the police. Reporting it to a third party can cause delay and miss vital information that officers need to effectively deal. I do appreciate that reporting via 101 can at times be frustrating, as I have found out personally, and this is often due to the volume of calls being received. I would urge you to be patient and continue with that call.

As always, in an emergency, call 999.

**Appendix b**  
Cemetery Chapels roof

Following reports on Facebook, here is the precise information.

The contract for this work was put out to tender on the government website last autumn and Manor Roofing was awarded the contract by Full Council.

The start date was initially given as last November, however, the finials on the ridge are only available from one supplier and when they were ordered, our contractor was informed that there was a 6-month lead time due to the pandemic, this would have been the same situation whichever contractor we had chosen.

The scaffolding had to go up at the beginning of the project as the person who is working to shape the slate needs to keep measuring the existing slates to ensure the new ones are an exact match. This job is a very skilled one and there are very few people that can carry out this work. The roof should begin being stripped this week and the job completed within two to three months. We would ask parishioners to bear with us as this is a unique job on a grade 2 listed building.

Members of the public are asked to remain behind the heras fencing and if anyone has any questions, please contact the Clerk by email or phone.

Clerks report

Letter received from the Farmer Education Trust regarding Battlefields allotments. I have to go back to the 1970's and read through the minutes so will have a report ready for council shortly.

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With regard to feedback on transparency, to demonstrate that these comments have been take on board and to develop further, you will see that the agenda has altered within its legal parameters.

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Regarding the banner above Boston Road carpark, Cllr Tracy Carter has said the following:

Chair's initials.....

I have received huge amounts of positive comments regarding it and so sadly on this occasion not everyone can be pleased, but I am delighted that on the whole residents are pleased with it and sorry that the resident who raised issues is not happy with it.

The banner is exactly the same as the street artwork, which very much does depict Holbeach, being the actual Holbeach church (not just a random church) and includes ice creams depicting a nod to laddies and then of course the infamous ducks.

The banner is a digital copy of the street art. Regarding quality, again no other concerns have been raised, and obviously due to the size of the artwork and size of the actual banner then some pixilation may occur, but again is more than clear to promote the town positively and has been supported as such.

The banner was funded via the Welcome back funding to support the promotion of towns in the return after Covid.

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Regarding the gentleman's comments from the last meeting regarding the governance review time table, members first agreed to reduce numbers at the meeting of the 14th February 2022 agenda item no 2021/2-164 hence SHDC's date of the 1st March. Then members agreed at the meeting of the 19th April under agenda item no 2021/2-198 which wards would have the reduction, hence SHDC's later date.

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The slabs have been re-instated below the digital screen.

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I contacted LCC Highways regarding the incorrect dates on advertised road closures for the Jubilee events in the press and was informed that our paperwork from them was correct and this is the only paperwork to go by.

## 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.



S137 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 it's 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.

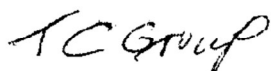
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded

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 Rialtos 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 2 a**

**East Midlands Tree Surveys Ltd**

95 Harrington Street  
Bourne  
Lincolnshire  
PE109HB  
john.wilcockson@thetreesurveyor.co.uk



**Estimate**

ADDRESS  
Karen Baxter  
Holbeach Parish Council  
Coubro Chambers, 11 W End  
Holbeach  
Lincolnshire  
PE12 7LW

ESTIMATE 1170  
DATE 21/04/2022

DATE	DESCRIPTION	AMOUNT
	Condition survey	1,200.00
	Mileage rate.	36.00
	Travel time	150.00
TOTAL		<b>£1,386.00</b>

Accepted By  
Accepted Date

**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 do 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 6b**



10/06/2022

**Holbeach Parish Council**

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**Invoices Due for Payment by 30 June 2022**

**For Purchase Ledger**

**Pay by Electronic Payment**

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
<b>The Alpine and Grass Nursey [AGN]</b>								
13/05/2022	5693		PLants		14/06/2022	417.65		417.65
Total of Invoices Due (AGN)						<b>417.65</b>	<b>0.00</b>	<b>417.65</b>
<b>Amazon EU s.a.r.l UK Bracnk [AM1]</b>								
16/05/2022	12533		HDMI cables		14/06/2022	20.69		20.69
20/05/2022	20841		Cement mixer switch		14/06/2022	19.18		19.18
26/05/2022	3561		2 x monitors		14/06/2022	89.90		89.90
26/05/2022	3561A		2 x monitors		14/06/2022	89.90		89.90
31/05/2022	4209		HDMI cable		14/06/2022	19.98		19.98
Total of Invoices Due (AM1)						<b>239.65</b>	<b>0.00</b>	<b>239.65</b>
<b>Branch Bros [BB]</b>								
18/05/2022	DCC005777		Credit note re water pipe		14/06/2022	-35.00		0.00
18/05/2022	DCI056383		Screws, weed mebrane ducting t		14/06/2022	262.24		227.24
31/05/2022	DCI056585		Fixings railing PR & warning t		14/06/2022	16.89		16.89
Total of Invoices Due (BB)						<b>244.13</b>	<b>0.00</b>	<b>244.13</b>
<b>Commercial Industrial Cleaning Supplies [CICS]</b>								
05/05/2022	1414		Paper towels Coubro		14/06/2022	21.55		21.55
Total of Invoices Due (CICS)						<b>21.55</b>	<b>0.00</b>	<b>21.55</b>
<b>Councillors [CLLR]</b>								
20/05/2022	2005		Lawn edging		14/06/2022	27.97		27.97
Total of Invoices Due (CLLR)						<b>27.97</b>	<b>0.00</b>	<b>27.97</b>
<b>DTS [DTS001]</b>								
31/05/2022	4		Locking up services		14/06/2022	620.00		620.00
Total of Invoices Due (DTS001)						<b>620.00</b>	<b>0.00</b>	<b>620.00</b>
<b>Fulney Sand &amp; Gravel [FSG]</b>								
05/05/2022	13755		5 tonnes limestone		14/06/2022	180.00		180.00
Total of Invoices Due (FSG)						<b>180.00</b>	<b>0.00</b>	<b>180.00</b>
<b>GH Building Services [GH]</b>								
18/05/2022	19		Re digger hire Jubilee Garden		14/06/2022	180.40		180.40
Total of Invoices Due (GH)						<b>180.40</b>	<b>0.00</b>	<b>180.40</b>
<b>Glow House Ltd [GHL]</b>								

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**Invoices Due for Payment by 30 June 2022**

**For Purchase Ledger**

**Pay by Electronic Payment**

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
02/05/2022	112542		<i>Glow sticks Jubilee Beacon lig</i>		14/06/2022	17.94		17.94
Total of Invoices Due (GHL)						<b>17.94</b>	<b>0.00</b>	<b>17.94</b>
<b>Greenzone Park Road [GZPR]</b>								
31/05/2022	349100		<i>Wheelie bins P/R</i>		14/06/2022	313.56		313.56
Total of Invoices Due (GZPR)						<b>313.56</b>	<b>0.00</b>	<b>313.56</b>
<b>[HMRC]</b>								
30/04/2022	MAY 23		<i>HMRC May 2023</i>		23/06/2022	2,053.55		2,053.55
20/05/2022	21/22		<i>Class 1a NIC's</i>		14/05/2022	138.00		138.00
Total of Invoices Due (HMRC)						<b>2,191.55</b>	<b>0.00</b>	<b>2,191.55</b>
<b>Holbeach St Johns Village Hall [HSJ]</b>								
31/05/2022	1306		<i>Hire hall 13062022</i>		14/06/2022	45.00		45.00
Total of Invoices Due (HSJ)						<b>45.00</b>	<b>0.00</b>	<b>45.00</b>
<b>Holbeach St Marks Village [HSM]</b>								
26/05/2022	110422		<i>Hire of hall 11/04/22</i>		14/06/2022	100.00		100.00
Total of Invoices Due (HSM)						<b>100.00</b>	<b>0.00</b>	<b>100.00</b>
<b>Jewson [JW]</b>								
07/05/2022	0190/00160574		<i>Sand jubilee garden</i>		14/06/2022	54.00		54.00
Total of Invoices Due (JW)						<b>54.00</b>	<b>0.00</b>	<b>54.00</b>
<b>LALC</b>								
27/05/2022	12664		<i>New clerks training</i>		14/06/2022	24.00		24.00
Total of Invoices Due (LALC)						<b>24.00</b>	<b>0.00</b>	<b>24.00</b>
<b>Lincolnshire Commercial Maintenance [LIN001]</b>								
31/05/2022	095		<i>Grass cutting</i>		14/06/2022	2,310.00		2,310.00
Total of Invoices Due (LIN001)						<b>2,310.00</b>	<b>0.00</b>	<b>2,310.00</b>
<b>Mammothworkwear.com [MAM]</b>								
10/05/2022	273743		<i>Hi-viz first aid</i>		14/06/2022	66.95		66.95
10/05/2022	273743A		<i>adj</i>		14/06/2022	0.04		0.04
Total of Invoices Due (MAM)						<b>66.99</b>	<b>0.00</b>	<b>66.99</b>
<b>Methodist Church [MET001]</b>								
09/05/2022	09052022		<i>re hire 0905</i>		14/06/2022	30.00		30.00

Telephone : 01733 891513



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**Holbeach Parish Council**

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**Invoices Due for Payment by 30 June 2022**

**For Purchase Ledger**

**Pay by Electronic Payment**

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Total of Invoices Due (MET001)						<b>30.00</b>	<b>0.00</b>	<b>30.00</b>
<b>Millenium Lighting [ML]</b>								
31/05/2022	14062022	FC-	Grant mde to Millenium lightin		14/06/2022	318.00		318.00
Total of Invoices Due (ML)						<b>318.00</b>	<b>0.00</b>	<b>318.00</b>
<b>Moat Road Nursery [MR]</b>								
16/05/2022	160522		Plants Jubilee garden & trees		14/06/2022	879.70		879.70
Total of Invoices Due (MR)						<b>879.70</b>	<b>0.00</b>	<b>879.70</b>
<b>Microsoft [MS1]</b>								
03/05/2022	M6MK		365 admin		14/06/2022	22.56		22.56
03/05/2022	M654		365 councillors		14/06/2022	63.84		63.84
Total of Invoices Due (MS1)						<b>86.40</b>	<b>0.00</b>	<b>86.40</b>
<b>One Stop [OS1]</b>								
10/05/2022	1005		Tea coffee etc		14/06/2022	1.00		1.00
12/05/2022	1205		Handwash		14/06/2022	2.00		2.00
13/05/2022	1305		Stamps		14/06/2022	32.64		32.64
17/05/2022	1705		Tea coffee etc		14/06/2022	1.00		1.00
17/05/2022	2505		Milk and stamps		14/06/2022	17.32		17.32
Total of Invoices Due (OS1)						<b>53.96</b>	<b>0.00</b>	<b>53.96</b>
<b>Platinum Cleaning [PLA001]</b>								
31/05/2022	100		Cleaning Coubro		14/06/2022	156.00		156.00
Total of Invoices Due (PLA001)						<b>156.00</b>	<b>0.00</b>	<b>156.00</b>
<b>Public Works Loan Board [PWLB]</b>								
02/06/2022	02062022		Loan repayment Hall Gate		14/06/2022	2,932.46		2,932.46
Total of Invoices Due (PWLB)						<b>2,932.46</b>	<b>0.00</b>	<b>2,932.46</b>
<b>Reed Specialist Recruitment Limited [REE]</b>								
10/05/2022	2409		DBS checks		14/06/2022	216.00		216.00
Total of Invoices Due (REE)						<b>216.00</b>	<b>0.00</b>	<b>216.00</b>
<b>Rachael's Plant Outlet [RPO]</b>								
12/05/2022	15725		Plants Jubilee Garden		14/06/2022	618.78		618.78
Total of Invoices Due (RPO)						<b>618.78</b>	<b>0.00</b>	<b>618.78</b>

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**Holbeach Parish Council**

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**Invoices Due for Payment by 30 June 2022**

**For Purchase Ledger**

**Pay by Electronic Payment**

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
<b>Roythornes [RT]</b>									
11/05/2022	20996		<i>re Battlefields</i>		14/06/2022	540.00		540.00	
						<b>Total of Invoices Due (RT)</b>	<b>540.00</b>	<b>0.00</b>	<b>540.00</b>
<b>Safepoint [SAF]</b>									
21/04/2022	2104		<i>Re mandown</i>		14/06/2022	174.50		174.50	
Telephone : 0808 1780102						<b>Total of Invoices Due (SAF)</b>	<b>174.50</b>	<b>0.00</b>	<b>174.50</b>
<b>Stuart Alan Signs [SAS]</b>									
17/05/2022	8897		<i>Banners &amp; plaques Jubilee and</i>		14/06/2022	324.00		324.00	
						<b>Total of Invoices Due (SAS)</b>	<b>324.00</b>	<b>0.00</b>	<b>324.00</b>
<b>Steve Hornsby [SH]</b>									
16/05/2022	3826		<i>Office door lock, emergency ca</i>		14/06/2022	95.00		95.00	
						<b>Total of Invoices Due (SH)</b>	<b>95.00</b>	<b>0.00</b>	<b>95.00</b>
<b>SHDC [SHDC2]</b>									
06/05/2022	TENS0605		<i>TENs licence</i>		14/06/2022	21.00		21.00	
30/05/2022	23-72998		<i>Street trading licence for 04/</i>		14/06/2022	67.00		67.00	
						<b>Total of Invoices Due (SHDC2)</b>	<b>88.00</b>	<b>0.00</b>	<b>88.00</b>
<b>Spalding Cleaning [SPA001]</b>									
27/05/2022	MAY22		<i>Window cleaning Coubro</i>		14/06/2022	23.00		23.00	
						<b>Total of Invoices Due (SPA001)</b>	<b>23.00</b>	<b>0.00</b>	<b>23.00</b>
<b>Staff [ST1]</b>									
11/05/2022	1105		<i>Eye test</i>		11/05/2022	25.00		25.00	
31/05/2022	3105KB		<i>Travelling expenses</i>		14/06/2022	70.74		70.74	
31/05/2022	3105AT		<i>Travelling expenses</i>		14/06/2022	37.35		37.35	
23/06/2022	JUNE 22		<i>Salaries June 2022</i>		23/06/2022	7,606.30		7,606.30	
						<b>Total of Invoices Due (ST1)</b>	<b>7,739.39</b>	<b>0.00</b>	<b>7,739.39</b>
<b>Tudor Business Forms Ltd [TBF]</b>									
04/05/2022	14244		<i>A4 Index</i>		14/06/2022	16.47		16.47	
						<b>Total of Invoices Due (TBF)</b>	<b>16.47</b>	<b>0.00</b>	<b>16.47</b>
<b>Viz Pro [VP]</b>									
03/05/2022	16284		<i>Notice board for Holbeach Drov</i>		14/06/2022	75.95		75.95	

10/06/2022  
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**Holbeach Parish Council**  
**Invoices Due for Payment by 30 June 2022**

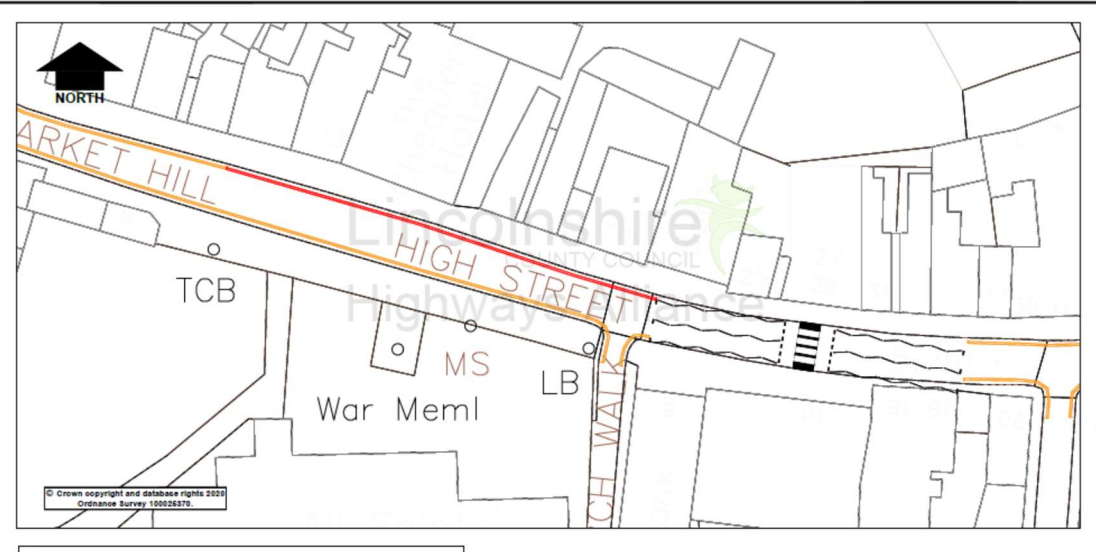
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**For Purchase Ledger**

**Pay by Electronic Payment**

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
<b>Total of Invoices Due (VP)</b>						<b>75.95</b>	<b>0.00</b>	<b>75.95</b>
<b>Wave</b>								
05/05/2022	10467979		Water Hall Gate		18/05/2022	53.47		53.47
10/05/2022	10502232		Water Carters Park		18/05/2022	103.44		103.44
10/05/2022	10504443		Water Park Road		18/05/2022	21.02		21.02
<b>Total of Invoices Due (WAVE)</b>						<b>177.93</b>	<b>0.00</b>	<b>177.93</b>
<b>West End Garage [WEG]</b>								
31/05/2022	11619		Fuel		14/06/2022	219.48		219.48
<b>Total of Invoices Due (WEG)</b>						<b>219.48</b>	<b>0.00</b>	<b>219.48</b>
<b>A Woods [WOODS]</b>								
20/05/2022	1679		Service Kubotas x 2		14/06/2022	648.00		648.00
<b>Total of Invoices Due (WOODS)</b>						<b>648.00</b>	<b>0.00</b>	<b>648.00</b>
<b>Total of Invoices Due (Purchase Ledger)</b>						<b>22,467.41</b>	<b>0.00</b>	<b>22,467.41</b>
<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>						<b>22,467.41</b>	<b>0.00</b>	<b>22,467.41</b>

**Appendix 7**



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Ordnance Survey 100026376

Lincolnshire COUNTY COUNCIL  
Highways Alliance

Lincolnshire COUNTY COUNCIL  
Highways Alliance  
Lancaster House, 36 Orchard Street, Lincoln, LN1 1YZ

Project	Holbeach - High Street	Drawn	AM	Chkd		Auth		Date	22/04/22
Plan No.	952	Scale		Sheet		Issue		Rev	
Contract No.	Proposed No Waiting At Any Time	Author		Check		Drawn		Rev	
Contract No.	H/AM/952/001	Rev	0	Scale		Drawn		Rev	NTS