

Minutes of the meeting of Holbeach Parish Council on Monday 10th October 2022 at 18:45 at Methodist Church, Albert Walk, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Johnson, S Hutchinson, I Hutchinson, M Murfet, R Flood, & T Wiltshire Clerk: Jan Hearsey Asst Clerk: Karen Baxter	Cllrs P Howden, R Stevens, S Lewis & S Hussain	
Public including Councillors	Cllr P Coupland 5 members of the public 1 press	Cllr T Carter	

Meeting opened at 18:45 and Chair Cllr S Johnson welcomed everyone. He invited questions from the public in a public forum which would last up to 25 minutes.

1. An allotment holder had received their annual invoice but raised a query that the invoice was for the previous 6 months and the proceeding 6 months when he believed he paid his rent in advance. The Clerk explained that following training you cannot charge a complete year in advance. The Clerk presented an invoice from 2016 where the invoice was rent paid in arrears. It was suggested that the Clerk look into the original rent agreement.
2. A member of the public raised concerns over Tigers Bar as it is now seemingly a “truck stop”. Did they pay the correct Business Rates? The Clerk will look into this. He also said that he believed the posting of the agenda to the digital notice board was incorrect and he had written to the MP and received a letter back. The Clerk responded that LALC had advised that was acceptable. The Clerk to speak again to LALC.

There were no submitted reports from District & County. Cllr I Hutchinson asked that the Council receive written reports, the Clerk to contact the Councillors

Chair Cllr S Johnson instated Standing Orders and the meeting began at 19:03

2022/3-077 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: S Hussain, R Stevens, P Howden & S Lewis

2022/3-078 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 R Flood declared a non-pecuniary interest in agenda item 2022/3-085 (f)

2022/3-079 It was resolved to approve as a correct record the notes of the meetings of the Council held on 26th September 2022 and to authorise the Chair to sign the official minutes.

2022/3-080 Clerks report

- a) To receive a report from the Clerk – see appendix a
- b) To receive an update on vacancies - see appendix a

2022/3-081 Open Spaces Committee –

- a) To receive the report from the Chair of the committee – see appendix 1
- b) It was **resolved** to agree the Holly Cutting Tender
- c) To receive an update on the slide, the Council is still awaiting another solution from the suppliers and it was **resolved** to agree to defer the decision with regard to a way forward to the next meeting

2022/3-082 Planning, Properties, Emergency Planning and Speeding Committee

- a) To receive the report from the Chair of the committee – appendix 2
- b) It was **resolved** to agree the planning responses: H09-0851-22, H09-0845-22 & H09-0948-22 no objection. H09-0948-22 comment, concerns with layout. H09-0845-22, Concerns over road network, too much pressure on one junction and infrastructure issues
H09-0851-22 Residential Development - Erection of Pair of Semi-Detached Houses - <https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0851-22&from=planningSearch>
H09-0948-22 Residential Development - Erection of 6 Houses - <https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0913-22&from=planningSearch>
H09-0845-22 Erection of 100 dwellings with associated parking, roads and drainage - <https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0845-22&from=planningSearch>
H09-0948-22 Extension & alterations - <https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0948-22>
- c) It was **resolved** to agree for all Councillors to sign the documentation from Mossop & Bowser to register the properties
- d) To receive an update regarding the cemetery chapels and it was **resolved** to agree the next step as to agree to pay the increase price for felt and bat tiles and the additional scaffolding cost.



2022/3-083 – PR/IT Committee -

- a) To receive the report from the Chair of the committee – no report

2022/3-084 – Events Committee

- a) To receive the report from the Chair of the committee – see appendix 3
- b) It was **resolved** to agree that the marshals for Remembrance & the Christmas Fair will be volunteers of the Council
- c) It was **resolved** to agree the recommendation of the committee the spend of £2,500 on the Christmas Fayre

2022/3-085- Finance Committee

- a) To receive the report from the Chair of the Committee – see appendix 4
- b) It was **resolved** to agree to authorise the payments for September 2022 of £15,860.72 (appendix 4a) and to note the income for September 2022 £4,706.67 and to agree the spend of £40 for flowers for HM The Late Queen Elizabeth II under s.137
- c) To note the Bank balances as of 30th September 2022, as: Account ending **4844** £2,945.89 Account ending **5394** £14,208.89 – see appendix 4b
Account ending **01PC** £232,527.58
- d) To review the provisional draft committee budgets as recommended by the Finance committee – each Chair gave a brief resume of their provisional draft budgets, they will go back to their committees.
- e) It was **resolved** to agree to purchase a wreath from the Royal British Legion at a cost of £24.99 under s.137
- f) It was **resolved** to agree the Grant Application from the Royal British Legion Holbeach St Marks
- g) It was **resolved** to agree the recommendation of the committee to add the Deputy Clerk to the Barclays Bank mandate

2022/3-086 – Meeting dates 2023

- a) It was **resolved** to agree the meeting dates and venues for 2023 – see appendix 5

2022/3-087 – Confirmation of date and venue of the next Parish Council meeting

- a) The next meeting of the Parish Council will be on 14th November 2022 at the Methodist Church Hall, Albert Walk, Holbeach

Open meeting closed at 19:58

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 20:04

2022/3-088 HR, Health and Safety and Data Committee

- a) To receive the report from the Chair -Cllr S Hutchinson briefed Members on emails sent and received.

- b) To discuss and resolve to agree the update regarding a staffing matter(s) – there was no discussion required and no update to resolve

Meeting closed at 20:11

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

Appendix a

In answer to the question raised by the member of the public at the last meeting: We have been through the minutes and in the 1990’s staff were asked to repair chapel windows. The artwork currently covering the windows was organised by the Cemetery Chapels Trust in consultation with the then conservation officer.

We have contacted the Conservation office regarding the bat tiles. Six are required and as long as they are the same colour as the slates, he is happy.

We now have the Civility and Respect certificate following Members signing up to this at the last meeting.

Cllr T Carter reminds councillors that if they any queries or need assistance, please email the office and they will pass on.

We were contacted on Friday morning by someone who is a student a UAH reporting that a baby pigeon had fallen out of a tree and was injured. I contacted Waddles Rescue and they attended. The UAH student waited until Waddles arrived to ensure the safety of the bird. Thanks to this student it just goes to show that Holbeach does have some truly great young people.

Update on vacancies

All vacancies remain available for co-option

Appendix 1

Open Spaces Chair report

A way forward with the slide was discussed and recommended to full council. Maintenance of the bowls club was discussed and will be revisited after investigation of costs. Cutting back of trees bordering our sites will be scheduled.

It was agreed about the location of two new rows in Park Road for cremation internments.

Purchase of a stake and banding machine and new composting area at battlefield allotments to be looked into.

It was discussed to advertise the allotment vacant plots, it was agreed to purchase signage and a gate for Battlefields was discussed as a next year project.

It was agreed that the vehicle gate at Netherfields be locked off for the winter following forcing it open issues.

Two tender formats for grass cutting were recommended to full council.

Following the in-depth tree report it was discussed to put out the tree work to tender.

It was recommended that a parishioner from Holbeach Hurn contact the playing field committee re ongoing mole issues in the first instance and to advise about the grant scheme if needed.

Quotes were discussed for the next financial years open spaces projects and both the project funding and proposed budgets were discussed and recommended to the finance committee in preparation to going forward to full council.

A way forward re the repair of the kubota was discussed and recommended to full council.

Appendix 2

PPES report

Unfortunately we were unable to meet in September but we will be meeting this week on Wednesday 5th Oct.

Work is due to restart on the chapels this week and we also have a meeting with the conservation officer to discuss our future plans.

We are due to meet regarding the Emergency Plan that we drew up earlier in the year . This will happen on 13th Oct and any details that need to be added will be done ready to bring back to full council.

The bowls club will be vacating at the end of this month but we are working with them and hope to come up with a suitable plan so they can still continue to use the space as a club but also allow other groups or members of the public to use the space. PPES REPORT

Appendix 3

EVENTS REPORT

Most of the letters have gone out to organisations inviting them to the remembrance parade on 13th Nov. We have had another meeting with the RBL and the church and things are progressing well. Final details will be discussed at our next meeting.



The Xmas Fayre is coming together and there has been lots of interest from stall holders. Posters will be going out in the next few days along with letters to the businesses informing them of what we have planned. We are also sending out letters to all the schools explaining how the children can be involved in the event. We will be doing a press release in the coming weeks and more information will be posted on Facebook promoting what is happening on the day.

At our last meeting we discussed the possibility of a Farmer's market. We all felt this would be something the public would be interested in and we will be looking into the possibility of progressing this idea in the coming months.

Finally can I please ask that any councillors that are available on 13th Nov and 3rd Dec to let the clerk know so we can start to work out the stewards for these events. If any members of the public are interested in helping then also please get in touch with the clerk.

Appendix 4

Finance Chair Report

A sample of the months invoices were checked and all was correct. The RFO pointed out the increase of electric prices.

It was suggested to approach the other member of finance to enquire if he would be included in the banking mandate.

The preliminary draft budgets were reviewed, and these suggestions will go back to the committees.



Appendix 4a

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Holbeach Parish Council

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Invoices Due for Payment by 31 October 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
Aldi								
03/09/2022	03092022		Hand soap		11/10/2022	1.38		1.38
Total of Invoices Due (ALDI)						1.38	0.00	1.38
ALS Group [ALS]								
04/10/2022	4061		Reindeer & snowglobe		11/10/2022	990.00		990.00
Total of Invoices Due (ALS)						990.00	0.00	990.00
Amazon EU s.a.r.l UK Brackn [AM1]								
08/09/2022	GB2022-		Union flag		11/10/2022	21.98		9.00
15/09/2022	GB25R06LVAEUI		Blue paper towel		11/10/2022	22.36		22.36
15/09/2022	GB25R06Q6AEUI		Blue paper towel		11/10/2022	22.36		22.36
15/09/2022	GB25ROC1WAEUI		Blue paper towel		11/10/2022	22.36		22.36
15/09/2022	GB25ROAH7AEUI		Blue paper towel		11/10/2022	22.36		22.36
15/09/2022	GB25TO6GSAEUI		Blue paper towel		11/10/2022	22.36		22.36
15/09/2022	GB25QPCNBAEUI		Spanner set		11/10/2022	40.00		40.00
15/09/2022	GB-2022-		Impact socket set		11/10/2022	27.88		27.88
15/09/2022	GB-2022-		Torx bit set		11/10/2022	16.99		16.99
15/09/2022	GB-2022-		Safety work gloves		11/10/2022	12.98		12.98
26/09/2022	15485925		Credit re gloves		11/10/2022	-12.98		0.00
27/09/2022	GB26053TZAUI		Disposalble overalls		11/10/2022	3.52		3.52
Total of Invoices Due (AM1)						222.17	0.00	222.17
Boyes [BY]								
01/09/2022	01092022		Cable ties		11/10/2022	2.45		2.45
Total of Invoices Due (BY)						2.45	0.00	2.45
Crown Estate [CE]								
02/09/2022	30876230		Rent Holbeach Bank		11/10/2022	732.51		732.51
Total of Invoices Due (CE)						732.51	0.00	732.51
DTS [DTS001]								
30/09/2022	8		Locking/unlocking		11/10/2020	600.00		600.00
Total of Invoices Due (DTS001)						600.00	0.00	600.00
Food 4 Wild Birds [F4WB]								
13/09/2022	146190		Duck food		11/10/2022	80.85		80.85
Total of Invoices Due (F4WB)						80.85	0.00	80.85



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Holbeach Parish Council

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Invoices Due for Payment by 31 October 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	
Flower Basket [FB]									
10/09/2022	1039		Flowers Queen S.137		10/09/2022	40.00		40.00	
						Total of Invoices Due (FB)	40.00	0.00	40.00
Goldstocks Ltd [GS]									
15/09/2022	507409265-2022-		Spirit level		11/10/2022	16.48		16.48	
						Total of Invoices Due (GS)	16.48	0.00	16.48
Greenzone Park Road [GZPR]									
30/09/2022	359666		Bins Park Road		11/10/2022	250.85		250.85	
						Total of Invoices Due (GZPR)	250.85	0.00	250.85
[HMRC]									
23/09/2022	230922		Tax & Ni Sept 22		11/10/2022	1,968.08		1,968.08	
						Total of Invoices Due (HMRC)	1,968.08	0.00	1,968.08
Irelands Farm Machinery Ltd [IRE]									
14/09/2022	226189		Spring for Kubota		11/10/2022	7.85		7.85	
Telephone : 01205 460600						Total of Invoices Due (IRE)	7.85	0.00	7.85
Lincolnshire Commercial Maintenance [LIN001]									
30/09/2022	102		Grass cutting Sept 22		11/10/2022	1,815.60		1,815.60	
						Total of Invoices Due (LIN001)	1,815.60	0.00	1,815.60
Methodist Church [MET001]									
20/09/2022	2009		Hall hire 26092022		11/10/2022	30.00		30.00	
						Total of Invoices Due (MET001)	30.00	0.00	30.00
Microsoft [MS1]									
03/09/2022	E0800K4XWC		Office 365 Cllrs		11/10/2022	70.16		70.16	
03/09/2022	E0800K5531		Office 365 admin		11/10/2022	22.56		22.56	
						Total of Invoices Due (MS1)	92.72	0.00	92.72
Outdoor Spares Ltd [OS]									
16/09/2022	134713191-2022-		Stihl strimmer cord		11/10/2022	28.92		28.92	
						Total of Invoices Due (OS)	28.92	0.00	28.92
One Stop [OS1]									
06/09/2022	0609		Milk		11/10/2022	1.00		1.00	



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Holbeach Parish Council

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Invoices Due for Payment by 31 October 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
12/09/2022	12092022		Milk		11/10/2022	1.00		1.00
21/09/2022	2109		Glue sticks		11/10/2022	2.25		2.25
Total of Invoices Due (OS1)						4.25	0.00	4.25
Platinum Cleaning [PLA001]								
30/09/2022	133		Cleaning Coubro		11/10/2022	184.00		184.00
Total of Invoices Due (PLA001)						184.00	0.00	184.00
Post Office Ltd [PO1]								
13/09/2022	13092022		Drop & Go top-up		11/10/2022	40.00		40.00
14/09/2022	14092022		Sihned for letter HR		11/10/2022	7.65		7.65
Total of Invoices Due (PO1)						47.65	0.00	47.65
Savills (UK) Ltd [SAV001]								
23/09/2022	767807		Rent Northans Lane		11/10/2022	390.00		390.00
Total of Invoices Due (SAV001)						390.00	0.00	390.00
Steve Lewis Electrical [SLE]								
30/09/2022	284		Jubilee garden electrics		11/10/2022	324.00		324.00
Total of Invoices Due (SLE)						324.00	0.00	324.00
Smarty Mobile [SM]								
27/09/2022	2709		SIM digital screen		11/10/2022	5.00		5.00
Total of Invoices Due (SM)						5.00	0.00	5.00
Saxton Trading Ltd [ST]								
15/09/2022	125603221-2022-		Magnetic bit holder		11/10/2022	5.49		5.49
Total of Invoices Due (ST)						5.49	0.00	5.49
Staff [ST1]								
27/09/2022	270922		Mileage parade training		11/10/2022	30.00		30.00
23/10/2022	231022		Salaries October 22		21/10/2022	7,481.53		7,481.53
Total of Invoices Due (ST1)						7,511.53	0.00	7,511.53
Tesco								
13/09/2022	130922		Milk		11/10/2022	5.75		5.75
Total of Invoices Due (TESCO)						5.75	0.00	5.75
Tonwood [TON001]								



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Holbeach Parish Council

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Invoices Due for Payment by 31 October 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
11/09/2022	3114031		<i>Cr re key cutting</i>		11/10/2022	-9.98		0.00
Total of Invoices Due (TON001)						-9.98	0.00	0.00
Unipart Dorman [UNI]								
23/09/2022	20249364		<i>SID mounting plates</i>		11/10/2022	289.20		289.20
Telephone : 01704 518000						Total of Invoices Due (UNI)		
						289.20	0.00	289.20
West End Garage [WEG]								
30/09/2022	12121		<i>Fuel</i>		11/10/2022	200.00		200.00
						Total of Invoices Due (WEG)		
						200.00	0.00	200.00
Wrights Wears Ltd [WRW]								
15/09/2022	132328311-2022-		<i>Allen keys</i>		11/10/2022	13.99		13.99
						Total of Invoices Due (WRW)		
						13.99	0.00	13.99
Total of Invoices Due (Purchase Ledger)						15,850.74	0.00	15,860.72
TOTAL OF INVOICES DUE (ALL LEDGERS)						15,850.74	0.00	15,860.72



Appendix 4b

Date: 03/10/2022

Holbeach Parish Council

Page 1

Time: 09:43

**Bank Reconciliation Statement as at 30/09/2022
for Cashbook 1 - Barclays Current Account**

User: 6121.J.HEARSEY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current account	30/09/2022		2,945.89
			<u>2,945.89</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,945.89
<u>Receipts not Banked/Cleared (Plus)</u>			
31/08/2022 100819		0.16	
13/09/2022 100820		20.00	
13/09/2022 100820		20.00	
20/09/2022 100822		70.00	
20/09/2022 100821		400.00	
			<u>510.16</u>
			3,456.05
		Balance per Cash Book is :-	3,456.05
		Difference is :-	0.00



Date: 03/10/2022

Holbeach Parish Council

Page 1

Time: 09:46

**Bank Reconciliation Statement as at 30/09/2022
for Cashbook 3 - Business Saver Account**

User: 6121.J.HEARSEY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver Account	29/09/2022		10,209.89
Barclays (Ring Fenced Funds)	30/06/2022		3,999.00
			<hr/> 14,208.89
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			14,208.89
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			14,208.89
		Balance per Cash Book is :-	14,208.89
		Difference is :-	0.00



Date: 03/10/2022

Holbeach Parish Council

Page 1

Time: 09:47

**Bank Reconciliation Statement as at 30/09/2022
for Cashbook 4 - CCLA Account**

User: 6121.J.HEARSEY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Account	31/08/2022		257,527.58
			<u>257,527.58</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
09/09/2022 090922 Barclays Current Account		25,000.00	
			<u>25,000.00</u>
			232,527.58
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			232,527.58
		Balance per Cash Book is :-	232,527.58
		Difference is :-	0.00

Appendix 5

2023 meeting dates

Dates and times of meetings for the 2023 calendar year

Date	Venue
Monday 16 th January 2023	Methodist Hall, Albert Walk
Monday 13 th February 2023	Methodist Hall, Albert Walk
Monday 13 th March 2023	Methodist Hall, Albert Walk
Tuesday 11 th April 2023	Methodist Hall, Albert Walk
Monday 15 th May 2023	Methodist Hall, Albert Walk
Monday 12 th June 2023	Holbeach Hurn Village Hall
Monday 10 th July 2023	Holbeach St Marks Village Hall

Monday 14th August 2023	Holbeach St Johns Village Hall
Monday 11 th September 2023	Methodist Hall, Albert Walk
Monday 9th October 2023	Methodist Hall, Albert Walk
Monday 13 th November 2023	Methodist Hall, Albert Walk
Monday 12 th December 2023	Methodist Hall, Albert Walk