



Minutes of the meeting of Holbeach Parish Council on Monday 16th January 2023 at 19:00 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 Stevens, T Wiltshire, P Howden, S Lewis, R Flood, C Simpson & C Turner Clerk: Jan Hearsey Deputy Clerk: Karen Baxter	Cllrs S Hussain	
Public including Councillors	Cllr T Carter Cllr N Worth 4 members of the public 1 press		

Chair Cllr S Johnson instated Standing Orders and the meeting began at 19:06

2022/3-119 - 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:
Cllr S Hussain

2022/3-120 - 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.

Cllrs: M Murfet, S Hutchinson, I Hutchinson & R Stevens declared a non-pecuniary interest in agenda item 2022/3-124 (d)

2022/3-121 - Minutes

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 12th December 2022 and to authorise the Chair to sign the official minutes.

2022/3-122 - Clerks report

- a) To receive a report from the Clerk – see appendix 3
- b) To receive an update on vacancies – see appendix 3

2022/3-123 - Finance & Admin Committee

- a) To receive the report from the Chair of the Committee – see appendix 3
- b) The Bank balances as of 31st December 2022 were noted as follows:
Account ending **4844** £2,300.91 Account ending **5394** £22,761.95
Account ending **01PC** £183,617.25 see appendix 1
- c) It was **resolved** to agree the insurance renewal as recommended by the committee
- d) It was **resolved** to agree to authorise the payments for December 2022 of £24,791.68 and to note the income for December 2022 of £4,513.19 – see appendix 2
- e) It was **resolved** to agree the recommendation of the committee in regard to the Council's investments as to remove the funds from the Funds Network and place in the CCLA account
- f) It was **resolved** to agree the recommendation of the committee regarding the grant application received

2022/3-124 - Open Spaces Committee - To elect interested members to the committee – no spaces available

- a) To receive a report from the Chair of the Committee
- b) To receive an update on the slide following the meeting with the supplier/installer on the 19th December and to resolve to agree the next step – following confirmation from the supplier that they are to remove the slide, it was proposed, seconded and **agreed** to amend the agenda item to read: to resolve to agree to go out to tender for a new slide. It was **resolved** to agree to go out to tender for a new slide
- c) It was proposed, seconded and **agreed** to amend the agenda item to “save the date” until all the paperwork has been submitted .It was **resolved** to agree to save the date for organisers of the Food Festival, the use of Carters Park on the 3rd September 2023
- d) It was discussed and **resolved** to agree the way forward with Battlefield allotments following the letter received from the Farmer Education Trust as to write to them and ask what are their plans if they do not sell to the Council

2022/3-125 - Planning, Properties, Emergency Planning and Speeding Committee - To elect interested members to the committee – no spaces available

- a) To receive the report from the Chair of the Committee – see appendix 3
- b) An update on the cemetery chapels roof was received and the roof should be completed by the end of January, and it was **resolved** to pay the interim payment
- c) It was **resolved** to agree to go to tender for the works to the windows of the cemetery chapels
- d) It was **resolved** to agree to apply to remove condition 3 of the planning consent H09-0756-14 dated 10th September 2014

2022/3-126 – Former PR/IT Committee



- a) It was **resolved** to agree the minutes of the final PR/IT committee meeting of the 28th November 2022

2022/3-127 - Events & PR Committee

- a) To receive the report from the Chair of the committee – see appendix 3
- b) It was **resolved** to agree to co-opt interested members to the committee – Cllrs Chaz Simpson & Stephen Johnson were co-opted to the committee

2022/3-128 – Carters Park Charity

- a) It was **resolved** to agree to pay for legal fees to update documentation up to a value of £2,000

2022/3-129 – Grass Verge cutting

- a) It was **resolved** to agree to not pay for grass verge cutting as per last year

2022/3-130 - Confirmation of date and venue of the next Parish Council meeting

- a) The next meeting of the Parish Council will be on Monday 13th February 2023 at 19:00 at the Methodist Church Hall, Albert Walk, Holbeach

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

Open meeting closed at 20:14

Closed meeting opened at 20:19

2022/3-131 – Coubro Chambers

- a) It was **resolved** to agree the situation regarding a tenancy as: (it was proposed, seconded and **agreed** to suspend Standing Orders) to continue the same rent and let the other room.
Standing Orders were re-instated

2022/3-132 - HR, Health and Safety and Data Protection Committee

- a) To receive a report from the Chair of the Committee – there was no report
- b) It was **resolved** to agree the recommendation of the committee the next stage in an ongoing staffing matter as to continue to follow legal advise
- c) It was **resolved** to agree to write to the Chief Executive of SHDC regarding the Monitoring Officer’s role
- d) It was **resolved** to agree to update the Clerk’s delegated powers

Meeting closed at 20:51

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



Appendix 1

Date: 03/01/2023 **Holbeach Parish Council** Page
Time: 13:22 **Bank Reconciliation Statement as at 31/12/2022** User: 6121.J.HEARSE
for Cashbook 1 - Barclays Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current account	31/12/2022		2,195.91
			<u>2,195.91</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,195.91
<u>Receipts not Banked/Cleared (Plus)</u>			
20/12/2022 100836		80.00	
20/12/2022 100837		25.00	
			<u>105.00</u>
			2,300.91
		Balance per Cash Book is :-	2,300.91
		Difference is :-	0.00

Date: 03/01/2023 **Holbeach Parish Council** Pa
Time: 13:37 **Bank Reconciliation Statement as at 31/12/2022** User: 6121.J.HEAR
for Cashbook 3 - Business Saver Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver Account	31/12/2022		18,762.95
Barclays (Ring Fenced Funds)	30/06/2022		3,999.00
			<u>22,761.95</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			22,761.95
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			22,761.95
		Balance per Cash Book is :-	22,761.95
		Difference is :-	0.00



Date: 03/01/2023 Holbeach Parish Council P
 Time: 13:39 **Bank Reconciliation Statement as at 31/12/2022** User: 6121.J.HEAF
for Cashbook 4 - CCLA Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Account	30/11/2022		183,617.25
			183,617.25
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			183,617.25
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			183,617.25
		Balance per Cash Book is :-	183,617.25
		Difference is :-	0.00

Signed Chair.....

Appendix 2



17/01/2023		Holbeach Parish Council				Page 1			
11:14		Invoices Due for Payment by 31 January 2023							
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	
Amazon EU s.a.r.l UK Brackn [AM1]									
09/12/2022	BAEUI		Excercise boots		16/01/2023	10.87		10.87	
						Total of Invoices Due (AM1)	10.87	0.00	10.87
Brandology [BL]									
01/12/2022	11231		Water troughs		16/01/2023	22.00		22.00	
						Total of Invoices Due (BL)	22.00	0.00	22.00
Chandlers [CHA001]									
20/12/2022	634749		Brush cutter head		17/01/2023	45.95		45.95	
						Total of Invoices Due (CHA001)	45.95	0.00	45.95
Crusader Traffic [CT]									
16/12/2022	33922		Signs xmas fayre		17/01/2023	100.80		100.80	
						Total of Invoices Due (CT)	100.80	0.00	100.80
Derikee Ltd [DERIKEE]									
05/12/2022	2022-4544		Credit re ladder		16/01/2023	-67.65		0.00	
						Total of Invoices Due (DERIKEE)	-67.65	0.00	0.00
DTS [DTS001]									
31/12/2022	11		Locking up Dec 22		31/12/2022	635.00		635.00	
						Total of Invoices Due (DTS001)	635.00	0.00	635.00
Gallagher [GAL]									
13/12/2022	520155132		Insurance additional premium		17/01/2023	828.04		828.04	
10/01/2023	10295869		Fees for insurance		17/01/2023	75.00		75.00	
24/01/2023	PROFORMA		Insurance		17/01/2023	9,516.25		9,516.25	
						Total of Invoices Due (GAL)	10,419.29	0.00	10,419.29
Greenzone Park Road [GZPR]									
31/12/2022	367713		Wheeie bins Park Road		17/01/2023	250.85		250.85	
						Total of Invoices Due (GZPR)	250.85	0.00	250.85
[HMRC]									
23/12/2022	23122022		HMRC Dec 22		17/01/2023	1,915.54		1,915.54	
						Total of Invoices Due (HMRC)	1,915.54	0.00	1,915.54
Holbeach Tyres [HT]									



17/01/2023		Holbeach Parish Council				Page 2					
11:14		Invoices Due for Payment by 31 January 2023									
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			
09/12/2022	JHT097892		Tyre repair trailer		16/01/2023	18.00		18.00			
Total of Invoices Due (JHT)						18.00	0.00	18.00			
Hurco [HUR001]											
20/12/2022	4350		Parking bay chapels		17/01/2023	1,980.00		1,980.00			
Total of Invoices Due (HUR001)						1,980.00	0.00	1,980.00			
Irelands Farm Machinery Ltd [IRE]											
23/12/2022	227278		Kubota parts		17/01/2023	652.85		652.85			
Telephone : 01205 460600			Total of Invoices Due (IRE)						652.85	0.00	652.85
LALC											
19/12/2022	13056		Charity law training		17/01/2023	82.80		82.80			
Total of Invoices Due (LALC)						82.80	0.00	82.80			
Methodist Church [MET001]											
12/12/2022	2411		Hire hall 12/2222		16/01/2023	30.00		30.00			
Total of Invoices Due (MET001)						30.00	0.00	30.00			
Microsoft [MS1]											
03/12/2022	E0800LA05H		36 councillors		16/01/2023	68.40		68.40			
03/12/2022	E0800LACME		365 admon		16/01/2023	22.56		22.56			
Total of Invoices Due (MS1)						90.96	0.00	90.96			
One Stop [OS1]											
15/12/2022	15122022		Coffee		17/01/2022	3.50		3.50			
Total of Invoices Due (OS1)						3.50	0.00	3.50			
Platinum Cleaning [PLA001]											
31/12/2022	160		Cleaning Dec 22		17/01/2023	208.00		208.00			
Total of Invoices Due (PLA001)						208.00	0.00	208.00			
Post Office Ltd [PO1]											
08/12/2022	08122022		Top up drop & go		16/01/2023	25.00		25.00			
21/12/2022	2112		Drop & Go		17/01/2023	25.00		25.00			
Total of Invoices Due (PO1)						50.00	0.00	50.00			
SHDC [SHDC2]											
22/12/2022	40130554		Bus rates digital notice board		17/01/2023	633.66		633.66			



Invoices Due for Payment by 31 January 2023

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 (SHDC2)						633.66	0.00	633.66
Smarty Mobile [SM]								
27/11/2022	2711		Sim November		17/01/2023	5.00		5.00
27/12/2022	2712		Sim December		17/01/2023	5.00		5.00
Total of Invoices Due (SM)						10.00	0.00	10.00
Spalding Cleaning [SPA001]								
10/12/2022	101222		Windows Coubro		17/01/2023	23.00		23.00
Total of Invoices Due (SPA001)						23.00	0.00	23.00
Staff [ST1]								
14/12/2022	141222		Staff mileage training		16/01/2023	44.00		44.00
23/01/2023	JAN 23		Salaries Jan 23		20/01/2023	7,639.61		7,639.61
Total of Invoices Due (ST1)						7,683.61	0.00	7,683.61
Total of Invoices Due (Purchase Ledger)						24,799.03	0.00	24,866.68
TOTAL OF INVOICES DUE (ALL LEDGERS)						24,799.03	0.00	24,866.68

Signed Chair.....

Appendix 3

SUPPORTING DOCUMENTS FOR FULL COUNCIL MEETING 16-01-2023

Chair of Finance & Admin report 09/01/23

Normal monthly activities were carried out.

Following a meeting with Bingham Woods it was agreed to move our current investment into CCLA with a recommendation that the finance committee carry out a biannual review and to keep an eye on interest rates in general.

As normal all budgets have been reviewed and caution is still recommended

Open spaces chair report for 16-01-23

Discussions about the next steps with the slide in Carter's park are progressing. The allotments waiting list has been almost exhausted with two specific locations requested. Secondary Allotment inspections have been completed and holders notified. Discussions to extend and refurbish the path behind the pavilion were held.

PPES REPORT JANUARY

All the planning application responses were agreed.
The locations for the SIDs were agreed at Church St and Holbeach St Johns.
An hourly rate for the use of the bowls green for the bowls club was agreed. This was considered to be a fair rate for this season and will be reviewed at the end of the season once we know the actual costs of maintaining the area. Other groups and members of the public will also be able to hire the bowls green but at a slightly higher rate.
It was discussed as to the best way forward with the emergency plan at it was felt it would be best to meet with key individuals in each ward. It was agreed that we would start with Hurn ward and a meeting would be arranged in early February.

EVENTS AND PR REPORT JANUARY

A meeting to discuss this year's Christmas fayre will take place at 5.30pm on Monday 16th at the Methodist Hall. This will be to discuss ideas for activities for the event and looking at improvements that can be made. We will also be looking for more volunteers so we can hopefully grow this year's event. Traders and stall holders have been invited and any member of the public are also welcome.
We have been informed that the beacons are due to be lit to commemorate the 80th anniversary of the D Day landings. This will take place in June 2024 and the committee agreed we should light the beacon and also look to organise some form of event.
We will be organising a family funday in Carter's park to celebrate the Coronation. This will take place on Sunday May 7th.
The Car show will return again this year on Sunday 23rd July and this is again proving very popular with 150 spaces already booked.
It was agreed to do a press release about the new CCTV being installed in Carter's park. I was also agreed to meet with both papers to discuss our proposed projects for the year and discuss any advertising and press coverage we would like.
This year's calendar will be photos of old Holbeach and villages. The public can submit a photo that means something to them along with a brief description of its importance to them. The public will vote for their favourite 12 for the calendar.

County & District

Cllr T Carter reported that the underpass pumps are now working. Adult social care has 20 beds in south lincs. Highways issues near UAH, Market Rasen Way. Bike racks now on Market Hill. Church Walk now has a not suitable for HGV signs. LRSP have picked up 1639 offences.

Medieval Festival is back this year. Letter drops re fly tipping. Team Pride have been in Holbeach. Lotter going well. Memory Lane coming to an end.

Clerks report

Following on from the question raised at the last meeting regarding the boundary of Carters Park, this is covered on tonight's agenda under agenda no 2022/3-125 (d)



Following on from another question raised regarding planning applications for the football club in the name of the Parish Council, we have investigated, and no permission was given by Council for these applications to go in Council's name and a letter to this effect has been sent to SHDC planning

A councillor came up with an idea to have a projects update for councillors which was brought to me. I will address this through my CiLCA training and will discuss six monthly.

Another question from last month was the £8,500 given to the Holbeach Cemetery Chapels. I have found the payment and it was made on the 10th December 2012 with the explanation as "Refurbishment fuds – agreed precept payment". A letter was received dated 2nd November 2011 from the Holbeach Cemetery Chapels Group which outlines that the Parish Council had set aside funds over a period of time for works and that by passing these funds to the group, the group would be "relieving the PC of these liabilities".

The minutes from a sub-committee meeting of the Parish Council dated 11th January 2012, state "It was reported that the auditor had confirmed that the monies could be transferred into the Cemetery Chapels bank account, as a Committee had been formed and as long as they keep the Parish Council updated.

The Parish Council has received a letter dated 2nd January 2023 from the Holbeach Cemetery Chapels Trust to say that the Chapels had ceased trading on the 30th November 2022 and they enclosed a cheque to the value of £157.18 being the final balance held in their account.

We have received the tax base for the precept which is 3576 making a Band D property paying £86.04 per annum for all the Parish Council services. Taking into account the rate of inflation, the precept of ten years ago, would be worth £242,514 today. If we add into this figure the projects that the Council delivers now to Parishioners in addition to work that it did ten years ago, this brings us to a figure in line with next years precept, meaning that the day to day running costs of the Council have only increased in line with inflation across the course of a decade. Looking back at the increases to the precept over the decade, the annual increase has not kept pace with inflation for many years which has resulted in larger increase in the last couple of years in order to keep pace with rising costs.

Public Open Forum

A parishioner said that the digital notice board has issues, Clerk to investigate



A parishioner asked if the council could look at the parking at the junction of Park Road and Park Lane, Chair S Johnson asked if County Cllr Tracey Carter to help. A parishioner asked when the lease for Holbeach Bank was due to expire, Cllr I Hutchinson explained that there were several documents, so all was on hold until all documents were available.

District Cllr N Worth provided information regarding the UK Shared Prosperity Fund

Vacancies

The Council currently has the following vacancies:

Holbeach Drove - 1 seat

Holbeach Town – 5 seats